



- Accountability Report

June - July

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

June - July

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

Mary Estes, Ian Wilson

A. 165: Produce Environmental Compliance Documentation

(A. 165) 1. Biological Assessments for 2018-19 and out-year projects

- Ian Wilson - Week 2 of June: Reviewing Biological Assessment for Upper Wallowa River Restoration.

(A. 165) 5. Cultural Resource surveys and reports

- Ian Wilson - Week 1 of June: Meeting with Anna Neuzil for cultural resource work on Wilson Haun.

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

- Ian Wilson - Week 5 of July: Working with Alex on Sheep Ridge survey data. Coordinating fish salvage efforts at Tamkaliks. Fish Salvage at Tamkaliks. Letter of support for TU. Sheep Ridge survey coordination with ODFW engineer and ditch manager. Trouble shooting YSI water quality meter and downloading data for NPT.
- Ian Wilson - Week 4 of July: 6 Ranch monitoring report. Review minutes from last board meeting. Updating Executive Director on activities of Wallowa County project coordinator and weekly staff meeting in La Grande. Coordination among GRMW staff facilitates project development, monitoring and coordination for partners. Staff meeting notes are captured for weekly meetings and relevant information are shared with basin partners. Value of weekly coordination is important to ensure GRMW can deliver important services to basin partners. Working with Mark Penninger to enter into agreement for Elbow Creek fire mitigation funds. Sharing information with Jessica Humphreys about the Mayfly system. Submitting final OWEB monitoring report for 6 ranch phase II project. Coordinating with TU on flow monitoring. Elbow Creek fire mitigation funds coordination. Converting

autocad file to ARC map for Sheep Ridge diversion. Upper Wallowa River site visit coordination with USFWS and Wallowa Resources.

- Ian Wilson - Week 3 of July: ISRP proposal presentations for the Grande Ronde basin. 6 Ranch Phase II site visit to check side channel activation for monitoring report. BPA budget meeting.
- Ian Wilson - Week 2 of July: Response to Wallowa Resources regarding BPA funding for UWR. Reviewing BA comments from USFWS. Reaching out to ODFW screens shop for help with resurvey of Sheep Cr. diversion. Checking Wallowa River for sediment plume reported by partner. OWEB monitoring report for 6 Ranch phase II. Coordinating with Cramer Fish Sciences to use AEM data for OWEB report. Working with NPT to field questions on ISRP presentations next week.
- Ian Wilson - Week 5 of June: Reviewing ISRP proposal presentation. Updating Nils on site visit with United States Fish and Wildlife Service for Upper Wallowa River Restoration Project. Sending information to NOAA intern regarding Chinook distribution layers. Speaking with Lynn Price about funding sources for aquatic invasive species program and sharing grant funding sources with NPT for aquatic invasive species. Working on concepts for Mike Wood project opportunity. Review of volunteer waiver form for Grande Ronde Model Watershed program.
- Ian Wilson - Week 4 of June: USFS culvert coordination for upcoming IT meeting. Scheduling site visit with Mike Wood and ODFW. Site visit to Mike Woods with ODFW. Upper Wallowa coordination for site visit tomorrow. Upper Wallowa River site visit with USFWS biologist and fish passage engineer. Coordinating/sharing information with NPT in preparation for upcoming ISRP presentation.
- Ian Wilson - Week 3 of June: 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. Communicating with planning director about FEMA policies and floodplain projects. Drone flight coordination with Wallowa County partners.
- Ian Wilson - Week 2 of June: Welcome and schedule NOAA intern. Site visits with NOAA intern to restoration projects. Picking up hats from Moonlight Graphics and dropping off hats to Sports Corral. Coordination with WR2 for site visit to Wilson Haun next week.

(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 July: Typing up notes from beaver working group. Wallowa Land Trust Lands committee meeting.
- Ian Wilson - Week 3 of July: Beaver working group coordination. NRAC tech meeting. Beaver working group meeting.
- Ian Wilson - Week 5 of June: Finished review of Wallowa Land Trust Conservation Easement document.
- Ian Wilson - Week 4 of June: Wallowa Lands Trust Lands Committee meeting. Reviewing conservation easement language for WLT committee. Coordinating

a time to meet with Mike H. and Christina to discuss the formation of a beaver working group.

- Ian Wilson - Week 3 of June: Forming beaver working group with regional partners.

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

- Ian Wilson - Week 5 of July: Fielding request from landowner to help fill out permit for bank stabilization. Gathering data for landowner permit.

(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 July: Meeting with Kate to discuss project planning, application and prospectus.
- Ian Wilson - Week 3 of July: Meeting with Mike Wood to discuss restoration opportunities on his property.
- Ian Wilson - Week 2 of June: Drone flight coordination for Wallowa County projects.

D. 114: Identify and Select Projects

(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 4 of July: Preparing draft agenda and working on follow-up action items for monthly Implementation team meeting with Wallowa partners to track project opportunities identified in the Atlas planning framework. The end product is coordinated communication with basin partners and documented status of project development. Meetings are shared in person, over the phone and in high level notes captured. Monthly IT meetings are necessary to accomplish restoration with basin partners in terms of communication and coordination. Coordinating presentation at upcoming IT meeting with NOAA intern.
- Ian Wilson - Week 2 of July: 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 July: 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 5 of June: Preparing draft agenda for monthly Implementation team meeting with Wallowa partners to track project opportunities identified in the Atlas planning framework. The end product is coordinated communication with basin partners and documented status of project development. Meetings are shared in person, over the phone and in high level notes captured. Monthly IT meetings are necessary to accomplish restoration with basin partners in terms of communication and coordination.
- Ian Wilson - Week 2 of June: 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 June: Preparing and sending out draft agenda for monthly Implementation team meeting with Wallowa partners to track project opportunities identified in the Atlas planning framework. The end product is coordinated communication with basin partners and documented status of project development. Meetings are shared in person, over the phone and in high level notes captured. Monthly IT meetings are necessary to accomplish restoration with basin partners in terms of communication and coordination. Facilitating monthly Implementation team meeting with Wallowa partners to track project opportunities identified in the Atlas planning framework. The end product is coordinated communication with basin partners and documented status of project development. Meetings are shared in person, over the phone and in high level notes captured. Monthly IT meetings are necessary to accomplish restoration with basin partners in terms of communication and coordination.

E. 114: Identify and Select Projects

(E. 114) 1. Continue development of the Restoration Atlas with core partners in accordance with the implementation guidelines, the Atlas User's manual and terms and conditions within this contract.

- Ian Wilson - Week 3 of June: Working with Connor on moving Wallowa Atlas data from spreadsheet to website.

F. 122: Provide Technical Review and Recommendation

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

- Ian Wilson - Week 5 of July: Conversation with Jason Scott about proceeding to the 15% design for GVR. Reviewing recent model outputs and cut/fill for Wilson Haun.
- Ian Wilson - Week 4 of July: Green Valley Ranch coordination with private landowners, engineers, stakeholders and project sponsors regarding the alternative designs. Coordinating feedback from Chuck Simpson on the GVR alternative designs. Communicating with GeoEngineers about GVR updates. Receiving feedback from land manager on GVR.
- Ian Wilson - Week 3 of July: Wilson Haun 80% draft design meeting with BPA, TU and Wolf Water. GVR design alternatives meeting.
- Ian Wilson - Week 2 of July: Reviewing Tamkaliks water management plan. Setting up design alternatives call with Geoengineers for GVR.
- Ian Wilson - Week 1 of July: Combing comments on Wilson Haun 30% for engineers. Working on Mike Wood project concepts. Wallowa design discussion.
- Ian Wilson - Week 5 of June: Review of Wolf Water comments on the Wilson Haun project.
- Ian Wilson - Week 5 of June: Reviewing Green Valley Ranch design alternatives. Wilson Haun 30% call with Levi.
- Ian Wilson - Week 4 of June: Check in with partners on 30% review of Wilson Haun. Green Valley Ranch check in call with project manager.
- Ian Wilson - Week 3 of June: Design review and site tour with Wolf Water Resources. Wilson Haun design check in call with team. Collating comments for Wilson Haun and sending to project lead.

- Ian Wilson - Week 2 of June: Poley Allen 30% review.
- Ian Wilson - Week 1 of June: 30% BPA HIP call with Wolfe Water and TU.

(F. 122) 4. GRMW Staff will conduct site visits of sponsor projects to verify implementation and deliverables. Effectiveness monitoring may include aerial photos/videos to demonstrate action effectiveness. GRMW will also coordinate site visits with the Atlas Implementation Team, Board of Directors and other stakeholders to completed projects to verify whether implementation objectives are being met.

- Ian Wilson - Week 2 of June: Monitoring report for Loop Road project.
- Ian Wilson - Week 1 of June: OWEB monitoring report for Wallowa Mountain Loop Road project.

J. 99: Outreach and Education

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

- Ian Wilson - Week 3 of June: Dropping off flyers to Wallowa Resources for Woodlands and Watershed Festival.
- Ian Wilson - Week 2 of June: Working on flyer for Woodlands and Watershed festival.

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

- Ian Wilson - Week 4 of July: Putting together social media post for iNaturalist.
- Ian Wilson - Week 3 of June: Dropping off GRMW shirts to Sports Corral.

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

- Ian Wilson - Week 3 of July: Working with Wallowa Resource HAWK interns to build BDAs and visit McDaniels restoration work.
- Ian Wilson - Week 2 of July: Coordinating activity for Wallowa Resource HAWK interns. Coordinating with Wallowa Resources to plan workday for interns at restoration sites next week.

K. 99: Outreach and Education

(K. 99) 2. Ripples - Summer

- Mary Estes - Week 4 of June: Folded, mailed and delivered locally our Ripples in the Grande Ronde newsletter.

(K. 99) 4. Ripples - Spring

- Ian Wilson - Week 5 of June: Delivering Ripples publications to businesses in Wallowa County.

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 July: Entered transactions on spreadsheets and in QuickBooks. Wrote checks out to vendors. Placed supply order and put supplies away upon arrival. Worked on June Board meeting minutes. Emailed Susan Roberts on Board project tour. Labels and envelopes ready for Board meeting minutes. Updated contract/grants tracking sheet. Took Explorer in for

an oil change. Scheduled appointment for a rock chip on the Silverado. Spoke with the insurance company on the rock chip.

- Mary Estes - Week 3 of July: Checked online banking for new transactions. Wrote checks out to vendors and staff. Entered transactions into QuickBooks and on spreadsheets. Gathered budget numbers for Jesse from July 2019-June 2021.
- Mary Estes - Week 2 of July: Entered vehicle mileage into GSA website. Pulled GSA vehicle invoice off of their website. Checked online banking for new transactions. Checked EVerify for approval for new employee to work. Added employee to the vehicle insurance. Called Wallowa Valley Networks regarding them billing us for the internet. Billed BPA 799056-012 GRMW Admin. Approved BOR in our ASAP account for us to receive funds. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 1 of July: Ordered office supplies. Sent out emails to partners on upcoming reports that are coming due soon. Checked online banking for transactions. Wrote out checks to vendors. Fixed mailing lists. Put away office supplies when it arrived. Took mail to the post office. Deposited funds into bank account. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 5 of June: Changed GRMWF information in Grants.online. Checked online banking for deposits. Wrote checks out to vendors. Fixed addresses on a few of our mailing lists. Entered transactions into QuickBooks and on spreadsheets. Deposited funds into the donation bank account.
- Mary Estes - Week 4 of June: Went to the post office to purchase stamps. Checked online banking for new transactions. Wrote checks out to vendors. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 3 of June: Wrote checks out to vendors. Checked online banking for new transactions. Entered transactions into QuickBooks and on spreadsheets. Billed BPA 79905-012 GRMWF Admin contract. Mailed out Board meeting packets to the Board. Jesse and I met with Kyle from Wheatland Insurance to go over GRMWF's insurance policies.
- Mary Estes - Week 2 of June: Updated our profiles on SAM and ASAP. Checked online banking for new transactions. Entered transactions into QuickBooks and on spreadsheets. Entered vehicle mileage on GSA website. Changed information on VCSS website. Prepared invoices for approval. Signed a letter of confirmation for Jensen and Spratling on the checklists for audit purposes.
- Mary Estes - Week 1 of June: Deposited the McNary funds for the McDaniel project in the bank account. Checked online banking transactions. Wrote checks out to vendors. Entered transactions into QuickBooks and on spreadsheets. Closed out BPA 79905-006 GRMWF Admin contract. Submitted the single audit submission. Worked on the Board meeting agenda and notice flyer. Copied contracting policy for Board.

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

- Mary Estes - Week 4 of July: Billed BPA 79905-007 Technical and Assessments. Set up new grant 79905-013 Forest Service Small Streams in QuickBooks, spreadsheets and file folder. Worked on an application in GrantSolution for the Elbow Creek Fire.
- Mary Estes - Week 3 of July: Billed BPA 79905-011 Green Valley grant. Billed OWEB 218-8205-16561 Catherine Creek Hall Ranch. Shared information to set up an account for the Elbow Creek Fire.
- Mary Estes - Week 2 of July: Billed BPA 79905-007 Technical and Assessments. Listened to ISRP/NOAA presentations.
- Mary Estes - Week 1 of July: Billed BPA 79905-009 and OWEB 219-5043-16511 Gauging stations. Checked OWEB OGMS site for a project completion report status. Billed BPA 79905-001 Design services.

- Mary Estes - Week 5 of June: Opened a bid from Columbia Helicopters with Jesse for the Middle Fly Creek Helicopter project. Billed OWEB 219-5037-16535 Lostine River 5.7. Sent draft volunteer waiver to staff to review. Emailed Susan Roberts on the August Project Tour.
- Mary Estes - Week 4 of June: Had business cards made up for Jesse and Ian. Took meeting minutes at our June 22nd Board meeting. Emailed contracting policy and bylaws to a few Board members. Billed BPA 79905-011 Greenvalley contract. Searched for volunteer waiver forms on the web.
- Mary Estes - Week 3 of June: Billed BPA 79905-007 Technical and Assessments contract and BPA 79905-008 Bowman. Gathered educational information for a middle schooler on stream restoration. Checked OWEB's OGMS site for the extension approval on the 219-5037-16535 Bowman grant.
- Mary Estes - Week 2 of June: Sent Winston Morton information on the 216-8205-15451 Bowman project.
- Mary Estes - Week 1 of June: Emailed folks on completion reports and extensions on OWEB 216-8205-15451 Bowman, 219-5037-16535 Lostine River 5.7, and 219-5043-16511 Gauging Stations grants. Emailed Ian on the monitoring reports for OWEB 219-5024-16570 Wallowa Loop Road project. Forwarded charts to the Finance Committee from Norm Cimon. Sent the Finance Committee meeting agenda to the committee and Jesse. Emailed BPA on the payment status on 79905-005 Wallowa McDaniel contract. Emailed Jesse and contacted Jason Hedgepath regarding payment to Hanging Rock Excavation. Emailed Tracy and Karen at BPA regarding changing the net payment to 15 days instead of 30 days. They approved the change.

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

- Mary Estes - Week 5 of June: Finalized my June accountability report.
- Mary Estes - Week 1 of June: Completed my May accountability report.
- Ian Wilson - Week 5 of July: 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 June: Preparing bi-monthly accountability report to be submitted to BPA pm by updating weekly duties. End product will be a completed bi-monthly report for review. Final document will be uploaded to PISCES. Review is primarily internal in nature and not from partners from my understanding.
- Ian Wilson - Week 2 of June: 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.