



EMSWCD 2nd Quarter Progress Report for FY 2018-19

This report describes progress made on the EMSWCD FY2018-19 Annual Work Plan and budget through the second quarter of the 2018-2019 financial year (October through December 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 EMSWCD 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 second 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:

- **198 activities were planned to be undertaken** within the second quarter of the fiscal year.
- Of these, **172 (87%) have either been completed or are in progress** as planned.
- **26 (13%) have not been undertaken** as planned.

Significant accomplishments this quarter include:

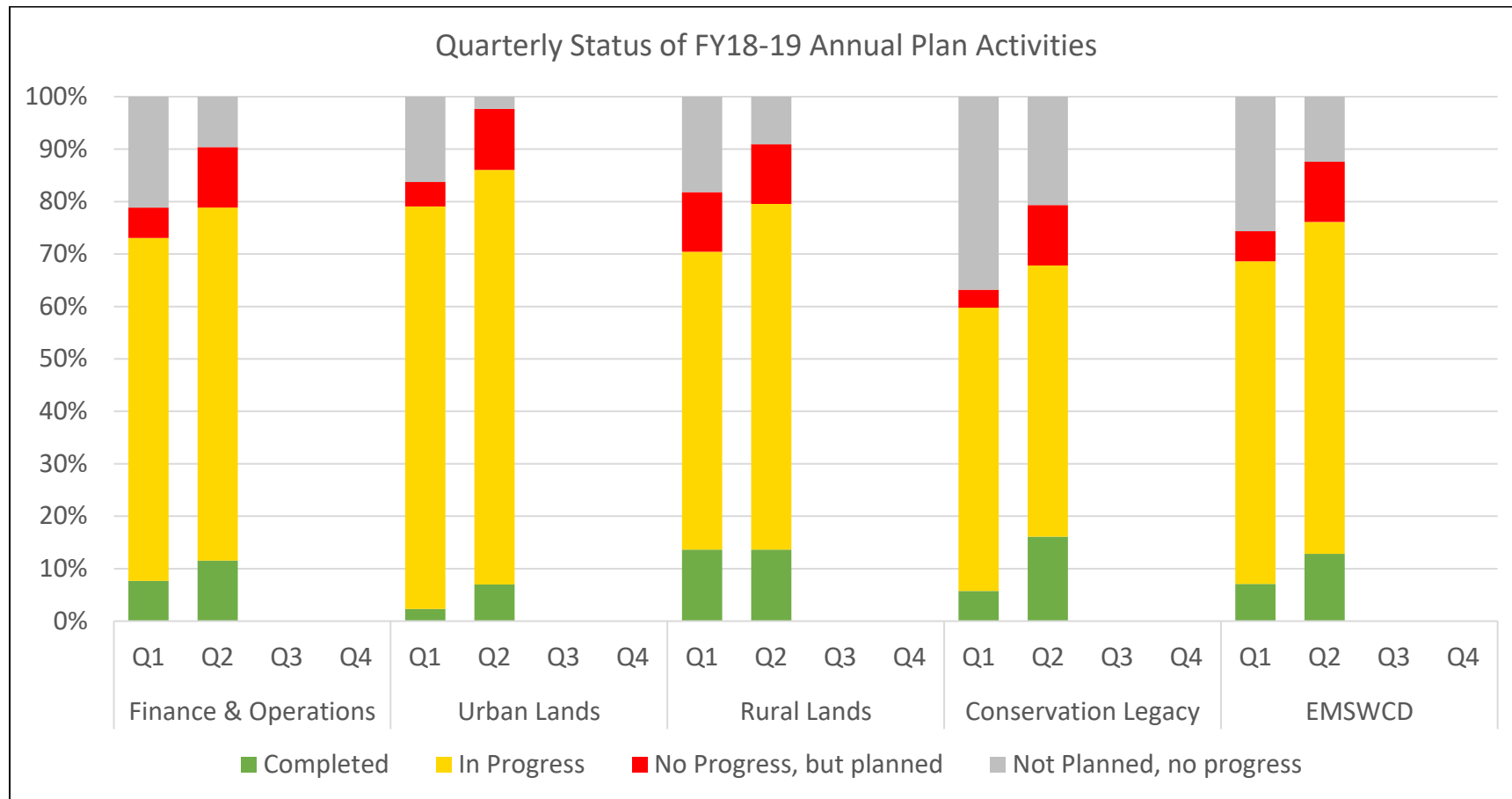
- Installed new phone equipment and conferencing system and the EMSWCD office, and trained staff on new phone system.
- Successfully completed FY17-18 Financial Audit.
- Successfully moved Plant Sale ecommerce site to a new platform, Shopify.
- Urban CLIP funding criteria and eligibility map completed.
- Compiled two years of activities and water quality data for presentation to Lower Willamette Ag Water Quality Biennial Review meeting.
- Completed the aerated compost system at Headwaters that is powered by renewable solar energy.
- The lease for Mainstem Farm to a HIP graduate was finalized; and agreement on multiple components of Oxbow disposition secured.
- Staff co-hosted a convening of grantees on Green Workforce Development with over 20 people and 14 organizations represented.

Significant activities not accomplished the quarter include:

- The Urban Lands position vacancy resulted in several Urban Lands and some Finance and Operations tasks not being accomplished, due to the need to focus on the recruitment and undertaking the tasks that position was responsible for, including the Native Plant Sale.
- Rural Lands field work took priority over some planning activities including options for long-term protection of StreamCare sites, determining when we will have capacity to add a new StreamCare watershed, and an analysis of coverage goals for priority weeds.
- Refinement of farm property prioritization for Land Legacy, and detailed analysis of farmland loss were not undertaken.



FY18-19 Q2 SUMMARY					
Program Area	No. of Activities	Completed	In progress	No progress, but planned	Not planned during period, no progress
Finance & Operations	52 (23%)	6 (12%)	35 (67%)	6 (12%)	5 (10%)
Urban Lands	43 (19%)	3 (7%)	34 (79%)	5 (12%)	1 (2%)
Rural Lands	44 (19%)	6 (14%)	29 (66%)	5 (11%)	4 (9%)
Conservation Legacy	87 (38%)	14 (16%)	45 (52%)	10 (11%)	18 (21%)
EMSWCD Total	226 (100%)	29 (13%)	143 (63%)	26 (12%)	28 (12%)





BUDGET

Expenditures for FY18-19 to date are shown in the table directly below. After the second quarter, a total of 43% of the operational budget has been expended. Rural Lands (48.4%), Finance & Operations (47.8%) are the closest in terms of percent spending relative to the percent of the fiscal year elapsed (50%). These are followed by Conservation Legacy (41.4%), and Headwaters (39.8%) and Urban Lands (35.9%).

Conservation legacy expenditure is heavily dependent on the expenditures related to land conservation projects, which have been less than expected for the year to date. Headwaters under expenditure is associated with the more seasonal nature of expenditures on the farm, and the fact that the capital improvement projects for the year are planned to take place in the spring and summer of 2019. The Urban Lands relies more on partners and other external entities for their work so expenditures are not spread evenly through the year, particularly expenditures associated with the Mount Hood Community College demonstration project.

Category		Purpose	FY 2018-19		
			Total Annual Budget	Actual through Q2	% of Budget Expended
Operations	Finance & Operations	Staffing, facilities, and operations	\$738,546	\$352,733	47.8%
	Rural Lands	Staffing, contracting, and operations	\$1,072,873 ¹	\$519,042	48.4%
	Urban Lands	Staffing, contracting and operations	\$677,874	\$243,058	35.9%
	Conservation Legacy	Staffing and operations	\$527,077	\$218,172	41.4%
	• Headwaters Farm	Farm-specific staff and operations	\$309,410	\$123,165	39.8%
Sub-total Operations			\$3,325,780	\$1,456,170	43.8%
Capital, Grants, & Contingency/ Unappropriated	Land Conservation Fund	Acquisitions	\$7,015,000	\$997,887	14.2%
	Grants	External grants	\$1,839,000	\$597,705	32.5%
	Partner Grants Mgt.	Pass through funds	\$35,000 ²	\$10,000	28.6%
	Contingency Funds	Unanticipated costs	\$350,000	\$0	0%
	Unappropriated Funds	Funds held in reserve	\$1,147,531	\$0	0%
Sub-total Grants, Funds and Reserves			\$10,386,531	\$1,605,592	15.5%
Total EMSWCD Budget			\$13,712,311	\$3,061,762	22.3%

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

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

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



Finance and Operations³

FINANCE & OPERATIONS					
Program Goals:					
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				2 nd QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
Budget and Finance					
Complete FY17-18 budget audit.	In progress	Complete			The audit is complete. No findings of interest. The report was presented to the Board at the December 2018 meeting.
Track FY18-19 budget and produce budget to actual reports.	In progress	In progress	X	X	Proceeding as expected. No issues to report.
Develop FY19-20 budget.	Not planned	Not planned	X	X	Planned for 3 rd and 4 th quarter.
Review Fiscal Policies and recommend changes as needed.	Not planned	Not planned		X	Planned for 4 th quarter.
Review Contracting Policies and recommend changes as needed.	In progress	In progress	X	X	CFO began reviewing contracting policies in late 1 st quarter, still in progress. No recommendations or conclusions yet.
Review and monitor EMSWCD contractual agreements.	In progress	In progress	X	X	Ongoing. Proceeding as expected with no issues to report.
Board and Committee Management					
Schedule, notice, prepare logistics, distribute materials for and host 11 Board of Directors meetings.	In progress	In progress	X	X	Three board meetings held in the 2 nd quarter.
Take and prepare minutes, and maintain all records for 11 Board of Directors meetings.	In progress	In progress	X	X	Completed as expected in 2 nd quarter. No issues to report.
Schedule, notice, prepare logistics, distribute materials for and help organize approximately 16 committee meetings.	In progress	In progress	X	X	Two committee meetings successfully held in 2 nd quarter (Personnel and Land Legacy Committee meetings)
Take and prepare minutes, and maintain all records for ~16 committee meetings.	In progress	In progress	X	X	Completed as expected in 2 nd quarter. No issues to report.
Assess the opportunity for, and if viable, establish every other month Board of Directors meetings on a trial basis.	In progress	In progress			Evaluated and discussed internally. Awaiting Executive Director and Board discussion and decision.

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



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	Complete			Election administrative support completed, including responses to the public related to the open zone 1 Director position. One new Board of Director (for zone 1) and two re-elected Board members were sworn in on January 7 th , 2019.
Onboard at least two new directors or associate directors.	Not planned	In progress	X		Onboarding new Board member and awaiting Board decision on Associate Directors.
Human Resources					
Conclude hiring for the vacant CFO position.	Complete	Complete			Recruitment of the new CFO was completed and new CFO, Dan Mitten, started work in August 2018.
Review health and other insurance benefits to determine if changes or enhancements are needed for upcoming fiscal year.	Not planned	Not planned	X	X	Planned for later in the fiscal year ahead of open enrollment periods.
Review and update Employee Handbook in conjunction with Personnel Policies.	In progress	In progress	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	Not planned	X	X	Planned for 3 rd and 4 th quarter.
Research options for a new web-based employee management system including annual work planning and performance management and review.	Complete	Complete			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	In progress	X	X	Completed for 2 nd quarter. No issues to report.
Research HR wellness and commute incentives.	In progress	In progress	X		Some research conducted on wellness programs and commute incentive programs for including in employee policies.
Facilities, Fleet and Equipment					
Facilities					
Staff kitchen re-design at Williams Ave. Headquarters.	In progress	In progress	X	X	Ideas and suggestions are being solicited from staff. A draft plan for the re-design has been developed.
General maintenance of building and facilities at Williams Ave. Headquarters.	In progress	In progress	X	X	All maintenance has been completed as scheduled.
General maintenance of buildings, equipment and facilities at Headwaters Farm.	In progress	In progress	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	In progress	X	X	Maintenance and repairs done on Mainstem and Gordon Creek Rd properties as planned. As Oxbow has yet to close on the sale, the property is being checked and assistance given the Land Legacy Program Manager regarding the property as needed.



Fleet and Equipment					
General maintenance of state vehicles	In progress	In progress	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	In progress	X		Research has begun on whether or not it will be efficient and effective to implement fleet purchases. This includes electric vehicles & hybrids.
Information Technology					
IT support to ensure properly functioning equipment and timely troubleshooting of technology problems.	In progress	In progress	X	X	Progressing as planned. Staff and IT contractor worked on minor recurring technical issues.
Research and implement a new phone system	In progress	Complete			The new phone system was purchased in 1 st quarter, installed early in 2 nd quarter.
Complete new office server acquisition, installation, and set-up.	Complete	Complete			This item was largely completed by the end of the 4 th quarter of FY2017-18, with some extensive remaining troubleshooting and fixes in the 1 st quarter of FY18-19.
Purchase and set-up scheduled replacement computers for staff.	In progress	In progress	X	X	In progress, proceeding as planned. No additional computers were purchased during the 2 nd 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	No progress			Planned for the reporting period but no progress was made due to competing priorities. Moved to 3 rd quarter.
Marketing and Media					
Finalize (and implement) five-year Marketing Plan.	No progress	In progress			In progress during this period. Dan and Alex reviewed and discussed plan during check-ins, will move on with finalizing primary body of the Marketing Plan.
Finalize the Branding and Identity Guide.	In progress	No progress			No progress. Completed a final draft in 1 st quarter, received feedback toward end of 2 nd quarter, planned finalization early in 3 rd quarter.
Evaluate options for and establish an unpaid social media intern position.	No progress	No progress			No progress, this work was not requested or initiated in the 2 nd 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	In progress	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	In progress	X	X	Updates to the About, Grants, Urban Lands, Workshops and Events, Plant Sale and other sections or subsections made, several new front-page posts written, existing posts archived or updated, photos and layout updated, plugins and core updated.



Develop and integrate social media to drive traffic to website, encourage event participation and promote conservation practices.	In progress	In progress	X	X	Posted frequently to Facebook, LinkedIn, and Twitter for EMSWCD services, workshops and updates, plant sale, grantee and partner events.
Coordinate and conduct press outreach.	In progress	In progress	X	X	In the 2 nd quarter helped draft and send releases for Board/Committee events, press outreach and coordination for Land Legacy story on a new property, press outreach for PIC program changes.
Identify and implement advertising opportunities.	In progress	In progress	X	X	Investigated print, digital and social advertisement avenues, spoke with new advertising reps, highlighted opportunities program staff could take advantage of.
Develop and produce program displays and other outreach material.	In progress	In progress	X	X	In progress, helped develop printed outreach materials, including mailers and display materials. Worked with Jon on editing a poster version of an Urban Lands illustration.
Coordinate translations of various materials.	No progress	No progress			No progress, this work was not initiated in the 2 nd quarter.
Evaluate new website hosting platforms.	In progress	In progress			A new hosting platform and service was chosen for the plant sale site. Staff will continue to evaluate new platforms for entire EMSWCD site.
Plan, evaluate bids for, and conduct a new marketing survey	Not planned	Not planned	X	X	Planned for later in the fiscal year.
Develop, test and implement a new online plant sale system.	In progress	In progress			In progress, proceeded as planned. Developing and testing the plant sale store on a new external host website was worked on extensively throughout the quarter.
Office Administration					
General office support and public reception.	In progress	In progress	X	X	Progressing smoothly. No issues to report.
Historical information organization, retention, filing, and archiving.	In progress	In progress	X	X	Progressing smoothly. No issues to report.
Current records management in accordance with Oregon public records law.	In progress	In progress	X	X	Progressing smoothly. No issues to report.
Research and/or develop needed policies and procedures.	In progress	In progress	X	X	Progressing smoothly. No issues to report.
Establish and maintain public access to Board and Committee information.	In progress	In progress	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	In progress	X		Progressing smoothly. No issues to report.
Develop schedule of community meetings/events for engagement purposes.	Not planned	No progress		X	Planned for this reporting period. Moved to 3 rd quarter as other tasks took higher priority.
Establish contact list of the elected officials representing the district.	Not planned	No progress			Planned for this reporting period. Moved to 3 rd quarter as other tasks took higher priority.



Urban Lands

URBAN LANDS					
Strategic Goals: 1. Protect and improve water quality and quantity. 2. Protect and improve soil quality and quantity. 3. Protect and improve natural habitats.					
Program Goals: 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				2 nd QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
Outreach and Education					
<i>Outreach</i>					
Recruit education and outreach intern.	Complete	Complete			New intern began work on September 19.
Develop 3 new educational documents (web and/or print).	In progress	In progress			Drafting content for placement on EMSWCD website. Lawn removal pamphlet in progress
Update Urban Lands web content.	In progress	In progress			Six Nature Notes posted. Native Plant Sale pages and Native Plants database updated in 2 nd quarter.
Translate selected workshop and outreach materials.	In progress	In progress	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	In progress	X	X	Initiated discussions with Portland BDS in the 2 nd quarter.
Design and produce promotional materials.	In progress	Complete			Draft designs were created and brought to staff for their opinion and suggestions. T-shirts are printed and received from the printer
Engage 12 new and existing community leaders/ groups/ organizations in priority areas each quarter. Q1=4, Q2=2, Q3=2, Q4=4.	In progress	No progress	X	X	No progress in 2 nd quarter. Connected with 6 groups regarding partnering and funding opportunities in the 1 st quarter.
Table at community events with literature about EMSWCD programs and events.	In progress	In progress	X	X	1 st quarter: 2 events, 70 conversations. 2 nd quarter: 3 events, 149 conversations.
Attend 6 community meetings to promote EMSWCD workshops and introduce public to the benefits of sustainable landscaping/green infrastructure practices.	In progress	No progress	X	X	No presentations in 1 st quarter but contacting groups to present to. 2 nd quarter: 0 presentations. This is due to UL staff vacancy and focus being given to native plant sale preparations.



Workshops <i>participants</i>	48/year; 1,250					
1-hour presentations:		In progress	In progress	X	X	1 st quarter: 1 presentation, 27 attendees. 2 nd quarter: 3 presentations, 43 attendees.
<ul style="list-style-type: none"> <i>Sustainable Landscaping/Green Infrastructure</i> 10/year; 200 participants 		In progress	In progress	X	X	1 st quarter: 1 workshop, 27 attendees. 2 nd quarter: 1 workshop, 29 attendees.
2-hour workshops:		In progress	In progress	X	X	1 st quarter: 1 workshop, 18 attendees. 2 nd quarter: 1 workshop, 23 attendees.
<ul style="list-style-type: none"> <i>Native Plants</i> 5/year; 150 participants <i>Urban Weeds</i> 5/year; 150 participants <i>Pollinators</i> 6/year; 150 participants <i>Beneficial Insects</i> 6/year; 150 participants <i>Landscaping with Edibles</i> 6/year; 150 participants 		In progress	In progress	X	X	1 st quarter: 0 workshops requested. 2 nd quarter: 2 workshops, 30 attendees.
		No Progress	In progress	X	X	1 st quarter: 0 workshops requested. 2 nd quarter: 2 workshops, 35 attendees.
		Not planned	In progress	X	X	1 st quarter: 0 workshops requested. 2 nd quarter: 5 workshops, 95 attendees.
4-hour workshops:		In progress	In progress	X	X	1 st quarter: 1 workshop, 28 attendees. 2 nd quarter: 4 workshops, 73 attendees.
<ul style="list-style-type: none"> <i>Naturescaping Basics</i> 5/year; 150 participants <i>Rain Gardens</i> 5/year; 150 participants 		In progress	In progress	X	X	1 st quarter: 2 workshops, 30 attendees. 2 nd quarter: 2 workshops, 30 attendees.
Events <i>participants</i>	2/year; 1,300					
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	In progress	X		Planning for plant sale began in earnest in the 2 nd quarter.
Organize Naturescaped Yard Tour to demonstrate and encourage naturescaping and green infrastructure principles. 500 attendees.		Not planned	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	No Progress	X	X	No progress made in 2 nd quarter. Planned for later in the fiscal year.
Technical and Financial Assistance						
Provide technical consultations and site visits to residential, commercial, and industrial landowners. 80/year, 20/quarter.		In progress	In progress	X	X	1 st quarter: 26 technical requests completed. 2 nd quarter: 13 technical requests completed (represents 100% of requests; few inquiries this quarter).
Provide technical consultations and site visits to grants program applicants and/or projects. 20 consults/year.		In progress	In progress	X	X	1 st quarter: 3 requests for SPACE projects completed. 2 nd quarter: 1 technical request/site visit for a potential PIC project completed.



Work with local jurisdictions to address green infrastructure barriers.	In progress	in progress	X	X	In the 2 nd quarter met with Wood Village to discuss stormwater assistance; engaged Gabbert Butte Stakeholder Advisory Committee on discussion about green roofs on future park structures; advocated for increased green infrastructure at Levee Ready Columbia meeting.
Connect with 3 large land managers to build relationships, encourage sustainable land management practices, and promote EMSWCD services.	In progress	in progress	X	X	Meetings, tabling, and/or discussions with Kelly Creek HOA, Blue Heron Shores HOA, Tucker Maxon School, Levee Ready Columbia, and MCDD.
Cooperative Landowner Incentive Program					
Finalize CLIP funding criteria	In progress	Complete			Urban CLIP funding criteria and eligibility map completed.
Provide cost-share assistance for rain gardens and other practices. 5 projects/year	In progress	in progress	X	X	1 st quarter: Responded to 3 rain-garden related requests and 4 potential CLIP project inquiries in the 1 st quarter. 2 nd quarter: Responded to 2 potential CLIP projects & received approval for one; conversations continuing.
Partnerships and Regional Campaigns					
Help develop native plants web tool by participating in guidance committee and providing support to Oregon Flora Project.	In progress	In progress	X	X	Project was on-hold due to loss of web developer. New developer has been identified and work has resumed. Awaiting soft-launch testing phase.
Help develop IPM web tool (Solve Pest Problems) by participating on OSU project teams.	In progress	In Progress	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	In Progress	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	In Progress	X	X	Recommended Greywater Partnership resources to at least one technical assistance requester. Provided TSWCD with guidance to begin working with PDX Greywater Partnership.
Participate in the Grant Butte and other land-use planning groups.	In progress	In progress	X	X	Attended one Grant Butte meeting (Nov & Dec meetings were cancelled). Attended one meeting of Gabbert Butte Stakeholder Advisory committee.
Collaborate with Watershed Councils within EMSWCD boundaries.	In progress	In progress	X	X	1 st quarter: Staff represented EMSWCD on CSWC board, attended JCWC-IJC, CSWC Tech Team, and other regular meetings. 2 nd quarter: Staff attended all regularly scheduled Watershed Council meetings.



Demonstration Projects					
Implement the Conservation Corner outreach plan to enhance the visibility and educational value of the site.	In progress	In progress	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	in progress	X	X	Staff oversaw and closed out the landscaping contractor's work for the 2018 season; began developing bid for bike shed green roof; oversaw reinstallation of rain garden after sewer line repair; and scheduled estimates for Tree of Heaven removal.
Provide group tours of the EMSWCD facilities to demonstrate naturescaping and green infrastructure principles in practice. 4 tours/year; 100 attendees.	In progress	In progress	X	X	1 st quarter: 0 tours. 2 nd quarter: 1 tour, 26 attendees.
Participate in outreach team for the MHCC retrofit project.	In progress	In progress	X	X	Staff organized a stakeholder tour of initial projects, and attended 2 meetings with outreach team to support the development of outreach plan this quarter.
Participate in Steering committee for the MHCC retrofit Project.	In progress	In progress	X	X	Staff met 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	In progress	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	In Progress	X	X	MHCC parking lots E and F were retrofitted with new stormwater management facilities.
Engage with community organizations, jurisdictions and non-profits to identify/explore potential large-scale demonstration projects within targeted neighborhoods.	In progress	In Progress	X	X	Informal conversations held, but no solid leads.
Monitoring and Evaluation					
Meet with partners, review partner monitoring reports, studies and findings.	In progress	In progress	X		Attended Lowering the Temperature conference; Johnson Creek Science Symposium; and Benton SWCD soil solarization workshop, in 2 nd quarter.
Define program monitoring and evaluation metrics.	Not planned	No Progress	X	X	No progress made due to competing priorities.
Identify relevant information and review the results of partner tracking efforts.	Not planned	No Progress	X	X	No progress made due to competing priorities.



Rural Lands

RURAL LANDS					
<p align="center">Strategic Goals:</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. 5. Increase the sustainability of Agriculture</p>					
<p align="center">Program Goals:</p> <p>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.</p>					
Annual Activities and Deliverables	Timeframe				2 nd QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
Technical and Financial Assistance					
<i>Landowners Consultations</i>					
Conduct 20 site visits including first-time site visits with 5 landowners.	In progress	In progress	X	X	Conducted 4 site visits including 1 first-time visit.
Develop 5 technical recommendations and/or conservation plans that include recommendations to address erosion and/or water quality.	In progress	In progress	X	X	Developed practice recommendations for drip irrigation and rainwater harvesting for an urban farm.
Assist 4 landowners with cost share applications.	In progress	In progress	X	X	Cost share was provided for the implementation of drip irrigation on 1 acre and an 11,000-gallon rainwater tank at an urban farm.
Partner with NRCS to promote and deliver cost share assistance.	In progress	In progress	X	X	Monthly meetings held with NRCS and West Multnomah SWCD to coordinate efforts.
<i>Erosion Solutions</i>					
Implement erosion practices on 60-acre nursery property.	Complete	Complete			Project completed during the 1 st quarter.
Network within the nursery industry.	In progress	In progress	X	X	Attended meetings of the Mt Hood Chapter of the Oregon Association of Nurseries.
Work with cooperators to design and implement erosion prevention practices.	In progress	In progress	X	X	Work on a cost share project to install erosion prevention practices at one nursery continues; in discussions with two others.



StreamCare					
Site restoration and maintenance					
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	In progress	X	X	139 acres were maintained
Another 25 acres prepared and planted in FY18-19.	In progress	In progress	X	X	14.8 acres were prepared for planting
Coordinate contracted labor crews to prepare new sites for planting, control weeds on existing sites, and plant native trees and shrubs.	In progress	In progress	X	X	900 cuttings were planted on 3.35 acres along 0.24 miles of stream
Manage wholesale plant orders, delivery, and storage.	In progress	In progress	X		Plant orders were confirmed in the 2 nd quarter.
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	In progress	X	X	Sites were evaluated in the 2 nd quarter. These evaluations are ongoing.
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	In progress	X	X	Site visits will begin after evaluation of each site is completed.
Program development					
Develop options for long term protection of graduated StreamCare sites.	Not planned	No progress	X		Will be given attention during the 3 rd quarter.
Estimate based on graduations when a new watershed can be added.	Not planned	No progress	X		Will be given attention during the 3 rd quarter.
Monitoring and evaluation					
Maintain GPS and GIS data; maintain StreamCare “database” track and compile deliverables.	In progress	In progress	X	X	Ongoing
Complete shade modelling of Johnson Creek.	Not planned	No progress	X		Waiting on GIS assistance.
Outreach					
Use mailings, advertisements, web and social media to promote conservation, outreach events and program offerings.	In progress	In progress	X	X	Promoted a screening of the film Farmers for America. Did a mailing to promote a native plants workshop that will take place in the 3 rd quarter.
Coordinate four workshops to provide conservation education and program information.	In progress	In progress	X	X	Staff are planning workshops about attracting wildlife and mud and manure management for the 3 rd and 4 th quarters.
Develop video content for website and social media.	Not planned	In progress	X		Completed a video about the Headwaters Farm Incubator Program. Ideas for future videos are being developed.
Partner with other SWCDs to fund, develop and staff a booth at the Far West Show. Table at two partner events.	In progress	Not planned		X	No tabling during the 2 nd quarter.



Use equity lens to evaluate outreach methods and materials to identify needed changes.	Not planned	No progress	X	X	This item is delayed as capacity was redirected to chairing the Equity Team during development of the draft equity plan.
Water Quality Monitoring					
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	In progress	X	X	Monthly sampling is ongoing and was completed as planned for the 2 nd quarter.
Install continuous temperature loggers in multiple locations in Beaver, Johnson, Big, and Smith creeks each April.	Not planned	Not planned		X	Planned for start of summer.
Remove temperature loggers in the fall.	Complete	Complete			Completed as planned in the 1 st quarter.
Analyze and report on water quality data in collaboration with other partners monitoring efforts.	In progress	In progress	X	X	Water quality data from Johnson Creek was presented as part of the Lower Willamette Agricultural Water Quality Plan Biennial Review.
Weeds					
<i>Early detection and rapid response</i>					
Verify, assess, and perform necessary control for all reports of species from the Early Detection & Rapid Response list.	In progress	In progress	X	X	Received and verified one report of <i>Impatiens bicolor</i> aka two-colored impatiens. Control will happen during the 3 rd quarter.
<i>Control priority weeds</i>					
Control all known riparian knotweed infestations every two years (85 properties total, 43 for FY18-19)	Complete	Complete			Completed in the 1 st quarter. Surveyed 43 knotweed sites. 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	Complete			Completed in the 1 st quarter. 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	Complete			Completed in the 1 st quarter. 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	Complete			Completed in the 1 st quarter. 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.	Not planned	Not planned	X		This work will take place during the 3 rd quarter.



Control at least ~550 acres of English ivy and old man’s beard in current projects areas (~2800 acres).	No progress	In progress	X	X	Controlled 1.5 acres of old man’s beard.
Monitor half (~1400 acres) of the current project acreage (~2800 acres) of English ivy and old man’s beard.	No progress	In progress	X	X	Surveyed 8 acres for old man’s beard.
Annually control all known infestations (241 properties) of garlic mustard outside the containment zone a minimum of 2 times.	Not planned	In progress		X	The fall weather was conducive, allowing for an unplanned fall treatment of 3.7 acres of garlic mustard across 67.34 total acres.
Survey plausible vectors and outlying areas for spread of garlic mustard.	Not planned	Not planned		X	Planned for spring.
Eagle Creek Fire response					
Monitor post fire recovery and identify areas of weed pressure in collaboration with USFS, OR State Parks and other organizations.	In progress	In progress	X	X	Ongoing.
In collaboration with partners, undertake weed control in priority areas	In progress	In progress	X	X	41.11 acres in 2 nd quarter.
Regional coordination					
Provide technical assistance with weed identification and control methods.	In progress	In progress	X	X	Ongoing
Participate in both the 4-county and Columbia Gorge Cooperative Weed Management Areas.	In progress	In progress	X	X	Ongoing
Monitoring and evaluation					
Maintain special location information in GIS, including abundance information for the target species.	In progress	In progress	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	In progress	X	X	Areas of post fire weed control areas defined. Ongoing.
Evaluate the feasibility of reducing the garlic mustard containment area and identify priority areas to target.	No progress	In progress	X	X	The current thinking is that it will not be feasible this fiscal year due to the uncertainty concerning the potential spread of garlic mustard infestations by machinery and landslides 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	No progress	X	X	Will be given attention during the 3 rd quarter.



Conservation Legacy

HEADWATERS					
<p>Strategic Goals:</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>Program Goals:</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				2 nd QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
Natural Resources Management					
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	In progress	X	X	New stormwater facilities are functioning well in the wet weather, the farm has robust winter cover crops throughout, soil samples were taken for all plots, and the new aerated compost system is now operational, initiating the composting processing for the outstanding compost pile.
Soil Health Improvements					
Cover crop or silage tarp all farmable areas of Headwaters Farm while not in production (approximately 34 acres possible).	In progress	In progress	X	X	All areas of the farm that aren’t in winter production have been cover cropped with a mixture of vetch, peas, clover, and winter rye. Summer cover cropping will begin around May.
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	Complete			Samples were taken in mid-October.
Manage invasive weeds.	In progress	In progress		X	Winter weed management stems from establishing dense, robust cover crops. That has been done for all fields not in active production.
Lime fields and applications of other amendments as needed.	Not planned	Complete		X	Soil samples indicate there won’t be a need for large scale liming in 2019. However, some HIP farmers will apply small amounts of lime/dolomite as their crops and specific fields warrant.
Erosion and Stormwater Management					
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	In progress	In progress			Permit received from Multnomah County. Construction will take place in the spring/summer of 2019. Bids will be gathered in the 3 rd quarter.



water resource and deconstruction and planting of 325ft of the existing roadway.					
Incorporate legacy nursery stock piles into the fields and begin to remediate them with cover crops.	Not planned	Not planned		X	These piles will be included in the scope of work with other projects requiring earthmoving equipment. This is planned to occur in the spring/summer of 2019.
Irrigation efficiency					
Work with incubator farmers to encourage the use of low-output irrigation and developing and utilizing an Irrigation Water Management Plan.	In progress	In progress		X	New guidelines have been put into the Farmer’s Manual (contract with the HIP farmers) as to water application expectations and record keeping requirements. HIP and Rural Lands staff will work together to design a program for supporting the farmers in implementing sound irrigation strategies.
Natural Habitat					
Establish an additional 6,500ft ² of pollinator habitat (2,000ft ² between the propagation houses and 4,500ft ² to the east of the in-holding property).	Not planned	Complete	X		Planting concluded at the end of November and mulch has been installed over the planting.
Maintain existing pollinator habitat, hedgerows and beetle bank.	In progress	In progress	X	X	Weeding occurred as needed in the hedgerows. More extensive maintenance will happen in the spring.
Headwaters Incubator Program (HIP)					
Complete Headwaters 5-year plan	Not planned	No Progress	X		Planned for the winter months, but no progress has been made to date.
HIP Farmer recruitment and retention					
Obtain at least 10 HIP applicants for the 2018 growing season.	In progress	Complete			Complete, but target not met. Seven applications were received, of which four strong candidates were brought into the incubator program for the 2019 season.
Two-to-five new farms recruited in FY18-19.	Not planned	Complete	X		Four new farmers will be joining HIP for the 2019 growing season, totaling roughly two acres of production.
Host at least 12 incubator farmers at all times.	In progress	Complete	X	X	There will be 15 farms (~20 farmers) participating in HIP for the 2019 growing season.
HIP Farmer Support and Training					
Tractor safety and operation training.	Not planned	Not planned	X		Planned for spring 2019.
Record keeping cohort, participation in farm business record keeping training.	Not planned	Not planned	X	X	This is scheduled to begin in February 2019.
BCS maintenance and individual farmer operation trainings.	Not planned	Not planned		X	Planned for spring and summer 2019.
New farmer orientation.	Not planned	Not planned	X		Planned for February 20 th , 2019.



Nutrient management training.	Not planned	Not planned		X	Planned for spring 2019.
Irrigation management training.	Not planned	Not planned		X	Planned for spring and summer 2019.
HIP Graduate Support					
Identify one or more HIP graduates to lease Mishima Farm.	Complete	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	Complete			Full Cellar Farm is set to lease the Mainstem Farm property which EMSWCD owns. Alquimia Botanicals passed on a solid landing opportunity in favor of relegating the business to selling nursery starts this year. They will be keeping planting stock to begin actively farming again in subsequent seasons.
Maintain ongoing relationship with HIP graduates and connect them to various support services.	In progress	In progress	X	X	A draft version of the End of Year Survey has been created with the Survey Monkey platform and will be sent out before the end of January 2019.
Outreach and Education					
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	In progress	X	X	Numerous updates were made on social media relating to conservation practices. Several blogs have been written and will be published in a staggered fashion over the forthcoming months.
Create plan for the incorporation of interpretive signage and other informational documentation at the farm; begin making and displaying signs.	Not planned	In progress	X		Initial efforts have been made to document the host of signage needs around the farm. Design and quotes will be gathered during the third quarter.
Lead tours at Headwaters Farm for prospective farmers, program partners, and the general public.	In progress	In progress	X	X	Four tours were conducted in the 2 nd quarter reaching around 30 visitors comprising potential applicants, partner organizations, and the general public.
Tabling, presentations, events, and other outreach opportunities as they arise.	In progress	In progress	X	X	Staff offered interview to Oregon Tilth for Organicology audio; participated in a HIP video developed by Chelsea White-Brainard; helped organize and presented at a joint Farmer Development Open House; gave an interview to the Portland Business Journal on small farmer development; and attended the National Incubator Farm Training Initiative's Field School.
Provide onsite training opportunities for Farmers of Color Apprenticeship Program.	In progress	In progress		X	Mudbone Grow has been engaged and conversations are happening to explore opportunities for the 2019 growing season.
Explore partnerships and grant funding to pursue programming that utilizes Headwaters Farm resources to create farming opportunities for underserved groups.	Not planned	No Progress	X		No progress has been made on this front.



Facilities, Infrastructure and Equipment					
Construction of three forced air compost boxes.	In progress	Complete			Construction and plumbing of the boxes was completed and the solar power system functional in the 2 nd quarter. The boxes will be filled once cold weather permits the operation of a tractor without major soil disruption.
Design, permit, and build equipment shed.	In progress	In progress	X	X	Multnomah County has been engaged regarding permitting requirements, and several design options for the facility were explored.
Ongoing maintenance of farm vehicles and equipment	In progress	In progress	X	X	General maintenance was performed on machinery with a major servicing happening at the onset of the 3 rd quarter.
Conduct facilities, road and path safety inspections and address issues that arise.	In progress	In progress	X	X	Weekly inspections of primary access routes were conducted. No notable events or requiring immediate attention were observed.

LAND LEGACY					
Strategic Goals:					
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.					
Program Goals:					
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				2 nd QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
LLP Program					
Backfill outstanding records management needs for all property interests.	In progress	In progress	X	X	Created property acquisition/management file for the Headwaters property.
Finalize remaining identified program foundational documents.	In progress	In progress	X		Easement and Farm Lease Templates were finalized. Easement Management guidelines were formally adopted by the Board in the 2 nd quarter. Two initial Agricultural Management Plans (AMP) were significantly advanced.
Consider and potentially implement streamlined approach to transaction review and approval.	Not Planned	Not Planned	X	X	Planned for later in the year.
Design and produce Land Legacy Program poster displays.	In progress	In progress			One of three posters have been completed.



Working Farmland Protection					
Refine agricultural property prioritization for the agricultural focal area as well as non-focal area agricultural properties east of the Sandy River.	Not Planned	No Progress	X		No capacity to pursue this during the 2 nd quarter.
Conduct analysis of changes in the area and use of farmland over time, to determine extent of farmland loss within the district.	Not Planned	No Progress	X		No capacity to pursue this during the 2 nd quarter.
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	In progress	X	X	Film screening was held, and a kitchen table discussion was scheduled but postponed due to weather.
Close out disposition of Oxbow property.	In progress	In progress			Negotiations were largely completed, and the PSA was close to execution.
Close on fee acquisition of Gordon Creek farm property.	Complete	Complete			20-acre farm closed successfully in the 1 st quarter.
Close on or substantively advance at least one other farmland transaction.	In progress	In progress	X	X	Secured agreement on acquisition of a working farmland easement. Investigated and advanced other opportunity; reached agreement on securing a Right of First Refusal for 20-acre farm property, which is expected to be signed in the 3 rd 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	In progress	X	X	One fee acquisition was explored, for which a Right of First Refusal will be secured (see above). Multiple other opportunities explored.
Further develop partnerships with SWCDs and Land Trusts in support of agricultural land protection.	In progress	In progress	X	X	Serving on steering committee and sponsorship subcommittee for Land Camp conference.
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	In progress	X	X	Continued to monitor and advocate for EMSWCD interests.
Farm succession resources developed if resources permit.	In progress	In progress	X	X	Conducted outreach for Jan/Feb Succession Planning event; secured a commitment from approximately 15 attendees.
Agricultural Land Stewardship					
Fee interest and conservation easement management guidelines adopted and implemented for current EMSWCD holdings.	In progress	In progress	X	X	Conservation easement management guidelines were adopted by Board.
Agricultural Management Plan guidelines finalized.	In progress	In progress			Two Ag Management Plans substantially developed, which will inform the guidelines.
Agricultural management plans developed and implemented for Mainstem (formally Mishima), Oxbow, and Gordon Creek properties.	In progress	In progress	X	X	Mainstem AMP finalized, substantial elements of Oxbow AMP finalized, which will be completed in the 3 rd quarter.



Develop and finalize lease for Mainstem property.	In progress	In progress			Substantially finalized.
Prepare sites and complete native plant installation to restore riparian habitat on the Mainstem property and Gordon Creek property.	In progress	In progress	X		Mainstem riparian area treated for weeds in preparation for planning in February 2019.
Natural Resource Lands Protection					
Support partner protection efforts financially with partner entity in the lead, as opportunities arise.	In progress	In progress	X	X	Engaged on advancement of Columbia Slough project.
Update Natural Lands component of website.	No Progress	No Progress	X		No capacity to pursue this during the 2 nd 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	In progress	X	X	Participated in Metro Bond partner engagement efforts.
Natural Area Stewardship / DPNA					
Weed control and plant maintenance, in-fill planting where required.	Not Planned	Not Planned	X	X	Planned for late winter and spring.
Conduct regular wildlife surveys, install and analyze wildlife camera footage.	In progress	In progress	X	X	Planned monitoring for 2 nd quarter was undertaken.
Install DPNA interpretive signage.	In progress	Complete			Interpretive sign was installed in the 2 nd quarter.
Design and install welcome/entrance sign.	Not Planned	No Progress	X	X	Planning for this project will be initiated in the 3 rd quarter.
Finalize permitting and construction of road realignment to move roadway further from the North Fork of Johnson Creek	In progress	In progress		X	Permit has been approved and received from Multnomah County. Construction will take place in the 4 th quarter when the ground dries out sufficiently.
Access to Nature					
Update Access to Nature component of website.	No Progress	No Progress	X		No capacity to pursue during the 2 nd quarter given other more urgent priorities.
If capacity permits, assess and prioritize potential access to nature protection opportunities.	Not Planned	No Progress	X	X	No capacity to pursue during the 2 nd quarter given other more urgent priorities.
Support partner protection efforts financially with partner entity in the lead, especially those targeted to under-served communities.	In progress	In progress	X	X	No opportunities brought forward by partners in the 2 nd quarter.



GRANTS					
Strategic Goals:					
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.					
Program Goals:					
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.					
Annual Activities and Deliverables	Timeframe				2 nd QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
Outreach, Engagement and Evaluation					
Conduct survey of 2018 PIC applicants and present results.	Complete	Complete			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	No Progress			Postponed indefinitely due to additional work load on the Grants Manager with the SPACE grants administration.
PIC Grants					
<i>PIC Grant administration</i>					
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	In progress	X	X	PIC materials were prepared for 2019 grant cycle, opening on November 1 st . Twenty-eight eligible applications were received by the December 15 deadline. Preliminary review was conducted. More thorough review will occur in the 3 rd quarter.
Contract with grantees for 18 PIC and PIC Plus awards	In progress	Not planned		X	All 2018 PIC contracts are executed except for one, expected to be signed in 3 rd quarter. The 2019 contracting process will begin in the 4 th quarter.
Consider changes to PIC/PIC Plus grant structure and funding levels for consideration by the Grants Committee.	Complete	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 two years, and the maximum PIC grant amount increased up to \$100,000 per grant.
<i>Compliment other EMSWCD Program Efforts</i>					
Fund at least three restoration or monitoring projects.	Not Planned	Not Planned	X		PIC application review and award in the 3 rd quarter.



Fund at least three projects that address stormwater runoff, water quality/ conservation, and/or soil erosion.	Not Planned	Not Planned	X		PIC application review and award in the 3 rd quarter.
Fund at least one project that promotes sustainable agriculture.	Not Planned	Not Planned	X		PIC application review and award in the 3 rd quarter.
Sustainable School and Community Gardens					
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	No progress			At the time of finalizing workplan, proposal to postpone convening until next year due to staff added workload with SPACE. This was determined to be low priority since two key grantees have active multi-year grants, precluding their applying for 2019 PIC.
Fund the development of at least two new community or school garden spaces.	Not Planned	Not Planned	X		PIC application review and award in the 3 rd quarter.
Fund the upgrade and/or maintenance of at least three community or school gardens.	Not Planned	Not Planned	X		PIC application review and award in the 3 rd quarter.
Environmental Literacy					
Fund at least three mission-specific environmental and/or garden education projects for youth.	Not Planned	Not Planned	X		PIC application review and award in the 3 rd 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	Not Planned	X		PIC application review and award in the 3 rd quarter.
Equitable conservation outcomes and benefits					
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	In Progress	X		Staff co-convened grantees and prospective grantees involved in Green Workforce Development, intended to facilitate and catalyze greater collaboration among the various groups working on this topic.
Fund projects of at least two culturally specific organizations to help build organizational and technical capacity for conservation work.	Not Planned	Not Planned	X		PIC application review and award in the 3 rd 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	In Progress	X	X	Staff attended quarterly Equity Grantmakers Network meeting, continued to participate in Equity Team and complete assigned task related to EMSWCD Equity Plan.
Convene informal, small groups to share information and explore collaboration opportunities in equity-related work.	Not Planned	In Progress			Staff has met with colleagues through Equity Grantmakers Network, as well as one on one to discuss opportunities. She also met with organization leaders/staff members during PIC meetings and site visits where equity related collaboration was a key topic. This is a continuing process and will continue in the 3 rd and 4 th quarters.



SPACE Grants					
Manage the transition of SPACE onto ZoomGrants online platform.	Complete	Complete			SPACE grants administration has been successfully transitioned onto the ZoomGrants platform. July 2018 was the first month of applications were received online. Staff continues to make improvement in the online platform.
Fund projects that address restoration of urban habitat, stormwater management, water quality, and other on-the-ground conservation needs.	In progress	In progress	X	X	Two SPACE projects were funded this quarter that included naturescaping, building of a raingarden, and invasive plant removal. Nadaka Nature Park hosted a No Ivy Day, engaging volunteers in the community in removing ivy from the natural area of the park.
Fund projects that upgrade and/or maintain community and school gardens.	In progress	In progress	X	X	One SPACE project was funded this quarter that supported purchase of a water meter to enable transfer of a community garden to the City of Portland’s Community Garden Program.
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	In progress	X	X	Three SPACE projects funded this quarter had an educational component, involving either the community or students. A grant to Metropolitan Family Services is supporting the Gresham High School SUN Program Hiking Club, enabling lower income students to participate in hiking and camping field trips.
Fund educational community events focused on conservation and/or agricultural issues that reach significant numbers of EMSWCD residents.	In progress	In progress	X	X	Two SPACE grants provided funding for events – one the No Ivy Day at Nadaka Nature Park with 48 volunteers participating. The second was support for the keynote speakers at the Cooperative Weed Management Area (CWMA) Pull Together Conference where over 130 were expected to attend, and the topic of the keynote focused on equity considerations in weed management.
SPA Grants					
Attend SPA meetings and maintain familiarity with the contracts and projects.	In progress	In progress	X	X	The watershed councils met with staff in November to present on progress to date and plans for 2019/20.
Administer individual agreements: reimbursements, reporting and electronic files.	In progress	In progress	X	X	Staff communicated with watershed councils regarding upcoming reporting requirements, processed reimbursements and maintained electronic files.