



## EMSWCD 2<sup>nd</sup> Quarter Progress Report for FY 2019-20

This report describes progress made on the EMSWCD FY2019-20 Annual Work Plan and budget through the second quarter of the financial year (October through December 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 second quarter is given in the table and chart below. The details regarding progress are given in the tables on the subsequent pages. In total:

- **194 activities were planned to be undertaken** within the second quarter of the fiscal year.
- Of these, **180 (93%) have either been completed or are in progress** as planned.
- **14 (7%) have not been undertaken** as planned.

### Significant accomplishments this quarter include:

- Successful completion of FY18-19 Audit.
- Drafted supplemental budget, submitted to and adopted by Board.
- Complete repainting of the Williams Ave office.
- Hosted Annual Meeting in December.
- Awarded Employee of the Year.
- Completed organizational development sessions with Management Team, Staff, and Board.
- Held grantee convening on urban farms and gardening programs with 10 local grantees/stakeholders.
- Received 25 applications for 2020 PIC, for a total of \$967,544 in requested funding.
- Secured Land Legacy Committee approval to pursue a conservation easement donation
- Made grant to Native American Youth and Family Center
- Secured compelling purchase offer for Gordon Creek property
- Managed logistics and invitations for the second Farm Succession Planning Workshop series
- HIP accepted a diverse class of new program participants.
- The equipment shed construction concluded.

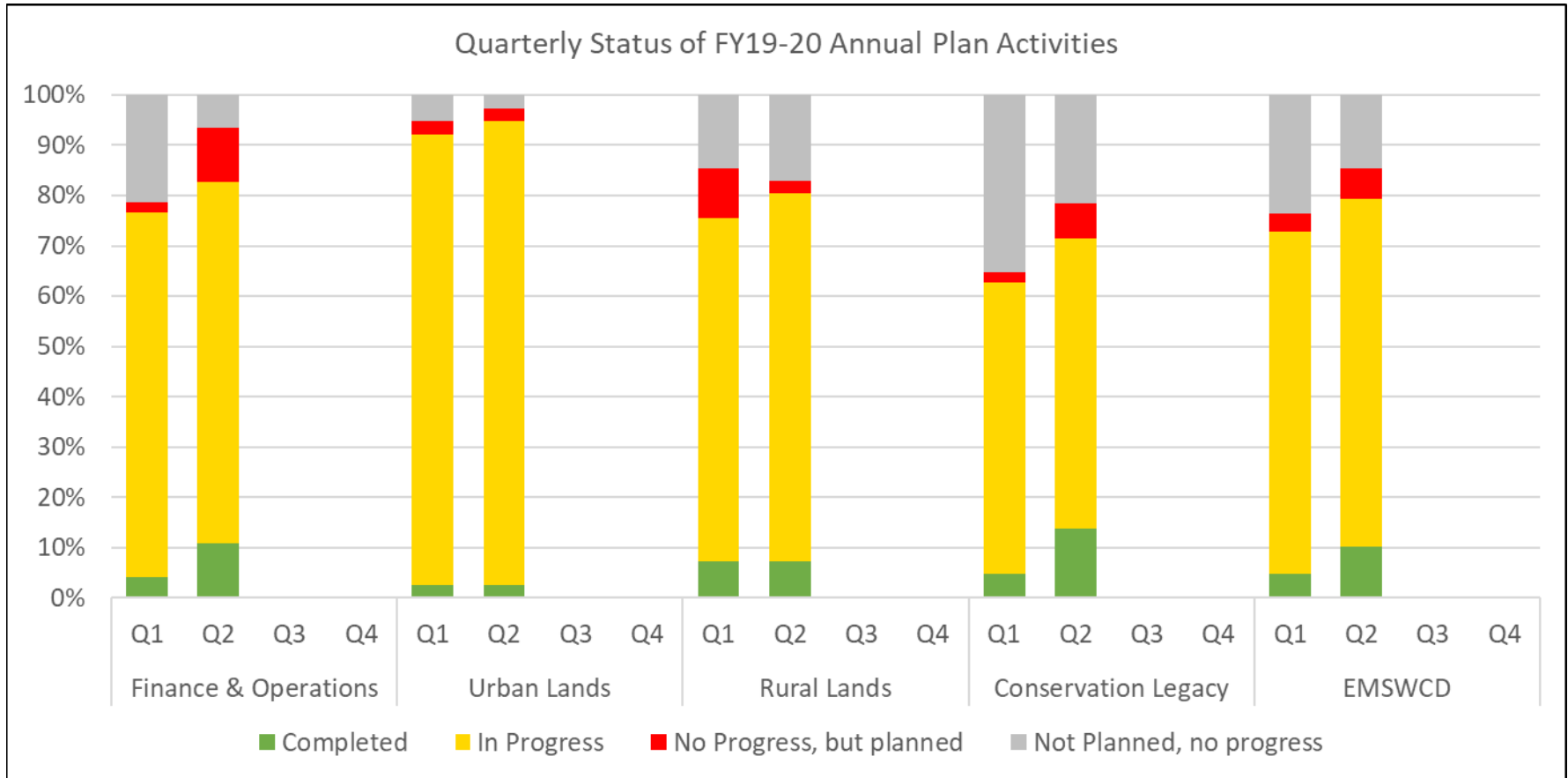


- A partnership with the Portland Farmers Market began that allowed five HIP farms cycling through vending at the Beginning Farmers booth at the PSU farmers market.
- HIP partnered with the Oregon Department of Agriculture to offer a Readiness Review; a mock inspection of Headwaters Farm to educate farmers on the Produce Safety Rule.
- Successfully hosted 2 separate bilingual (Spanish/English) planting installation workshops with Voz, Master Gardeners, and People-Places-Things at June Key Delta garden.
- Created & uploaded ethnobotanical and pollinator content for all plant species for Plant Sale webpage
- Two rural projects were planned and cost share applications were submitted. Both were funded.
- A possible option for term easements on graduated StreamCare sites was presented to the Land Legacy Committee in September.

Significant activities that were not accomplished this quarter include:

- Front step and landing replacement at Williams Ave. office was postponed until Spring due to contractor’s availability and competing projects at the office.
- Conference room technology upgrade not completed and moved to 3<sup>rd</sup> and 4<sup>th</sup> quarter due to limited resource availability.
- Evaluation of new website hosting platforms and/or content management systems postponed due to competing priorities and limited resource availability.
- DEI survey of past grantees, which is on hold pending further progress on organization-wide Equity Plan.
- No progress was made on three key documents: the Headwaters Farm Plan, the HIP Food Safety Plan, and the Guide to Good Farming.
- Only six applications were received for HIP in 2020.
- Grant Butte land-use planning partnership is still on hold.

FY19-20 Q2 SUMMARY					
Program Area	No. of Activities	Completed	In progress	No progress, but planned	Not planned during period, no progress
Finance & Operations	46	5 (11%)	33 (72%)	5 (11%)	3 (7%)
Urban Lands	38	1 (3%)	35 (92%)	1 (3%)	1 (3%)
Rural Lands	41	3 (7%)	30 (73%)	1 (2%)	7 (17%)
Conservation Legacy	102	14 (14%)	59 (58%)	7 (7%)	22 (22%)
<b>EMSWCD Total</b>	<b>227</b>	<b>23 (10%)</b>	<b>157 (69%)</b>	<b>14 (6%)</b>	<b>33 (15%)</b>





**Budget:**

Expenditures for FY19-20 to date are shown in the table directly below. After the second quarter, a total of 19.4% of the operational budget has been expended. Urban Lands is at 47.1% after the second quarter, Finance & Operations is next closest at 45.3%, then Conservation Legacy at 44.7%. Rural Lands (41.8%) and Headwaters Farm (41.6%) complete the list of program budget expenditure percentages. The figures below include the supplemental budget adopted by the EMSWCD Board at the December 2, 2019 Board Meeting.

Category		Purpose	FY 2019-20		
			Total Annual Budget	Actual through Q2	% of Budget Expended
Operations	Finance & Operations	Staffing, facilities, and operations	\$1,007,471	\$456,493	45.3%
	Rural Lands	Staffing, contracting, and operations	\$1,186,644	\$496,511	41.8%
	Urban Lands	Staffing, contracting and operations	\$828,593	\$390,354	47.1%
	Conservation Legacy	Staffing and operations	\$544,177	\$243,277	44.7%
	• Headwaters Farm	Farm-specific staff and operations	\$534,058	\$222,213	41.6%
<b>Sub-total Operations</b>			<b>\$4,100,943</b>	<b>\$1,808,848</b>	<b>44.1%</b>
Capital, Grants, & Contingency/Unappropriated	Land Conservation Fund	Acquisitions	\$7,434,631	\$500,000	6.7%
	Grants	External grants	\$1,472,362	\$601,874	40.9%
	Partner Grants Mgt.	Pass through funds	\$25,000	\$0.00	0%
	Contingency Funds	Unanticipated costs	\$227,827	\$0.00	0%
	Unappropriated Funds	Funds held in reserve	\$1,723,742	\$0.00	0%
<b>Sub-total Grants, Funds and Reserves</b>			<b>\$10,883,562</b>	<b>\$1,101,874</b>	<b>10.1%</b>
<b>Total EMSWCD Budget</b>			<b>\$14,984,505</b>	<b>\$2,910,722</b>	<b>19.4%</b>

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<sup>1</sup>

DIVERSITY EQUITY AND INCLUSION					
Annual Activities and Deliverables	Timeframe				2 <sup>nd</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
Continuing Education: Facilitate small discussion groups among board and staff on DEI related issues.	In Progress	In Progress	X	X	Groups met in October to discuss housing equity. The November session was set aside as a work session for the Equity Plan. Took December off.
Continuing Education: Provide opportunity for DEI onboarding of new staff/board members and additional training for current staff as needed.	In Progress	In Progress	X	X	Training opportunities circulated among staff as they arose.
Engage staff, board and community in development of organization-wide DEI plan.	In Progress	In Progress	X		Worked with staff in small groups to develop strategies for the Action Plan. Held a half-day work session with the Board, the Equity Team, and the Management Team to go over the Equity Plan draft and do a training around equitable hiring practices.
Complete organization-wide DEI plan.	In Progress	In Progress	X	X	Developed new drafts of the Equity Action Plan. Planning Team met 7 times for a total of 14 hours throughout the quarter to edit the plan and coordinate staff involvement.
Identify and collect priority demographic and other baseline data.	In Progress	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 Planned	Not Planned	X	X	Planned for later in the year.

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



## Urban Lands

URBAN LANDS					
<b>Strategic Goals:</b> 1. Protect and improve water quality and quantity. 2. Protect and improve soil quality and quantity. 3. Protect and improve natural habitats.					
<b>Program Goals:</b> 1. Decrease urban stormwater runoff by reducing impervious surfaces and retaining stormwater on-sites. 2. Reduce the use of synthetic landscaping chemicals and pesticides. 3. Reduce the area of lawn and other high-water-use ornamental plants. 4. Increase the use of urban landscape water conservation methods and tools. 5. Increase the number of native plants, and area of green infrastructure within the urban growth boundary. 6. Increase public understanding of water quality, water quantity and natural habitat conservation concerns and inspire action to address those concerns.					
Annual Activities and Deliverables	Timeframe				2 <sup>nd</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
<b>Outreach and Education</b>					
<i>Outreach</i>					
Recruit education and outreach intern.	Complete	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	In Progress			Updated Local Sources of Native Plants, Native Plant Database, and Wholesale sources. Created & uploaded ethnobotanical and pollinator content for all species for Plant Sale webpage. Updated Plant Sale volunteer page, registration, and ADA language. Reviewed general Plant Sale webpage.
Coordinate with partners to develop workshops and outreach materials that engage diverse audiences	In Progress	In Progress	X	X	Created a plan for priority materials to be translated and into additional languages (Spanish, Vietnamese, Russian, etc.) and met with various community partners to discuss potential collaborations (NECN, Leach Botanical Garden, Trash for Peace).
Investigate ways to address the impacts of climate change.	In Progress	In Progress	X	X	Have begun incorporating discussions of climate resilience into technical assistance responses.
Design and produce educational and promotional materials.	In Progress	In Progress			Worked with Rural Lands staff to create a template for new educational materials. Updated Plant Sale educational and promotional materials.
Engage 12 new and existing community leaders/groups/organizations in priority areas each quarter. Q1=4, Q2=2, Q3=2, Q4=4.	In Progress	In Progress	X	X	1 <sup>st</sup> quarter: 12 Partner Specific Meetings and 10 Partnership Building Events attended.



					2 <sup>nd</sup> quarter: 7 Partner-specific Meetings and 5 Partnership Building Events attended.
Table at community events with literature about EMSWCD programs and events.	In Progress	In Progress	X	X	1 <sup>st</sup> quarter: Tabled at 10 community events, engaged in 594 conversations. 2 <sup>nd</sup> quarter: Tabled at 5 community events, engaged in 145 conversations.
Attend 6 community meetings to promote EMSWCD workshops and introduce the public to the benefits of sustainable landscaping and/or green infrastructure practices.	In Progress	In Progress	X	X	1 <sup>st</sup> quarter: Attended monthly Humboldt Neighborhood Association and Northeast Coalition of Neighborhood meetings; East Portland Parks Coalition, Jade Greening Quarterly Partner Meeting, Rosewood Initiative Community meeting. 2 <sup>nd</sup> quarter: Attended monthly Humboldt Neighborhood Association and Northeast Coalition of Neighborhood meetings; Jade Greening Quarterly Partner Meeting, Rosewood Initiative Community meeting.
<b>Workshops</b> <i>48/year; 1,250 participants</i>					
<b>1-hour presentations:</b> <i>Sustainable Landscaping/Green Infrastructure. 10/year; 200 participants</i>	In Progress	In Progress	X	X	1 <sup>st</sup> quarter: 1 Intro to NSB presentation, 33 attendees. 2 <sup>nd</sup> quarter: Provided 1 hr rain garden presentation for Portland Nursery on Division, 25 attendees.
<b>2.5-hour workshops:</b> <i>Native Plants. 5/year; 150 participants</i>	In Progress	In Progress	X	X	1 <sup>st</sup> quarter: 4 workshops scheduled, 1 workshop held, 28 attendees. 2 <sup>nd</sup> quarter: 3 workshops held, 69 attendees.
<i>Urban Weeds. 5/year; 150 participants</i>	In Progress	In Progress	X	X	1 <sup>st</sup> quarter: 5 workshops scheduled, 1 workshop, 23 attendees. 2 <sup>nd</sup> quarter: 4 workshops held, 54 attendees.
<i>Pollinators. 6/year; 150 participants</i>	In Progress	In Progress	X	X	1 <sup>st</sup> quarter: 4 workshops scheduled, 1 was cancelled 2 <sup>nd</sup> quarter: 3 workshops held, 42 attendees.
<i>Beneficial Insects. 6/year; 150 participants</i>	In Progress	In Progress	X	X	1 <sup>st</sup> quarter: 4 workshops scheduled, 2 workshops held, 21 attendees. 2 <sup>nd</sup> quarter: 2 workshops held, 29 attendees.
<i>Landscaping with Edibles. 6/year; 150 participants</i>	In Progress	In Progress	X	X	1 <sup>st</sup> quarter: 6 workshops scheduled, 2 workshops held, 32 attendees. 2 <sup>nd</sup> quarter: 4 workshops held, 72 attendees.
<b>4-hour workshops:</b> <i>Naturescaping Basics. 5/year; 150 participants</i>	In Progress	In Progress	X	X	1 <sup>st</sup> quarter: 4 workshops scheduled, 1 workshop held, 30 attendees. 2 <sup>nd</sup> quarter: 3 workshops held, 53 attendees.
<i>Rain Gardens. 5/year; 150 participants</i>	In Progress	In Progress	X	X	1 <sup>st</sup> quarter: 3 Workshops scheduled, none held. 2 <sup>nd</sup> quarter: 3 workshops held, 57 attendees.



<b>Events</b>	<b>2/year; 1,300 participants</b>					
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	In Progress	X			Plant Sale planning meetings, t-shirt design, outreach, volunteer recruitment, website design and testing
Organize Naturescaped Yards Tour to demonstrate and encourage naturescaping and green infrastructure principles; 500 attendees.	Not planned	Not planned	X	X		Planning will begin in 3 <sup>rd</sup> quarter.
<b>Technical and Financial Assistance</b>						
Provide technical consultations and site visits to residential, commercial, and industrial landowners. 80/year, 20/quarter.	In Progress	In Progress	X	X		1 <sup>st</sup> quarter: Responded to 53 technical assistance requests. 2 <sup>nd</sup> quarter: Responded to 23 technical assistance requests.
Provide technical consultations and site visits to grants program applicants and/or projects. 20 consults/year.	In Progress	In Progress	X	X		1 <sup>st</sup> quarter: Provided technical assistance to 3 SPACE applicants & projects. 2 <sup>nd</sup> quarter: Provided TA to 3 PIC/SPACE projects
Work with local jurisdictions to address barriers to the adoption and implementation of green infrastructure.	In Progress	In Progress	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	In Progress	X	X		Contacts/relationship building with FolkTime Garden, MCDD, Tucker Maxon School, Dharma Rain Zen Center, NAYA, Creston School, Dragon Palace restaurant, and Blue Heron Shores HOA.
<b>Cooperative Landowner Incentive Program</b>						
Provide cost-share assistance for rain gardens and other practices. 5 projects/year	In Progress	In Progress	X	X		3 new CLIP inquiries; 3 non-CLIP rain garden inquiries; 2 projects approved for CLIP funding (only 1 signed though); ongoing management of 1 CLIP (Blue Heron Shores)
<b>Partnerships and Regional Campaigns</b>						
Participate in the development of OSU web tools (Solve Pest Problems, Oregon Flora Garden portal)	In Progress	In Progress	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	In Progress	X	X		Successfully hosted 2 separate bilingual (Spanish/English) planting installation workshops with Voz, Master Gardeners, People, Places, and Things at June Key Delta garden.
Work with and support other water conservation groups and initiatives.	In Progress	In Progress	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	No Progress	X	X		Grant Butte project is on hold.
Collaborate with Watershed Councils within EMSWCD boundaries.	In Progress	In Progress	X	X		Serve as Vice Chair on CSWC board, attend Executive Committee meetings, JCWC IJC Committee meetings and CSWC Tech Team meetings. Collaborated on





					demonstration projects, technical assistance, and outreach, as appropriate.
<b>Demonstration Projects</b>					
Implement the Conservation Corner outreach plan to enhance the visibility and educational value of the site.	In Progress	In Progress	X	X	Conducted outreach to invite community environmental organizations for tours of Conservation Corner.
Oversee maintenance and improvements to Conservation Corner landscape, green infrastructure (pervious pavement, roofs, walls, etc.), and Green Streets.	In Progress	In Progress	X	X	Coordinated estimates for tie-off points and improvements for office green roof; investigated pervious parking lot maintenance options; added enhancements to green panels on bike shed; coordinated search for new landscaping company.
Provide group tours of the EMSWCD office facilities to demonstrate naturescaping and green infrastructure principles in practice. 4 tours/year; 100 attendees.	In Progress	In Progress	X	X	1 <sup>st</sup> quarter: No tours in 1 <sup>st</sup> quarter. 2 <sup>nd</sup> quarter: 1 tour, 25 attendees; scheduled tour for 1/23.
Participate in outreach team for the MHCC retrofit project.	In Progress	In Progress	X	X	Working with MHCC to design interpretive signage for MHCC retrofit project.
Participate in steering committee for the MHCC retrofit Project.	In Progress	In Progress	X	X	Attend bi-weekly meetings with steering committee.
Work with partners to implement top priority projects identified in the MHCC assessment.	In Progress	In Progress	X	X	Completed construction of Phase 1b – stormwater control features in parking lots G&H. Initiated plans for Phase 2 projects in NE corner of campus.
Engage with community organizations, jurisdictions and non-profits to identify and explore potential eligible large-scale demonstration projects.	In Progress	In Progress	X	X	Engaged with VOZ, APANO, Rosewood Initiative
<b>Monitoring and Evaluation</b>					
Meet with partners, review partner monitoring reports, studies, and findings.	In Progress	In Progress	X		Attended JCWC Science Symposium, Clean Rivers Coalition call, and Pollinator Habitat Restoration Strategies Workshop, Beavercreek Partnership, and Behavioral Insights PDX behavior change brainstorm
Identify relevant monitoring and evaluation efforts as they pertain to Urban Lands programmatic goals.	Not Planned	In Progress	X	X	Developing surveys and investigating other tools to track progress towards programmatic goals.
Explore potential new program monitoring and evaluation metrics.	In Progress	In Progress	X	X	finished developing UL Tech Assist survey for distribution in 3 <sup>rd</sup> quarter. Investigating surveys and other evaluation techniques for Urban Lands workshops and services



## Rural Lands

RURAL LANDS					
<b>Strategic Goals:</b> 1. Protect and improve water quality and quantity. 2. Protect and improve soil quality and quantity. 3. Protect and improve natural habitats. 5. Increase the sustainability of agriculture					
<b>Program Goals:</b> 1. Decrease erosion from working lands in the rural part of the district to prevent sediment and bacteria from entering waterways. 2. Improve the efficiency of irrigation on working lands. 3. Increase stream shading to protect water temperature and improve riparian habitat in priority watersheds. 4. Understand water quality baseline levels in priority watersheds and trends over time. 5. Reduce the impacts of ecosystem altering weeds species on natural habitats in the rural part of the district, focusing on protecting high value native forest and riparian areas. 6. Limit invasive species pressure on natural regeneration of native forest in areas burnt by the 2017 Eagle Creek fire. 7. Increase awareness among landowners and managers about protecting and improving water quality, water quantity, soil health, riparian health, natural habitats, and reducing populations of invasive weeds.					
Annual Activities and Deliverables	Timeframe				2 <sup>nd</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
<b>Technical and Financial Assistance</b>					
<b><i>Landowners Consultations</i></b>					
Conduct 20 site visits including first-time site visits with 5 landowners.	In Progress	In Progress	X	X	Eight site visits during the 2 <sup>nd</sup> quarter.
Develop 5 technical recommendations and/or conservation plans that include recommendations to address erosion and/or water quality.	In Progress	In Progress	X	X	Two technical recommendations; one for a heavy use area and the other for reducing run off.
Assist 4 landowners with cost share applications.	In Progress	In Progress	X	X	Worked with two landowners to apply for cost share. Both were approved for funding. The first was for the heavy use area and the second to improve farm roads at a nursery.
Partner with NRCS to promote and deliver cost share assistance.	In Progress	In Progress	X	X	Meeting monthly with NRCS. One potential joint project at a livestock property.
<b><i>Erosion Solutions</i></b>					
Network within the nursery industry.	In Progress	In Progress	X	X	Attended the Oregon Association of Nursery's Mt. Hood Chapter meetings and the annual OAN convention.
Work with cooperators to design and implement erosion prevention practices.	In Progress	In Progress	X	X	Cost share was approved to improve roads on a nursery to reduce the potential for sediment to leave the site.
<b>StreamCare</b>					
<b><i>Site restoration and maintenance</i></b>					



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	In Progress	X	X	No additional maintenance was conducted during the second quarter.
Another 15 acres planted in FY19-20.	Not Planned	Not Planned	X		Planting is planned for 3 <sup>rd</sup> quarter.
Coordinate contracted labor crews for site preparation, weed control, and planting.	In Progress	In Progress	X	X	Another round of site preparation to reduce weed pressure on 8 acres.
Manage wholesale plant orders, delivery, and storage.	In Progress	Not Planned	X		Plant orders were placed 1 <sup>st</sup> quarter.
StreamCare sites that reach the five-year mark will be evaluated to determine if the site is ready to graduate or if the landowner agreement should be extended.	In Progress	In Progress	X	X	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	In Progress		X	Sent a survey to recent graduates. So far 2 of 11 have responded.
<b>Program development</b>					
Develop options for long term protection of graduated StreamCare sites.	In Progress	In Progress	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	In Progress	X		Potential new watersheds were assessed and prioritized.
<b>Monitoring and evaluation</b>					
Maintain GPS and GIS data; maintain StreamCare “database” to track and compile deliverables.	In Progress	In Progress	X	X	Ongoing
Seek outside assistance to complete shade modelling of Johnson Creek.	In Progress	In Progress	X		Thanks to assistance from The Freshwater Trust, modelling was completed. Next step will be to interpret results.
<b>Outreach</b>					
Use mailings, advertisements, web and social media to promote conservation, outreach events and program offerings.	In Progress	In Progress	X	X	Sent a mailing to 1,297 to promote a native plant workshop.
Coordinate four workshops to provide conservation education and program information.	In Progress	In Progress	X	X	A native plant workshop was promoted; will be held 3 <sup>rd</sup> quarter. Partnering to plan for the 4 County Cooperative Weed Management Agency’s annual Pull Together event.
Develop video content for website and social media.	In Progress	In Progress	X		
Partner with other SWCDs to fund, develop and staff a booth at the Far West Show. Table at two partner events.	In Progress	In Progress		X	
Use equity lens to evaluate outreach methods and materials to identify needed changes.	Not Planned	Not Planned	X	X	Planned for 3 <sup>rd</sup> and 4 <sup>th</sup> quarters.
<b>Water Quality Monitoring</b>					



Collect monthly samples in upper Beaver and Johnson Creeks. This will include on-site measurement of pH, conductivity, and turbidity as well as laboratory analysis for fecal bacteria, total suspended solids, total phosphorous, and nitrate.	In Progress	In Progress	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	Not Planned		X	
Analyze and report on water quality data in collaboration with other partners' monitoring efforts.	In Progress	In Progress	X	X	Ongoing.
<b>Weeds</b>					
<i>Early detection and rapid response</i>					
Verify, assess, and perform necessary control for all reports of species from the Early Detection & Rapid Response list.	In Progress	In Progress	X	X	No EDRR weeds were reported during the 2 <sup>nd</sup> quarter.
<i>Control priority weeds</i>					
Control all known riparian knotweed infestations every two years (85 properties total, 42 for FY19-20)	Complete	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	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	In Progress			
Survey for new false brome populations along plausible vectors.	Complete	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	No Progress			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	In Progress	X	X	Surveyed 2 acres for ivy; found and controlled a small amount.
Monitor half (~1400 acres) of the current project acreage (~2800 total acres) of English ivy and old man's beard.	No Progress	In Progress	X	X	Surveyed 16 acres where ivy was previously treated; found and controlled a small amount.
Annually control all known infestations (241 properties) of garlic mustard outside the containment zone a minimum of 2 times.	Not Planned	Not Planned		X	
Survey plausible vectors and outlying areas for spread of garlic mustard.	Not Planned	Not Planned		X	



<b>Eagle Creek Fire response</b>					
Monitor post fire recovery and identify areas of weed pressure in collaboration with USFS, OR State Parks and other organizations.	In Progress	In Progress	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	In Progress	X	X	Weed control across 87.25 acres in the burn area during the 2 <sup>nd</sup> quarter.
<b>Regional coordination</b>					
Provide technical assistance with weed identification and control methods.	In Progress	In Progress	X	X	Ongoing
Participate in both the 4-county and Columbia Gorge Cooperative Weed Management Areas.	In Progress	In Progress	X	X	Ongoing
<b>Monitoring and evaluation</b>					
Maintain special location information in GIS, including abundance information for the target species.	In Progress	In Progress	X	X	Ongoing
Evaluate the feasibility of reducing the garlic mustard containment area and identify priority areas to target.	Not Planned	Not Planned	X	X	Planned for 3 <sup>rd</sup> and 4 <sup>th</sup> quarters.
Undertake an analysis to determine the current coverage for false brome, English ivy, Old man’s beard and spurge laurel.	No Progress	In Progress	X	X	Reviewing data and developing a format.



## Conservation Legacy

HEADWATERS					
<b>Strategic Goals:</b> 1. Protect and improve water quality and quantity. 2. Protect and improve soil quality and quantity. 3. Protect and improve natural habitats. 4. Protect agricultural lands. 5. Increase the sustainability of Agriculture.					
<b>Program Goals:</b> 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				2 <sup>nd</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
<b>Natural Resources Management</b>					
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	In Progress	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.
<b>Soil Health Improvements</b>					
Cover crop or silage tarp (for weed suppression) all farmable areas of Headwaters Farm while not in production - approximately 34 acres possible.	In Progress	In Progress	X	X	All fallowed fields were cover cropped over the summer and as well as areas not in winter production.
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	X		Soil samples were taken in early October.
Manage invasive weeds.	In Progress	In Progress		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	In Progress		X	Several applications of compost were placed in fallowed farm fields. More will be applied in the spring.
<b>Erosion and Stormwater Management</b>					
Incorporate legacy nursery stock piles into the fields and begin to remediate them with cover crops.	Complete	Complete			All three legacy nursery piles were spread into fallowed fields and then cover cropped.
<b>Irrigation efficiency</b>					
Work with incubator farmers to encourage appropriate irrigation amounts and methods, and work toward developing Irrigation Water Management Plans.	In Progress	In Progress		X	HIP farmers tracked their irrigation use during the summer and will be supported in the creation of Irrigation Water Management strategies.



<b>Natural Habitat</b>					
Establish a minimum additional 4,000ft <sup>2</sup> of pollinator habitat along the main driveway near Orient Drive (could be as much as 5,600ft <sup>2</sup> if neighboring properties agree to allow EMSWCD to manage with native plants).	Not Planned	Not Planned	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	In Progress		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	In Progress		X	All habitats were weeded and managed through summer. The beetle bank may be relocated in the spring.
<b>Headwaters Incubator Program (HIP)</b>					
Complete Headwaters 5-year plan	Not Planned	No Progress	X		This is behind schedule.
Complete the Headwaters Farm Food Safety Plan	In Progress	In Progress			The Food Safety Plan has a rough draft and will receive more attention soon.
Create a Guide to Good Farming that outlines best practices for starting a farm business.	Not Planned	No Progress	X		This is behind schedule and won't be ready for the 2020 farming season.
Partner with Portland Farmers Market to offer a pilot rotating stall dedicated to Headwaters Farm.	In Progress	In Progress	X	X	The partnership between EMSWCD and Portland Farmers Market has been occurring since November. The initial results are good and there is hope of making this an ongoing opportunity for HIP farmers.
<b>HIP Farmer recruitment and retention</b>					
Obtain at least 10 HIP applicants for the 2019 growing season.	Not Planned	No Progress			Only six applications were received. They were all of quality and we made offered space in HIP to each.
Two-to-five new farms recruited in FY19-20.	Not Planned	Complete	X		Four to six new farm businesses will be brought on in 2020.
Host at least 12 incubator farmers.	In Progress	Complete	X	X	HIP will host 13 to 15 farm businesses in 2020.
<b>HIP Farmer Support and Training</b>					
Tractor safety and operation training.	Not Planned	Not Planned	X		This training will occur in the spring.
Record keeping cohort, participation in farm business record keeping training.	In Progress	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	Not Planned	X	X	This training will occur in the spring.
New farmer orientation.	Not Planned	Not Planned	X		Orientation will occur early in the new year.
Nutrient management training.	Not Planned	Not Planned		X	This training will occur in the summer.
Irrigation management training.	Not Planned	Not Planned		X	This training will occur in the summer.



Offer training on vending at a farmers market.	Not Planned	Complete			The Market Manager at the PSU Famers Market has been providing one-on-one vending support to participating HIP farmers.
<b>HIP Graduate Support</b>					
Work with graduating farmers to identify best landing options for their farm businesses.	In Progress	In Progress			All six of the graduating HIP farmers have landing spots secured.
Maintain ongoing relationship with HIP graduates and connect them to various support services.	In Progress	In Progress	X	X	HIP graduates have been invited to trainings, including the Readiness Review. Several have participated in the fall cover crop bulk purchase. HIP facilities are still being made available to some of the grads.
Conduct survey of HIP graduates.	Not Planned	In Progress	X		This survey will occur over the winter.
<b>Outreach and Education</b>					
Highlight and promote key conservation efforts by keeping an active social media presence and updating the HIP page on the EMSWCD website regularly.	In Progress	In Progress	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	Complete			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	Complete			The Readiness Review occurred on November 13 <sup>th</sup> . ODA made a video to highlight the process. The event was attended by 17 HIP farmers and their employees, two HIP staff, several grads, and one Board Member.
Lead tours at Headwaters Farm for prospective farmers, program partners, and the general public.	In Progress	In Progress	X	X	Tours were offered to Metro Councilor Craddick and the Ag Finance Conference.
Tabling, presentations, events, and other outreach opportunities as they arise.	In Progress	In Progress	X	X	Materials were offered at Small Farm School.
Work with OSU Extension on pollinator research if grant funds become available.	Not Planned	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	In Progress	X	X	HIP is engaged with Outgrowing Hunger to provide hands-on support for New American HIP farmers.
<b>Facilities, Infrastructure and Equipment</b>					
Construction of an equipment shed and build-out shop for staff operations.	In Progress	In Progress	X		The structure will be completed in early January. Build out will occur in the 3 <sup>rd</sup> quarter.
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	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.





Install a frontage sign and address marker at the main driveway along Orient Drive.	Not Planned	In Progress	X		An initial assessment has been made of the design and materials needed to complete. Construction may be pushed into next fiscal based on staff capacity to navigate the permitting process.
Design, print, and mount protocol signs at the wash stations, propagation houses, and curing shed.	In Progress	In Progress	X		Several signs are in draft form and expected to be printed and mounted in the 3 <sup>rd</sup> quarter.
Source an electric utility vehicle for Headwaters staff.	In Progress	Complete			The electric Gator is at Headwaters Farm and is being used for many tasks.
Source a compost spreader for HIP farmers and staff to apply organic matter to fields.	Not Planned	In Progress		X	EMSWCD is comparing models and will place an order in the early part of the 3 <sup>rd</sup> quarter.
Build out the hardening-off table area.	In Progress	In Progress	X		The site for the added hardening off tables has been created but still needs pea gravel. Additional tables will be constructed in February.
Trench and install pipe to drain standing water on the west end of Hoophouse #4.	Complete	Complete			This project was completed in September and has resolved the issue.
Ongoing maintenance of farm vehicles and equipment.	In Progress	In Progress	X	X	Maintenance was conducted as needed. A larger servicing will happen in February or March.
Conduct facilities, road and path safety inspections and address issues that arise.	In Progress	In Progress	X	X	Regular facility and roadway inspections were made and documented.

**Additional substantive activities undertaken in the 2<sup>nd</sup> quarter not included in the FY19-20 annual plan:**

- Staff conducted a lengthy hiring process to identify the next Headwaters Farm Operations Assistant.



LAND LEGACY					
<b>Strategic Goals:</b> 1. Protect and improve water quality and quantity. 2. Protect and improve soil quality and quantity. 3. Protect and improve natural habitats. 4. Protect agricultural lands. 5. Increase the sustainability of Agriculture. 6. Provide equitable access to nature.					
<b>Program Goals:</b> 1. Protect agricultural land east of the Urban Growth Boundary, excluding the urban reserve. 2. Help partners protect one to two urban farms and community gardens projects through financial and technical assistance. 3. Protect priority habitats in the district by helping partners protect areas identified in conservation-related plans. 4. Assist partners establish new parks and natural areas in underserved communities.					
Annual Activities and Deliverables	Timeframe				2 <sup>nd</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
<b>LLP Program</b>					
Effective records management needs for all property interests.	In Progress	In Progress	X	X	Progressing well.
Potentially refine approach to transaction review and approval.	No Progress	No Progress	X	X	Not urgent, no capacity. On hold to be revisited if and when capacity allows.
Apply equity lens to LLP activities	In Progress	In Progress	X	X	Highlights included dialogue with Oregon Food Bank. And, exploration of specific farmland access opportunities with an indigenous farmer and Mudbone Grown Farm. Also, making of grant to Native American Youth and Family Center.
<b>Working Farmland Protection</b>					
Apply agricultural property prioritization to the whole agricultural area, including the non-focal area agricultural properties east of the Sandy River.	Not Planned	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	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	In Progress	X	X	Multiple channel / incidence outreach to ~125 landowners on Farm Succession Planning Workshop opportunity.
Pursue and close on disposition of Gordon Creek Farm property.	In Progress	In Progress	X	X	Compelling offer developed and prepared for Board approval (approved at Jan. 6 <sup>th</sup> Board meeting)
Close on easement acquisition for Gordon Creek farm property.	Not Planned	In Progress	X	X	Full easement document drafted
Decision on exercise, deferral or extension of two conservation easement options.	In Progress	In Progress	X	X	Appraiser engaged to value 1 option



Opportunities rapidly and creatively responded to; four or more ag properties will be brought before the EMSWCD board to consider for protection.	In Progress	In Progress	X	X	Easement donation opportunity approved by LLC. 2 potential farmland transactions were developed and shared with the LLC.
Close on or substantively advance at least one other farmland transaction.	In Progress	In Progress	X	X	Easement donation advancing. Development of materials for retention of easement on Gordon Creek property advanced.
Continue to advance and enhance organizational partnerships that assist in EMSWCD’s agricultural land protection and stewardship work.	In Progress	In Progress	X	X	Continued to advance dialogue with Portland Water Bureau and Ducks Unlimited. Convened discussion around easement valuation challenges. Toured Ag Finance Conference attendees around Mainstem Farm.
Work to identify a path forward for farmland access for historically disadvantaged groups.	In Progress	In Progress	X	X	Continued dialogue with Mudbone Grown, conversation with indigenous farmer.
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	In Progress	X	X	Substantive progress in dialogue with Metro, including tours.
Farm succession resources offered, including workshop and website resources, if time permits.	In Progress	In Progress	X	X	Managed logistics for workshop, circulated invitations to.
<b>Agricultural Land Stewardship</b>					
Fee management guidelines adopted and implemented for current EMSWCD holdings.	Not Planned	No Progress	X	X	No capacity to pursue.
Working farmland easement interests monitored and managed.	In Progress	In Progress	X	X	Managed resolution of easement monitoring findings.
Agricultural management plans monitored and managed.	In Progress	In Progress	X	X	Monitored Oxbow and Mainstem; managed resolution of Oxbow issues identified.
Lease interests monitored and managed.	In Progress	In Progress	X	X	Mainstem lease amendments executed for additional acreage.
Complete septic system replacement at Mainstem Farm.	In Progress	Complete			Installed.
<b>Natural Resource Lands Protection</b>					
Support partner protection efforts financially with partner entity in the lead, as opportunities arise.	In Progress	In Progress	X	X	No new opportunities advanced by partners during the quarter.
Continue to advance and enhance organizational partnerships that assist in EMSWCD’s natural resources land protection work.	In Progress	In Progress	X	X	Advanced relationship with Ducks Unlimited. Serving on Land Trust Alliance Rally host committee.
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	In Progress	X	X	Participated in celebratory event.



Natural Area Stewardship / DPNA					
Undertake weed control and plant maintenance, in-fill planting where required, in the DPNA.	In Progress	In Progress	X	X	Dead and dying trees in the DPNA that posed a hazard identified were taken down.
Conduct regular wildlife surveys in DPNA, install and analyze wildlife camera footage.	In Progress	In Progress	X	X	Wildlife surveys occurred.
Design and install signage denoting DPNA.	Not Planned	No Progress	X		This effort has been postponed until FY 20/21 to allow for coordination with Headwaters Farm signs.
Plan and conduct open house/tour of DPNA for neighbors of DPNA and Headwaters Farm.	Not Planned	In Progress	X	X	Outreach to all easement holders with residences occurred. Planning for event to begin in 3 <sup>rd</sup> quarter, event planned for fourth quarter.
Weed control and plant maintenance, in-fill planting at Oxbow where required.	In Progress	In Progress	X	X	Summer/Fall Maintenance completed in previous quarter
Maintain Oxbow pollinator hedgerows as needed, in-fill planting where required.	In Progress	In Progress	X	X	Western hedgerow removed due to safety concerns. Summer/Fall Maintenance completed in previous quarter.
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	In Progress	X	X	Closed out NAYA grant.
Continue to advance and enhance organizational partnerships that assist in EMSWCD's land protection work.	In Progress	In Progress	X	X	Advanced relationship with Ducks Unlimited. Serving on Land Trust Alliance Rally host committee.
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	In Progress	X	X	

**Additional substantive activities undertaken in the 2<sup>nd</sup> quarter not included in the FY19-20 annual plan:**

- Staff serving on Land Trust Alliance Rally host committee



GRANTS					
<b>Strategic Goals:</b> 1. Protect and improve water quality and quantity. 2. Protect and improve soil quality and quantity. 3. Protect and improve natural habitats. 4. Protect agricultural lands. 5. Increase the sustainability of Agriculture. 6. Provide equitable access to nature.					
<b>Program Goals:</b> 1. Complement other EMSWCD program efforts in water quality, soil health, habitat restoration and sustainable agriculture. 2. Increase environmental literacy of EMSWCD residents. 3. Increase capacity and strengthen organizational structures needed to advance equitable conservation outcomes. 4. Establish and support sustainable school and community gardens throughout the urban areas of the EMSWCD service area. 5. Increase conservation benefits for communities and populations experiencing disparities in environmental health, environmental education, and natural amenities.					
Annual Activities and Deliverables	Timeframe				2 <sup>nd</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
<b>Outreach, Engagement and Evaluation</b>					
Conduct survey of past grantees and applicants to gain information on DEI outcomes and opinions on future program direction.	No Progress	No Progress			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	In Progress	X	X	Gave presentation to EMSWCD staff about important considerations regarding collecting and using demographic information. Completed and distributed questionnaire and template for program areas to identify needs and priorities. 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	In Progress			Began in 1 <sup>st</sup> quarter, continuing work in 2 <sup>nd</sup> quarter.
<b>PIC Grants</b>					
<b>PIC Grant administration</b>					
Update PIC grant application and supporting materials, receive applications.	Not Planned	Complete			Successful update of all application materials and guidelines, received 26 PIC applications in Dec. of 2 <sup>nd</sup> quarter.
Conduct due diligence, prepare for and host Review Committee meeting, make recommendations to the Board for PIC grant awards.	Not Planned	Not Planned	X	X	PIC grant evaluation and awards made in 3 <sup>rd</sup> quarter.
Contract with grantees for 20 PIC awards	Complete	Not Planned		X	Not planned for 2 <sup>nd</sup> quarter.
<b>Compliment other EMSWCD Program Efforts</b>					
Fund at least three restoration or monitoring projects.	Not Planned	Not Planned	X		PIC grant evaluation and awards made in 3 <sup>rd</sup> quarter.
Fund at least three projects that address stormwater runoff, water quality/ conservation, and/or soil erosion.	Not Planned	Not Planned	X		PIC grant evaluation and awards made in 3 <sup>rd</sup> quarter.



Fund at least one project that promotes sustainable agriculture.	Not Planned	Not Planned	X		PIC grant evaluation and awards made in 3 <sup>rd</sup> quarter.
<b>Environmental Literacy</b>					
Fund at least three mission-specific environmental and/or garden education projects for youth.	Not Planned	Not Planned	X		PIC grant evaluation and awards made in 3 <sup>rd</sup> quarter.
Fund at least five projects that contain an educational component: hands-on involvement of students or volunteers; work skills training (restoration, gardening, sustainable agriculture); and/or demonstration/interpretive element.	Not Planned	Not Planned	X		PIC grant evaluation and awards made in 3 <sup>rd</sup> quarter.
<b>Sustainable School and Community Gardens</b>					
Re-convene PIC grantees and other key stakeholders involved in school and community gardens to check in on respective roles, current issues and area to consider for PIC 2019.	Not Planned	Complete			Meeting of urban agriculture and garden grantees was held in the 2 <sup>nd</sup> quarter. Ten in attendance plus staff. Reporting from each group and discussion to identify strategic issues and opportunities for collaboration.
Fund the development of at least two new community or school garden spaces.	Not Planned	Not Planned	X		PIC grant evaluation and awards made in 3 <sup>rd</sup> quarter.
Fund the upgrade and/or maintenance of at least three community or school gardens.	Not Planned	Not Planned	X		PIC grant evaluation and awards made in 3 <sup>rd</sup> quarter.
<b>Urban Tree Canopy</b>					
Participate in meetings of Urban Forestry partnership and assist in planning for PIC or other grant application.	In Progress	Complete			Consulted and met with members of the partnership to discuss strategies and projects for PIC applications. Resulted in two applications submitted 2 <sup>nd</sup> quarter.
Fund at least two projects that increase the urban tree canopy in underserved areas of the District.	Not Planned	Not planned	X		PIC grant evaluation and awards made in 3 <sup>rd</sup> quarter.
<b>Equitable conservation outcomes and benefits</b>					
Support, through grants and/or facilitation, at least two partnerships that cross traditional sector lines and help to build alliances between conservation groups and culturally specific community organizations.	Not Planned	Not planned	X		PIC grant evaluation and awards made in 3 <sup>rd</sup> quarter.
Fund projects of at least two culturally specific organizations to help build organizational and technical capacity for conservation work.	Not Planned	Not planned	X		PIC grant evaluation and awards made in 3 <sup>rd</sup> quarter.
Participate in the Equity Grant Makers group, EMSWCD's Equity Team, and training opportunities to address barriers to greater equity in grantmaking and conservation funding.	In Progress	In Progress	X	X	Continued to dedicate significant time to DEI work, both internally and through external networks.
<b>SPACE Grants</b>					



Manage the transition to new fiscal year and new deadline of SPACE in ZoomGrants online platform.	Complete	Complete			2020 SPACE took effect July 1; new monthly deadline was shifted to first of the month from 15 <sup>th</sup> of the month.
Fund projects that address restoration of urban habitat, stormwater management, water quality, and other on-the-ground conservation needs.	In Progress	In Progress	X	X	Funded one project at the Siletz Tribe’s Portland office to establish naturescaping in walkways and a courtyard, managing stormwater with the help of Depave.
Fund projects that upgrade and/or maintain community and school gardens.	In Progress	In Progress	X	X	Funded one project that supported day laborers from Voz Workers Rights to gain skill while upgrading an urban food garden at a local community center.
Fund projects that contain an educational component: hands-on involvement of students or volunteers; work skills training (restoration, gardening, sustainable agriculture); and/or demonstration/interpretive elements.	In Progress	In Progress	X	X	In addition to the Voz project above, funded two other projects, one that provided culturally relevant garden education at an elementary school, and another that improves web-based education on the Willamette River through upgrades and translations.
Fund educational community events focused on conservation and/or agricultural issues that reach significant numbers of EMSWCD residents.	In Progress	In Progress	X	X	The project with Siletz Tribe engages volunteers, Tribal members and students in depaving and planting events, with over 50 participants.
<b>SPA Grants</b>					
Attend SPA meetings and maintain familiarity with the contracts and projects.	In Progress	In Progress	X	X	Attended Board Meeting where Watershed Councils presented updates on their projects to date. Answered questions regarding implementation of projects.
Administer individual agreements: reimbursements, reporting and electronic files.	In Progress	In Progress	X	X	Completed payments/reimbursements, reminded about and received/read reports and maintained files.

**Additional substantive activities undertaken in the 2<sup>nd</sup> quarter not included in the FY19-20 annual plan:**

- Consultation with other funders about joint funding of 1) research/evaluation of specific common funding areas, and 2) support for increasing access to grant funds through collaborative technical assistance.



## Finance and Operations

FINANCE & OPERATIONS					
<b>Program Goals:</b>					
1. Promote equity and embrace the diversity of humanity of our workplace. 2. Recruit, develop and retain a professional, diverse and responsive workforce. 3. Increase the percentage of residents who know about EMSWCD. 4. Increase the percentage of residents who understand what EMSWCD does. 5. Ensure that residents know how to access EMSWCD services. 6. Ensure that residents have a positive perception of EMSWCD.					
Annual Activities and Deliverables	Timeframe				2 <sup>nd</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
<b>Budget and Finance</b>					
Complete FY18-19 budget audit.	In Progress	Complete			Successfully completed. No issues to report.
Track FY19-20 budget and produce budget to actual reports.	In Progress	In Progress	X	X	Completed for the 1 <sup>st</sup> & 2 <sup>nd</sup> quarters. Continuous.
Develop FY20-21 budget.	Not Planned	Not Planned	X	X	Planned for 3 <sup>rd</sup> and 4 <sup>th</sup> quarters.
Review Fiscal Policies and recommend changes as needed.	In Progress	In Progress		X	Currently in progress. No issues to report. Will provide recommendations by 4 <sup>th</sup> quarter.
Review Contracting Policies and recommend changes as needed.	In Progress	In Progress	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	In Progress	X	X	Review as needed. No issues to report.
Review and update Public Records and Retention Schedule Policies as needed.	Complete	Complete			Completed in 1 <sup>st</sup> quarter. Approved by Board at October Meeting.
<b>Board and Committee Management</b>					
Schedule, notice, prepare logistics, distribute materials for, and host 12 Board of Directors meetings.	In Progress	In Progress	X	X	8 Board of Director meetings, 1 Annual Meeting, and 1 Land Legacy meeting held in 2nd quarter.
Take and prepare minutes and maintain all records for 12 Board of Directors meetings.	In Progress	In Progress	X	X	8 Board of Director meetings, 1 Annual Meeting, and 1 Land Legacy meeting held in 2nd quarter.
Schedule, notice, prepare logistics, distribute materials for, and help organize approximately 16 committee meetings.	In Progress	In Progress	X	X	8 Board of Director meetings, 1 Annual Meeting, and 1 Land Legacy meeting held in 2nd quarter.
Take and prepare minutes, and maintain all records for, approximately 16 committee meetings.	In Progress	In Progress	X	X	Progressing smoothly.





Human Resources					
Review health and other insurance benefits to determine if changes or enhancements are needed for upcoming fiscal year.	Not Planned	Not Planned	X	X	Planned for later in the fiscal year.
Review and update Employee Handbook/Personnel Policies.	In Progress	In Progress	X	X	3 policies were reviewed in 1 <sup>st</sup> quarter and approved until 2 <sup>nd</sup> quarter. Two other policies were reviewed and in process of being updated in 2 <sup>nd</sup> quarter.
Compile and provide an overview of EMSWCD's HR policies and benefits in comparison to other agencies.	Not Planned	Not Planned	X	X	Planned for later in the fiscal year.
Research personnel-related issues re: BOLI information/changes that might affect EMSWCD.	In Progress	In Progress	X	X	In progress and continuous.
Research HR wellness and commute incentives.	In Progress	In Progress	X	X	This is a continuous process that may or may not produce new incentives to add to current benefit package. There have been a few discussions and ideas, but nothing presented yet.
Maintain confidential personnel files.	In Progress	In Progress	X	X	Progressing, and ongoing.
Facilities, Fleet and Equipment					
Facilities					
Staff kitchen re-design and remodel at Williams Ave. Headquarters.	Not Planned	In progress	X	X	Planned for later in the fiscal year. We have begun the planning stage of the remodel.
General maintenance of building and facilities at Williams Ave. Headquarters.	In Progress	In progress	X	X	Progressing as planned.
Complete front step and landing replacement at Williams Ave. Headquarters.	No Progress	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	Complete			Painting completed in October 2019.
General maintenance of buildings, equipment and facilities at Headwaters Farm.	In Progress	In Progress	X	X	Progressing smoothly.
Assist in other capital projects and planning as needed at Headwaters Farm.	In Progress	In Progress	X	X	Facilities Manager assisted with equipment shed design and procurement. The Equipment Shed has been designed and built. The electrical and concrete are in progress.
Fleet and Equipment					
Assist in installation of EV charging stations and leasing of two new electric vehicles.	Complete	Complete			Two charging stations have been installed, and two Chevy Bolt electric vehicles were purchased in the 1 <sup>st</sup> quarter.
General maintenance of two remaining state vehicles and two additional leased EVs.	In Progress	In Progress	X	X	Progressing smoothly.



Information Technology					
IT support to ensure properly functioning equipment and timely troubleshooting of technology problems.	In Progress	In Progress	X	X	In progress, proceeding as planned. Worked with contracted IT company to maintain office network and stations, troubleshoot and resolve computer, software, email and other issues.
Upgrade conference room technologies for presentations, webinars, conferences, board meetings, and gatherings.	Not Planned	No Progress	X	X	No progress, moved to 3 <sup>rd</sup> or 4 <sup>th</sup> quarter.
Investigate wireless technologies to increase network bandwidth, stability and speed.	Not Planned	In Progress			In progress, evaluated network speed, bandwidth, replaced network switch to increase speed. Upgraded firewall firmware.
Purchase and set-up scheduled replacement computers for staff as needed.	In Progress	In Progress	X	X	In progress, proceeding as planned. Purchased and set up two new laptops, cycled other stations through to replace older stations, purchased peripheral equipment and replacements in 1 <sup>st</sup> quarter. Additional laptop set up & trouble shooting in 2 <sup>nd</sup> quarter.
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	No Progress	X		No progress made. Moved because of competing priorities.
Marketing and Media					
Review, revise, and propose updated formal and grassroots Marketing Plan.	Not Planned	No Progress	X		No progress this quarter.
Evaluate use of billboards, public transportation, radio, local community newspapers and newsletters.	In Progress	In Progress	X	X	In progress, proceeding as planned. Received, evaluated and researched options for advertisements, passed along offers to program staff.
Develop, revise, maintain and add content to the website.	In Progress	In Progress	X	X	In progress, proceeding as planned. Edited and published several new posts, revised pages, updated and cleaned up Organizational Resources sections and content, further revisions to Land Conservation, Grants and Headwaters program sections, updated Native Plant Sale content. Archived content and removed old pages and files.
Develop and integrate social media to drive traffic to website, encourage event participation and promote conservation practices.	In Progress	In Progress	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 updates, events, videos and more.
Coordinate and conduct press outreach.	In Progress	In Progress	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	In Progress	X	X	In progress, proceeding as planned. Researched opportunities and costs, evaluated offers and spoke to advertising reps, looked into a potential NextDoor campaign.
Develop and produce program displays and other outreach material.	In Progress	In Progress	X	X	In progress, proceeding as planned. Developed outreach materials such as postcards for Native Plant Sale and farm succession events, new signage for Headwaters Farm.
Coordinate translations of various materials as requested and needed.	In Progress	In Progress	X	X	In progress, proceeding as planned. Helped check a Spanish translation of Grant materials, assisted with coordination for other upcoming translations.
Evaluate new website hosting platforms and/or content management systems and user interface for main site.	Not Planned	No Progress	X	X	No progress due to competing priorities.
<b>Office Administration</b>					
General office support and public reception.	In Progress	In Progress	X	X	Ongoing. Progressing smoothly, no issue to report.
Current records management in accordance with Oregon public records law.	In Progress	In Progress	X	X	Ongoing. Progressing smoothly. Public records policy was updated this quarter.
Research and/or develop needed policies and procedures.	In Progress	In Progress	X	X	Ongoing.
Establish and maintain public access to Board and Committee information.	In Progress	In Progress	X	X	Ongoing, and progressing smoothly.
Improve internal management of and access to Board and Committee information.	Not Planned	In Progress	X	X	Ongoing, and in progress. No issues to report.
Setup CPR Recertification Training for all staff	In Progress	Complete			Certification set up completed in 1 <sup>st</sup> quarter. Certification training completed in 2 <sup>nd</sup> quarter
Coordinate meeting dates/times and materials for meetings and other activities of the organization.	In Progress	In Progress	X	X	Ongoing. Currently in progress. No issues to report.