



Jesse Steele - Accountability Report

October - November 2019

Reporting Guidelines (questions to consider as you prepare your report)

Describe what you did, when and how you are supporting your partners? What was the end product? How did you share the product with local and external basin partners? How would those partners describe the value and their satisfaction of the services provided? Please list specific examples as outlined below.

The Executive Director supervises and directs all activities of the GRMWP staff including accomplishment of all of the work elements delegated to various staff. The Director accomplishes Work Element "Regional Coordination" which includes coordination, committee participation, task force participation, recovery planning and other participation. Agencies, groups and processes the Director is involved in include the OWEB Rules Advisory Committee, OWEB Outreach Program Committee, Title II Resource Advisory Committee, the Oregon Governor's office, regulatory agencies, NPCC and NPCC staff.

Narrative Summary: (Describe how GRMW as an organization is meeting its contractual milestones & deliverables including watershed coordination, Atlas development, project review & selection, etc in collaboration with Basin Partners and BPA)

The Wallowa Atlas is being developed consistently again under Ian's leadership. The last few months the meetings have consisted mostly of project updates and getting everyone back up to speed on the Atlas. The team will meet in December to begin developing opportunities in Tier 2 BSRs. They hope to finish Tier 2 opportunities this winter. GRMW is starting to engage partners in the Wallowa Basin that have not participated in the Stepwise Process for a number of years. Our hope is that by re-engaging partners like the USFS, Wallowa SWCD and Wallowa Resources we may be able to expand our implementation capacity in Wallowa County. GRMW continues to attend partner meetings (USWCD Board meetings, NRCS meetings, project planning meetings) and is consistently attending the Union County Place-based Water Planning effort funded by OWRD. GRMW feels this is an important planning effort and wants to ensure the strategies that come out of this effort will benefit our natural resources. There is a strong interest in many of the participating landowners to look into various storage options to address summer water deficit and potentially alleviate flooding concerns in the spring. Four storage options have been identified: above ground off-channel, above ground on-channel, underground and non-structural floodplain storage. GRMW will continue to participate in this planning effort in hopes that the team will pursue a storage option that will provide benefit to aquatic species. Five project proposals were submitted to GRMW in October, two were technical assistance requests and three were implementation requests. GRMW distributed these proposals to the Implementation Team for review and hosted site visits to both upcoming projects and recently completed projects. There were some good discussions around recently completed work and how we can improve our techniques. In-follow up discussions with Trout Unlimited concerning the Sheep Creek Project, I feel the additional hand crew work they are completing with leftover funds is providing the floodplain inundation that

was lacking during the IT site visit. The IT will plan to re-evaluate Woodlee and Sheep Creek projects in the spring during high flows. The Adaptive Management subgroup has a draft paper looking at Atlas as a case study for developing a comprehensive approach to habitat restoration as called for by Rieman et al (2015). We view this paper as a first step in addressing ISRP concerns. Our next project will be to write an adaptive management plan using Atlas as the framework. This paper will further explore areas where we still need to improve in adaptive management but more importantly it will define how Atlas can serve as a adaptive management tool.

Challenges/Risks: (Identify any major challenges/risks, how you are addressing them and if you need BPA assistance)

GRMW staff is making some transitions and Kayla will begin helping to fill the role of project coordination in Union County. I would like to get the Grande Ronde Valley Subgroup meeting consistently but I may need to hand this task to other staff. I still believe this subgroup can fill an important role in identifying next steps in addressing the mortality and habitat degradation in the Grande Ronde Valley.

Lessons Learned: (Describe organizational successes and/or opportunities for improving GRMW performance including support of your partners)

GRMW's drone program needs to utilize ground control points in our orthomosaics to make them more accurate and useful to the partners. Connor has been using Google Earth coordinates but we could achieve a greater level of accuracy if our partners can grab survey points for us. Our hope is that partners can grab survey points on landmarks that will remain consistent throughout implementation (i.e. roads, large boulders, signs) and we can retroactively apply those GCP's to orthomosaics as needed.

List Monthly Training & Travel:

Trip to The Dalles for the NPCC's presentation on their draft RM&E habitat strategy.



Staff - Accountability Report

October - November 2019

Reporting Guidelines (questions to consider as you prepare your report)

Describe what you did, when and how you are supporting your partners? What was the end product? How did you share the product with local and external basin partners? How would those partners describe the value and their satisfaction of the services provided? Please list specific examples as outlined below.

Staff

Connar Stone, Alex Towne, Mary Estes, Ian Wilson

B. 191: GRMW Grande Ronde & Imnaha Basin Watershed Coordination

(B. 191) 1. Coordination with state and federal agencies, tribes, county governments, Soil Water Conservation District's (SWCD's), environmental organizations and landowner groups within the Grande Ronde Basin

- Connar Stone - Week 5 of November: Attended Nov. 26th board meeting. No quorum at this meeting so an additional meeting must be scheduled to vote on agenda items. Took down a list of available times for board members and constructed doodle poll for board to determine best time to meet via conference call.
- Connar Stone - Week 5 of November: Audio file from Nov. 26th board meeting too large to email to board members; split recording to reduce file size and emailed individually. In addition, made Jesse's presentation and board audio file available on website. This was sent to board members along with the previously mentioned doodle poll.
- Connar Stone - Week 4 of November: Sarah Brandy contacted me looking for a clip of the drone imagery showing the planting areas on BTS where/when the plantings and/or drilling for plants was taking place for WWNF's Invasive Weed Coordinator to use in a report. I referred her to Allen Childs or Jake Kimbro for the specific information and then also sent a clipped version of the most recent BTS orthomosaic showing the planting areas.
- Connar Stone - Week 3 of November: Sent Science TAC Login to Ian Wilson so he could share with Ali Fitzgerald (Snake River Salmon Recovery Board). She appeared to be interested in the fisheries information from the Lower Grande Ronde tribes and habitat opportunities in the Wallowa Basin.
- Connar Stone - Week 2 of November: Coordinated drone flight on Sheep Creek with Levi Old.
- Connar Stone - Week 4 of October: Sent 2019 Limber Jim Summer Comparison to Sarah Brandy with Wallowa Whitman National Forest as per her request.
- Connar Stone - Week 4 of October: Received file request from Winston for most recent Hall Ranch orthomosaic, sent proper files to Winston through ODFW snipe File Transfer.

- Connar Stone - Week 3 of October: Coordinated with Alex, Levi, and Jesse to figure out the best way to demonstrate the work accomplished on the Sheep Creek project during site visits with appropriate visual aids. Worked with Alex to put together a comparison of the designs to what was built using the most recent flight on Sheep Creek.
- Connar Stone - Week 2 of October: Exported audio from annual planning meeting to S:Drive for Mary along with PDF versions of presentations for board members.
- Connar Stone - Week 2 of October: Attended Annual Planning Meeting in Cove and delivered drone presentation explaining the plans for the UAS program for 2020.
- Connar Stone - Week 1 of October: Put together presentation for Annual Planning Meeting in Cove for the 2020 year describing the direction of GRMW drone program; Where we are, what we hope to accomplish, et al.
- Alex Towne - Week 2 of October: Finish board meeting presentation. Attend board meeting.
- Ian Wilson - Week 4 of November: Working on habitat report for GRMW that will capture past projects completed, current status of habitat in the Grande Ronde Basin, plan moving forward and adaptive management strategy. Upon completion, report will be shared with internal and external partners in paper copies and from shared drives. Results will guide future restoration work in guidance from ISRP recommendations.
- Ian Wilson - Week 3 of November: Installing underwater epoxy logger with monitoring coordinator Kayla in support of temperature data collection for CRITFC. The end product will be a temperature logger installed to collect annual temperature data that will be available for basin partners. Data will be shared through access to CRITFC database and installation methods will also be passed along to local basin partners. Sharing knowledge of underwater installation within GRMW was appreciated and interest from other partners Forest Service has been expressed. Reviewing and providing feedback to latest draft of Rieman response paper. Partners are supported because Rieman response address ISRP concerns of restoration work in the Grande Ronde basin. The end product will be a peer reviewed response in a fisheries journal. A local subgroup with support from CRITFC is working on the response. The response will provide recommendations for guidance of future restoration work.
- Ian Wilson - Week 2 of November: Coordinating data collected by CTUIR using scientific instrument owned by GRMW with for OWEB reporting purposes. The end product is a report to OWEB documenting how the instrument was used, for what purpose and the results. Data was shared via phone conversations and emails. Both partners were satisfied with the efficiency getting the data and the resulting report. Sharing/coordinating data sharing between Snake River Salmon Recovery Board and Wallowa basin partners. Coordinating data collected by the Nez Perce Tribe with the SRSRB related to lower Grande Ronde River tributaries. Emails with data links and connecting partners was the primary method to share information. All partners were cooperative and happy with the services provided. Walking lower portion of Wallowa River tier I property with landowner to discuss restoration options. The end product was a better understanding of what type of restoration the landowner may be willing to do. Information gained from site visit will be shared with basin partners at the next Wallowa Atlas IT meeting. Partners appreciate Wallowa County Project Coordinators engagement with landowners and development of future restoration projects. Preparing site visit report from correspondence with Wallowa River landowner, includes: pictures, discussion and potential restoration options. The end products are a clearly disseminated summary of site visit that is backed up on a shared drive and can be shared with basin

partners. Restoration partners appreciate project development, access and equality in regards to information collected and shared.

- Ian Wilson - Week 1 of November: Working on assigning sections from Habitat outline with Kayla and Jesse Typing up executive summary for Habitat Report Working with Alex to develop and use Riparian Condition Assessment and Netmap tools to develop Tier II and III
- Ian Wilson - Week 5 of October: Reading Riemen response paper and making comments Coordinating with SWCD on how to handle GA's in the future
- Ian Wilson - Week 4 of October: Reviewing OWEB FIP adaptive management plan Coordinating site visit to 6 ranch with NPT, USFWS to discuss invasive reeds canary grass
- Ian Wilson - Week 3 of October: Staff meeting in La Grande Talking with Jesse about combining cultural resource work from different agencies on the same property
- Ian Wilson - Week 2 of October: Working on presentation for GRMW annual planning meeting Sharing Google sheets version of restoration comparables worksheet for GR basin partners GRMW annual planning meeting in Cove, Or Coordinating data from GRMW to Wallowa County database
- Ian Wilson - Week 1 of October: Reviewing 2017 ISRP letter about umbrella project recommendations Developing presentation for annual planning meeting Communicating with commissioner and landowner about high water damage on Fence Cr. (Imnaha River) Coordinating with ODFW about past projects (Bakers) and future opportunities (Snyder) Coordinating with TU about current and upcoming projects Coordinating with IT staff to provide project database information for Wallowa County natural resource plan

(B. 191) 2. Participation on various working groups, committees, task forces, stakeholder groups and advisory committees within and outside of the Grande Ronde Basin.

- Ian Wilson - Week 4 of November: Attend GRMW board meeting in Elgin, provided update/highlights of Wallowa County Coordinator activities to the Board and learned more about coordinators role in presenting proposals to the board. Meeting notes captured events and discussion. Attendance helped facilitate learning and future presentations for Wallowa County Project Coordinator, benefiting partners.
- Ian Wilson - Week 2 of November: Natural Resource Advisory Council technical monthly team meeting to discuss and begin updating County Salmon Recovery Plan, update projects among different agency partners. The end product will be the updated Salmon Recovery plan, a document that can be used for local land use planning as well as seeking funding for restoration work. Stream reaches from Wallowa Atlas will be used to inform the updated version of the County Salmon Plan. Input from a GRMW representative who understands Atlas is highly valued. Held separate 'Atlas tutoring' meeting with core partners involved with updating the Wallowa County Salmon Recovery Plan. The end product will be the updated Salmon Recovery plan, a document that can be used for local land use planning as well as seeking funding for restoration work. The product was shared using the Wallowa Atlas Matrix, Atlas user manual and presentation on Atlas development. The partners were grateful to have an interpretation of the Atlas matrix and supporting documents.
- Ian Wilson - Week 1 of November: Working with Wallowa County employee Katy Nesbitt to talk about how Atlas can help inform updating Wallowa County Salmon Plan
- Ian Wilson - Week 2 of October: Natural Resource Advisory Committee technical committee coordination (database)
- Ian Wilson - Week 1 of October: Participate in Wallowa County salmon steering committee that will guide update to Wallowa County/Nez Perce Salmon Habitat

plan Talking with NRCS representative Cynthia Warnock about my responsibilities on the Natural Resource Advisory Council technical committee

(B. 191) 3. Organize and conduct monthly information sharing/coordination meetings for basin partners.

- Ian Wilson - Week 3 of November: Updating Executive Director on activities of Wallowa County project coordinator and weekly staff meeting in La Grande. Coordination among GRMW staff facilitates project development, monitoring and coordination for partners. Staff meeting notes are captured for weekly meetings and relevant information are shared with basin partners. Value of weekly coordination is important to ensure GRMW can deliver important services to basin partners.
- Ian Wilson - Week 2 of November: Coordinating GIS layers to be sent from Alex (GRMW) to Jean (Wallowa Resources) that will be used in support of updating the Wallowa County Salmon Recovery Plan. The end product will be an updated historically important land use planning document. Email coordination was used to share information between internal/external basin partners. The partners were very happy to receive useful information in a timely manner, to the satisfaction of all. Sharing/coordinating data sharing between Snake River Salmon Recovery Board and GRMW. The end product was getting access for SRSRB to our online GIS platform with public data layers related to salmon/steelhead populations in the lower Grande Ronde River. The partner was very satisfied that I was able to respond quickly and with relevant data to her request.

(B. 191) 4. Provide technical assistance upon request to landowners (resource consultation, permitting, funding sources).

- Ian Wilson - Week 4 of October: Communicating with landowner (Makie) on Clark Fork about flooding issues. Relayed to Aaron Bliesner (USWCD).
- Ian Wilson - Week 3 of October: Landowner coordination with Dean's - Grande Ronde River Site visit to Marr property with landowners to better understand approach that will assist with Fence Cr. high water threatening infrastructure Communicating with Heidi Hartman (DSL) about two sites in Wallowa County that will likely be General Authorizations (Dean and Marr)
- Ian Wilson - Week 2 of October: Site visit to lower Grande Ronde River (Dean property) to assess conditions and decide on best action(s) moving forward. Coordinating site visit to Fence Cr. Communication with landowner on the lower Grande Ronde River about possible project

(B. 191) 5. Coordinate with BPA, state and federal agencies, tribes and landowners as needed to plan and implement restoration projects in the Grande Ronde Basin.

- Ian Wilson - Week 4 of November: Coordinate with Wallowa Resources, BPA, NPT and The Freshwater Trust to explore water conservation and modeling in Bear Creek. Topic will be covered and shared with partners at January IT meeting. Project development is an important step in restoring watershed processes in Wallowa County.
- Ian Wilson - Week 5 of October: Preparing documents for site visit on Wallowa River with TU
- Ian Wilson - Week 4 of October: Site visit to Chesnimnus Creek with landowner to discuss potential future project work
- Ian Wilson - Week 3 of October: Coordinating on Wallowa River project with Levi (TU) Working on Snyder diversion (Wallowa River) technical assistance grant Communicating with Jenna Peterson (BPA) about upcoming project in Wallowa County and potential to combine cultural resource survey work with NRCS.

- Ian Wilson - Week 2 of October: Coordinating with TU and OWEB about applying for upcoming TA grant for potential project Conference call with TU about tier I project opportunity in Wallowa County Working on OWED TA grant for Snyder diversion fish passage project. Coordinating site visits to Chesnimnus Cr.

C. 114: Identify and Select Projects

(C. 114) 3. Arrange/conduct on-site Atlas Implementation Team reviews for prospective Atlas restoration projects

- Ian Wilson - Week 4 of October: IT site tour in upper Grande Ronde basin

(C. 114) 8. Facilitate monthly coordination Implementation Team meetings to track development of restoration opportunities identified in the Atlases with project partners and opportunity leads.

- Ian Wilson - Week 1 of November: Hosting monthly Wallowa Atlas IT meeting at Joseph Field Office

D. 114: Identify and Select Projects

(D. 114) 1. Facilitate prospectus review and provide feedback to Opportunity Lead/sponsor.

- Ian Wilson - Week 5 of October: Coordinating monthly meeting with Atlas partners

(D. 114) 4. Prepare Site Visit Reports and provide to project sponsors.

- Ian Wilson - Week 5 of October: Created Word templates for site visits and project opportunities. Transferring written notes from site visits/project opportunities to the shared drive. Typing up notes from site tour (Woods) and project development Typing up agenda for site tour (Wilson-Haun) Transferring written notes, pictures and maps from site visits/project opportunities/communications to the shared drive

(D. 114) 8. Facilitate monthly coordination Implementation Team meetings to track development of restoration opportunities identified in the Atlases with project partners and opportunity leads.

- Ian Wilson - Week 4 of November: Scheduled Atlas IT team meeting for December. Atlas IT team meeting in December will be used to discuss previous action items, share recently gathered data on project opportunities and a chance for partners to update the group on project development. Partners appreciate coordination efforts to continue restoration work in Wallowa County.
- Ian Wilson - Week 4 of October: Atlas agenda development, follow-up action items. Setting up subgroups for tier II and III development Coordinating Atlas meeting time, place and ways to participate
- Ian Wilson - Week 1 of October: Facilitate monthly coordination meeting with Wallowa County Atlas IT team. Take high level notes at IT meeting and record action items

E. 114: Identify and Select Projects

(E. 114) 1. Continue development of the Restoration Atlas with core partners in accordance with the implementation guidelines, the Atlas User's manual and terms and conditions within this contract.

- Ian Wilson - Week 3 of November: Tour of Chesnimnus Creek and tributaries with Alan Miller and Montana Pagano to assess previous habitat work and

potential future opportunities. Purpose of tour was to get better understanding of previous perturbations and opportunities in MCC1 subwatershed to help inform the development of this tier II. Notes from tour will be recorded and stored on the GRMW shared drive and shared with basin partners during Atlas development. GIS data layers of previous habitat work from the Forest Service will be acquired and amended to GRMW GIS data. The value of completing the Atlas prioritization framework is important so partners can complete feasible restoration work.

- Ian Wilson - Week 2 of November: Reading Atlas user manual for Catherine Creek and Upper Grande Ronde to get a better understanding of Atlas and prepare for Wallowa County Atlas development. The end product will be a better understanding of the Atlas prioritization framework and helping to finish developing the Wallowa Atlas IT. Partner satisfaction will be measured in terms of Wallowa County project coordinators ability to lead Atlas development.
- Ian Wilson - Week 1 of November: Typing up notes from site visit (Wilson-Haun) Planning subgroup meetings to develop tier II and III Taking high level notes, sharing information and assigning action items at monthly Wallowa Atlas meeting

(E. 114) 2. Coordinate and facilitate the development of the Restoration Atlas with assistance from BPA.

- Alex Towne - Week 1 of November: Attend Wallowa Atlas meeting.
- Ian Wilson - Week 4 of November: Recording high level notes from tour of past and future restoration opportunities on the north zone, Wallowa Whitman National Forest with representatives from the United States Forest Service and Nez Perce Tribe. Information will be used to develop the tier II subwatershed, Joseph Creek as well as inform and select project opportunity leads. Notes will be shared at the next Atlas IT meeting, stored on a GRMW shared drive and available to basin partners. Alan Miller (USFS) appreciated the notes/action items generated during the tour. Meeting with Nez Perce Tribe representative to discuss logical steps Atlas development prior to subgroup meeting in December. Efficient subgroup meeting will be the end product. Products will be shared with local partners at subgroup meeting. I believe partners will appreciate coordination that facilitates efficiency.

(E. 114) 7. Schedule and facilitate the subgroup meetings using the best available data (scoring fish periodicity, utilization, limiting factors, restoration actions, opportunity, and sub watershed prioritization).

- Ian Wilson - Week 3 of November: Organizing subgroup meetings from final doodle poll, reviewing past subgroup meetings and developing agenda for next subgroup meeting. The end product will be subgroup meetings used to develop tier II and III subwatersheds in the Wallowa Atlas. Products are shared using a combination of doodle polling, email communication and in-person meetings with subgroup participants. Partners understand the value of small technical groups organized to complete the Wallowa Atlas.
- Ian Wilson - Week 2 of November: Schedule subgroup meetings using a Doodle poll to determine availability of partners. The end product will be separate subgroup meetings that will be held to develop the remaining tier II and III subwatersheds of Wallowa Atlas. The scheduling was shared with partners using a Doodle poll to determine when subgroups could meet. The partners were responsive and familiar with the poll, leading me to believe they are satisfied.

(E. 114) 8. Produce restoration opportunity maps within each subwatershed in GIS format.

- Alex Towne - Week 4 of November: Complete first run of RCAT for BSC2.
- Alex Towne - Week 3 of November: RCAT error fixes. Solicit Connor's help with python editing for tools. Run tools on subwatershed BSC2.

- Alex Towne - Week 2 of November: RCAT analysis on Wallowa subwatershed BSC2 upper Big Sheep.
- Alex Towne - Week 1 of November: Start pre-processing and gathering of data for running RCAT (Riparian Condition Assessment Tool) on upper Big Sheep (tier II Wallowa Atlas) to aid in opportunity mapping.
- Alex Towne - Week 4 of October: Read paper on RCAT, research tool and ways to use it for mapping tier II & III opportunities in the Wallowa Atlas.
- Alex Towne - Week 1 of October: Attend Wallowa Atlas meeting - research/review landfire data and valley bottom models and data that might be useful in mapping tier II & III opportunities.

F. 122: Provide Technical Review and Recommendation

(F. 122) 1. Assist partners with project activities and provide technical assistance, review and comments (as requested) for the above projects and other requests from basin landowners and partners as they arise. Assistance may include guidance, recommendations, GIS products and/or remote sensing data to assist in environmental compliance and permits.

- Ian Wilson - Week 4 of November: Review of Lostine River side channel complex basis of design report and provide feedback for upcoming 30% RRT meeting. The end product will be feedback stored on pdf documents that will be shared with RRT team during 30% RRT. I believe partners will find value in coordinator feedback.
- Ian Wilson - Week 2 of November: 30% review of Wolfe Wetland plan set to provide technical and grammatical feedback. The end product will be communicating my feedback with the restoration review team at our next scheduled meeting. Anticipated results from feedback by GRMW rep are expected to be positive.

G. 115: Produce Inventory or Assessment

(G. 115) 1. Coordinate collection, dissemination and storage of GIS data to support partners per request process

- Alex Towne - Week 4 of November: Update GIS data, download new versions of NHD and StreamNet fish distribution layers. Create new folders to house all data and clip layers to GRMWGIS folders for data within GRR basin.
- Alex Towne - Week 5 of October: Complete spreadsheet for habitat report maps including data we have, data we need, and map reference.
- Alex Towne - Week 3 of October: Work on data gathering for habitat report maps.

(G. 115) 2. Create/modify/prepare map products and process data in support of project partners, opportunity leads and Atlas assessment, implementation activities per request process

- Connor Stone - Week 3 of November: Processed orthomosaic of Sheep Creek East Meadow and Sheep Creek Main Stem. Sent results to Levi Old with TU.
- Connor Stone - Week 3 of October: Uploaded Wallowa Baker project flight for 2019-9-24 to GRMW FTP. Sent links to imagery to John Baker. Created a printable lower resolution version for John.
- Connor Stone - Week 1 of October: Reprocessed MUGR for .5ft x .5ft version. Included TFW and PRJ files. Uploaded to FTP and sent link to Allen with CTUIR as per his request.
- Alex Towne - Week 3 of November: Update stream gauge map for place-based planning group, rework map into one document with label key including all gauges active and inactive.

- Alex Towne - Week 2 of November: APE maps for Levi on Inidan Creek.
- Alex Towne - Week 1 of November: Project map for Rieman response paper.
- Alex Towne - Week 5 of October: Create map of stream gauges in Union Co. for place-based planning group.
- Alex Towne - Week 3 of October: Make poster of Sheep Creek drone imagery pre and post project.
- Alex Towne - Week 2 of October: - Create maps for survey crew of 2019 AqI reaches (map linear features). - Fix broken web app for Wallowa Atlas, update tax lot layer. - Update Wallowa Atlas opportunity web app ->add upper Big Sheep opportunities. - Create APE map for Wilson-Haun project on the Wallowa River.
- Alex Towne - Week 1 of October: Review sample habitat report with Ian and discuss maps for our habitat report. Create list of maps from sample report.
- Alex Towne - Week 1 of October: - Create photo points with attribute table information from AqI survey for the survey crew to match photos to location. Make interactive map document for crew to use. - Measure in GIS approximate length of dry reaches from AqI surveys for survey crew. - Update future project maps for Jesse. - Work on running imagery classification tools on Limber Jim section for board presentation. Start putting together board meeting presentation.

(G. 115) 4. Provide GIS support for partners and assure access to data and products

- Alex Towne - Week 2 of November: Share Wallowa Atlas subwatershed data with Jean J. at Wallowa Resources to help in their work on the Salmon Recovery Plan.

(G. 115) 5. Georeferenced aerial imagery

- Connar Stone - Week 4 of November: Processed orthomosaic of Bird Track Springs. Rectified results with about nine google map GCPs and sent results to partners at CTUIR (Allen, Jake, Travis, David) and Sean Welch at BPA.
- Connar Stone - Week 2 of November: Flew East Sheep Meadow (meadow adjacent to Sheep Creek Project), not enough time left in the day to fly the main stem.
- Connar Stone - Week 2 of November: Charged equipment and flew Limber Jim project for Orthomosaic.
- Connar Stone - Week 2 of November: Completed georectification of Sheep Creek imagery to design plan set. Sent resulting file links to Jesse for dissemination.
- Connar Stone - Week 2 of November: Charged equipment and flew Bird Track Springs and Sheep Creek Main Stem for orthomosaics. Also captured photos of wood structure and beaver-like dams on Sheep Creek Main Stem which seemed to be interacting well with the channel, activating the floodplain.
- Connar Stone - Week 1 of November: Worked on georectifying Sheep Creek imagery to design plan set Auto Cad files.
- Connar Stone - Week 5 of October: Georectified 2019 Woodlee imagery to design plan set. Exported to layered PDF and sent result to Sean Welch and Jesse Steele.

(G. 115) 6. Write queries, extract data, summarize and provide to BPA, OWEB, and other partners as requested. Data summaries along with project maps are produced and displayed on the GRMW website. A project summary report and map depicting locations of projects funded through the GRMW in 2019 will be submitted to BPA at the end of the contract period.

- Connar Stone - Week 3 of October: Completed building list of Wallowa projects with pertinent information for Ian to send to Cynthia Warnock. Compiled into excel document and sent to Ian.
- Connar Stone - Week 2 of October: Worked on compiling list of Wallowa projects from our database for Ian to give to Cynthia Warnock with Wallowa SWCD. Wallowa SWCD is working on creating list of natural resource projects completed in Wallowa County. This data includes funding amounts and project locations, specific metrics such as miles of road improvement and acres treated, and identification of sponsors and funders.

H. 160: Manage GRMW Project Database & Website Interface

(H. 160) 1. Monitor and maintain GRMW website (www.grmw.org). Expand the GRMW website to show GRMW Project Summaries, the Grande Ronde Basin Project Database and Step Wise Process Projects.

- Connar Stone - Week 5 of November: Issue uploading new documents to website due to space restriction. Deleted large files on server to save space-- files now able to upload without issue.
- Connar Stone - Week 5 of November: Updated board meetings area of website with proper dates and documents.
- Connar Stone - Week 4 of November: Detected another tenacious brute force attack on grmw website. Blacklisted IP address 139.162.28.120 and sent notification of abuse to Linode (the offending IP address server host) at abuse@linode.com.
- Connar Stone - Week 2 of November: Reported tenacious brute force attack on grmw website server to abuse@publicdomainregistry.com with the offending IP address. Address 206.189.55.253 has been blacklisted from server.
- Connar Stone - Week 4 of October: OpenStreetMaps base map for inserting projects in GRMW database is outdated and must be changed for the sake of adding the precise location of future project. Updated backend code to use Google Maps base map layer instead. Overloaded django functions to accommodate for the change in the base map, but the exported data does not match the database; therefore, I had to also write a custom script in javascript to accomodate for the change and update the fields submitted to match the database format.

(H. 160) 2. Develop, organize and maintain a comprehensive data dictionary that houses data layers, shape files. Historic and contemporary geo-rectified aerial imagery, digital terrain models, and other applicable data stored on GRMW data servers.

- Connar Stone - Week 5 of November: Inserted projects in GRMW project database: Lostine River Tulley-Hill Fish Passage Improvement and Bird Track Springs Restoration. Awaiting completion report on Bird Track Springs before entering proper metrics, project set as active in the meantime.
- Connar Stone - Week 3 of November: Renewed NoIP dynamic hostname for grmw.myftp.org.
- Connar Stone - Week 2 of November: Inserted projects into GRMW database. Fixed projects previously lacking information in database from FY 2007-2016: Wallowa Fish Habitat Restoration Partnership TA and Wallowa Mountain Bull Trout Monitoring Phase i-iv.

J. 99: Outreach and Education

(J. 99) 4. Promote the program's mission and activities through the media (newspaper, radio).

- Ian Wilson - Week 1 of October: Deliver Ripples publications to local businesses in Wallowa County (Joseph and Lostine)

(J. 99) 6. Assist other agencies in their educational/volunteer activities.

- Ian Wilson - Week 1 of November: Coordinating with Dave Heramsimtchuk (Freshwater Illustrated) for landowner access on 6 Ranch and McDaniel Ranches as part of an educational film highlighting salmon restoration Meeting with Freshwater Illustrated to assist with access/questions during filming

(J. 99) 8. Prepare brochures and newsletters for publishing.

- Alex Towne - Week 1 of November: Update brochure preview layout.
- Alex Towne - Week 5 of October: Update part of an older outreach brochure. Make a preview jpg of brochure for Rieman report.

K. 99: Outreach and Education

(K. 99) 1. Rippled - Winter

- Ian Wilson - Week 4 of November: Coordinating with Wallowa Resources and Nez Perce Tribe to develop Ripples article about removing damaged planting cages in Chesnimnus Creek area. Ripples article distributed in local newspapers and businesses. The Wallowa County Project coordinator receives a lot of positive feedback from members in the community in support of outreach efforts from the Ripples publication.

(K. 99) 3. Ripples - Fall

- Mary Estes - Week 1 of October: Picked up, folded, mailed and delivered the Ripples Newsletter.

L. 119: Manage and Administer Projects

(L. 119) 1. Manage and administer this BPA contract, includes: SOW renewal package - budget and property inventory, and invoicing as well as submitting final invoice 90 days after expiration of previous contract for close out purposes.

- Mary Estes - Week 4 of November: Checked online banking for transactions. Wrote out checks to vendors. Pulled GSA vehicle invoice off website. Called Brian at Elgin Community Center regarding key to the center for our Board meeting. Took meeting minutes at the Board meeting. Prepared calendar and Board packets for the Board meeting.
- Mary Estes - Week 3 of November: Started working on new Board member notebooks. Wrote checks out to vendors. Sent Jim Zacharias his copy of the court resolution appointing him to our Board. Updated program's phone list of the Board Members and Staff. Entered transactions into QuickBooks and on project spreadsheets. Budget item line transfer on BPA 79905-003. Checked online transactions.
- Mary Estes - Week 2 of November: Copies project proposals for Board Meeting. Drafted an agenda for November Board Meeting. Checked online banking for transactions. Wrote out checks to vendors. Entered transactions into QuickBooks and on spreadsheets. Called Community Bank on fees on the bank statements. Emailed Annette, Union County, regarding Norm Cimon's new term as Board Member. Mailed Board meeting information out to the Board Members. Submitted mileage on GSA website. Made name plates for new Board Members.
- Mary Estes - Week 1 of November: Updated the main voicemail greeting. Finalized meeting minutes and mailed those out. Checked online banking for transactions. Wrote checks out to vendors. Updated Board Member attendance

at Board meetings. Filed in project and program files. Signed up for GSA Vehicle training.

- Mary Estes - Week 5 of October: Checked online banking for transactions. Prepared invoices for approval. Wrote checks out to vendors. Worked on the annual planning session minutes. Billed BPA 79905-003 GRMWF. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 4 of October: Checked online banking for transactions.. Worked on the annual planning session minutes. Wrote checks out to vendors.
- Mary Estes - Week 3 of October: GSA drive thru entered mileage and changed password. VCSS changed password and pulled vehicle invoice. Received approvals on invoices and receipts. Bought stamps at the post office. Entered transactions into QuickBooks and on project spreadsheets. Ordered box lunches for site visits. Filed in the project files.
- Mary Estes - Week 2 of October: Checked online banking for transactions. Wrote checks out to vendors. Participated in our annual planning meeting in Cove by taking minutes. Called Elgin Community Center on reserving their conference room for our November Board Meeting. Emailed Wallowa County Commission and Union County Commission on new Board Member appointments. Emailed new Board Members, Bill and Jim, regarding their contact information. Sent Jesse an email regarding Jim Webster and Norm Cimon's terms expiring and needing updated.
- Mary Estes - Week 1 of October: Fixed minutes and newsletter mailing lists. Called the Observer regarding an article on Jesse Steele, new Executive Director. Checked online banking for new transactions. Wrote up a write up on Jesse for Susan, Board Member for the annual planning session. Called the Ascension Conference Center on the annual planning session to make sure everything was a go. August Board meeting minutes mailed out to the public.

(L. 119) 2. Perform all administrative office support for the GRMW

- Mary Estes - Week 4 of November: Read over new grant for Youth and Community Engagement with partner Forest Service. Read over letter from OWEB on grants expiring.
- Mary Estes - Week 3 of November: Set up OWEB Longley Meadows grant into QuickBooks, spreadsheet and file folder. Emailed Winston, ODFW, on the updated budget for McDaniel Phase 3 project. Spoke with Kayla on the progress report for OWEB Grande Ronde Basin Monitoring grant. Went over Kayla's payroll with Jesse splitting up her time between BPA and OWEB. Billed OWEB 218-8390-16793 Fish Surveys. Worked on Whiskey Creek administration letter/invoice for final billing.
- Mary Estes - Week 2 of November: Emailed Winston, ODFW, on completion reports for OWEB Krebs and McDaniel projects. Emailed Katy, OWEB, on the status of the Longley Meadows grant. Billed OWEB 218-8205-16553 Woodlee Restoration grant. Submitted extension request to OWEB for the Bowman project.
- Mary Estes - Week 1 of November: Billed OWEB for November Enterprise office lease. Worked on an extension on OWEB grant for Bowman. Emailed partners that have upcoming reports due at OWEB.
- Mary Estes - Week 5 of October: Changed password in grants.gov. Went over budget with Jake, CTUIR, on Bird Track Springs grant. Emailed OWEB questioning the Forest Service invoices and bill for collection.
- Mary Estes - Week 4 of October: Emailed Leilani, OWEB, on conservation easements. Looked over GSA replacement vehicle information. Put together an invoice for administration on the Woodlee Restoration grant. Worked on OWEB 218-8205-16096 Network Coordinator final billing. Sent Joe Platz an email regarding information needed for the Woodlee Restoration final billing.

- Mary Estes - Week 3 of October: Billed OWEB 216-8205-15455 Bird Track Springs. Checked OGMS on project status.
- Mary Estes - Week 2 of October: Sent OWEB the October lease invoice for the Enterprise Office. Spoke with Kyle with grants.gov on certifying funding in ASAP for us to use on the film crew grant. Sent OWEB match forms to Joe Platz, Forest Service. Billed BPA and OWEB on the gauging station grant/contract. Spoke with Jesse on the budget for McDaniel. Set up OWEB 220-8205-17218 Monitoring Network Coordinator grant in QuickBooks, spreadsheet and file folder.
- Mary Estes - Week 1 of October: Checked ASAP for NOAA's payment on the film crew grant. Called Joe Platz on the Woodlee Restoration grant billing. Left Aric Johnson, Forest Service, on a monitoring report needed for 216-5001-12038 Meadow Creek Wells. Called Network of Oregon Watershed Councils on their new mailing address. Sent Joe Platz information on the Woodlee Restoration project completion report. Spoke with Rick, McNary Mitigation Funds regarding the budget for the Wallowa McDaniel project. Financial reports to the finance committee. Updated my project tracking sheet. Checked OWEB's OGMS for status on project reports. Sent Jesse an email regarding the completion report for Whiskey Creek Restoration and a progress report on the Grande Ronde Basin Monitoring grant. Deobligated funds on BPA contract 79905-005 design McDaniel. Emailed Mike Lambert, CTUIR, the letter from the Board to BPA regarding Catherine Creek Hall Ranch for Allen Childs. Emailed Coby Menton on disbursements quarterly for the OWEB Capacity Grant.
- Connar Stone - Week 3 of November: Helped Alex fix ArcGIS toolbox errors. Classification tool errors resulted from conflict of dependencies on other packages and errors in the python code written for an earlier version of python. Fixed all errors by updating the code and installed the needed dependencies to correct the errors. Tool now functions as intended.
- Connar Stone - Week 2 of November: Downloaded Whiskey Creek photos from camera for Jesse and placed them on the S:Drive.
- Connar Stone - Week 5 of October: Attempted to fix most recent version of the Habitat Model from North Arrow Research, but the program will not compile without a working version of Qt5 with the correct version of C++. Open source versions of the software exist, but I will need to download several packages and dependencies to get everything working and even then I am unsure if the program will run without major errors. There's a good chance that the error will require more expertise with C++ than I currently have, but at the very least I can try to fix it.
- Connar Stone - Week 4 of October: Set up GoToMeeting Call for Staff Meeting for Ian to call in from the Enterprise office.
- Connar Stone - Week 3 of October: Sent TeamViewer authentication code to Alex to license the Remote Desktop software for her computer.
- Connar Stone - Week 2 of October: Placed order with TechSoup for TeamViewer liscence for GIS computer. TeamViewer is a remote access program which allows Alex to access her work desktop locations outside of the office.
- Connar Stone - Week 1 of October: Fixed report errors for Dark Canyon Reach Database for Sandy (Summer Survey Crew).

(L. 119) 3. Submit cost share data for GRMW and their partners with projects under 1992-026-01.

- Mary Estes - Week 2 of November: Submitted FY19 Cost Share in Cbfish.

- Mary Estes - Week 4 of October: Emailed Tracy, BPA on the cost share information in Cbfish. Sent out emails to partners regarding sending in their cost share information on the projects for FY19.

(L. 119) 4. Maintenance of office equipment (PCs, network, phones, printers)

- Connar Stone - Week 5 of November: Phone system issue, no one is able to access their mailbox via the voicemail button. Found a workaround for users to access mailboxes, but there is no clear reason why this issue should have cropped up in the first place unless someone perhaps has changed settings in the phone system. Working on solution to return phone system to its previous configuration.
- Connar Stone - Week 3 of October: Replaced network cable on Lanier copier/printer to help increase speed of print operations.

M. 141: Produce Other Report

(M. 141) 1. Prepare bi-monthly accountability reports and submit to BPA GRMW Project Team (Sean Welch & Tracy Hauser) via e-mail. Several months may be combined for efficiency when warranted. Once PM has reviewed, the reports will be uploaded to PISCES

- Mary Estes - Week 4 of November: Entered my October and November accounting reports.
- Mary Estes - Week 1 of October: Submitted my August and September accountability reports.
- Connar Stone - Week 1 of November: Updated staff accountability report bullets to reflect changes in Work Elements.
- Connar Stone - Week 5 of October: Completed and compiled BPA Accountability report for August/September. Sent to Tracy Hauser at BPA.
- Alex Towne - Week 3 of October: Prepare August/September accountability report.
- Ian Wilson - Week 4 of November: Preparing bi-monthly accountability report to be submitted to BPA pm by updating weekly duties. End product will be a completed bi-monthly report for review. Final document will be uploaded to PISCES. Review is primarily internal in nature and not from partners from my understanding.
- Ian Wilson - Week 3 of November: Prepared BPA accountability report at request of funding agency. The end product will be a bi-monthly report of activities associated with current statement of work. Reports are shared with funding agency only and not external basin partners.
- Ian Wilson - Week 2 of November: Updating BPA accountability report
- Ian Wilson - Week 1 of November: Updating BPA accountability report
- Ian Wilson - Week 3 of October: Updating duties in to accountability report
- Ian Wilson - Week 2 of October: Updating weekly duties in to accountability report
- Ian Wilson - Week 1 of October: Updating weekly duties in to accountability report

N. 132: Produce Annual Progress Report

(N. 132) 7. Project monitoring activities

- Connar Stone - Week 3 of October: Updated flight request sheet to reflect most recent requests for UAS support on projects.
- Alex Towne - Week 2 of November: Assist Connar with drone flights on Limber Jim Creek and East Sheep Creek