



EMSWCD 1st Quarter Progress Report for FY 2019-20

This report describes progress made on the EMSWCD FY2019-20 Annual Work Plan and budget through the first quarter of the financial year (July through September 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 FY2019-20 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 the District-wide strategic initiatives and for each of EMSWCD’s programmatic areas at the end of the first quarter is given in the table and chart below. The details regarding progress are given in the tables on the subsequent pages.

In total:

- **174 activities were planned to be undertaken** within the first quarter of the fiscal year.
- Of these, **166 (95%) have either been completed or are in progress** as planned.
- **8 (5%) have not been undertaken** as planned.

Significant accomplishments this quarter include:

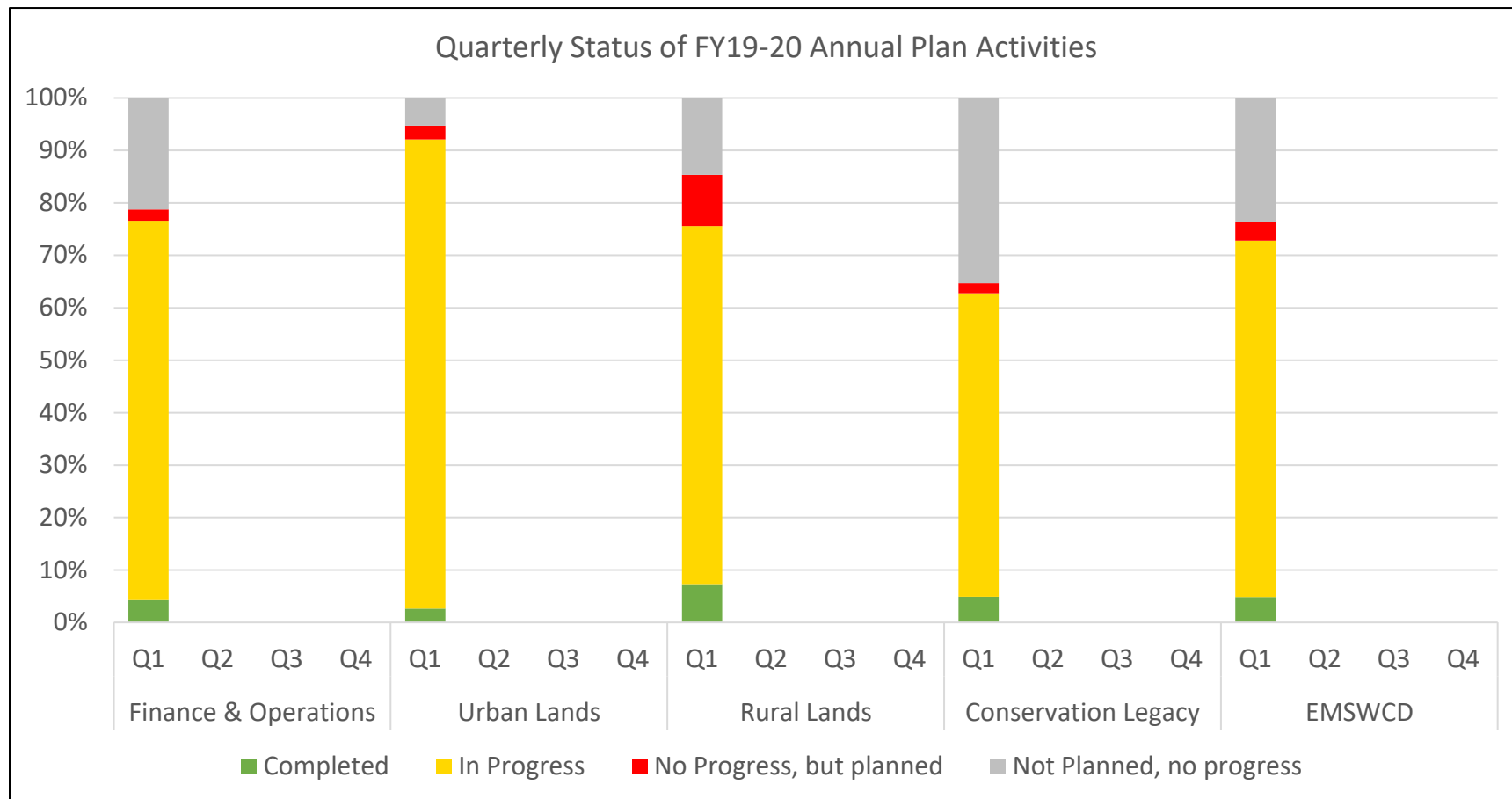
- Progress made with Equity Plan and DEI Discussion Groups with all staff.
- Partnership developed with VOZ and June Key Delta.
- Urban Lands completed a record number of Technical Assistance requests, over half the annual goal in the first quarter alone.
- Rural lands staff worked The Freshwater Trust to complete modelling reduction in sunlight reaching Johnson creek StreamCare sites.
- A possible option for term easements on StreamCare sites was presented to the Land Legacy Committee.
- Created and released two videos highlighting how HIP works and why HIP is a necessary resource.
- Two working lands opportunities developed and presented to the Land Legacy Committee for consideration.
- 2020 Farm Succession Planning workshop arrangements finalized, in partnership with Clackamas SWCD.
- Worked with stakeholders and grantees to explore collaboration to increase urban tree canopy and support a sustainable urban forest.
- Completed installation of electric vehicle charging stations, and purchase of two Chevy Bolt electric vehicles.

Significant activities not accomplished the quarter include:

- Spurge laurel, ivy, and old man’s beard monitoring and control delayed due to need to prioritize work in the area of the Eagle Creek fire.
- A DEI survey of past grantees was planned but postponed due to considerable other organization work with the Equity Team and the need to first make progress on the Equity Plan. Appropriate timing for the survey will be determined in the 2nd quarter.



| FY19-20 Q1 SUMMARY | | | | | |
|----------------------|-------------------|----------------|------------------|--------------------------|--|
| Program Area | No. of Activities | Completed | In progress | No progress, but planned | Not planned during period, no progress |
| Finance & Operations | 47 | 2 (4%) | 34 (72%) | 1 (2%) | 10 (21%) |
| Urban Lands | 38 | 1 (3%) | 34 (89%) | 1 (3%) | 2 (5%) |
| Rural Lands | 41 | 3 (7%) | 28 (68%) | 4 (10%) | 6 (15%) |
| Conservation Legacy | 102 | 5 (5%) | 59 (58%) | 2 (2%) | 36 (35%) |
| EMSWCD Total | 228 | 11 (5%) | 155 (68%) | 8 (4%) | 54 (24%) |





Budget:

Expenditures for FY19-20 to date are shown in the table directly below. After the first quarter, a total of 21.4% of the operational budget has been expended. Finance & Operations (31.3%) is over in terms of percent spent relative to the percent of the fiscal year that has elapsed (25%). Finance & Operations is ahead in spending due to the Executive Director severance package, as well as the purchase of two electric vehicles, but should even out as the year progresses. Headwaters Farm is next closest at 20.2%. Rural Lands and Conservation Legacy are the tied at 19.6% spend and Urban Lands is at 15.2% for the first quarter.

| Category | | Purpose | FY 2019-20 | | |
|---|------------------------|---------------------------------------|---------------------|--------------------|----------------------|
| | | | Total Annual Budget | Actual through Q1 | % of Budget Expended |
| Operations | Finance & Operations | Staffing, facilities, and operations | \$898,471 | \$280,899 | 31.3% |
| | Rural Lands | Staffing, contracting, and operations | \$1,182,644 | \$231,993 | 19.6% |
| | Urban Lands | Staffing, contracting and operations | \$828,593 | \$125,610 | 15.2% |
| | Conservation Legacy | Staffing and operations | \$544,177 | \$106,412 | 19.6% |
| | • Headwaters Farm | Farm-specific staff and operations | \$496,058 | \$99,989 | 20.2% |
| Sub-total Operations | | | \$3,949,943 | \$844,903 | 21.4% |
| Capital, Grants, & Contingency/Unappropriated | Land Conservation Fund | Acquisitions | \$7,434,631 | \$0.00 | 0% |
| | Grants | External grants | \$1,472,362 | \$311,192 | 21.1% |
| | Partner Grants Mgt. | Pass through funds | \$25,000 | \$0.00 | 0% |
| | Contingency Funds | Unanticipated costs | \$350,000 | \$0.00 | 0% |
| | Unappropriated Funds | Funds held in reserve | \$1,723,742 | \$0.00 | 0% |
| Sub-total Grants, Funds and Reserves | | | \$11,005,735 | \$311,192 | 2.8% |
| Total EMSWCD Budget | | | \$14,955,678 | \$1,156,095 | 7.7% |

Progress made against the activities identified in the “annual project activities and deliverables” tables given in the FY2019-20 Annual Work Plan, follows below.



District-Wide Strategic Initiatives

| DIVERSITY EQUITY AND INCLUSION | | | | | |
|--|-------------|----|----|----|---|
| Annual Activities and Deliverables | Timeframe | | | | 1 st QUARTER COMMENTS |
| | Q1 | Q2 | Q3 | Q4 | |
| Continuing Education: Facilitate small discussion groups among board and staff on DEI related issues. | In Progress | X | X | X | Completed as planned for the 1 st quarter, and ongoing. Met with groups monthly July-September, with discussion topics including: health, equity and the environment; income, poverty and wealth inequality; immigration and refugees. Staff were surveyed to identify opportunities to improve the process and content. |
| Continuing Education: Provide opportunity for DEI onboarding of new staff/board members and additional training for current staff as needed. | In Progress | X | X | X | All new staff attended 3-day training with the Center for Equity and Inclusion. Additional trainings circulated among staff as opportunities arise. |
| Engage staff, board and community in development of organization-wide DEI plan. | In Progress | X | X | | Presented plan goals and objectives at staff meetings and solicited feedback from all staff. |
| Complete organization-wide DEI plan. | In Progress | X | X | X | Developed rough draft of the action plan and refined other elements of the plan. |
| Identify and collect priority demographic and other baseline data. | In Progress | | X | X | Started conversations with program teams about their demographic data needs. |
| Research and plan historical/cultural displays for the EMSWCD office. | Not Panned | X | X | X | Planned for the 2 nd quarter. |

Additional substantive activities undertaken in the 1st quarter not included in the FY19-20 annual plan:

- Added DEI section to the EMSWCD website
- Worked with organizational consultants to incorporate equity into organization development work.



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 | | | | 1 st QUARTER COMMENTS |
| | Q1 | Q2 | Q3 | Q4 | |
| Outreach and Education | | | | | |
| <i>Outreach</i> | | | | | |
| Recruit education and outreach intern. | Complete | | | | Intern started end of May 2019. This appointment was brought forward to create some overlap with the Outreach Specialist that is on sabbatical for most of FY19-20. |
| Update Urban Lands web content. | In Progress | X | | | ADA content updates and updates to “Sources of Native Plants” web page. |
| Coordinate with partners to develop workshops and outreach materials that engage diverse audiences | In Progress | X | X | X | Hosted a Bilingual Workshop at Berrydale Community Garden that engaged 27 individuals; translated materials into Spanish and Vietnamese: Hummingbird/Butterfly, Local Sources of Native Plants, and Pollinator Matrix; created native plant booklet in Spanish for VOZ worker workshop. |
| Investigate ways to address the impacts of climate change. | In Progress | X | X | X | Have begun incorporating discussions of climate resilience into technical assistance responses. |
| Design and produce educational and promotional materials. | In Progress | X | | | Edited, updated and sent the Naturescaping workbook out to print. |
| Engage 12 new and existing community leaders/groups/organizations in priority areas each quarter. Q1=4, Q2=2, Q3=2, Q4=4. | In Progress | X | X | X | 12 Partner Specific Meetings and 10 Partnership Building Events attended. |
| Table at community events with literature about EMSWCD programs and events. | In Progress | X | X | X | Tabled at 10 community events, engaged in 594 conversations. |
| Attend 6 community meetings to promote EMSWCD workshops and introduce the public to the benefits of | In Progress | X | X | X | Attend Humboldt Neighborhood Association, Northeast Coalition of Neighborhood meetings; East Portland Parks |



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| sustainable landscaping and/or green infrastructure practices. | | | | | Coalition, Jade Greening Quarterly Partner Meeting, Rosewood Initiative Community meeting. |
| Workshops <i>48/year; 1,250 participants</i> | | | | | |
| 1-hour presentations: <i>Sustainable Landscaping/Green Infrastructure. 10/year; 200 participants</i> | In Progress | X | X | X | 1 st quarter: 1 Intro to NSB presentation, 33 attendees. |
| 2-hour workshops: <i>Native Plants. 5/year; 150 participants</i> | In Progress | X | X | X | 1 st quarter: 4 workshops scheduled, 1 workshop held, 28 attendees. |
| <i>Urban Weeds. 5/year; 150 participants</i> | In Progress | X | X | X | 1 st quarter: 5 workshops scheduled, 1 workshop, 23 attendees. |
| <i>Pollinators. 6/year; 150 participants</i> | In Progress | X | X | X | 1 st quarter: 4 workshops scheduled, 1 was cancelled |
| <i>Beneficial Insects. 6/year; 150 participants</i> | In Progress | X | X | X | 1 st quarter: 4 workshops scheduled, 2 workshops held, 21 attendees. |
| <i>Landscaping with Edibles. 6/year; 150 participants</i> | In Progress | X | X | X | 1 st quarter: 6 workshops scheduled, 2 workshops held, 32 attendees. |
| 4-hour workshops: <i>Naturescaping Basics. 5/year; 150 participants</i> | In Progress | X | X | X | 1 st quarter: 4 workshops scheduled, 1 workshop held, 30 attendees. |
| <i>Rain Gardens. 5/year; 150 participants</i> | In Progress | X | X | X | 1 st quarter: 3 Workshops scheduled, none held. |
| Events <i>2/year; 1,300 participants</i> | | | | | |
| Host Native Plant Sale to provide a diverse selection of affordable native plants to constituents. 800 participants/customers; 10,000+ bare-root trees and shrubs sold. | In Progress | X | X | | Planning for event commenced in the 1 st quarter. |
| Organize Naturescaped Yards Tour to demonstrate and encourage naturescaping and green infrastructure principles; 500 attendees. | Not planned | | X | X | Planning will begin in Spring 2020. |
| Technical and Financial Assistance | | | | | |
| Provide technical consultations and site visits to residential, commercial, and industrial landowners. 80/year, 20/quarter. | In Progress | X | X | X | 1 st quarter: Responded to 53 technical assistance requests. |
| Provide technical consultations and site visits to grants program applicants and/or projects. 20 consults/year. | In Progress | X | X | X | Provided technical assistance to 3 SPACE applicants & projects. |
| Work with local jurisdictions to address barriers to the adoption and implementation of green infrastructure. | In Progress | X | X | X | Serve as a resource to assist constituents open to the possibility of going beyond the minimum legal expectations |
| Connect with 3 large land managers to build relationships, encourage sustainable land management practices, and promote EMSWCD services. | In Progress | X | X | X | Connected/built relationships with 7 community groups, MCDD, Rockwood Condos HOA, Lloyd EcoDistrict, St. John's Community Garden, Foster-Powell Community Garden, FolkTime Garden, City of Gresham, and others. |



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| Cooperative Landowner Incentive Program | | | | | |
| Provide cost-share assistance for rain gardens and other practices. 5 projects/year | In Progress | X | X | X | 19 CLIP inquiries; 15 rain garden inquiries; 7 site visits for potential CLIP projects; and assisting 1 ongoing project in 1 st quarter. |
| Partnerships and Regional Campaigns | | | | | |
| Participate in the development of OSU web tools (Solve Pest Problems, Oregon Flora Garden portal) | In Progress | X | X | X | Participated in Solve Pest Problems Steering and Advisory committees. |
| Utilize and promote community organizations and non-profit services to increase wildlife and pollinator habitat. | In Progress | X | X | X | Frequently recommended Audubon Society and Backyard Habitats in TA; also recommended CSWC, JCWC, Portland's CWSP, and other SWCDs at various times. |
| Work with and support other water conservation groups and initiatives. | In Progress | X | X | X | Have recommended greenroofthinktank, Greywater Action, ARCSA, Harvest H2O, and other orgs for TA inquiries. |
| Participate in the Grant Butte and other land use planning groups. | No Progress | X | X | X | Grant Butte project is on hold. |
| Collaborate with Watershed Councils within EMSWCD boundaries. | In Progress | X | X | X | Attended CSWC board meetings, JCWC IJC Committee meetings and CSWC Tech Team meetings. Collaborated on demonstration projects, technical assistance, and outreach, as appropriate. |
| Demonstration Projects | | | | | |
| Implement the Conservation Corner outreach plan to enhance the visibility and educational value of the site. | In Progress | X | X | X | Participated in Walk Williams monthly event through the Williams Business District; Had 3 tabling events with 52 conversations. |
| Oversee maintenance and improvements to Conservation Corner landscape, green infrastructure (pervious pavement, roofs, walls, etc.), and Green Streets. | In Progress | X | X | X | Coordinated installation of new pervious pavers around EV chargers; coordinated irrigation system repairs and improvements; consulted with green roof specialists re: refurbishments/improvements. |
| Provide group tours of the EMSWCD office facilities to demonstrate naturescaping and green infrastructure principles in practice. 4 tours/year; 100 attendees. | In Progress | X | X | X | No tours in 1 st quarter. PCC student tour scheduled for October 10 th . |
| Participate in outreach team for the MHCC retrofit project. | In Progress | X | X | X | Working with MHCC to design interpretive signage for MHCC retrofit project. |
| Participate in steering committee for the MHCC retrofit Project. | In Progress | X | X | X | Attend bi-weekly meetings with steering committee. |
| Work with partners to implement top priority projects identified in the MHCC assessment. | In Progress | | X | X | Completed construction of Phase 1b – stormwater control features in parking lots G&H. |
| Engage with community organizations, jurisdictions and non-profits to identify and explore potential eligible large-scale demonstration projects. | In Progress | X | X | X | Engaged with five organizations with potential demonstration eligibility (VOZ, APANO, Rosewood Initiative, East Portland Parks Coalition, and NAYA). |



| Monitoring and Evaluation | | | | | |
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| Meet with partners, review partner monitoring reports, studies, and findings. | In Progress | X | X | | Attend watershed council and CWMA meetings as well as various local trainings; incorporating takeaways into technical assistance, Conservation Corner demonstrations, and Urban Lands planning. |
| Identify relevant monitoring and evaluation efforts as they pertain to Urban Lands programmatic goals. | Not Planned | X | X | X | Developing surveys and investigating other tools to track progress towards programmatic goals. |
| Explore potential new program monitoring and evaluation metrics. | In Progress | X | X | X | Developing survey of technical assistance recipients. |

Additional substantive activities undertaken in the 1st quarter not included in the FY19-20 annual plan:

- Urban Lands staff have been Investigating ways to improve diversity, equity and inclusion within Urban Lands programming, including meeting with community groups to discuss needs and potential partnerships.
- Incorporating DEI principals into new and existing programmatic elements, through developing partnerships and culturally-responsive programming into Urban Lands, including working with VOZ, June Key Delta, Master Gardeners and Jacob Rose.



Rural Lands

| RURAL LANDS | | | | | |
|--|-------------|----|----|----|---|
| <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. 5. Increase the sustainability of Agriculture</p> | | | | | |
| <p>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 | | | | 1 st 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 | X | X | X | Nine site visits; one first-time. |
| Develop 5 technical recommendations and/or conservation plans that include recommendations to address erosion and/or water quality. | In Progress | X | X | X | One technical recommendation to help address weeds between crop rows. |
| Assist 4 landowners with cost share applications. | In Progress | X | X | X | Working with three landowners on potential cost share applications. |
| Partner with NRCS to promote and deliver cost share assistance. | In Progress | X | X | X | Meeting monthly with NRCS. One potential joint project at a livestock property. |
| <i>Erosion Solutions</i> | | | | | |
| Network within the nursery industry. | In Progress | X | X | X | Attended the nursery industry's annual trade show aka Far West. |
| Work with cooperators to design and implement erosion prevention practices. | In Progress | X | X | X | Provided technical assistance and cost share to install a farm road to reduce the potential for sediment to leave the site. |
| StreamCare | | | | | |
| <i>Site restoration and maintenance</i> | | | | | |



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| The existing, planted StreamCare areas on 345 acres along 12 miles of stream will be maintained to ensure good rates of plant survival. | In Progress | X | X | X | 1124 crew hours were invested in maintenance of StreamCare sites during the 1 st quarter. |
| Another 15 acres planted in FY19-20. | Not Planned | | X | | Planting is planned for 3 rd quarter. |
| Coordinate contracted labor crews for site preparation, weed control, and planting. | In Progress | X | X | X | 305 crew hours were invested in site preparation of 8 acres along 0.7 miles of stream. |
| Manage wholesale plant orders, delivery, and storage. | In Progress | | X | | Plant orders were placed in 1 st 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 | X | X | X | A total of 40 acres along 2.4 miles of stream will graduate. |
| For landowners that are graduating from StreamCare, offer a site visit. Approximately 58 acres along 3 stream miles are scheduled to graduate during FY19-20. | In Progress | | | X | Preparing to survey recent graduates. |
| Program development | | | | | |
| Develop options for long term protection of graduated StreamCare sites. | In Progress | X | X | | A possible option for term easements on graduated sites was presented to the Land Legacy Committee in September. |
| Estimate based on graduations when a new watershed can be added. | Not Planned | X | X | | |
| Monitoring and evaluation | | | | | |
| Maintain GPS and GIS data; maintain StreamCare “database” to track and compile deliverables. | In Progress | X | X | X | Ongoing |
| Seek outside assistance to complete shade modelling of Johnson Creek. | In Progress | X | X | | Thanks to assistance from The Freshwater Trust, modelling was completed. Next step will be to interpret results. |
| Outreach | | | | | |
| Use mailings, advertisements, web and social media to promote conservation, outreach events and program offerings. | In Progress | X | X | X | Six social media and one website post. Eblast sent to 1041 and mailing to 1194. |
| Coordinate four workshops to provide conservation education and program information. | In Progress | X | X | X | Working with partners and staff to identify topics, locations, dates, and presenters. |
| Develop video content for website and social media. | In Progress | X | X | | Rural Lands outreach staff assisted with the video project at Headwaters Farm. |
| Partner with other SWCDs to fund, develop and staff a booth at the Far West Show. Table at two partner events. | In Progress | X | | X | Partnered with Clackamas and Tualatin SWCDs on a soil health booth at the nursery industry’s annual trade show aka the Far West Show. |
| Use equity lens to evaluate outreach methods and materials to identify needed changes. | Not Planned | | X | X | Planned for 3 rd and 4 th quarters. |
| Water Quality Monitoring | | | | | |



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| Collect monthly samples in upper Beaver and Johnson Creeks. This will include on-site measurement of pH, conductivity, and turbidity as well as laboratory analysis for fecal bacteria, total suspended solids, total phosphorous, and nitrate. | In Progress | X | X | X | Monthly samples were collected and submitted to the laboratory. |
| Install continuous temperature loggers in multiple locations in Beaver, Johnson, Big, and Smith creeks each April. Remove temperature loggers in the fall. | In Progress | | | X | Continuous temperature loggers that were installed last fiscal year were retrieved and data was downloaded. Staff will work to analyze along with data from partners. |
| Analyze and report on water quality data in collaboration with other partners' monitoring efforts. | In Progress | X | X | X | Ongoing. |
| 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 | X | X | X | Confirmed a report of goatsrue, surveyed 23 acres, and controlled ~0.4 acres. |
| <i>Control priority weeds</i> | | | | | |
| Control all known riparian knotweed infestations every two years (85 properties total, 42 for FY19-20) | Complete | | | | Checked for knotweed across 27 acres on 42 properties and controlled ~ 0.19 acres of knotweed total. In addition, surveyed a new area of 11 acres and found knotweed on 0.25 acres. |
| Survey and control all non-riparian knotweed locations every two years (91 properties total, 45 for FY19-20). | Complete | | | | Visited all 45 sites; found and controlled a small amount. |
| Annually control all accessible false brome infestations (acreage unknown due to Eagle Creek fire) to prevent establishment in the rural areas of the district. | In Progress | X | | | Visited 53 acres previously infested with false brome, some of which were in the area of the Eagle Creek fire. Found and controlled ~0.02 acres. |
| Survey for new false brome populations along plausible vectors. | Complete | | | | Surveyed 8 acres where the spread of false brome was suspected, but none was found. |
| Control 20% of known infested acreage (~200 acres) of spurge laurel where access has been granted by the landowner. | No Progress | X | | | Delayed until next quarter. |
| Control at least ~550 acres of English ivy and old man's beard in current projects areas (~2800 total acres). | No Progress | X | X | X | Delayed until next quarter. |
| Monitor half (~1400 acres) of the current project acreage (~2800 total acres) of English ivy and old man's beard. | No Progress | X | X | X | Delayed until next quarter. |
| Annually control all known infestations (241 properties) of garlic mustard outside the containment zone a minimum of 2 times. | Not Planned | | | X | |
| Survey plausible vectors and outlying areas for spread of garlic mustard. | Not Planned | | | X | |



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| 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 | X | X | X | Last pass on trails undertaken before they were re-opened to the public. |
| In collaboration with partners, undertake weed control in priority areas. | In Progress | X | X | X | Weed control across 232 acres in the burn area was undertaken during the 1 st quarter. |
| Regional coordination | | | | | |
| Provide technical assistance with weed identification and control methods. | In Progress | X | X | X | Ongoing |
| Participate in both the 4-county and Columbia Gorge Cooperative Weed Management Areas. | In Progress | X | X | X | Ongoing |
| Monitoring and evaluation | | | | | |
| Maintain special location information in GIS, including abundance information for the target species. | In Progress | X | X | X | Ongoing |
| Evaluate the feasibility of reducing the garlic mustard containment area and identify priority areas to target. | Not Planned | | X | X | Planned for 3 rd and 4 th quarters. |
| Undertake an analysis to determine the current coverage for false brome, English ivy, Old man’s beard and spurge laurel. | No Progress | X | X | X | Delayed due to a focus on field work during the 1 st quarter. |



Conservation Legacy

| HEADWATERS | | | | | |
|--|-------------|----|----|----|--|
| 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. | | | | | |
| 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. | | | | | |
| Annual Activities and Deliverables | Timeframe | | | | 1 st QUARTER COMMENTS |
| | Q1 | Q2 | Q3 | Q4 | |
| Natural Resources Management | | | | | |
| Plan, implement and monitor a suite of practices that promote good stewardship, including: organic practices, cover cropping, nutrient management, integrated pest management, reduced and appropriately timed tillage, drip irrigation, compaction alleviation, among others. | In Progress | X | X | X | The farmland has all been managed organically; cover crop was established in fallowed fields; HIP farmers are implementing nutrient management, IPM, utilizing proper irrigation practices, and often employing reduced tillage practices. |
| Soil Health Improvements | | | | | |
| Cover crop or silage tarp (for weed suppression) all farmable areas of Headwaters Farm while not in production - approximately 34 acres possible. | In Progress | X | X | X | All fallowed areas were cover cropped over the summer. |
| Soil samples taken for all fields in October, both in production or not, to help determine fertility needs and document change over time. | Not Planned | | X | | Soil samples will be taken in early October. |
| Manage invasive weeds. | In Progress | X | | X | A combination of cover crops, silage tarps, and incentives for farmers helped manage invasive weeds over the summer. |
| Apply compost on fallowed fields. | In Progress | X | | X | Several applications of compost were placed in fallowed farm fields. More will be applied in the spring. |
| Erosion and Stormwater Management | | | | | |
| Incorporate legacy nursery stock piles into the fields and begin to remediate them with cover crops. | Complete | | | | All three legacy nursery piles were spread into fallowed fields. |
| Irrigation efficiency | | | | | |
| Work with incubator farmers to encourage appropriate irrigation amounts and methods, and work toward developing Irrigation Water Management Plans. | In Progress | | | X | HIP farmers are tracking their irrigation use to provide the data needed to design appropriate Irrigation Water Management strategies. |



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| Natural Habitat | | | | | |
| Establish a minimum additional 4,000ft ² of pollinator habitat along the main driveway near Orient Drive (could be as much as 5,600ft ² if neighboring properties agree to allow EMSWCD to manage with native plants). | Not Planned | X | X | | This project will be contingent on working with a neighbor and might be delayed in favor of trialing an organic herbicide that could be effective on nut sedge. |
| Remove blackberries from the frontage along Orient Drive | In Progress | X | | X | Blackberries were cut down and then treated with herbicide. A second round of management will be needed in the spring. |
| Maintain existing pollinator habitat, hedgerows, and beetle bank. | In Progress | | | X | All habitats were weeded and managed through summer. The beetle bank may be relocated in the spring. |
| Headwaters Incubator Program (HIP) | | | | | |
| Complete Headwaters 5-year plan | Not Planned | X | X | | This will occur during the winter months. |
| Complete the Headwaters Farm Food Safety Plan | In Progress | X | | | The Food Safety Plan has a rough draft and will receive more attention after the Readiness Review. |
| Create a Guide to Good Farming that outlines best practices for starting a farm business. | Not Planned | X | X | | This will occur during the winter months. |
| Partner with Portland Farmers Market to offer a pilot rotating stall dedicated to Headwaters Farm. | In Progress | X | X | X | The partnership agreement between EMSWCD and Portland Farmers Market has been finalized. HIP farmers will begin vending in November. |
| HIP Farmer recruitment and retention | | | | | |
| Obtain at least 10 HIP applicants for the 2019 growing season. | Not Planned | X | | | Applications will be submitted by November 1 st . |
| Two-to-five new farms recruited in FY19-20. | Not Planned | X | X | | The application process will be concluded by the end of November. |
| Host at least 12 incubator farmers. | In Progress | X | X | X | HIP currently hosts 15 farm businesses. |
| HIP Farmer Support and Training | | | | | |
| Tractor safety and operation training. | Not Planned | | X | | This training will occur in the spring. |
| Record keeping cohort, participation in farm business record keeping training. | In Progress | | X | X | There is a current record keeping cohort that will be meeting to conclude the season in December. A new cohort will begin in the spring. |
| BCS farmer operation trainings. | Not Planned | | X | X | This training will occur in the spring. |
| New farmer orientation. | Not Planned | | X | | Orientation will occur early in the new year. |
| Nutrient management training. | Not Planned | | | X | This training will occur in the summer. |
| Irrigation management training. | Not Planned | | | X | This training will occur in the summer. |



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|--|-------------|---|---|---|---|
| Offer training on vending at a farmers market. | Not Planned | X | | | This training will occur in conjunction with the Portland Farmers Market partnership, which begins in November. |
| HIP Graduate Support | | | | | |
| Work with graduating farmers to identify best landing options for their farm businesses. | In Progress | X | | | Currently all but one farmer graduating at the end of 2019 has a landing site identified. Efforts are being made to support this farmer in finding a suitable site. |
| Maintain ongoing relationship with HIP graduates and connect them to various support services. | In Progress | X | X | X | HIP graduates have been invited to trainings, including the upcoming Readiness Review. Several have participated in the fall cover crop bulk purchase. |
| Conduct survey of HIP graduates. | Not Planned | X | X | | This survey will occur over the winter. |
| 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 | X | X | X | Numerous posts were put on Facebook and other social media platforms. |
| Release two videos outlining the “why” and “how” HIP creates opportunities for new farmers. | Complete | X | | | The two videos were completed and shared on various social media platforms, including a Facebook at that reached 19,000 viewers with over 4,000 watch-throughs. |
| Partner with the Oregon Department of Agriculture to conduct a Food Safety Modernization Act Readiness Review of Headwaters Farm that is open to the farming public and other public agencies. | In Progress | X | | | The Readiness Review is planned for November 13 th . |
| Lead tours at Headwaters Farm for prospective farmers, program partners, and the general public. | In Progress | X | X | X | Several tours were offered for prospective applicants, Tualatin SWCD, and Metro Councilor Chase and Metro staff. |
| Tabling, presentations, events, and other outreach opportunities as they arise. | In Progress | X | X | X | Materials were offered at Small Farm School. |
| Work with OSU Extension on pollinator research if grant funds become available. | Not Planned | | | X | It is unknown at this point if the grant funds were received. If so, this project is slated to begin during the growing season of 2020. |
| Explore partnerships to pursue programming and/or services that utilizes Headwaters Farm resources to create farming opportunities for underserved groups. | In Progress | X | X | X | Conversations were held with Out Growing Hunger and Mudbone Grown. Additional engagement will continue. |
| Facilities, Infrastructure and Equipment | | | | | |
| Construction of an equipment shed and build-out shop for staff operations. | In Progress | X | X | | Construction will begin in October. |
| Install PV solar system on the barn and equipment shed to offset the Farm’s electrical use and reduce the carbon footprint of farm operations. | Not Planned | | X | X | The PV installation will occur after the equipment shed is constructed. EMSWCD is in contract with Elemental Solar for the solar project installation. |



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| Install a frontage sign and address marker at the main driveway along Orient Drive. | Not Planned | X | X | | This will be explored later in the fiscal year. |
| Design, print, and mount protocol signs at the wash stations, propagation houses, and curing shed. | In Progress | X | X | | Several signs are in draft form and expected to be printed and mounted by mid-November. |
| Source an electric utility vehicle for Headwaters staff. | In Progress | | | | An electric UTV has been purchase and is expected to arrive in October. |
| Source a compost spreader for HIP farmers and staff to apply organic matter to fields. | Not Planned | X | | X | This will be revisited after EMSWCD learns if the solar grant request was successful. |
| Build out the hardening-off table area. | In Progress | X | X | | The site for the added hardening off tables has been created but still needs pea gravel. Additional tables will be constructed this winter. |
| Trench and install pipe to drain standing water on the west end of Hoophouse #4. | Complete | | | | This project was completed in September and has resolved the issue. |
| Ongoing maintenance of farm vehicles and equipment. | In Progress | X | X | X | Maintenance was conducted as needed. |
| Conduct facilities, road and path safety inspections and address issues that arise. | In Progress | X | X | X | Regular facility and roadway inspections were made and documented. |

Additional substantive activities undertaken in the 1st quarter not included in the FY19-20 annual plan:

- In preparation for the solar system the transformer feeding the barn was upgraded and the service expanded to 400 amps.
- The Headwaters Farm Program Manager participated in a pilot project to select one land-seeker to receive support finding land through Oregon Farm Link and successfully transitioning onto it.



| 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 | | | | 1 st QUARTER COMMENTS |
| | Q1 | Q2 | Q3 | Q4 | |
| LLP Program | | | | | |
| Effective records management needs for all property interests. | In Progress | X | X | X | Progressing smoothly. |
| Potentially refine approach to transaction review and approval. | No Progress | X | X | X | Not urgent, no capacity. On hold to be revisited if and when capacity allows. |
| Apply equity lens to LLP activities | In Progress | X | X | X | Highlights included dialogue with Mudbone Grown Farm and Adelante Mujeres re possible partnerships, pursuit of Access to Nature project for underserved community. |
| Working Farmland Protection | | | | | |
| Apply agricultural property prioritization to the whole agricultural area, including the non-focal area agricultural properties east of the Sandy River. | Not Planned | | X | | Planned for later in the fiscal year if capacity allows. |
| Refine agricultural property prioritization with detailed water rights information, as time allows. | Not Planned | | X | X | Planned for later in the fiscal year if capacity allows. |
| Continue development and implementation of an outreach program for the Ag community. Provide at least one distinct opportunity for the 75 highest priority landowners to learn about the working lands easement program. | In Progress | X | X | X | Working Farmland Program newsletter update mailed to ~125 landowners, article in Portland Business Journal on Oxbow transaction, updates to website (project profiles). |
| Pursue and close on disposition of Gordon Creek Farm property. | In Progress | X | X | X | Offer assessment criteria developed, easement term sheet and full easement drafted, broker RFP drafted, appraiser engaged. |
| Close on easement acquisition for Gordon Creek farm property. | Not Planned | | X | X | |
| Decision on exercise, deferral or extension of two conservation easement options. | In Progress | | X | X | Decision reached to defer 1 option, agreement reached with landowner to extend for 1 year. |



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| Opportunities rapidly and creatively responded to; four or more ag properties will be brought before the EMSWCD board to consider for protection. | In Progress | X | X | X | Easement opportunity presented to Board for final approval consideration, which was rejected by the Board. Easement donation opportunity brought forward and is being advanced. |
| Close on or substantively advance at least one other farmland transaction. | In Progress | X | X | X | Easement donation advancing. |
| Continue to advance and enhance organizational partnerships that assist in EMSWCD’s agricultural land protection and stewardship work. | In Progress | X | X | X | Developed partnership with Ducks Unlimited, engaged with Portland Water Bureau around development threat. |
| Work to identify a path forward for farmland access for historically disadvantaged groups. | In Progress | X | X | X | Substantive dialogue with Mudbone Grown. |
| Inform and participate in efforts that could help support EMSWCD agricultural land protection efforts, including the Metro Open Space Bond, the Oregon Ag Heritage Program and the new Oregon Agricultural Trust. | In Progress | X | X | X | Substantive progress in dialogue with Metro, including tours. |
| Farm succession resources offered, including workshop and website resources, if time permits. | In Progress | X | X | X | Confirmed Succession Planning workshop series for 2020, secured partnership with Clackamas SWCD. |
| Agricultural Land Stewardship | | | | | |
| Fee management guidelines adopted and implemented for current EMSWCD holdings. | Not Planned | X | X | X | Planned form 2 nd quarter. |
| Working farmland easement interests monitored and managed. | In Progress | X | X | X | Oxbow monitored. First formal easement monitoring visit scheduled for October. |
| Agricultural management plans monitored and managed. | In Progress | X | X | X | Oxbow monitored. First formal AMP monitoring visit scheduled for October. |
| Lease interests monitored and managed. | In Progress | X | X | X | Mainstem lease amendments advanced. |
| Complete septic system replacement at Mainstem Farm. | In Progress | X | | | Secured Multnomah County Planning approvals for septic system replacement. |
| Natural Resource Lands Protection | | | | | |
| Support partner protection efforts financially with partner entity in the lead, as opportunities arise. | In Progress | X | X | X | Substantive assistance provided to Gresham for an opportunity. |
| Continue to advance and enhance organizational partnerships that assist in EMSWCD’s natural resources land protection work. | In Progress | X | X | X | Developed relationship with Ducks Unlimited. |
| Assist in development and implementation of Metro Open Space Bond, and work to identify most appropriate role for EMSWCD post-bond if approved by voters. | In Progress | X | X | X | |
| Natural Area Stewardship / DPNA | | | | | |



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| Undertake weed control and plant maintenance, in-fill planting where required, in the DPNA. | In Progress | X | X | X | Maintenance weed control treatment completed in 1 st quarter. Dead and dying trees in the DPNA that pose a hazard identified will be taken topped or cut down in 2 nd quarter. |
| Conduct regular wildlife surveys in DPNA, install and analyze wildlife camera footage. | In Progress | X | X | X | Wildlife surveys and camera footage collection progressed as planned. |
| Design and install signage denoting DPNA. | Not Planned | X | X | | |
| Plan and conduct open house/tour of DPNA for neighbors of DPNA and Headwaters Farm. | Not Planned | X | X | X | |
| Weed control and plant maintenance, in-fill planting at Oxbow where required. | In Progress | X | X | X | Monitored, with nothing maintenance done in 1 st quarter. |
| Maintain Oxbow pollinator hedgerows as needed, in-fill planting where required. | In Progress | X | X | X | Western smaller hedgerow trimmed, for safety of vehicles entering Oxbow Drive. |
| Access to Nature | | | | | |
| Support partner protection efforts financially with partner entity in the lead, especially those targeted to park deficient and/or under-served communities. | In Progress | X | X | X | Substantive assistance provided to Gresham for an opportunity, helped advance NAYA opportunity |
| Continue to advance and enhance organizational partnerships that assist in EMSWCD's land protection work. | In Progress | X | X | X | Developed relationship with Ducks Unlimited |
| Assist in development and implementation of Metro Open Space Bond, and work to identify most appropriate role for EMSWCD post-bond if the bond is approved by voters. | In Progress | X | X | X | |

Additional substantive activities undertaken in the 1st quarter not included in the FY19-20 annual plan:

- Substantive analysis of easement valuation challenges and research into possible strategies



| 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 | | | | 1 st QUARTER COMMENTS |
| | Q1 | Q2 | Q3 | Q4 | |
| Outreach, Engagement and Evaluation | | | | | |
| Conduct survey of past grantees and applicants to gain information on DEI outcomes and opinions on future program direction. | No Progress | X | | | Holding off on this grant survey until we are farther along in DEI organization plan. |
| Gather key baseline and demographic information through organization-wide DEI efforts that will inform the Grant Program. | In Progress | | X | X | Attended training workshop on collection and using demographic information. Completed preliminary conceptual work and will continue development through the fiscal year. |
| Evaluate equity outcomes in prior 2-3 years of PIC and SPACE grants based on reported metrics and final reports. | In Progress | | | | Began in 1 st quarter, continuing work in 2 nd quarter. |
| PIC Grants | | | | | |
| <i>PIC Grant administration</i> | | | | | |
| Update PIC grant application and supporting materials, receive applications. | Not Planned | X | | | Planned for 2 nd quarter. |
| Conduct due diligence, prepare for and host Review Committee meeting, make recommendations to the Board for PIC grant awards. | Not Planned | | X | X | PIC grant evaluation and awards made in 3 rd quarter. |
| Contract with grantees for 20 PIC awards | Complete | | | X | Completed Funding Agreements for all 2019 PIC awards |
| <i>Compliment other EMSWCD Program Efforts</i> | | | | | |
| Fund at least three restoration or monitoring projects. | Not Planned | | X | | PIC grant evaluation and awards made in 3 rd quarter. |
| Fund at least three projects that address stormwater runoff, water quality/ conservation, and/or soil erosion. | Not Planned | | X | | PIC grant evaluation and awards made in 3 rd quarter. |
| Fund at least one project that promotes sustainable agriculture. | Not Planned | | X | | PIC grant evaluation and awards made in 3 rd quarter. |



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| Environmental Literacy | | | | | |
| Fund at least three mission-specific environmental and/or garden education projects for youth. | Not Planned | | X | | PIC grant evaluation and awards made in 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 | | X | | PIC grant evaluation and awards made in 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 | X | | | Meeting scheduled for Nov. 14, 2019 |
| Fund the development of at least two new community or school garden spaces. | Not Planned | | X | | PIC grant evaluation and awards made in 3 rd quarter. |
| Fund the upgrade and/or maintenance of at least three community or school gardens. | Not Planned | | X | | PIC grant evaluation and awards made in 3 rd quarter. |
| Urban Tree Canopy | | | | | |
| Participate in meetings of Urban Forestry partnership and assist in planning for PIC or other grant application. | In Progress | X | | | Attended one meeting of partnership this quarter. Anticipate meeting next quarter to discuss possible PIC application. |
| Fund at least two projects that increase the urban tree canopy in underserved areas of the District. | Not Planned | | X | | PIC grant evaluation and awards made in 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 | | X | | PIC grant evaluation and awards made in 3 rd quarter. |
| Fund projects of at least two culturally specific organizations to help build organizational and technical capacity for conservation work. | Not Planned | | X | | PIC grant evaluation and awards made in 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 | X | X | X | Continued to dedicate significant time to DEI work, both internally and through external networks. |
| SPACE Grants | | | | | |
| Manage the transition to new fiscal year and new deadline of SPACE in ZoomGrants online platform. | Complete | | | | 2020 SPACE took effect July 1; new monthly deadline was shifted to first of the month from 15 th of the month. |



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| Fund projects that address restoration of urban habitat, stormwater management, water quality, and other on-the-ground conservation needs. | In Progress | X | X | X | Funded one project at Lent School to upgrade the irrigation system for native plants and a rain garden. Funded one project to create pollinator habitat in public parking strips. |
| Fund projects that upgrade and/or maintain community and school gardens. | In Progress | X | X | X | Funded upgrades for the Neighborhood Bliss Garden, a community food garden that serves Folktime members facing mental health barriers. |
| Fund projects that contain an educational component: hands-on involvement of students or volunteers; work skills training (restoration, gardening, sustainable agriculture); and/or demonstration/interpretive elements. | In Progress | X | X | X | Funded Urban Greenspaces Institute to conduct a workshop series on naturoscaping in oak habitat. |
| Fund educational community events focused on conservation and/or agricultural issues that reach significant numbers of EMSWCD residents. | In Progress | X | X | X | Funded Oregon State University one-day indoor celebration and market where farmers feature and sell winter vegetables and other agricultural products. Over 500 people expected to attend. |
| SPA Grants | | | | | |
| Attend SPA meetings and maintain familiarity with the contracts and projects. | In Progress | X | X | X | Reviewed and read FY19-20 SPA contracts and answered questions regarding implementation of projects. |
| Administer individual agreements: reimbursements, reporting and electronic files. | In Progress | X | X | X | Prepared FY19-20 SPA administrative documents, completed payments/reimbursements and maintained files. |



Finance and Operations¹

| 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 | | | | 1 st QUARTER COMMENTS |
| | Q1 | Q2 | Q3 | Q4 | |
| Budget and Finance | | | | | |
| Complete FY18-19 budget audit. | In Progress | X | | | Currently in progress. No issues to report. |
| Track FY19-20 budget and produce budget to actual reports. | In Progress | X | X | X | Completed for the 1 st quarter. Continuous. |
| Develop FY20-21 budget. | Not Planned | | X | X | Planned for 3 rd and 4 th quarters. |
| Review Fiscal Policies and recommend changes as needed. | In Progress | | | X | Currently in progress. No issues to report. Will provide recommendations by 4 th quarter. |
| Review Contracting Policies and recommend changes as needed. | In Progress | X | X | X | Completed public procurement and contracting training in July and August. Will progress to contract policies & procedure review and recommendation as planned. |
| Review and monitor EMSWCD contractual agreements. | In Progress | X | X | X | Review as needed. No issues to report. |
| Review and update Public Records and Retention Schedule Policies as needed. | Complete | X | | | Completed in 1 st quarter. Approved by Board at October Meeting. |
| Board and Committee Management | | | | | |
| Schedule, notice, prepare logistics, distribute materials for, and host 12 Board of Directors meetings. | In Progress | X | X | X | 3 Board of Director meetings and 2 Land Legacy meetings held in 1 st quarter. |
| Take and prepare minutes and maintain all records for 12 Board of Directors meetings. | In Progress | X | X | X | 3 Board of Director meetings and 2 Land Legacy meetings held in 1 st quarter. |
| Schedule, notice, prepare logistics, distribute materials for, and help organize approximately 16 committee meetings. | In Progress | X | X | X | 3 Board of Director meetings and 2 Land Legacy meetings held in 1 st quarter. |
| Take and prepare minutes, and maintain all records for, approximately 16 committee meetings. | In Progress | X | X | X | Progressing smoothly. |

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



| Human Resources | | | | | |
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| Review health and other insurance benefits to determine if changes or enhancements are needed for upcoming fiscal year. | Not Planned | | X | X | Planned for later in the fiscal year. |
| Review and update Employee Handbook/Personnel Policies. | In Progress | X | X | X | 3 policies were reviewed in 1 st quarter, but not approved until 2 nd quarter. |
| Compile and provide an overview of EMSWCD's HR policies and benefits in comparison to other agencies. | Not Planned | | X | X | Planned for later in the fiscal year. |
| Research personnel-related issues re: BOLI information/changes that might affect EMSWCD. | In Progress | X | X | X | |
| Research HR wellness and commute incentives. | In Progress | X | X | X | This is a continuous process that may or may not produce new incentives to add to current benefit package. There haven't been any new discoveries thus far. |
| Maintain confidential personnel files. | In Progress | X | X | X | Progressing, and ongoing. |
| Facilities, Fleet and Equipment | | | | | |
| Facilities | | | | | |
| Staff kitchen re-design and remodel at Williams Ave. Headquarters. | Not Planned | | X | X | Planned for later in the fiscal year. |
| General maintenance of building and facilities at Williams Ave. Headquarters. | In Progress | X | X | X | Progressing as planned. |
| Complete front step and landing replacement at Williams Ave. Headquarters. | No Progress | X | | | Procurement completed, but delayed project until spring because of contractor availability, and other priority projects at the office. |
| Caulk, repair, and paint Williams Ave. Headquarters. | In Progress | X | | | Procurement for the office painting project completed, painting is due to take place in October. |
| General maintenance of buildings, equipment and facilities at Headwaters Farm. | In Progress | X | X | X | Progressing smoothly. |
| Assist in other capital projects and planning as needed at Headwaters Farm. | In Progress | X | X | X | Facilities Manager assisted with equipment shed design and procurement. |
| Fleet and Equipment | | | | | |
| Assist in installation of EV charging stations and leasing of two new electric vehicles. | Complete | X | | | Two charging stations have been installed, and two Chevy Bolt electric vehicles were purchased in the 1 st quarter. |
| General maintenance of two remaining state vehicles and two additional leased EVs. | In Progress | X | X | X | Progressing smoothly. |
| Information Technology | | | | | |
| IT support to ensure properly functioning equipment and timely troubleshooting of technology problems. | In Progress | X | X | X | In progress, proceeding as planned. Worked with contracted IT company to maintain office network and stations, |



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| | | | | | troubleshoot and resolve computer, software, email and other issues. |
| Upgrade conference room technologies for presentations, webinars, conferences, board meetings, and gatherings. | Not Planned | X | | | Not planned for 1 st quarter. |
| Investigate wireless technologies to increase network bandwidth, stability and speed. | Not Planned | X | | | Not planned for 1 st quarter. |
| Purchase and set-up scheduled replacement computers for staff as needed. | In Progress | X | X | X | In progress, proceeding as planned. Purchased and set up two new laptops with docking stations, cycled other stations through to replace older stations. |
| Investigate subscription-based solutions for the office software, and if deemed cost effective, purchase and implement, including but not limited to cloud-based storage. | Not Planned | X | X | | Not planned for 1 st quarter. |
| Marketing and Media | | | | | |
| Review, revise, and propose updated formal and grassroots Marketing Plan. | Not Planned | X | X | | Planned for 2 nd and 3 rd quarters. |
| Evaluate use of billboards, public transportation, radio, local community newspapers and newsletters. | In Progress | X | X | X | In progress, proceeding as planned. Received, evaluated and researched options for advertisements. |
| Develop, revise, maintain and add content to the website. | In Progress | X | X | X | In progress, proceeding as planned. Edited and published new posts, revised pages, revised Grants and Headwaters program sections for campaigns and new content. Archived content and removed several years' worth of older pages and files. |
| Develop and integrate social media to drive traffic to website, encourage event participation and promote conservation practices. | In Progress | X | X | X | In progress, proceeding as planned. Posted frequently to social media platforms, helped promote our content and partners' conservation-related events and offerings, posted events, ads, videos, infographics and more. |
| Coordinate and conduct press outreach. | In Progress | X | X | X | In progress, proceeding as planned. Sent out press releases for Board and Committee meetings and for special events, coordinated with staff to plan press outreach and messaging for campaigns and news. |
| Identify and implement advertising opportunities. | In Progress | X | X | X | In progress, proceeding as planned. Researched opportunities, evaluated offers and spoke to advertising reps, helped plan advertising for upcoming Headwaters campaign. |
| Develop and produce program displays and other outreach material. | In Progress | X | X | X | In progress, proceeding as planned. Developed outreach materials such as postcards for District and programs, finalized changes to Urban Lands brochure set and printed. |



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| Coordinate translations of various materials as requested and needed. | In Progress | X | X | X | In progress, proceeding as planned. Met with program staff to review needs, priorities and process for translating materials. |
| Evaluate new website hosting platforms and/or content management systems and user interface for main site. | Not Planned | X | X | X | No progress, not planned for this quarter. |
| Office Administration | | | | | |
| General office support and public reception. | In Progress | X | X | X | Progressing smoothly, no issue to report. |
| Current records management in accordance with Oregon public records law. | In Progress | X | X | X | Progressing smoothly. Public records policy was updated this quarter. |
| Research and/or develop needed policies and procedures. | In Progress | X | X | X | Ongoing. |
| Establish and maintain public access to Board and Committee information. | In Progress | X | X | X | Ongoing, and progressing smoothly. |
| Improve internal management of and access to Board and Committee information. | Not Planned | X | X | | Planned for 2 nd and 3 rd quarters. |
| Develop schedule of community meetings/events for engagement purposes. | In Progress | X | | | Certification set up completed in 1 st Qtr. Certification training completed in 2 nd quarter. |
| Setup CPR Recertification Training for all staff | In Progress | X | X | X | In progress. Continuous as needed. Completed DEI, Board, and special meeting coordination and setup for Organizational Consultants, Board, and all Staff. |
| Coordinate meeting dates/times and materials for meetings and other activities of the organization. | In Progress | X | | | Currently in progress. No issues to report. |

Additional substantive activities undertaken in the 1st quarter not included in the FY19-20 annual plan:

- Continued efforts to support the Executive Director transition and Interim Executive Director.
- Efforts to support the retention of an Executive Search Firm or Consultant to aid in the recruitment of the next Executive Director.
- Participated in organizational development consultant all staff meetings and initiatives.