



## - 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

**Connar Stone, Alex Towne, Kayla Morinaga, Mary Estes, Ian Wilson**

### **A. 165: Produce Environmental Compliance Documentation**

#### **(A. 165) 2. HIP III ESA Compliance for qualifying BPA funded 2018-19 and out-year projects**

- Ian Wilson - Week 4 of December: Completed HIP IV survey at the request of BPA staff.

#### **(A. 165) 3. Department of State Lands/Corps of Engineers Joint Permit Application (JPA) for DSL Fill & Removal Permit and COE 404 Permit**

- Ian Wilson - Week 4 of November: Responding to Heidi Hartman about BDA inquiry.

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

- Ian Wilson - Week 1 of November: Wolfe Water environmental compliance discussion.

### **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 1 of December: Fulfilled information request from a Wallowa Resources employee for use with the Collaborative Forest Landscape Restoration Project.
- Kayla Morinaga - Week 4 of November: The USFS Collaborative Forest Landscape Restoration Project requested a 2022 project list and locations from us for their reporting use so I pulled the information together for Union County. Worked on USFS budget modification.
- Kayla Morinaga - Week 4 of November: Worked on M&E matrix for the ISRP response.
- Kayla Morinaga - Week 2 of November: Cleaned up data for CRITFC from the Tributary Habitat Assessment Protocol that our crew implemented this

summer. Worked on Beaver Creek substrate data and USFS citizen grant amendment.

- Kayla Morinaga - Week 2 of November: Attended UGR Mine Tailings planning and status meeting with USFS staff. Discussed project status and piezometer monitoring potential and options for advice and also provided Paul Powers the GCPs surveyed in for GRMW in 2021 to help with his design.
- Kayla Morinaga - Week 1 of November: Followed up with Brandon Barrow at BOR about Valley Subgroup. Worked on Beaver Creek sediment data from Sediment Analysis contract with Wolf Water Resources. Provided photos to OWEB for use in the FIP report. Attended Monitoring Resources webinar to learn how to better utilize that system. Worked on USFS citizen science grant agreement amendment.
- Connor Stone - Week 4 of November: Attended Board Meeting in Wallowa, provided IT support, ran the projector, and assisted in setup for the meeting.
- Connor Stone - Week 2 of November: Answered a question from John Baker concerning some imagery on the Wallowa Baker project via email.
- Connor Stone - Week 1 of November: Coordinated flight for Sheep Creek with Levi Old. Current plan is to complete the Wallowa project flights first, while the weather is looking acceptable in Wallowa County, and wait for the high wind and rain to die down in Union County/UGR.
- Alex Towne - Week 2 of November: Meet with Jake Woodbury at River Structures Consulting Inc. to review Elmer Dam APE and supporting data.
- Ian Wilson - Week 5 of December: 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 4 of December: 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. Reading about SRS life cycle models. Reading about freshwater mussels. Viewed Deer Creek stage 0 story map.
- Ian Wilson - Week 3 of December: Getting back to ODF about potential Elbow Creek site visit. Attended GR IT meeting.
- Ian Wilson - Week 2 of December: 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. NRCS webinar about infrastructure funding.
- Ian Wilson - Week 1 of December: Checking in with BOR to discuss the retirement of the GR basin liaison and a future replacement along with services that BOR can provide basin partners. Working with NPT research staff to select a temperature logger site on the Wallowa River. Exploring alternative funding sources for conservation easements. Question for floodplain connection meeting. Lostine planning with Sean W.
- Ian Wilson - Week 5 of November: Updating Executive Director on activities of Wallowa County project coordinator and weekly staff meeting in La Grande. Coordination among GRMW staff facilitates project development, monitoring and coordination for partners. Staff meeting notes are captured for weekly

meetings and relevant information are shared with basin partners. Value of weekly coordination is important to ensure GRMW can deliver important services to basin partners. Working on presentation for Eastside Ecology Forum.

- Ian Wilson - Week 4 of November: Updating Executive Director on activities of Wallowa County project coordinator and weekly staff meeting in La Grande. Coordination among GRMW staff facilitates project development, monitoring and coordination for partners. Staff meeting notes are captured for weekly meetings and relevant information are shared with basin partners. Value of weekly coordination is important to ensure GRMW can deliver important services to basin partners. Incorporating SMART objectives example into ISRP response.
- Ian Wilson - Week 3 of November: Viewing stage 0 restoration on Deer Creek story map.
- 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. Sending ISRP matrix data to Polly (ODFW).
- Ian Wilson - Week 1 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. Turbidity waiver discussion with Jim Morrow (NOAA). Reviewing annual planning meeting. FY 22 budget meeting with BPA and GRMW staff.

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

- Kayla Morinaga - Week 3 of December: Finished Beaver Working Group notes and shared with Ian to share out to the group.
- Kayla Morinaga - Week 2 of December: Attended the US Forest Collaborative Forest Landscape Restoration Program meeting and gave a presentation to the group on our partner restoration accomplishments within the CFLRP footprint in 2021 and projects in the hopper for 2022. I placed on an emphasis and the critical need to treat the upland and riparian areas and simultaneously restore the stream corridors to create an effective fire break and emphasized the need for beaver to naturally create wetted areas that act as firebreaks, like proven in photos from the Bootleg Complex fire. Participated in and took notes for the NE Oregon Beaver Working Group which is a group of ODFW, USFS, GHCC, Wallowology, retired folks, trappers, and GRMW staff that have interest in learning more about how we can coexist with beaver and help them thrive in the basin.
- Kayla Morinaga - Week 3 of November: Convened an adaptive management and State of the Science lessons learned meeting the morning following the formal SoS meeting. We discussed the presentations and what the big takeaways were but also how to tackle an update to Atlas. The group decided to pause on Atlas updates since the Life Cycle Model will help inform it but isn't ready yet.
- Kayla Morinaga - Week 3 of November: Participated in CRITFC/ODFW Life Cycle Model habitat scenario meeting.

- Ian Wilson - Week 5 of December: Getting BWG notes, action items and concept board out. Organizing file share for beaver working group. Listening to beaver podcasts.
- Ian Wilson - Week 4 of December: Meeting with Suzanne to discuss BWG. Sharing calls for lamprey distribution data. Watching Dixie Creek restoration short. Chatting with Charla about Walllowology display and future volunteer work. Communicating with Charla (W) about beaver outreach. Reviewing beaver article from Mike H. Organizing beaver data on ftp for working group.
- Ian Wilson - Week 3 of December: BWG follow up with member interested in working groups, meeting dates, etc. Working with Kayla to disseminate notes from BWG. Fielding comments/feedback from Christina about participation and goals of BWG.
- Ian Wilson - Week 2 of December: Signing up for Lamprey webinar. Lamprey webinar. Building Beaver Working Group agenda. Beaver working group meeting.
- Ian Wilson - Week 5 of November: Wallowa Land Trust Lands committee site visit to Locke property.
- Ian Wilson - Week 3 of November: Beaver Working Group coordination. Wallowa Land Trust Lands committee meeting. Looking into accepting donations for beaver working group. Camp Elkhanah beaver coordination with camp host, ODFW and others.
- Ian Wilson - Week 2 of November: Tributary Habitat Steering Committee meeting. NRAC meeting.
- Ian Wilson - Week 1 of November: Uploading beaver photos from Upper Grande Ronde to NE Oregon Beaver survey (iNaturalist). Doodle poll for beaver working group.

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

- Ian Wilson - Week 3 of December: Communicating with Wallowa Lake landowner about how to protect her property against high water. Meeting with landowner to discuss rapid site assessment and restoration options.
- Ian Wilson - Week 2 of December: Communicating with landowner about easement options. Sharing easement contacts with land manager of GVR.
- Ian Wilson - Week 1 of December: Touring McDaniel phase III project with landowner to observe recent restoration actions.

**(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.**

- Kayla Morinaga - Week 1 of November: Participated in BPA 2022 budget call
- Connor Stone - Week 2 of November: Sent link to our FTP to Winston Morton (ODFW) for the download of imagery we had on Hall Ranch as per a request from Jesse.
- Connor Stone - Week 2 of November: Answered an email from Mike Ackerman (mthoodenvironmental.com) concerning prior imagery flown on the Longley Meadows project as well as what was planned for the future. He was interested specifically in the dates of ongoing flights, parameters/sensors used, ongoing plans for flights, and the like.
- Ian Wilson - Week 5 of December: Touching base with Mark P. about Elbow Creek.
- Ian Wilson - Week 4 of December: Discussing future projects with Kate. Sharing stage 0 imagery of Whychus Creek with Levi.
- Ian Wilson - Week 5 of November: Rescheduling Lostine planning meeting with Sean.

- Ian Wilson - Week 4 of November: Typing up notes from Wallowa project meeting and sharing cooperative agreement form with Wallowa partners.
- Ian Wilson - Week 3 of November: Wallowa project coordination. Wallowa project meeting with partners. Working with ODF to coordinate potential collaboration of Elbow Cr. fire mitigation funds.
- Ian Wilson - Week 2 of November: Project planning meeting coordination with Wallowa basin partners. Lathrop feedlot planning with BOR, TU and NRCS. Elbow Creek restoration coordination with ODF.
- Ian Wilson - Week 1 of November: Lathrop site assessment coordination. Sharing tax lot maps with Mike Knutson (BOR). Landowner coordination for Lathrop feedlot. Considering alternative funding sources for UWWR. Working with partners to coordinate a field visit to property on Chesnimnus Creek.

**(B. 191) 7. Produce reports as required by NPCC, ISRP, BPA, OWEB and others.**

- Kayla Morinaga - Week 4 of November: Worked on State of the Science report that is gearing toward tracking decisions that lead to changes in the basin (adaptive management).

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

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

- Kayla Morinaga - Week 4 of November: Presented Union County projects proposed for funding to the board of directors at the meeting in Elgin.

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

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

- Ian Wilson - Week 1 of November: Site visit comments to sponsors. Follow up comments from site visit. Communicating with sponsors on combined comments from site visits.

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

- Ian Wilson - Week 2 of December: Coordinating temperature data for Poley Allen from NPT to GRMW board member.

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

- Kayla Morinaga - Week 3 of November: Worked on presentation of Union County projects for the upcoming board meeting.
- Ian Wilson - Week 3 of December: Sharing stream temperature data from proposed project with GRMW board member.
- Ian Wilson - Week 4 of November: Preparing proposal presentations for GRMW board. Presenting project proposals to GRMW board.
- Ian Wilson - Week 2 of November: Getting Poley Allen proposal to Mary for board review. Final proposals to Mary and the board.

**(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.**

- Kayla Morinaga - Week 4 of December: Worked on IT meeting notes
- Kayla Morinaga - Week 3 of December: Helped facilitate IT meeting and took notes to be shared out with the group.

- Ian Wilson - Week 5 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. Cancelling Wallowa IT for December.
- Ian Wilson - Week 2 of November: 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. Coordinating RGP presentation by BPA at upcoming Wallowa IT meeting.
- 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. 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. 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.

#### **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.**

- Ian Wilson - Week 3 of November: Sharing Atlas data with WSWCD for Imnaha SIA planning.

#### **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 4 of December: Ordering older aerial imagery of the Wallowa River for restoration planning.
- Ian Wilson - Week 2 of December: Green Valley Ranch design meeting. Communication with project sponsor about reaching out to contractors for work next summer.
- Ian Wilson - Week 1 of December: Green Valley Ranch planning meeting to discuss recent hydraulic model results.

- Ian Wilson - Week 5 of November: Coordinating access for NPT temperature monitoring. Discussion model results for GVR with Winston. Sending board comments to Levi and Kate. Reviewing 80% HIP comments for WH.
- Ian Wilson - Week 4 of November: Discussion with Geoenigneers about hydraulic model results for GVR. Coordinating data sharing for 2022 planned projects with Wallowa Resources monitoring coordinator.
- Ian Wilson - Week 2 of November: Providing stream restoration metrics to Caitlin (Wallowa Resources) for CFLRP monitoring.
- Ian Wilson - Week 1 of November: Green Valley Ranch coordination. On going discussion on GVR water rights and infrastructure capacity. SOW for non-native vegetation control. Obtaining weed spraying estimates for non-native vegetation SOW. Scheduling 80% review of Poley Allen at Wallowa IT.

**(F. 122) 7. Modeling Assistance - Habitat Suitability**

- Ian Wilson - Week 5 of December: Working with HSI model for Wallowa County projects. Entering new estimates into comps table. Working with Wolf Water to get appropriate files for HSI model.
- Ian Wilson - Week 4 of December: Working with Jesse and Kai to run the HSI model. Working with the HSI model. Meeting with Kai to work out kinks in HSI model. Requesting raster data from Wolf Water.

**G. 115: Produce Inventory or Assessment**

**(G. 115) 1. Coordinate collection, dissemination and storage of GIS data to support partners per request process**

- Alex Towne - Week 2 of November: Gather and export shapefile of snorkel data from 2020 and 2021 on Limber Jim for Kayla.

**(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 3 of December: -Update Indian Creek barrier projects map to reflect work being done there. Added one culvert location and took away another. Reworked map to new AOI. -Web app experience builder work.
- Alex Towne - Week 2 of December: -Map of Indian Creek watershed barrier replacement projects. -Work on experience builder for habitat web app.
- Alex Towne - Week 1 of December: Start configuring AGOL experience builder for habitat web app

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

- Alex Towne - Week 1 of December: Gather and share redd and POD shapefiles for Wallowa County with Ian.
- Alex Towne - Week 1 of November: Upload habitat data map from pro to AGOL. Work on configuring web app (experience builder). Export features from Elmer Dam APE map to shapefiles to share with River Structures Consulting Inc.

**(G. 115) 5. Georeferenced aerial imagery**

- Connor Stone - Week 5 of November: Processed 2021-11-17 Sheep Creek imagery for Levi Old with TU. Georeferenced using a combination of Google GCPs and Surveyed GCP provided by Lucas Evans (Wolfe Water Resources). Additionally, put together imagery from individual points of interest/photo points and video. Uploaded all files to FTP and sent link to the folder to Levi for download.
- Connor Stone - Week 5 of November: Prepared equipment and flew UGR Longley Meadows project. Spoke with Allen and Jake prior to project flight and

determined exactly what they were looking for in terms of photos and video. Collected RGB, Multispec, Still, and Video with respect to their request.

- Connar Stone - Week 4 of November: Processed Mine Tailings imagery from earlier this year (2021-4-28) and send to Sean/Jesse as requested. Also tracked down specific times for the imagery for Sean so he had a timeline for flows during the period in which the imagery was captured.
- Connar Stone - Week 3 of November: Prepared equipment and flew UGR Sheep Creek. Collected RGB imagery as well as video and stills consistent with Photo Points established by Levi Old.
- Connar Stone - Week 1 of November: Prepared equipment and flew Wallowa Baker, Wallowa McDaniel, and Wallowa Tamkaliks projects. Collected only a few photos on Wallowa Baker. Majority of time was spent on Collecting RGB and Multispec Imagery on Wallowa Tamkaliks and Wallowa McDaniel projects.

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

### **(I. 99) 1. Organize and coordinate the annual State of the Science symposium to deliver updated data and science findings to Atlas Implementation Team.**

- Kayla Morinaga - Week 4 of December: Worked on State of the Science Report
- Kayla Morinaga - Week 3 of November: Helped organize and participated in the State of the Science meeting.
- Ian Wilson - Week 3 of December: Sharing SoS chat log with Lauren B. (CRITFC).
- Ian Wilson - Week 1 of December: SoS information sharing from meeting.
- Ian Wilson - Week 5 of November: Sharing SoS information with attendees.
- Ian Wilson - Week 4 of November: Follow up questions from SoS with Les (CTUIR) and Marie (USFS).
- Ian Wilson - Week 3 of November: State of the Science agenda and planning. State of the Science preparation, working with presenters. State of the Science meeting. Trimming recording of SoS and editing chat log. State of the Science follow up meeting, discussing adaptive management, Atlas and future SoS meetings.

## **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 December: Wrote a proposal for Amazon Web Service (AWS) funds for environment education with very little notice because AWS had a grantee back out and funds that needed to be obligated as soon as possible. My Community Science Program contractor was contacted by the Greater Oregon STEM Hub with the opportunity to apply and since they have an agreement with AWS already we applied under their agency since we didn't have time to put the agreement together. We were notified that our proposal we were successful and selected for funding within a few days.
- Kayla Morinaga - Week 3 of December: Attended a meeting with local partner agencies to talk about citizen science and community programming and coordination for 2022. Correspond with the Crayfish Program about invoice for work in 2021.
- Kayla Morinaga - Week 2 of December: Went out to Confederated Tribes of the Umatilla Indian Reservation lands in the UGR with RM&E staff to see areas that they would like to see student groups monitor during field trips and to talk about logistics and the history of the land. Had a meeting with our Community

Science Program contractor, Carrie Caselton Lowe. Talked to Joe Lemanski of ODFW about the local Fish Eggs to Fry program.

- Kayla Morinaga - Week 1 of December: Worked on a Wildhorse Foundation grant application for Community Science Project supplies.
- Kayla Morinaga - Week 5 of November: Attended a meeting with Angela Bombaci, executive director of the Wallowa Homelands Project in Wallowa and our community science contractor about the feasibility of using their land for student groups. She was very supportive and took the idea to her board of directors and they approved and provided us with a letter of support.
- Kayla Morinaga - Week 4 of November: Went with CTUIR staff and community science contractor to land along Lookingglass Creek owned by the Confederated Tribes of the Umatilla Indian Reservation. CTUIR is supportive and would like to see school groups and Tribal youth out at this site in the future and welcome the Community Science project to use the parcel of land.
- Kayla Morinaga - Week 3 of November: Had a meeting with a Union middle and high school science teacher to discuss his interest in getting his students outdoors and monitoring. Also had a meeting with La Grande High School science, social studies and special education teachers to make plans to integrate Community Science into their curriculum and talk about barriers to field trips. We learned that substitute teacher reimbursement and bus costs are a barrier as well as COVID-19 currently. Teachers want to get their students out but the school district makes it difficult for them to get approval and funding.
- Kayla Morinaga - Week 2 of November: Attended meeting with IdaH2O organizer, Jim Ekins. He is going to come to the UGR in the spring to host a training and then disseminate water quality kits to participants and they will be able to monitor under the program.
- Kayla Morinaga - Week 2 of November: Community Science site recon field trip for potential school group locations.
- Kayla Morinaga - Week 1 of November: Meeting with USFWS and community science contractor on potential funds from USFWS and how to be ready to apply if/when they come available. Coordination with U of I Ag Extension office and future implementation of their IdaH2O project as well as coordination with the Crayfish Project headed up by the River Mile program that is funded by the National Park Service. We are in the process of securing a \$5K grant to implement the Crayfish Project in the Grande Ronde.

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

- Ian Wilson - Week 4 of December: Discussing outreach funding with Kayla.
- Ian Wilson - Week 3 of December: Reviewing letter of approval for Community Science project.

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

- Kayla Morinaga - Week 3 of December: Submitted GRMW logo shirt and sweatshirt order and invoiced The Sports Corral for hats they purchased from us.

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

- Kayla Morinaga - Week 3 of December: Did a presentation for the Eastside Ecology Forum, a journal club group put on by Oregon State University and the US Forest Service. Ian and I split the presentation into a history of the GRMW program and the evolution of stream restoration in the basin.
- Ian Wilson - Week 4 of December: Dropping off GRMW hats to Sports Corral.

- Ian Wilson - Week 3 of December: Working on a presentation for the East Side Ecology Forum (EOU) about the evolution of stream restoration in the GR basin. GRMWF hat order coordination with Union Co. coordinator.
- Ian Wilson - Week 2 of December: Getting historic photos of restoration work from Sarah for EEF presentation. GRMWF merchandise order. Working on a presentation for the East Side Ecology Forum (EOU) about the evolution of stream restoration in the GR basin.
- Ian Wilson - Week 1 of December: Working on a presentation for the East Side Ecology Forum (EOU) about the evolution of stream restoration in the GR basin.

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

- Ian Wilson - Week 5 of December: Meeting with Lyra (WR) to discuss working with interns next summer.
- Ian Wilson - Week 4 of December: Outreach coordination with Lyra (WR) and Carrie (RT).

**(J. 99) 7. Represent the GRMWP at public events.**

- Kayla Morinaga - Week 2 of December: Worked on my presentation for the Eastside Ecology Forum and worked with Ian to produce an abstract for our talk and our bios for her to share with her email list.

**(J. 99) 9. Represent the GRMW at commodity & civic group meetings.**

- Alex Towne - Week 3 of December: Lidar example and quick paragraph on using drone imagery products to aid in monitoring for a presentation Kayla was giving.

**K. 99: Outreach and Education**

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

- Ian Wilson - Week 3 of November: Sharing latest Ripples with basin partners.

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

- Mary Estes - Week 2 of November: Folded, prepared envelopes, mailed out and delivered the Ripples.
- Kayla Morinaga - Week 1 of December: Delivered fall edition of Ripples to the US Forest Service office in La Grande.
- Connor Stone - Week 1 of November: Published Fall Ripples to website and distributed electronic copy to website list of ripple subscribers.
- Alex Towne - Week 1 of November: Make web formatted edition of Ripples. Send to Connor to be posted on website and facebook.

**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 December: Checked online banking for transactions. Wrote out checks to vendors. Entered transactions in QuickBooks and on spreadsheets. Billed BPA on contract 79905-012 GRMW Admin.
- Mary Estes - Week 3 of December: Billed BPA 79905-012 GRMW Admin contract. Information on Phil Howell to Donna Beverage. Sent Union County form to Phil Howell for him to fill out. Conversations with GSA representative regarding the Explorer's possible return to GSA. Checked online banking for

transactions. Wrote out checks to vendors. Entered transactions into QuickBooks and on spreadsheets.

- Mary Estes - Week 2 of December: Completed accountability report for October-November. Fixed mailing lists. Checked online banking for new transactions. Wrote out checks. Emailed Susan Roberts and Union County about Phil Howell interested in replacing Norm Cimon on our Board. Entered vehicle mileage on GSA website. Pulled GSA invoice off of website. Entered transactions into QuickBooks and on spreadsheets. Worked on November Board meeting minutes.
- Mary Estes - Week 1 of December: Billed BPA contract 79905-012 GRMWF Admin. Checked online banking for new transactions. Wrote out checks. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 4 of November: Prepared a calendar and other materials for Board Meeting. Took minutes at the Board meeting. Time sheets to Union County office. Deposited funds into bank account. Checked online transactions. Wrote checks out to vendors. Entered transactions into QuickBooks and on spreadsheets. Pulled GSA vehicle invoice and entered mileage on websites.
- Mary Estes - Week 3 of November: Mailed out Board meeting packets. Changed our information in grants.gov and fiscal treasury. Billed BPA 79905-012 grant. Took seasonal employees off of the vehicle insurance. Started working on Union County invoice to be billed out to funders soon. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 2 of November: Checked online banking for transactions. Wrote out checks to vendors. Entered transactions into QuickBooks and on spreadsheets. Prepared the annual planning session minutes. Copied project proposals for the upcoming Board meeting.
- Mary Estes - Week 1 of November: Called Community Connection on their internet connection in Wallowa for our Board meeting. Changed our information in ASAP. Checked online banking for new transactions. Wrote out checks to vendors. Entered transactions into QuickBooks and on spreadsheets. Prepared envelopes for Ripples, minutes and Board packets. Updated BPA 79905-012 modification 1.

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

- Mary Estes - Week 5 of December: Set up new OWEB grant 221-5060-19630 Gauging stations. Sent financial reports to the Finance Committee.
- Mary Estes - Week 3 of December: Emailed Winston Morton regarding the final report for the Wallowa McDaniel project that he sent McNary for my files. Filed project information. Deposited funds from McNary into bank account. Gathered documents that Kayla needed for a grant application.
- Mary Estes - Week 2 of December: Billed Forest Service on FS 21-CS-11061600-005 Agreement Grande Ronde Watershed Ecosystem Health. Sent Jake Kimbro the grant for Bird Track Springs for information needed in a monitoring report which is coming due soon. Worked on extensions for grants Upper Grande Ronde Bowman and Catherine Creek Hall Ranch. Billed BPA on contract 79905-005 McDaniels. Billed OWEB on 218-8205-16884 Longley Meadows grant. Emailed Katie Frenyea on an extension for Lostine River 5.7 River Mile grant. Ordered membership at AFS for Jesse.
- Mary Estes - Week 3 of November: Billed BPA 79905-007 Tech and Assessments grant. Notified Allen and Jesse on monitoring reports that are due soon. Emailed Winston and Katie on projects expiring at the end of the month. Dollar amounts to Jesse on the Bowman project.
- Mary Estes - Week 1 of November: Billed BPA 79905-010 and CTUIR on the Middle Fly Creek Helicopter grants. Emailed partners and staff on the needed cost share information.

- Connar Stone - Week 2 of November: Sent A&P shapefiles of ground control points in the UGR to Kayla as per her request.

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

- Mary Estes - Week 2 of November: Submitted cost share information for 1992-026-01 in CBfish.

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

- Connar Stone - Week 3 of November: Received Mary's new keyboard and swapped the old one out for the new one.
- Connar Stone - Week 2 of November: Ordered a new keyboard for Mary. Some of the keys on her old one stopped working intermittently.

**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**

- Connar Stone - Week 5 of November: Reproduced Aug/September BPA Accountability report for November Board Meeting to be included in board member packets.