



## Jesse Steele - Accountability Report

December - January 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)

Coordination with local partners and BPA has continued to go well. In January GRMW and BPA worked on drafting the 2020 GRMW administration budget and contract. The budget is reduced by ~\$90,000 this year due to eliminating the Union County Project Coordinator position. Kayla and I have assumed the duties of that position. The BOR is working to develop a Section 106 Programmatic for the upper Grande Ronde Basin. GRMW is providing support for this effort through future project planning and mapping. If this is successful the hope is that projects will move to implementation quicker without the delays that we have been experiencing recently with Section 106. We are expecting a few proposals this spring: MUGR II Wood Harvest and Haul Implementation Willow Creek Fish Passage Implementation Indian Creek Connectivity Implementation UGR Bowman Implementation Prospectuses Submitted during this reporting period include: 5125 Rd Large Woody Debris E. Fork Grande Ronde and upper Fly Small Streams Middle Fly Creek Restoration Wilson-Haun Wallowa River TA

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

Buffalo Flats Floodplain Restoration Project continues to be a challenge for the USWCD and partners. Some residents of Union have raised concerns of flooding and an overall desire to not see the project implemented. GRMW has participated in several meetings and a town meeting that went well. The USWCD is handling the questions and concerns well. I am a bit concerned that the same group of folks that are opposed to this project will actively oppose other projects on Catherine Creek like the Hall Ranch project. We will want to be prepared to address those concerns. We have worked with BPA to find some ways of addressing ISRP and NPCC concerns quickly. GRMW will work to

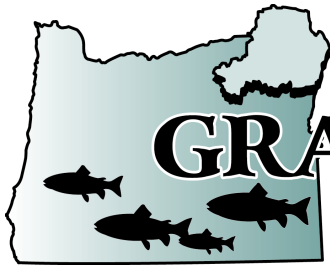
contract some help in producing adaptive management plans and our 2020 proposal to the ISRP. This will be very helpful for our program and also for the other partners going through review this year (ODFW, CTUIR).

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

As discussed the Buffalo Flats Public Meeting was a success I feel for the partners. I think we can expect this group of concerned citizens to raise concerns with other future projects on Catherine Creek. The partners are developing a communication strategy for this project that should be helpful for future projects as well.

**List Monthly Training & Travel:**

None



# GRANDE RONDE

## MODEL WATERSHED

### Staff - Accountability Report

December - January 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) 5. Cultural Resource surveys and reports**

- Ian Wilson - Week 3 of January: Discussing cultural resource funding options for Wilson-Haun restoration project with Trout Unlimited. Cultural resource funding will be pursued through the TA. Information will be shared with IT group. Partners appreciate options and coordination with cultural resource funding.

#### **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 January: After another agency backed out of helping fund the Grande Ronde River gage station in Troy, OR, I reached out to potential partners again to see if there is any interest or ideas on how to come up with the funds needed.
- Kayla Morinaga - Week 3 of January: Hosted Adaptive Management Subgroup meeting with basin partners. Discussed adaptive management plan outline and worked through two sections as a group and assigned authors. Another meeting is going to be scheduled in early February.
- Kayla Morinaga - Week 2 of January: Planned and sent out emails about upcoming Adaptive Management Subgroup meeting, answered questions and prepared materials.
- Kayla Morinaga - Week 1 of January: Assisted Sarah Brandy requested help with retrieving Limber Jim Creek snorkel data off from a tablet, cleaning it up and providing here with an Excel spreadsheet with all of the data clearly presented. Sarah also requested assistance with what common metrics she should use for talking about stream restoration projects.
- Kayla Morinaga - Week 4 of December: Worked on the Adaptive Management Subgroup draft outline.

- Kayla Morinaga - Week 3 of December: Worked on some of the GRMW sections for the Rieman response paper that Adaptive Management Subgroup is writing.
- Kayla Morinaga - Week 2 of December: Went to local USFS office to assist Sarah Brandy with Level II Stream Inventory queries in the Aquatic Surveys database. We generated reports from queries and I helped her learn how what queries were most useful for her reporting. We also discussed state loggers out on Limber Jim, Chicken, and West Chicken Creeks and what needs to be done in 2020 to make that data useful.
- Kayla Morinaga - Week 1 of December: Adaptive Management Subgroup meeting coordination and worked on the draft AM outline. Hosted the Adaptive Management Subgroup meeting. I participated on a conference call set up by Margaret Matter (Oregon Dept of Agriculture), NASA scientists and other natural resource professions. The NASA folks presented us with information on what kind of imagery they can provide us with and what attributes the imagery can help us monitor.
- Connar Stone - Week 5 of January: Sent stock location photos on Bird Track Springs to Lee Ricker for the purpose of compiling report showing planting and seeding areas.
- Connar Stone - Week 5 of January: Assisted Bridgett Naylor in the construction of the Augmented Reality Sandbox for Island City Elementary GO-STEM. This will become a great resource for us to borrow for events. The sandbox has locking casters so that it can be transported easily. For a more information on what the AR Sandbox is, please visit <https://arsandbox.ucdavis.edu/>.
- Connar Stone - Week 3 of January: Met with Levi Old over skype to discuss how best to use some of the footage we took back in July of 2019 to illustrate the hand crew work performed on sheep creek. Levi will be coming to the GRMW office sometime in the near future so we can edit the video together.
- Connar Stone - Week 3 of December: Sent an email to Noah Dynka with BOR including imagery from the most recent flight on Bird Track Springs via a link to our FTP as requested by Jesse.
- Connar Stone - Week 3 of December: Sent most recent Sheep Creek Imagery and accompanying .tfw file to levi as per his request.
- Connar Stone - Week 2 of December: Coordinated with CTUIR and Flew Bird Track Springs 2019-12-11.
- Ian Wilson - Week 5 of January: Working with Sean Welch and Tracy Hauser to update SOW and provide updates on Wallowa subbasin projects. The end product will be an updated SOW and coordination of upcoming projects. Project updates will be shared with partners at monthly IT meetings. Partners appreciate coordination between GRMW staff and BPA. Working with Wallowa Resources to help develop the Upper Wallowa River Restoration project in Atlas. The end product should be a submitted proposal from Wallowa Resources to help fund the project. Project updates occur at regular scheduled IT meetings. Partners appreciate the value of working together to achieve project implementation. Communicating with the Forest Service about submitting a modified proposal for Broady Cr. that would address known barriers to steelhead passage. The end product will be a proposal submitted this spring for implementation. Project updates will be shared at monthly IT meetings. Partners realize the importance of addressing known fish passage barriers in Wallowa County. Tracking down summer stream temperature data in the Lostine River at the request of ODFW research. The end product was emailing a limited data set from the CRITFC database. Given that ODFW had problems with their temperature loggers, they appreciate any extra help.
- Ian Wilson - Week 4 of January: Working with Department of State Lands and Wallowa County to pursue course of action for protecting bridge infrastructure on Whiskey Creek Road (Whiskey Cr.). The end product will be facilitating

discussion among partners to obtain the correct permits and design to protect the County Bridge. Internal and external partners will be updated at Wallowa Atlas IT meetings. Partners appreciate technical help when designing and planning in-stream work. Completing various aspects surrounding required OWEB completion reporting for the 39 loop rd bridge. The end product will be a required completion report for OWEB. Reporting and project updates are shared at IT meetings. Partners appreciate technical assistance including status and completion reports. 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 Trout Unlimited to develop Wallowa River project. The end product will be moving from design TA to proposal. Information is communicated at IT meetings. Providing communication between opportunity leads and BPA is a valuable role for project coordinators.

- Ian Wilson - Week 3 of January: Completing various aspects surrounding required OWEB completion reporting for the 39 loop rd bridge. The end product will be a required completion report for OWEB. Reporting and project updates are shared at IT meetings. Partners appreciate technical assistance including status and completion reports. Sending past restoration project data to ODFW for mule deer initiative. ODFW would like to inform mule deer initiative based on what restoration actions have benefited mule deer. ODFW shared request through NRAC email list. Coordination and data sharing is appreciated by partners. Updating Executive Director on activities of Wallowa County project coordinator and weekly staff meeting in La Grande. Coordination among GRMW staff facilitates project development, monitoring and coordination for partners. Staff meeting notes are captured for weekly meetings and relevant information are shared with basin partners. Value of weekly coordination is important to ensure GRMW can deliver important services to basin partners.
- Ian Wilson - Week 2 of January: Completing various aspects surrounding required OWEB completion reporting for the 39 loop rd bridge. The end product will be a required completion report for OWEB. Reporting and project updates are shared at IT meetings. Partners appreciate technical assistance including status and completion reports. Updating Executive Director on activities of Wallowa County project coordinator and weekly staff meeting in La Grande. Coordination among GRMW staff facilitates project development, monitoring and coordination for partners. Staff meeting notes are captured for weekly meetings and relevant information are shared with basin partners. Value of weekly coordination is important to ensure GRMW can deliver important services to basin partners.
- Ian Wilson - Week 1 of January: Working with Trout Unlimited to develop restoration project on Wallowa River. The end product will be a design for a restoration project. Partners are updated at IT meetings. Partners appreciate ongoing work and updates on that work. Coordinating landowner agreement with parties involved at Snyder diversion. Signed cooperative landowner agreement form that commits parties to restoration of fish passage barrier. Partners will be updated at monthly IT meetings. Restoration work is appreciated by partners. Assimilating fish passage barrier data from ODFW and NPT on shared drive of GRMW. Data will be available for partners for future fish passage barrier project planning. Partners are eager to work together to address fish passage projects.
- Ian Wilson - Week 5 of December: 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. Working on habitat report for GRMW that will capture past projects completed, current status of habitat in the Grande Ronde Basin, plan moving forward and adaptive management strategy. Upon completion, report will be shared with internal and external partners in paper copies and from shared drives. Results will guide future restoration work in guidance from ISRP recommendations.

- Ian Wilson - Week 5 of December: Working on habitat report for GRMW that will capture past projects completed, current status of habitat in the Grande Ronde Basin, plan moving forward and adaptive management strategy. Upon completion, report will be shared with internal and external partners in paper copies and from shared drives. Results will guide future restoration work in guidance from ISRP recommendations.
- Ian Wilson - Week 4 of December: Sending information about Chesnimnus Creek to NPT for potential land acquisition. Scoping for land protection and restoration. Updates shared at IT meetings depending on progress. Coordinating between landowners and project leads is an important component of the Wallowa County Project Coordinator. Working with OWEB, GRMW and Wallowa County to write and assimilate a completion report for the Wallowa Mountain Loop Road Bridge. Completion report submitted to OWEB will be the final product. All partners were satisfied with services rendered by the Wallowa County Project Coordinator.
- Ian Wilson - Week 3 of December: Coordinating with Wallowa Land Trust to discuss how we can partner with restoration and easement/acquisition. The end product will be a stronger partnership that will address restoration action 1 - protect land and water. Online GIS platform was shared with WLT and basin partners will be informed at next monthly Wallowa IT meeting. Synchronizing restoration and conservation is a valuable practice in natural resource management and appreciated by basin partners. Attend Union County IT meeting to observe how Union project coordinator facilitates meetings. Bring experience back to Wallowa IT meetings. Basin partners appreciate leadership and efficient meetings. Working with Forest Service biologist to discuss beaver management on federal and private land and how that can help with river restoration. The end product will be finding ways to allow beavers to actively restore streams, while reducing conflicts. This may come in the form of a working group, changes to trapping regulations and outreach events. The results have and will be shared at monthly IT meetings. The partner response has been positive to discussing beaver restoration.
- Ian Wilson - Week 2 of December: Coordinating with Trout Unlimited and ODFW to discuss how they can help develop project opportunity on the Wallowa River. The end product will be moving project development from concept to 15% and will be shared with IT team at 15% for review. Project development and review are appreciated by basin partners.
- Ian Wilson - Week 1 of December: 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. Working on habitat report for GRMW that will capture past projects completed, current status of habitat in the Grande Ronde Basin, plan moving forward and adaptive management strategy. Upon completion, report will be shared with internal and external partners in paper copies and from shared drives. Results will guide future restoration work in guidance from ISRP recommendations. Preparing temperature data collected by GRMW staff and summarized by CRITFC staff from 6 ranch project for ODFW district fisheries biologist. The end product was a summary analysis of temperature data collected at three sites, 9 years and two phases of restoration. Stream temperature data for the

Grande Ronde Basin is available on a CRITFC database for basin partners. Partner satisfaction and value are assumed to be positive. Talking with Executive Director about need for ISRPs comments to be addressed in two reports (habitat, adaptive management). Final products will be shared with basin partners in electronic or paper copies. Satisfaction and value are initially positive in the planning phase.

**(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 2 of January: Virtually attended the Council Program Goals and Objectives Workshop.
- Kayla Morinaga - Week 3 of December: Participated in and took notes for Union County Atlas IT Meeting. Cleaned up notes for distribution to the group.
- Ian Wilson - Week 3 of January: Meeting with connectivity coordinator for the Greater Oregon Hells Canyon to discuss beaver restoration in Wallowa County. End product was using citizen science was discussed as a means for determining more accurate spatial information about beaver populations. Information will be shared at IT meeting. Partners appreciate engagement on beaver restoration. Natural Resource Advisory Council technical monthly team meeting to update County Salmon Recovery Plan and update projects among different agency partners. The end product will be the updated Salmon Recovery plan, a document that can be used for local land use planning as well as seeking funding for restoration work. Stream reaches from Wallowa Atlas will be used to inform the updated version of the County Salmon Plan. Input from a GRMW representative who understands Atlas is highly valued. Meeting and discussing bids for upper Wallowa River project. Determining alternative designs our funding sources for project to move forward. Basin partner shares updates at IT meeting. Partners appreciate local participation and help in planning or refining restoration projects. Review adaptive management outline for adaptive management strategy. The end product will be a document that partners can learn from and continually update on restoration techniques and monitoring strategies. The end product will be a written document available in print or through GRMW. The subgroup meetings are well attended, indicating a positive response to the adaptive management plan. Attending Winter Fishtrap Dam series in Joseph, OR, a three-day series discussing how dams have shaped the Pacific Northwest with local community members and fisheries professionals. Information will be shared with GRMW and IT as appropriate. Being informed and involved is an important responsibility of the project coordinator position.
- Ian Wilson - Week 2 of January: Reviewing and commenting on bids for upper Wallowa River project. Determining alternative designs our funding sources for project to move forward. Basin partner shares updates at IT meeting. Partners appreciate local participation and help in planning or refining restoration projects. Convening meeting to discuss potential for beaver working group in Wallowa County. The end product will not be a working group at this point, but some targeted outreach designed to reach skeptical landowners. Information will be shared at the next IT meeting. Partners are active and engaged in recent discussions of beaver restoration in Wallowa County.
- Ian Wilson - Week 1 of January: Getting permits and determining ownership for 39 loop road completion report. The end product will be a completion report submitted to OWEB through their online platform. Information was shared at monthly IT meeting. Partners appreciate technical assistance on completion reporting.
- Ian Wilson - Week 5 of December: Taking photo points and working on completion report for 39 loop road bridge (fish passage) project as part of OWEB requirements for funding. The end product will be a completion report submitted to OWEB through their online platform. Information was shared at

monthly IT meeting. Partners appreciate technical assistance on completion reporting.

- Ian Wilson - Week 3 of December: Participate in adaptive management subgroup to develop outline for adaptive management strategy. The end product will be a document that partners can learn from and continually update on restoration techniques and monitoring strategies. The end product will be a written document available in print or through GRMW. The subgroup meetings are well attended, indicating a positive response to the adaptive management plan.
- Ian Wilson - Week 2 of December: Natural Resource Advisory Council technical monthly team meeting to update County Salmon Recovery Plan and update projects among different agency partners. The end product will be the updated Salmon Recovery plan, a document that can be used for local land use planning as well as seeking funding for restoration work. Stream reaches from Wallowa Atlas will be used to inform the updated version of the County Salmon Plan. Input from a GRMW representative who understands Atlas is highly valued. Attended GRMW board meeting on conference call to vote on project proposals. Board decision on project proposals. Decisions were shared with members of Wallowa Atlas team. Having a project coordinator that is informed of board decisions related to project proposal approval or rejection and comments is appreciated by partners.
- Ian Wilson - Week 1 of December: Attended adaptive management subgroup meeting in La Grande to talk about finishing the Rieman response and discussing the outline of the habitat report. The end product will be a published response in a peer-reviewed journal as well as comprehensive report of past and future habitat work and progress achieved. Both will be shared through links to online versions or physical copies. Partner satisfaction is positive and the value is recognized as important steps in moving forward with restoration. 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.

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

- Ian Wilson - Week 5 of January: Working with PM on Loop Road project to get invoicing documents. The end product will be invoice documents submitted to GRMW that will allow the release of funding to Wallowa County PM as part of OWEB requirements. Project status has been provided at monthly IT meetings. Partners appreciate willingness of project coordinator to assist them when it comes to reimbursement.
- Ian Wilson - Week 4 of January: Providing technical assistance to landowners in the form of resource consultation and permitting. The end product will be a submitted general authorization for waterway bank stabilization. Information has been communicated at IT meetings. Landowners appreciate the technical services provided by project coordinator.
- Ian Wilson - Week 2 of December: Working with IT specialist (GRMW) to develop maps for project opportunities in the Wallowa Basin. The end product is detailed map, highlighting opportunity and boundaries for future project. The map will be part of a prospectus reviewed by the IT team. Partners have expressed their appreciation for mapping and opportunity development.
- Ian Wilson - Week 1 of December: Talking with private citizen, Dennis Cross - he has aspen stand on the Wallowa River that he wants to fence off (referred to

Wallowa Resources). Dennis was happy to receive recommendation for fencing his aspen stand.

**(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 5 of January: Working with BPA to develop 2D hydraulic modeling for tier I Wallowa River project. The end product will be a more realistic model that will help design team determine where wood structures will have the most benefit biologically and hydrologically. Periodic updates will be provided at monthly IT meetings. Early project development is ideal to help form a common vision among funding agencies, biologist and engineers. The design team is happy that hydraulic modeling can be achieved in-house. Reviewing discharge monitoring options with water master and TU as it relates to instream flow leasing. A better understanding of what the water master is requiring for instream flow leases. Information will be shared with partners as needed. Water leasing is a high priority for much of the Wallowa Valley and understanding how to enforce these transactions is valued among partners.
- Ian Wilson - Week 2 of January: Talking with Dave Kaplowe (BPA) about adjusted atlas scoring for individual projects. The end product is a better understanding for the project coordinator on how to rescore projects based on restoration actions pursued. Knowledge will be shared with basin partners as projects are developed and during IT meetings. Partners appreciate a thorough understanding of the Atlas workbook. Updating Wallowa Atlas IT list of participants based on current partners. Updated IT group that will coordinate restoration projects in the Wallowa subbasin. Having an updated list of willing participants is appreciated by all partners.
- Ian Wilson - Week 1 of January: Communicating with hydraulic engineer from BPA about existing flow modeling. A better understanding of what modeling has been done and how it can be used to inform restoration planning. Information is shared with partners during the project development phase. Flow modeling is a valuable tool in planning and development of projects and this is recognized by partners.
- Ian Wilson - Week 5 of December: Communicating with BPA about upcoming work in Wallowa County, tools that have already been developed to help scoring Atlas. Presentation materials were shared between BPA and Wallowa County project coordinator and then shared at IT meeting for partners. Partners appreciated the refresher or new information from the presentations.
- Ian Wilson - Week 4 of December: Reviewing USFS Broady Creek project for potential resubmission as a project for fish passage only. The topic will be broached at the next IT meeting. Communication is ongoing between: BPA, project lead and WC project coordinator. There is value in cueing up restoration projects that address fish passage and are design ready. Reaching out to BPA for questions about hydraulic modeling and Atlas scoring. The end product will be a better understanding of current tools and data gaps for planning restoration projects. Partners will benefit from having centralized repository of data and knowledge.
- Ian Wilson - Week 3 of December: Working with local partners and GRMW GIS specialist to share and coordinate information related to known fish passage diversion on Big Sheep Creek. Maps, water rights, fish presence, history and images were shared with partners through email attachments or through phone communications. Project development is an important process for basin partners and sharing and coordinating this information is appreciated by all partners. Communicating with basin partners, ED and BPA about project coordinator involvement with projects within Wallowa County. The end product is hopefully a better understanding of the flow of communication when it comes to partner coordination. Generally speaking, clearly defined roles are always appreciated. Coordinating with Trout Unlimited to develop restoration

project on Wallowa River. End product will be submitting TA during spring funding cycle. Basin partners will review prospectus when submitted at the IT meeting. Trout Unlimited values coordination and input from experience.

- Ian Wilson - Week 2 of December: Working with local partners and GRMW GIS specialist to share and coordinate information related to known fish passage diversion on Big Sheep Creek. Maps, water rights, fish presence, history and images were shared with partners through email attachments or through phone communications. Project development is an important process for basin partners and sharing and coordinating this information is appreciated by all partners.
- Ian Wilson - Week 1 of December: Coordinating with Doug Knapp from BPA to model river depth in Bear Creek for future restoration opportunities related to discharge augmentation. Realistic flow model for different discharge levels above base flow that basin partners can use in planning water easements or leases on Bear Creek in the future. Doug will attend next Wallowa IT meeting to discuss results and field questions. Basin partners: Wallowa Resources, The Freshwater Trust and the Nez Perce Tribe are satisfied with the value of getting a useful flow model. Communicating with Connor, our IT specialist about sharing ftp link with BPA for raster data files. End product was email to BPA with link to our ftp for sharing large data files. Value and satisfaction are implied.

#### **D. 114: Identify and Select Projects**

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

- Ian Wilson - Week 3 of January: Review of prospectus for TA Wilson-Haun project. End product will be reviewed at upcoming IT meeting. There is strong agreement that early involvement in project development is valuable.
- Ian Wilson - Week 4 of December: Working on hydrology data and prospectus for Wilson-Haun with project lead. The end product was a submitted prospectus. The prospectus will be reviewed at upcoming IT meeting. Stepwise process is appreciated by partners as a chance to be informed and provide feedback.

##### **(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 5 of January: Preparing and sending out final agenda and calendar invite 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 4 of January: Scheduled Atlas IT team meeting for February. Atlas IT team meeting in February will be used to discuss previous action items, share recently gathered data on project opportunities and a chance for partners to update the group on project development. Partners appreciate coordination efforts to continue restoration work in Wallowa County.
- Ian Wilson - Week 1 of January: 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.
- Ian Wilson - Week 3 of December: Preparing and sending out notes and draft agenda 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 2 of December: Facilitating 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 December: Finishing and sending out final agenda for Wallowa Atlas IT/subgroup meeting. Incorporating IT with subgroup to accomplish Atlas development as well updates on current project planning. End product will be half day meeting with basin partners. The value of developing tier II subwatersheds in Atlas and project updates is unanimous.

## **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 January: Attend Wallowa Atlas subgroup meeting.
- Alex Towne - Week 1 of January: Wallowa Atlas IT meeting call in.
- Alex Towne - Week 3 of December: Meeting with Dana N. and Montana P. to assign restoration actions to upper BSC2 project opportunities that were derived from projects identified by Dana (USFS).
- Alex Towne - Week 2 of December: Attend Atlas meeting
- Ian Wilson - Week 5 of January: Working on updating scoring WLU 2 in Atlas for UWWR project. The end product will be working with subgroup to finalize opportunity and restoration actions for Upper Wallowa River Restoration project. This will occur at an upcoming subgroup meeting and notes captured at the meeting by the PC will be shared externally. Partners value of opportunistically developing projects as they become feasible.
- Ian Wilson - Week 1 of January: Updating Wallowa IT member list in accordance with Atlas user's manual and implementation guidelines. An updated IT member list that reflects participation of partners in various roles. Proposed IT list was shared at monthly IT meeting. Partners provided feedback on proposed members and appreciate involvement in the process.
- Ian Wilson - Week 1 of December: Working with CRITFC partners to determine if proprietary software (net map tools) will be useful for Wallowa Atlas development. CRITFC will attend subgroup meeting and group will discuss relevance of software. Partners appreciate technical expertise and availability of partners within and outside the basin.

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

- Ian Wilson - Week 2 of January: Sending updated Atlas spreadsheet and subgroup agenda to Dave Kaplowe. Communicating with BPA about Atlas development. Subgroup and IT members are informed. Partners appreciate knowledge and understanding of Atlas process.

### **(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.**

- Alex Towne - Week 2 of December: Complete RCAT for MCC1 subwatershed.
- Alex Towne - Week 1 of December: Start Riparian Condition Assessment Tool (RCAT) on the MCC1 subwatershed for Wallowa Atlas: Pre-processing data, streamline editing, run Valley Bottom Extraction Tool (VBET).

**(E. 114) 5. Coordinate the collection and data analysis with the GRMW GIS Specialist to display layers, prioritization matrix, and sub watershed maps during the main meetings. (Technical work completed under WE G: Produce Maps, Manage GIS Data and Aerial Imagery).**

- Ian Wilson - Week 1 of December: Coordinating with GRMW GIS staff and ODFW habrate personnel to understand attribute headers for developing Riparian Condition Assessment. Information will be used to develop tier II watersheds in Wallowa Atlas. Subgroup meetings will be convened to share developments with basin partners. Partners have expressed satisfaction and value in having GIS expertise from GRMW staff.

**(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 4 of January: 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 December: 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 partners 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 5 of January: 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 4 of January: 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.
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Atlas framework is valuable from the partner's perspective to allow restoration opportunities to be fully realized and developed.

- Ian Wilson - Week 3 of December: Schedule 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 partners perspective to allow restoration opportunities to be fully realized and developed.
- Ian Wilson - Week 2 of December: Facilitating 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 partners perspective to allow restoration opportunities to be fully realized and developed.
- Ian Wilson - Week 1 of December: Finishing and sending out final agenda for Wallowa Atlas IT/subgroup meeting. Incorporating IT with subgroup to accomplish Atlas development as well updates on current project planning. End product will be half day meeting with basin partners. The value of developing tier II subwatersheds in Atlas and project updates is unanimous.

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

- Alex Towne - Week 3 of January: Create feature class of MCC1 opportunity polygons that were defined in the 1.15.20 subgroup meeting.
- Alex Towne - Week 2 of January: Create working map document for Atlas subgroup meeting to map opportunities in MCC1.

**(E. 114) 9. Work with BPA and Atlas partners to develop a Wallowa County (includes Lostine, Innaha, Joseph, Mina, Wenaha, Lower Grande Ronde, and Big Sheep Creek) Atlas Outreach Plan once the Atlas has been completed.**

- Ian Wilson - Week 3 of December: Communicating with CRITFC about utilizing proprietary software to help develop the Atlas for Joseph Creek watershed. CRITFC does not have the available data to develop the Joseph Creek watershed. The information will be shared at the next subgroup meeting. Partners will likely be disappointed, yet understanding that we have other tools to move forward with Atlas development.

**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 2 of January: Created a visual comparison of Limber Jim for Sarah Brandy with USFS. She wanted to compare pre and post project flows to the most current imagery. Resulting comparison sent to Sarah via email.
- Connor Stone - Week 4 of December: Offered technical assistance to Levi Old concerning the submission of the Wilson-Haun Prospectus.
- Connor Stone - Week 2 of December: With the help of Alex, Assisted Jake Kimbro to change the transparency layer from Bird Track Springs (11/14/19) so that it did not show a white background in ArcGIS.

- Ian Wilson - Week 5 of January: 30% review of RRT comments for Lostine River Wolfe Wetland basis of design report and plan set. Provide feedback from RRT comments. The end product will be feedback stored on pdf or word documents that will be shared with IT/RRT teams and help advance the project to the next phase of development. I believe partners value coordination and organized feedback.
- Ian Wilson - Week 5 of January: 30% IT review meeting for Lostine River Wolfe Wetland basis of design report and plan set. Provide feedback from RRT comments. The end product will be feedback stored on pdf or word documents that will be shared with IT/RRT teams and help advance the project to the next phase of development. I believe partners value coordination and organized feedback.
- Ian Wilson - Week 2 of January: Developing wood treatment types and locations with Trout Unlimited for Wilson-Haun project. The end product will be conceptual plans used for 15% design. Several phases of project development will be shared with the Wallowa County IT. Partners appreciate project updates and the chance to provide feedback. Communicating with NPT and Alex about spatial fish passage barrier data. Making sure we have up to date spatial data and tables of fish passage barriers in NE Oregon for future restoration planning. Data and communication were shared at Wallowa IT meeting. Partners value the benefit of utilizing current and past planning efforts.

**(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 January: Setting up site visit at Wilson Haun project with design team. The end product will be coordinated effort between project sponsor and design team members to explore early concepts. IT partners will be informed at monthly meetings. Partners appreciate early involvement in project development.

**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**

- Connor Stone - Week 2 of December: Processed imagery from 2019-12-11 flight of Bird Track Springs and sent results to CTUIR.
- Alex Towne - Week 4 of January: -Complete map of completed project (1996-2017) in GRB for board member packets. -Create similar map as above for Levi but with projects since 2005. -Convert mobile map to pdf document showing structures on Whiskey Creek. -Complete Catherine Creek AqI survey map showing landowners for Kayla to begin outreach for stream survey access. Print large format map.
- Alex Towne - Week 3 of January: Start updated map for board member packets showing completed projects in GRB. Have Connor query project data base to acquire stats on number of projects, stream miles of habitat access added, riparian acres fenced, and riparian acres planted.
- Alex Towne - Week 2 of January: Update/edit Indian Creek APE maps for Levi.
- Alex Towne - Week 2 of January: Start map for Catherine Creek AqI survey proposed reach.
- Alex Towne - Week 2 of January: Create map for proposed stream additions to Wild & Scenic Rivers Act.

- Alex Towne - Week 1 of January: Start work on running BRAT 3.0 on Limber Jim Creek: Pre-processing input data, edit streamline to follow post project channel, work with Connor to fix script syntax.
- Alex Towne - Week 4 of December: Wallowa Valley Improvement Canal map with Ian. Helped Ian complete map he started.
- Alex Towne - Week 2 of December: Create APE map for Wilson/Haun project.

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

- Connor Stone - Week 5 of January: Ran database queries and obtained statistics for an updated Grande Ronde Model Watershed Service Area Map for Alex.

## **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.**

- Connor Stone - Week 4 of January: Added announcement for informational meeting in Union concerning Buffalo Flats Stream Restoration Project to GRMW website home page.
- Connor Stone - Week 4 of January: Added Beaver Creek Fish Passage and Bird Track Springs to grmw.org database.
- Connor Stone - Week 4 of January: Resized website server to accommodate larger files.
- Connor Stone - Week 2 of January: Updated "Data" drop-down and page title on website, which read "Stream Precipitation and Flow," to instead read as "Stream Flow and Precipitation".
- Connor Stone - Week 2 of January: Updated Atlas BSRs in the Atlas Online Tool to sort opportunities by total biological benefit score instead of by name. The opportunities listed on the opportunities page which shows all BSRs still lists opportunities by name.
- Connor Stone - Week 4 of December: Published Board Meeting minutes to grmw.org.
- Connor Stone - Week 4 of December: Detected brute force attack on website server from IP address 15.206.165.122. IP reported to domain administrator/ISP and blocked from website server.
- Connor Stone - Week 1 of December: Renewed SSL certificates for grmw.org using certbot. Error occurred, deleted old certs, updated certbot, and installed new certs—problem solved.

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

- Connor Stone - Week 5 of January: Renewed NoIP dynamic hostname for grmw.myftp.org.

- Connar Stone - Week 5 of December: Renewed NoIP dynamic hostname for grmw.myftp.org.

## **J. 99: Outreach and Education**

### **(J. 99) 1. Coordinate GRMWP participation in the Union and Wallowa County Educational & Volunteer activities**

- Kayla Morinaga - Week 5 of January: Coordinate with local US Forest Service staff on recent grant awarded to us as a partnership for starting a citizen science program in the upper Grande Ronde subbasin. I also had to reach out to other partners in the grant (La Grande High School, Portland State University, CTUIR and potential volunteers about potential macroinvertebrate training dates in the summer of 2020.
- Kayla Morinaga - Week 3 of December: Meeting for GO STEM (Greater Oregon Science, Technology, Engineering and Mathematics elementary school sessions).

### **(J. 99) 2. Organize and coordinate educational seminars and activities.**

- Connar Stone - Week 5 of January: Taught Island City Elementary School GO-STEM class.
- Connar Stone - Week 5 of January: Worked on curriculum for teaching Island City Elementary School GO-STEM class.
- Connar Stone - Week 4 of January: Taught Island City Elementary School GO-STEM class.
- Connar Stone - Week 4 of January: Worked on curriculum for teaching Island City Elementary School GO-STEM class.
- Connar Stone - Week 3 of December: Met with Carrie Castleton Lowe concerning the development of the STEM curriculum for Island City Elementary after school GO-STEM classes for 4th and 5th graders. Carrie asked GRMW if anyone would be willing to teach on the development and use of drone technology in the work we do.
- Ian Wilson - Week 3 of December: Coordinating with Union and Wallowa County partners to look in to hosting regional author to present recent publication articulating the benefits of beaver. The end product will be a presentation by author in both Counties. Presentations will be held in venues for community members and restoration partners and outreach is shared with local IT team. Partners are enthusiastic to get a high caliber author to present on the benefits of beaver restoration for salmon recovery and water storage.
- Ian Wilson - Week 2 of December: Coordinating with Union and Wallowa County partners to look in to hosting regional author to present recent publication articulating the benefits of beaver. The end product will be a presentation by author in both Counties. Presentations will be held in venues for community members and restoration partners and outreach is shared with local IT team. Partners are enthusiastic to get a high caliber author to present on the benefits of beaver restoration for salmon recovery and water storage.

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

- Kayla Morinaga - Week 5 of January: Delivered GRMW logo gear to local outdoor retailer, Blue Mountain Outfitters, for them to purchase from us and sell in their store.
- Kayla Morinaga - Week 4 of January: Coordinated with Freshwaters Illustrated director and Seth White (CRITFC) on film in production.
- Kayla Morinaga - Week 3 of January: Coordinated with Freshwaters Illustrated director on film in production.
- Kayla Morinaga - Week 3 of January: Worked with GO STEM (Greater Oregon Science Technology Engineering and Mathematics) coordinator for a pilot

program involvement at a local elementary school for the new After School STEM Club.

- Kayla Morinaga - Week 2 of January: Confirmed date and location of 2020 Family Fishing Event for July 11, 2020, at Anthony Lake picnic area. This event is in partnership with the US Forest Service (Sarah Brandy) and ODFW (Tim Bailey).
- Kayla Morinaga - Week 1 of January: Conference call with Jeremy Monroe from Freshwaters Illustrated and Seth White of CRITFC about upcoming Grande Ronde basin film and the need for some historical photos and/or video if possible. Reached out to many partners with this request and received a few photos in response. This will be an ongoing effort.
- Kayla Morinaga - Week 2 of December: Coordination call with Jeremy Monroe (Freshwaters Illustrated director), and Seth White (CRITFC), about Grande Ronde basin educational film in production.

## **K. 99: Outreach and Education**

### **(K. 99) 1. Rippled - Winter**

- Alex Towne - Week 2 of January: Outreach to article contributors. Coordinate article details with them.
- Ian Wilson - Week 1 of December: Coordinating with Wallowa Resources to prepare future Ripples Article about youth interns removing planting cages in Chesnimnus area. Ripples article in upcoming edition shared through local newspapers and businesses. Wallowa County Project Coordinator has heard very positive response to the Ripples publication from community members.

### **(K. 99) 4. Ripples - Spring**

- Ian Wilson - Week 2 of January: Meeting with Lindsay Miller of Wallowa Resources to discuss developing a Ripples article based on intern work on plant cage removal. Lindsay will work with Alex (GRMW) to develop Ripples article. The final article will be shared in the Ripples insert publication. Partners appreciate outreach and the chance to highlight restoration work.

## **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 5 of January: Checked online banking for deposits. Wrote checks out to vendors. Entered transactions into QuickBooks and on spreadsheets. Billed BPA 79905-003. Emailed Inter-fluve on their invoice for cultural resources for Bowman project. Gave dollar amounts to Allen and Jake on Bird Track Springs. Filed project documents. Reserved conference room for State of Science meeting in April. Sent list of 1992-2017 projects to Connor. Sent draft NPCC 2019 budget to Jesse. Proof read letter of support for Jesse. Spoke with Sean and Tracy, BPA, on a potential contract that would be for assessments, research and studies. Emailed a response to Joe Platz and Tiffany, FS, on the closure of the Woodlee project. Billed OWEB for the Enterprise office lease for February.
- Mary Estes - Week 4 of January: Checked online banking for new transactions. Wrote checks out to vendors. Entered transactions into Quickbooks and on spreadsheets. Pulled GSA vehicle invoice off of VCSS website. Updated my contract/grant list. Billed OWEB 219-5043-16511 gauging station grant. Checked OGMS for comments on several completion reports. Spoke with Ian on articles and the federal lobby form for the Wallowa Loop Road project. Checked with partners and staff on the status of invoices, budgets, and reports

on the following projects: Bird Track Springs, Wallowa River McDaniel, Crow Creek, Meadow Creek, Fish Surveys and gauging stations. Billed OWEB 218-8205-16259 Meadow Creek.

- Mary Estes - Week 3 of January: Emailed letter from the Department of Justice to Yvonne, CPA, to work on. Wrote checks out to vendors. Entered transactions into Quickbooks and spreadsheets. Mailed the IRS our 1099s and 1096. Started working on gathering tax information for 2019. Billed BPA 79905-003 GRMW Admin. Entered mileage on the GSA website. Billed BPA on 79905-001 designs contract. Checked on the status of Bird Track Springs and Woodlee invoices. Billed OWEB on the Council support and fish survey grants. Spoke with Ian on the completion report for the Wallowa Loop Road project.
- Mary Estes - Week 2 of January: Mailed out 1099's this week to vendors. Checked online banking for new transactions. Wrote checks out to vendors. Title VI Compliance Review information from Mark, BPA, and shared it with Jesse. Jesse and I had a conference call with Mark over the annual compliance review. Updated mailing lists. Registered Jesse and Ian for the Connect Conference and their lodging reservations. Entered transactions into Quickbooks and on spreadsheets. Filed project file folders. Worked on new Board Member notebooks. Got Union County Planning Department to sign the land use form for the Woodlee project. Searched for dollar amounts on the hydraulic post pounder, LP pac, and the Lanier copier for Connar. Inquired about invoices and reports on the Bird Track Springs and Meadow Creek projects. Sent Allen Childs dollar amounts on the Bird Track Springs project that he asked about. Had questions on the land use forms for Coby and Andrew.
- Mary Estes - Week 1 of January: Finished accountability report for December. Checked online banking for new transactions. Prepared invoices for approval. Deposited funds into the donation account. Purchased 1099s and 1096 supply from CPA. Entered transactions into QuickBooks and on spreadsheets. Sent financial reports to the finance committee. Emailed Andrew Dutterer, OWEB, and Joe Platz, FS, on the Woodlee project completion report not being all the complete. Spoke with Jesse Steele on this as well. Emailed Susan Roberts and Ian Wilson on an invoice for the Wallowa Loop Road Grant. Went through project spreadsheets for 2019.
- Mary Estes - Week 4 of December: Pulled 1099 list off of QuickBooks. Ordered 1099s, 1096 and envelopes. Checked online banking for transactions. Entered transactions into QuickBooks and on spreadsheets. Prepared Board Meeting flyer. Emailed Coby Menton, OWEB, regarding landowner agreements for the Wallowa Loop Road grant. Registered Ian Wilson for the Fishtrap Dam Conference in January in Joseph.
- Mary Estes - Week 3 of December: Fixed telephone list for Board Members and staff. Changed password in grants.gov. Checked online banking transactions. Wrote checks out to vendors. Worked on Board meeting minutes and new Board member handbook. Reserved Wallowa Senior Center Conference room for February Board meeting. Time sheets to Union County. Emailed Bryan Endress, ODFW, regarding final billing on 218-8205-16259, Meadow Creek grant. Emailed Andrew Dutterer, OWEB, regarding the final invoice for Bird Track Springs grant. Emailed Jamie, CTUIR, regarding needing November and December invoices for Bird Track Springs grant.
- Mary Estes - Week 2 of December: Pulled GSA vehicle invoice off of website. Checked online banking for transactions. Wrote checks out to vendors. Called Allstate Insurance Company regarding their billing. Conference call with Board Members and Staff on five project proposals, etc., that needed approval. Entered transactions into QuickBooks and on spreadsheets. Emailed CPA a letter from State of Oregon Justice Department on the 2018 audit. Went over spreadsheets that were part of the 2019 projects making sure they add up correctly. Billed OWEB on 216-8205-15454 Whiskey Creek Courtney grant.

- Mary Estes - Week 1 of December: Filed project files. Checked online banking for transactions. Wrote out checks to vendors. Entered vehicle mileage on GSA website. Worked on Board meeting minutes. Called Board Members regarding conference call and doodle poll. Entered transactions into QuickBooks and on spreadsheets. Worked on budgets that covered payroll. Billed BPA on this grant.
- Mary Estes - Week 1 of December: Worked on an invoice for the administration on Bird Track Springs grant. Responded to email from Aric Johnson, FS, on monitoring report for the Upper Grande Ronde Culverts. Emailed Winston Morton, ODFW, on budget for Wallowa River McDaniel project. Checked project/grants status on OWEB's OGMS website. Spoke with Jake Kimbro, CTUIR, on Federal lobby certificate and final match forms needed for Bird Track Springs grant.
- Connar Stone - Week 2 of January: Reviewed and updated 2020 inventory sheet for submission in the GRMW admin contract for FY 2020. Sent file location to Jesse for inclusion in the contract submission.
- Connar Stone - Week 1 of January: Worked on 2020 inventory sheet for GRMW 2020 admin contract.
- Connar Stone - Week 5 of December: Reviewed 2019 technical budget for FY 2020. Overall budget reduced by a few thousand dollars.

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

- Connar Stone - Week 3 of January: Worked with Alex to resolve more BRAT model python script errors in ArcPro.
- Connar Stone - Week 2 of December: Kayla requested the raw fish survey data on Fly Creek from the ArcGIS Survey 123 website. Downloaded the appropriate data and sent to Kayla.
- Connar Stone - Week 2 of December: Sent link to Wilson-Haun imagery to Ian as per his request so that he could share it with Trout Unlimited to aid in the design of the project.
- Connar Stone - Week 1 of December: Set up additional Board Meeting for Nov. 10th at 11:00 am via conference call using GoToMeeting.
- Connar Stone - Week 1 of December: Helped Ian Wilson set up a shared link using our FTP. Sent an email that walked him through the process with images illustrating how to create public links.

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

- Connar Stone - Week 3 of January: Replaced faulty power supply in Kayla's computer. PC returned to service.
- Connar Stone - Week 2 of January: Kayla's computer began shutting off unexpectedly. Initial troubleshooting revealed a power issue which could have stemmed from BIOS setting. Changed BIOS settings, power cable, and ensured all power connections to MB and other components were secure. This allowed the system to run a short while longer, but did not correct the unexpected shutdown issue. The most logical explanation is a faulty power supply. Replacement PSU (Power Supply Unit) is now on order for Kayla's PC.
- Connar Stone - Week 5 of December: Fixed print driver issue for Mary. Her computer would not print in color or double-sided due to faulty driver installed by Windows Update for the Lanier copier. Installed the proper driver to resolve the issue.
- Connar Stone - Week 5 of December: Assisted Alex in updating BRAT model software for ARCGIS pro. Python scripts for the updated BRAT model were not optimized for the pro version of python (Python 3.6) installed on her computer.
- Connar Stone - Week 4 of December: Tried to compile North Arrow habitat suitability program using QT and dependency libraries in an attempt to correct

a fatal error which crashes the program during runtime. Processing files seems to cause this error with no log or indication as to the reason for failure. Unfortunately, the compiler has identified numerous compilation errors and with the program being written in C++ and the original engineer of the program being unavailable with little to no documentation, the chance of fixing this program is bleak.

- Connor Stone - Week 1 of December: Applied updates to File Server.

## **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**

- Kayla Morinaga - Week 5 of January: Prepare December/January accountability report.
- Connor Stone - Week 5 of January: Worked on compiling BPA accountability report.
- Connor Stone - Week 2 of January: Compiled and Sent BPA accountability report for the months of October and November to Tracy Hauser.
- Connor Stone - Week 1 of January: Worked on BPA accountability report for October/November.
- Connor Stone - Week 3 of December: Worked on BPA Accountability report for October/November.
- Alex Towne - Week 3 of December: October/November accountability report.
- Ian Wilson - Week 5 of January: 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 January: 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 January: 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 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.
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- Ian Wilson - Week 2 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.

## **O. 185: Produce Pisces Status Report**

### **(O. 185) 1. Quarterly reporting of milestones and deliverables in Pisces.**

- Kayla Morinaga - Week 2 of January: Submitted quarterly status report for contract #79905 REL 4, under project #1992-026-01
- Connor Stone - Week 3 of January: Uploaded 2019 flight request log to quarterly status report and worked with Jesse and staff to complete the quarterly status report for admin contract 2019.