



## - Accountability Report

December - January

### **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

December - January

### **Reporting Guidelines (questions to consider as you prepare your report)**

*Describe what you did, when and how you are supporting your partners? What was the end product? How did you share the product with local and external basin partners? How would those partners describe the value and their satisfaction of the services provided? Please list specific examples as outlined below.*

## Staff

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

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

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

- Ian Wilson - Week 2 of January: Communicating with Anna Neuzil and Trout Unlimited about cultural resource planning for Wilson Haun. Topics discussed included the consultation letter from BPA and the APE. Coordinating cultural resource consultation is an important step in restoration planning and execution, appreciated by partners and shared at monthly IT meetings.
- Ian Wilson - Week 1 of January: Reviewing RFP for environmental compliance for the Upper Wallowa River project. An RFP was developed by Wallowa Resources to hire a consultant to complete the necessary ESA compliance. This document was reviewed by project coordinator for accuracy prior to being solicited. Partners value the help from the project coordinator. Updates for partners are provided at monthly IT meetings.
- Ian Wilson - Week 1 of December: Reaching out to Wallowa Resources regarding Upper Wallowa River Restoration funding and ESA consultation. Funding has been an ongoing issue and ESA consultation is still required to complete this project. Partners appreciate coordinators commitment to helping to keep this project on the table in terms of funding and ESA consultation. Updates are provided at IT meetings.

### **B. 191: GRMW Grande Ronde & Imnaha Basin Watershed Coordination**

#### **(B. 191) 1. Coordination with state and federal agencies, tribes, county governments, Soil Water Conservation District's (SWCD's), environmental organizations and landowner groups within the Grande Ronde Basin**

- Kayla Morinaga - Week 5 of January: Represented GRMW on the USFS Collaborative Forest Landscape Restoration Partnership (CFLRP) round table meeting. Worked on OWEB Grande Ronde River Partnership Habitat and Fish Survey progress report and submitted it on time. Attended USFS effectiveness monitoring planning meeting between GRMW and CRITFC staff.

- Kayla Morinaga - Week 4 of January: Received an inquiry about beaver, flow and temperature data on Meadow Creek within Starkey Experimental Forest by a USFS research technician. Provided him with what information I had and share contact information of people that he would benefit from collaborating with. Worked on USFS effectiveness monitoring plan for field season with Lauren Burns from CRITFC. Worked on OWEB FIP Monitoring completion report. Attended webinar presented on Monitoring Resources hosted by USGS and PNAMP. Also attended a webinar put on by the Oregon Conservation Partnership on the National Flood Insurance Plan (NFIP).
- Kayla Morinaga - Week 3 of January: Helped get Anderson Perry Coordinated with USWCD on adding water quality to the UGR water quality assessment with Anderson Perry. Worked on spreadsheet that tracks monitoring done in the Grande Ronde and reached out to partners for their input. Worked on OWEB completion report for FIP Grande Ronde Basin Monitoring grant and progress report FIP Grande Ronde River Partnership Habitat and Fish Survey grant.
- Kayla Morinaga - Week 2 of January: Refined budget for USFS Effectiveness Monitoring agreement. Worked on Adaptive Management Plan for the Grande Ronde. Coordinated with Anderson Perry on potential additional water quality monitoring for USWCD's Strategic Implementation Area (SIA). Also touched base with Anderson Perry on their findings on the initial water quality samples that they took for the Water Quality Assessment. Talked with USFS staff about monitoring the upcoming Mine Tailing reach on the upper Grande Ronde River. We'd like to get as much pre-project data as possible, especially since the project doesn't look like it is going to be constructed until 2023 due to the extensive amount of planning and extra NEPA considerations.
- Kayla Morinaga - Week 5 of December: Worked on OWEB Monitoring completion report.
- Kayla Morinaga - Week 4 of December: Followed up with Jim Webster following a Strategic Implementation Area (SIA) monitoring subgroup meeting and the desire to potentially add additional water quality monitoring in the SIA boundary on top of the preexisting water quality assessment that GRMW currently has underway. Work on OWEB completion report for the Gauge Station grant. Provided Casey Justice a shapefile of Atlas BSR's for his use in prioritizing stream habitat surveys for the 2021 field season. Exchanged email with Mike Johnson, USFS Fuels AMO for the La Grande Ranger District, about how fuel treatment projects (small diameter trees) could be gathered and used for stream restoration projects. He provided me with maps and the types of treatments units that would best suit our needs. We will continue to collaborate with him and others at the USFS to try and utilize thinned fuel for projects when it is financially feasible. Transport distance is the big hangup that makes it not feasible in most situations.
- Kayla Morinaga - Week 3 of December: Had a conversation with the USFS and USFWS about eDNA monitoring applications, new technology and feasibility and potential uses in the Grande Ronde. Worked on OWEB Gauge Station Completion Report to close out water year 2019-20 contract. Exchanged emails regarding progress on the UGR sediment study with Nick Legg of Wolf Water Resources.
- Kayla Morinaga - Week 3 of December: Worked on the USFS Effectiveness Monitoring budget.
- Kayla Morinaga - Week 2 of December: Worked on USFS Effectiveness monitoring agreement with Aric Johnson of the USFS and assistance from CRITFC staff. Gathered monitoring data for Phil Roni's efforts.
- Kayla Morinaga - Week 1 of December: Worked with USFS staff to submit a modification to the Youth and Community Engagement Funding Opportunity grant to extend the grant completion date one year longer, changed USFS staffing lead for the grant due to the previous person taking a new job out of

the agency, and to do a budget modification to move funds within the budget to provide more travel funds for Pat Edwards from Portland State University to come back to the upper Grande Ronde again in 2021 to hopefully engage with students at least in the field if he can't go in the classrooms. The COVID-19 pandemic put a halt to the efforts associated with these funds in 2020 so with the extension we hope to get more done in 2021.

- Connar Stone - Week 5 of January: Received an email from Courtney Shaff looking for great photos to include in the next PCSRF report to congress. Poked around our imagery to find some gems and cleaned them up in photoshop. Sent final photos to Courtney via shareable link to our FTP.
- Connar Stone - Week 5 of January: Set up a shared folder to facilitate the exchange of files between Allen (CTUIR) and Marie (USDA) concerning photos for the interpretive sign work on Bird Track Springs. Sent link out to all parties involved in the email I received.
- Connar Stone - Week 5 of January: Met with Lauren Burns, Kayla, and Alex to discuss the development of the a new survey protocol which employs the use of drones to reduce overall cost and increase the efficiency of stream surveying techniques.
- Connar Stone - Week 3 of January: Levi Old requested a blank prospectus form to fill out by hand so he could then enter the information later into Stepwise. Found the form and sent to Levi as per his request.
- Connar Stone - Week 3 of January: Compiled a collection of potential images from the Bird Track Springs project for Sarah Brandy to send to Marie Gaylord, who is working on some "interpretive sign" ideas for the site/trail. Sent the collection to Sarah via shareable link to our FTP.
- Connar Stone - Week 5 of December: Coordinated with Jake Kimbro in anticipation of conducting a flight on Longley Meadows within the next day or two. Cleared flight through BMIDC.
- Connar Stone - Week 3 of December: Met with the PNAMP Remote Sensing Forum group. What basically came out of this meeting was feedback to Amy to show that there is indeed interest in reviving this group and that members from different organizations are willing to participate and contribute towards a common goal of sharing information related to the use of drone technology in the fields represented by the group and beyond.
- Connar Stone - Week 3 of December: Investigated the current regulations for renewal of the UAS part 107 license as per a short discussion during the PNAMP meeting. Regulations with regard to COVID-19 allow for taking the part 107 refresher course online. Sent a full explanation of the regulation to the PNAMP group members who inquired.
- Connar Stone - Week 2 of December: Answered an email from Deric Carson at Union County Soil and Water Conservation District concerning the possibility of flying a couple of diversion on Little Creek for the benefit of their virtual site tour. Coordinated a good time to conduct the flight and cleared it through the BMIDC.
- Connar Stone - Week 2 of December: Received an email from Matt Barney with Trout Unlimited concerning the integration and application of thermal sensors with drone technology. Sent a long reply with a plethora of information that should help guide them to a practical and worthwhile solution.
- Connar Stone - Week 2 of December: Received an invitation from Amy Pul (USGS) to join a meeting to consider the revival of the PNAMP Remote Sensing Forum, a discussion-based group centered around the use of UAS technology and applications relevant to fields such as surveying, restoration, mapping, etc... Meeting is set to take place Dec 16th.
- Connar Stone - Week 2 of December: Sent master list of database projects waiting to be entered into the website project database to Ian as per his request.

- Connar Stone - Week 1 of December: Uploaded folder containing GRMW reports/papers to the FTP for easy downloading/viewing by partners. Sent shareable link to Jesse for distribution.
- Alex Towne - Week 4 of January: Call with Lauren Burns at CRITFC, Kayla and Connar
- Alex Towne - Week 3 of December: Call with Phil Roni about Atlas web apps. Shared restoration actions list and AGOL login for data sharing.
- Ian Wilson - Week 4 of January: 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. Compiling and sending Coby list of projects completed with OWEB funds using the Atlas planning framework. This was done at the request of the region 5 program representative. This request was presumably for reporting/accounting of projects for OWEB and likely relative to the original partnership grant for Atlas development. Partners were able to contribute additional project data. Wilson Haun site visit with Wolfe Water and TU. Site tour goals included: walking the property to familiarize the design team with concepts to date, field questions and develop shared vision moving to 15% concept developments. Site visits with PMs, design and GRMW representative are valued by partners and information will be shared with IT. Coordination with BOR and TU on format of site assessment for Lathrop feedlot/restoration. Reviewed two different site assessment formats developed by BOR and discussed what may be the best option. A hybrid version that includes a detailed assessment as well as appropriate visual aids is the preferred alternative. Increase partnership for technical assistance and project development is welcome. Follow up with Phil Roni on project database to clarify project classification by type. GRMW has hired Phil Roni from Cramer Fish Sciences to help with inventorying past restoration work to demonstrate project metrics and accomplishments. Data is readily available to partners and having a clearinghouse of projects is greatly appreciated.
- Ian Wilson - Week 3 of January: Talking with Coby about upcoming projects and Atlas. Catching up with Coby after he started back in his position as the region 5 program representative and getting information for a follow up action item from the January IT meeting regarding Atlas tier ranking. The follow action item will be covered at the February IT meeting. Partners value coordination and collaboration between OWEB and GRMW. Sending Jesse updated Council Capacity project list from Wallowa County work. An excel spreadsheet with current and planned projects from 2021-2023 was sent to the Executive Director for planning the next biennium and OWEB council capacity grant. This was shared internally between the Executive director and the project coordinator. The ED appreciated the help in planning for the upcoming council capacity grant. Attended first part of National Flood Insurance plan webinar to learn how it may affect habitat restoration projects. A former exemption for region 10 FEMA planning for restoration projects has been rescinded, potentially affecting future work. Checking with the local planning department yielded no additional county permits associated with this FEMA process. A pdf version of the NFIP and Wallowa County permitting will be shared with Atlas partners the February meeting.
- Ian Wilson - Week 2 of January: Finishing merge of Benge and Wallowa County Project databases. At the request of Phil Roni and Executive Director, I am merging Wallowa County projects into the Benge database for better analysis of project metrics across Wallowa and Union Counties. Having projects from both Union and Wallowa Counties in one database will be a valuable source of data for partners. The spreadsheet is available for partners and securely stored on GRMW servers. 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 updated monitoring projects to Phil Roni in preparation for the geographic review. GRMW has hired Phil Roni from Cramer Fish Sciences to help with inventorying past restoration work to demonstrate project metrics and accomplishments. Data is readily available to partners and having a clearinghouse of projects is greatly appreciated. Working with GRMW GIS specialist, IT specialist and TU to coordinate drone imagery and concept maps to Wolfe Water Resources for the Wilson Haun project. The design firm will use this information to develop 15% concepts for the project. Collective knowledge and products from GRMW are valued by partners in restoration planning. Project updates are provided at monthly IT meetings. Updating and sending Jesse Council Capacity project list from Wallowa County work. An excel spreadsheet with current and planned projects from 2021-2023 was sent to the Executive Director for planning the next biennium and OWEB council capacity grant. This was shared internally between the Executive director and the project coordinator. The ED appreciated the help in planning for the upcoming council capacity grant.

- Ian Wilson - Week 1 of January: 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. Merging Benge and Wallowa County Project databases. At the request of Phil Roni and Executive Director, I am merging Wallowa County projects into the Benge database for better analysis of project metrics across Wallowa and Union Counties. Having projects from both Union and Wallowa Counties in one database will be a valuable source of data for partners. The spreadsheet is available for partners and securely stored on GRMW servers. Phone call with Dana Nave to discuss FS projects that can be included in the project database. Clarification was required on project locations, actions taken and partnership with Wallowa Resources to avoid redundancy. The project database is being utilized by Cramer Fish Sciences who are under contract with GRMW to help with the geographic review. Additionally, updated project databases are available to partners. Documenting past work is important for monitoring effectiveness and when planning future restoration work.
- Ian Wilson - Week 4 of December: Merging Benge and Wallowa County Project databases. At the request of Phil Roni and Executive Director, I am merging Wallowa County projects into the Benge database for better analysis of project metrics across Wallowa and Union Counties. Having projects from both Union and Wallowa Counties in one database will be a valuable source of data for partners. The spreadsheet is available for partners and securely stored on GRMW servers.
- Ian Wilson - Week 3 of December: Organizing and requesting data from past projects from Wallowa County for Phil Roni in preparation for the geographic review. GRMW has hired Phil Roni from Cramer Fish Sciences to help with inventorying past restoration work to demonstrate project metrics and accomplishments, including monitoring data. Data is readily available to partners and having a clearinghouse of projects is greatly appreciated. Merging Benge and Wallowa County Project databases. At the request of Phil Roni and Executive Director, I am merging Wallowa County projects into the Benge database for better analysis of project metrics across Wallowa and Union Counties. Having projects from both Union and Wallowa Counties in one

database will be a valuable source of data for partners. The spreadsheet is available for partners and securely stored on GRMW servers.

- Ian Wilson - Week 2 of December: Wilson Haun Budget review call with Levi and Jesse. Exploring options to increase the budget for the top ranked design firm. Some elements of design would require additional time and money, yet are viewed as important. Additional meetings with BPA will follow. 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. Updating the database with Wallowa County projects with the help of Connor and partners. The updated database will provide a record of past work for future evaluations. Partners value having the data stored and accessible in a central location.
- Ian Wilson - Week 1 of December: Sheep Ridge head gate coordination for a follow up survey to verify if design elevations have changed significantly. Local irrigators have expressed concern of how the water delivery at high flow has been effected following restoration work at Sheep Ridge. Combined efforts from the partners will support a solution that should alleviate problems for the irrigators while considering fish passage at Sheep Ridge. Follow up communication with TU on selection for RFQ (Wilson Haun). Discussing options for collaboration among top two ranked design firms and reviewing existing wetland mapping. Updates will be provided at monthly IT meetings. Partners value support in the selection process of design firms. Continued communication with WLT and TU regarding conservation easement on Lathrop. One of the possible solutions to removing the feedlot and pursuing stream restoration is to first seek a conservation easement in partnership with Wallowa Land Trust, providing the financial incentive for the landowner. There is broad support among partners to remove this feedlot and restore the stream in this tier I reach.

**(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 1 of December: Attended a virtual meeting with GRMW staff and Phil Roni of Cramer Fish Science related to monitoring and data compilation in the upper Grande Ronde River watershed. Worked on gathering data for Phil for his analysis.
- Ian Wilson - Week 4 of January: Exploring topics for upcoming meeting with beaver working group. The topics discussed will include accomplishments in 2020, how to reach more people with inaturalist and forming a formal beaver working group that can address conservation and restoration goals. Mike Hansen, Christina de Villier. Updates from this meeting will be discussed at the February IT. Partners are in strong support of restoring beavers and the habitat they create on the landscape.
- Ian Wilson - Week 3 of January: Signing up for town hall meetings about Wallowa Lake Dam with ODFW district fisheries biologist. The Wallowa County Project Coordinator will be involved in future discussions surrounding the rebuilding of the Wallowa Lake Dam. The reconstruction of the dam will have wide spread impacts to water quantity (instream lease) and future restoration planning. Updates will be discussed at monthly IT meetings. There is unanimous support among partners to support instream flow protection and the reintroduction of sockeye to Wallowa Lake.
- Ian Wilson - Week 2 of January: Reviewing adaptive management outline and sections that I am planning on working on. The adaptive management plan is being developed by GRMW staff with support from partners to address ISRP concerns of evaluating and learning from past work and developing

measurable objectives. There is wide spread support for this effort in and out of the basin.

- Ian Wilson - Week 2 of December: Correcting my section of the board meeting minutes. Reviewing the board meeting minutes at the request of the GRMW contract administrator is an important step to ensure quality and accuracy. Board meeting minutes are shared with GRMW board members and made available to the public upon request. Capturing accurate notes is valued by board members, GRMW staff and community members who request them. 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. Review adaptive management outline for adaptive management strategy and assigning sections and timelines for GRMW staff. 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. First Aid/CPR training. Taking classes in first aid/CPR through an online platform. Updating my certification is valuable for working with partners, staff and contractors.
- Ian Wilson - Week 1 of December: Reviewed Wallowa County Natural Resource Management Plan for upcoming NRAC meeting. 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.

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

- Kayla Morinaga - Week 1 of January: Worked on coordinating a presentation to the IT on the status of the Life Cycle Model with Columbia River Inter-Tribal Fish Commission staff.
- Kayla Morinaga - Week 3 of December: Coordinated with fish research people from CRITFC and ODFW on presenting an update to the Union County IT on the status of the NOAA Life Cycle Model that has been in production for quite some time. We agreed that they will present at the February 2021 IT meeting and we will extend an invitation to partners outside of this IT such as Wallowa County and other research folks in the Grande Ronde.
- Ian Wilson - Week 4 of January: Call with Jean to discuss updates on the UWWR. LWCF funding is back on the table and match funding from BPA will be acceptable if project line items are broken down by recreation and fish habitat. Jean will update partners on the status of this project at the February IT meeting. Wallowa Resources is happy to have the support of GRMW in continuing to move this project along. Design team coordination for Wilson Haun project. Sharing information related to hydrology/geomorphology, cultural resource consultation and concepts developed to date. Partners value coordination and information sharing to streamline restoration planning.
- Ian Wilson - Week 1 of January: Phone conference with Winston and Kate to discuss project opportunities Williams and Wood. Opportunity leads, site visits and continuing project development were discussed. Partners value project coordination and updates are shared at monthly IT meetings. Phone call with Winston to discuss how GRMW can help with Green Valley Ranch and other projects. Wallowa County project coordinator will schedule site visit with interested stakeholders and help developing an RFP/RFQ to hire a design firm.

Partners appreciate help from project coordinator. Updates will be shared at monthly IT meetings. Sharing BRAT model access and information with FS partner for future LTPBR restoration. Local Forest Service staff are interested in low tech beaver dam analogues restoration actions on public ground. The BRAT model will help identify areas that are more suitable for these approaches. Partners appreciate information sharing and restoration strategies scaled appropriately to watersheds.

- Ian Wilson - Week 4 of December: Meeting with the Nez Perce Tribe to discuss upcoming projects and how the Wallowa County Project Coordinator can assist them in the future. Conceptual and planned projects were discussed as well as construction observation scheduling. Project development and partner updates are shared at monthly IT meetings. Partners appreciate coordinators willingness to help in all facets of project development.

**(B. 191) 5. Coordinate with BPA, state and federal agencies, tribes and landowners as needed to plan and implement restoration projects in the Grande Ronde Basin.**

- Ian Wilson - Week 4 of January: Scheduling with partners for a meeting at the Green Valley Ranch fish passage project on the Wallowa River. Partners included in the meeting are: district fisheries staff, water master, screen shop, ranch manager and habitat staff. Topics discussed included, moving point of diversion and updating fish screens. Meeting notes will be used to help craft an RFP for solicitation and selection of a design firm. Partners valued the combined experience of the group.
- Ian Wilson - Week 3 of January: Scheduling a meeting with partners at the Green Valley Ranch fish passage project on the Wallowa River. Partners included in the meeting were: district fisheries staff, water master, screen shop, ranch manager and habitat staff. Topics discussed included, moving point of diversion and updating fish screens. Meeting notes will be used to help craft an RFP for solicitation and selection of a design firm. Partners valued the combined experience of the group. Meeting with TU and BOR to discuss feedlot and river restoration. TU is exploring the option of working with BOR on developing concepts for the river restoration and updating them on the current planning for the feedlot. The end result will be a site visit with rapid site assessment that can be used for restoration planning. Partners will be updated at the monthly IT meeting and additional partner support in Wallowa County is seen favorably. Scheduling a meeting with Wallowa Resources to discuss the Upper Wallowa River Restoration project. Topics in the discussion will include: updates on funding, options to complete project in phases with existing funding, not doing the project and convening a small group to generate new ideas. A scaled back version of the project will be considered with secured funds and a follow up meeting with more information about the LWCF funding. Partners are updated at monthly IT meetings. Meeting with Mike Wood to continue project development on his property. Current concepts were shared with the landowner using Google Earth imagery. The landowner is agreeable to continuing with a restoration project on his property, understanding that there will be additional input from partners and design firms as the process moves along. Updates will be shared at monthly IT meetings and partners are supportive of pursuing this project in a tier I Atlas area as well as being connected to existing and planned restoration work. Kickoff meeting with Wolfe Water Resources and Trout Unlimited. The meeting included discussing planned activities for site visit, review/sharing of current information and updating project objectives document. Partners appreciate coordinators role in helping with project design and planning. Updates will be shared at monthly IT meetings.
- Ian Wilson - Week 2 of January: Coordinating meetings with Williams and Wood to continue developing restoration opportunities on tier I and II properties. The end product will be one more step in the process of working with landowners

and partners to complete restoration projects. These meetings are shared with the Wallowa IT under the project updates. Partners appreciate the coordinator developing projects with private landowners.

- Ian Wilson - Week 1 of January: Meeting with Wallowa Resources to discuss the Upper Wallowa River Restoration project. Topics in the discussion included: funding, options to complete project in phases with existing funding, not doing the project and convening a small group to generate new ideas. A scaled back version of the project will be considered with secured funds and a follow up meeting with more information about the LWCF funding. Partners are updated at monthly IT meetings.
- Ian Wilson - Week 4 of December: Working with TU/BPA to increase design budget for Wilson Haun. The end result will be increasing additional funds for the highest ranked design firm based on reasonable accommodations of time and resources. BPA appreciates open communication with funded projects, although they would like to see a standard review form with one reviewer per agency. Information will be shared with partners on an as needed basis.
- Ian Wilson - Week 3 of December: Discussing budget for Wilson Haun design. The end result will be a meeting with BPA, GRMW and TU to discuss additional funds for the highest ranked design firm. BPA appreciates open communication with funded projects, although they would like to see a standard review form with one reviewer per agency. Information will be shared with partners on an as needed basis. Sheep Ridge site visit. Meeting with NPT research and habitat staff to collect thalweg top of design structure for comparing against original design. Results will be used to determine if the structure has aggraded or changed from the original design. Next steps will involve using the results to accept or determine if additional action is required. Irrigators and partners are happy with the follow through and accept the results as agreed by the original partners involved. Information has been shared with all involved parties.
- Ian Wilson - Week 2 of December: Landowner coordination/updates on Sheep Ridge and Williams property. Working with irrigators on Sheep Ridge to solve the perceived problem of fish passage design negatively effecting downstream landowners and threatening the irrigation infrastructure. Also continuing coordination and project development with Mike Williams on his properties on Chesnimnus Creek and N. Fork Prairie Creek. Partners value Wallowa Coordinators ability to seek and develop projects and resolve issues arising from past projects. Communication from these meetings will be relayed to partners at monthly IT meetings.

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

#### **(C. 114) 8. Facilitate monthly coordination Implementation Team meetings to track development of restoration opportunities identified in the Atlases with project partners and opportunity leads.**

- Kayla Morinaga - Week 3 of December: Union County IT meeting participation and note taking. Notes were edited and distributed to the IT following the meeting.

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

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

- Kayla Morinaga - Week 1 of December: Reviewed sponsor letters for projects the Board voted to fund during the November board meeting prior to them being emailed to leads.

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

- Kayla Morinaga - Week 2 of December: Reviewed board November meeting notes of accuracy.

**(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 January: Helped facilitate and took notes for the Union County IT meeting. Notes were distributed to the IT after they were reviewed.
- Ian Wilson - Week 3 of January: Follow up action items from 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 2 of January: 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 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 1 of December: 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.

**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 December: -Attend Wallowa Atlas subgroup meeting

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

- Ian Wilson - Week 3 of December: Updating Atlas workbook from last subgroup meeting. Restoration actions and opportunity polygons were assigned for the Prairie Creek watershed. Partners value the Atlas workbook for prioritizing stream restoration efforts. The updated workbook will be shared with partners following our December subgroup meeting and updates.

**(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 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

partner's perspective to allow restoration opportunities to be fully realized and developed.

**(E. 114) 7. Schedule and facilitate the subgroup meetings using the best available data (scoring fish periodicity, utilization, limiting factors, restoration actions, opportunity, and sub watershed prioritization).**

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

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

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

- Ian Wilson - Week 3 of January: Looking into control points locations and availability of new LIDAR data. Control points will be established at fixed locations to help georeferenced future drone imagery and hydraulic analysis and design firms are interested in acquiring drone data for restoration planning. Partners have helped identify established locations that can be used for GCPs and they are appreciative of the new LIDAR data. LIDAR data will be shared with partners and design firms and a spreadsheet with proposed GCPs has been circulated to partners. Sharing hydrology and geomorphology data with Trout Unlimited. Hydrology data from the Wallowa River, including exceedance, peak and base flows and geomorphology data from past projects were shared with TU and Wolfe Water for design planning on Wilson Haun project. Proactive work is appreciated by design firms and partners to reduce design costs.

**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 4 of January: Request 2020 Chinook redd waypoint data from ODFW research. Create and update redd shapefile. Update Atlas web apps with current data.
- Alex Towne - Week 2 of December: -Finalize monitoring data list and send to Phil Roni -Send BSR and Subwatershed GIS data to Phil
- Alex Towne - Week 1 of December: -Work on Atlas habitat web app update - data collection and cross reference of data between web app and new web app layout -Start source list of monitoring data in the basin (type, agency, years, BSR/subwatershed)

**(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 January: Allen Childs (CTUIR) requested some imagery from the MUGR project in international feet instead of meters. Reproduced the ortho in international feet using Global Mapper. Exported to

ECW for easy downloading/viewing. Sent appropriate link to Allen for download.

- Connar Stone - Week 2 of January: Processed imagery from Longley Meadows flight last week. Sent results and fly-through video to Jake, Allen, and Travis with CTUIR via shareable links from our FTP.
- Connar Stone - Week 3 of December: Compiled individual photos for Deric and Aaron into a 3D model file which they could open using Windows 3D Viewer. Also generated a top-down ortho for one site. Sent results, additional photos, and model to Aaron and Deric for use in their virtual site tour.
- Alex Towne - Week 2 of January: -Work on partial barrier project maps and miles analysis - create tables showing miles opened up to first full barrier and up to first partial barrier. -Export map packages of three different maps I've made previously for the Wilson-Haun project to share with Levi
- Alex Towne - Week 1 of January: -Make first draft map and table of full passage barrier projects - how many miles opened by fixing barriers table shows total miles over all and per project. -Start preparing data for analysis of partial barrier projects.
- Alex Towne - Week 5 of December: -Work on BRAT tool for conservation restoration outputs, complete for Imnaha -Create map showing location of new PIT tag arrays -Work on barrier analysis to find how many miles were opened about full barrier projects
- Alex Towne - Week 4 of December: Work on conservation restoration tool in BRAT v3.1 - work through bugs and input edits
- Alex Towne - Week 3 of December: Pick up work on McCoy Creek soil and geology maps. Complete maps for soil taxonomy, parent material, hydrologic group, and overall high level geology and fault lines.
- Alex Towne - Week 2 of December: Start passage barrier project analysis to find how many stream miles were opened by fixing barriers.

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

- Alex Towne - Week 2 of December: -Create opportunity polygons for BSC1 (Wallowa Atlas) -Prep for Atlas subgroup meeting. Add USFS barriers, and ODFW priority barriers to workgroup map

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

- Connar Stone - Week 2 of January: Joe Platz (USFS) requested past imagery for Chicken Creek. Collected the imagery for Joe onto our FTP and sent him the individual links for access.
- Connar Stone - Week 3 of December: Received a request for data from Les Naylor concerning georectified imagery for 2019 and 2020 on the MUGR project. Found the applicable orthos, uploaded them to our FTP and sent the shareable links to Les.
- Connar Stone - Week 1 of December: Uploaded latest Wilson Huan imagery to FTP folder for Ian as per his request.
- Alex Towne - Week 4 of January: Upload Wilson-Haun map packages to FTP and send link to Levi for design team

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

- Connar Stone - Week 5 of December: Flew Longley Meadows project for a full orthomosaic and fly-through video as per a request from Allen Childs/Jake Kimbro.
- Connar Stone - Week 3 of December: Met with Deric Carson and Aaron Bliesner at the Little Creek diversion sites. Flew both sites with the drone. The

second site was heavily covered with low-hanging branches, but still able to fly low enough to snap some good shots.

## **H. 160: Manage GRMW Project Database & Website Interface**

### **(H. 160) 1. Monitor and maintain GRMW website (www.grmw.org). Expand the GRMW website to show GRMW Project Summaries, the Grande Ronde Basin Project Database and Step Wise Process Projects.**

- Connar Stone - Week 5 of January: Requested the newest version of the Wallowa Atlas workbook from Ian. Hope to begin integrating it into the online Atlas soon. Ian responded with the master copy of the Workbook.
- Connar Stone - Week 4 of January: Renewed NoIP dynamic hostname for grmw.myftp.org.
- Connar Stone - Week 4 of January: Authorized access to the Catherine Creek and Wallowa Atlas for Kacy Markowitz and Joe Parzych at the direction of Jesse.
- Connar Stone - Week 4 of January: Updated website registration and subscription fields to include re-captcha to keep bots from signing up bogus addresses.
- Connar Stone - Week 4 of December: Worked on the website a little, fixed broken links, bad formatting, etc.
- Connar Stone - Week 4 of December: Renewed NoIP dynamic hostname for grmw.myftp.org.
- Connar Stone - Week 4 of December: Worked on project database. Adding photos, documents, and metric data.
- Connar Stone - Week 4 of December: Worked on GRMW project database.
- Connar Stone - Week 4 of December: Updated website board meetings page to reflect updated location(s) and documents associated with previous meetings.
- Connar Stone - Week 2 of December: Emailed Jake Kimbro to obtain a copy of the Rock Creek Phase III completion report to include in our project database. Report uploaded to website under Rock Creek Phase III.

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

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

- Kayla Morinaga - Week 3 of December: Attended a conference call with the World Salmon Council and the Greater Oregon STEM hub (GO STEM) on the feasibility of adopting the World Salmon Councils classroom and outdoor education platform for use in the Grande Ronde. Followup will occur once a funding source is made available in the Grande Ronde (Union County in particular), to provide more outdoor educational opportunities that area tied to stream and riparian restoration.

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

- Connar Stone - Week 3 of December: Received an email from Joel Sholtes @ Colorado Mesa University concerning practical methods for attaching an affordable NDVI sensor to a Mavic 2 Pro drone they have. Replied with some information and sources which should help them find a decent and affordable sensor as well as attach it to their Mavic 2. My recommendation was for them to check out the MapIR survey3w camera and attachment kit which is specifically designed for the Mavic 2.

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

- Kayla Morinaga - Week 2 of December: Made an informational post for our GRMW Facebook page on the availability of GRMW shirts, hats and stickers for sale to help fund printing of the Ripples in the Grande Ronde publication.
- Kayla Morinaga - Week 1 of December: Prepared social media post on Limber Jim Creek stream temperature trends pre vs post restoration. Connor posted it on our GRMW Facebook site.

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

- Ian Wilson - Week 4 of January: Helping outreach coordinator with information pertaining to Bird track springs interpretive signs. Provided images and infographic highlighting the importance of beavers on the landscape. This information will be considered for interpretive signs installed by the Forest Service at Bird Track Springs. The GRMW outreach coordinator appreciates the support and help from the Wallowa County coordinator. The interpretive signs will be valuable in disseminating information to the public as the access the restoration area.

**(J. 99) 8. Prepare brochures and newsletters for publishing.**

- Alex Towne - Week 5 of December: Create "2020 Year in Review" graphic

**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 January: Checked online banking for transactions. Wrote checks out to vendors. Entered transactions in to QuickBooks and on spreadsheets. Changed information in Grants.gov. Filed project information. Time to County. Took mailed to post office. Performed surveys in VAM on both vehicles. Emailed Annette, GSA Representative, on the pickup's tires and that service was needed on the trailer brake system. Cleaned out pickup. Took pickup to Goss Motors for service. Ordered checks from Harland checks. Mailed IRS the 1096 and the 1099s for 2020.
- Mary Estes - Week 3 of January: Billed BPA 79905-006 GRMWF Administration Contract. Checked online banking for new transactions. Wrote checks out to vendors. Ordered gravelometers for Jesse and Kayla. Took wet suit to UPS to get shipped out for repair. Entered transactions into Quickbooks and on spreadsheets.
- Mary Estes - Week 2 of January: Gave Jesse my 2021 work element percentage breakdown. Checked with GSA representative on the new pickup status. Checked online banking for new transactions. Wrote checks out to vendors. Entered transactions into QuickBooks and on spreadsheets for both accounts. Started working on gathering tax information for the CPA. Provided Connor with dates and amounts of purchases.
- Mary Estes - Week 1 of January: Checked online banking for new transactions. Wrote checks out to vendors. Figured out cultural resource dollars left for Jesse. Ordered 1099s and 1096 forms. Printed off the 1099s and 1096 and mailed out the 1099s. Financial reports to Jesse and finance committee. Entered transactions into Quickbooks and on spreadsheets. Emailed Larry Nall on a new office rental/lease in Enterprise. Updated mailing lists. Provided budget numbers to Jesse for the new administration contract.
- Mary Estes - Week 5 of December: Checked online banking for new transactions. Wrote checks out to vendors. Went to the post office and mailed off a package. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 4 of December: Checked online banking for new transactions.

- Mary Estes - Week 3 of December: Emailed Eagle Office Concepts on a new copier. Billed BPA on 79905-006 contract. Checked online banking for new transactions. Wrote checks out to vendors. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 2 of December: Checked both GSA websites for invoice and update on new pickup. Checked online banking for transactions. Wrote checks out to vendors. Emailed Board Members Staff's August and September accountability reports. These were for the last Board Meeting. Entered transactions into QuickBooks and on spreadsheets. Called Allstate Insurance regarding our policy and payment. Filed program and project papers. Went to post office to send mail out.
- Mary Estes - Week 1 of December: Worked on the annual planning session minutes and the November Board Meeting Minutes. Checked online banking for new transactions. Prepared invoices for approval. Wrote checks out to vendors. Checked GSA website on the new vehicle. Placed office and field supply orders. Office upkeep.
- Connar Stone - Week 3 of January: Compiled a list of large purchases (over \$100) made during 2020 and sent to Mary as per her request.
- Connar Stone - Week 3 of January: Completed 2021 inventory sheet. Sent to Jesse for upload to the contract request.
- Connar Stone - Week 2 of January: Worked on 2021 inventory sheet for Tracy for the upcoming 2021 admin contract request.

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

- Mary Estes - Week 4 of January: Mailed the Union County floodplain application to Jake Kimbro then to Scott Hartley to approve for Longley Meadows. Emailed the signed land use form and the floodplain application to Andrew at OWEB. Andrew approved it. Billed OWEB 218-8205-16561 Catherine Creek Hall Ranch grant.
- Mary Estes - Week 3 of January: Gathered completion reports and status reports that took place in 2020 and filed on the "S" drive. Emails between Andrew, Scott and Mary on landuse form and the floodplain information for Longley Meadows project. Billed OWEB 219-5037-16535 Lostine River River mile 5.7.
- Mary Estes - Week 2 of January: Sent email to CTUIR regarding an invoice for Longley Meadows OWEB 218-8205-16884. Checked what was needed for first billing for Longley Meadows. Billed OWEB on the Longley Meadows grant. Billed OWEB 219-5043-16511 Gauging Stations grant. Checked OWEB OGMS site for the status on a couple of grants. Set up new OWEB grant 220-8205-19173 Upper Grande Ronde River Bowman Habitat grant. Worked with Andrew, Jake and Scott Hartell with Union County on a land use form and photo point map for the Longley Meadows project.
- Mary Estes - Week 1 of January: Worked on photopoints for the OWEB 218-8205-16884 Longley Meadows for first billing to OWEB with Jake Kimbro, CTUIR, and Andrew Dutterer's, OWEB, help. Called contractor on a check and cleared everything up. Billed BPA 79905-007 Tech and Assessments. Contacted Byran Endress on a progress report to be done on OWEB 220-8205-18696 Meadow Creek Restoration Effectiveness Monitoring grant.
- Mary Estes - Week 5 of December: Emailed OWEB staff on Aric Johnson's availability to answer questions. Emailed Sue Greer regarding an extension on the current gauging stations grant. Submitted a request for the extension on OGMS. Emailed Dana with Anderson Perry on the invoice regarding the water quality assessment. Email Andrew with OWEB regarding photo points for Longley Meadows Restoration grant.

- Mary Estes - Week 4 of December: Emails with CTUIR on what is needed for first billing on OWEB Longley Meadows Restoration grant. Plus printed off documents for Longley.
- Mary Estes - Week 3 of December: Billed OWEB 216-8205-15451 Upper Grande Ronde Bowman grant. Called AK Industries on payment for PIT Tag Array parts (OWEB Grande Ronde Basin Monitoring grant). Called Bank to increase card limit to place order. Billed OWEB on 220-8205-17218 & 218-8390-16793. Started working on final billing for OWEB 216-8205-13015 Grande Ronde Basin Monitoring Grant. Billed BPA 79905-007 Tech and Assessments contract. Worked on administration invoice for the OWEB 216-8205-13015. Checked with OWEB staff on a report that was needed.
- Mary Estes - Week 2 of December: Checked OWEB's OGMS website for upcoming reports. Emailed Aric Johnson on the monitoring reports for the Upper Grande Ronde Culvert project and the Meadow Creek Upland project. Emailed Kayla on a progress report for the OWEB fish survey grant. Emailed Jesse on a progress report for the Council Capacity Grant. Set up Longley Meadows Planting grant in QuickBooks, spreadsheets, excel and file folder. Read OWEB's budget information. Billed OWEB 218-8205-16561 Catherine Creek Hall Ranch grant. Updated BPA's 79905-007 Mod 2 in QuickBooks, spreadsheets and sent BPA a signed contract cover sheet.
- Mary Estes - Week 1 of December: Sent a direct deposit form to NRCS for the Bowman project. Billed BPA 79905-007 Tech and Assessments contract. Emailed Kayla on the upcoming completion report for OWEB 219-5043-16511. Checked OWEB's OGMS website on completion report for Sheep Creek project.
- Connar Stone - Week 5 of January: Set up GoToMeeting for the remote board meeting on 2021-2-23. Sent connection information to Mary for distribution to board members.
- Connar Stone - Week 4 of January: Kayla requested the AQI survey database reports from this last summer. Re-ran the reports in Access and sent them to her email.
- Connar Stone - Week 1 of January: Sent Linode invoice to Mary.
- Connar Stone - Week 3 of December: Converted the "Basic Steps - Opportunity to Funded Project" stepwise process diagram from the Atlas Guidelines to draw.io for easy editing. Sent result to Jesse as per his request.
- Connar Stone - Week 2 of December: Converted Word document to PDF format for Kayla.

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

- Mary Estes - Week 3 of January: Called for service and supplies on copier.
- Connar Stone - Week 4 of January: Kayla attempted to remote into her computer this morning, but the connection failed. Investigated her Desktop and found it unresponsive. The screen displayed blank despite secure connections and obvious power. Likely an error/glitch with the video card. Performed a hard reset of the machine, which resolved the issue and allowed the connection.
- Connar Stone - Week 2 of January: Finished setting up Jesse's new workbook and gave it to him.
- Connar Stone - Week 1 of January: Jesse's workbook arrived today. Started setting it up by adding the basic protections and programs required, but there is still more to download and install before it is ready to go.

**(L. 119) 5. Ensure completion of Pisces quarterly status reports and completion reports for GRMW funded projects. Note: This WE should not include all overhead/indirect for all contract actions. The only overhead/indirect that should be associated with WE L is the overhead/indirect that**

**it takes to accomplish the Milestones in WE L. For example, the staff time needed to complete invoicing to BPA would include the overhead/indirect associated with those staff hours and be part of the WE L WE Budget Estimate. Overhead and indirect for all other contract actions should be divided among the various WEs, depending on the staff time, equipment and travel needs for each respective WE.**

- Kayla Morinaga - Week 3 of January: Worked on and submitted the GRMW subbasin gauging station operation progress report in CB fish.

#### **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 2 of December: Worked on accountability report for Oct/Nov
- Kayla Morinaga - Week 2 of December: Worked on Oct/Nov accountability report
- Connar Stone - Week 3 of December: Completed BPA accountability report for October/November.
- Connar Stone - Week 2 of December: Worked on BPA Accountability report for October/November.
- Connar Stone - Week 1 of December: Worked on BPA Accountability report for October/November.
- 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 3 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 1 of December: Preparing bi-monthly accountability report to be submitted to BPA pm by updating weekly duties. End product will be a completed bi-monthly report for review. Final document will be uploaded to Pisces. Review is primarily internal in nature and not from partners from my understanding.

#### **N. 132: Produce Annual Progress Report**

**(N. 132) 7. Project monitoring activities**

- Alex Towne - Week 5 of December: Fly drone at Longley Meadows project.

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

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

- Connar Stone - Week 3 of January: Took a screenshot of the projects flown this year and sent to Jesse for inclusion in the quarterly status report. Had to convert the png file to PDF on account of the site rejection of png files.
- Connar Stone - Week 3 of January: Completed Work Element breakdown for this year and sent it back to Jesse as per his request.
- Alex Towne - Week 2 of January: Update map request log for report