



## - Accountability Report

July - August

### **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

July - August

### **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 1 of August: Phone call with WC planning director to see if any local jurisdictions need to be followed for base flood elevation rise.

### **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 4 of August: Attended a planning meeting with USFS staff for the Public Lands Day - Stream Cleanup event planned for late September.
- Kayla Morinaga - Week 1 of August: With my continued shortage of a summer seasonal employee I performed the CRITFC Tributary Habitat Assessment Protocol along with my other employee on Chicken Creek and West Fork Chicken Creek in the upper Grande Ronde.
- Kayla Morinaga - Week 5 of July: Performed snorkel survey on Limber Jim Creek in coordination with USFS employees. We divided up into 3 groups and snorkeled a 1 mile section of stream that has been snorkeled for the past few years. Worked on the habitat survey for the Middle Upper Grande Ronde River with Saige and one of the high school interns. We also received help from the two Bureau of Reclamation interns for two day this week.
- Kayla Morinaga - Week 4 of July: My two summer employees continued their habitat survey on the Middle Upper Grande Ronde River and I also had two La Grande High School interns that started work this week as well. We outfitted them with survey gear and they followed us out to the field site and we trained them up. One of my employees got injured on the job this week and is out for the unforeseen future. One day the remaining employee (Saige), two interns and myself assisted Alexa Maine from CTUIR with a mussel salvage effort on the Longley Meadows project. The mussels removed were relocated upstream

of the Bird Track Springs project area. Also, Saige and the two interns helped CTUIR with fish relocation for the Longley Meadows project the following day.

- Kayla Morinaga - Week 3 of July: CRITFC staff hosted a Tributary Habitat Assessment Protocol training in La Grande for their two person summer crew and the GRMW two person summer crew. One day was spent in the office at GRMW going over the protocol with information provided by three CRITFC staff members. The second day we went out to Five Points Creek to practice the protocol and go over more material while on site and then we moved up the the upper Grande Ronde River where there was a known large side channel so that we could cover that protocol material with a good on the ground example. The third day a CRITFC staff member assisted the GRMW crew on the start of their first survey segment helping them out with questions.
- Kayla Morinaga - Week 2 of July: Attended meeting with partners to practice and provide feedback on NPCC presentations. Prepared equipment for more temperature logger deployment and stage logger downloads this week and borrowed a NIST thermometer from the Forest Service for the week. Coordinated the one seasonal employee at the time to help CTUIR with fish salvage efforts because they were shorthanded.
- Kayla Morinaga - Week 1 of July: Worked on the budget for the USFS Effectiveness Monitoring to meet the requirements for in-kind and ensure all of the line items were correct. Collaborated with CRITFC to help deploy stream temperature loggers for USWCD's SIA monitoring. They provided all of the equipment and we deployed some with help from a USWCD employee.
- Connor Stone - Week 4 of August: Met with Lauren Burns (CRITFC) to go over UGR Drone operations to support the stream survey work this summer. Specifically to go over placement of GCPs, flight plans, and other details pertinent to flying the MUGR reach of the UGR.
- Alex Towne - Week 4 of August: Helped Trout Unlimited with fish salvage on Indian Creek.
- Alex Towne - Week 3 of August: Spawning ground survey training
- Ian Wilson - Week 5 of August: Correspondance with La Grande co-workers about calibrating GRMW water quality meter.
- Ian Wilson - Week 4 of August: Coordinating Atlas information and habitat data with new project manager Cory McCaffrey.
- Ian Wilson - Week 3 of August: Snorkel surveys with CRITFC in the Upper Grande Ronde. Coordinating Sheep Ridge ODFW survey data with AP to work on solution for high water. Coordinating the use of excess boulders from the Tamkaliks project. Working with the FS on getting grass seed for the loop rd project. Attending Grande Ronde IT to discuss State of the Science meeting and watch sediment study in UGR. Wrote Letter of support for Trout Unlimited seeking funds through the Columbia Basin Water Transaction Program. Ongoing coordination with ODFW and landowner regarding Sheep Ridge diversion. Ordering part for Pro DSS water quality meter.
- Ian Wilson - Week 2 of August: Attended weekly meeting with GRMW staff to discuss weekly activities and updates. 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. Pricing turbidity standards and speaking with Jesse about ordering. Researching other calibration standards for all sensors on our water quality meter. Communicating with Kate about disposition of excess materials at Tamkailiks. Organizing Atlas information on the lower Minam and passing along to Jeff Yanke for restoration potential in newly purchased property by ODFW. Lunch with Brian Baker (WLT), new program director to discuss alignment between GRMW and WLT.

- Ian Wilson - Week 1 of August: 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. Watching presentation on Wallowa Lake Dam by NOAA intern, Monica Keim. Looking into purchasing turbidity solutions to calibrate GRMW sensor. Upper Wallowa River site visit with USFWS, Wallowa Resources, Bio Resources and representative from Senator Merkleys office.
- 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 UWWR. 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.

**(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 August: Reviewing ODFW beaver working group material and meetings.
- Ian Wilson - Week 3 of August: WLT lands committee meeting. Sending out email to beaver working group. Reaching out to stream surveyors/angler groups to help with beaver data collection. iNaturalist quick start guide. Typing up notes for WLT lands committee. Beaver working group coordination.
- Ian Wilson - Week 2 of August: Beaver working group invitation email. Finished beaver working group draft email. Reaching out to spawning ground surveyors and fishing groups to use iNaturalist. Working on iNaturalist quick start guide for angler/hunter groups and stream surveyors.
- Ian Wilson - Week 1 of August: Composing email to form a beaver working group in NE Oregon.
- 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.

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

- Ian Wilson - Week 3 of August: Communicating with landowner affected by the Elbow Creek fire and potential for future restoration funds.
- Ian Wilson - Week 2 of August: Sheep Ridge survey with ODFW crew. This follow survey is conducted at the request of the ditch president to find solutions for water over topping the head gate during high flows.
- Ian Wilson - Week 1 of August: Working with Mary to enter information in Grant Solutions for Elbow Creek Fire mitigation funds. This is part of a partnership with USFWS partner program to assist private landowners with mitigation funding to rehabilitate areas damaged by the fire. Developing a project narrative for Elbow Creek funding in Grant solutions. Contacting landowners affected by the Elbow Creek fire.
- 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 5 of August: Coordinating site tour at potential project sites with NPT & ODFW. Site visits to potential projects in Wallowa valley.
- Ian Wilson - Week 4 of August: Reaching out to core implementation partners to discuss upcoming stepwise dates and potential proposals. Scheduling meeting with NPT to discuss upcoming projects. Conversation with NPT about upcoming projects. Discussing potential projects on FS land with Dana Nave and planning future site visit. Summarizing background information on potential BDA project on Swamp Creek for Dana.
- 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.

**(B. 191) 6. BPA - USFS Headwaters Initiative (HWI) coordination and facilitation.**

- Kayla Morinaga - Week 3 of July: Second seasonal employee started work at GRMW this week that is being funded through USFS Headwaters Initiative funds for effectiveness monitoring. The employee did his hire on paperwork and then went in the field with the other seasonal employee that is funded by HI funds as well. They investigated work sites, access, snorkel trained and attended a two day training hosted by CRITFC staff this week.

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

- Kayla Morinaga - Week 4 of August: Worked on the OWEB Gage Station grant completion report.
- Kayla Morinaga - Week 3 of July: Staff attended Jesse's presentation to the NPCC and watched many of the other presentations of partners working in the basin as well throughout the day.

- Kayla Morinaga - Week 2 of July: Worked on OWEB completion report for Gauge Station Water Year 2019/20 grant.

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

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

- Ian Wilson - Week 4 of August: Coordination with Mary on fall stepwise dates.

##### **(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 August: 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.
- Ian Wilson - Week 1 of August: 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. 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.
- 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.

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

**(E. 114) 9. Work with BPA and Atlas partners to develop a Wallowa County (includes Lostine, Imnaha, Joseph, Mina, Wenaha, Lower Grande Ronde, and Big Sheep Creek) Atlas Outreach Plan once the Atlas has been completed.**

- Ian Wilson - Week 2 of August: Confirming atlas workbook numeric standards for Connar.

#### **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 August: Touching base with Winston about 15 % GVR, prospective project at Mike Woods and wrap up at McDaniels. Submitting GVR to BPA for 15% HIP review. Talking with land manager and Winston about GVR.
- Ian Wilson - Week 3 of August: Reviewing 15% design for GVR, provide feedback to engineers and prepare for submission to BPA.
- Ian Wilson - Week 1 of August: Filling out county zone permit for Wilson Haun project. Working with Wallowa County to rectify planting on 39 lp road project. Updating Wilson Haun design team with local County permits for project review.
- 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.

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

**(G. 115) 2. Create/modify/prepare map products and process data in support of project partners, opportunity leads and Atlas assessment, implementation activities per request process**

- Connar Stone - Week 5 of August: Sent Mine Tailings Multispectral imagery to Alex for inclusion as an example at the next IT meeting of what some of the Multispectral bands can demonstrate with respect to classification and modeling.
- Connar Stone - Week 3 of August: Sent most recent Mine Tailings imagery to Jesse as per his request.

- Alex Towne - Week 4 of August: Map for Carrie Castleton-Lowe (our community science partner) of the UGR within the Columbia Basin.
- Alex Towne - Week 3 of August: Elbow Creek fire perimeter map
- Alex Towne - Week 2 of August: Work on imagery classification using multispectral imagery on the Wilson-Haun project site.
- Alex Towne - Week 1 of August: -Map of UGR campgrounds and roads to use for stream clean up ideas -Use GIS to find percentage of public, private land within the Elbow Creek fire perimeter

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

- Connar Stone - Week 4 of August: Prepared and flew UGR Bird Track Springs and Longley Meadows project sites. On UGR Bird Track Springs, Multispect and RGB imagery was collected. On Longley Meadows, Multispec, RGB, and fly-through video was collected. All imagery collected 2021-8-24.
- Connar Stone - Week 3 of August: Prepared equipment and flew UGR Mine Tailings with Multispectral (all bands) P4 UAS, 2021-8-19.
- Connar Stone - Week 3 of August: Processed UGR Mine Tailings imagery with GCPs established by A&P. Two versions generated (one RGB, one Multispec). RMS error = 0.045ft accuracy.
- Connar Stone - Week 2 of August: Prepared equipment and flew UGR Limber Jim project with Multispectral (all bands) P4 UAS, 2021-8-12.
- Connar Stone - Week 2 of August: Processed UGR Limber Jim imagery with GCPs established by A&P. RGB version processed, Multispec imagery retained until required. RMS error = 0.016ft accuracy.
- Connar Stone - Week 2 of August: Prepared equipment and flew UGR Woodlee project with Multispectral (all bands) P4 UAS, 2021-8-10.
- Connar Stone - Week 2 of August: Processed UGR Woodlee imagery with GCPs established by A&P. Two versions generated (one RGB, one Multispec). RMS error = 0.069ft accuracy.
- Connar Stone - Week 2 of August: Placed previously painted stakes on UGR Woodlee and UGR Limber Jim project locations. Plan in place to fly both projects this week.
- Connar Stone - Week 1 of August: Painted stakes to be used on UGR Woodlee and UGR Limber Jim projects to help highlight and mark GCP locations in flyover imagery.

## **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 August: Brute force attack executed on grmw.org website server by external IP Address: 45.249.33.117 (Beijing, China). Identified attack in server logs and blocked the connection manually. Attacker explicitly blacklisted by firewall and notified the IP's ISP of the incident. Not expecting any action on the part of the ISP, but at least the attack has been blocked from our end and a possible breach has been prevented.
- Connar Stone - Week 4 of August: grmw.myftp.org site lost site certificate for connections. Renewed CertBot certificate information, but first had to update CertBot, and then reset Apache2. Site is back up and running.
- Connar Stone - Week 3 of August: Renewed NoIP dynamic hostname for grmw.myftp.org.
- Connar Stone - Week 1 of August: Posted Summer edition of Ripples in the grande ronde to the GRMW website. Sent out PDF version to all users signed up for digital version of ripples.

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

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

- Ian Wilson - Week 3 of August: State of the Science coordination with Jesse.

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

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

- Kayla Morinaga - Week 4 of August: Coordinated with La Grande High School student interns for field work for this week.
- Kayla Morinaga - Week 1 of August: Went to UGR Bird Track Springs and met with our Community Science contractor and a 5th grade teacher from Central Elementary School in La Grande to prepare for the fall field trip with her class scheduled. We ensured that access and terrain were suitable to students and staff and asked for feedback from the teacher on how to improve the experience for students.
- Ian Wilson - Week 3 of August: Committing to presentation of GRMW role and background to freshmen at Eastern Oregon University.

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

- Kayla Morinaga - Week 2 of July: Attended a meeting with Alexa Maine, mussel and lamprey program leader for CTUIR, and Carrie Caselton Lowe, the community science contractors for GRMW through a Gray Family Foundation grant. We discussed how to build freshwater mussel curriculum for youth and how to best perform activities in the field with them.
- Ian Wilson - Week 5 of August: Sharing historic fishery data from Jim H with Kayla.
- Ian Wilson - Week 4 of August: Coordinating curriculum training with Kayla for helping student outreach program. Gathering historic Chinook population data from Jim Harbeck to help inform community science curriculum.

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

- Connor Stone - Week 1 of August: Posted new article from Elkhorn Media Group concerning the Indian Creek Connectivity Project to GRMW FB page.
- Ian Wilson - Week 4 of July: Putting together social media post for iNaturalist.

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

- Ian Wilson - Week 2 of August: Watching HAWK intern presentation that included work on restoration projects in Wallowa County hosted by GRMW, ODFW and NPT.
- 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**

- Alex Towne - Week 2 of August: Create web edition of Summer Ripples to be posted on our website and shared on social media

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

- Alex Towne - Week 4 of August: Finalize article contributors for Fall edition, and roll over for next edition.
- Alex Towne - Week 2 of August: Reach out to potential article contributors. Get confirmation from those interested, and coordinate details.
- Ian Wilson - Week 5 of August: Correspondance with La Grande co-workers about upcoming ripples and partner contributions.

## **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 August: Wrote checks out to vendors. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 3 of August: Checked online banking for transactions. Wrote checks out to vendors. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 2 of August: Pulled vehicle invoice from GSA website. Checked online bank transactions. Prepared invoices for approval. Wrote checks out to vendors. Took mail to the post office. Entered vehicle mileage on the GSA website. Changed information in Grants.gov and SAM. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 1 of August: Contacted Allstate and GlasSmith about a rock chip in the window of the pickup. Took pickup to GlasSmith. Checked online transactions. Wrote checks out to vendors. Entered transactions into Quickbooks on spreadsheets. Reconciled bank accounts. Spoke with a vendor regarding a lost check.
- 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.

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

- Mary Estes - Week 4 of August: Worked on our Stream Cleanup for Chicken Creek and West Chicken Creek. Cleanup will be held on September 25th.
- Mary Estes - Week 4 of August: Billed FS 21 CS 11061600-005 Grande Ronde Watershed Ecosystem Health Monitoring. Read BOR agreement for Buffalo Flats and set it up in QuickBooks and file folder. Emails with Winston Morton and Rick on the McNary budget amendment. Set up OWEB 222-049-19348 Council Support grant in QuickBooks, excel and on spreadsheet. Billed BPA 79905-011 Green Valley grant.
- Mary Estes - Week 3 of August: Billed 79905-007 Technical and Assessments grant. Billed BPA 79905-005 Design services grant. Billed McNary Dam 2019-4-WR-MAC on Wallowa McDaniel project. Sent Winston Morton an email on the McNary Dam funds being zeroed out on the Wallowa McDaniel project.
- Mary Estes - Week 2 of August: Setup BPA 79905-014 UGR River Bowman grant in Quickbooks, excel, etc. Looked over the FS 21-CS-11061600-005 Grande Ronde Watershed Ecosystem Health Monitoring grant.
- Mary Estes - Week 1 of August: Worked on application in GrantSolution on the Elbow Creek Fire Restoration project. Set up FS 21-PA-11061600-027 Grande Ronde Watershed Restoration Effectiveness Monitoring Activities grant.
- 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.
- Connar Stone - Week 3 of August: Printed invoice for annual Dropbox.com subscription and gave it to Mary.
- Connar Stone - Week 2 of August: Assisted Melanie Sutton (usda.gov) and Kayla with survey123 files and forms with last year to help generate new forms for their use. It seems there is an issue with porting the 2020 forms directly over. Eventually this resolved to a difference of version of the app and the device it was submitted on.
- Connar Stone - Week 1 of August: Extracted photos from stream survey excel file as per a request from Kayla for the embedded data.
- Connar Stone - Week 1 of August: Set up Saige Wilkerson, summer intern/stream survey crew with GRMW, with a GRMW GSuite account to support his work with the watershed for the summer and thereafter.

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

- Connar Stone - Week 1 of August: Installed Backup Power Supply Units for all office PCs and checked old PSUs. Everything should be able to sustain backup power for a minimum of about 20-30 minutes without commercial power.

#### **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 4 of August: Prepared accountability report
- Connar Stone - Week 4 of August: Worked on BPA Accountability Report for June/July and compiled PDF.
- Ian Wilson - Week 3 of August: 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 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.