



## - Accountability Report

December - January

### **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)

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

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

**List Monthly Training & Travel:**



## Staff - Accountability Report

December - January

### **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, Jesse Steele, Coby Menton, Mary Estes**

### **A. 165: Assist GRMW partners to complete environmental compliance requirements for GRMW-funded projects (as requested)**

#### **(A. 165) 5. Cultural Resource surveys and reports**

- Jesse Steele - Week 2 of January: Continued working with archaeologist to provide data requested by Aaron Naumann for the Whiskey Creek Project.
- Jesse Steele - Week 2 of December: Coordination call with the archaeologist on the Whiskey Creek Restoration Project.
- Jesse Steele - Week 2 of December: Emailed data to Aaron Naumann for the Whiskey Creek Project.
- Jesse Steele - Week 1 of December: Coordination call with Aaron Naumann from BPA on the Whiskey Creek Restoration Project cultural clearance.

### **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**

- Coby Menton - Week 5 of January: Wallowa County Salmon Plan: In the coming year the plan will be updated. The purpose of the update is to make the plan more relevant, reference current and existing science, and transition to a more current method of utility and delivery while maintaining utility to Wallowa County and land use planning. Wallowa Atlas is one of the plans that will be referenced and incorporated as it is the most current compilation of fisheries science in Wallowa County. Several aspects of natural resources management including weeds, forests, and range will be included in the update. Partners include natural resources managers in Wallowa County working under the direction of the Wallowa County Board of Commissioners.
- Coby Menton - Week 4 of January: 2018 Power Council Report: This report due annually at the end of February includes a summary of work done in the Grande Ronde Basin that was funded by BPA during calendar year 2018. Work done in Wallowa County includes continued operation of GRMW Subbasin Gauging Station Operation 2018 where 12 stream flow gauges are funded and

operated continuously, Tamkaliks Side Channel and Wetland Complex design work and commitment to fund implementation in summer 2019, commitment of fund design for Lostine Wetland and Side Channel Complex Design, and commitment to fund design work for Lostine River - River Mile 5.7 Floodplain and Side Channel Enhancement Project. All of these project are located in Wallowa Atlas Tier 1 high priority watersheds in Wallowa County.

- Coby Menton - Week 4 of January: Wallowa Lake Dam: Coordinate with GRMW Executive Director Jesse Steele and BOD Chair Susan Roberts regarding support for the rehabilitation of the Wallowa Lake Dam. Wallowa Lake Irrigation District and their engineer Mort McMillen are proposing to use State of Oregon funds identified in the Governors budget to rehabilitate the dam starting June of 2020 and ending in 2021. A multitude of benefits would result from this effort including maintained flood control for Wallowa County communities, improved reservoir storage capability, fish passage to Wallowa Lake, improved flow in the Wallowa River, and the foundation for future water conservation efforts in Wallowa County. Several of these deliverables will contribute to fisheries restoration in Wallowa Atlas Tier 1 areas, specifically improved flow in the Wallowa River.
- Coby Menton - Week 2 of January: Wallowa Atlas: Atlas work this week included final meeting notes delivery and continued work on Wallowa Atlas Implementation Guidelines. The guidelines document is near final and will be finalized at the February Wallowa Atlas meeting. Other Atlas work included discussion of the McDaniel 3 project and how it was prioritized and ranked in Atlas. Partners include Wallowa Atlas Implementation Team.
- Coby Menton - Week 2 of January: Wallowa County NRAC: The January 2019 meeting was held on the 8th and included a Wallowa County Salmon Plan presentation delivered by retired extension agent John Williams, project updates, and review of prior meeting minutes. Most members of the current technical advisory committee are relatively new and the presentation was intended to give a historical perspective of the Salmon Plan. Projects discussed at the meeting include a quick update on Wallowa Atlas, Wolfe Wetland, Lostine Town Project and Tamkaliks. Partners include natural resources managers working in Wallowa County.
- Coby Menton - Week 2 of January: Pisces: Work in Pisces this week required completing a quarterly report for the stream gauging program in the Grande Ronde Basin. At this time the program is on track to produce identified deliverable of 12 stream flow records at the end of the water year on 9-30-2019. At the request of Hauser (BPA) I modified WE E in the GRMW admin contract to reflect Wallowa Atlas implementation in Wallowa County.
- Coby Menton - Week 3 of December: Agency Coordination: At the request of NPT Watershed I attended a monitoring planning meeting with NPT research, monitoring, and watershed staff. Monitoring staff from Lapwei may be available to continue monitoring restoration work implemented in Wallowa County in the coming years. If this is realized then input from research and restoration personnel is valuable in guiding this effort to maximize monitoring benefit. Projects in queue for this work include Tamkaliks, Lostine Town Project, and the Wolfe Wetland. This work is in addition to the in progress work occurring at Tulley Hill and Sheep Ridge.
- Coby Menton - Week 3 of December: Wallowa Atlas: Coordinate with BPA (Kaplowe) for the development of Wallowa Atlas Implementation Guidelines. We are using the Catherine Creek and UGR guidelines as the model for Wallowa Atlas. The DRAFT document will be the discussion topic for the January Atlas meeting with the intent of the guidelines being in place prior to the next project solicitation in the late winter of 2019.
- Coby Menton - Week 1 of December: Wallowa Atlas: Begin drafting and review of Wallowa Atlas Implementation guidelines document. The Wallowa Atlas guidelines will be modeled after those guidelines already in place for both

Catherine Creek and the Upper Grande Ronde. This document will serve as a code of conduct and process by which projects identified in Atlas will be implemented. The goal is to have this process in place prior to the next funding solicitation in the Spring of 2019. Initial review is a cooperative effort between BPA (Kaplowe) and GRMW (Menton and Oveson). The initial draft will be sent to the Wallowa Atlas team in December and will be the topic of discussion for the January 3, 2019 Wallowa Atlas meeting.

- Jesse Steele - Week 5 of January: Met with Scott Favrot to discuss his Grande Ronde Valley Research proposal. We also discussed carcass additions in the upper rearing areas.
- Jesse Steele - Week 4 of January: Coordination call with Colleen (ODFW) regarding Hall Ranch funding.
- Jesse Steele - Week 3 of December: Met with GRMW Board member to discuss Grande Ronde Valley restoration and research opportunities.
- Connar Stone - Week 4 of January: Coordinated with Tracy Hauser and Karren Wolfe for the release of Jeff's computer to him. The machine developed an overheat issue that rendered it's value as \$0. Jeff was willing to pay to have the issue fixed and wished to take the computer for home use. I disconnected the machine from the network and reset the operating system.
- Connar Stone - Week 4 of January: Coordinated with CTUIR, ODFW, NPT, and USWCD to determine which completed/prospective projects needed to be flown this spring when the ice flows begin moving and spring high flows begin. Received a number of recommendations for specific projects to be flown; these will be prioritized into a flight schedule which we will use this to get as many of these projects flown as possible for the coming months as things begin to warm up.
- Connar Stone - Week 3 of January: Spoke with Mike Ackerman with biomark via email concerning Bird Track Springs as a possible candidate for estimating the capacity of a site to support juvenile Chinook salmon and steelhead pre- and post-restoration using various fish-habitat models. These methods are currently in development. I described the documentation we have on Bird Track Springs. I offered to link them any and all data they required. More to come on this as this conversation continues.
- Connar Stone - Week 4 of December: Christopher Moats with USWCD requested imagery from the Dry Creek Aiwohi project. Uploaded appropriate files to the new GRMW FTP server and shared the link with Christopher. All files received without issue.
- Connar Stone - Week 3 of December: Jake Kimbro with CTUIR requested a drone flight on Bird Track Springs to gather photos and video of the project while there was some snow on the ground and heavy activities going. Managed to gather a few good photos including a few images of four excavators working all at the same time and several good shots of the project from a bird's eye view (non-orthomosaic photos) as well as some video footage heading upstream from the furthest downstream end of the project. I was also able to process some of the images together into a panoramic shot of the project from a central location of the stream for our partners at CTUIR.
- Alex Towne - Week 1 of January: Start designing tag for t-shirts
- Alex Towne - Week 1 of January: Complete first draft of Citizen Science brochure, send to coworkers for review and feedback. Make edits and adjustments.
- Alex Towne - Week 4 of December: Start design for Citizen Science brochure.

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

- Coby Menton - Week 4 of January: OWEB Development FIP Completion Report: The OWEB contract funding the development of Wallowa Atlas expired at the end of December 2018. This FIP grant assisted GRMW and Partners develop Wallowa Atlas over the last 2.5 years, contributed \$64,024 to the effort, and help Partners towards a functioning strategic action plan in Tier 1 high priority watersheds in Wallowa County. While Atlas is not complete, we have compiled all required fisheries information for all of Wallowa County, we have identified limiting factors by stream reach for all of Wallowa County, we have mapped all subwatersheds identified by fish use type, we have a functioning web application, and the Partners continue to be committed to Atlas. At this time Atlas functions for Tier 1 subwatersheds including the Wallowa River main stem from the dam to Rock Creek, Lower Bear Creek, Lower Lostine River, and Lower Hurricane Creek. These areas easily visualized as Wallowa Valley are the core work area for the coming years. Active Partners over the past years include GRMW, BPA, NPT, ODFW, USFS and NMFS. Total Partner in-kind contribution = \$47,545.
- Coby Menton - Week 2 of December: OWEB: Travel to, attend, and participate in OWEB Region 5 review team meeting held in Ontario on December 11th and 12th. Reviewers are obliged to not reveal individual project review results as that is the responsibility of OWEB and the Region 5 representative. Without naming individual projects, applicants from the Grande Ronde Basin (GRB) ranked very well: 7 project proposals from the GRB; 6 from Wallowa County and 1 from Union County; 5 restoration, 1 TA and 1 Monitoring; GRB total request = \$937,322. 4 of the 7 proposals contribute to GRMW mission, are actions identified in Wallowa Atlas, and reflect partnerships developed during the development of Wallowa Atlas.
- Jesse Steele - Week 4 of January: Coordination call with Seth White on Adaptive management for the Grande Ronde.
- Jesse Steele - Week 3 of January: Attended the NRCS Regional Conservation Partnership Program meeting.
- Jesse Steele - Week 2 of January: Facilitated another Grande Ronde Valley subgroup meeting.
- Jesse Steele - Week 2 of December: Organized the next Grande Ronde Valley subgroup meeting and distributed copies of the research proposal.
- Jesse Steele - Week 1 of December: Finished the agenda for the next Grande Ronde Valley subgroup meeting and sent it out to the team.
- Jesse Steele - Week 1 of December: Facilitated the Grande Ronde Valley subgroup meeting. The team reviewed a research proposal from Scott Favrot. There is not agreement yet amongst the members about the right approach for feasibility, research and outreach in the valley.

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

- Jesse Steele - Week 5 of January: Talked with landowner regarding a bridge removal project and possible locations to utilize the bridge. One suggestion is the mouth of Ladd Creek where there are currently side by side culverts that can block passage.

**(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.**

- Coby Menton - Week 5 of January: ACOE RGP Review: This winter in coordination with BPA, ACOE released a new regional general permit (RGP). This permitting vehicle will expedite removal/fill permitting for those projects that are covered by the BPA HIP 3/4 programmatic ESA consultation. This work completed by both agencies will significantly shorten the time required to acquire the permit, simplify the process, and reduce expense associated with

obtaining the permit. This is an example of continued excellent and helpful work performed by the BPA Environmental Compliance shop and specifically Dan Gambetta.

- Coby Menton - Week 2 of January: Project Coordination: Landowner coordination continues for the Lostine Town Project in preparation for solicitation for design consultant in the Spring of 2019. This week LO's were informed of provisional funding success (OWEB pending until spring BOD meeting), contract scheduling, and to expect design work to begin in mid 2019. The perspective Upper Wallowa River project referred to as Zac Mac is progressing with coordination of LO's. This week 2 more LO's were contacted and are enthusiastic about the project potential. 2 smaller landowners are yet to be reached but a plan is in place to speak with them. If the concept matures it is anticipated that TA funds will be sought in the fall of 2019. Partners include up to 8 landowners, NPT and GRMW.
- Coby Menton - Week 3 of December: Project Coordination: NPT and GRMW are in the initial coordination phase of developing a restoration project on the Upper Wallowa River just north of Joseph. The project reach is Wallowa Atlas Tier 1 sub watershed WLL4 and includes 8 landowners. Three of the largest landowners are interested in and approached GRMW/NPT regarding restoration options. Coordination will continue and the other 5 landowners will be approached by the project team. Current land use along this approximate 1-mile reach ranges from "hands off" no management to a feedlot with pasture use on the majority of the reach. This area offers terrific opportunity to reconnect the Wallowa River to its floodplain, develop side channels, improve riparian condition, with incentive alter land management practices, and take advantage of ample groundwater upwelling present in the area.
- Coby Menton - Week 2 of December: Stream Gauging: Complete final draft of completion report for Grande Ronde Basin Stream Gauging Stations Operation for contract #77023. This contract partially funded 12 stream flow gauges in the Grande Ronde Basin for the 2017-2018 water year beginning October 1, 2017 and ending September 30, 2018. This program in place since 2005 and managed by GRMW is funded in roughly equal portions by BPA, OWEB and OWRD. Flow data resulting from this program assists in irrigation water management, restoration project development, compliments fisheries research efforts, and is a long term data set that can assist is long term analysis assessing conservation, restoration and management changes in the Grande Ronde Basin.
- Coby Menton - Week 1 of December: OWEB: Complete review of OWEB Region 5 funding proposals. 24 total proposals were submitted to OWEB during the fall solicitation with 13 restoration, 6 Technical Assistance, 4 Monitoring, and 1 stakeholder Engagement proposals. Of the 24 proposals 7 are from sponsors in the Grande Ronde Basin with 6 being from Wallowa County and 1 from Union County. Three of those 7 proposals are being cost shared with BPA funds awarded by GRMW and include Tamkaliks, Lostine Town Project, and stream flow gauging.
- Jesse Steele - Week 5 of January: Worked on OWEB funding grant to assist with AQI habitat and snorkel surveys.
- Jesse Steele - Week 4 of January: Started working on our 2018 Report for the NPCC.
- Jesse Steele - Week 4 of January: Submitted a progress report for OWEB monitoring grant.
- Jesse Steele - Week 4 of January: Working on an OWEB 2019-2021 council capacity grant.
- Jesse Steele - Week 4 of January: Solidified StepWise Process dates for the spring solicitation and sent them out to the partners.
- Jesse Steele - Week 3 of January: Attended the OWEB Board meeting and presented with USWCD and ODFW on our FIP progress in biennium 2.

- Jesse Steele - Week 2 of January: Finished OWEB FIP reporting presentation. Coordinated with FIP partners on presentation details.
- Jesse Steele - Week 1 of January: Met with GRMW Board chair to discuss transition to Interim Executive Director.
- Jesse Steele - Week 3 of December: Coordination call with Sean and Tracy on Headwaters Initiative projects. Specifically, how much staff time should be included in USFS proposals going forward.
- Jesse Steele - Week 3 of December: Reviewed notes from previous Atlas meetings on Fly Creek. Joe Platz let me know he is wanting to submit a prospectus for Fly Creek Restoration in 2020.
- Jesse Steele - Week 2 of December: Attended a Meadow Creek Grazing Research Coordination Meeting.
- Jesse Steele - Week 2 of December: Worked on my OWEB FIP reporting presentation.
- Jesse Steele - Week 1 of December: Worked on a presentation for the OWEB board reporting on the partners progress during the second biennium.
- Alex Towne - Week 2 of January: Finish t-shirt tag design and order prints

### **C. 114: Catherine Creek Habitat Restoration Atlas & Priority BiOp- projects for funding**

#### **(C. 114) 6. Technically review final project proposals**

- Jesse Steele - Week 1 of December: Emailed USFS project manager about GRMW Board funding contingencies for UGR Woodlee Project. The board removed funding for planting of woody species and recommends the manager wait a few years to see how natural vegetation responds.

#### **(C. 114) 7. Present project proposals to Board of Directors for review and approval**

- Jesse Steele - Week 1 of December: Worked on notification letters for Project Sponsors with Jeff.

#### **(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.**

- Jesse Steele - Week 1 of January: Typed up IT meeting notes and sent them out.
- Jesse Steele - Week 3 of December: December IT meeting facilitation, note taking.

### **D. 114: Develop & Implement Wallowa Habitat Restoration Atlas - project prioritization/funding**

#### **(D. 114) 7. Produce restoration opportunity maps within each BSR in GIS format**

- Alex Towne - Week 4 of January: Make subwatershed map for Coby
- Alex Towne - Week 3 of January: Complete web app of tier 1 opportunities, publish to Atlas AGOL
- Alex Towne - Week 2 of January: Start creating a web app for WC Atlas tier 1 opportunities

### **F. 161: Produce Maps and Manage GIS Data**

#### **(F. 161) 3. Create/modify/prepare map products to provide consistency**

- Connar Stone - Week 3 of January: Put together a comparison of Limber Jim for similar time-frames utilizing four different orthomosaics maps. Sent resulting file to Jesse.
- Alex Towne - Week 4 of January: Continue work on image classification on Limber Jim - outputs still not accurate/precise. Research Arc Hydro tools to see if floodplain inundation can be measured another way.
- Alex Towne - Week 4 of January: Start 2018 project map for NPCC report
- Alex Towne - Week 3 of January: Attempt to use image wizard in arc pro to classify drone imagery using object oriented classification with a large sum of training samples.

**(F. 161) 6. Provide GIS support for partners**

- Alex Towne - Week 5 of January: Make map for FIP monitoring application showing survey reaches 2019-2021
- Alex Towne - Week 5 of January: Continue work on project reach map for NPCC report
- Alex Towne - Week 5 of January: Help Connar compile a list of all projects within Wallowa County using GIS
- Alex Towne - Week 2 of January: Put together project area reference map for the presentation to the OWEB board.
- Alex Towne - Week 3 of December: Create UGR map for Ted S. showing future projects and new PIT tag arrays
- Alex Towne - Week 3 of December: Create map in WLL4 subwatershed showing taxlots and land ownership for a potential multi-landowner project.
- Alex Towne - Week 1 of December: Create map of Vey Meadows including Grande Ronde River, Limber Jim Creek, and Sheep Creek with buffers and acreage representing an estimated area of enclosure.

**H. 160: Manage GRMW Project Database & Website Interface**

**(H. 160) 1. Maintain Grande Ronde Model Watershed Project (GRMWP) database. Database houses location, financial, biological and accomplishment data for all projects funded through the GRMWP.**

- Connar Stone - Week 5 of January: Composed a statement for mary in a word doc explaining how our data backup structure meets with all requirements to safegaurd data against fire, flood, and natural disaster as per her request.
- Connar Stone - Week 1 of January: Dropbox backup has been having trouble syncing. All forums and advice pointed to a reinstall of Dropbox. Unlinked Dropbox folder so Dropbox files would stop syncing, then renamed Dropbox folder to old\_dropbox. Next, I downloaded all Dropbox files to the new Dropbox folder and lastly run the backups to the new Dropbox folder so they begin syncing again.
- Connar Stone - Week 1 of January: Inserted a number of projects into our project database along with supporting documents, locations, descriptions, photos, etcâ€¦S
- Connar Stone - Week 2 of December: Reviewed relevant documents for the Monitoring Database inclusion of data for Kayla.

**(H. 160) 4. Keep GRMW website (www.grmw.org) current; periodically update the project summaries and maps for both GRMW funded projects and for the basinwide inventory. Monthly reviews of website content for other required updates (eg. URL link updates). Expand the GRMW website to update automatically from the Database.**

- Connar Stone - Week 4 of January: FTP site was down due to certificate failing to renew. It seems that certbot now required a plugin for nginx to properly

renew certificates. Downloaded the plugin and ran certbot's renewal command. FTP back up and running.

- Connar Stone - Week 3 of January: Renewed NoIP dynamic hostname for grmw.myftp.org.
- Connar Stone - Week 1 of January: Updated website Board Members Page to reflect newest changes to the current board.

## **J. 99: Outreach & Education - Publish and distribute Ripples publication**

### **(J. 99) 2. Ripples Publication - Fall**

- Alex Towne - Week 1 of December: Tour the Prairie Creek pipeline project to take photos for article from NRCS.

### **(J. 99) 3. Ripples Publication - Winter**

- Mary Estes - Week 1 of January: Folded, delivered and mailed out the Winter Ripples newsletter.
- Connar Stone - Week 1 of January: Published the final electronic version of Ripples to our website and sent out a corresponding email to all electronic subscribers. Also posted to the GRMW Facebook page.
- Alex Towne - Week 1 of January: Put together web version of Ripples for Facebook and email list.
- Alex Towne - Week 4 of December: Pick up extra Ripples from the Observer for distribution
- Alex Towne - Week 2 of December: Update title graphics after editing. Create t-shirt sales page. Place photos and finalize layout formatting. Send layout to editor for final review. Make final edits and send to the Observer for printing.
- Alex Towne - Week 1 of December: Send draft articles to editor. Make title graphics for two articles. Received edited articles, sent to contributors for final review.

## **K. 99: Manage & Administer Projects - Administer Project/Contract**

### **(K. 99) 1. Manage and administer this BPA contract**

- Mary Estes - Week 5 of January: Checked online banking for new transactions. Wrote out checks to vendors. Entered transactions into Quickbooks and on spreadsheets. Prepared documents for tax purposes. Sent Board an email regarding setting up a meeting to discuss GRMW.
- Mary Estes - Week 4 of January: Checked online banking transactions. Wrote out checks. Deposited checks at the bank. Entered vehicle mileage on GSA Drive Thru site. Billed 78923 GRMW Admin contract. Prepared for taxes and audit by working on spreadsheets and coping documents.
- Mary Estes - Week 3 of January: Checked online banking for transactions. Wrote checks out to vendors. Entered transactions in to QuickBooks and on spreadsheets. Emailed contractor on their address to send their 1099. Billed BPA 78923 GRMWF Admin Contract. Submitted vehicle mileage on the GSA Site. Worked on documentation for taxes and audit.
- Mary Estes - Week 2 of January: Went over invoices and prepared them for approval. Emailed Board Member on his term with GRMW. Emailed Board Chair asking her to appoint Jeff Yanke to our Board. Wrote checks out to vendors. Spoke with CPA on State Corp information and IRS changes on name changing of the Executive Director. Mailed out the 1099s to vendors and the 1096 and 1099s to the IRS.
- Mary Estes - Week 1 of January: Reserved conference room for February Board Meeting. Called for more toner for copier. Pulled a summary of the 1099s for the 2018 taxes preparation off QuickBooks. Wrote checks out to vendors.

Entered transactions into QuickBooks. Purchased 1099s, 1096, and envelopes for taa preparation. Changed information at Bank and got signatures from Board Members and Staff.

- Mary Estes - Week 3 of December: Wrote checks out to vendors. Deposited funds into the bank. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 2 of December: Emailed Board Chair contact information for two Board Members. Checked online banking for transactions. Worked on the 2019 administration budget.
- Mary Estes - Week 1 of December: Prepared Board Meeting MInutes. Provided project contingencies to Jeff from Board Meeting. Switched old GSA gas cards for the new ones. Checked online banking. Wrote checks out to vendors. Provided number of copies made on the copier to the vendor. Entered transactions into Quickbooks and on spreadsheets. Fixed mailing lists.

**(K. 99) 2. Perform all administrative office support for the GRMW**

- Mary Estes - Week 5 of January: Copied and scanned by-laws, articles and policy and procedures for the watershed council support grant with OWEB. Gathered photos and picked up a signed land use form for Bird Track Springs first request for funds and emailed those to Andrew at OWEB.
- Mary Estes - Week 4 of January: Found information for OWEB Council Support completion report, coordinated with Jesse Steels. Emailed Matt Kaylor regarding an upcoming monitoring grant for UGR Carcuss grant. Billed OWEB on the monitoring coordinator grant, the 218-5052-15865 designs grant and the 216-8300-12519 Wallowa Partnership grant. Emailed Colleen Fagan on the OWRI form needed for the Fly Creek Smith grant. Entered SAM and ASAP to check how it was set up and where changes will need to be made.
- Mary Estes - Week 3 of January: Billed BPA on contracts 79905-002 Gauging stations and 79905-01 designs. Billed OWEB 217-5051-14110 Gauging stations. Emailed CTUIR on needed documentation for Bird Track Springs billing. Emailed ODFW on the status of project Crow Creek West Pine. Emailed OWEB regarding the landuse form and a fill-permit.
- Mary Estes - Week 2 of January: Sent email to Andrew Dutterer, OWEB, regarding two grants that are late submitting their monitoring reports due to the Federal Shutdown furloughing Forest Service employees. Sent out final request of funds to OWEB for the Council Support grant and on Fly Creek Smith project.
- Mary Estes - Week 1 of January: Emailed EOU to reserve the Hoke Community Room for the State of the Science meeting in April. Mailed out rent invoice to OWEB for the Enterprise office
- Mary Estes - Week 3 of December: Contacted ODFW on a needed Lobby Certification form. Emailed Colleen Fagan and Karen Leiendecker on cancelling grant agreement for the Mike Williams fencing project.
- Mary Estes - Week 2 of December: Billed BPA 79905-001-02 on Catherine Creek Hall Ranch Highway designs. Made motel reservatons for staff members attending the OWEB FIP Conference.
- Mary Estes - Week 1 of December: Sent OWEB a lease invoice for the Enterprise Office. Billed OWEB on grant 216-8205-13015. Emailed County on summer hiring for surveyors/monitoring. Emailed OWEB ona budget amendment for Wallowa Mountain Bull Trout Monitoring grant. Worked on the Fly Creek Smith final invoicing, etc.
- Connar Stone - Week 5 of January: Suspended Jeff's GRMW email account and features. The account will stay in this status in case it needs to be reactivated to recover any unforeseen files or emails that Jesse may need.
- Connar Stone - Week 5 of January: Jake Kimbro sent over photo points for Bird Track Springs that Mary needed in order to complete a report for Andrew. The

photos needed to be printed with labels. I imported all 131 images into word and used kutools (a word plugin) to attach the labels to the photos automatically.

- Connar Stone - Week 3 of January: Set up google documents for the 2018 NPCC report so that staff members can collaborate on these files. Once they are done the plan is to combine them into a singular PDF.

**(K. 99) 4. Maintenance of office equipment (PCs, network, phones, printers) Submit FY17 Cost share data for project 1992-026-01**

- Connar Stone - Week 2 of January: Organized and bundled Ethernet cables on network switch and panel.
- Connar Stone - Week 2 of January: Internet dropped out leaving gateway in an error state. Reset network equipment (gateway and switch) to restore connection.
- Connar Stone - Week 4 of December: Mary's Computer needed one last piece of software; a program called WordPerfect which is made by Correl. The program has been replaced in most capacities by Microsoft Word, but GRMW still has some old mailing files that require WordPerfect in order to work. I found the order number for the software in an old email and tried to use the associated links to download the program on the new machine, but it seems Correl locks out their content after a certain period of time has passed. I contacted Correl's customer service and requested that a new link be provided for the software; they complied and the software has now been successfully installed on Mary's machine.
- Connar Stone - Week 3 of December: Mary was having some trouble with the M and Left Arrow key on her keyboard. It seems the travel of the key was not consistently triggering an input. To fix the issue I removed these keys from the board and used super glue to adhere a thin piece of plastic (about 2mm thick) to the back of each key to provide the additional travel needed to trigger the input. Problem solved.
- Connar Stone - Week 3 of December: IT computer has been consistently running out of storage space without installing any new programs or downloading any new files. The main drive is about 250GB, rather small for the large number of programs that are installed on the machine, so this storage is vital to do any kind of work at all.
- Connar Stone - Week 2 of December: Finished reinstalling all of the necessary software for Mary's new computer. Installed drivers, updates, antivirus software, printers, network drives, etc. Everything appears to be in working order. The grounding problem has been resolved and her computer should run much faster now with fewer issues.
- Connar Stone - Week 1 of December: Mary's computer began exhibiting some strange errors such as drivers for basic USB devices not working. Upon touching the side of the case for her computer I noticed there was a definite buildup of electricity that was being discharged through the chassis, indicating that power was grounding out somewhere in the system. Attempted to restart the system to reset the drivers, but it seems that the PC now refused to turn on. With so many issues, I decided to unplug her machine and begin rebuilding it as I already have all the necessary parts on hand to do so having ordered them a few months prior. I determined the power switch on the chassis had failed and replaced it with a spare. Once her computer booted up, I sat down with Mary and we went through the machine to recover any files she wished to retain for the new system. After that I began the rebuild. The Operating System would take some time to install so I decided to let this run over the

weekend and finish installing all of the necessary drivers, software, and applications the following business day.

**(K. 99) 5. Completion of Pisces Status and Project Completion Reports (Pisces reporting and personal communication)**

- Connor Stone - Week 3 of December: Put together 2019 inventory sheet and forwarded to Tracy Hauser for upload to the 2019 admin contract on CBFish.

**(K. 99) 9. Submit FY18 SOW, Budget, and Property Inventory to the BPA COTR**

- Jesse Steele - Week 1 of January: Fixed some budget line items for Tracy (lodging and per diem rates, vehicles, etc.)
- Jesse Steele - Week 4 of December: Finished up a draft of the FY19 budget, SOW and inventory and sent it to Tracy.
- Jesse Steele - Week 3 of December: Worked on FY19 SOW and budget.

**(K. 99) 13. GRMW office equipment operational and updated as needed.**

- Connor Stone - Week 2 of January: Network file server went down temporarily due to a system update. Update installed successfully, system reset. File server back online.

**L. 199: Produce Other Report - Other Reports for BPA**

**(L. 199) 1. Prepare monthly accountability reports and submit to PM**

- Jesse Steele - Week 2 of December: Prepared my accountability report for Oct-Nov. 2018
- Connor Stone - Week 2 of December: Completed BPA Accountability Report. Sent final report to Tracey.

**M. 132: Produce (Annual) Progress Report - GRMW 2017 Annual Report - May 2017 - April 2018**

**(M. 132) 7. Project monitoring activities**

- Jesse Steele - Week 3 of December: Ordered parts for the Catherine Creek PIT Tag Array from our existing OWEB grant.
- Jesse Steele - Week 2 of December: Assisted ODFW in installing a PIT Tag Array on Catherine Creek.

**N. 185: Produce Pisces Status Report - Quarterly Status Reports**

**(N. 185) 3. Produce Quarterly Pisces Status Report Oct - Dec 2017 (10/1/2017 - 12/31/2017)**

- Jesse Steele - Week 2 of January: Finished quarterly reporting in Pisces.