



Jesse Steele - Accountability Report

December - January 2022

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)

Coordination - GRMW has been assisting partners by holding BPA contracts (to avoid indirect charges) and advertising requests for proposals/quotes. Recently we flew a technical assistance request for designing six culvert replacements in the Indian Creek watershed. We awarded that contract to GeoEngineers and will manage that work in collaboration with the USFS. We also advertised two construction RFPs in January with the USFS, Upper Fly Creek and 2022 Small Streams. Bids are due on February 15 for both and we will work with USFS to review and select contractors for those two projects. Additionally, Ian has been supporting project development in Wallowa County and has been the lead contact on the Green Valley Ranch Fish Passage design. We will likely advertise that construction contract with ODFW later this year. Atlas/Stepwise - GRMW staff have been working together to update our proposal form as we switch back to using our form rather than OWEB's. We will use a fillable pdf for the Spring 2022 solicitation and take feedback from partners on the form. We will have this proposal form fully online as part of the online Stepwise Process by the Fall 2022 solicitation. This new form will allow us to ensure we are getting the information we need to track progress in the basin and adaptively manage the Atlas process. We are expecting a few proposals this spring and have been working with the IT partners to ensure we are on track with our FY22 budget projections. Technical Assistance - GRMW staff has also been working with Phil Roni from Cramer Fish Sciences on a few reports. One is specific to addressing ISRP comments from past and current reviews. Alex has helped on several of the figures and maps and the other staff have been reviewing drafts and providing feedback. We are also working on an HSI validation study that will help assure folks that we are on the right track with using HSI to evaluate project designs and habitat uplift.

Challenges/Risks: (Identify any major challenges/risks, how you are addressing them and if you need BPA assistance)

We received a complaint of poor facilitation and bias on the part of GRMW staff and board when it comes to running IT meetings and capturing notes and IT and Board meetings. We worked with the partner and GRMW Executive Committee to identify specific concerns and come up with solutions. One option would be for GRMW to hire a professional facilitator to come provide training to our entire staff. Other complaints will be addressed as we improve the Stepwise Process and ensure a consistent approach for all partners.

Lessons Learned: (Describe organizational successes and/or opportunities for improving GRMW performance including support of your partners)

GRMW is working to stay up to date on Infrastructure Bill funding opportunities. We have been in contact with USFS, BOR and NRCS. Additionally the Network of Oregon Watershed Councils has been releasing helpful information for watershed councils. So far, it seems there will be lots of opportunity but the process for applying for the funds is still largely unknown. Coordinating with our State and Federal partners on this has proven to be important and we will continue to stay current.

List Monthly Training & Travel:

N/A



Staff - Accountability Report

December - January 2022

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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

Alex Towne, Kayla Morinaga, Mary Estes, Ian Wilson

A. 165: Produce Environmental Compliance Documentation

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

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

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

- Ian Wilson - Week 5 of January: Helping Levi with DSL permit for WH.
- Ian Wilson - Week 4 of January: Working on removal/fill permit for WH. Visiting with County planner about GVR permitting.

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

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

- Kayla Morinaga - Week 1 of December: Fulfilled information request from a Wallowa Resources employee for use with the Collaborative Forest Landscape Restoration Project.
- Ian Wilson - Week 5 of January: Updating Executive Director on activities of Wallowa County project coordinator and weekly staff meeting in La Grande. Coordination among GRMW staff facilitates project development, monitoring and coordination for partners. Staff meeting notes are captured for weekly meetings and relevant information are shared with basin partners. Value of weekly coordination is important to ensure GRMW can deliver important services to basin partners.
- Ian Wilson - Week 4 of January: Updating Executive Director on activities of Wallowa County project coordinator and weekly staff meeting in La Grande. Coordination among GRMW staff facilitates project development, monitoring and coordination for partners. Staff meeting notes are captured for weekly meetings and relevant information are shared with basin partners. Value of

weekly coordination is important to ensure GRMW can deliver important services to basin partners. Organizing list of projects completed under the Wallowa Atlas for Coby (OWEB) as part of PCSRF reporting on capacity grants. Communicating with Jim M. about screw traps and kokanee.

- Ian Wilson - Week 2 of January: Floodplain workshop. Cleaning up and responding to emails. Reviewing ISRP response.
- Ian Wilson - Week 5 of December: Updating Executive Director on activities of Wallowa County project coordinator and weekly staff meeting in La Grande. Coordination among GRMW staff facilitates project development, monitoring and coordination for partners. Staff meeting notes are captured for weekly meetings and relevant information are shared with basin partners. Value of weekly coordination is important to ensure GRMW can deliver important services to basin partners.
- Ian Wilson - Week 4 of December: Updating Executive Director on activities of Wallowa County project coordinator and weekly staff meeting in La Grande. Coordination among GRMW staff facilitates project development, monitoring and coordination for partners. Staff meeting notes are captured for weekly meetings and relevant information are shared with basin partners. Value of weekly coordination is important to ensure GRMW can deliver important services to basin partners. Reading about SRS life cycle models. Reading about freshwater mussels. Viewed Deer Creek stage 0 story map.
- Ian Wilson - Week 3 of December: Getting back to ODF about potential Elbow Creek site visit. Attended GR IT meeting.
- Ian Wilson - Week 2 of December: Updating Executive Director on activities of Wallowa County project coordinator and weekly staff meeting in La Grande. Coordination among GRMW staff facilitates project development, monitoring and coordination for partners. Staff meeting notes are captured for weekly meetings and relevant information are shared with basin partners. Value of weekly coordination is important to ensure GRMW can deliver important services to basin partners. NRCS webinar about infrastructure funding.
- Ian Wilson - Week 1 of December: Checking in with BOR to discuss the retirement of the GR basin liaison and a future replacement along with services that BOR can provide basin partners. Working with NPT research staff to select a temperature logger site on the Wallowa River. Exploring alternative funding sources for conservation easements. Question for floodplain connection meeting. Lostine planning with Sean W.

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

- Kayla Morinaga - Week 2 of December: Attended the US Forest Collaborative Forest Landscape Restoration Program meeting and gave a presentation to the group on our partner restoration accomplishments within the CFLRP footprint in 2021 and projects in the hopper for 2022. I placed on an emphasis and the critical need to treat the upland and riparian areas and simultaneously restore the stream corridors to create an effective fire break and emphasized the need for beaver to naturally create wetted areas that act as firebreaks, like proven in photos from the Bootleg Complex fire. Participated in and took notes for the NE Oregon Beaver Working Group which is a group of ODFW, USFS, GHCC, Wallowology, retired folks, trappers, and GRMW staff that have interest in learning more about how we can coexist with beaver and help them thrive in the basin.
- Ian Wilson - Week 5 of January: OWEB small grant team meeting with WSWCD and partners.
- Ian Wilson - Week 4 of January: Sharing BWG information with a member and potential donor. Responding to Cynthia about small grant meeting.

- Ian Wilson - Week 1 of January: Beaver working group coordination. Beaver state podcast. Discussion with local trapper about beaver working group. Lamprey data coordination. Phone conversation with Jim Akenson (OHA) about beaver working group.
- Ian Wilson - Week 5 of December: Getting BWG notes, action items and concept board out. Organizing file share for beaver working group. Listening to beaver podcasts.
- Ian Wilson - Week 4 of December: Meeting with Suzanne to discuss BWG. Sharing calls for lamprey distribution data. Watching Dixie Creek restoration short. Chatting with Charla about Wallowology display and future volunteer work. Communicating with Charla (W) about beaver outreach. Reviewing beaver article from Mike H. Organizing beaver data on ftp for working group.
- Ian Wilson - Week 3 of December: BWG follow up with member interested in working groups, meeting dates, etc. Working with Kayla to disseminate notes from BWG. Fielding comments/feedback from Christina about participation and goals of BWG.
- Ian Wilson - Week 2 of December: Signing up for Lamprey webinar. Lamprey webinar. Building Beaver Working Group agenda. Beaver working group meeting.

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

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

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

- Ian Wilson - Week 4 of January: Reaching out to Mark Penninger about collaborative fire mitigation efforts for Elbow Creek. Working with ODFW and USFWS to determine if there are fish passage projects on the Wallowa River that can be funded under current infrastructure bill. Talking with Kyle about infrastructure bill for fish passage diversions.
- Ian Wilson - Week 1 of January: Lostine planning meeting with Sean.
- Ian Wilson - Week 1 of January: Assimilating and sharing Atlas and other biological data from Camp Cr. for TNC/TU.
- Ian Wilson - Week 5 of December: Touching base with Mark P. about Elbow Creek.
- Ian Wilson - Week 4 of December: Discussing future projects with Kate. Sharing stage 0 imagery of Whychus Creek with Levi.

D. 114: Identify and Select Projects

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

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

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

- Ian Wilson - Week 3 of December: Sharing stream temperature data from proposed project with GRMW board member.

(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 5 of January: 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 4 of January: Scheduling presenters at upcoming Atlas meeting.
- Ian Wilson - Week 1 of January: 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 IT meeting to track restoration work and identify new opportunities. High level notes from the meetings identify action items and are disseminated to partners. Partners appreciate monthly meetings for coordination of restoration work. Disseminating high level notes from the monthly Implementation team meeting with Wallowa partners to track project opportunities identified in the Atlas planning framework. The end product is coordinated communication with basin partners and documented status of project development. Meetings are shared in person, over the phone and in high level notes captured. Monthly IT meetings are necessary to accomplish restoration with basin partners in terms of communication and coordination.

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 January: Contract questions with Levi. Call with Winston to discuss GVR. Discussion with Levi about Camp Creek.
- Ian Wilson - Week 3 of January: Reviewing BDR for GVR. Meeting with Geo and ODFW to discuss GVR BDR. Talking with Levi about Lathrop project. Sharing comments on 30% BDR for GVR. Reviewing fence ideas from TU.
- Ian Wilson - Week 2 of January: Working through award mix up on WH.
- Ian Wilson - Week 4 of December: Ordering older aerial imagery of the Wallowa River for restoration planning.
- Ian Wilson - Week 2 of December: Green Valley Ranch design meeting. Communication with project sponsor about reaching out to contractors for work next summer.
- Ian Wilson - Week 1 of December: Green Valley Ranch planning meeting to discuss recent hydraulic model results.

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

- Ian Wilson - Week 2 of January: HSI validation call.

- Ian Wilson - Week 1 of January: Working with Kai on raster formats for HSI model. Running HSI model.
- Ian Wilson - Week 5 of December: Working with HSI model for Wallowa County projects. Entering new estimates into comps table. Working with Wolf Water to get appropriate files for HSI model.
- Ian Wilson - Week 4 of December: Working with Jesse and Kai to run the HSI model. Working with the HSI model. Meeting with Kai to work out kinks in HSI model. Requesting raster data from Wolf Water.

G. 115: Produce Inventory or Assessment

(G. 115) 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 January: Work on georeferencing GLO maps to compare with current conditions.
- Alex Towne - Week 4 of January: Update AGOL homepage to host new habitat web app and old apps in two groups.
- Alex Towne - Week 2 of January: -Launch updated habitat data web app, create thumbnail. -Start map highlighting old channel location that can be seen in lidar
- Alex Towne - Week 1 of January: Finish configuring experience builder habitat web app. Review layers, functionality, etc.
- Alex Towne - Week 3 of December: -Update Indian Creek barrier projects map to reflect work being done there. Added one culvert location and took away another. Reworked map to new AOI. -Web app experience builder work.
- Alex Towne - Week 2 of December: -Map of Indian Creek watershed barrier replacement projects. -Work on experience builder for habitat web app.
- Alex Towne - Week 1 of December: Start configuring AGOL experience builder for habitat web app
- Ian Wilson - Week 4 of January: Working with Alex to add veg layer to lower Lostine River analysis.

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

- Alex Towne - Week 4 of January: -Export hydro and veg analysis shapefiles to KML and share with Ian. -Datum transformation tool to convert 2009 lidar to same geoid as 2021 lidar. Did not work.
- Alex Towne - Week 3 of January: -Create shapefile of water monitoring sites for Community Science project, generate x,y coords and fill in google doc for Carrie. -Merge/join data sheets for Kayla
- Alex Towne - Week 1 of January: Phone call with Sean and Ian. Assist with adding spatial information to shapefile.
- Alex Towne - Week 1 of December: Gather and share redd and POD shapefiles for Wallowa County with Ian.

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 December: Sharing SoS chat log with Lauren B. (CRITFC).
- Ian Wilson - Week 1 of December: SoS information sharing from meeting.

J. 99: Outreach and Education

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

- Kayla Morinaga - Week 2 of December: Went out to Confederated Tribes of the Umatilla Indian Reservation lands in the UGR with RM&E staff to see areas that they would like to see student groups monitor during field trips and to talk about logistics and the history of the land. Had a meeting with our Community Science Program contractor, Carrie Caselton Lowe. Talked to Joe Lemanski of ODFW about the local Fish Eggs to Fry program.
- Kayla Morinaga - Week 1 of December: Worked on a Wildhorse Foundation grant application for Community Science Project supplies.

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

- Ian Wilson - Week 5 of January: Outreach coordination for floodplain sampling with Carrie and Les.
- Ian Wilson - Week 4 of January: GO STEM meeting about community science project.
- Ian Wilson - Week 4 of December: Discussing outreach funding with Kayla.
- Ian Wilson - Week 3 of December: Reviewing letter of approval for Community Science project.

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

- Ian Wilson - Week 1 of January: Outreach coordination with Wallowa Resources and Community Science project.

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

- Kayla Morinaga - Week 3 of December: Did a presentation for the Eastside Ecology Forum, a journal club group put on by Oregon State University and the US Forest Service. Ian and I split the presentation into a history of the GRMW program and the evolution of stream restoration in the basin.
- Ian Wilson - Week 3 of January: Citizen science planning meeting with local teachers and WR. Meeting with Carrie and Lyra to discuss outreach opportunities.
- Ian Wilson - Week 4 of December: Dropping off GRMW hats to Sports Corral.
- Ian Wilson - Week 3 of December: Working on a presentation for the East Side Ecology Forum (EOU) about the evolution of stream restoration in the GR basin. GRMWF hat order coordination with Union Co. coordinator.
- Ian Wilson - Week 2 of December: Getting historic photos of restoration work from Sarah for EEF presentation. GRMWF merchandise order. Working on a presentation for the East Side Ecology Forum (EOU) about the evolution of stream restoration in the GR basin.
- Ian Wilson - Week 1 of December: Working on a presentation for the East Side Ecology Forum (EOU) about the evolution of stream restoration in the GR basin.

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

- Ian Wilson - Week 4 of January: Podcast interview with Wallowa Resources about HAWK program and assistance GRMW provided in 2021.
- Ian Wilson - Week 5 of December: Meeting with Lyra (WR) to discuss working with interns next summer.

- Ian Wilson - Week 4 of December: Outreach coordination with Lyra (WR) and Carrie (RT).

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

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

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

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

K. 99: Outreach and Education

(K. 99) 3. Ripples - Fall

- Kayla Morinaga - Week 1 of December: Delivered fall edition of Ripples to the US Forest Service office in La Grande.

L. 119: Manage and Administer Projects

(L. 119) 1. Manage and administer this BPA contract, includes: SOW renewal package - budget and property inventory, and invoicing as well as submitting final invoice 90 days after expiration of previous contract for close out purposes.

- Mary Estes - Week 4 of January: Mailed IRS 2021 1096s and 1099s. Checked online transactions. Wrote checks out to vendors. Emailed Board on changes/suggestions to the By-Laws. Emailed new landlord regarding updating items in our La Grande office.
- Mary Estes - Week 3 of January: Drafted a February Board Meeting agenda. Checked online banking for transactions. Wrote out checks. Billed BPA contract 79905-012 GRMWF Admin. Entered transactions into QuickBooks and on spreadsheets. Worked on gathering information for 2021 tax season.
- Mary Estes - Week 2 of January: Emailed Union County court resolution to JD Cant, Phil Howell, Jim Webster and Bill Gamble for their new term on the Board of Directors'. Deposited funds into bank account. Entered vehicle mileage on GSA website. Pulled GSA vehicle invoice off a website. Gave Jesse budget changes on new BPA administration proposal. Checked online banking for transactions. Wrote checks out to vendors. Picked up 1096s and 1099s from CPA. Printed out and mailed 1099s out to vendors. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 5 of December: Checked online banking for transactions. Wrote out checks to vendors. Entered transactions in QuickBooks and on spreadsheets. Billed BPA on contract 79905-012 GRMW Admin.
- Mary Estes - Week 3 of December: Billed BPA 79905-012 GRMW Admin contract. Information on Phil Howell to Donna Beverage. Sent Union County form to Phil Howell for him to fill out. Conversations with GSA representative regarding the Explorer's possible return to GSA. Checked online banking for transactions. Wrote out checks to vendors. Entered transactions into QuickBooks and on spreadsheets.
- Mary Estes - Week 2 of December: Completed accountability report for October-November. Fixed mailing lists. Checked online banking for new transactions. Wrote out checks. Emailed Susan Roberts and Union County about Phil Howell interested in replacing Norm Cimon on our Board. Entered vehicle mileage on GSA website. Pulled GSA invoice off of website. Entered

transactions into QuickBooks and on spreadsheets. Worked on November Board meeting minutes.

- Mary Estes - Week 1 of December: Billed BPA contract 79905-012 GRMWF Admin. Checked online banking for new transactions. Wrote out checks. Entered transactions into QuickBooks and on spreadsheets.
- Ian Wilson - Week 4 of January: Budget meeting with BPA.

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

- Mary Estes - Week 4 of January: Worked on an administration invoice for OWEB 218-8205-16884 Longley Meadow Fish Habitat Restoration grant. Gave Jesse a list of contractors. Read over the Amazon proposal that involves GoStem. Meeting with EOU GoStem and staff on the Amazon grant. Billed Forest Service on 21-CS-11061600-005 Grande Ronde Watershed Effectiveness Monitoring agreement.
- Mary Estes - Week 3 of January: Billed BPA on contract 79905-007 Technical and Assessments. Billed OWEB on grant 222-049-19348 Council Support.
- Mary Estes - Week 2 of January: Read Forest Service agreement for 20-PA-11061600-012 Grande Ronde Watershed Ecosystem Monitoring. Information to Kayla on dates for gauging stations and invoice from Pinedrops. Emailed Joe Platz regarding a Bill for collection and first billing information needed on OWEB 220-8205-19172 Longley Meadows Planting contract. Billed BPA 79905-016 Gauging Stations.
- Mary Estes - Week 5 of December: Set up new OWEB grant 221-5060-19630 Gauging stations. Sent financial reports to the Finance Committee.
- Mary Estes - Week 3 of December: Emailed Winston Morton regarding the final report for the Wallowa McDaniel project that he sent McNary for my files. Filed project information. Deposited funds from McNary into bank account. Gathered documents that Kayla needed for a grant application.
- Mary Estes - Week 2 of December: Billed Forest Service on FS 21-CS-11061600-005 Agreement Grande Ronde Watershed Ecosystem Health. Sent Jake Kimbro the grant for Bird Track Springs for information needed in a monitoring report which is coming due soon. Worked on extensions for grants Upper Grande Ronde Bowman and Catherine Creek Hall Ranch. Billed BPA on contract 79905-005 McDaniels. Billed OWEB on 218-8205-16884 Longley Meadows grant. Emailed Katie Frenyea on an extension for Lostine River 5.7 River Mile grant. Ordered membership at AFS for Jesse.

N. 132: Produce Annual Progress Report

(N. 132) 7. Project monitoring activities

- Alex Towne - Week 4 of January: Add two new survey forms to Survey123 using CRITFC templates.

O. 185: Produce Pisces Status Report

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

- Ian Wilson - Week 3 of January: Updating work element percentages for my position. Reviewing 2022 SOW and providing feedback to ED.