



Jesse Steele - Accountability Report

October - November 2020

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)

GRMW has continued regular watershed coordination through the months of October and November. This includes attending the Grande Ronde Place-based Water Planning meetings, USWCD board meetings, GRMW board meetings, and monthly BPA coordination meetings. We have not done a good job with the USFS Headwaters Initiative (HWI) coordination. It has been difficult with most USFS employees working remotely and key individuals at the USFS only working part time. Our hope is to reengage the USFS with HWI coordination after the first of the year. GRMW and BPA will need to coordinate on next steps for HWI. The USFS Region 6 appears to want to continue this cooperative agreement but my understanding is that they may have a reduced amount of funding to contribute after 2021. The USFS is a key implementation partner in the UGR and it will be important to ensure they are able to continue implementing effectively.

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

As mentioned above, trying to get another agreement in place between BPA and Region 6 USFS will be critical to continued success in the Upper Grande Ronde watershed. The current agreement goes through 2021. GRMW looks forward to working with USFS and BPA to discuss future initiatives. GRMW and other local natural resource managers continue to engage in the Grande Ronde Place-based Water Planning group (GRPBWP). As mentioned in previous reports, I believe managing expectations is very important in this group. Many local landowners are frustrated with continued flooding and many more desire a more reliable water source for irrigation. My hope is that through feasibility studies looking at off-channel or groundwater storage we may find a solution

that works well for everyone but that will be challenging. Additionally, a study that quantifies the amount of water that can be stored naturally in the Catherine Creek and Grande Ronde subbasin would be helpful. Although this is not something BPA is responsible for completing it may also help inform our current floodplain restoration efforts. How much water can we store on the floodplain naturally and how much will it change the hydrograph in terms of peak flooding and flow attenuation? Current FIP funding will most likely be fully allocated by the end of 2021. If GRMW and partners are not able to secure another FIP we will most certainly face a funding bottleneck. FIP funding in combination with BPA has created a scenario where all the partners have been able to stay very busy with design and implementation. This will change without future FIP funds. GRMW will need BPA's assistance in planning for future projects under both scenarios, with or without FIP funding. The upcoming 2021 Geographic Review will be challenging. GRMW appreciates BPA's assistance in preparing for the review and supporting our effort financially. GRMW will need to dedicate most of our staff time from February to May to this review. Continued state restrictions due to COVID-19 will be a continuing challenge. Being able to convene field site visits in 2021 will be very important.

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

The Habitat Suitability Model developed by Cramer Fish Sciences has been very helpful for GRMW and partners. The model has helped confirm the need for adaptive management work like handcrews on Sheep Creek and UGR Woodlee projects. Continued work is needed to maintain high quality habitat on the floodplain. The model will also be helpful in informing designs on the Catherine Creek Hall Ranch project. The tool will be important in future project effectiveness reviews and future project designs.

List Monthly Training & Travel:

N/A



Staff - Accountability Report

October - November 2020

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, Kayla Morinaga, Mary Estes, Ian Wilson

A. 165: Produce Environmental Compliance Documentation

(A. 165) 6. Assist GRMW partners to complete environmental compliance documentation for GRMW-funded projects (as requested)

- Ian Wilson - Week 2 of November: Upper Wallowa River compliance call with ACOE and USFWS to determine ESA consultation. Explored options for ESA consultation that could fit under current budget constraints. Environmental compliance coordination is appreciated by partners and information is shared at monthly IT meetings.
- Ian Wilson - Week 5 of October: Upper Wallowa River coordination call. Topics discussed included: funding, environmental compliance and project timing. This is a complex project with multiple funding sources that have impending deadlines for spending and environmental compliance that is still outstanding. Exploring programmatic options for ESA consultation and different funding sources was the outcome of the meeting. Wallowa Resources has been providing regular updates at monthly IT meetings.
- Ian Wilson - Week 3 of October: Working with partners Nez Perce Tribe and Trout Unlimited to determine the best path forward for a cultural resource survey on the Wilson Haun project. The end product will be determining if NPT will perform the cultural resource survey. Project updates are shared at monthly IT meetings. Partners appreciate coordinated effort of resources to accomplish project goals.
- Ian Wilson - Week 2 of October: Attending EC compliance call about the Upper Wallowa River Restoration project. Topics in the meeting included: lead federal agency, ESA consultation, NEPA and status of BPA funding. It was determined that there is a need for ESA consultation and this would likely be handled by the lead federal agency and funds from BPA are likely considered federal and not eligible for match with the National Park Service. This may result in separate NEPA consultation for LWCF funded portions of the project (recreation development) and in-stream work. We will meet again after additional consultation with partners to determine a way forward. Communicating with USFWS about ESA consultation for the Upper Wallowa River Project. Determining options for ESA consultation, including

programmatic programs such as SLOPEs, or standard consultation through USFWS. Wallowa Resources is communicating with ACOE on current permit to determine if ACOE can be a lead federal agency and SLOPEs can be used. A follow up meeting will elucidate options for partners. Partners appreciate efforts to keep this project on schedule.

- Ian Wilson - Week 2 of October: Coordinating APE shape file for Wilson Haun to BPA. Cultural resource staff at BPA will use the APE shapefile when planning CR surveys prior to restoration efforts. Information will be shared at monthly IT meetings. Partners appreciate support and coordination of WC project coordinator.

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

- Kayla Morinaga - Week 4 of November: Submitted final NOAA Heritage Grant financial and progress report. That grant is closed out but the film project is not complete due to covid. The Freshwaters Illustrated crew will finish the film on funds that received from CRITFC and generous in-kind contributions. Attended Catherine Creek Strategic Implementation Area (SIA) monitoring group meeting hosted by Union Soil and Water Conservation District and attended by myself and CRITFC staff. We discussed current monitoring occurring in the SIA footprint, what information could be obtained, and best steps forward.
- Kayla Morinaga - Week 3 of November: Worked with the USFS on the effectiveness monitoring agreement and budget. Coordinated with contractor on water quality assessment access questions.
- Kayla Morinaga - Week 2 of November: Worked on Gray Family Foundation grant application questions and submitted grant by due date. Attended a webinar on eDNA and freshwater mussels.
- Kayla Morinaga - Week 1 of November: Submitted a request for an extension on the US Forest Service Youth and Community Engagement grant because we were not able to implement the project as planned in 2020 due to covid-19. Initiated a grant application with Gray Family Foundations Environmental Education opportunity and performed outreach to community education and natural resource partners for support/partnership on it.
- Kayla Morinaga - Week 4 of October: Talked with City of Elgin Public Works Department about access to the waste water treatment plant to collect water samples downstream of the plant for the GR water quality assessment. After much deliberation they denied us access. Talked with the City of Union Public Works Department about access to the waste water treatment plant to collect water samples downstream of the plant for the GR water quality assessment. After much deliberation the City Manger granted us access as long as we share all data with them. We agreed.
- Kayla Morinaga - Week 4 of October: Reviewed a draft of A Comprehensive Approach to Habitat Restoration: Case study in the Grande Ronde basin, co-authored by members of the GRMW Adaptive Management subgroup. Talked with Jon Sanfilippo, well inspector for Oregon Water Resources Department, about monitoring ground water with piezometers. He is going to inquire with others at OWRD and follow up with me. Attended kick-off meeting for GR Water Quality Assessment contract with Anderson Perry & Associates and two subject experts they connected with for dealing with pollutants and fish health. I did more USFS sediment data sleuthing for Wolf Water Resources. Applied for an ODFW Conservation and Recreation grant for more funds for macroinvertebrate sampling with local schools in 2021.

- Kayla Morinaga - Week 2 of October: Compiled sediment data for UGR Sediment analysis and coordinated with local Forest Service staff to exchange binders of hard copy data for more. Worked on a plan for USFS effectiveness monitoring for the USFS in the upper Grande Ronde and a draft budget.
- Kayla Morinaga - Week 2 of October: Worked on the presentation for the GRMW Board Annual Planning Meeting.
- Kayla Morinaga - Week 1 of October: Attended a conference call for the Forest Service Headwaters Initiative regarding a plan for effectiveness monitoring. Gathered substrate data from the Wallowa-Whitman National Forest for the substrate analysis contractor with Wolf Water Resources.
- Connor Stone - Week 3 of November: As per a request from Levi Old with TU, collected and centralized imagery from several previous flights on Limber Jim and Chicken Creek onto the FTP. Exported the larger GeoTiffs to smaller Global Mapper Grid files for easier downloading/viewing. Shared links to the FTP with Levi.
- Connor Stone - Week 1 of November: Sent a collection of media files to Andrew Dutterer (OWEB) for possible inclusion in a preliminary report to NOAA. The project may be selected to represent Oregon in this year's annual PCSRF report to the United States Congress.
- Connor Stone - Week 1 of November: Gave presentation at follow up meeting for the BTS Thermal Refuge Field work completed in July.
- Connor Stone - Week 5 of October: Coordinated with Ian and flew two projects in Wallowa County: Wallowa Wilson-Haun, and Wallowa 39 Loop Road. The flight on Wallowa 39 Loop Road was at the request of Sue Greer with OWEB who intends to use the imagery/graphics in an upcoming presentation. Wallowa Wilson-Haun was flown for comparison to existing imagery and continuity.
- Connor Stone - Week 4 of October: Ian has received a request from Sue Greer for imagery of the 39 Loop Road Fish Passage project. In the spirit of coordination and efficiency, Ian suggested flying this section of stream during the visit to fly Wilson-Haun. Plans currently stand to visit Wallowa County to complete these missions during the first week of November.
- Connor Stone - Week 3 of October: Flew Longley Meadows for some stills and video as per a direct request from Allen Childs.
- Connor Stone - Week 1 of October: Coordinated with Ian and John Baker to fly Wallowa River Baker Project for comparison with imagery from prior year(s) with similar timing and flow conditions.
- Connor Stone - Week 1 of October: Sent link to our FTP to Little Creek Buffalo Flat Imagery captured in May to Aaron Bliesner with USWCD as per his request.
- Alex Towne - Week 2 of October: Attend annual board meeting. Annual board meeting presentation.
- Ian Wilson - Week 5 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. Sending monitoring information from the use of the Sontek flowtracker to Kayla for OWEB reporting purposes. OWEB requires a short summary of how monitoring equipment was used that was purchased with OWEB funds. I sent Kayla photos, a short summary and some data for reporting purposes.
- Ian Wilson - Week 4 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. Working with ODFW on Green Valley Ranch point of diversion. Communicating with the watermaster about options for moving the point of diversion at GVR. Moving the point of diversion could work in harmony with the fish passage project. Partners are supportive of exploring these options at GVR.

- Ian Wilson - Week 3 of November: Attended weekly meeting with GRMW staff to discuss weekly activities and updates. 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. Meeting with former habitat and fisheries biologist, Jocelyn Hatch to explore restoration lead opportunities. Jocelyn has two partners that have started a small implementation firm based in Challis, ID. I have invited her to attend an IT meeting where she can meet partners.
- Ian Wilson - Week 2 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. Working on budget for Tamkaliks with NPT. Exploring options of modifying the existing contract to keep the project on budget. GRMW staff will work with BPA and NPT to consider budget questions. Assistance on project budgets is appreciated by partners.
- Ian Wilson - Week 1 of November: Reviewing research proposal from TU employee looking at beavers and fire. Constructive advice was offered to applicant regarding fish population monitoring. Encouraging research that benefits restoration principles is appreciated by partners.
- Ian Wilson - Week 5 of October: 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. Coordinating drone imagery with OWEB and GRMW drone pilot. The imagery will be used by OWEB as part of report to congress on PCSRF funded projects. The ability of GRMW staff to collect and share high resolution drone imagery is appreciated by partners to monitor change at restoration sites. This information will be shared with the IT and potentially social media outlets through GRMW. Work day on Whiskey Cr. with GRMW coworkers. Assessing stream restoration efforts and areas for improvement. BDA structures appear to be performing well following high water from this season. However, some structures could use some additional work to encourage inundation and road infrastructure protection. This was a good opportunity to work as a team and practice adaptive management. Sharing reference photos from the upper Minam River with Executive Director. Reference photos included large wood accumulations, sediment transport and general stream geomorphology. Reference reaches are an important planning tool in restoration work to help guide efforts that will be sustainable, beneficial and natural. Collaboration and information sharing is essential to creatively evaluating and developing projects and is appreciated by partners.
- Ian Wilson - Week 4 of October: 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. Reeds canarygrass discussion with TU and Paul Burns (FS Siuslaw Fisheries Biologist). The end product will be a collaborative effort to explore different management strategies of reeds canarygrass with internal and external partners. Reeds canarygrass is recognized by partners as a challenge to revegetating restoration areas. Innovative and new solutions to dealing with this invasive species are welcome by partners. Coordinating with OWEB and GRMW drone pilot to get drone imagery for 39 loop road. OWEB representative requested aerial imagery to go with a report to congress for restoration projects funded by the Pacific Coast Salmon Recovery Fund. A drone flight is scheduled and the data will be shared with OWEB to supplement the report. Partners value fish passage restoration projects and techniques to document them. Coordinating a meeting with landowner Mike Williams to meet and discuss restoration opportunities on his Chesnimnus Creek property. GRMW project coordinator and landowner will meet to discuss restoration actions, landowner considerations and prioritization with maps and GIS data. The goal is to develop a restoration opportunity for an opportunity lead to take through completion. Updates will be provided at monthly IT meetings. Partners value the project coordinator developing projects. Attending a portion of the Grande Ronde Atlas remote site visits to gain a better understanding of the process. Knowledge gained from listening in will be used in remote site visits for the Wallowa County IT. Cross pollination between project coordinators is important for consistency and collaboration. There IT supports the stepwise process and opportunity to review projects.

- Ian Wilson - Week 3 of October: Working on presentation for annual planning/ GRMW board meeting. The presentation will inform board members of past and planned activities of the Wallowa County Project Coordinator. The presentation will be shared with GRMW board members at the annual planning meeting in Cove. Board members appreciate the chance to get updates from GRMW staff. 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. Attending and presenting at the annual planning meeting in Cove, OR to update board members on planned staff activities. All day meeting in Cove is an opportunity for staff to update the GRMW board and hear presentations from guest speakers. Minutes from the meeting are recorded and available to partners. The annual planning meeting is a great venue for GRMW staff and board members to interact and hear quality guest presentations. Reviewing and providing feedback to latest draft of the Rieman response paper. Partners are supportive because the Rieman response addresses 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 October: 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.

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

- Kayla Morinaga - Week 3 of October: Asked to be a member of the Catherine Creek Strategic Implementation Area (SIA) monitoring team by Union Soil and Water Conservation District. I attended a kickoff meeting with other team members and were provided an overview of and SIA and what this one will entail. Attended the GRMW Board Annual Meeting in Cove, OR, and presented on monitoring coordination in the basin and topics such as gauge stations funding issues, the current water quality assessment in the Grande Ronde, the UGR sediment analysis, the GRMW aquatic inventory crew accomplishments for the 2020 field season, etc. Went out on a field trip to the upper Grande Ronde with Phil Roni to talk about completed restoration projects on the ground and upcoming projects as well as monitoring. Worked on USFS effectiveness monitoring plan and budget with Sarah Brandy. Attended, participated in and took notes for the Union County IT meeting.
- Kayla Morinaga - Week 1 of October: Typed up notes for distribution from the Grande Ronde Valley subgroup meeting from earlier in the week.
- Connor Stone - Week 3 of October: Presented IT and UAS update to board at annual planning meeting.
- Connor Stone - Week 2 of October: Worked on annual planning session presentation to update the board with accomplishments from the past year and plans for 2021 with regards to the GRMW UAS program and management of other IT systems (Atlas, Website, Database, Network, etc).
- Alex Towne - Week 4 of October: Field day on Whiskey Creek. Work on reinforcing and adding to existing PALS.
- Ian Wilson - Week 2 of November: Reviewed Wallowa County Natural Resource Management Plan (Chesnimnus Cr and Wenha River sections) for upcoming NRAC meeting and attended monthly technical meeting to discuss general language related to sections. 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. Reviewing conservation easement handout from WLT. Wallowa Land Trust developed a handout explaining different types of conservation easements for landowner outreach. This information can be used to work with landowners interested in conservation easements and restoration work. The handout will be shared as requested. Partners appreciate having another tool to work with landowners and facilitate restoration work.
- Ian Wilson - Week 1 of November: Communicating with Mike Hansen about OCRF grant for inaturalist. The competitive nature of this funding source was discussed and the committees time to review will be longer than expected based on the number of applicants. Applicant success will be shared with IT partners when the announcement is made. Partners value the support of GRMW being able to be the applicant for different funding sources.
- Ian Wilson - Week 5 of October: Reviewing vegetation material from Mike Hansen as part of the beaver working group. Understanding willow species will help plan for restoration and recovery of beavers and in-stream projects. A local group of restoration partners is sharing this information as part of a beaver working group. There is broad support to gain a better understanding of suitable beaver habitat. Beaver coordination meeting with FS and ODFW staff. The purpose of this meeting was to coordinate and share data collection methods and needs among natural resource partners. As interest in beavers on the landscape scales up, it is important to collect data both efficiently and in both professional and community arenas. Work on beaver restoration from the Upper Columbia working group was also shared with this group. This work consisted of a modified BRAT model and ways to identify suitable beaver habitat. Updates are provided at monthly IT meetings.

- Ian Wilson - Week 3 of October: Review of NRAC documents and test reach section of salmon plan update and informing how Atlas can add value. Updated Wallowa County Natural Resource Management Plan that can be used for local planning efforts and shared with partners and citizens alike. There is value to being involved in planning at the County level, since restoration work still needs approval at this level. Satisfaction and value of having Atlas inform new County document is appreciated.
- Ian Wilson - Week 2 of October: Drafting letter of support for Oregon Conservation and Recreation Fund inaturalist grant. The end product will be a letter supporting funding for administration and expansion of the community science effort to collect beaver presence data. The Wallowa IT is updated at monthly meetings. Partners are supportive of collecting beaver presence data to inform existing models and promote beaver created habitat, both naturally and through restoration efforts. Working with contractor responsible for salmon plan update to get relevant information to help with Atlas updates. The development of strategic plans in the Wallowa basin is occurring in parallel to identify watershed challenges and opportunities. Sharing information between partner's limits redundancy in the two plans. Partners are supportive of efforts to share collective data and experience when developing strategic action plans for the Wallowa basin.

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

- Kayla Morinaga - Week 3 of November: Attended and assisted with Union County IT meeting and took notes to be shared back with the group.

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

- Ian Wilson - Week 5 of November: Collating Sheep Ridge photo points taken last week while at a site visit. Additional photo points were collected to compare to previous stages of restoration to detect change. Very little change was detected from observing the 4 photo points with recent imagery. Photo points can help elucidate major changes or disprove unfounded claims. I think the photo points facilitated shared and accepted knowledge with the involved parties.
- Ian Wilson - Week 4 of November: Reaching out to state regulatory agency and engineer about Sheep Ridge. Looking into options for follow survey work and/or options to help the irrigation district with high flows. The end product will be some kind of solution or understanding of how the fish passage design has or has not affected their water withdraw. There has been widespread partner support for finding a solution to this issue. Meeting with Pam Hagenah to discuss and view changes at Sheep Ridge. The end result was coming to terms with what was agreed and completed by the stakeholders formerly involved with this project and a desire to have a follow up survey of the grade to determine if there has been any significant change. GRMW project coordinator will work with partners to have some level of survey at Sheep Ridge.
- Ian Wilson - Week 3 of November: Compiling data for Sheep Ridge prior to visit. Data consist of landowner agreements, design sheets and photo points. This information will be used to confirm discussions and agreements between the members of the design team and landowners. Because there has been some turnover in landowners and agency staff, I thought it would be wise to operate off the same information. Appropriate partners have been engaged in this effort.
- Ian Wilson - Week 2 of November: Setting up site visit with irrigator and NPT for Sheep Ridge to discuss recent updates to headgate and concerns of ongoing issues. Despite recent work on the headgate to improve conveyance and mitigate for high water, the irrigation district is still concerned that the roughened channel restoration work has raised the level of the Lostine River at

Sheep Ridge. The site visit will be an opportunity to discuss and listen to concerns from the irrigation district and explore potential solutions.

(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.

- Connar Stone - Week 2 of November: Sent most recent imagery for Woodlee (multispectral imagery) to Sean Welch @ BPA as per his request.
- Connar Stone - Week 3 of October: Sent presentations from October 13th Board Meeting to Tracy as per her request. Had to reduce the size of presentations by exporting them to PDF first, so they could then be attached and sent via email.
- Ian Wilson - Week 4 of November: Uploading project proposals from Wallowa County to the Pisces GRMW admin contract. At the request of Tracy Hauser, project proposals were uploaded to the admin contract for GRMW. BPA staff was appreciative for the prompt response and follow through.
- Ian Wilson - Week 4 of October: Talking with Sean about water transaction programs in Wallowa County. Recent applications for a Qualified Lead Entity were not accepted and currently NE Oregon does not have a representative to handle water transactions. Follow up communication with TFT, verified rumors and the future of water transactions in Wallowa County is uncertain at this point. A planned update on the Columbia Transaction program was scheduled for the November IT, however, it may have to be put off until December when there is more information.
- Ian Wilson - Week 3 of October: Communicating with Al Simpson about BOR presence in Wallowa County. Exploring partnership capacity in the Wallowa basin and considering how BOR could help as a partner in Wallowa County. The end product will be having BOR representatives field questions at an upcoming Wallowa IT meeting. Partners are interested in expanding capacity in the Wallowa Basin and recognize BOR as a partner that can potentially help.
- Ian Wilson - Week 1 of October: Typing up notes from site visit at Williams property on North Prairie Creek. Captured notes and pictures from site visit for prospective restoration project. Information will be shared at monthly IT meetings and detailed information will be shared with opportunity lead if this project is pursued. Establishing relationships with landowners and developing projects by GRMW project coordinator is valued by partners. Coordinating drone juniper removal photos (6 Ranch) to CNH forestry. Contractor responsible for removing juniper on the 6 ranch wanted to use the photos to demonstrate work completed. Promoting upland vegetation treatments fits within Atlas priorities of watershed restoration and dovetails into existing in-stream restoration work previously completed. Vegetation treatments have been shared with the Wallow IT team. Partners appreciate synergistic efforts by natural resource partners.

C. 114: Identify and Select Projects

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

- Kayla Morinaga - Week 4 of October: Assisted with Union County IT virtual site visits, review and project scoring.

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

- Kayla Morinaga - Week 4 of November: Presented Union County project proposal to the GMRW board for review, discussion and approval. All projects were approved with one approved at a reduced budget.

- Kayla Morinaga - Week 3 of November: Prepared project proposal presentation for the Board

(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.

- Kayla Morinaga - Week 1 of November: Created an up-to-date Union County Project Spreadsheet with projects in the prospectus/proposal stage, projects approved and going into implementation, and completed projects. This spreadsheet will be updated frequently and shared with the IT and the GRMW board.

D. 114: Identify and Select Projects

(D. 114) 2. Facilitate the review of proposals and provide feedback to Opportunity Lead/sponsor.

- Ian Wilson - Week 4 of November: Wilson Haun RFQ review with team. Compiled scores, discussed top design firms and selected the top candidate. The chosen firm will be announced when appropriate deadlines have passed. Partners value the team review process to democratically select a consultant.
- Ian Wilson - Week 3 of November: Reviewing proposals for the Wilson Haun RFQ. Proposals will be reviewed by GRMW and basin partners and group rankings will be used to select the most qualified design firm. A follow up meeting will be held with the review team to discuss the results and select a design firm for the project. The results will be shared when the deadline for notification passes.
- Ian Wilson - Week 2 of November: Reviewing proposal for Wilson Haun and working with TU on review form for process. The review point system was discussed and a proposals were reviewed prior to the team review the following week. Reviewing proposals is an important part of the stepwise process in selecting qualified design firms for restoration work. The IT will be involved in reviewing and selecting a design firm for this project and appreciate the value of selecting qualified firms.
- Ian Wilson - Week 1 of November: Working with Trout Unlimited on RFQ proposals for Wilson Haun. The review process was discussed and a sample of applications were reviewed prior to the team review the following week. Reviewing proposals is an important part of the stepwise process in selecting qualified design firms for restoration work. The IT will be involved in reviewing and selecting a design firm for this project and appreciate the value of selecting qualified firms.

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

- Ian Wilson - Week 4 of October: Sending out proposals and hosting a virtual site tour for Wallowa County projects submitted during the fall proposal deadline. The end product will be a virtual site tour hosted by GRMW and attended by IT members with a chance to review and provide a recommendation for funding to the GRMW board. IT members appreciate the opportunity provide feedback at this critical review stage in the stepwise process.
- Ian Wilson - Week 3 of October: Drafting agenda and scheduling meeting for Wallowa Atlas IT site tours. The end product will be a virtual site tour hosted by GRMW and attended by IT members with a chance to review and provide a recommendation for funding to the GRMW board. IT members appreciate the opportunity provide feedback at this critical review stage in the stepwise process.

- Ian Wilson - Week 2 of October: Planning remote site visits for Wallowa County projects submitted this fall. Working with Executive Director and Union County Project Coordinator to develop guidelines for hosting site visits remotely. The end product will be a virtual site tour hosted by GRMW and attended by IT members with a chance to review and provide a recommendation for funding to the GRMW board. IT members appreciate the opportunity provide feedback at this critical review stage in the stepwise process.

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

- Ian Wilson - Week 5 of October: Assisting partners with proposals following remote site visits. Utilizing Atlas to inform total biological benefit scores for fall proposals. Partners recognize the importance of Atlas and the stepwise process in restoration planning. Information is shared at IT meetings. Summarizing comments and passing along to partners to incorporate into final proposals. IT comments from the remote site visit and IT comment forms were summarized to provide additional feedback to sponsors for final proposals. Partners value feedback and the opportunity to review project proposals. The summarized comments were shared with the IT.

(D. 114) 5. Coordinate with Opportunity Lead to incorporate Site Visit Report recommendations and contingencies into final project proposals.

- Ian Wilson - Week 2 of November: Working with NPT on submitting final proposal for Wolfe wetland through the GRMW stepwise website. The end product will be a final proposal submitted for implementation funds with recommendations from virtual site tour. The final proposal was reviewed by internal and external partners and will be presented to the GRMW board for consideration of funding. Partners appreciate the technical support and coordination of review from the Wallowa County Project Coordinator.

(D. 114) 6. Coordinate and participate in technical review for final project proposals.

- Kayla Morinaga - Week 5 of October: Assisted with project proposal review and digging into project metrics and monitoring.
- Ian Wilson - Week 3 of November: Preparing Wallowa County proposals to present to the GRMW board. Project proposals for Wallowa County will be presented to the GRMW for final consideration of funding. Board members appreciate a succinct summary of projects and any lingering concerns. Projects that are approved for funding will receive notification letters.

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

- Ian Wilson - Week 4 of November: Presenting Wallowa County project proposals to the Grande Ronde Model Watershed for final funding consideration. Acceptance letters will be sent to partners who submitted proposals, notifying the board's decision. Board members appreciate the project coordinators ability to distill the information from proposals and provide feedback from the IT.

(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 1 of November: Preparing draft agenda and working on follow-up action items for monthly Implementation team meeting with Wallowa partners to track project opportunities identified in the Atlas planning framework. The end product is coordinated communication with basin partners and documented status of project development. Meetings are shared in person, over the phone and in high level notes captured. Monthly IT meetings are

necessary to accomplish restoration with basin partners in terms of communication and coordination.

- Ian Wilson - Week 1 of October: Facilitating monthly IT meeting to track restoration work and identify new opportunities. High level notes from the meetings identify action items and are disseminated to partners. Partners appreciate monthly meetings for coordination of restoration work. Typing up notes and action items from IT meeting last week. Notes and action items are shared with IT members for accuracy and follow-up on action items. Organized notes and follow through on action items are appreciated by IT members.

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.

- Alex Towne - Week 2 of November: Attend Wallowa Atlas subgroup meeting to continue development of tier 2 subwatershed opportunities.
- Ian Wilson - Week 5 of October: Updating Atlas workbook to correct formula errors. Upon sharing total biological benefit scores with partners, I caught some minor formula errors in the Atlas workbook. Errors were updated for subwatersheds affected. Partners value the Atlas workbook for prioritizing stream restoration efforts. The updated workbook will be shared with partners following our November subgroup meeting and updates.

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

- Alex Towne - Week 1 of October: Prepare for Atlas meeting, adding requested data sets to map document to be used in meeting. Attend Wallowa Atlas meeting.

(E. 114) 3. Gather, organize, and convert all available data to a visual and easily consumable format (GIS) for efficient use during the subgroup and main meetings.

- Ian Wilson - Week 3 of October: Gathering fish sampling data from ODFW on Camp Creek to help inform the development of opportunity polygons in for Atlas. Assistant Fisheries Biologist Kyle Bratcher shared data on sampling O. mykiss in upper Camp Creek. This information confirms the presence of resident trout and a migratory component of the species present in this part of the drainage. Future restoration actions will be better aimed at restoring habitat for existing species. Collaborative efforts among partners are appreciated by all.

(E. 114) 6. Record high level notes and action items during the main meetings and disseminate resulting notes/action items to team members.

- Ian Wilson - Week 2 of November: Record high level notes and disseminate action items from subgroup meeting for the continued development of the Wallowa Atlas restoration framework. The end product will be a completed Atlas framework. Meetings are shared in person, over the phone, in high level notes captured and updated versions of the Wallowa Atlas framework stored on GRMW shared drives. Completing the Atlas framework is valuable from the partner's perspective to allow restoration opportunities to be fully realized and developed.
- Ian Wilson - Week 3 of October: Record high level notes and disseminate action items from subgroup meeting for the continued development of the Wallowa Atlas restoration framework. The end product will be a completed Atlas framework. Meetings are shared in person, over the phone, in high level notes captured and updated versions of the Wallowa Atlas framework stored on

GRMW shared drives. Completing the Atlas framework is valuable from the partner's perspective to allow restoration opportunities to be fully realized and developed.

(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 2 of November: Schedule and facilitate subgroup meeting for the continued development of the Wallowa Atlas restoration framework. The end product will be a completed Atlas framework. Meetings are shared in person, over the phone, in high level notes captured and updated versions of the Wallowa Atlas framework stored on GRMW shared drives. Completing the Atlas framework is valuable from the partner's perspective to allow restoration opportunities to be fully realized and developed.
- Ian Wilson - Week 2 of October: Schedule and facilitate subgroup meeting for the continued development of the Wallowa Atlas restoration framework. The end product will be a completed Atlas framework. Meetings are shared in person, over the phone, in high level notes captured and updated versions of the Wallowa Atlas framework stored on GRMW shared drives. Completing the Atlas framework is valuable from the partner's perspective to allow restoration opportunities to be fully realized and developed.
- Ian Wilson - Week 2 of October: Organizing agenda for subgroup meeting to facilitate Atlas development of the Little Sheep Watershed. The end product will be half day meeting with basin partners to build on previous work done by partners. The value of developing tier II subwatersheds in Atlas is unanimous.

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.

- Connor Stone - Week 5 of October: Participated in a Whiskey Creek work day— took photos/videos and sent content to Sean Welch @ BPA along with the most recent orthomosaic on Whiskey Creek from July of 2020.
- Ian Wilson - Week 1 of November: Reviewing drone imagery for Wilson Haun project. Feedback from drone imagery was relayed to GRMW drone pilot and desired imagery was captured to display mosaics, stills and video. Partners value the using drones to monitor projects pre and post implementation.
- Ian Wilson - Week 4 of October: Coordinating the use of stream temperature and stage loggers from GRMW to NPT. The loggers will be used to monitor projects in the Wallowa basin. There is broad support for pre and post project monitoring. Partners are aware that GRMW has equipment that they can borrow to assist with project monitoring.
- Ian Wilson - Week 3 of October: Printing off design maps and hosting site tour at Wilson Haun for RFQ design firms. Design maps will have the opportunity to tour the project area, ask questions and formulate qualified proposals based on proposed project actions. Updates will be shared with the IT at monthly meetings. Partners value support for design site tours. Working with NPT on the budget for the Lostine Wetland and Side Channel Complex. Discussing available BPA funds and how those will be allocated for construction and oversight. The end product will be not requesting additional funds above the original amount from GRMW for construction oversight. The project design and budget will be discussed with the IT at a remote site visit. Partners appreciate support in fiscal administration by GRMW. Coordinating the use of stream temperature and stage loggers from GRMW to NPT. The loggers will be used to

monitor projects in the Wallowa basin. There is broad support for pre and post project monitoring. Partners are aware that GRMW has equipment that they can borrow to assist with project monitoring.

(F. 122) 4. GRMW Staff will conduct site visits of sponsor projects to verify implementation and deliverables. Effectiveness monitoring may include aerial photos/videos to demonstrate action effectiveness. GRMW will also coordinate site visits with the Atlas Implementation Team, Board of Directors and other stakeholders to completed projects to verify whether implementation objectives are being met.

- Ian Wilson - Week 5 of October: Coordinating drone flight at Wilson Haun project with GRMW pilot and TU. Trout Unlimited requested a drone flight to capture base flow conditions and still aerial imagery pre project that can be repeated post project for monitoring. Restoration partners value drone services for monitoring projects. Updates are provided at monthly IT meetings.

G. 115: Produce Inventory or Assessment

(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

- Connar Stone - Week 3 of November: Created an orthomosaic comparison graphic of Bird Track Springs using imagery from 2020-2-9 and 2020-7-29. Sent to Jesse as per his request.
- Connar Stone - Week 3 of November: Created a graphic demonstrating wood movement by leveraging imagery from 2019-7-16 and 2020-6-10 showing the effects high flows had on the MUGR project during this time-frame. Coverted the graphic to PDF format to make it readily shareable. Sent final result to Jesse as per his request.
- Connar Stone - Week 5 of October: Completed July 2017 - July 2020 Whiskey Creek comparison graphic and sent to Jesse as per his request.
- Connar Stone - Week 5 of October: Created a graphic for Sue Greer (OWEB) using the imagery captured from Wallowa 39 Loop Road.
- Connar Stone - Week 4 of October: Put together a 2019-9-24 to 2020-10-5 comparison of Wallowa River Baker side channel. Sent results to Ian Wilson and John Baker as per Ian's request.
- Alex Towne - Week 3 of November: Make map of Lidar coverage from 2020 flights with stream names.
- Alex Towne - Week 4 of October: Work on stream line editing for BRAT3.0 in the Wallow subwatershed. Work on soils and geology map - McCoy Creek
- Alex Towne - Week 3 of October: Work on soils and geology maps for McCoy Creek project.
- Alex Towne - Week 1 of October: Make maps for Kayla of AqI reaches. Create linear shapefile for CC and Spring Creek surveys. Create map series for CC and single map for Spring Creek.

(G. 115) 3. Create opportunity maps and manage mapping updates for the Upper Grande Ronde, Catherine Creek, and the Wallowa River Atlas.

- Alex Towne - Week 2 of October: Create project reach maps for UGR, CC and Wallowa County. Start maps of Elmer Dam project area and Wilson Haun Project area with National Wetland Inventory (NWI) data.

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

- Alex Towne - Week 4 of November: Finish inputs for BRAT3.0 and run scripts in BRAT toolbox to complete the BRAT3.0 model for the Wallowa subwatershed. Start editing stream for the Lower Grande Ronde subwatershed.
- Alex Towne - Week 3 of November: Work on input data for BRAT3.0 in the Wallowa subwatershed.
- Alex Towne - Week 2 of November: Classify HSI rasters by score range and find area in acres of each class. Export rasters to TIFF for easier sharing. Work on data preparation for Wallowa BRAT3.0.
- Alex Towne - Week 1 of November: Work on orthomosaic mapping in Arc pro. Work on BRAT3.0 in the Wallowa subwatershed.
- Alex Towne - Week 3 of October: Watch Aerial Monitoring webinar from PNAMPS Start looking at processing capabilities in ArcGIS Pro for multispectral images from drone. Take some test photos, and crate false color composite image.

(G. 115) 5. Georeferenced aerial imagery

- Connar Stone - Week 5 of October: Processed imagery from Wallowa Wilson-Haun flight and sent results to Levi Old (TU) and Ian.
- Connar Stone - Week 4 of October: Flew Woodlee with the Phantom 4 Multispectral. Imagery gathered demonstrates the capabilities of this new sensor and large improvements to UAS technology. Multispectral imagery processed in Pix4D can be manipulated to provide different formula-based maps such as NDVI, OSAVI, and can even isolate the NIR/Red Edge bands to illustrate vegetation classifications and health, which may now be used with ArcGIS methods to determine metrics such as riparian vegetation growth, greenline expansion, etc...
- Connar Stone - Week 4 of October: Completed test flight of Phantom 4 Multispectral. Imagery provided to Alex for processing of NIR band. Test went smoothly and verified key functionality of the equipment such as battery performance, saving of multispectral band files, basic flight capabilities, software controls and features, etc... post-production of NIR band imagery bears promising results.
- Connar Stone - Week 4 of October: Coordinated with Ian concerning a flight on Wilson-Haun in November.
- Connar Stone - Week 3 of October: Phantom 4 Multispectral drone and case finally showed up. Unboxed equipment, organized protective case, downloaded and activated applicable software. First tests and flight will likely take place next week.
- Connar Stone - Week 2 of October: Flew Wallowa Baker and processed orthomosaic. Generated comparisons and individual photos sent to Ian and John Baker as requested.

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: Approved Atlas access for Phil Roni and Kyle Bratcher as per direction from Jesse.
- Connar Stone - Week 4 of November: Worked on GRMW project database—uploaded new documents for existing projects, added recently completed projects, updated metrics, added photos, etc...
- Connar Stone - Week 3 of November: Renewed NoIP dynamic hostname for grmw.myftp.org.

- Connar Stone - Week 4 of October: Cleared fake/unverified subscribers from database ripples subscription tables.
- Connar Stone - Week 2 of October: Renewed NoIP dynamic hostname for grmw.myftp.org.
- Connar Stone - Week 2 of October: Updated website board meetings page to reflect updated location(s) and documents associated with previous meetings.

J. 99: Outreach and Education

(J. 99) 3. Provide informational and educational materials to organizations and schools

- Kayla Morinaga - Week 3 of October: Dropped off GRMW logo appeal to Blue Mountain Outfitters, a sporting goods store, in La Grande. Staff at the store requested an informational brochure to provide customers with then they have questions about GRMW. I told them I would work on updating an old one for them and other outreach purposes. Proceeds go to the print of Ripples publications.

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

- Ian Wilson - Week 3 of October: Dropping GRMW merchandise at local retailer Sports Corral. Revenues from merchandise are used to support the Ripples publication. Community members, staff, GRMW board and basin partners are supportive of this effort and the Ripples publication. Reviewing 'Ocean to Idaho' documentary for sharing through GRMW social media platforms. The documentary video highlights a journalist traveling with salmon runs from the ocean to their spawning grounds in Idaho. This type of outreach can be a valuable link between professional challenges and goals with members of the public. Public support for restoration is a key element to accomplishing the GRMW mission of restoring watershed health.
- Ian Wilson - Week 2 of October: Assisting Freshwaters Illustrated with fall site visit. Providing information on filming opportunities of native fish species in Wallowa County. The end product will be an outreach video produced by Freshwater Illustrated that highlights the importance of salmon recovery efforts. The final video will be widely distributed to basin partners, internally and externally as well as members of the public. I believe partners will be very satisfied with the final cut of the video. Picking up Grande Ronde Model Watershed hats from Moonlight Graphics. Hats and other apparel are sold at local retailers and the GRMW La Grande Office. Revenues from merchandise are used to support the Ripples publication. Community members, staff, GRMW board and basin partners are supportive of this effort and the Ripples publication.

K. 99: Outreach and Education

(K. 99) 3. Ripples - Fall

- Mary Estes - Week 4 of October: Picked up the Ripples from The Observer and mailed those out to the Board and to the public.
- Connar Stone - Week 5 of October: Uploaded and distributed the electronic version of the Summer/Fall Ripples in the Grande Ronde 2020 to all electronic subscribers.
- Alex Towne - Week 3 of October: Get edited layout back from editor. Fix edits and finalize layout. Send to the Observer for printing.
- Alex Towne - Week 2 of October: Finalize Ripples layout and send to editor for final review.

- Alex Towne - Week 1 of October: Received edited articles from editor and sent to authors for final review.
- Ian Wilson - Week 3 of November: Delivering Ripples summer/fall publication to local businesses in Wallowa County. The end product is distributing the Grande Ronde Model Watersheds publication that highlights river restoration work. Community members have expressed satisfaction at reading and learning from Ripples publications.
- Ian Wilson - Week 4 of October: Reviewing fall edition of Ripples. I contributed an article to the fall edition and completed a final review before publication. The article will appear in the bi-annual late fall/winter edition for circulation to partners and community members in the Grande Ronde basin. Basin partners and community members appreciate the outreach of Ripples.

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: Wrote out checks to vendors. Started working on November Board meeting minutes.
- Mary Estes - Week 3 of November: Submitted our request for a new pickup on GSA website. Checked online banking for new transactions. Prepared invoices for approval. Entered transactions into QuickBooks and on spreadsheets. Filed project file folders. Called the bank to increase the limit on our card so we could make some big purchases. Placed orders. Updated minutes and newsletter mailing lists. Filed court resolutions appointing Board Members for another term on GRMW Board.
- Mary Estes - Week 2 of November: Copied project proposals for November Board meeting. Drafted November Board meeting agenda. Wrote checks out to vendors. Called Kit Clark with R-Y Timber on our Enterprise office lease. Emailed Larry Nall on holding an office for GRMW in June 2021.
- Mary Estes - Week 1 of November: Updated Grants.online, ASAP and SAM profiles. Took Explorer to Les Schwab to get tire fixed. Went to post office to mail envelopes. Checked online banking for new transactions. Prepared invoices for approval. Wrote checks out to vendors. Entered transactions into QuickBooks and on spreadsheets. Billed BPA on this contract. Filled out a GSA request for new pickup since the old pickup will have to go back to GSA in 2021. Worked on Annual Planning Session minutes.
- Mary Estes - Week 4 of October: Attended online training for GSA CAM. Wrote checks out to vendors. Online banking checking for new transactions. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 3 of October: Wrote checks out to vendors. Emailed Susan Roberts on any potential conference rooms in Enterprise to hold Board meeting. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 2 of October: Checked online banking for new transactions. Wrote checks out to vendors. Copied Board Annual Planning Meeting agenda and BRAT information paper. Took minutes at the planning meeting. Emailed Tracy Hauser, BPA, on the cost share information needed in November. Called Community Connection to reserve a conference room. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 1 of October: Billed BPA 79905-006 GRMW Admin. Took seasonal employee off of car insurance. Entered preventative maintenance on vehicles on the GSA drive through website. Checked online banking for new

transactions. Wrote checks out to vendors. Entered transactions into QuickBooks and on spreadsheets. Pulled GSA vehicle invoice of of website.

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

- Mary Estes - Week 4 of November: Submitted SF425 Final Financial Report for the short film to NOAA.
- Mary Estes - Week 3 of November: Checked OWEB's OGMS for any new information on the Sheep Creek Completion report. Placed Forestry Supply order for Kayla.
- Mary Estes - Week 2 of November: Billed BPA 79905-007 Tech and Assessment contract.
- Mary Estes - Week 1 of November: Sent email out to Board Members regarding their GRMW Board terms were expiring and asked if they wanted to serve another term. Filed MOU addendum for the Meadow Creek project.
- Mary Estes - Week 4 of October: Ordered office supplies. Updated ASAP profile.
- Mary Estes - Week 3 of October: Billed OWEB on the Sheep Creek Restoration grant. Billed BPA 79905-007 Technical and Assessments contract. Printed off contracts from contractors and filed them in their appropriate project file folder. Send out email to Jesse on a progress report was coming up due on Grande Ronde Basin Monitoring grant.
- Mary Estes - Week 2 of October: Checked OWEB's OGMS site for completion report status on Sheep Creek Restoration grant. Sent signed contract cover sheet for BPA 79905-008 to Karen, BPA. Updated my records for 79905-008 in QuickBooks and on spreadsheets.
- Mary Estes - Week 1 of October: Printed off QBs reports for the finance committee. Deposited donation funds into the donation account. Worked on final billing on OWEB Sheep Creek Restoration grant. Looked over the budget on two OWEB grants.
- Kayla Morinaga - Week 4 of October: Worked with Mary on ordering monitoring supplies. Performed required updates to grants.gov with Mary.
- Connar Stone - Week 4 of November: Attended Nov. 24th GRMW Board Meeting. Set up and managed GoToMeeting and other tech for running/recording the meeting.
- Connar Stone - Week 4 of November: Uploaded presentations from the Fall IT review to the FTP as per Jesse's request.
- Connar Stone - Week 3 of November: Assisted Kayla with finding imagery to use in her presentation to the board next week.
- Connar Stone - Week 1 of November: Assisted Shannon with technical issue preventing her from uploading files to the shared network drives.
- Connar Stone - Week 1 of November: Re-ran report for reach #15 and sent it to Shannon (summer survey crew member) as per her request.
- Connar Stone - Week 1 of November: Assisted Shannon (summer survey crew member) with extracting sketches from survey tablets to be included in report documents.
- Connar Stone - Week 1 of November: Sent linode invoice to Mary.
- Connar Stone - Week 1 of November: Set up connection information for upcoming board meeting in Enterprise on 11-24—details sent to mary so she can distribute them to the board.
- Connar Stone - Week 5 of October: Assisted Shannon with LogMeIn Hamachi technical issue concerning her remote access connection to the network drives.
- Connar Stone - Week 5 of October: Extracted Catherine Creek Survey photos from tablets and saved them to the shared network drive. Emailed the location

of the photos to Shannon so she could include them in her written survey report.

- Connar Stone - Week 4 of October: FAA UAS registration required for all active drones. Obtained new registration for each drone and added the Phantom 4 Multispectral to our FAA registered account/record.
- Connar Stone - Week 4 of October: Supported Shannon (Stream surveyors for 2020) in her efforts to complete her report on the 2020 Catherine Creek Stream Survey. Hunted down detailed data on reach #17, queried and corrected DB errors hindering reach report generation, and investigated Reach #5 LP, SP, and GL pool size irregularity.
- Connar Stone - Week 3 of October: Prepared for Oct 13th annual planning board meeting. Visited Cove Ascension school building, where the meeting would be held, to determine IT requirements for hosting the meeting virtually as well as in-person. Staged all necessary equipment, cords, devices, etc... the day before the meeting. Arrived early to ensure adequate time for setup.
- Connar Stone - Week 3 of October: Fixed and generated Reach 17 report for Catherine Creek Survey Data. Sent results to Shannon for inclusion in her report.
- Connar Stone - Week 3 of October: Downloaded file package from ODFW link shared by Jesse and placed on our FTP as requested.
- Connar Stone - Week 2 of October: Worked with Shannon to cure survey database errors on CC.
- Connar Stone - Week 1 of October: Installed Virtual Network app and linked it to IT Laptop to allow access to office drives over an internet connection for the purpose of facilitating the report writing efforts of the summer survey crew.
- Connar Stone - Week 1 of October: Sent linode invoice to Mary.

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

- Mary Estes - Week 2 of November: Entered all FY20 cost share in CBfish.
- Mary Estes - Week 1 of November: Worked on gathering cost share information from Partners to be entered into CBfish.
- Mary Estes - Week 4 of October: Sent out emails to partners and staff asking for their FY20 cost share information on their BPA contracts.

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

- Connar Stone - Week 5 of November: Ordered flash drives, head-sets, and webcams for office use. Also ordered a new workbook for Jesse.
- Connar Stone - Week 3 of November: Assisted Alex with technical issue blocking her connection to the geospatial network drive. Deleted the old connection and set it back up from scratch, then signed back in. Seems to be working fine now. Likely a windows error locked up the connection.

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 1 of November: Finished up my October accountability report.
- Kayla Morinaga - Week 3 of October: Worked on accountability report
- Kayla Morinaga - Week 2 of October: Worked on accountability report
- Kayla Morinaga - Week 1 of October: Worked on accountability report

- Connar Stone - Week 1 of November: Worked on BPA Accountability Report for August and September. Sent compiled report to Tracy.
- Connar Stone - Week 2 of October: Worked on BPA Accountability Report for August and September.
- Ian Wilson - Week 5 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 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: 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 5 of October: 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 4 of October: 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 2 of October: 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 1 of October: 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.

N. 132: Produce Annual Progress Report

(N. 132) 6. Education and outreach activities

- Alex Towne - Week 2 of November: Read and edit grant application for education grant.
- Alex Towne - Week 1 of October: Start working on presentation for annual board meeting.