



Jesse Steele - Accountability Report

October - December 2021

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)

This was a busy reporting period which included our fall Stepwise Process, responding to the ISRP, hosting the 2021 State of the Science meeting, and much more. The staff were very busy with basin coordination associated with these activities. The SoS meeting was virtual with about 60 partners in attendance. The meeting included basin updates from partners and four presentations from RM&E partners. We received five proposals this fall. All five proposals were the result of Atlas planning with the Wallowa and Union County Implementation Teams. After site visits, reviews, and submission of final proposals, all five projects were funded by the GRMW Board with BPA and OWEB FIP funds. Of note, is the Catherine Creek Hall Ranch Restoration Project which was awarded over two million dollars of FIP funding for the habitat restoration portion of the project. Staff is already planning for the Spring 2022 Stepwise Process and we expect to receive at least one more large funding request (MUGR II & III) and a few more small request. The Atlas Adaptive Management Subgroup meet in November to discuss a number of topics; debrief after State of the Science, plan for updating the CC and UGR Atlases, and overall adaptive management. The team felt it would be best to wait on starting the update to Atlas until we can meet in person again and have some results from the Life Cycle Model to help inform restoration priorities. GRMW is continuing to work on a new proposal format for the Stepwise Process. Now that we will no longer be using the OWEB application we felt it would be best to update the GRMW proposal prior to starting to use it again. We will eventually move the entire Stepwise Process online.

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

We are anticipating project funding to be tight this fiscal year. We have discussed some options to resolve this anticipated problem with BPA and we believe we will be able to shift some of the funding requests to the next fiscal year. This may just push the problem down the road but we will know more soon as we further develop our start of the year budget.

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

We believe we have arrived at a good approach for handling funding requests with inflated costs. In the past we have reduced funding for line items that appear high but in several cases we have then had to try and add funds to the projects at a later date due to shortages. This fall the Board awarded funding to a project that had contingency in the budget. Our plan will be to revisit the project funding when a contractor is selected and if there is extra funding we will deobligate those funds and make them available to other projects. Deobligating funding may prove to be more efficient than adding funds since there are not always funds leftover to cover shortages. More to come on this approach as we move through the process and see how it works.

List Monthly Training & Travel:

N/A



Staff - Accountability Report

October - December 2021

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

Alex Towne, 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 3 of October: Green Valley Ranch coordination with cultural resources and design.
- Ian Wilson - Week 2 of October: Coordinating cultural resource survey on GVR next week with land manager and BPA staff.

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

- Alex Towne - Week 2 of October: Prepare presentation for annual planning session. Attend planning session.
- Alex Towne - Week 1 of October: HSI model validation field day to collect velocity measurements at fish locations
- Ian Wilson - Week 5 of October: ISRP M&E matrix input for projects in Wallowa County (2017-2027). ISRP matrix and FY 22 coordination.
- 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. ISRP M&E matrix meeting.
- Ian Wilson - Week 3 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. Working on annual planning meeting presentation. Annual planning meeting in Cove.

- 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. Working on annual planning meeting presentation. Reviewed ISRP comments. Talking with Winston about IT letter of support for exploring restoration position with Wallowa Resources. Attending Tamkaliks side channel blessing. Shutting down Mayfly flow monitoring system for the season.

(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 5 of October: Disseminating notes from beaver working group meeting.
- Ian Wilson - Week 4 of October: Developing an agenda for an upcoming beaver working group meeting. Wallowa Land Trust lands committee meeting. Attending the Colorado Beaver Summit, a two day meeting with partners across the west, discussing the importance of beavers for watershed health.
- Ian Wilson - Week 2 of October: Responded to RCPP priority list for Wallowa Land Trust Lands Committee. Reviewed early livestock warning system by OSU PhD student Kyle Hogrefe. Beaver working group meeting coordination.

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

- Ian Wilson - Week 4 of October: Sharing Grande Ronde IT presentation with Wallowa IT. Sharing Chinook redd data from Wallowa River with Kyle (district Fisheries Biologist).

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

- Ian Wilson - Week 5 of October: Discussing Green Valley design with land managers.
- Ian Wilson - Week 4 of October: Meeting with AP to discuss Sheep Ridge.
- Ian Wilson - Week 2 of October: Phone call with Pam H. and follow up with Jadon (AP) for updates on Sheep Ridge.

(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.

- Alex Towne - Week 3 of October: Field day with CRITFC collecting stream survey data.
- Ian Wilson - Week 5 of October: Disseminating notes from McCulloch visit to the Wallowa River and unnamed tributary of the Wallowa River. Distributing notes from Chesnimus Creek discussion to partners. Sheep Ridge coordination with ODFW and irrigator to continue to explore options to help with high flow

issues. Working with NPT, landowner and ODFW to coordinate Chesnim restoration planning. Lathrop draft concept meeting with BOR and TU.

- Ian Wilson - Week 4 of October: Chesnimnus Creek discussion with FS and partners.

D. 114: Identify and Select Projects

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

- Ian Wilson - Week 2 of October: Poley-Allen prospectus review and collating partner comments to sponsor.

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

- Ian Wilson - Week 3 of October: Coordination with partners for submitting fall proposals.

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

- Ian Wilson - Week 5 of October: Wallowa IT site visits to Wilson Haun floodplain project and Poley Allen fish passage project.
- Ian Wilson - Week 4 of October: Preparing agenda and calendar invite for site visits. Site visit coordination with IT and GRMW staff.

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

- Ian Wilson - Week 5 of October: Site visit review of Poley-Allen fish passage project. Prepare site visit notes for IT.

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

- Ian Wilson - Week 5 of October: Reviewing Poley Allen proposal. Reviewing TU 80% comments for WH. Proposal review of Wilson Haun.

(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 3 of October: Disseminating high level notes from the 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 October: 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. 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.

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 5 of October: Reviewing TU 80% comments for Wilson Haun project. GVR coordination with landowners and sponsor to discuss design and water rights.
- Ian Wilson - Week 4 of October: Green Valley Ranch coordination with revised understanding of water rights. Green Valley Ranch meeting to discuss project development. Discussing water rights at GVR and potentially Wallowa Valley associated with new Wallowa Lake dam. Green Valley coordination meeting with water master and screens shop manager. Discussion with Sean about WH 80%. Working with TU to collate 80% comments for Wilson Haun.
- Ian Wilson - Week 3 of October: Sharing Atlas information with Nils for forest hydrology modeling.
- Ian Wilson - Week 2 of October: Looking into updated unit costs for floodplain excavation. These costs will be used to inform budget developments and appropriate bid expectations. Receiving fish salvage data from McDs for future planning. Working out technical difficulties to deliver WH 80% to NPT. Meeting with landowner, TU and NPT to explore restoration opportunities that can compliment existing water conservation efforts. Wilson Haun 80% meeting with Wolf Water.
- Ian Wilson - Week 1 of October: 80% HIP review for Wilson Haun. Working on planting plan for WH with TU.

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

- Alex Towne - Week 1 of October: Receive feedback from Phil Roni on first two maps made for him. Make revisions and complete third map. Send all to Phil.

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

- Alex Towne - Week 4 of October: Rearrange HSI data sheet to join velocity measurements to exact fish location. Work on new habitat data web app.
- Alex Towne - Week 3 of October: Join HSI data sheet to spatial information (velocity and fish count)

J. 99: Outreach and Education

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

- Ian Wilson - Week 5 of October: Social media share for Tamkaliks Chieftain article.

K. 99: Outreach and Education

(K. 99) 3. Ripples - Fall

- Alex Towne - Week 3 of October: Finalize layout. Make title graphics, send to editor for layout review. Receive final layout edits. Make revisions and send to the Observer for printing.
- Alex Towne - Week 2 of October: Work on layout - place articles, photos and captions
- Alex Towne - Week 1 of October: Receive edited articles from editor. Read, review, and send to authors for final review.

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 October: Took time sheets to the Union County office. Checked online banking for new transactions. Wrote out checks to vendors. Entered transaction into QuickBooks and on spreadsheets. Pulled GSA vehicle invoice off of the internet. Entered GSA vehicle mileage on website.
- Mary Estes - Week 3 of October: Worked on cost share. Checked online banking for new transactions. Wrote checks out to vendors. Entered transactions into QuickBooks and on spreadsheets. Checked on Board Member appointments.
- Mary Estes - Week 2 of October: Entered transactions on project spreadsheets. Billed BPA on grant 79905-012 GRMWF Admin. Worked on accountability report for September. Went to post office for stamps. Worked on cost share.
- Mary Estes - Week 1 of October: Deposited money in bank account. Checked online banking for new transactions. Wrote checks out to vendors. Took pickup in for an oil change. Entered pickup maintenance information and vehicle mileage on GSA websites. Entered transactions into QuickBooks.

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

- Mary Estes - Week 4 of October: Ordered lunches for Union County Site visits. Called Matt Kaylor, OSU AG, for contact information for a landowner.
- Mary Estes - Week 3 of October: Emailed Board Members the information on Eastside Ecology Forum. Emailed Board Members: Susan, Dave, Jim, Allen and Norm on the upcoming contracting policy meeting. Read over the Bylaws on public participation. Looked over service agreement with RIOASE for the Catherine Creek Hall Ranch project. Billed BPA 79905-011 Green Valley Ranch grant.
- Mary Estes - Week 1 of October: Contacted Karen Wolfe on 79905-007 modification Tech and Assessment grant. Added the modification in Quickbooks and on spreadsheets. Read Cramer/GRMWF agreement on Valley Bottom Restoration project. Billed BPA on 79905-009 Final Gauging Stations grant.

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

- Mary Estes - Week 1 of October: Gathered information on CBfish on partners, projects for cost share during FY21. Emailed partners of needed FY21 cost share information. Worked on cost share for 79905-006 and 79905-012.

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

- Alex Towne - Week 1 of October: Work with Connar to set up my new desktop.

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

- Alex Towne - Week 2 of October: August/September report
- Ian Wilson - Week 3 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 4 of October: Make instagram post for community science field day with Imbler 7th grade.