



## EMSWCD 3<sup>rd</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 third quarter of the financial year (January through March 2020).

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 third quarter is given in the table and chart below. The details regarding progress are given in the tables on the subsequent pages.

In total:

- **212 activities were planned to be undertaken** within the third quarter of the fiscal year.
- Of these, **193 (91%) have either been completed or are in progress** as planned.
- **19 (9%) have not been undertaken** as planned.

### Significant accomplishments this quarter include:

- Significant accomplishment not planned. Successful transition from office environment to complete remote environment for staff to work effectively in response to a rapidly changing COVID-19 pandemic.
- Successfully transitioned paper bookkeeper process, payables, and payroll to be accomplished remotely.
- Onboarded new employee Headwaters Operations Assistant, Nick Pfeil.
- Policy change to make part-time and temporary staff eligible for health and dental benefits.
- Discussion groups were moved to the GoToMeeting format in March so they can continue to meet despite physical distancing. The topics of food and hunger, criminal justice, and education were covered this quarter.
- Due to the COVID-19 stay-at-home order, Urban Lands Team pivoted very quickly in order to provide workshops through an online webinar platform for the rest of the season. This entailed trialing several video-conferencing platforms, learning the new system, training presenters, updating all communications, and informing all hosts and registered attendees about the changes.
- First Tech Assist survey distributed and results returned; results indicate very high level of satisfaction with responsiveness, timing, and quality of assistance provided.
- New landscaping company hired and beginning work; doing a very good job so far.



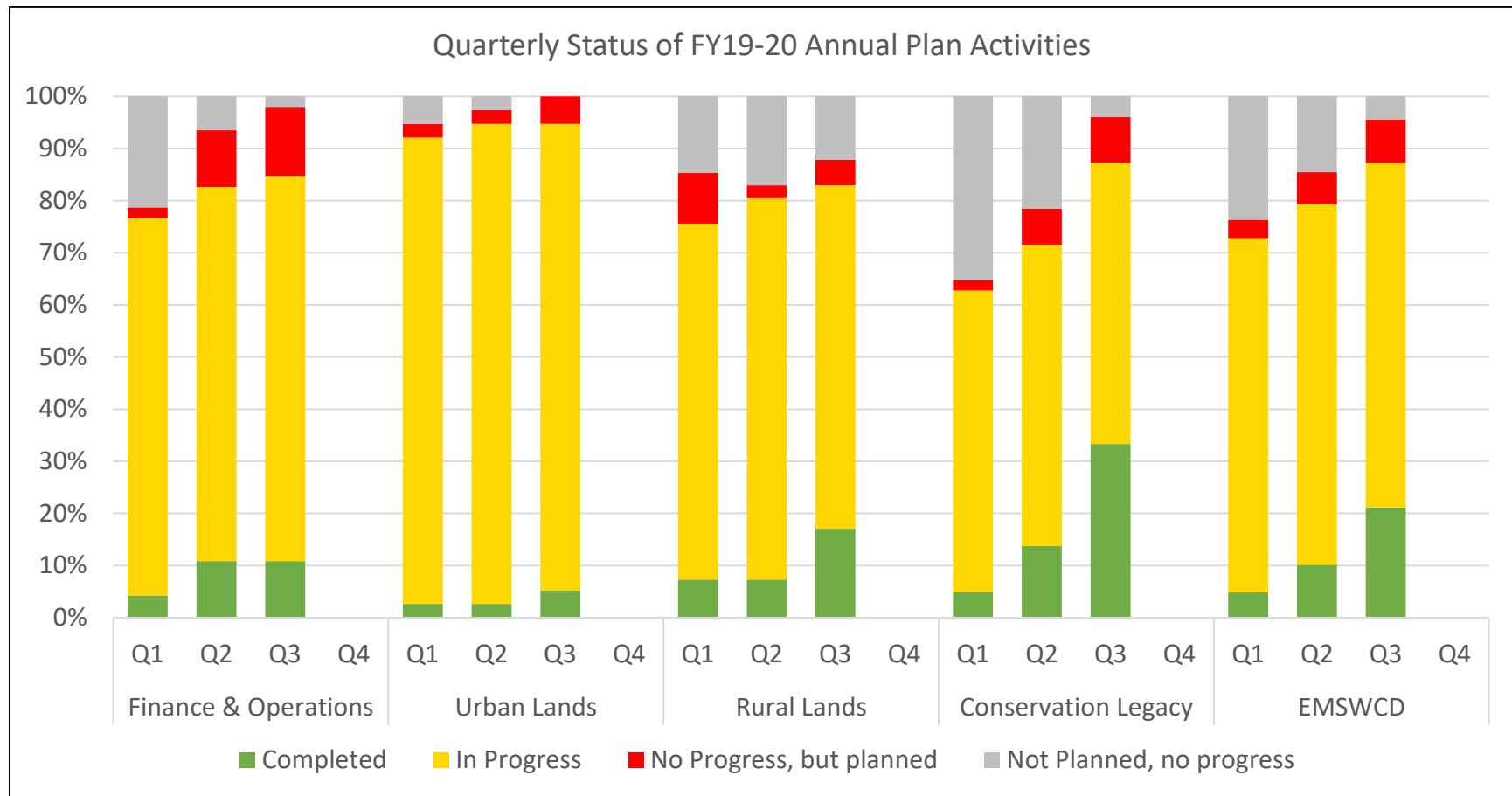
- 2020 PIC Grant applications were thoroughly reviewed by staff and the PIC Review Committee, and funding recommendations submitted to the EMSWCD board. A total of 17 grants were awarded out of 24 applications, totaling \$599,819.
- A total of 11 SPACE grants were supported this quarter for a total of \$16,633.
- Hiring and onboarding of Nick Pfeil, the new Headwaters Farm Operations Assistant.
- Adapting quickly to implement protocols and policies to keep HIP farmers and staff safe during the Coronavirus pandemic.
- Offering various trainings and supports to help HIP farmers adjust to shifting market conditions, including an overview of the CSA direct sales outlet.
- Concluding the construction of the Headwaters equipment shed and installing wireless internet, electricity, water, and pouring a slab in the shop portion.

Significant activities not accomplished this quarter include:

- Staff kitchen re-design and remodel at Williams Ave. Headquarters postponed.
- Front step and landing replacement at Williams Ave. Headquarters postponed due to COVID-19.
- Due to COVID-19, we have had to delay the community engagement process in the development of an Equity Plan. That said, progress on the Equity Plan has continued to be made in other areas.
- The COVID-19 stay-at-home order necessitated that the Urban Lands team cancel some scheduled workshops and forego several community meetings and events. Nevertheless, the Urban Lands Team is still likely to meet or exceed the number of expected workshops – a huge accomplishment given the circumstances.
- Due to conflicting priorities, no progress was made investigating ways to address climate change.
- The proposed pollinator strip along the driveway entering Headwaters Farm was put on hold while conversations are held with the adjacent neighbor in hopes of establishing a larger project along the property line that is a demonstration of naturoscaping and stormwater management.
- The Headwaters Farm entrance sign was pushed back to FY 20-21 due to lack of funds and staff capacity



FY19-20 Q3 SUMMARY					
Program Area	No. of Activities	Completed	In progress	No progress, but planned	Not planned during period, no progress
Finance & Operations	46	5 (11%)	34 (74%)	6 (13%)	1 (2%)
Urban Lands	38	2 (5%)	34 (90%)	2 (5%)	0 (0%)
Rural Lands	41	7 (17%)	27 (66%)	2 (5%)	5 (12%)
Conservation Legacy	102	34 (33%)	55 (54%)	9 (9%)	4 (4%)
<b>EMSWCD Total</b>	<b>227</b>	<b>48 (21%)</b>	<b>150 (66%)</b>	<b>19 (8%)</b>	<b>10 (4%)</b>





## Budget

Expenditures for FY19-20 to date are shown in the table directly below. After the third quarter, a total of 64.8% of the program operations budget has been expended. Headwaters Farm is at 78.2% after the third quarter, Conservation Legacy is next closest at 65.9%, then Rural Land and Urban Lands at 63.5% and 63.1% (respectively) and Finance & Operations completes the list of program budget expenditure percentages at 60.1%.

Category		Purpose	FY 2019-20		
			Total Annual Budget	Actual through Q3	% of Budget Expended
Operations	Finance & Operations	Staffing, facilities, and operations	\$1,007,471	\$605,528	60.1%
	Rural Lands	Staffing, contracting, and operations	\$1,186,644	\$754,081	63.5%
	Urban Lands	Staffing, contracting and operations	\$828,593	\$522,484	63.1%
	Conservation Legacy	Staffing and operations	\$544,177	\$358,529	65.9%
	• Headwaters Farm	Farm-specific staff and operations	\$534,058	\$417,770	78.2%
<b>Sub-total Operations</b>			<b>\$4,100,943</b>	<b>\$2,658,392</b>	<b>64.8%</b>
Capital, Grants, & Contingency/Unappropriated	Land Conservation Fund	Acquisitions	\$7,434,631	\$500,000	6.7%
	Grants	External grants	\$1,472,362	\$804,399	54.6%
	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>\$1,304,399</b>	<b>12.0%</b>
<b>Total EMSWCD Budget</b>			<b>\$14,984,505</b>	<b>\$3,962,791</b>	<b>26.4%</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

DIVERSITY EQUITY AND INCLUSION					
Annual Activities and Deliverables	Timeframe				3 <sup>rd</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	In Progress	X	Small discussion groups have continued remotely, despite physical distancing.
Continuing Education: Provide opportunity for DEI onboarding of new staff/board members and additional training for current staff as needed.	In Progress	In Progress	In Progress	X	One new staff was hired and enrolled in DEI training.
Engage staff, board and community in development of organization-wide DEI plan.	In Progress	In Progress	In Progress	X	The community engagement process has been delayed due to physical distancing orders.
Complete organization-wide DEI plan.	In Progress	In Progress	In Progress	X	Progress continues to be made.
Identify and collect priority demographic and other baseline data.	In Progress	In Progress	In Progress	X	Progress on this has been stalled due to disruptions in work processes due to COVID-19.
Research and plan historical/cultural displays for the EMSWCD office.	Not Planned	Not Planned	Not Planned		Work on this will not start until we are back in the office.



## 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				3 <sup>rd</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
<b>Outreach and Education</b>					
<i>Outreach</i>					
Recruit education and outreach intern.	Complete	Complete	Complete		
Update Urban Lands web content.	In Progress	In Progress	In Progress	X	Updated Local Sources of Native Plants page to reflect spring plant sale closures and delays; updated CLIP page to reflect changes to program offerings during COVID-19 closures. Updated Events page to indicate cancelled workshops in March and upcoming online workshops in April. Updated Plant Sale info on EMSWCD website and successfully launched separate Plant Sale Website live for event orders. Updated traditional Yard Tour web content and later revised in response to Covid-19.
Coordinate with partners to develop workshops and outreach materials that engage diverse audiences	In Progress	In Progress	In Progress	X	Scheduled a Russian-language workshop (that has been pushed back) and supported a Chinese-language workshop (which was cancelled). Coordinating feedback from community partners on Growing Green Communities workshops. Worked with IRCO to translate handout materials into Vietnamese, Russian, and Spanish. This included Rain Garden materials and our 6 half-fold brochures. Assisted Rural Lands with deciding which languages to translate into for coloring book.
Investigate ways to address the impacts of climate change.	In Progress	In Progress	No progress	X	No progress was made this quarter



Design and produce educational and promotional materials.	In Progress	In Progress	In Progress	X	UL Team re-designed rain garden signs for registrants; will be produced and distributed in 4 <sup>th</sup> quarter. A webpage for Growing Green Communities culturally relevant workshops was drafted. Created Virtual Yard Tour Facebook Group. Posted regularly on Instagram and Facebook to engage followers. Developed new language and promotional materials around COVID-19, including MailChimp announcements that our workshops and Yard Tour would now be online.
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	In Progress	X	Attended 7 Partner-specific meetings, and 1 partnership building events, an MLK Jr Friends of Trees planting event for east county at Nadaka.
Table at community events with literature about EMSWCD programs and events.	In Progress	In Progress	In Progress	X	Tabled at 2 community events and engaged 115 individuals.
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	In Progress	X	Attended monthly Humboldt Neighborhood Association and Northeast Coalition of Neighborhoods Meetings. MMM attended Rosewood Initiative Community Partner Meeting (Feb), East County Issue Form (March), Jade Greening Quarterly Partners Meeting (March). Many community partners meetings were canceled due to Covid-19.
<b>Workshops</b> <i>48/year; 1,250 participants</i>					Note: Due to COVID19 restrictions we cancelled 4 workshops scheduled for March
<b>1-hour presentations:</b> <i>Sustainable Landscaping/Green Infrastructure. 10/year; 200 participants</i>	In Progress	In Progress	In Progress	X	Provided two 1-hr rain garden presentations (though one was cancelled) and two 1-hr Naturescaping presentations that engaged 74 individuals.
<b>2.5-hour workshops:</b> <i>Native Plants. 5/year; 150 participants</i>	In Progress	In Progress	In Progress	X	8 workshops scheduled for Spring season, 5 held this quarter, 1 was cancelled (COVID19); 114 participants this quarter
<i>Urban Weeds. 5/year; 150 participants</i>	In Progress	In Progress	In Progress	X	3 scheduled for the season: 1 workshop held this quarter with 9 participants
<i>Pollinators. 6/year; 150 participants</i>	In Progress	In Progress	In Progress	X	4 scheduled for Spring season
<i>Beneficial Insects. 6/year; 150 participants</i>	In Progress	In Progress	In Progress	X	1 scheduled, it was cancelled (COVID 19)



<i>Landscaping with Edibles.</i> 6/year; 150 participants	In Progress	In Progress	In Progress	X	4 scheduled for Spring season, 1 was cancelled (COVID-19); 2 were held this quarter; 54 participants this quarter
<b>4-hour workshops:</b> <i>Naturescaping Basics.</i> 5/year; 150 participants	In Progress	In Progress	In Progress	X	3 scheduled for Spring season
<i>Rain Gardens.</i> 5/year; 150 participants	In Progress	In Progress	In Progress	X	4 scheduled for Spring season; 1 was cancelled (COVID-19)
<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	Complete		Successful plant sale was held with 1,100+ orders and 14,000+ trees and shrubs sold with the help of 102 volunteers!
Organize Naturescaped Yards Tour to demonstrate and encourage naturescaping and green infrastructure principles; 500 attendees.	Not planned	Not planned	In Progress	X	Began recruitment for yard tour hosts and volunteers, which was later halted due to COVID-19. Began transition to an online “Virtual Yard Tour” by creating a Facebook group that entailed creating rules, membership requirements, a detailed “About” section, posts, announcements, etc.
<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	In Progress	X	59 TA requests completed
Provide technical consultations and site visits to grants program applicants and/or projects. 20 consults/year.	In Progress	In Progress	In Progress	X	Provided TA to 3 PIC/SPACE projects as requested
Work with local jurisdictions to address barriers to the adoption and implementation of green infrastructure.	In Progress	In Progress	In Progress	X	Reviewed all jurisdictions’ MS4/TMDL requirements to begin identifying priority areas and projects for future work.
Connect with 3 large land managers to build relationships, encourage sustainable land management practices, and promote EMSWCD services.	In Progress	In Progress	In Progress	X	Contacts/relationship building with Tucker Maxon School, Floyd Light Middle School, Blue Heron Shores HOA, Dragon Palace, Dharma Rain Zen Center, MCDD, and Richmond Elementary School.
<b>Cooperative Landowner Incentive Program</b>					
Provide cost-share assistance for rain gardens and other practices. 5 projects/year	In Progress	In Progress	In Progress	X	8 CLIP inquiries; Hadsell project approved for CLIP funding; ongoing management of Blue Heron Shores. 14 rain garden related inquiries.
<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	In Progress	X	Participated in steering committee, overseeing development of the user interface.
Utilize and promote community organizations and non-profit services to increase wildlife and pollinator habitat.	In Progress	In Progress	In Progress	X	Frequently recommended Audubon Society and Backyard Habitats in TA; also recommended CSWC, JCWC, Portland’s CWSP, and other SWCDs at various times. Shared partner events on social media as requested. Provided other volunteer opportunities from partners (Backyard Habitat,





					other Plant Sales, etc.) to members of the public as requested.
Work with and support other water conservation groups and initiatives.	In Progress	In Progress	In Progress	X	Met quarterly with regional SWCD's to collaborate, share best practices, discuss surveys and evaluations, etc. 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	No Progress	X	Grant Butte planning group has been put on hold.
Collaborate with Watershed Councils within EMSWCD boundaries.	In Progress	In Progress	In Progress	X	Represent EMSWCD on CSWC board. Serve as Vice Chair of the CSWC board and sit on the Executive Committee. Attended all JCWC IJC Committee meetings and CSWC Tech Team meetings; collaborated on Technical Assistance as appropriate. Met virtually with watershed councils and other partners to discuss COVID-19 successes, challenges, collaborations. Coordinated with various organizations in East County to share handouts and other materials at one another's events.
<b>Demonstration Projects</b>					
Implement the Conservation Corner outreach plan to enhance the visibility and educational value of the site.	In Progress	In Progress	In Progress	X	Reached out to Walk Williams to determine if monthly tabling events will ensue. Performed outreach to landscaping and ecological companies to broaden those who request tours. Met with new Kairos contact to discuss field trips on-site.
Oversee maintenance and improvements to Conservation Corner landscape, green infrastructure (pervious pavement, roofs, walls, etc.), and Green Streets.	In Progress	In Progress	In Progress	X	Finalized contract with new landscaping company and overseeing initial work. Removed weeds on bike shed green roof. Office green roof tie-off point project on hold.
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	In Progress	X	Hosted 2 tours that engaged 33 individuals: for PCC students 1/23 and Blossom Earthworks staff 2/25.
Participate in outreach team for the MHCC retrofit project.	In Progress	In Progress	In Progress	X	Ensuring social media is engaging and MHCC campus communications staff are kept up to date on progress.
Participate in steering committee for the MHCC retrofit Project.	In Progress	In Progress	In Progress	X	Participate in bi-weekly meetings of the steering committee along with meetings to update other stakeholders.
Work with partners to implement top priority projects identified in the MHCC assessment.	In Progress	In Progress	In Progress	X	Helped to create RFP for work scheduled Spring/Summer 2020.
Engage with community organizations, jurisdictions and non-profits to identify and explore potential eligible large-scale demonstration projects.	In Progress	In Progress	In Progress	X	Continue to work with NAYA to solicit RFP's for Canemah Site Assessment and Opportunities Analysis.



Monitoring and Evaluation					
Meet with partners, review partner monitoring reports, studies, and findings.	In Progress	In Progress	In Progress		Researched potential opportunity – PSU Program Evaluation course. Attended JCWC IJC and CSWC Tech Team meetings; GRIT presentations; UERC Symposium; CWMA general mtg
Identify relevant monitoring and evaluation efforts as they pertain to Urban Lands programmatic goals.	Not Planned	In Progress	In Progress	X	Considering whether jurisdictional NPDES Watershed Management Plans could be used as one of the “tools” to help guide where we focus TA and funding assistance.
Explore potential new program monitoring and evaluation metrics.	In Progress	In Progress	In Progress	X	Distributed UL Technical Assistance survey

**Additional substantive activities undertaken in the 3<sup>rd</sup> quarter not included in the FY19-20 annual plan:**

- Participated in monthly Equity groups and engaged with a variety of content on various topics (Food & Hunger, Education, and Criminal Justice)
- As part of the EMSWCD Values development process, UL Team members reviewed and summarized 7 of the 12 values (Accountability, Clarity, Curiosity, ENTSE, Fun, Relational, and Other)
- Equity Team members actively worked to provide input on the Executive Director job description and prioritization of the most current Action Plan
- Safety Team member sought online resources and trainings for all-staff while also editing the Emergency Action Plan working document



## Rural Lands

RURAL LANDS					
<p align="center"><b>Strategic Goals:</b></p> <p align="center">1. Protect and improve water quality and quantity. 2. Protect and improve soil quality and quantity. 3. Protect and improve natural habitats.            5. Increase the sustainability of agriculture</p>					
<p align="center"><b>Program Goals:</b></p> <p>1. Decrease erosion from working lands in the rural part of the district to prevent sediment and bacteria from entering waterways.            2. Improve the efficiency of irrigation on working lands.            3. Increase stream shading to protect water temperature and improve riparian habitat in priority watersheds.            4. Understand water quality baseline levels in priority watersheds and trends over time.            5. Reduce the impacts of ecosystem altering weeds species on natural habitats in the rural part of the district, focusing on protecting high value native forest and riparian areas.            6. Limit invasive species pressure on natural regeneration of native forest in areas burnt by the 2017 Eagle Creek fire.            7. Increase awareness among landowners and managers about protecting and improving water quality, water quantity, soil health, riparian health, natural habitats, and reducing populations of invasive weeds.</p>					
Annual Activities and Deliverables	Timeframe				3 <sup>rd</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
<b>Technical and Financial Assistance</b>					
<i><b>Landowners Consultations</b></i>					
Conduct 20 site visits including first-time site visits with 5 landowners.	In Progress	In Progress	In Progress	X	11 site visits, including 1 first-time visit, were conducted.
Develop 5 technical recommendations and/or conservation plans that include recommendations to address erosion and/or water quality.	In Progress	In Progress	In Progress	X	6 technical recommendations were developed for managing run off from farm roads, drip irrigation, soil health, manure management, nutrient management and cover cropping.
Assist 4 landowners with cost share applications.	In Progress	In Progress	In Progress	X	One CLIP application was developed and will be presented to the Board at the April meeting.
Partner with NRCS to promote and deliver cost share assistance.	In Progress	In Progress	In Progress	X	Developing a CLIP application that will compliment NRCS funding for a farm that produces livestock, fruit and vegetables.
<i><b>Erosion Solutions</b></i>					
Network within the nursery industry.	In Progress	In Progress	In Progress	X	This was limited during the 3 <sup>rd</sup> quarter.
Work with cooperators to design and implement erosion prevention practices.	In Progress	In Progress	In Progress	X	This was limited during the 3 <sup>rd</sup> quarter.
<b>StreamCare</b>					
<i><b>Site restoration and maintenance</b></i>					



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	In Progress	X	Led crews to control weeds around plants to reduce competition for moisture during the summer.
Another 15 acres planted in FY19-20.	Not Planned	Not Planned	Complete		16,425 cuttings, bare root trees and shrubs were planted on 28 acres along 1.5 stream miles. New acreage planted totaled 8 acres.
Coordinate contracted labor crews for site preparation, weed control, and planting.	In Progress	In Progress	In Progress	X	Ongoing
Manage wholesale plant orders, delivery, and storage.	In Progress	Not Planned	Complete		Completed 3 <sup>rd</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	In Progress	X	Ongoing
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	In Progress	X	The graduating landowners received a mailing and survey during the 2 <sup>nd</sup> quarter. So far none have requested a site visit. The mailing includes a plant list and other information about the StreamCare buffer on their property.
<b>Program development</b>					
Develop options for long term protection of graduated StreamCare sites.	In Progress	In Progress	Complete		This is on hold due to a reluctance to commit the district to term easements at this time.
Estimate based on graduations when a new watershed can be added.	Not Planned	In Progress	Complete		Due to the reluctance to proceed with term easements, there is capacity to add a new watershed. An analysis was conducted to determine the new StreamCare watersheds.
<b>Monitoring and evaluation</b>					
Maintain GPS and GIS data; maintain StreamCare “database” to track and compile deliverables.	In Progress	In Progress	In Progress	X	Ongoing
Seek outside assistance to complete shade modelling of Johnson Creek.	In Progress	In Progress	In Progress		Developing a presentation for the Johnson Creek Inter-jurisdictional Committee to get feedback on the shade modelling results.
<b>Outreach</b>					
Use mailings, advertisements, web and social media to promote conservation, outreach events and program offerings.	In Progress	In Progress	In Progress	X	Promoted the biochar, pollinator and wildlife workshops.
Coordinate four workshops to provide conservation education and program information.	In Progress	In Progress	In Progress	X	30 attended a native plants workshop. A biochar workshop and demonstration were attended by 40. Unfortunately, both the pollinator and wildlife workshops had to be cancelled due to the pandemic.
Develop video content for website and social media.	In Progress	In Progress	In Progress		Evaluating options to hold virtual workshops online.



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	Not planned	X	
Use equity lens to evaluate outreach methods and materials to identify needed changes.	Not Planned	Not Planned	No Progress	X	This work was postponed to allow for organization-wide equity planning.
<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	In Progress	X	Samples were collected in January and February. The March samples were not collected because the laboratory reduced service due to the pandemic.
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	Not Planned	X	
Analyze and report on water quality data in collaboration with other partners' monitoring efforts.	In Progress	In Progress	In Progress	X	After much difficulty due to dated instructions and limited assistance, our data was finally downloaded into the National Water Quality Portal.
<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	In Progress	X	There were not any EDRR reports during the 3 <sup>rd</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	Complete		
Survey and control all non-riparian knotweed locations every two years (91 properties total, 45 for FY19-20).	Complete	Complete	Complete		
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	Not Planned		No false brome work took place during the 3 <sup>rd</sup> quarter.
Survey for new false brome populations along plausible vectors.	Complete	Complete	Complete		
Control 20% of known infested acreage (~200 acres) of spurge laurel where access has been granted by the landowner.	No Progress	No Progress	In Progress		A small amount of spurge laurel was found and treated across an area of 2.5 acres.
Control at least ~550 acres of English ivy and old man's beard in current projects areas (~2800 total acres).	No Progress	In Progress	In Progress	X	3.2 acres of ivy controlled across 29.5 acres.
Monitor half (~1400 acres) of the current project acreage (~2800 total acres) of English ivy and old man's beard.	No Progress	In Progress	In Progress	X	Ongoing



Annually control all known infestations (241 properties) of garlic mustard outside the containment zone a minimum of 2 times.	Not Planned	Not Planned	In Progress	X	Garlic mustard work began early and will continue through the end of the fiscal year. Currently not allowed to access infestations on State Parks or Federal lands. This could be a set back in terms of containment.
Survey plausible vectors and outlying areas for spread of garlic mustard.	Not Planned	Not Planned	Not Planned	X	Unlikely that this will be possible this year due to lack of access to sites.
<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	In Progress	X	Ongoing
In collaboration with partners, undertake weed control in priority areas.	In Progress	In Progress	In Progress	X	25 acres treated.
<b>Regional coordination</b>					
Provide technical assistance with weed identification and control methods.	In Progress	In Progress	In Progress	X	Ongoing
Participate in both the 4-county and Columbia Gorge Cooperative Weed Management Areas.	In Progress	In Progress	In Progress	X	Ongoing
<b>Monitoring and evaluation</b>					
Maintain special location information in GIS, including abundance information for the target species.	In Progress	In Progress	In Progress	X	Ongoing
Evaluate the feasibility of reducing the garlic mustard containment area and identify priority areas to target.	Not Planned	Not Planned	Not Planned	X	Unlikely that this will be possible this year due to lack of access to sites.
Undertake an analysis to determine the current coverage for false brome, English ivy, Old man’s beard and spurge laurel.	No Progress	In Progress	No Progress	X	Unlikely that this will be possible this year due to lack of access to sites.



## Conservation Legacy

HEADWATERS					
<p><b>Strategic Goals:</b></p> <p>1. Protect and improve water quality and quantity. 2. Protect and improve soil quality and quantity. 3. Protect and improve natural habitats. 4. Protect agricultural lands. 5. Increase the sustainability of Agriculture.</p> <p><b>Program Goals:</b></p> <p>1. Maintain and improve the natural resources at Headwaters Farm to support sustainable agriculture.            2. Facilitate the establishment of viable new farm businesses, that are good stewards of land.            3. Increase the visibility of conservation farming practices.            4. Headwaters Farm facilities, infrastructure and equipment supports the HIP program and EMSWCD’s mission.</p>					
Annual Activities and Deliverables	Timeframe				3 <sup>rd</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	In Progress	X	The farmland has all been managed organically; cover crop was established in all non-active overwintered 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	In Progress	X	All fallowed fields were cover cropped over the summer and as well as areas not in winter production. Cover crop will be sown again in April or May for the 2020 season.
Soil samples taken for all fields in October, both in production or not, to help determine fertility needs and document change over time.	Not Planned	Complete	Complete		Soil samples were taken in early October.
Manage invasive weeds.	In Progress	In Progress	In Progress	X	A combination of cover crops, silage tarps, and incentives for farmers helped manage invasive weeds over the summer. Staff will be trialing an organic herbicide in the spring to explore an additional management tool.
Apply compost on fallowed fields.	In Progress	In Progress	In Progress	X	Several applications of compost were placed in fallowed farm fields. More will be applied in May.
<b>Erosion and Stormwater Management</b>					
Incorporate legacy nursery stock piles into the fields and begin to remediate them with cover crops.	Complete	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	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	No Progress		This project has been delayed while relationships are established with the neighbors in hopes of implementing a more thorough naturescaping and stormwater management plan.
Remove blackberries from the frontage along Orient Drive	In Progress	In Progress	In Progress	X	Blackberries were cut down and then treated with herbicide. A second round of management will be needed once soil temperatures rise.
Maintain existing pollinator habitat, hedgerows, and beetle bank.	In Progress	In Progress	In Progress	X	All habitats were weeded and managed through summer and into winter. The beetle bank will be relocated in FY 20-21.
<b>Headwaters Incubator Program (HIP)</b>					
Complete Headwaters 5-year plan	Not Planned	No Progress	No Progress		This has been put on hold to align with other strategic planning efforts and the new ED hire.
Complete the Headwaters Farm Food Safety Plan	In Progress	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	No Progress		This is behind schedule and likely will not be complete until after the 2020 growing season.
Partner with Portland Farmers Market to offer a pilot rotating stall dedicated to Headwaters Farm.	In Progress	In Progress	In Progress	X	The partnership between EMSWCD and Portland Farmers Market has been occurring since November with five incubator farms participating. Several of these growers were able to leverage the opportunity and gain independent access to quality farmers markets.
<b>HIP Farmer recruitment and retention</b>					
Obtain at least 10 HIP applicants for the 2019 growing season.	Not Planned	No Progress	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	Complete		Four to six new farm businesses will be brought on in 2020.
Host at least 12 incubator farmers.	In Progress	Complete	Complete	X	HIP will host 15 farm businesses in 2020.
<b>HIP Farmer Support and Training</b>					
Tractor safety and operation training.	Not Planned	Not Planned	In Progress		This training will occur in April.
Record keeping cohort, participation in farm business record keeping training.	In Progress	In Progress	In Progress	X	The current record keeping cohort concluded in December. A new cohort was scheduled to begin but has since been delayed due to COVID-19.





BCS farmer operation trainings.	Not Planned	Not Planned	In Progress	X	Several trainings have been offered. More will occur in April and May.
New farmer orientation.	Not Planned	Not Planned	Complete		This was offered in February.
Nutrient management training.	Not Planned	Not Planned	Complete	X	This training was conducted on a one-on-one basis to various incubator farms that needed support putting together a nutrient management plan.
Irrigation management training.	Not Planned	Not Planned	Not Planned	X	This training will occur in the 4 <sup>th</sup> quarter.
Offer training on vending at a farmers market.	Not Planned	Complete	Complete		The Market Manager at the PSU Famers Market provided 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	Complete		All six of the graduating HIP farmers secured landing spots for the 2020 growing season, with several finding permanent farms.
Maintain ongoing relationship with HIP graduates and connect them to various support services.	In Progress	In Progress	In Progress	X	HIP graduates have been invited to trainings, are informed of workshops, and have been included in conversations about COVID-19 safety and marketing responses. Several have participated in the March fertilizer bulk purchase.
Conduct survey of HIP graduates.	Not Planned	In Progress	Complete		This survey was conducted in January.
<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	In Progress	X	Several posts were put on Facebook and other social media platforms. There are two blogs ready for distribution.
Release two videos outlining the “why” and “how” HIP creates opportunities for new farmers.	Complete	Complete	Complete		The two videos were completed and shared on various social media platforms. They are proving to be key outreach resources.
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	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	In Progress	X	A tour was provided to Metro Counselor Bob Stacy as well as several interested individuals.
Tabling, presentations, events, and other outreach opportunities as they arise.	In Progress	In Progress	In Progress	X	HIP was presented to about 30 participants at the Clark County Food Systems Council meeting, which was filmed by a local television network.
Work with OSU Extension on pollinator research if grant funds become available.	Not Planned	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	In Progress	X	HIP is working with Outgrowing Hunger to provided additional services to non-English speaking farmers who are joining HIP in 2020.
<b>Facilities, Infrastructure and Equipment</b>					
Construction of an equipment shed and build-out shop for staff operations.	In Progress	In Progress	Complete		The structure was finished in early January and the build-out of the shop continues. That should be concluded in the 4 <sup>th</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	In Progress	X	Solar panel installation was concluded on the barn and equipment shed. The wiring and final details will be concluded at the onset of the 4 <sup>th</sup> quarter.
Install a frontage sign and address marker at the main driveway along Orient Drive.	Not Planned	In Progress	In Progress		The entrance sign has been pushed off until next fiscal due to budgetary and staff limitations. The address marker was printed and installed.
Design, print, and mount protocol signs at the wash stations, propagation houses, and curing shed.	In Progress	In Progress	Complete		Signs have been installed in various facilities to offer guidance and detail usage policy.
Source an electric utility vehicle for Headwaters staff.	In Progress	Complete	Complete		The electric Gator is at Headwaters Farm and is being used daily for a wide range of tasks.
Source a compost spreader for HIP farmers and staff to apply organic matter to fields.	Not Planned	In Progress	Complete	X	A compost spreader has been purchased and will begin to apply material early in the 4 <sup>th</sup> quarter, when soil conditions allow.
Build out the hardening-off table area.	In Progress	In Progress	In Progress		The site for the added hardening off tables has been created but still needs pea gravel. Additional tables will be constructed as need dictates.
Trench and install pipe to drain standing water on the west end of Hoophouse #4.	Complete	Complete	Complete		This project was completed in September and has resolved the pooling issue.
Ongoing maintenance of farm vehicles and equipment.	In Progress	In Progress	In Progress	X	Maintenance was conducted as needed. The annual major servicing for both New Holland tractors will be conducted at the beginning of the 4 <sup>th</sup> quarter.
Conduct facilities, road and path safety inspections and address issues that arise.	In Progress	In Progress	In Progress	X	Regular facility and roadway inspections were made and documented.



LAND LEGACY					
<p align="center"><b>Strategic Goals:</b></p> <p align="center">1. Protect and improve water quality and quantity. 2. Protect and improve soil quality and quantity. 3. Protect and improve natural habitats.            4. Protect agricultural lands. 5. Increase the sustainability of Agriculture. 6. Provide equitable access to nature.</p>					
<p align="center"><b>Program Goals:</b></p> <p>1. 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.</p>					
Annual Activities and Deliverables	Timeframe				3 <sup>rd</sup> QUARTER COMMENTS
	Q1	Q2	Q3	Q4	
<b>LLP Program</b>					
Effective records management needs for all property interests.	In Progress	In Progress	In Progress	X	Continuing to stay on top of this
Potentially refine approach to transaction review and approval.	No Progress	No Progress	No Progress	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	In Progress	X	Scoped out land access proposal for Mudbone Grown Farm; Covid-19 postponed presentation and discussion with LLC. Developed Land Trust Alliance Rally fieldtrip proposal that includes heavy focus on land access for historically disadvantaged groups.
<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	No Progress		No capacity to pursue
Refine agricultural property prioritization with detailed water rights information, as time allows.	Not Planned	Not Planned	No Progress	X	No capacity to pursue
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	In Progress	X	Farm Succession Planning workshop held Jan – March resulted in meaningful engagement opportunity.
Pursue and close on disposition of Gordon Creek Farm property.	In Progress	In Progress	In Progress	X	Conceptual agreement reached to address concerns of Buyer, Counsel and their lender
Close on easement acquisition for Gordon Creek farm property.	Not Planned	In Progress	In Progress	X	Easement redrafted and successfully secured approval of Buyer, Counsel and their lender
Decision on exercise, deferral or extension of two conservation easement options.	In Progress	In Progress	In Progress	X	LLC approved exercise of 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	In Progress	X	Potential fee acquisition was approved for advancement by Board tho it ultimately did not proceed to contract. Appraised potential easement transaction and advanced discussion with partner.
Close on or substantively advance at least one other farmland transaction.	In Progress	In Progress	In Progress	X	Letter of intent signed for easement donation. Gordon Creek easement acquisition and easement option advancing
Continue to advance and enhance organizational partnerships that assist in EMSWCD’s agricultural land protection and stewardship work.	In Progress	In Progress	In Progress	X	Developed and began to implement framework for collaboration with Oregon Ag Trust. Trained on new ACEP-ALE program rules.
Work to identify a path forward for farmland access for historically disadvantaged groups.	In Progress	In Progress	In Progress	X	Scoped out land access proposal for Mudbone Grown Farm; Covid-19 postponed presentation and discussion with LLC.
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	In Progress	X	Toured Metro Councilor around EMSWCD properties and identified need for funding
Farm succession resources offered, including workshop and website resources, if time permits.	In Progress	In Progress	Complete	X	Successful Farm Succession Planning workshop (with increased attendance) held
<b>Agricultural Land Stewardship</b>					
Fee management guidelines adopted and implemented for current EMSWCD holdings.	Not Planned	No Progress	No Progress	X	No capacity to pursue.
Working farmland easement interests monitored and managed.	In Progress	In Progress	In Progress	X	
Agricultural management plans monitored and managed.	In Progress	In Progress	In Progress	X	
Lease interests monitored and managed.	In Progress	In Progress	In Progress	X	Approved subleases for Mainstem.
Complete septic system replacement at Mainstem Farm.	In Progress	Complete	Complete		
<b>Natural Resource Lands Protection</b>					
Support partner protection efforts financially with partner entity in the lead, as opportunities arise.	In Progress	In Progress	In Progress	X	Explored several new opportunities, but partners did not advance
Continue to advance and enhance organizational partnerships that assist in EMSWCD’s natural resources land protection work.	In Progress	In Progress	In Progress	X	Continued to serve 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	In Progress	X	Metro did not create any opportunities for interface during Q3
<b>Natural Area Stewardship / DPNA</b>					



Undertake weed control and plant maintenance, in-fill planting where required, in the DPNA.	In Progress	In Progress	In Progress	X	
Conduct regular wildlife surveys in DPNA, install and analyze wildlife camera footage.	In Progress	In Progress	In Progress	X	
Design and install signage denoting DPNA.	Not Planned	No Progress	No Progress		Delayed until FY 20/21
Plan and conduct open house/tour of DPNA for neighbors of DPNA and Headwaters Farm.	Not Planned	In Progress	In Progress	X	Planned for May, likely delayed due to COVID-19 restrictions
Weed control and plant maintenance, in-fill planting at Oxbow where required.	In Progress	In Progress	In Progress	X	
Maintain Oxbow pollinator hedgerows as needed, in-fill planting where required.	In Progress	In Progress	In Progress	X	
<b>Access to Nature</b>					
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	In Progress	X	Explored several new opportunities, but partners did not advance
Continue to advance and enhance organizational partnerships that assist in EMSWCD's land protection work.	In Progress	In Progress	In Progress	X	Continued to serve 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	In Progress	X	Metro did not create any opportunities for interface during Q3



GRANTS					
<p align="center"><b>Strategic Goals:</b></p> <p align="center">1. Protect and improve water quality and quantity. 2. Protect and improve soil quality and quantity. 3. Protect and improve natural habitats.            4. Protect agricultural lands. 5. Increase the sustainability of Agriculture. 6. Provide equitable access to nature.</p>					
<p align="center"><b>Program Goals:</b></p> <p>1. Complement other EMSWCD program efforts in water quality, soil health, habitat restoration and sustainable agriculture.            2. Increase environmental literacy of EMSWCD residents.            3. Increase capacity and strengthen organizational structures needed to advance equitable conservation outcomes.            4. Establish and support sustainable school and community gardens throughout the urban areas of the EMSWCD service area.            5. Increase conservation benefits for communities and populations experiencing disparities in environmental health, environmental education, and natural amenities.</p>					
Annual Activities and Deliverables	Timeframe				3 <sup>rd</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	Not Planned		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	In Progress	X	Staff continues to solicit input from program areas on priorities.
Evaluate equity outcomes in prior 2-3 years of PIC and SPACE grants based on reported metrics and final reports.	In Progress	In Progress	Not Planned		2020 PIC review in 3 <sup>rd</sup> quarter, will resume in 4 <sup>th</sup> quarter.
<b>PIC Grants</b>					
<b><i>PIC Grant administration</i></b>					
Update PIC grant application and supporting materials, receive applications.	Not Planned	Complete	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	Complete	X	99% complete at end of 3 <sup>rd</sup> quarter. Recommendations presented to board and approved at beginning of 4 <sup>th</sup> quarter.
Contract with grantees for 20 PIC awards	Complete	Complete	Complete	X	2019 PIC grants completed in 1 <sup>st</sup> quarter.
<b><i>Compliment other EMSWCD Program Efforts</i></b>					
Fund at least three restoration or monitoring projects.	Not Planned	Not Planned	Complete		Funded three restoration projects in 2020 PIC awards. These included a 5-acre restoration at Leach Botanical Gardens, a study to incorporate Traditional Ecological Knowledge into restoration at the Sandy River Delta, and continued enhancements and maintenance of 10 acres at Nadaka



					Nature Park. All projects entail significant educational components and community involvement.
Fund at least three projects that address stormwater runoff, water quality/ conservation, and/or soil erosion.	Not Planned	Not Planned	Complete		Three projects were funded that directly address stormwater runoff. Depave will remove pavement and regreen 6300 sq. ft. at public school sites. Astor School will replace 11,000 sq. ft. of pavement with trees and native plants. The City Repair Project will transform turf to native plant habitat and pollinator gardens.
Fund at least one project that promotes sustainable agriculture.	Not Planned	Not Planned	Complete		One project was funded to support sustainable agriculture. Ecotrust’s Food Systems Leadership Fellowship will facilitate a train the trainer program designed to build the capacity of local food systems leaders of color to develop and implement regenerative agriculture projects.
<b>Environmental Literacy</b>					
Fund at least three mission-specific environmental and/or garden education projects for youth.	Not Planned	Not Planned	Complete		Three projects were funded focused on EE for youth. Growing Gardens program teaches ecology and conservation through its garden education program. Camp ELSO focuses on youth of color in its summer Wayfinders Camp, including field trips to local parks and nature areas, and project-base learning in local gardens. Lower Columbia Estuary Partnership will teach kids about the Willamette River watershed through canoe trips on the river.
Fund at least five projects that contain an educational component: hands-on involvement of students or volunteers; work skills training (restoration, gardening, sustainable agriculture); and/or demonstration/interpretive element.	Not Planned	Not Planned	Complete		Six projects were funded that included significant education components, including all restoration projects. POIC works with at risk high school age students to received EE and hands-on training in restoration. Nadaka Nature Park and Leach Botanical Gardens will train and host volunteers and interns to work on restoration. Friends of Trees, Beyond Black, Voz – will all implement training in gardening, tree planting and/or restoration for under-employed POC.
<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 areas to consider for PIC 2020.	Not Planned	Complete	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	Complete		Two projects were funded that will include new food gardening spaces for students and community members. The Astor School depave project will add new food garden beds along with naturescaping. A partnership between The



					City Repair Project and Sabin CDC will build food gardens alongside native landscaping on affordable housing unit sites. (No new applications for community gardens -PP&R community garden program fully funded in 2020 acquisition budget, precluding need for supplemental funding.)
Fund the upgrade and/or maintenance of at least three community or school gardens.	Not Planned	Not Planned	Complete		Two projects were funded – one that support the use and maintenance of numerous school and home gardens, another that provides a novel garden opportunity for low-income residents. Growing Gardens will expand into preschool and high school gardens. Beyond Black’s programs will engage youth to build mobile garden boxes for apartment dwellers in East County.
<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	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	Complete		Two urban forestry projects were funded. The City of Gresham will undertake extensive planning and develop tools to build capacity for increasing tree canopy in East County. The Tri-Met Transportation District of Oregon will engage community members in increasing the urban tree canopy near TriMet light rail station in disadvantaged areas of the District.
<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	Complete		Three projects were funded that support partnerships between White-led and culturally specific organizations. Beyond Black will work closely with Outgrowing Hunger to build its organizational capacity and foster connection between OGH and the Black community in East County. Confluence’s project engages the Indigenous community to incorporate traditional ecological knowledge into resource management. Friends of Trees partners with five culturally specific groups to bring urban forestry job training to these communities.
Fund projects of at least two culturally specific organizations to help build organizational and technical capacity for conservation work.	Not Planned	Not planned	Complete		Three culturally specific groups were funded - Beyond Black, Camp ELSO and Voz Worker’s Rights Education Project. Beyond Black will be mentored by OGH; Camp ELSO will receive support for organizational development; and Voz





					will be working closely with EMSWCD Urban Lands staff to develop its programming.
Participate in the Equity Grant Makers group, EMSWCD’s Equity Team, and training opportunities to address barriers to greater equity in grantmaking and conservation funding.	In Progress	In Progress	In Progress	X	Continued participation in the internal and external DEI efforts to support the organization and the grants program.
<b>SPACE Grants</b>					
Manage the transition to new fiscal year and new deadline of SPACE in ZoomGrants online platform.	Complete	Complete	Complete		Completed in the 1 <sup>st</sup> quarter.
Fund projects that address restoration of urban habitat, stormwater management, water quality, and other on-the-ground conservation needs.	In Progress	In Progress	In Progress	X	Three projects were funded in this category, including the Lloyd EcoDistrict to remove invasive trees at the Veterans Memorial Peace Park and begin native planting, as part of a larger scale upgrade of the Park.
Fund projects that upgrade and/or maintain community and school gardens.	In Progress	In Progress	In Progress	X	Five projects were funded that enhanced school gardens and landscapes. Woodstock Elementary School planned to install a large pollinator garden to complement its food garden, also adding educational signage to the site.
Fund projects that contain an educational component: hands-on involvement of students or volunteers; work skills training (restoration, gardening, sustainable agriculture); and/or demonstration/interpretive elements.	In Progress	In Progress	In Progress	X	Three projects were funded that involved education, including a field trip by Astor School to the Columbia Slough and lessons from guest culturally specific gardeners at Beach Elementary School.
Fund educational community events focused on conservation and/or agricultural issues that reach significant numbers of EMSWCD residents.	In Progress	In Progress	In Progress	X	Two projects were funded in this category: Oregon State University for its conference on Agricultural Biodiversity on Western Farms and the Portland Area CSA Coalition for their annual CSA Share Fair to introduce the public to local CSA opportunities.
<b>SPA Grants</b>					
Attend SPA meetings and maintain familiarity with the contracts and projects.	In Progress	In Progress	In Progress	X	Ongoing interaction with SPA partners, no SPA meetings were held in 3 <sup>rd</sup> quarter.
Administer individual agreements: reimbursements, reporting and electronic files.	In Progress	In Progress	In Progress	X	SPA project administration is progressing smoothly.



## Finance and Operations<sup>1</sup>

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

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



Human Resources					
Review health and other insurance benefits to determine if changes or enhancements are needed for upcoming fiscal year.	Not Planned	Not Planned	In Progress	X	Open enrollment takes place in the 4 <sup>th</sup> quarter; however, research and comparing benefits takes place in the 3 <sup>rd</sup> quarter.
Review and update Employee Handbook/Personnel Policies.	In Progress	In Progress	In Progress	X	In progress and continuous.
Compile and provide an overview of EMSWCD's HR policies and benefits in comparison to other agencies.	Not Planned	Not Planned	In Progress	X	In progress and continuous.
Research personnel-related issues re: BOLI information/changes that might affect EMSWCD.	In Progress	In Progress	In Progress	X	In progress and continuous.
Research HR wellness and commute incentives.	In Progress	In Progress	In Progress	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	In Progress	X	Progressing, and ongoing.
Facilities, Fleet and Equipment					
Facilities					
Staff kitchen re-design and remodel at Williams Ave. Headquarters.	Not Planned	In progress	No Progress	X	No progress made. Postponed due to COVID-19.
General maintenance of building and facilities at Williams Ave. Headquarters.	In Progress	In progress	In Progress	X	In progress bi-weekly to maintain building, grounds, and composting toilet.
Complete front step and landing replacement at Williams Ave. Headquarters.	No Progress	No Progress	No Progress		No progress made. Postponed due to COVID-19.
Caulk, repair, and paint Williams Ave. Headquarters.	In Progress	Complete	Complete		Completed in 2 <sup>nd</sup> quarter.
General maintenance of buildings, equipment and facilities at Headwaters Farm.	In Progress	In Progress	In Progress	X	In progress. No issues to report.
Assist in other capital projects and planning as needed at Headwaters Farm.	In Progress	In Progress	In Progress	X	In progress. No issues to report.
Fleet and Equipment					
Assist in installation of EV charging stations and leasing of two new electric vehicles.	Complete	Complete	Complete		Completed in 2 <sup>nd</sup> quarter.
General maintenance of two remaining state vehicles and two additional leased EVs.	In Progress	In Progress	In Progress	X	In progress bi-weekly to maintain vehicles at Williams office.
Information Technology					
IT support to ensure properly functioning equipment and timely troubleshooting of technology problems.	In Progress	In Progress	In Progress	X	In progress, proceeding as planned. Staff assisted with technical issues, software licenses and hardware support,



					and with IT contractor to address significant issues and conduct maintenance. Created documentation for working remotely and began assisting staff with remote access so they would be able to work from home. Processed old computer stations and laptops to prepare for donation, and consolidated and organized peripheral hardware.
Upgrade conference room technologies for presentations, webinars, conferences, board meetings, and gatherings.	Not Planned	No Progress	In Progress	X	In progress, delayed due to COVID-19. F&O staff discussed technology options briefly during check-in meetings and a meeting was set to review options, which was then delayed. Staff set up teleconferencing accounts for meeting remotely and board/committee meetings.
Investigate wireless technologies to increase network bandwidth, stability and speed.	Not Planned	In Progress	In Progress		No significant progress made; however, reinitiated investigation due to COVID-19 rapid response in late March.
Purchase and set-up scheduled replacement computers for staff as needed.	In Progress	In Progress	In Progress	X	In progress, proceeding as planned. One new tablet was set up, other devices were repurposed and set up for new staff, and two laptop purchases were planned but delayed due to transition to working from home.
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	No Progress		No progress this quarter as other IT items took priority during transition to working from home. Moved up in priority in 4 <sup>th</sup> quarter and initiated research.
<b>Marketing and Media</b>					
Review, revise, and propose updated formal and grassroots Marketing Plan.	Not Planned	No Progress	No Progress		No progress this quarter due to time limitations during transition to working from home.
Evaluate use of billboards, public transportation, radio, local community newspapers and newsletters.	In Progress	In Progress	In Progress	X	In progress, proceeding as planned. Alex reviewed offers for newspaper and journal advertisements.
Develop, revise, maintain and add content to the website.	In Progress	In Progress	In Progress	X	In progress, proceeding as planned. Updated Native Plants, Workshops and Events, Native Plant Sale, Yard Tour, About, Land Legacy, Headwaters, Grants sections of websites in keeping with events, updates and new content or program changes. Assisted staff with web content, logistics and technical functions with regards to remote access to program offerings. Edited and posted several new posts.
Develop and integrate social media to drive traffic to website, encourage event participation and promote conservation practices.	In Progress	In Progress	In Progress	X	In progress, proceeding as planned. Assisted with getting information and updates out to public regarding COVID crisis and resulting programmatic changes, helped promote new remote program offerings. Prior to transition, promoted programs and services as per normal.



Coordinate and conduct press outreach.	In Progress	In Progress	In Progress	X	In progress, proceeding as planned. Assisted primarily this quarter with editing and sending press releases and notices for board, budget and other committee meetings.
Identify and implement advertising opportunities.	In Progress	In Progress	In Progress	X	In progress, proceeding as planned. No advertising was implemented this quarter, but some options were identified, examined and discussed with program staff.
Develop and produce program displays and other outreach material.	In Progress	In Progress	In Progress	X	In progress, proceeding as planned. Updated brochure materials, produced a new set of Headwaters Farm signs, created an electric vehicle station sign, assisted staff with editing and printing of other materials.
Coordinate translations of various materials as requested and needed.	In Progress	In Progress	In Progress	X	In progress, proceeding as planned. Assisted staff with packaging and updating brochure materials so contractors could provide translated designs. Began working on checking Russian translations of the new activity book at the end of the quarter.
Evaluate new website hosting platforms and/or content management systems and user interface for main site.	Not Planned	No Progress	No Progress	X	No significant progress this quarter due to transition to working from home. Discussed with Dan and also discussed website options and costs with neighboring SWCDs.
<b>Office Administration</b>					
General office support and public reception.	In Progress	In Progress	In Progress	X	Ongoing. Progressing smoothly, no issue to report.
Current records management in accordance with Oregon public records law.	In Progress	In Progress	In Progress	X	Ongoing. Progressing smoothly.
Research and/or develop needed policies and procedures.	In Progress	In Progress	In Progress	X	Ongoing.
Establish and maintain public access to Board and Committee information.	In Progress	In Progress	In Progress	X	Ongoing, and progressing smoothly.
Improve internal management of and access to Board and Committee information.	Not Planned	In Progress	In Progress	X	Ongoing, and in progress. No issues to report.
Setup CPR Recertification Training for all staff	In Progress	Complete	Complete		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	In Progress	X	Ongoing. Currently in progress. No issues to report.