



## - Accountability Report

November - December

### **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

November - December

### **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

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 Willowa 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.

### **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**

- Ian Wilson - Week 5 of November: Updating Executive Director on activities of Willowa 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 Willowa 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.

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

- Ian Wilson - Week 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.

**(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.**

- 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.

**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) 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.**

- 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.

**E. 114: Identify and Select Projects**

**(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.

**(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.

**F. 122: Provide Technical Review and Recommendation**

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

- Ian Wilson - Week 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.

**K. 99: Outreach and Education**

**(K. 99) 3. Ripples - Fall**

- 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.

**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.

**(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.

**(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.

**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.
- Ian Wilson - Week 1 of December: 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 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.
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