



EMSWCD 3rd Quarter Progress Report for FY 2018-19

This report describes progress made on the EMSWCD FY2018-19 Annual Work Plan and budget through the third quarter of the 2018-2019 financial year (January through March 2019).

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 third 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:

- **214 activities were planned to be undertaken** within the third quarter of the fiscal year.
- Of these, **197 (92%) have either been completed or are in progress** as planned.
- **17 (8%) have not been undertaken** as planned.

Significant accomplishments this quarter include:

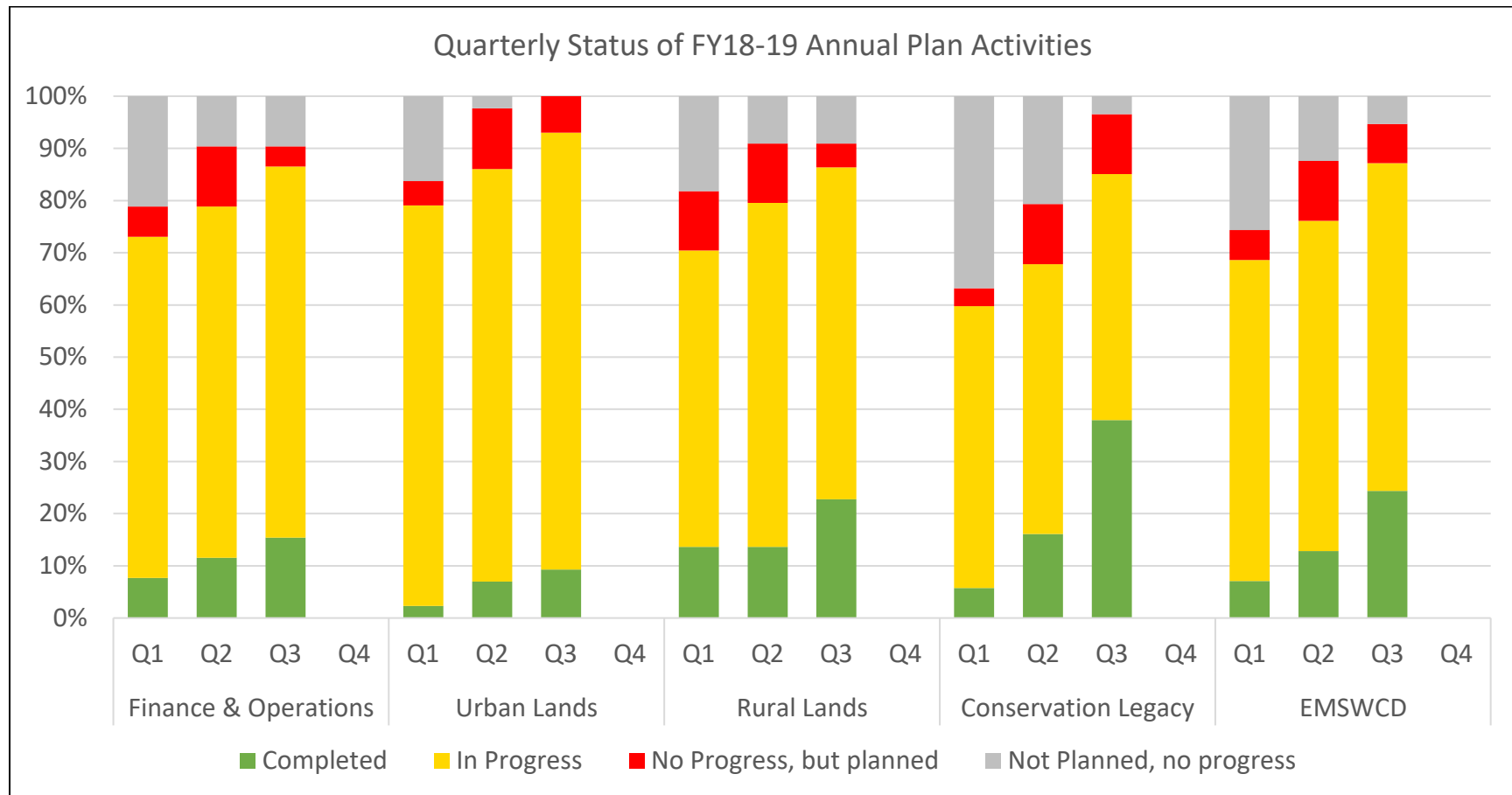
- Held a very successful Plant Sale, with over 900 orders.
- Two cost share projects funded at nurseries; one for drip irrigation and the other for farm road repair to prevent erosion.
- A total of 38,785 trees and shrubs were planted on 32.95 acres along 1.5 miles of stream at StreamCare sites.
- Presented Headwaters Farm pollinator habitat development successes and challenges to OSU’s Pollinator Conference (200 attendees).
- Hosted Congressman Earl Blumenauer and his staff for a tour of Headwaters Farm and a listening session with incubator farmers.
- Complex Oxbow disposition substantially ready for closing (closed on April 9th).
- Successful completion of Farm Succession Planning workshop series.
- Completed review and award of 2019 PIC applications, with the Board approving grants for 20 projects, totaling \$622,362.

Significant activities not accomplished the quarter include:

- Due to staff turn-over, instead of a Naturescaped Yards Tour this year the Urban Lands team will lead an Open House-Open Garden event meant to engage the community and show off the sustainable demonstrations EMSWCD has installed at Conservation Corner.
- Work on the Headwaters Farm Plan remains dormant in favor of focusing attention on the Headwaters Food Safety Plan.
- The refinement of the agricultural property prioritization for Land Legacy was not completed due lack of capacity and other priorities.



FY18-19 Q3 SUMMARY					
Program Area	No. of Activities	Completed	In progress	No progress, but planned	Not planned during period, no progress
Finance & Operations	52 (23%)	8 (15%)	37 (71%)	2 (4%)	5 (10%)
Urban Lands	43 (19%)	4 (9%)	36 (84%)	3 (7%)	0 (0%)
Rural Lands	44 (19%)	10 (23%)	28 (64%)	2 (5%)	4 (9%)
Conservation Legacy	87 (38%)	33 (38%)	41 (47%)	10 (11%)	3 (3%)
EMSWCD Total	226 (100%)	55 (24%)	142 (63%)	17 (8%)	12 (5%)





BUDGET

Expenditures for FY18-19 to date are shown in the table directly below. After the third quarter, a total of 67% of the operational budget has been expended. Finance & Operations (73%), Rural Lands (71%) are the closest in terms of percent spending relative to the percent of the fiscal year elapsed (75%). These are followed by Conservation Legacy (65%), Urban Lands (61%), and Headwaters (55%).

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, primarily due to savings in attorney fees and less than expected due diligence related contracted services costs. Headwaters under expenditure is associated with the more seasonal nature of expenditures on the farm, and the fact that the major capital improvement projects for the year are planned to take place late in the fiscal year (May and June 2019). The Urban Lands program relies more on partners and other external entities for their work, and some of the under expenditure this year is a result of the decision to roll over to FY19-20 expenditures associated with the Mount Hood Community College demonstration project.

Category		Purpose	FY 2018-19		
			Total Annual Budget	Actual through Q3	% of Budget Expended
Operations	Finance & Operations	Staffing, facilities, and operations	\$738,546	\$541,099	73%
	Rural Lands	Staffing, contracting, and operations	\$1,072,873 ¹	\$760,221	71%
	Urban Lands	Staffing, contracting and operations	\$677,874	\$413,529	61%
	Conservation Legacy	Staffing and operations	\$527,077	\$344,220	65%
	• Headwaters Farm	Farm-specific staff and operations	\$309,410	\$172,006	55%
Sub-total Operations			\$3,325,780	\$2,231,075	67%
Capital, Grants, & Contingency/Unappropriated	Land Conservation Fund	Acquisitions	\$7,015,000	\$1,006,117	14%
	Grants	External grants	\$1,839,000	\$745,026	41%
	Partner Grants Mgt.	Pass through funds	\$35,000 ²	\$20,000	57%
	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	\$1,771,143	17%
Total EMSWCD Budget			\$13,712,311	\$4,002,218	29%

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				3 rd QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
Budget and Finance					
Complete FY17-18 budget audit.	In progress	Complete	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	In progress	X	Proceeding as expected. No issues to report.
Develop FY19-20 budget.	Not planned	Not planned	In progress	X	Proceeding as planned.
Review Fiscal Policies and recommend changes as needed.	Not planned	Not planned	Not planned	X	Planned for 4 th quarter.
Review Contracting Policies and recommend changes as needed.	In progress	In progress	In progress	X	CFO began reviewing contracting policies in late 1 st quarter, still in progress. Reviewing PSCs. No recommendations or conclusions yet.
Review and monitor EMSWCD contractual agreements.	In progress	In progress	In progress	X	Ongoing. Proceeding as expected with no issues to report. Reviewing PSCs and devising use-case templates.
Board and Committee Management					
Schedule, notice, prepare logistics, distribute materials for and host 11 Board of Directors meetings.	In progress	In progress	In progress	X	Three board meetings held in the 3 rd quarter.
Take and prepare minutes, and maintain all records for 11 Board of Directors meetings.	In progress	In progress	In progress	X	Completed as expected in 3 rd quarter. No issues to report.
Schedule, notice, prepare logistics, distribute materials for and help organize approximately 16 committee meetings.	In progress	In progress	In progress	X	Four committee meetings successfully held in 3 rd quarter (Budget, Ad-Hoc and two Land Legacy Committee meetings)
Take and prepare minutes, and maintain all records for ~16 committee meetings.	In progress	In progress	In progress	X	Completed as expected in 3 rd quarter. No issues to report.

³ 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	In progress	Not planned		Evaluated and discussed internally. On hold for the time being, 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	Complete	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	In progress		Onboarded new Board member, Gabrielle Rossi, in January. Awaiting Board decision on Associate Directors.
Human Resources					
Conclude hiring for the vacant CFO position.	Complete	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	In progress	X	Planned to be aligned with open enrollment period. Currently in progress.
Review and update Employee Handbook in conjunction with Personnel Policies.	In progress	In progress	In progress	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	In progress	X	In progress. No updates to report.
Research options for a new web-based employee management system including annual work planning and performance management and review.	Complete	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	In progress	X	Completed for 3 rd quarter. No issues to report.
Research HR wellness and commute incentives.	In progress	In progress	In progress		Further research has been conducted on wellness programs and commute incentive programs for including in employee policies; however, Office Manager is waiting for a few responses and still compiling all information onto one document.
Facilities, Fleet and Equipment					
Facilities					
Staff kitchen re-design at Williams Ave. Headquarters.	In progress	In progress	In progress	X	Ideas and suggestions are being solicited from staff. A draft plan for the re-design has been developed. Awaiting budget and Board approval.
General maintenance of building and facilities at Williams Ave. Headquarters.	In progress	In progress	In progress	X	All maintenance has been completed as scheduled.



General maintenance of buildings, equipment and facilities at Headwaters Farm.	In progress	In progress	In progress	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	Complete	X	As Oxbow has yet to close on the sale in 3 rd quarter, the property is being checked and assistance given the Land Legacy Program Manager regarding the property as needed. The last item, removing the woodstove and patching the roof, that needed to be done before closing was completed. Property closed in 4 th quarter.
Fleet and Equipment					
General maintenance of state vehicles	In progress	In progress	In progress	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	In progress		The research has been conducted and presented to the board on transitioning two fleet vehicles to electric vehicles. A PGE grant to help fund the EV charging station infrastructure was applied for and EMSWCD was awarded the grant. Awaiting budget and Board approval.
Information Technology					
IT support to ensure properly functioning equipment and timely troubleshooting of technology problems.	In progress	In progress	In progress	X	Progressing as planned. Staff and IT contractor worked on minor recurring technical issues.
Research and implement a new phone system	In progress	Complete	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	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	In progress	X	In progress, proceeding as planned. One replacement laptop was purchased during the 3 rd quarter.
Investigate subscription-based solutions for the office software, and if deemed cost effective, purchase and implement.	Not planned	No progress	In progress		In progress. Reviewing Office 365 and cloud-based options versus Microsoft Office Suite of programs. Adobe Creative Suite evaluated, updated, and completed.
Marketing and Media					
Finalize (and implement) five-year Marketing Plan.	No progress	In 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	In progress		Finalized draft approved and submitted to ED. Corollary asset set completed and approved. Awaiting staff and Board review.



Evaluate options for and establish an unpaid social media intern position.	No progress	No progress	Not planned		This work was not requested or planned in the 3 rd quarter. Marketing Manager has been working with the Urban Lands intern on social media activity.
Evaluate use of billboards, public transportation, radio, local community newspapers and newsletters.	In progress	In progress	In progress	X	Proceeding as planned. Spoke to various advertising/media companies, and pertinent information discussed with staff.
Develop, revise, maintain and add content to the website.	In progress	In progress	In progress	X	Updates to the About, Grants, Headwaters, Urban Lands, Workshops and Events, and other sections or subsections made. Edited and published several new front-page posts, 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	In progress	X	Posted frequently to Facebook, LinkedIn and Twitter for EMSWCD services, workshops and updates, grantee and partner events, EMSWCD general news and updates.
Coordinate and conduct press outreach.	In progress	In progress	In progress	X	In the 3 rd quarter helped draft, edit and send releases for Board/Committee events, followed up on previous press outreach with staff and media, monitored stories relating to EMSWCD and related pertinent updates and opportunities to staff.
Identify and implement advertising opportunities.	In progress	In progress	In progress	X	Investigated print, digital and social advertisement avenues, spoke with advertising reps, highlighted opportunities program staff could take advantage of.
Develop and produce program displays and other outreach material.	In progress	In progress	In progress	X	In progress, helped develop printed outreach materials, including mailers and display materials. Worked with staff on developing, proofing and printing Streamside Forests poster, conducted research and fielded quotes for new materials.
Coordinate translations of various materials.	No progress	No progress	Not planned		This work was not requested or planned in the 3 rd quarter.
Evaluate new website hosting platforms.	In progress	In progress	Not planned		No progress, not planned for this quarter.
Plan, evaluate bids for, and conduct a new marketing survey	Not planned	Not planned	In progress	X	Evaluating new grass-roots marketing survey and campaign to solicit feedback from constituents.
Develop, test and implement a new online plant sale system.	In progress	In progress	Complete		Finalized development on an externally hosted plant sale site, ran a very successful plant sale event with record sales and no technical issues.
Office Administration					
General office support and public reception.	In progress	In progress	In progress	X	Progressing smoothly. No issues to report.
Historical information organization, retention, filing, and archiving.	In progress	In progress	In progress	X	Progressing smoothly. No issues to report.



Current records management in accordance with Oregon public records law.	In progress	In progress	In progress	X	Progressing smoothly. No issues to report.
Research and/or develop needed policies and procedures.	In progress	In progress	In progress	X	Progressing smoothly. No issues to report.
Establish and maintain public access to Board and Committee information.	In progress	In progress	In progress	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	In progress		Progressing smoothly. No issues to report.
Develop schedule of community meetings/events for engagement purposes.	Not planned	No progress	No progress	X	Planned for this reporting period. Moved to 4 th quarter as other tasks took higher priority.
Establish contact list of the elected officials representing the district.	Not planned	No progress	No progress		Planned for this reporting period. Moved to 4 th quarter as other tasks took higher priority.

Additional substantive activities undertaken in the 3rd quarter not included in the FY18-19 annual plan:

- Finalized maintenance, repairs, and associated facilities activities related to Oxbow Farm sale.
- In support of Urban Lands and in collaboration with all programs, aiding in development of EMSWCD Open House event.



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				3 rd QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
Outreach and Education					
<i>Outreach</i>					
Recruit education and outreach intern.	Complete	Complete	Complete		New intern began work on September 19.
Develop 3 new educational documents (web and/or print).	In progress	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	In progress		Eight Nature Notes posted in 3 rd quarter. Native Plant Sale pages and Native Plants database updated in 2 nd quarter.
Translate selected workshop and outreach materials.	In progress	In progress	In progress	X	Urban Lands team planning and scheduling Spanish language workshops.
Investigate ways to address impacts of climate change.	In progress	In progress	In progress	X	No formal actions this quarter.
Design and produce promotional materials.	In progress	Complete	Complete		Promotional postcard and web page for the Open House and Garden Event were created.
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	In progress	X	3rd quarter: Connected with 7 partner organizations related to partnerships, grant opportunities, and hosting workshops. Staff attended 6 community partner meetings and promoted EMSWCD programs/resources. Attended/supported 5 partner events as EMSWCD representative, 2 with DEI focus.
Table at community events with literature about EMSWCD programs and events.	In progress	In progress	In progress	X	1 st quarter: 2 events, 70 conversations. 2 nd quarter: 3 events, 149 conversations. 3 rd quarter: 4 events, 150 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	In progress	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. 3 rd quarter: 1 presentation, 31 attendees.
Workshops <i>participants</i>	48/year; 1,250				
1-hour presentations: <ul style="list-style-type: none"> <i>Sustainable Landscaping/Green Infrastructure</i> 10/year; 200 participants 	In progress	In progress	In progress	X	1 st quarter: 1 presentation, 27 attendees. 2 nd quarter: 3 presentations, 43 attendees. 3 rd quarter: 5 presentations, 122 attendees
2-hour workshops: <ul style="list-style-type: none"> <i>Native Plants</i> 5/year; 150 participants 	In progress	In progress	In progress	X	1 st quarter: 1 workshop, 27 attendees. 2 nd quarter: 1 workshop, 29 attendees. 3 rd quarter: 5 workshops, 95 attendees
<ul style="list-style-type: none"> <i>Urban Weeds</i> 5/year; 150 participants 	In progress	In progress	In progress	X	1 st quarter: 1 workshop, 18 attendees. 2 nd quarter: 1 workshop, 23 attendees. 3 rd quarter: 1 workshop, 12 attendees
<ul style="list-style-type: none"> <i>Pollinators</i> 6/year; 150 participants 	No Progress	In progress	In progress	X	1 st quarter: 0 workshops requested. 2 nd quarter: 2 workshops, 30 attendees. 3 rd quarter: 0 workshops requested.
<ul style="list-style-type: none"> <i>Beneficial Insects</i> 6/year; 150 participants 	No Progress	In progress	In progress	X	1 st quarter: 0 workshops requested. 2 nd quarter: 2 workshops, 35 attendees. 3 rd quarter: 2 workshops, 34 attendees.
<ul style="list-style-type: none"> <i>Landscaping with Edibles</i> 6/year; 150 participants 	Not planned	In progress	In progress	X	1 st quarter: 0 workshops requested. 2 nd quarter: 5 workshops, 95 attendees. 3 rd quarter: 1 workshop, 24 attendees. (Note: An additional workshop was cancelled due to inclement weather.)
4-hour workshops: <ul style="list-style-type: none"> <i>Naturescaping Basics</i> 5/year; 150 participants 	In progress	In progress	In progress	X	1 st quarter: 1 workshop, 28 attendees. 2 nd quarter: 4 workshops, 73 attendees. 3 rd quarter: 2 workshops, 38 attendees
<ul style="list-style-type: none"> <i>Rain Gardens</i> 5/year; 150 participants 	In progress	In progress	In progress	X	1 st quarter: 2 workshops, 30 attendees. 2 nd quarter: 2 workshops, 30 attendees. 3 rd quarter: 1 workshop, 28 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	Complete		Successful plant sale was held, with over 900 orders!



Organize Naturescaped Yard Tour to demonstrate and encourage naturescaping and green infrastructure principles. 500 attendees.	Not planned	Not Planned	No Progress	X	With staffing challenges and turn-over a decision was made to hold yard tour every other year in lieu of a Conservation Corner Open House/Garden event.
Research opportunities for on-the-ground community involvement event that would alternate (every other year) with yard-tour.	Not planned	No Progress	In progress	X	Decided on a Conservation Corner Open House/Garden that will be held June 1 st ! Planning got underway for this event in the 3 rd quarter.
Technical and Financial Assistance					
Provide technical consultations and site visits to residential, commercial, and industrial landowners. 80/year, 20/quarter.	In progress	In progress	In progress	X	1 st quarter: 26 technical requests completed. 2 nd quarter: 13 technical requests completed (represents 100% of requests; few inquiries this quarter). 3 rd quarter: 30 technical assistance requests completed.
Provide technical consultations and site visits to grants program applicants and/or projects. 20 consults/year.	In progress	In progress	In progress	X	1 st quarter: 3 requests for SPACE projects completed. 2 nd quarter: 1 technical request/site visit for a potential PIC project completed. 3 rd quarter: 7 requests for technical assistance with SPACE and PIC grant applications and/or projects.
Work with local jurisdictions to address green infrastructure barriers.	In progress	in progress	In progress	X	Attended Soaking it In: stormwater management symposium for professionals, and two MCDD landowner meetings in the 3 rd quarter.
Connect with 3 large land managers to build relationships, encourage sustainable land management practices, and promote EMSWCD services.	In progress	in progress	In progress	X	Meetings, tabling, and/or discussions with Kelly Creek HOA, Blue Heron Shores HOA, Tucker Maxon School, Levee Ready Columbia, and MCDD. 3 rd quarter: Continuing to build/maintain relationships with OMSI, MCDD, etc.
Cooperative Landowner Incentive Program					
Finalize CLIP funding criteria	In progress	Complete	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	In progress	X	1 st quarter: Responded to 3 rain-garden related requests and 4 potential CLIP project inquiry. 2 nd quarter: Responded to 2 potential CLIP projects & received approval for one; conversations continuing. 3 rd quarter: Responded to 9 new inquiries and made 3 site visits about rain garden & CLIP eligibility; signed 1 new CLIP project.
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	In progress	X	Project was on-hold due to loss of web developer. New developer has been identified and work has resumed. The partnership hired a consultant to assist with user-interface and continued design assistance in 3 rd quarter.



Help develop IPM web tool (Solve Pest Problems) by participating on OSU project teams.	In progress	In Progress	In progress	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	In progress	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	In progress	X	Recommended Greywater Partnership resources to several technical assistance requesters. 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	No Progress	X	Grant Butte partnership meetings are on hold until Master Planning process (to be led by Metro) starts up, hopefully to begin in November 2019. Gabbert Butte SAC meetings on hold while draft master plan is prepared to be released for public comment in the 4 th quarter.
Collaborate with Watershed Councils within EMSWCD boundaries.	In progress	In progress	In progress	X	3 rd quarter: Staff attended all regularly scheduled Watershed Council & John Creek IJC meetings.
Demonstration Projects					
Implement the Conservation Corner outreach plan to enhance the visibility and educational value of the site.	In progress	In progress	In progress	X	Outreach plan is in progress. Planning got underway in the 3 rd quarter to hold open house June 1 st .
Oversee maintenance and improvements to Conservation Corner landscape, green infrastructure (pervious pavement, roofs, walls, etc.), and Green Streets.	In progress	in progress	In progress	X	Tree of Heaven removed; bike shed green roof and green wall planters renovated.
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	In progress	X	1 st quarter: 0 tours. 2 nd quarter: 1 tour, 26 attendees. 3 rd quarter: 1 tour, 27 attendees.
Participate in outreach team for the MHCC retrofit project.	In progress	In progress	In progress	X	Staff provided additional guidance and support to SRWC staff on the Salmon Safe Outreach Plan.
Participate in Steering committee for the MHCC retrofit Project.	In progress	In progress	In progress	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	In progress	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	In progress	X	Plans are underway to complete parking lots G&H in Summer of 2019
Engage with community organizations, jurisdictions and non-profits to identify/explore potential large-scale demonstration projects within targeted neighborhoods.	In progress	In Progress	In progress	X	Informal conversations held with partners and NAYA to discuss possible project on that property.



Monitoring and Evaluation					
Meet with partners, review partner monitoring reports, studies and findings.	In progress	In progress	In progress		Attend Beaver Creek partnership and work with Wood Village and Gresham to discuss partnership.
Define program monitoring and evaluation metrics.	Not planned	No Progress	In progress	X	GIS projects to track Urban outreach and implementation discussed in 3 rd quarter.
Identify relevant information and review the results of partner tracking efforts.	Not planned	No Progress	No Progress	X	No progress made due to competing priorities across programs



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				3 rd 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	In progress	X	Conducted 4 site visits including 2 first-time visits in the 3 rd quarter.
Develop 5 technical recommendations and/or conservation plans that include recommendations to address erosion and/or water quality.	In progress	In progress	In progress	X	Two practice recommendations were developed during the 3 rd quarter.
Assist 4 landowners with cost share applications.	In progress	In progress	In progress	X	Working on two potential cost share projects.
Partner with NRCS to promote and deliver cost share assistance.	In progress	In progress	In progress	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	Complete		Project completed during the 1 st quarter.
Network within the nursery industry.	In progress	In progress	In progress	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	In progress	X	Two cost share projects were funded 3 rd quarter. The first is for drip irrigation at a nursery container yard and the second is for farm road improvements at a bare root nursery.



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	In progress	X	Another 163 acres were maintained during the 3 rd quarter.
Another 25 acres prepared and planted in FY18-19.	In progress	In progress	In progress	X	An additional 6.8 acres were prepared for planting bringing the total for the fiscal year to 22 acres.
Coordinate contracted labor crews to prepare new sites for planting, control weeds on existing sites, and plant native trees and shrubs.	In progress	In progress	In progress	X	38,785 trees and shrubs were planted on 32.95 acres along 1.5 miles of stream
Manage wholesale plant orders, delivery, and storage.	In progress	In progress	Complete		Completed 3 rd 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	In progress	X	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	In progress	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	In progress		Long term agreements and terms offered by another SWCD were reviewed. Draft options and cost estimates were developed for discussions planned for the 4 th quarter.
Estimate based on graduations when a new watershed can be added.	Not planned	No progress	In progress		Began to assess considering the options for long term protection. Unknown if there is capacity to do both. Will be given additional attention during the 4 th quarter.
Monitoring and evaluation					
Maintain GPS and GIS data; maintain StreamCare “database” track and compile deliverables.	In progress	In progress	In progress	X	Ongoing
Complete shade modelling of Johnson Creek.	Not planned	No progress	No progress		Waiting on GIS assistance.
Outreach					
Use mailings, advertisements, web and social media to promote conservation, outreach events and program offerings.	In progress	In progress	In progress	X	Used to promote both workshops. Also included a blog post about water quality and StreamCare on the SRWC’s web site.
Coordinate four workshops to provide conservation education and program information.	In progress	In progress	In progress	X	A workshop about native plants was held during the 3 rd quarter. Twenty-eight people attended. A wildlife workshop that was planned for early March had to be postponed due to inclement weather. It was rescheduled for the 4 th quarter.



Develop video content for website and social media.	Not planned	In progress	In progress		Equipment needed for sound was obtained. Scoping was done on a couple of potential topics for creating video content.
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	Not planned	X	No tabling planned during the 3 rd quarter.
Use equity lens to evaluate outreach methods and materials to identify needed changes.	Not planned	No progress	No progress	X	This item is delayed as capacity was redirected to chairing the Equity Team during development of the draft equity plan for EMSWCD.
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	In progress	X	Monthly sampling is ongoing and was completed as planned for the 3 rd quarter.
Install continuous temperature loggers in multiple locations in Beaver, Johnson, Big, and Smith creeks each April.	Not planned	Not planned	Not planned	X	Planned for 4 th quarter.
Remove temperature loggers in the fall.	Complete	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	In progress	X	Water quality data from Beaver Creek was presented as part of the Sandy 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	In progress	X	No EDRR reports 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	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	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	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	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	Complete		Just under an acre of Spurge laurel was controlled across 31 acres of public and private land in 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	In progress	X	5.5 acres of ivy controlled across 26 acres.
Monitor half (~1400 acres) of the current project acreage (~2800 acres) of English ivy and old man's beard.	No progress	In progress	In progress	X	Surveyed 10 acres for ivy; 7 acres infested.
Annually control all known infestations (241 properties) of garlic mustard outside the containment zone a minimum of 2 times.	Not planned	In progress	Not planned	X	Additional control work will take place during the 4 th quarter.
Survey plausible vectors and outlying areas for spread of garlic mustard.	Not planned	Not planned	Not planned	X	Planned for 4 th quarter.
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	In progress	X	Ongoing.
In collaboration with partners, undertake weed control in priority areas	In progress	In progress	In progress	X	15 acres surveyed for weeds in the burn area during the 3 rd quarter.
Regional coordination					
Provide technical assistance with weed identification and control methods.	In progress	In progress	In progress	X	Ongoing
Participate in both the 4-county and Columbia Gorge Cooperative Weed Management Areas.	In progress	In progress	In progress	X	Ongoing
Monitoring and evaluation					
Maintain special location information in GIS, including abundance information for the target species.	In progress	In progress	In progress	X	Ongoing
Derive invasive weed control treatment polygons to track weed treatment efforts.	In progress	In progress	In progress	X	Post fire weed control areas defined.
Evaluate the feasibility of reducing the garlic mustard containment area and identify priority areas to target.	No progress	In progress	Complete	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	Complete	X	It was determined that because the reduced coverage goals were set prior to the Eagle Creek Fire it would be impossible to determine if the goals were met. Since the re-growth of these weeds in the fire area is still an unknown, it is also a difficult time to set new goals.



Conservation Legacy

HEADWATERS					
<p>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.</p> <p>Program Goals: 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				3 rd 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	In progress	X	New stormwater facilities functioned well in the wet weather, there are excellent stands of cover crop across the farm, HIP farmers are making good choices about not driving tractors on wet soil, the compost pile has been covered, a bulk purchase of organic amendments was facilitated.
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	In progress	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 in 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	Complete		Samples were taken in mid-October.
Manage invasive weeds.	In progress	In progress	In progress	X	Most invasive weeds remain dormant this quarter. Established cover crops are, however, providing suppression. Silage tarps in Field 5 remain the organic management tool for the horsetails.
Lime fields and applications of other amendments as needed.	Not planned	Complete	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	In progress		Permit received from Multnomah County. Construction will take place in the spring/summer of 2019. One bid is in-hand.



water resource and deconstruction and planting of 325ft of the existing roadway.					Others will be collected in 4 th quarter as part of a greater scope of work for various farm projects.
Incorporate legacy nursery stock piles into the fields and begin to remediate them with cover crops.	Not planned	Not planned	In progress	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	In progress	X	New guidelines have been put into the Farmer’s Manual 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	Complete		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	In progress	X	Weeding in the hedgerows will focus on thistles and other invasive plants. The native plants are well established and won’t be impacted by annual forbes or grasses.
Headwaters Incubator Program (HIP)					
Complete Headwaters 5-year plan	Not planned	No Progress	No Progress		This project has been delayed in favor of focusing attention on the Food Safety Plan.
HIP Farmer recruitment and retention					
Obtain at least 10 HIP applicants for the 2018 growing season.	In progress	Complete	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	Complete		Four new farmers joined HIP for the 2019 growing season, totaling roughly two acres of production.
Host at least 12 incubator farmers at all times.	In progress	Complete	Complete	X	There are 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	Complete		Group training was offered on March 15. Individual trainings to clear farmers to operate the machinery independently followed as needed.
Record keeping cohort, participation in farm business record keeping training.	Not planned	Not planned	Complete	X	The cohort has begun. Tanya Murry met with incubator farmers on February 6. The Headwaters Farm Program Manger checks in with participants on a bi-weekly basis to track progress and answer questions. All participants are making progress on their time trials.



BCS maintenance and individual farmer operation trainings.	Not planned	Not planned	Complete	X	Occurred during the month of March.
New farmer orientation.	Not planned	Not planned	Complete		Was conducted on February 20. All new farmers attended.
Nutrient management training.	Not planned	Not planned	Not planned	X	Planned for May 5 at Dancin' Roots Farm.
Irrigation management training.	Not planned	Not planned	Not planned	X	Planned for May 19 at Headwaters Farm.
HIP Graduate Support					
Identify one or more HIP graduates to lease Mishima Farm.	Complete	Complete	Complete		Selection process successfully completed, with Full Cellar Farm signing a three-year lease of Mainstem Farm starting in 2019.
Work with graduating farmers to identify best landing options for their farm businesses.	In progress	Complete	Complete		Full Cellar Farm leased 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	In progress	X	An End of Year Survey was sent to graduates, with a 57% response rate. Graduates receive emails for land opportunities, events, and other points of interest from the Headwaters Farm Program Manager on a regular basis.
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	In progress	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 coming 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	In progress		Work was scheduled to finish the interpretive signage display area at Headwaters Farm. Building signs and the frontage signs were worked on but not yet finished. Both will be a priority in the 4 th quarter.
Lead tours at Headwaters Farm for prospective farmers, program partners, and the general public.	In progress	In progress	In progress	X	Three tours were conducted in the 3 rd quarter, including one for Congressman Earl Blumenauer and his staff, a prospective 2020 HIP applicant, and an employee from Oregon Department of Ag. An orchard restoration workshop was held at Mainstem Farm with about 20 attendees.
Tabling, presentations, events, and other outreach opportunities as they arise.	In progress	In progress	In progress	X	Presented to 200 attendees at the OSU Pollinator Conference and attended and networked at the Oregon Small Farms Conference.
Provide onsite training opportunities for Farmers of Color Apprenticeship Program.	In progress	In progress	In progress	X	Began attending a farmer training affinity group for white program managers, in hopes of better understanding our own whiteness and making small-steps toward a farmer



					development system that is more equitable and results in a greater number of farmers of color.
Explore partnerships and grant funding to pursue programming that utilizes Headwaters Farm resources to create farming opportunities for underserved groups.	Not planned	No Progress	No Progress		No progress has been made on this front. This will likely remain incomplete until other avenues are fully explored.
Facilities, Infrastructure and Equipment					
Construction of three forced air compost boxes.	In progress	Complete	Complete		The boxes were filled with compost and have been breaking down for about two months. They will be emptied and refilled again in the 4 th quarter.
Design, permit, and build equipment shed.	In progress	In progress	In progress	X	Permit maps and paperwork are in progress. These will be submitted to Multnomah County early in the 4 th quarter.
Ongoing maintenance of farm vehicles and equipment	In progress	In progress	In progress	X	General maintenance was performed on machinery with a major servicing outstanding on the New Hollard TC40.
Conduct facilities, road and path safety inspections and address issues that arise.	In progress	In progress	In progress	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				3 rd QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
LLP Program					
Backfill outstanding records management needs for all property interests.	In progress	In progress	In progress	X	Created property acquisition/management file for Guerrero and Rockwood transactions.
Finalize remaining identified program foundational documents.	In progress	In progress	In progress		Easement PSA and Easement baseline documentation templates drafted. Redraft of Ag Management Plan guidelines prepared for LLC/Board review.
Consider and potentially implement streamlined approach to transaction review and approval.	Not Planned	Not Planned	No Progress	X	No capacity to pursue during the 3 rd quarter.



Design and produce Land Legacy Program poster displays.	In progress	In progress	No Progress		One of three posters have been completed, no capacity to pursue development of additional posters during the 3 rd quarter.
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	No Progress		No capacity to pursue this during the 3 rd 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	No Progress		No capacity to pursue this during the 3 rd 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	In progress	X	Kitchen table discussion held, and four-part farm succession planning workshop was completed in the 3 rd quarter.
Close out disposition of Oxbow property.	In progress	In progress	Complete		Ready to close by end of 3 rd quarter, the sale of the property was recorded on April 9.
Close on fee acquisition of Gordon Creek farm property.	Complete	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	In progress	X	Acquired Right of First Refusal for 20-acre farm property. Ready to close on easement for Oxbow and option for 20 acre working farmland easement, recorded April 9.
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	In progress	X	One fee acquisition was advanced. Several other opportunities were also explored during the 3 rd quarter.
Further develop partnerships with SWCDs and Land Trusts in support of agricultural land protection.	In progress	In progress	In progress	X	Serving on steering committee and sponsorship subcommittee for Land Camp conference. Secured multiple sponsorships. Submitted and secured approval for Land Camp presentation
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	In progress	X	Continued to monitor and advocate for EMSWCD interests.
Farm succession resources developed if resources permit.	In progress	In progress	Complete	X	Four-part Farm Succession Planning workshop held in Jan/Feb; 12 participants.
Agricultural Land Stewardship					
Fee interest and conservation easement management guidelines adopted and implemented for current EMSWCD holdings.	In progress	In progress	In progress	X	Conservation easement management guidelines were adopted by Board. No time to advance fee management guideline development this quarter.
Agricultural Management Plan guidelines finalized.	In progress	In progress	In progress		Redraft of AMP guidelines was drafted in the 3 rd quarter, which will be presented to the Board for review in the 4 th quarter.



Agricultural management plans developed and implemented for Mainstem (formally Mishima), Oxbow, and Gordon Creek properties.	In progress	In progress	Complete	X	Mainstem and Oxbow AMPs finalized. Gordon Creek property practice requirements incorporated into lease agreement.
Develop and finalize lease for Mainstem property.	In progress	In progress	Complete		Executed in early January 2019.
Prepare sites and complete native plant installation to restore riparian habitat on the Mainstem property and Gordon Creek property.	In progress	In progress	Complete		Riparian planting completed on Mainstem and Gordon Creek properties. Additional Natural Area reforestation planting also occurred on Oxbow.
Natural Resource Lands Protection					
Support partner protection efforts financially with partner entity in the lead, as opportunities arise.	In progress	In progress	In progress	X	Engaged on advancement of Columbia Slough & Grant Butte projects.
Update Natural Lands component of website.	No Progress	No Progress	In progress		Update in progress, which should be completed in the 4 th quarter.
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	In progress	X	Participated in Metro Bond partner engagement efforts associated with the likely Open Space Bond Measure on the November 2019 ballot.
Natural Area Stewardship / DPNA					
Weed control and plant maintenance, in-fill planting where required.	Not Planned	Not Planned	In progress	X	Maintenance carried out in DPNA as planned.
Conduct regular wildlife surveys, install and analyze wildlife camera footage.	In progress	In progress	In progress	X	Planned monitoring for 3 rd quarter was undertaken.
Install DPNA interpretive signage.	In progress	Complete	Complete		DPNA interpretive sign was installed in the 2 nd quarter.
Design and install welcome/entrance sign.	Not Planned	No Progress	No Progress	X	Planning for this project will be initiated in the 4 th quarter. This project may need to be put on hold in lieu of other priorities.
Finalize permitting and construction of road realignment to move roadway further from the North Fork of Johnson Creek	In progress	In progress	In progress	X	Permit has been approved and received from Multnomah County. Construction will take place in the 4 th quarter once the ground dries out sufficiently.
Access to Nature					
Update Access to Nature component of website.	No Progress	No Progress	In progress		Update in progress, that will be completed in the 4 th quarter.
If capacity permits, assess and prioritize potential access to nature protection opportunities.	Not Planned	No Progress	No Progress	X	No capacity to pursue during the 3 rd 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	In progress	X	Contributed to advancement of several Natural Areas projects that had Access to Nature components.



Additional substantive activities undertaken in the 3rd quarter not included in the FY18-19 annual plan:

- Executed lease agreement for Gordon Creek property.
- Submitted and secured acceptance for workshop with partners on “New Frontiers of Farmland Conservation” at upcoming Land Camp.
- Advanced Metro consideration of working farmland protection funding.

GRANTS					
<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. 4. Protect agricultural lands. 5. Increase the sustainability of Agriculture. 6. Provide equitable access to nature.</p>					
<p align="center">Program Goals:</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				3 rd QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
Outreach, Engagement and Evaluation					
Conduct survey of 2018 PIC applicants and present results.	Complete	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	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	Complete	X	Thorough review of 2019 PIC applications occurred in the 3 rd quarter. PIC Review Committee meetings were held in February. Recommendations were prepared to present to the Board. The Board approved 20 grants, totaling \$622,362.
Contract with grantees for 18 PIC and PIC Plus awards	In progress	Not planned	Not planned	X	The 2019 contracting process begins in the 4 th quarter.
Consider changes to PIC/PIC Plus grant structure and funding levels for consideration by the Grants Committee.	Complete	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.



Compliment other EMSWCD Program Efforts					
Fund at least three restoration or monitoring projects.	Not Planned	Not Planned	Complete		Three restoration/monitoring projects were funded through PIC, including a grant to the Columbia Estuary Partnership to assess the feasibility and develop designs for a pilot technique to enhance cold water refuges for salmon at the mouths of lower Columbia Gorge tributaries.
Fund at least three projects that address stormwater runoff, water quality/ conservation, and/or soil erosion.	Not Planned	Not Planned	Complete		Three projects were funded through PIC that address stormwater runoff, including the de-paving and re-greening of an area at a school site and support for transforming a section of street into a naturescaped parklet.
Fund at least one project that promotes sustainable agriculture.	Not Planned	Not Planned	Complete		Four PIC projects were funded that address sustainable agriculture in the urban sector, including a two-year grant awarded to Outgrowing Hunger, providing garden space and education to marginalized and underserved farmers and gardeners.
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	No Progress		Convening postponed until next year due to staff capacity constraints. This was determined to be low priority since two key grantees have active multi-year grants, precluding them from applying for 2019 PIC.
Fund the development of at least two new community or school garden spaces.	Not Planned	Not Planned	Complete		Two new community garden spaces were funded through PIC, one through a grant to Grow Portland for a new City of Portland community garden, and one for a garden serving residents of East County.
Fund the upgrade and/or maintenance of at least three community or school gardens.	Not Planned	Not Planned	Complete		Two PIC grants will support improvements to existing gardens. Janus Youth will continue to work at Village Gardens, involving the community in site preparation and planting, and maintenance of orchards.
Environmental Literacy					
Fund at least three mission-specific environmental and/or garden education projects for youth.	Not Planned	Not Planned	Complete		Five PIC projects funded this quarter are primarily focused on environmental education for youth, including Camp ELSO, a program that provides year-round opportunities for youth of color to gain STEM education in an outdoor setting and learn about careers in science and the environment.
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	Complete		Almost all the PIC projects funded this quarter have an educational component, involving either students, volunteers and/or public education. PIC 2019 grants were awarded to five organizations focused on green workforce development.



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	Complete		Staff worked with members of the Delta Sigma Theta Sorority at the June Key Delta Center, helping to create a partnership with the Oregon Master Gardeners to upgrade the Center’s garden space. A PIC grant to Ecotrust will support a Green Workforce Collaborative, bring together culturally specific groups and the conservation community to provide training for green jobs.
Fund projects of at least two culturally specific organizations to help build organizational and technical capacity for conservation work.	Not Planned	Not Planned	Complete		Three culturally specific organizations were awarded PIC grants this quarter: Camp ELSO, Verde, and Wisdom of the Elders. Funding will enable these groups to build their respective programs, retain and hire staff, and receive training to enhance technical capacity.
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	In Progress	X	Staff attended quarterly Equity Grantmakers Network meeting, continued to participate in the Equity Team and complete assigned tasks related to EMSWCD Equity Plan and other efforts.
Convene informal, small groups to share information and explore collaboration opportunities in equity-related work.	Not Planned	In Progress	In Progress		Staff has met with colleagues through Equity Grantmakers Network, EMSWCD Equity Team, as well as one-on-one with grantees and other partners to discuss opportunities. This is a continuing process and will continue in the 4 th quarter.
SPACE Grants					
Manage the transition of SPACE onto ZoomGrants online platform.	Complete	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 continue 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	In progress	X	One SPACE project was funded in the 3 rd quarter that involved weed removal and naturescaping of a public open space in the Bridgeton neighborhood of North Portland.
Fund projects that upgrade and/or maintain community and school gardens.	In progress	In progress	In progress	X	Two SPACE projects were funded this quarter, one was for creating new raised beds for the Produce for People program in a City of Portland community garden. The other provided a grant to Oregon Master Gardeners to partner with the June Key Delta Center, run by an African American sorority, to upgrade their garden space.
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	In progress	X	Two SPACE projects funded in the 3 rd quarter had an educational component involving elementary and middle-school students. A grant to Portland Public Schools Indian Education Program, enabled students to participate in a



					canoe trip as part of a spring break camp. Another grant supported conservation themed art education in partnership with Camp ELSO – a program designed for underserved youth of color.
Fund educational community events focused on conservation and/or agricultural issues that reach significant numbers of EMSWCD residents.	In progress	In progress	In progress	X	One SPACE grant provided funding for an event, Oregon State University Extension’s Growing Farms course, providing scholarships to attendees from the EMSWCD service area.
SPA Grants					
Attend SPA meetings and maintain familiarity with the contracts and projects.	In progress	In progress	In progress	X	The watershed councils did not meet with EMSWCD staff this quarter, but staff continued general monitoring of progress.
Administer individual agreements: reimbursements, reporting and electronic files.	In progress	In progress	In progress	X	Staff communicated with watershed councils regarding upcoming reporting requirements, processed reimbursements and maintained electronic files.