



## EMSWCD 1<sup>st</sup> Quarter Progress Report for FY 2018-19

This report describes progress made on the EMSWCD FY2018-19 Annual Work Plan and budget through the first quarter of the financial year (July through September 2018).

For this report, substantive progress is measured and described against the activities identified in the “annual project activities and deliverables” tables given in the FY2018-19 Annual Work Plan. 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 first 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:

- **168 activities were planned to be undertaken** within the first quarter of the fiscal year.
- Of these, **155 (92%) have either been completed or are in progress** as planned.
- **13 (8%) have not been undertaken** as planned.

### Significant accomplishments this quarter include:

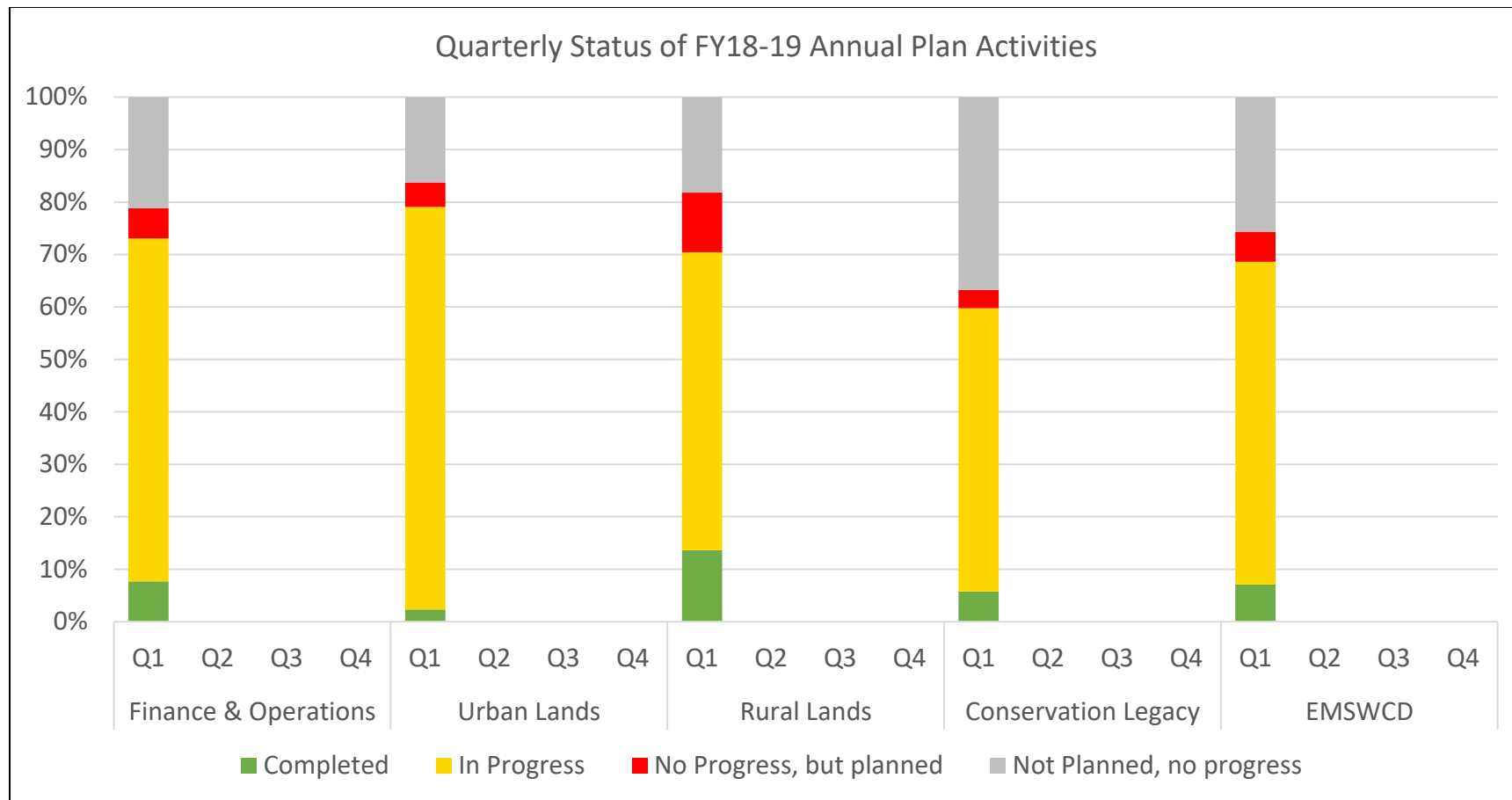
- Hired and onboarded new CFO.
- Urban Lands met with Gresham, Wood Village, and Troutdale to discuss possible partnerships and improving access to programs.
- Erosion Solutions project on 60-acre nursery property completed (estimated reduction of 500 tons of sediment /year in Johnson Creek).
- Full Cellar Farm was selected as the first HIP graduate to lease land from EMSWCD and will begin farming Mainstem Farm in 2019.
- Closed on the fee acquisition of a 20-acre farm property on Gordon Creek Road.
- Board approved changes to the Partners in Conservation Program, all PIC grants will be for up to \$100,000 and up to 2 years duration.

### Significant activities not accomplished the quarter include:

- Weed control work on spurge laurel, ivy and old man’s beard sites delayed in favor of more urgent post Eagle Creek fire weed control.
- No beneficial insects or pollinators workshops took place in the quarter because none were requested.
- Plans to conduct 1-2 case studies on past grantees has been postponed due to additional work load on the Grants Manager.
- Updating the Land Legacy natural areas/access to nature website pages on the EMSWCD website was postponed due to work load.



FY18-19 Q1 SUMMARY					
Program Area	No. of Activities	Completed	In progress	No progress, but planned	Not planned during period, no progress
Finance & Operations	52	4 (8%)	34 (65%)	3 (6%)	11 (21%)
Urban Lands	43	1 (2%)	33 (77%)	2 (5%)	7 (16%)
Rural Lands	44	6 (14%)	25 (57%)	5 (11%)	8 (18%)
Conservation Legacy	87	5 (6%)	47 (54%)	3 (3%)	32 (37%)
<b>EMSWCD Total</b>	<b>226</b>	<b>16 (7%)</b>	<b>139 (62%)</b>	<b>13 (6%)</b>	<b>58 (26%)</b>





Expenditures for FY18-19 to date are shown in the table directly below. After the first quarter, a total of 23.3% of the operational budget has been expended. Rural Lands (27.7%), Finance & Operations (23.8%) and Conservation Legacy (21.7%) are the closest in terms of percent spending relative to the percent of the fiscal year elapsed (25%). These are followed by Urban Lands (19.0%) and Headwaters (18.9%) which have more seasonal expenditures and/or rely more on partners and other external entities for their work so expenditures are not spread evenly through the year. The Headwaters capital improvement expenditures for the year are planned to take place in the spring and summer of 2019.

The Rural Lands operational expenditure is slightly higher than the projected annual budget due mainly to high contractor costs associated with weed control work on the areas burned by the Eagle Creek fire, as well as StreamCare site maintenance which is strongly seasonal in nature.

Category		Purpose	FY 2018-19		
			Total Annual Budget	Actual through Q1	% of Budget Expended
Operations	Finance & Operations	Staffing, facilities, and operations	\$738,546	\$175,758	23.79%
	Rural Lands	Staffing, contracting, and operations	\$1,072,873 <sup>1</sup>	\$297,306	27.71%
	Urban Lands	Staffing, contracting and operations	\$677,874	\$128,670	18.98%
	Conservation Legacy	Staffing and operations	\$527,077	\$114,205	21.67%
	• Headwaters Farm	Farm-specific staff and operations	\$309,410	\$58,585	18.93%
<b>Sub-total Operations</b>			<b>\$3,325,780</b>	<b>\$774,524</b>	<b>23.29%</b>
Capital, Grants, & Contingency/Unappropriated	Land Conservation Fund	Acquisitions	\$7,015,000	\$997,887	14.23%
	Grants	External grants	\$1,839,000	\$413,413	22.48%
	Partner Grants Mgt.	Pass through funds	\$35,000 <sup>2</sup>	\$0	0%
	Contingency Funds	Unanticipated costs	\$350,000	\$0	0%
	Unappropriated Funds	Funds held in reserve	\$1,147,531	\$0	0%
<b>Sub-total Grants, Funds and Reserves</b>			<b>\$10,386,531</b>	<b>\$1,411,300</b>	<b>13.59%</b>
<b>Total EMSWCD Budget</b>			<b>\$13,712,311</b>	<b>\$2,185,824</b>	<b>15.94%</b>

Progress made against the activities identified in the “annual project activities and deliverables” tables given in the FY2018-19 Annual Work Plan, follows below.

<sup>1</sup> Includes supplemental budget amendment (Resolution No. 2018-10-02) for Rural Lands USFS (\$14,750)

<sup>2</sup> Includes supplemental budget amendment (Resolution No. 2018-09-01) adding \$10,000 for LEPC to the Partners Grants Management Budget



## Finance and Operations<sup>3</sup>

FINANCE & OPERATIONS					
<b>Program Goals:</b>					
1. Promote equity and embrace the diversity of humanity of our workplace. 2. Recruit, develop and retain a professional, diverse and responsive workforce. 3. Increase the percentage of residents who know about EMSWCD. 4. Increase the percentage of residents who understand what EMSWCD does. 5. Ensure that residents know how to access EMSWCD services. 6. Ensure that residents have a positive perception of EMSWCD.					
Annual Activities and Deliverables	Timeframe				1 <sup>st</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
<b>Budget and Finance</b>					
Complete FY17-18 budget audit.	In progress	X			Audit is currently in progress.
Track FY18-19 budget and produce budget to actual reports.	In progress	X	X	X	Proceeding as expected. No issues to report.
Develop FY19-20 budget.	Not planned		X	X	Planned for 3 <sup>rd</sup> and 4 <sup>th</sup> quarter.
Review Fiscal Policies and recommend changes as needed.	Not planned			X	Not planned for 1 <sup>st</sup> quarter.
Review Contracting Policies and recommend changes as needed.	In progress	X	X	X	CFO began reviewing contracting policies in late 1 <sup>st</sup> quarter, still in progress. No recommendations or conclusions yet.
Review and monitor EMSWCD contractual agreements.	In progress	X	X	X	Ongoing. Proceeding as expected with no issues to report.
<b>Board and Committee Management</b>					
Schedule, notice, prepare logistics, distribute materials for and host 11 Board of Directors meetings.	In progress	X	X	X	3 board meetings held in 1 <sup>st</sup> quarter, including a special meeting in September. The July meeting was cancelled.
Take and prepare minutes, and maintain all records for 11 Board of Directors meetings.	In progress	X	X	X	Completed as expected in 1 <sup>st</sup> quarter. No issues to report.
Schedule, notice, prepare logistics, distribute materials for and help organize approximately 16 committee meetings.	In progress	X	X	X	4 committee meetings successfully held in 1 <sup>st</sup> quarter, Personnel, Grants and 2 Land Legacy Committee meetings.
Take and prepare minutes, and maintain all records for ~16 committee meetings.	In progress	X	X	X	Completed as expected in 1 <sup>st</sup> quarter. No issues to report.

<sup>3</sup> An “X” in the activity tables denotes that the activity is planned to be undertaken or worked on in that quarter.



Assess the opportunity for, and if viable, establish every other month Board of Directors meetings on a trial basis.	In progress	X			Evaluated and discussed internally. Awaiting Executive Director and Board discussion and decision.
Support administration requirements for the November Director elections, including public notice, publicizing opportunity for candidates to file for elected Director positions, and responding to queries from the public.	In progress	X			Election administrative support completed as expected in 1 <sup>st</sup> quarter.
Onboard at least two new directors or associate directors.	Not planned	X	X		Planned for 2 <sup>nd</sup> and 3 <sup>rd</sup> quarters.
<b>Human Resources</b>					
Conclude hiring for the vacant CFO position.	Complete				Recruitment of the new CFO was completed and new CFO, Dan Mitten, started work in July.
Review health and other insurance benefits to determine if changes or enhancements are needed for upcoming fiscal year.	Not planned		X	X	Planned for later in the year ahead of open enrollment periods.
Review and update Employee Handbook in conjunction with Personnel Policies.	In progress	X	X	X	Ongoing and in progress. No updates to report.
Compile and provide an overview of EMSWCD's HR policies and benefits in comparison to other agencies.	Not planned		X	X	Planned for 3 <sup>rd</sup> and 4 <sup>th</sup> quarter.
Research options for a new web-based employee management system including annual work planning and performance management and review.	Complete	X			Research into possible systems was undertaken in March/April 2018. It was subsequently decided to put the purchased of an online program on hold, until the internal EMSWCD performance evaluation process is revisited.
Maintain confidential personnel files.	In progress	X	X	X	Completed for 1 <sup>st</sup> quarter. No issues to report.
Research HR wellness and commute incentives.	In progress	X	X		Some research conducted on wellness programs and commute incentive programs for including in employee benefits.
<b>Facilities, Fleet and Equipment</b>					
<b>Facilities</b>					
Staff kitchen re-design at Williams Ave. Headquarters.	In progress	X	X	X	Ideas and suggestions are being solicited from staff.
General maintenance of building and facilities at Williams Ave. Headquarters.	In progress	X	X	X	All maintenance has been completed as scheduled.
General maintenance of buildings, equipment and facilities at Headwaters Farm.	In progress	X	X	X	General maintenance of buildings, equipment and facilities have been completed as planned.



General maintenance of buildings and facilities at Oxbow Farm, Stone Rd (Mishima) Farm, Gordon Creek Farm, and other properties acquired through the Land Legacy Program.	In progress	X	X	X	Maintenance and repairs done on Mainstem and Gordon Creek Rd properties in 1 <sup>st</sup> quarter.
<b>Fleet and Equipment</b>					
General maintenance of state vehicles	Complete	X	X	X	General maintenance and upkeep have been completed as scheduled and as needed.
Evaluate and, if deemed effective and efficient, implement fleet purchases.	Not planned	X	X		Not planned for 1 <sup>st</sup> quarter.
<b>Information Technology</b>					
IT support to ensure properly functioning equipment and timely troubleshooting of technology problems.	In progress	X	X	X	Progressing as planned. Staff and IT contractor worked on remaining user account, platform and software issues due to email server transition.
Research and implement a new phone system	In progress				The new phone system was purchased in 1 <sup>st</sup> quarter, which is scheduled to be installation early in 2 <sup>nd</sup> quarter.
Complete new office server acquisition, installation, and set-up.	Complete				This item was largely completed by the end of the 4 <sup>th</sup> quarter in FY2017-18, with some extensive remaining troubleshooting and fixes in the 1 <sup>st</sup> quarter.
Purchase and set-up scheduled replacement computers for staff.	In progress	X	X	X	In progress, proceeding as planned. No additional computers were purchased during the 1 <sup>st</sup> quarter. Computers already purchased were prepared for incoming new staff.
Investigate subscription-based solutions for the office software, and if deemed cost effective, purchase and implement.	Not planned	X			Not planned for this reporting period.
<b>Marketing and Media</b>					
Finalize (and implement) five-year Marketing Plan.	No progress				No significant progress during this period. Currently the primary document is in final draft form, with program-specific appendices that need to be updated.
Finalize the Branding and Identity Guide.	In progress	X			In progress. Completed a final draft in 1 <sup>st</sup> quarter, with finalization contingent on final feedback.
Evaluate options for and establish an unpaid social media intern position.	No progress	X			No progress, this work was not requested or initiated in the 1 <sup>st</sup> quarter. Marketing Manager has however been working with the Urban Lands intern on social media training and activity.
Evaluate use of billboards, public transportation, radio, local community newspapers and newsletters.	In progress	X	X	X	Proceeding as planned. Options for digital and media/community print advertisements evaluated, and pertinent information discussed with staff.



Develop, revise, maintain and add content to the website.	In progress	X	X	X	Comprehensive updates to the About, Grants, Land Legacy and other sections or subsections made, new posts drafted and published, existing posts archived or updated, photos and layout of many pages across the website were updated.
Develop and integrate social media to drive traffic to website, encourage event participation and promote conservation practices.	In progress	X	X	X	Posted frequently to Facebook and Twitter for EMSWCD services, workshops and updates, as well as grantee and partner events, began posting more frequently to LinkedIn, trained new intern in social media use.
Coordinate and conduct press outreach.	In progress	X	X	X	In the 1 <sup>st</sup> quarter helped draft and send releases for Board/Committee events, and for Headwaters Farm, and helped edit/draft a press release for Land Legacy.
Identify and implement advertising opportunities.	In progress	X	X	X	There were not many events to advertise for in the 1 <sup>st</sup> quarter, but staff has investigated print, digital and social advertisement avenues.
Develop and produce program displays and other outreach material.	In progress	X	X	X	Draft Grants, Land Legacy and Headwaters display materials developed. A series of outreach materials highlighting Jon's comics and illustrations was completed.
Coordinate translations of various materials.	No progress	X			No progress, this work was not requested or initiated in the 1 <sup>st</sup> quarter.
Evaluate new website hosting platforms.	In progress				Staff has looked at hosting platforms aligned with plant sale planning.
Plan, evaluate bids for, and conduct a new marketing survey	Not planned		X	X	Planned for later in the fiscal year.
Develop, test and implement a new online plant sale system.	In progress	X			A roadmap for comparing and selecting a platform for the 2019 plant sale and been developed. Alex and the plant sale team and have begun investigating plant sale options and analyzing historical issues.
<b>Office Administration</b>					
General office support and public reception.	In progress	X	X	X	Progressing smoothly.
Historical information organization, retention, filing, and archiving.	In progress	X	X	X	Progressing smoothly.
Current records management in accordance with Oregon public records law.	In progress	X	X	X	Progressing smoothly. No issues to report.
Research and/or develop needed policies and procedures.	In progress	X	X	X	Identified bone marrow leave requirement and incorporated this into leave policy revision.
Establish and maintain public access to Board and Committee information.	In progress	X	X	X	Progressing smoothly. Board and committee meeting information retained at the office and online.



Improve internal management of and access to Board and Committee information.	Not planned	X	X		Not planned for this reporting period.
Develop schedule of community meetings/events for engagement purposes.	Not planned	X		X	Not planned for this reporting period.
Establish contact list of the elected officials representing the district.	Not planned	X			Not planned for this reporting period.





## Urban Lands

URBAN LANDS					
<b>Strategic Goals:</b>					
1. Protect and improve water quality and quantity. 2. Protect and improve soil quality and quantity. 3. Protect and improve natural habitats.					
<b>Program Goals:</b>					
1. Decrease urban stormwater runoff by reducing impervious surfaces and retaining stormwater on-sites. 2. Reduce the use of synthetic landscaping chemicals and pesticides. 3. Reduce the area of lawn and other high-water-use ornamental plants. 4. Increase the use of urban landscape water conservation methods and tools. 5. Increase the number of native plants, and area of green infrastructure within the urban growth boundary. 6. Increase public understanding of water quality, water quantity and natural habitat conservation concerns and inspire action to address those concerns.					
Annual Activities and Deliverables	Timeframe				1 <sup>st</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
<b>Outreach and Education</b>					
<i>Outreach</i>					
Recruit education and outreach intern.	Complete				New intern began work on September 19.
Develop 3 new educational documents (web and/or print).	In progress	X			Drafting content for placement on EMSWCD website.
Update Urban Lands web content.	In progress	X			Conservation Directory updated; Urban CLIP content updated.
Translate selected workshop and outreach materials.	In progress	X	X	X	Urban Lands team began discussing a plan for selecting materials and identifying translation services.
Investigate ways to address impacts of climate change.	In progress	X	X	X	Initiated discussions with Troutdale, Wood Village, and Gresham.
Design and produce promotional materials.	In progress	X			Draft designs have been created and will be brought to staff for their opinion and suggestions.
Engage 12 new and existing community leaders/ groups/ organizations in priority areas each quarter. Q1=4, Q2=2, Q3=2, Q4=4.	In progress	X	X	X	1 <sup>st</sup> quarter: Connected with 6 groups regarding partnering and funding opportunities
Table at community events with literature about EMSWCD programs and events.	In progress	X	X	X	1 <sup>st</sup> quarter: 2 events, 70 conversations.
Attend 6 community meetings to promote EMSWCD workshops and introduce public to the benefits of sustainable landscaping/green infrastructure practices.	In progress	X	X	X	No presentations in 1 <sup>st</sup> quarter but contacting groups to present to.



<b>Workshops</b>	<b>48/year; 1,250 participants</b>					
<b>1-hour presentations:</b>		In progress	X	X	X	1 <sup>st</sup> quarter: 1 presentation, 27 attendees.
<ul style="list-style-type: none"> <li><i>Sustainable Landscaping/Green Infrastructure</i> 10/year; 200 participants</li> </ul>		In progress	X	X	X	1 <sup>st</sup> quarter: 1 workshop, 27 attendees.
<b>2-hour workshops:</b>		In progress	X	X	X	1 <sup>st</sup> quarter: 1 workshop, 18 attendees.
<ul style="list-style-type: none"> <li><i>Native Plants</i> 5/year; 150 participants</li> </ul>		In progress	X	X	X	1 <sup>st</sup> quarter: 0 workshops requested.
<ul style="list-style-type: none"> <li><i>Urban Weeds</i> 5/year; 150 participants</li> </ul>		No Progress	X	X	X	1 <sup>st</sup> quarter: 0 workshops requested.
<ul style="list-style-type: none"> <li><i>Pollinators</i> 6/year; 150 participants</li> </ul>		No Progress	X	X	X	1 <sup>st</sup> quarter: 0 workshops requested.
<ul style="list-style-type: none"> <li><i>Beneficial Insects</i> 6/year; 150 participants</li> </ul>		Not planned	X	X	X	1 <sup>st</sup> quarter: 0 workshops requested.
<ul style="list-style-type: none"> <li><i>Landscaping with Edibles</i> 6/year; 150 participants</li> </ul>		In progress	X	X	X	1 <sup>st</sup> quarter: 1 workshop, 28 attendees.
<b>4-hour workshops:</b>		In progress	X	X	X	1 <sup>st</sup> quarter: 2 workshops, 30 attendees.
<ul style="list-style-type: none"> <li><i>Naturescaping Basics</i> 5/year; 150 participants</li> </ul>		In progress	X	X	X	
<ul style="list-style-type: none"> <li><i>Rain Gardens</i> 5/year; 150 participants</li> </ul>						
<b>Events</b>	<b>2/year; 1,300 participants</b>					
Host Native Plant Sale to provide a diverse selection of affordable native plants top constituents. 800 participants; 10,000+ bare-root trees and shrubs sold.		Not planned	X	X		Planning for plant sale will begin in earnest in the 2 <sup>nd</sup> quarter.
Organize Naturescaped Yard Tour to demonstrate and encourage naturescaping and green infrastructure principles. 500 attendees.		Not planned		X	X	Planned for later in the year.
Research opportunities for on-the-ground community involvement event that would alternate (every other year) with yard-tour		Not planned	X	X	X	Planned for later in the year.
<b>Technical and Financial Assistance</b>						
Provide technical consultations and site visits to residential, commercial, and industrial landowners. 80/year, 20/quarter.		In progress	X	X	X	1 <sup>st</sup> quarter: 26 technical requests completed.



Provide technical consultations and site visits to grants program applicants and/or projects. 20 consults/year.	In progress	X	X	X	1 <sup>st</sup> quarter: 3 technical requests for SPACE projects completed.
Work with local jurisdictions to address green infrastructure barriers.	In progress	X	X	X	Met with Troutdale and Wood Village to discuss stormwater assistance.
Connect with 3 large land managers to build relationships, encourage sustainable land management practices, and promote EMSWCD services.	In progress	X	X	X	Met with representatives from June Key Delta House, Kelly Creek HOA, and Fairview Lake HOA to discuss potential projects.
<b>Cooperative Landowner Incentive Program</b>					
Finalize CLIP funding criteria	In progress	X			CLIP funding criteria and GIS eligibility map nearly completed.
Provide cost-share assistance for rain gardens and other practices. 5 projects/year	In progress	X	X	X	Responded to 3 rain-garden related requests and 4 potential CLIP project inquiries in the 1 <sup>st</sup> quarter.
<b>Partnerships and Regional Campaigns</b>					
Help develop native plants web tool by participating in guidance committee and providing support to Oregon Flora Project.	In progress	X	X	X	Project was on-hold due to loss of web developer. New developer has been identified and work has resumed.
Help develop IPM web tool (Solve Pest Problems) by participating on OSU project teams.	In progress	X	X	X	Participate in Steering and Advisory Committees, guiding content, layout, inclusive engagement, marketing plan and evaluation plan.
Utilize and promote community organizations or non-profit services to increase wildlife and pollinator habitat within targeted neighborhoods via community action projects, workshops and citizen science.	In progress	X	X	X	Regularly recommended Backyard Habitat program, Audubon, Xerces, Friends of Trees, Master Gardeners, and other partners to technical assistance requests.
Work with and support PDX Greywater Partnership and other water conservation groups and initiatives.	In progress	X	X	X	Recommended Greywater Partnership resources to at least one tech assist requester.
Participate in the Grant Butte and other land-use planning groups.	In progress	X	X	X	Attended 3 meetings.
Collaborate with Watershed Councils within EMSWCD boundaries.	In progress	X	X	X	Staff represented EMSWCD on CSWC board, attended JCWC-IJC, CSWC Tech Team, and other regular meetings; participated in Johnson Creek macroinvertebrate sampling.
<b>Demonstration Projects</b>					
Implement the Conservation Corner outreach plan to enhance the visibility and educational value of the site.	In progress	X	X	X	Outreach plan is in progress.
Oversee maintenance and improvements to Conservation Corner landscape, green infrastructure (pervious pavement, roofs, walls, etc.), and Green Streets.	In progress	X	X	X	Oversaw Blossom bi-weekly visits; coordinated Tree of Heaven treatment.



Provide group tours of the EMSWCD facilities to demonstrate naturescaping and green infrastructure principles in practice. 4 tours/year; 100 attendees.	In progress	X	X	X	1 <sup>st</sup> quarter: 0 tours. (Scheduled a tour for 10/4/18).
Participate in outreach team for the MHCC retrofit project.	In progress	X	X	X	Organized a stakeholder tour of initial projects.
Participate in Steering committee for the MHCC retrofit Project.	In progress	X	X	X	Meet bi-weekly and as needed to keep project on task.
Develop and initiate contracts and agreements as needed and necessary to begin implementation of the top priority projects on the MHCC Campus.	In progress	X	X	X	Working with MHCC to develop Salmon-Safe outreach plan and working with MHCC Facilities to incorporate Salmon-Safe into the Facilities Management Master Plan.
Work with partners to implement top priority projects identified in the MHCC assessment.	Not planned		X	X	Planned for later in the year.
Engage with community organizations, jurisdictions and non-profits to identify/explore potential large-scale demonstration projects within targeted neighborhoods.	In progress	X	X	X	Informal conversations held, but no solid leads.
<b>Monitoring and Evaluation</b>					
Meet with partners, review partner monitoring reports, studies and findings.	In progress	X	X		Attended UERC presentation on effect of trees on air pollution, and Willamette Mercury TMDL Advisory Team meeting.
Define program monitoring and evaluation metrics.	Not planned	X	X	X	Not planned for the 1 <sup>st</sup> quarter.
Identify relevant information and review the results of partner tracking efforts.	Not planned	X	X	X	Not planned for the 1 <sup>st</sup> quarter.



## Rural Lands

RURAL LANDS					
<b>Strategic Goals:</b>					
1. Protect and improve water quality and quantity. 2. Protect and improve soil quality and quantity. 3. Protect and improve natural habitats. 5. Increase the sustainability of Agriculture					
<b>Program Goals:</b>					
1. Decrease erosion from working lands in the rural part of the district to prevent sediment and bacteria from entering waterways. 2. Improve the efficiency of irrigation on working lands. 3. Increase stream shading to protect water temperature and improve riparian habitat in priority watersheds. 4. Understand water quality baseline levels in priority watersheds and trends over time. 5. Reduce the impacts of ecosystem altering weeds species on natural habitats in the rural part of the district, focusing on protecting high value native forest and riparian areas. 6. Limit invasive species pressure on natural regeneration of native forest in areas burnt by the 2017 Eagle Creek fire. 7. Increase awareness among landowners and managers about protecting and improving water quality, water quantity, soil health, riparian health, natural habitats, and reducing populations of invasive weeds.					
Annual Activities and Deliverables	Timeframe				1 <sup>st</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
<b>Technical and Financial Assistance</b>					
<b><i>Landowners Consultations</i></b>					
Conduct 20 site visits including first-time site visits with 5 landowners.	In progress	X	X	X	Six site visits; three first-time.
Develop 5 technical recommendations and/or conservation plans that include recommendations to address erosion and/or water quality.	In progress	X	X	X	Two designs for manure composting sheds and one for a heavy use area developed.
Assist 4 landowners with cost share applications.	In progress	X	X	X	One application developed for the use of exclusion riparian fencing on a future StreamCare site.
Partner with NRCS to promote and deliver cost share assistance.	In progress	X	X	X	Monthly meetings held with NRCS and West Multnomah SWCD to coordinate efforts.
<b><i>Erosion Solutions</i></b>					
Implement erosion practices on 60-acre nursery property.	Complete				Installation of erosion prevention practices was completed.
Network within the nursery industry.	In progress	X	X	X	Networked at the Far West Show and two Oregon Association of Nurseries Mt Hood Chapter events.



Work with cooperators to design and implement erosion prevention practices.	In progress	X	X	X	Work on a cost share project to install erosion prevention products at one nursery continues; in discussions with two others.
<b>StreamCare</b>					
<b>Site restoration and maintenance</b>					
The existing, planted StreamCare areas on 403 acres along 15 miles of stream will be maintained to ensure good rates of plant survival.	In progress	X	X	X	Maintenance completed on 247 acres.
Another 25 acres prepared and planted in FY18-19.	In progress	X	X	X	Twenty-five acres prepared for planting during the 1 <sup>st</sup> quarter.
Coordinate contracted labor crews to prepare new sites for planting, control weeds on existing sites, and plant native trees and shrubs.	In progress	X	X	X	Crews prepared new sites and controlled weeds on existing sites during the 1 <sup>st</sup> quarter.
Manage wholesale plant orders, delivery, and storage.	In progress		X		Placed wholesale plant orders.
StreamCare sites that reach the five-year mark will be evaluated to determine if the site is ready to graduate or if the landowner agreement should be extended.	In progress	X	X	X	Extended three agreements due to a need to continue weed control.
For landowners that are graduating from StreamCare, offer a site visit. Approximately 63 acres along 2 stream miles are scheduled to graduate during FY18-19.	In progress	X	X	X	Conducted 5 graduation site visits. Collectively these sites are 62.52 acres and 2.04 stream miles.
<b>Program development</b>					
Develop options for long term protection of graduated StreamCare sites.	Not planned	X	X		Will be given attention during winter months.
Estimate based on graduations when a new watershed can be added.	Not planned	X	X		Will be given attention during winter months.
<b>Monitoring and evaluation</b>					
Maintain GPS and GIS data; maintain StreamCare “database” track and compile deliverables.	In progress	X	X	X	Ongoing
Complete shade modelling of Johnson Creek.	Not planned	X	X		Planned for the winter.
<b>Outreach</b>					
Use mailings, advertisements, web and social media to promote conservation, outreach events and program offerings.	In progress	X	X	X	Sent a survey to 17 StreamCare graduates. Twenty-one social media posts including a cartoon filled blog post for the Sandy River Watershed Council about water temperatures in Beaver Creek.



Coordinate four workshops to provide conservation education and program information.	In progress	X	X	X	Planning workshops for the 3 <sup>rd</sup> and 4 <sup>th</sup> quarters.
Develop video content for website and social media.	Not planned	X	X		Planned to initiate work in 2 <sup>nd</sup> quarter.
Partner with other SWCDs to fund, develop and staff a booth at the Far West Show. Table at two partner events.	In progress	X		X	Focus of this year's Far West Show booth was erosion prevention products. Tabled at Small Farm School.
Use equity lens to evaluate outreach methods and materials to identify needed changes.	Not planned	X	X	X	Planned to initiate in 2 <sup>nd</sup> quarter.
<b>Water Quality Monitoring</b>					
Collect monthly samples in upper Beaver and Johnson Creeks. This will include on-site measurement of pH, conductivity, and turbidity as well as laboratory analysis for fecal bacteria, total suspended solids, total phosphorous, and nitrate.	In progress	X	X	X	Monthly sampling is ongoing, and was completed for 1 <sup>st</sup> quarter.
Install continuous temperature loggers in multiple locations in Beaver, Johnson, Big, and Smith creeks each April.	Not planned			X	Planned or start of summer.
Remove temperature loggers in the fall.	Complete				Completed as planned.
Analyze and report on water quality data in collaboration with other partners monitoring efforts.	In progress	X	X	X	
<b>Weeds</b>					
<b>Early detection and rapid response</b>					
Verify, assess, and perform necessary control for all reports of species from the Early Detection & Rapid Response list.	In progress	X	X	X	No reports or discoveries of any new infestations in 1 <sup>st</sup> quarter.
<b>Control priority weeds</b>					
Control all known riparian knotweed infestations every two years (85 properties total, 43 for FY18-19)	Complete				Surveyed 43 knotweed sites on the banks of the Sandy River by boat and on tributaries by foot. Found and treated new infestations on private property totaling 130sqft. Treated regrowth of known infestations totaling 8100sqft on private and 3700sqft on public properties.
Survey and control all non-riparian knotweed locations every two years (91 properties total, 46 for FY18-19).	Complete				Surveyed 46 properties; area controlled included above.
Annually control of all accessible false brome infestations (acreage unknown due to Eagle Creek fire) to prevent establishment in the rural areas of the district.	Complete	X			Controlled 35sqft across 2.7 acres of private land and 59sqft across 45.1 acres of public land.
Survey for new false brome populations along plausible vectors.	Complete				Surveyed 3.2 acres of private and 6.6 acres of public land for new false brome infestations. None found.



Control 20% of known infested acreage (~200 acres) of spurge laurel where access has been granted by the landowner.	No progress	X			Delayed due to the priorities of knotweed, false brome, and weed control in areas impacted by the Eagle Creek Fire.
Control at least ~550 acres of English ivy and old man's beard in current projects areas (~2800 acres).	No progress	X	X	X	See above.
Monitor half (~1400 acres) of the current project acreage (~2800 acres) of English ivy and old man's beard.	No progress	X	X	X	See above.
Annually control all known infestations (241 properties) of garlic mustard outside the containment zone a minimum of 2 times.	Not planned			X	Planned for spring.
Survey plausible vectors and outlying areas for spread of garlic mustard.	Not planned			X	Planned for spring.
<b>Eagle Creek Fire response</b>					
Monitor post fire recovery and identify areas of weed pressure in collaboration with USFS, OR State Parks and other organizations.	In progress	X	X	X	Surveyed 126 sites impacted by the fire.
In collaboration with partners, undertake weed control in priority areas	In progress	X	X	X	Controlled weeds on 182.8 acres.
<b>Regional coordination</b>					
Provide technical assistance with weed identification and control methods.	In progress	X	X	X	
Participate in both the 4-county and Columbia Gorge Cooperative Weed Management Areas.	In progress	X	X	X	Gave a presentation to the 4-county CWMA about our weed control work in areas impacted by the Eagle Creek fire.
<b>Monitoring and evaluation</b>					
Maintain special location information in GIS, including abundance information for the target species.	In progress	X	X	X	GIS data collected on 2018 weeds sites by staff and contractors.
Derive invasive weed control treatment polygons to track weed treatment efforts.	In progress	X	X	X	Areas of post fire weed control areas defined.
Evaluate the feasibility of reducing the garlic mustard containment area and identify priority areas to target.	No progress	X	X	X	Delayed due to the priorities of knotweed, false brome, and weed control in the area of the Eagle Creek Fire.
Analysis to determine if the reduce coverage goals for false brome, English ivy, Old man's beard and spurge laurel were met and to set new goals.	No progress	X	X	X	See above.





## Conservation Legacy

HEADWATERS					
<p><b>Strategic Goals:</b></p> <p>1. Protect and improve water quality and quantity. 2. Protect and improve soil quality and quantity. 3. Protect and improve natural habitats. 4. Protect agricultural lands. 5. Increase the sustainability of Agriculture.</p> <p><b>Program Goals:</b></p> <p>1. Maintain and improve the natural resources at Headwaters Farm to support sustainable agriculture.            2. Facilitate the establishment of viable new farm businesses, that are good stewards of land.            3. Increase the visibility of conservation farming practices.            4. Headwaters Farm facilities, infrastructure and equipment supports the HIP program and EMSWCD’s mission.</p>					
Annual Activities and Deliverables	Timeframe				1 <sup>ST</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
<b>Natural Resources Management</b>					
Plan, implement and monitor a suite of practices that promote good stewardship through a conservation planning approach, including: organic practices, cover cropping, nutrient management, reduced and appropriately timed tillage, drip irrigation, compaction alleviation, among others.	In progress	X	X	X	Disturbed soil associated with the stormwater projects were seeded with grass, clover, and pollinator plants, and stabilized with jute and coconut coir. The weather station and soil moisture probes were calibrated and used for one farm as a pilot. All HIP farmers used organic practices in their production. A new disc was ordered to provide a reliable tool for incorporating cover crop and reducing tillage.
<b>Soil Health Improvements</b>					
Cover crop or silage tarp all farmable areas of Headwaters Farm while not in production (approximately 34 acres possible).	In progress	X	X	X	Summer cover crop was either established on fallowed fields or managed in areas that were previously fallowed, for an approximate total of 5 acres. An additional ½ acre was put under silage tarps to reduce the weed bank and proliferation of nut sedge and Canada thistle.
Soil samples taken for all fields in October - both in production or not - to help determine fertility needs and document change over time.	Not planned	X			Samples will not be taken until the 2 <sup>nd</sup> quarter.
Manage invasive weeds.	In progress	X		X	Active invasive weed management was conducted by HIP staff and farmers using cultivation, tillage, silage tarps, cover crops, and by hand.
Lime fields and applications of other amendments as needed.	Not planned	X		X	2017 soil samples indicated there wasn’t a need for large-scale pH adjustment. However, various HIP farmers applied lime on a smaller-scale to their individual plots.



<b>Erosion and Stormwater Management</b>					
Realignment of roadway in close proximity of the North Fork of Johnson Creek within the Dianna Pope Natural Area, including 275ft of new gravel road situated away from the water resource and deconstruction and planting of 325ft of the existing roadway.	In progress				Permit received from Multnomah County. Construction will likely take place in the spring/summer of 2019.
Incorporate legacy nursery stock piles into the fields and begin to remediate them with cover crops.	Not planned			X	These piles will be included in the scope of work with other projects requiring earthmoving equipment. This will likely occur in the spring/summer of 2019.
<b>Irrigation efficiency</b>					
Work with incubator farmers to encourage the use of low-output irrigation and developing and utilizing an Irrigation Water Management Plan.	In progress			X	RL worked with one HIP farmer on an irrigation water management plan. This was a trial run to better understand the equipment and the challenges associated with irrigating a small, diversified farm.
<b>Natural Habitat</b>					
Establish an additional 6,500ft <sup>2</sup> of pollinator habitat (2,000ft <sup>2</sup> between the propagation houses and 4,500ft <sup>2</sup> to the east of the in-holding property).	Not planned	X	X		Plants have been ordered but the planting won't occur until the end of November.
Maintain existing pollinator habitat, hedgerows and beetle bank.	In progress		X	X	Weeding occurred as needed in the hedgerows. More extensive maintenance will happen in the spring.
<b>Headwaters Incubator Program (HIP)</b>					
Complete Headwaters 5-year plan	Not planned	X	X		Planned for the winter months.
<b>HIP Farmer recruitment and retention</b>					
Obtain at least 10 HIP applicants for the 2018 growing season.	In progress	X			Recruitment materials updated and outreach conducted, ahead of active application period in October 2018.
Two-to-five new farms recruited in FY18-19.	Not planned	X	X		The selection process begins once the application window ends on 10/31. New farms will be accepted in November but won't officially join HIP until 2019.
Host at least 12 incubator farmers at all times.	In progress	X	X	X	There were 14 active farms participating in HIP at the end of the 1 <sup>st</sup> quarter.
<b>HIP Farmer Support and Training</b>					
Tractor safety and operation training.	Not planned		X		Planned for spring 2019.
Record keeping cohort, participation in farm business record keeping training.	Not planned		X	X	This will begin in 2019 and occur through the growing season.



BCS maintenance and individual farmer operation trainings.	Not planned			X	Planned for spring and summer 2019.
New farmer orientation.	Not planned		X		Planned for February 2019.
Nutrient management training.	Not planned			X	Planned for spring 2019.
Irrigation management training.	Not planned			X	Planned for spring and summer 2019.
<b>HIP Graduate Support</b>					
Identify one or more HIP graduates to lease Mishima Farm.	Complete				Selection process successfully completed, with Full Cellar Farm selected to be the Mainstem tenant starting in 2019.
Work with graduating farmers to identify best landing options for their farm businesses.	In progress	X			Most efforts for landing HIP graduates has gone to Full Cellar Farm. A meeting was held with Alquimia Botanicals (the other graduating farm) to discuss landing opportunities.
Maintain ongoing relationship with HIP graduates and connect them to various support services.	In progress	X	X	X	Graduates were engaged for an irrigation water management workshop. An End of Year Survey will be sent out at the end of the 2018 calendar year.
<b>Outreach and Education</b>					
Highlight and promote key conservation efforts by keeping an active social media presence and updating the HIP page on the EMSWCD website regularly	In progress	X	X	X	Numerous updates were made on social media relating to conservation practices.
Create plan for the incorporation of interpretive signage and other informational documentation at the farm; begin making and displaying signs.	Not planned	X	X		Support was offered for the development and siting of a Rural Lands interpretive sign. The HIP related signage plan will be developed over the winter.
Lead tours at Headwaters Farm for prospective farmers, program partners, and the general public.	In progress	X	X	X	Seven tours were conducted reaching around 60 visitors comprising potential applicants, partner organizations, and the general public.
Tabling, presentations, events, and other outreach opportunities as they arise.	In progress	X	X	X	Tabled and presented at the Small Farm School. An article about farmer development in Oregon was written for Growing For Market magazine. Portland Tribune and Capital Press both wrote articles about HIP.
Provide onsite training opportunities for Farmers of Color Apprenticeship Program.	In progress			X	Mudbone Grow's apprentices participated in the irrigation management workshop.
Explore partnerships and grant funding to pursue programming that utilizes Headwaters Farm resources to create farming opportunities for underserved groups.	Not planned	X	X		This exploration will occur during the off-season months.



Facilities, Infrastructure and Equipment					
Construction of three forced air compost boxes.	In progress	X			Construction and plumbing of the boxes is complete. Setting up the electrical system to power the blower is expected to be done by early November.
Design, permit, and build equipment shed.	In progress	X	X	X	Initial conversations have begun around siting and design.
Ongoing maintenance of farm vehicles and equipment	In progress	X	X	X	General maintenance was performed on HIP tractors, BCS, and key implements.
Conduct facilities, road and path safety inspections and address issues that arise.	In progress	X	X	X	Weekly inspections of primary access ways were conducted. No notable events or requiring immediate attention were observed.

LAND LEGACY					
<b>Strategic Goals:</b>					
1. Protect and improve water quality and quantity. 2. Protect and improve soil quality and quantity. 3. Protect and improve natural habitats. 4. Protect agricultural lands. 5. Increase the sustainability of Agriculture. 6. Provide equitable access to nature.					
<b>Program Goals:</b>					
1. Protect agricultural land east of the Urban Growth Boundary, excluding the urban reserve.					
2. Help partners protect one to two urban farms and community gardens projects through financial and technical assistance.					
3. Protect priority habitats in the district by helping partners protect areas identified in conservation-related plans.					
4. Assist partners establish new parks and natural areas in underserved communities.					
Annual Activities and Deliverables	Timeframe				1 <sup>st</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
<b>LLP Program</b>					
Backfill outstanding records management needs for all property interests.	In progress	X	X	X	Created property acquisition/management file for Headwaters property.
Finalize remaining identified program foundational documents.	In progress	X	X		Easement Management and Agricultural Management Plan guidelines finalized.
Consider and potentially implement streamlined approach to transaction review and approval.	Not Planned		X	X	Planned for later in the year.
Design and produce Land Legacy Program poster displays.	In progress	X			Content developed and provided for the design work.



<b>Working Farmland Protection</b>					
Refine agricultural property prioritization for the agricultural focal area as well as non-focal area agricultural properties east of the Sandy River.	Not Planned	X	X		Planned for winter months.
Conduct analysis of changes in the area and use of farmland over time, to determine extent of farmland loss within the district.	Not Planned	X	X		Planned for winter months.
Continued development and implementation of outreach program for the Ag community. Provide at least one distinct opportunity for the 75 highest priority landowners to learn about the working lands conservation easement program.	In progress	X	X	X	Foundational and preparatory work undertaken for several outreach events planned for the 2 <sup>nd</sup> quarter.
Close out disposition of Oxbow property.	In progress	X			Worked on resolving remaining issues with the chosen buyer for Oxbow.
Close on fee acquisition of Gordon Creek farm property.	Complete				20-acre farm closed successfully in the 1 <sup>st</sup> quarter.
Close on or substantively advance at least one other farmland transaction.	In progress	X	X	X	CE acquisition option substantially advanced in the 1 <sup>st</sup> quarter.
Opportunities rapidly and creatively responded to; four or more ag properties will be brought before the EMSWCD board to consider for protection.	In progress	X	X	X	One fee and CE acquisition advanced in the 1 <sup>st</sup> quarter.
Further develop partnerships with SWCDs and Land Trusts in support of agricultural land protection.	In progress	X	X	X	Secured agreement with COLT on conceptual Standards and Practices framework alternative.
Support the Oregon Ag Heritage Program and Willamette Valley Ag Preservation initiative and ensure these programs help support EMSWCD agricultural land protection efforts.	In progress	X	X	X	Provided comment letter on OAHP draft rules, submitted 5 letters of intent to OAHP.
Farm succession resources developed if resources permit.	In progress	X	X	X	Finalized plans for 4-part workshop series in Jan/Feb 2019.
<b>Agricultural Land Stewardship</b>					
Fee interest and conservation easement management guidelines adopted and implemented for current EMSWCD holdings.	In progress	X	X	X	Conservation easement management guidelines ready for review by LLC.
Agricultural Management Plan guidelines finalized.	In progress	X			Ag Management Plan guidelines ready for review by LLC.
Agricultural management plans developed and implemented for Mainstem (formally Mishima), Oxbow, and Gordon Creek properties.	In progress	X	X	X	Mainstem in development.
Develop and finalize lease for Mainstem property.	In progress	X			Draft lease mostly complete.



Prepare sites and complete native plant installation to restore riparian habitat on the Mainstem property and Gordon Creek property.	In progress		X		Mainstem riparian area treated for weeds in preparation for planning in February.
<b>Natural Resource Lands Protection</b>					
Support partner protection efforts financially with partner entity in the lead, as opportunities arise.	In progress	X	X	X	Engaged partners on 2 Natural Areas projects.
Update Natural Lands component of website.	No Progress	X	X		No capacity to pursue during the 1 <sup>st</sup> quarter given other priorities.
To the extent allowed by law, support efforts by external entities to secure funding for natural area protection and ensure the sustainable management of natural areas in the region.	In progress	X	X	X	Discussions with Metro, presentation on our partnerships to Metro stakeholders, discussions with LLC.
<b>Natural Area Stewardship / DPNA</b>					
Weed control and plant maintenance, in-fill planting where required.	Not Planned		X	X	Planned for the winter and spring.
Conduct regular wildlife surveys, install and analyze wildlife camera footage.	In progress	X	X	X	Planned monitoring for 1 <sup>st</sup> quarter was undertaken.
Install DPNA interpretive signage.	In progress				Interpretive sign has been designed and manufactured, but delay in delivery will mean the sign will be installed in the 2 <sup>nd</sup> quarter.
Design and install welcome/entrance sign.	Not Planned	X	X	X	Planning for this project will be initiated in the 2 <sup>nd</sup> quarter.
Finalize permitting and construction of road realignment to move roadway further from the North Fork of Johnson Creek	In progress	X		X	Permit has been approved and received from Multnomah County. Construction will take place in the 4 <sup>th</sup> quarter when the ground dries out sufficiently.
<b>Access to Nature</b>					
Update Access to Nature component of website.	No Progress	X	X		No capacity to pursue during the 1 <sup>st</sup> quarter given other more urgent priorities.
If capacity permits, assess and prioritize potential access to nature protection opportunities.	Not Planned	X	X	X	Planned for later in the year.
Support partner protection efforts financially with partner entity in the lead, especially those targeted to under-served communities.	In progress	X	X	X	Explored an opportunity with the Audubon Society of Portland.



GRANTS					
<p align="center"><b>Strategic Goals:</b></p> <p align="center">1. Protect and improve water quality and quantity. 2. Protect and improve soil quality and quantity. 3. Protect and improve natural habitats.            4. Protect agricultural lands. 5. Increase the sustainability of Agriculture. 6. Provide equitable access to nature.</p> <p align="center"><b>Program Goals:</b></p> <p>1. Complement other EMSWCD program efforts in water quality, soil health, habitat restoration and sustainable agriculture.            2. Increase environmental literacy of EMSWCD residents.            3. Increase capacity and strengthen organizational structures needed to advance equitable conservation outcomes.            4. Establish and support sustainable school and community gardens throughout the urban areas of the EMSWCD service area.            5. Increase conservation benefits for communities and populations experiencing disparities in environmental health, environmental education, and natural amenities.</p>					
Annual Activities and Deliverables	Timeframe				1 <sup>st</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
<b>Outreach, Engagement and Evaluation</b>					
Conduct survey of 2018 PIC applicants and present results.	Complete	X			2018 PIC applicant survey completed, and results presented at September Grants Committee meeting.
Conduct 1-2 case studies of past grantees and/or assessment of a particular funding area (restoration or equity).	No Progress	X			Postponed due to additional work load on the Grants Manager with the SPACE grant administration.
<b>PIC Grants</b>					
<b>PIC Grant administration</b>					
Update PIC grant application and supporting materials, receive applications, conduct due diligence, prepare for and host Review Committee meeting, make recommendations to the Board for PIC grant awards.	Not Planned	X	X	X	Planned for 2 <sup>nd</sup> quarter ahead of the PIC 2019 application going live on November 1 <sup>st</sup> .
Contract with grantees for 18 PIC and PIC Plus awards	In progress			X	All contracts are completed with the exception of one grantee awaiting confirmation of match funding.
Consider changes to PIC/PIC Plus grant structure and funding levels for consideration by the Grants Committee.	Complete				Grants Committee recommended and the Board approved changes to the PIC grant program structure. PIC Plus will be discontinued, and all PIC grants duration lengthened to up to 2 years, and the maximum PIC grant amount increased up to \$100,000 per grant.
<b>Compliment other EMSWCD Program Efforts</b>					
Fund at least three restoration or monitoring projects.	Not Planned		X		PIC application review and award in the 3 <sup>rd</sup> quarter.
Fund at least three projects that address stormwater runoff, water quality/ conservation, and/or soil erosion.	Not Planned		X		PIC application review and award in the 3 <sup>rd</sup> quarter.



Fund at least one project that promotes sustainable agriculture.	Not Planned		X		PIC application review and award in the 3 <sup>rd</sup> quarter.
<b>Sustainable School and Community Gardens</b>					
Re-convene PIC grantees and other key stakeholders involved in school and community gardens to check in on respective roles, current issues and area to consider for PIC 2019.	Not Planned	X			Planned for 2 <sup>nd</sup> quarter.
Fund the development of at least two new community or school garden spaces.	Not Planned		X		PIC application review and award in the 3 <sup>rd</sup> quarter.
Fund the upgrade and/or maintenance of at least three community or school gardens.	Not Planned		X		PIC application review and award in the 3 <sup>rd</sup> quarter.
<b>Environmental Literacy</b>					
Fund at least three mission-specific environmental and/or garden education projects for youth.	Not Planned		X		PIC application review and award in the 3 <sup>rd</sup> quarter.
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.	Not Planned		X		PIC application review and award in the 3 <sup>rd</sup> quarter.
<b>Equitable conservation outcomes and benefits</b>					
Support, through grants and/or facilitation, at least two partnerships that cross traditional sector lines and help to build alliances between conservation groups and culturally specific community organizations.	Not Planned		X		PIC application review and award in the 3 <sup>rd</sup> quarter.
Fund projects of at least two culturally specific organizations to help build organizational and technical capacity for conservation work.	Not Planned		X		PIC application review and award in the 3 <sup>rd</sup> quarter.
Participate in the Equity Grant Makers group, EMSWCD's Equity Team, and training opportunities to address barriers to greater equity in grantmaking and conservation funding.	In progress	X	X	X	Staff participated in three sessions of CEI equity training, contributed to planning documents with EMSWCD Equity Team, and read materials relevant to furthering this work in the grant program.
Convene informal, small groups to share information and explore collaboration opportunities in equity-related work.	Not Planned	X			Planned for 2 <sup>nd</sup> quarter.





SPACE Grants					
Manage the transition of SPACE onto ZoomGrants online platform.	Complete				SPACE grants administration has been successfully transitioned onto the ZoomGrants platform. July 2018 was the first month of applications were received online.
Fund projects that address restoration of urban habitat, stormwater management, water quality, and other on-the-ground conservation needs.	In progress	X	X	X	Four SPACE projects were funded this quarter that included naturescaping and tree planting to improve water quality and stormwater management. Woodland School engaged in planting trees as a barrier to noise and to enhance habitat.
Fund projects that upgrade and/or maintain community and school gardens.	In progress	X	X	X	Four SPACE projects were funded this quarter that created or upgraded school and community food gardens. The Portland Montessori School expanded their school garden and planted pollinator plants.
Fund projects that contain an educational component: hands-on involvement of students or volunteers; work skills training (restoration, gardening, sustainable agriculture); and/or demonstration/interpretive elements.	In progress	X	X	X	All ten SPACE projects funded this quarter had an educational component, involving either the community or in most cases, students. A grant to Urban Nature Partners supported student supplies for outdoor nature field trips.
Fund educational community events focused on conservation and/or agricultural issues that reach significant numbers of EMSWCD residents.	In progress	X	X	X	One SPACE grant provided funding for a nature themed art event for Camp Elso, a camp that serves primarily low income African American youth.
SPA Grants					
Attend SPA meetings and maintain familiarity with the contracts and projects.	In progress	X	X	X	The watershed councils presented on the SPA agreements and progress to the August Board meeting.
Administer individual agreements: reimbursements, reporting and electronic files.	In progress	X	X	X	Staff completed the administrative documents for the SPA agreements to enable reimbursements, processed payments and maintained electronic files.