



## - Accountability Report

May - April

### **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

May - April

### **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 4 of May: Coordinating EC documents between sponsor and BPA for Upper Willowa River Project. The end product will be BPA getting the most recent EC documents for the UWRR project. Information will be shared at IT meetings. Partners value coordination among local sponsors and EC staff from BPA.

### **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 3 of May: Participated in and took notes for Union County IT meeting.
- Kayla Morinaga - Week 2 of May: Had a Zoom meeting with a citizen, ODFW, Greater Hells Canyon Council and GRMW about an initiative to ban beaver trapping on most federal lands within the state of Oregon. The group is going in from of the ODFW Commission at their June meeting. GRMW is not in support of the initiative at this time due to not enough time to talk to the board about it. Worked on adaptive management plan. Sent out notes from Adaptive Management talk with CRITFC to the entire subgroup to provide them with an update.
- Connar Stone - Week 5 of May: Flew Bird Track Springs again now that flows have receded a bit and most of the water appears to be back in the channel. Caroline Ubung and the folks with UoI interested in performing the thermal refuge study at Bird Track Springs requested a DSM to compare with previous flights (post-project, and before second flood event). CTUIR has also expressed interest in the gathering of this imagery so I will be sure to include Jake and/or Allen in the email when the results are sent out.

- Ian Wilson - Week 4 of May: 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 3 of May: Updating Executive Director on activities of Wallowa County project coordinator and weekly staff meeting held remotely. Coordination among GRMW staff facilitates project development, monitoring and coordination for partners. Staff meeting notes are captured for weekly meetings and relevant information are shared with basin partners. Value of weekly coordination is important to ensure GRMW can deliver important services to basin partners.
- Ian Wilson - Week 2 of May: 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. Typing up notes and action items from IT meeting last week. Notes and action items are shared with IT members for accuracy and follow-up on action items. Organized notes and follow through on action items are appreciated by IT members. Follow up with Executive Director of Wallowa Resources on irrigation upgrades and McDaniel revegetation from the IT notes. Wallowa County Project Coordinator further elaborated on the ongoing discussion of upgrading irrigation and potential benefits or pitfalls for in-stream flow and the ED updated GRMW on his experience on vegetation response at McDaniel's. Coordination of natural resources is valued by partners.
- Ian Wilson - Week 1 of May: 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.

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

- Ian Wilson - Week 4 of May: Sharing information on inaturalist and encouraging GRMW staff to begin using inaturalist. This information will be stored on the online platform inaturalist, where it can be accessed by partners. The information will be used to help inform where beavers are and habitat conditions understanding that beaver populations are much lower than historic conditions and their role in restoring rivers can be expanded. Partners are enthusiastic to encourage this process. Communicating with Forest Service staff about collaborative beaver restoration efforts. The end product will be working with forest managers to restore beaver habitat and the processes that enhance fish habitat. Updates are provided at IT meetings. There is broad partner support for beaver restoration in the Grande Ronde basin and working with adjacent basins to restore/learn about beaver habitat. Preparing and printing off materials for beaver field trip. Beaver habitat suitability field site tour to investigate available habitat and cross reference BRAT, beaver trapping and recent beaver sign with ODFW, WR, GOHCC and FS. The end product is a partnership exploring limiting factors to beaver recolonization, how we can use BRAT to answer these questions and future collaboration to restore beavers on

the landscape. Information from the visit was shared with participants and will be shared with the IT. Partners are supportive of gaining a better understanding of beaver populations and ways we can restore beaver habitat and beavers. Typing up notes and updating sites visited with BRAT data from beaver tour. The end product will be summarizing discussions in the field and looking at BRAT model outputs compared to field conditions for assessing model performance. Information will be shared at the June IT meeting. Partners are supportive of testing assumptions, model effectiveness and answering questions related to beaver habitat restoration.

- Ian Wilson - Week 3 of May: Meeting with beaver working group to talk about project goals, responsibilities, funding and site visits. Roles and responsibilities, funding opportunities and goals were discussed and action items were assigned. The plan is to have a field visit and begin releasing the inaturalist platform to partners to begin using and collecting beaver observations, prior to a bigger release to stream surveyors and the broader public. This information will be stored on the online platform inaturalist, where it can be accessed by partners. The information will be used to help inform where beavers are and habitat conditions understanding that beaver populations are much lower than historic conditions and their role in restoring rivers can be expanded. Partners are enthusiastic to encourage this process.
- Ian Wilson - Week 3 of May: Working on data collection goals, objectives and field site evaluation criteria as part of developing inaturalist platform. The end product will be a functional repository for collecting information on beaver presence by citizens and scientist alike. This information will be stored on the online platform inaturalist, where it can be accessed by partners. The information will be used to help inform where beavers currently exist and associated habitat conditions, understanding that beaver populations are much lower than historic conditions and their role in restoring rivers can be expanded. Partners are enthusiastic to encourage this process. Communicating with Union County project coordinator and Executive Director about support for beaver trapping moratorium letter. Suzanne and supporters are proposing to ban trapping on public lands in Oregon in an effort to restore this species for biodiversity and climate change mitigation. The letter and supporting data will be submitted to the ODFW commissioners for review. These communications will be shared with the IT group as necessary. Partners understand the value of restoring a keystone species that benefits ecosystems. However, there is some disagreement if a ban on public lands is the best approach. Building list of potential sites to visit for beaver restoration and conservation using current BRAT model, inaturalist observations and partner input. A field visit will be conducted the last week of May to evaluate beaver habitat at final sites selected. The information will be used to help inform where beavers currently exist and associated habitat conditions, understanding that beaver populations are much lower than historic conditions and their role in restoring rivers can be expanded. Partners are enthusiastic to encourage this process.
- Ian Wilson - Week 2 of May: Reviewing and providing feedback from adaptive management call last week. Follow up notes will be used to assist the progress of developing this plan. Participation from partners is ongoing and supportive. Partners will be updated as the plan develops with periodic request for review. Reviewing draft letter and conference call with Suzanne Fouty, GOHCC, Union County Project Coordinator and private consultant to discuss Suzanne's letter to ODFW commission regarding beaver trapping regulations. Suzanne and supporters are proposing to ban trapping on public lands in Oregon in an effort to restore this species for biodiversity and climate change mitigation. The letter and supporting data will be submitted to the ODFW commissioners for review. These communications will be shared with the IT group as necessary. Partners understand the value of restoring a keystone species that benefits ecosystems. However, there is some disagreement if a ban on public lands is the best approach. 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. Information from Wallowa Atlas and GRMW project database will be used to inform the updated version of the County Salmon Plan. Input from a GRMW representative who understands Atlas and GRMW data is highly valued. Watching riparian climate webinar from Upper Columbia Salmon Recovery Board. Restoring riparian areas is an important tool for mitigating climate change. A link of the webinar was shared with the IT team at our monthly meeting. Partners appreciate coordination and sharing information related to riparian restoration and climate change. Scheduling field site visit to evaluate vegetation, researching beaver literature, working on data collection goals, objectives and field site evaluation criteria as part of developing inaturalist platform. The end product will be a functional repository for collecting information on beaver presence by citizens and scientist alike. This information will be stored on the online platform inaturalist, where it can be accessed by partners. The information will be used to help inform where beavers are and habitat conditions understanding that beaver populations are much lower than historic conditions and their role in restoring rivers can be expanded. Partners are enthusiastic to encourage this process. Exploring opportunity using River Network funds with partners. There is a small pool of funds that partners can apply for restoration/outreach work on Forest Service wild and scenic rivers with a non-profit as the applicant. The information was forwarded to Forest Service and non-profit partners for consideration and offer to use GRMW as non-profit applicant. One partner responded with some interest, although the timeline is pretty short.

- Ian Wilson - Week 1 of May: Working on the IT section of the adaptive management plan. The end product will be a document that partners can learn from and continually update on restoration techniques and monitoring strategies. The document will be available in print or through GRMW. There is strong partner support to develop and utilize an adaptive management plan. Coordinating future AEM monitoring efforts with Cramer Fish Sciences and the 6 ranch. Cramer Fish Sciences will survey the 6 ranch and an appropriate control site this summer. Monitoring results will be shared with partners in and outside of the basin at IT meetings. Past and future monitoring efforts are appreciated by partners for evaluating project success.
- Ian Wilson - Week 1 of May: Reviewed Wallowa County Natural Resource Management Plan (Imnaha River sections) 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. Watching riparian climate webinar from Upper Columbia Salmon Recovery Board. Restoring riparian areas is an important tool for mitigating climate change. A link of the webinar was shared with the IT team at our monthly meeting. Partners appreciate coordination and sharing information related to riparian restoration and climate change. Working with our Executive Director to consider a request from a Portland consultant (Will Forney) who wants to partner with GRMW on fish passage projects in the Grande Ronde basin. I reached out to partners to determine if anyone had worked with this consultant and we determined that this may not be the best approach given his location and lack of involvement in the Atlas IT. Information will be shared as needed. Partnership capacity is always valued, yet local involvement and understanding are crucial to this process. Updating beaver observation from TFT in inaturalist. The end product will be a functional repository for collecting information on beaver presence by citizens and scientist alike. This information will be stored on the online platform inaturalist, where it can be accessed by partners. The information will be used to help inform where beavers are and habitat conditions understanding that

beaver populations are much lower than historic conditions and their role in restoring rivers can be expanded. Partners are enthusiastic to encourage this process. Participated in a conference call with CRITFC, Union County Project Coordinator and Executive Director to discuss the next steps in developing an adaptive management plan for the Grande Ronde Basin. It was decided that CRITFC had the ability to utilize existing data for a concept that can be handed off to a consultant to be completed and GRMW staff can be plugged in where needed. Participation from partners is ongoing and supportive. Partners will be updated as the plan develops with periodic request for review.

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

- Ian Wilson - Week 1 of May: Working with ODFW on presenting photo point vegetation monitoring at the Atlas IT meeting. This effort is part of a larger plan to comprehensively evaluate riparian vegetation establishment following restoration. In addition to compiling and reviewing photo points, we will also utilize GIS data, and field assessments to evaluate planting success. There is a call for increased awareness of invasive/noxious weed encroachment and planting survival associated with stream restoration and strong partner support to develop a more robust strategy moving forward.

**(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.**

- Connar Stone - Week 5 of May: Attended follow-up meeting with Caroline Ubing and experts from University of Idaho to go over requirements for the July field work. Endeavored to send Bird Track imagery from post-construction as well as pre and post flood event imagery to compare the sensitivity of remotely sensed elevation (DSM raster) features. Tasks now include addressing material and staff needs for July 27th field work which I will send to Caroline in addition to the imagery and DSMs mentioned above.
- Connar Stone - Week 4 of May: Flew Bird Track Springs and Longely Meadows at the request of CTUIR, but due to uncooperative weather, I was unable to fly an entire orthomosaic of the project area. Instead I waited for rain and wind to die down, then flew out within a limited window and area to capture some video and photos. Spots of rain prevented the drone from going too far in any direction.
- Connar Stone - Week 4 of May: Met with Caroline Ubing and several folks from University of Idaho to discuss the future Thermal Refuge Study, which is set to take place during two visits to Bird Track Springs. The first visit will be sometime towards the end of July and the second will be sometime later in the fall. I have been asked to employ our FLIR drone in this operation in order to help detect cold/warm water refuges in key areas of interest. The hope is that by correlating data taken from the ground readings and by reducing the distance of the drone to the ground, we can eliminate enough error from the imagery to make the gathered FLIR photos useful for detecting these changes in water temperature.
- Connar Stone - Week 3 of May: Coordinated with Jake Kimbro about the possibility of getting another flight done on Bird Track Springs and Longely Meadows since there is a forecasted bump anticipated for the Upper Grande Ronde. Flight is set for next week (weather permitting).
- Connar Stone - Week 1 of May: Put up job announcement for Powder Basin Watershed Council on our home page. The PBWC is looking for a Watershed Monitoring and Research Coordinator. The announcement was also shared on our social media page.
- Ian Wilson - Week 4 of May: Reviewing proposed topobathymetric lidar flight areas and giving feedback for Wallowa County. My feedback was to consider the upper portion of the Lostine River as reference with little restoration

opportunity and if possible to consider collecting these data in tier I areas for restoration planning and monitoring. Information is being discussed and shared as needed. Partners value data that will assist restoration work and monitoring.

- Ian Wilson - Week 2 of May: Coordinating with ODFW and land manager to get ODFW cost share application signed. The end product will be a completed cost share application submitted by ODFW that will facilitate 2 days of in-kind topographic survey by ODFW screens crew. Partners value in-kind contributions and working together to fill in cost share applications. Follow up with NPT on status of Wolfe Wetland and checking if it will be ready for a June 1st proposal submission. Kate is optimistic that they will be at 80% design by June 1st. Information will be shared as a project update at the June IT meeting. Partners value updates on project status and progress.
- Ian Wilson - Week 2 of May: Finishing wood concept map to share with ODFW. The end product will be passing along spatial and written communications to the selected opportunity lead for continuing development of a restoration project. The IT venue has and will be used to select an opportunity lead and share information. Partners appreciate Wallowa County Project Coordinators ability to jumpstart projects.
- Ian Wilson - Week 1 of May: Talking with Levi about being the opportunity lead for Lathrop feedlot and restoration work on Rocking 11 ranch. The end product will be TU pursuing the Rocking 11 ranch opportunity lead, given the initial discussions, connectivity to the Wilson-Haun project and tools TU brings. The information was shared at the May IT meeting. There is strong support among partners to remove the feedlot, connect restoration actions and work in high priority areas. Communicating with acting District Biologist for ODFW about Martin property. An update was provided on the landowner's desire to pay the DSL fine as opposed to pursuing stream restoration given the travel restrictions and the age of the landowners with concerns of Covid. Monthly IT meetings are used to communicate project updates. The acting DB was disappointed that the Martin's are not going to pursue restoration because of the site potential. Communicating with NPT on status of Wolfe Wetland and checking if it will be ready for a June 1st proposal submission. Kate is checking with Geo Engineers to see if they will be at 80% design by June 1st. Information will be shared as a project update at the June IT meeting. Partners value updates on project status and progress. Articulating spatial and verbal concepts from site visits with landowner for future opportunity lead on Wood property. The end product will be passing along spatial and written communications to the selected opportunity lead for continuing development of a restoration project. The IT venue has and will be used to select an opportunity lead and share information. Partners appreciate Wallowa County Project Coordinators ability to jumpstart projects.

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

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

- Ian Wilson - Week 4 of May: Working with Kate on Wolfe Wetland implementation prospectus. The end product will be a prospectus submitted through the stepwise process. Updates will be provided at the June 4th IT meeting. Partners value the review and feedback from the stepwise process.

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

- Ian Wilson - Week 1 of May: Reviewing final proposal for UWRR and providing feedback to sponsor as part of the stepwise process and checking on funding to see if WR can submit by June 1st. The end product will be a proposal that is adjusted and ready for review by the GRMW board. Updates will be provided at

monthly IT meetings. Partners value coordinators knowledge and support of Atlas and the stepwise process.

- Ian Wilson - Week 1 of May: Review of the Upper Wallowa River restoration proposal. The end product will be a proposal that is adjusted and ready for review by the GRMW board. Updates will be provided at monthly IT meetings. Partners value coordinators knowledge and support of Atlas and the stepwise process.

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

- Ian Wilson - Week 2 of May: Review and feedback of April GRMW board minutes at request of GRMW project administrator. Feedback was incorporated into April board minutes and sent to board members for review. GRMW board members appreciate minutes that accurately capture and summarize the events of meetings.

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

- Ian Wilson - Week 1 of May: Preparing and sending out draft and final agendas 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.

**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 May: Researching hydrology to capture peak flows with the drone flights at planned and past projects in Wallowa County. The end product was graphs from gauge data in close proximity to project areas showing different flows based on station records. These data were shared with GRMW IT/GIS staff to plan drone flights that will capture peak flows. Partners are satisfied with pre and post project drone flights for visual comparisons of floodplain inundation and vegetation response. Communicating with Levi about various elements related to the Wilson Haun project, including: RFP, 15% design, BDR, hydraulic modeling and vegetation. The end product was the decision to continue developing concepts to the 15% stage before passing off to a consultant, work on a BDR, get the hydraulic model from Doug Knapp for TU engineer to finish running and work on a vegetation management plan. Updates will be provided at monthly IT meetings. Partners value updates on projects.
- Ian Wilson - Week 3 of May: Working with GRMW Executive Director and NPT on questions surrounding submitting 80% implementation proposal on June 1, review and feedback. The goal is to try and get an 80% design for Wolfe Wetland submitted by June 1st for review and approval by the GRMW board.

Updates will be shared at monthly IT meetings. Partners appreciate support in the stepwise process.

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

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

- Ian Wilson - Week 3 of May: Working with Alex on looking at different variables in the BRAT model. We are exploring how to stratify sample sites by likely to be used based on existing riparian vegetation and the conservation potential. There is a belief among ODFW partners that a lack of suitable riparian vegetation is the primary limiting factor to beaver recolonization. Sampling sites and field verifying the BRAT model will allow us to test this assumption. Partners are briefed at monthly IT meetings. There is great partner support to restore beavers on the landscape.
- Ian Wilson - Week 2 of May: Working with Alex on how the BRAT model can be used to collect/verify data related to restoring beavers on the landscape. Utilizing BRAT and field observations can be an effective tool for determining where restoration should occur and where the greatest benefits will be realized. Information can be amended to the model for greater accuracy. The BRAT model is shared through a partner login to the GRMW GIS web apps. Partners value the importance of restoring beavers and the associated benefits.

### **(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 4 of May: Work on editing NHD stream line for BRAT 3.0 processing.
- Alex Towne - Week 3 of May: Map of Spring Creek Aqi survey reach.
- Alex Towne - Week 3 of May: Update UGR web app river mile layer - add river miles on 3 streams.

### **(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 1 of May: AGOL opportunity map update - work on formatting lat/long table.

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

- Alex Towne - Week 4 of May: Query BRAT for random sample design to select sites for ground-truth/comparison assessment.
- Alex Towne - Week 3 of May: Query BRAT to find reaches that are highly suitable for vegetation, low-hanging fruit projects, and on private land to pinpoint some areas for ground truth assessments.

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

- Connar Stone - Week 5 of May: Processed Bird Track Springs imagery and sent results to Jake Kimbro @ CTUIR. Also sent footage from 2020-5-21.
- Connar Stone - Week 5 of May: Processed Limber Jim Imagery and generated a comparison of summer month imagery during the same time-frame.
- Connar Stone - Week 5 of May: Planned flights for Wallowa County projects with Ian for sometime next week.
- Connar Stone - Week 4 of May: Flew Bird Track Springs and Longely Meadows again in response to the second flood-level event we have had this year. Weather and battery charge allowed for orthomosaic flights of both projects as

well as an orthomosaic flight on Southern Cross and Little Creek (Buffalo Flats).

- Connar Stone - Week 3 of May: Processed MUGR imagery and sent to Sean @ BPA and Allen @ CTUIR.
- Connar Stone - Week 1 of May: Processed Sheep Creek imagery and sent to Levi @ TU. Also organized and uploaded all photo point photos based on location and included fly-through videos of project reach.
- Connar Stone - Week 1 of May: Flew East Sheep Meadow, Sheep Creek, and MUGR as requested by Levi Old with TU and Allen Childs with CTUIR.
- Connar Stone - Week 1 of May: Processed most recent imagery of Woodlee project and sent out to Sean, Jesse, and other interested partners.

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

- Connar Stone - Week 3 of May: Worked on Metrics comparison for UGR Woodlee, Dry Creek Aiwohi, and MUGR. These comparisons should clearly show the differences in reported metrics from the proposal-level to the completion report-level, through to when the metrics are recorded in CBFish.
- Connar Stone - Week 3 of May: BPA Annual Report is coming due soon. Put together a shared google document where we can all collaborate to the document independently and review it together. Worked on assigned sections and overall format. Jesse will review and send the document when it has been completed.

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

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

- Connar Stone - Week 4 of May: Jesse has noted an issue in the calculation of some Atlas scores. It seems some scores are not changing when BSR periodicity data or similar is updated. Tracked down the issue and corrected it. Affected Atlas BSR scores now reflecting correctly based on updated information.
- Connar Stone - Week 2 of May: Renewed NoIP dynamic hostname for grmw.myftp.org.

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

**(I. 99) 2. Coordinate with RM&E projects within the Grande Ronde basin, ensure participation, presenting latest results from previous years data findings.**

- Kayla Morinaga - Week 1 of May: Arranged and attended a conference call with CRITFC staff to talk about Adaptive Management plan status and Reimen paper updates.

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

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

- Kayla Morinaga - Week 1 of May: Touched base with Freshwaters Illustrated film director on their status for the Grande Ronde film. We requested an extension on the film deadline from NOAA Legacy Heritage folks but haven't heard back yet.

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

- Ian Wilson - Week 4 of May: Developing outline for GO STEM video that will be used by regional coordinator to help educate middle school aged students on some elements of the Wallowa County Project Coordinator responsibilities. The end product will be a video used in conjunction with an online portal for students to learn more about habitat restoration. Partners are supportive of education and outreach, sharing how habitat restoration is important in the Grande Ronde basin.
- Ian Wilson - Week 3 of May: Working with Carrie Caselton on putting together a STEM outreach educational video for young students. The end product will be an instructional video that can be used by STEM coordinator to engage young students on an aspect of the GRMW project coordinators job. This may be an opportunity to share a link on one of GRMWs social media outlets where partners would have access to it. Outreach is viewed favorably by basin partners.

**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 May: Checked online banking for new transactions. Wrote checks out to vendors. Entered transactions into QuickBooks and on spreadsheets. Changed password on grants.gov website. Drafted a Board Meeting agenda. Completed May BPA accountability report.
- Mary Estes - Week 3 of May: Called the janitors to have them come back in June. Prepared Board meeting minutes for mailings. Reactivated E-Verify profile. Asked Union County for April payroll invoice. Checked online transactions. Wrote checks out to vendors. Entered all transactions into Quickbooks and on spreadsheets. Billed BPA the final invoice on BPA 79905-003. Took time sheets and other information over the the county office. Emailed the final budget sheet for 79905-003 to Tracy Hauser for our annual report. Created flyer for our June Board meeting. Drafted meeting agenda up for the finance committee.
- Mary Estes - Week 2 of May: Prepared Board Meeting minutes for approval. Pulled vehicle invoice off of GSA website. Prepared invoices for approvals. Checked online banking for new transactions. Wrote checks out to vendors. Entered transactions into Quickbooks and on spreadsheets. Reserved conference room at the Elgin Community Center for Board Meeting. Emailed Finance Committee regarding setting up a meeting for them. Entered vehicle mileage on drive thru.
- Mary Estes - Week 1 of May: Audit took place this week. Information was provided to the auditors. Prepared invoices for approval. Checked online banking for new transactions. Wrote checks out to vendors. Entered transactions into Quickbooks and on spreadsheets. Filed papers in the program and project files. Closed invoices in Quickbooks. Spoke with Jesse on the rent for the Enterprise office.

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

- Mary Estes - Week 4 of May: Checked OWEB OGMS website for the status of a grant report. Ordered thermometers for fish survey crew. Cleaned office.
- Mary Estes - Week 3 of May: Got extra office set up for the survey crew coming in mid June. Billed OWEB on grant 216-8205-15451 UGR Bowman.
- Mary Estes - Week 2 of May: Placed field supply orders for the survey crew.
- Mary Estes - Week 1 of May: Final Enterprise office lease invoice was sent to OWEB. Set up BPA 79905-007 Technical Assessments and Planning contract in Quickbooks, exce, and on spreadsheets. Checked OGMS for the completion of the review of the Meadow Creek project.
- Connor Stone - Week 2 of May: Sent new Linode billing invoice to Mary.

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

- Connor Stone - Week 5 of May: Kayla had to remotely restart her computer, but she was unable to reconnect after doing so. At the office, her computer had failed to boot from the appropriate drive on restart. Selected the proper drive for boot and restarted. Issue resolved.
- Connor Stone - Week 5 of May: Discovered an issue with an ad-blocker extension some staff had installed on their browsers. The extension unintentionally blocked staff from reaching their google calendar page. The extensions have been disabled for the time-being until a bug-fix can be implemented to resolve this issue.
- Connor Stone - Week 4 of May: The GRMW conference phone has yielded issue after issue for the last couple of years. I have repaired this device on more than one occasion to limp it along until the end of its life, but it seems the time has come to replace it altogether. I have selected a newer device which should work well with out internet-based GoToMeeting software, but we will keep the analog conference phone as a backup should we have need of it. It should be noted that the old conference phone still works, but has become finicky in its operation.

**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**

- Ian Wilson - Week 3 of May: 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 Pisce. Review is primarily internal in nature and not from partners from my understanding.
- Ian Wilson - Week 2 of May: 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 Pisce. Review is primarily internal in nature and not from partners from my understanding.

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

**(N. 132) 5. Financial and administrative activities**

- Alex Towne - Week 3 of May: Insert map request log into annual report.
- Alex Towne - Week 1 of May: BPA annual report work elements.