



Board Briefing Book September 2022

Prepared by:

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Meeting Agenda:

Board of Directors Meeting Agenda

September 15, 2022 **9:30 a.m. – 12:00 p.m.**

Microsoft Teams Meeting: [Click here to join the meeting](#)

- 9:30 Review of Agenda
Review & Approval of May 19, 2022, meeting record
- 9:35 Executive Director Check In
*Written Report – follow up
Grants Update, Pending and Received*
- 9:45 Committee Reports:
*Executive Committee Report
Board Development Committee Report & Presentation– Committee Chair Lagomarsino*
- 10:15 Board Action Items:
 - Receive and Approve Board Nominations from Executive Committee
 - Receive and Approve Committee Nominations from Executive Committee
 - Discussion – Future Board meeting format and logistics (hybrid, virtual, catering, etc.)
 - Receive and Approve Estuary Partnership [signatory support](#) on [Pacific Lamprey Conservation Agreement](#)
- 11:00 Break
- 11:10 Programming Presentations:

DEI Steering Team – Madeline Marucha – DEI Steering Team Check In – 10 minutes

*Restoration Team – East Fork Projects Overview and Update – 20 minutes
Jenny Dezso, Chris Collins, Paul Kolp*
- 11:40 Board Member General Check Ins
- 12:00 Adjourn

Upcoming Meetings

Board Development Committee: October 24th, 2022, 1 to 3pm

Executive Committee: November 3rd, 2022, 9:30 to 11am

Board of Directors: November 17th, 2022, 9:30-12:30

Prior Meeting Record for Approval:

Lower Columbia Estuary Partnership Board Meeting Record

Thursday, May 19, 2022 9:30 a.m. – 12:30 p.m. Estuary Partnership Offices

Voting Members Present: Matt Jones, Susan Holveck, Dean Marriott, Jane Bacchieri, Tabitha Reeder, Rian Sallee, Lisa Charpilloz-Hanson

Ex Officio Members Present: Yvonne Valette, Irma Lagomarsino, Mary Lou Soscia, John Netto

Presiding Officer: Susan Holveck

Staff Present: E. Elaine Placido, Madeline Marucha, Erinne Goodell, Catherine Corbett, Aaron Guffey, Chris Hathaway

Introduction and Review of Agenda

The agenda was amended to note that the Monitoring Team's presentation on Tableau was canceled.

Action: None Required.

Review and Approval of February 17, 2022 Meeting Record

Action: Approved.

Executive Director Update

Retreat Planning. We are working with Amy Stork and Allison Handler to plan a retreat in October to discuss aligning the CCMP updates with our new Strategic Direction.

Hiring Update. Valerie Pufahl, our new Education & Community Programs Manager, will begin work on June 1.

Annual Event. The Annual Event will be held on September 29 at Rossi Farms. Please email Erinne Goodell if you have ideas for auction items or sponsors and remember to check your email for further information about the event.

Steigerwald Dedication. The Steigerwald dedication was held on May 7. It was well attended and featured several speakers.

Action: None Required.

Executive Committee Report

Executive Committee Approvals. The Executive Committee approved several items at their last meeting. These items were the BIL workplan and budget, the amended EPA workplan and budget, the Board development plan, updates to the Board policy and bylaws, a schedule for Board member recruitment in 2023, and the Board and committee schedule for 2022-2023.

Action: None Required.

Board Action Items

Elaine Placido presented a workplan and budget for the Bipartisan Infrastructure Law funding.

Action: Approved.

Elaine Placido presented an amended EPA workplan and budget.

Action: Approved.

Elaine Placido presented the Board Development Plan.

Action: Approved.

Elaine Placido presented updates to the Board policies and bylaws to support the Board Development Plan.

Action: Approved.

Elaine Placido presented a Board recruitment schedule for 2023.

Action: Approved.

Elaine Placido presented a schedule for Board and committee meetings for 2022-2023.

Action: Approved.

Agenda Item, Chris Hathaway

Chris Hathaway gave an overview of recent, present, and future stormwater projects and introduced our Stormwater Project Manager, Aaron Guffey.

Action: None Required.

Other Business

Steigerwald Tour. Jane Bacchieri suggested a tour of Steigerwald for Board members who were unable to attend the dedication. The Communications Team indicated that they would be able to coordinate this tour.

Action: None Required.

With no further business, the meeting was adjourned at 11:30 a.m.

Submitted by: Elaine Placido, Executive Director

Signature: _____

Date Approved: _____

Executive Director's Report:

Strategic Direction:

- Retreat – We're planning for a one day retreat, to be held at our office, in January or February. Focus will be on ensuring our CCMP update meets the goals that we've established in our Strategic Direction, particularly the outreach and communications components.
- Implementation Objectives: now linked on your Board of Directors Webpage. Updated Quarterly (prior to each Board meeting).

Team Updates:

Community Programs/Ed Team:

- The last few months of the school year were busy. May 1 through June 30 the Educators provided in-person classroom and field programs to:
 - 29 Teachers
 - 29 Classrooms
 - 28 4th and 5th grade classrooms
 - 671 students
 - 20 service-learning field trips
- Upcoming School Year and Planting Season:
 - Planning underway for another busy school year and planting season. Education and student focused field work will continue at several sites including – Steigerwald, Salmon Creek, Burnt Bridge Creek, Fox Creek, and Veterans Park in Scappoose. Educators are reaching out to teachers, reviewing classroom lessons and grant deliverables, organizing supplies.
 - Volunteer Planting Projects: We will have another busy year of weekend volunteer planting projects. A full schedule will be released soon. We encourage all Board Members to sign up and plant trees this year!
 - Plant survival and photo point monitoring took place this summer at planting sites as well as ongoing maintenance.
- Summer Big Canoes Paddles:
 - Busy summer season providing Big Canoe trips to community groups through three primary funding sources – an Oregon State Marine Board grant focused on increasing access to boating, a City of Portland BES Portland Harbor grant focused on providing community groups working on Portland Harbor with an on-water Portland Harbor experience, and our Vancouver Lake project focused on engaging people with Vancouver Lake.
 - Staff conducted 1-day Big Canoe safety training in June to practice rescue scenarios and prepare for upcoming paddle season.
 - Hired two seasonal Summer Paddle Leaders to help implement the Big Canoe program and to provide important workforce development opportunities - Mario Haro and Jo'Sean Joseph. Jo'Sean returned for a second year.
 - Special thanks to Dean Marriott for helping on several paddles!

- Big Canoe storage being provided (for a fee) by nearby business – O’Gallerie Auctions. Big time saver for staff.
- Big Canoe trips will continue (though decrease frequency) through September.
- So far this year we have provided:
 - 41 Big Canoe trips
 - Reach 648 people
 - Paddled with 31 community groups
 - Paddled at 6 different locations.
- Summer Volunteer Events
 - Had decent success this summer engaging volunteers for plant stewardship projects – a new volunteer engagement strategy for us. Volunteers cut vegetation around previously planted native plants to reduce stress and competition, help plants thrive, and make it easier for future plant maintenance. Lots of potential growth for volunteer engagement.
- Stormwater:
 - Baker Bay project moving along. June-July saw a community meeting, meetings with the Port of Ilwaco Commission and a City of Ilwaco/Port of Ilwaco joint Commission/Council meeting to review design. Design has been updated to reflect community feedback. Design Report – first step in Ecology review process submitted September 9. Related education work with Ilwaco Hilltop Middle School to take place this year.
 - City of Portland funded stormwater retrofit project at the Mittleman Jewish Community Center got started this summer. Design and construction to take place in 2022-2023. Project includes stormwater education for Portland Jewish Academy students.
 - Grattix Box project also moving forward. OSU built and donated Grattix Boxes have been moved from Corvallis to the Port of Vancouver.
 - Work continues on other stormwater retrofit projects a City of Rainier project (funded by a DEQ SEP) and development of projects at Washougal High School and a Portland Public School.
- New Burnt Bridge Creek Work
 - Received a new WA Ecology 319 grant to continue our work along Burnt Bridge Creek in Vancouver. Project will develop conceptual restoration designs for the 45-acre lower Burnt Bridge Creek floodplain right before it enters Vancouver Lake. The Community Project builds on 9-acres of riparian plantings the team is doing in this reach of Burnt Bridge Creek.
- Education Team Retreat
 - Facilitated a two-day retreat at Oxbow Regional Park (8/31 & 9/1) for the team to review summer work, forward strategic direction goals for the year ahead, shore up team practices, build educational and leadership skills, and share personal professional goals.

Science Team:

Steigerwald:

Schedule:

- The refuge reopened on May 1. Ceremony held on May 7.
- Refuge closed again August 8 through September 30. All remaining construction completed during this time.
- In-fill planting and spot spraying will continue over the next 2-3 years.

Construction summary:

- Over 510,000 plants installed to date.
- All levee work complete.
- Work occurring during August/Sept includes constructing the final 0.25 miles of trail, removal of the old parking lot, removal of two construction access roads, installation of fish monitoring equipment, and repair of minor levee erosion.

Other:

- June's high water event inundated approximately 600 acres of the site.
- A flock of white pelicans (100+ birds total) moved into Steigerwald this spring. This species had not resided at the refuge prior to the project.
- The Steigerwald Team is presenting at three conferences this fall, including the American Water Resources Association conference in November and at the Restore America's Estuaries conference in December.
- Many thanks as always to EP staff (Doug, Curtis, Jasmine, Erinne, Marci, the Education Team, and others) for continued commitment to the project and to our contractors (Rotschy, Murraysmith, Ash Creek Forest Management, and R. Franco).
- **Active Restoration** work continues at ten different sites:
 1. Horsetail Creek Phase 2 (native plant establishment at phases 1 and 2 locations)
 2. Ridgefield Pits
 3. Mason Creek
 4. Dyer Creek
 5. Woodard Creek
 6. Steigerwald
 7. EF Lewis River Thermal Assessment
 8. MCNA
 9. La Center Phase II
 10. Campen Creek
- *Horsetail Creek Phase 2*- completed Phase 2 planting and additional infill planting for Phase 1. Will continue treating invasive plants as funding allows to support establishment of plantings.
- *Ridgefield Pits*- The goal of the project is to correct legacy mining in the lower East Fork Lewis River and restore more than 3- miles of the river. In 2021 we completed Preliminary Designs for the Ridgefield Pits and adjacent East Fork Lewis River. To complete Preliminary Designs,

we worked with 20-member Technical Oversight Group and community members. In 2022 and 2023 we will be completing Final Designs, Permitting, and Construction Procurement.

Link to Preliminary Design Report-

<http://s458607291.onlinehome.us/FTP/RidgefieldPits/Deliverables/EF%20Lewis%20Ridgefield%20Pits%20Prelim%20Design%20Report%20%20V1.pdf>

- *Mason Creek*- We are working with Clark County to restore more than 1 mile of habitat along Mason Creek and the East Fork Lewis River. We will be completing preliminary designs in 2022 and hope to go to construction in 2024.
 - *Dyer Creek*- The goal of the project is to remove more than 500 ft. of rip-rap, restore fish passage to Dyer Creek and improve habitat conditions. We will be completing preliminary designs in 2022 and hope to go to construction in 2024.
 - *Woodard Creek* - In partnership with the USFS completed construction in 2021 as part of Phase 1 restoration efforts in Upper Woodard Creek. Revegetation efforts will conclude in spring 2022. Working on design efforts for Phase 2. Link shows helicopter activities related to using trees to improve habitat in the creek-
<http://s458607291.onlinehome.us/FTP/gorge%20sites/WoodardCr/movies/>
 - *EF Lewis River Thermal Assessment* – The Science Team collected temperature data on 10 miles of the East Fork Lewis River and validated aerial thermal infrared imagery. We worked with a Technical Oversight Group (TOG) to guide identification and selection of future restoration actions and locations. Next phase is to identify funding for restoration actions identified through this project.
 - *Multnomah Channel Natural Area (MCNA)*- The goal of the project is to restore natural hydrology to over 300 acres of floodplain along Multnomah Channel and improve fish access and to preserve native aquatic species. We are working with Metro Parks and Recreation to finalize our Feasibility Investigation and start next phase of project.
 - *La Center Wetlands Phase II*- The goal of the project is to reconnect floodplains to the East Fork Lewis River to allow fish access and to preserve native aquatic species. We are working with Clark County and private landowners to finalize designs.
 - *Campen Creek* – The restoration team is beginning a feasibility study and concept design for the portion of Campen Creek (a tributary to Gibbons Creek and the Steigerwald Lake National Wildlife Refuge) that flows through a City of Washougal Park and the Orchard Hills Golf Course. The goals of the project are to reduce peak flows and improve water quality in this urbanized portion of the Gibbons Creek watershed. This work is supported by the Bipartisan Infrastructure Law funding.
- **Monitoring Efforts at Ecosystem Monitoring and Action Effectiveness Sites, Water Quality and Initiating a Carbon Sequestration Study**
 - We are just wrapping up our summer monitoring and this included habitat survey work across 16 wetland sites, 7 of those sites are part of our long-term Ecosystem Monitoring Program (EMP) status and trends research and 9 others were surveyed to monitor restoration effectiveness through our Action Effectiveness Monitoring and Research Program (AEMR).
 - Through this intense summer monitoring across the 16 sites, we collected over 900 plots of detailed plant community data, 4,500 soil measurements, 1,200 sediment accretion and erosion measurements, 400 bags of above ground biomass, swapped out 44 data loggers which contain approx. 440,000 water depth and temperature measurements, collected 200+ GB of drone data, and surveyed 1300 ground

elevations. This work could not be done without an amazing team of researchers and individually we hiked approximately 55 miles each while collecting these data this summer.

- If you want to learn more about these data and programs, we just published the EMP and AEMR reports which cover data collected in 2019-2020 and 2020-2021. We are slowly transitioning our data reporting into Tableau, and we created a Tableau data dashboard for the AEMR report where you can interact with the data online and researchers and restoration practitioners can download the data for their own use.
 - AEMR Dashboards <https://public.tableau.com/app/profile/aemr.epmonitoring>
 - AEMR Report: <https://www.estuarypartnership.org/our-work/monitoring/restoration-effectiveness-monitoring>
 - EMP Report: <https://www.estuarypartnership.org/our-work/monitoring/ecosystem-monitoring-program>
 - We continue writing and editing of an update to the Monitoring Protocols which is expected to be completed this fall
- CCSWCD (Columbia County Soil and Water Conservation District) and OWEB grant application/expansion for additional monitoring in the Milton and McNulty watersheds to further isolate potential sources of E. coli in the watersheds, which features meaningful new partnerships with the Columbia County Public Health Department and the City of St. Helens.
 - This work has started in earnest and since June 2022 – we have begun the expanded data collection across the Milton and McNulty watersheds in addition to the normal monitoring that occurs across the Scappoose and Beaver Creek watersheds. Since May we have collected over 1,000 water quality grab sample metrics and over 50,000 continuous temperature measurements across the 24 monitoring locations to track status and trend in water quality throughout the six focus watersheds. We are still waiting on word from OWEB on the grant that would continue these expanded efforts beyond September 2022.
 - We will be presenting our water quality monitoring results at the Scappoose Bay Watershed Council Board Water Quality Forum on Sept 14th – from 7 to 9 pm. This will be hosted by the watershed council on Zoom and open to the public. Please reach out for more details –here is a link to the public meeting <https://www.scappoosebay-wc.org/event/council-board-meeting-september-2022-conference-call/>
- Initial Carbon Sequestration scoping of locations inside of MCNA and JR Palensky for flux tower locations. Purchased equipment for installation. Working on securing landowner permissions to install and test equipment over the fall, winter. We are considering calling this project the CH4C project.

Communications & Outreach:

- Annual Celebration planning in full force. [Buy your tickets](#), find a few friends to bring, and get excited!

- The team has been busy getting electeds and other decisionmakers out to tour Steigerwald with Chris Collins and co.
- Our [top performing post](#) on Facebook was a post about Steigerwald during the June flooding, posted June 16, which reached 16,434 people, got 556 reactions, 36 comments, and 65 shares.
- Our [top performing post](#) on Instagram was a different post about flooding at Steigerwald on June 13, which reached 407 people and got 85 engagements. (This post was the second highest performing on Facebook, as well.)
- Our [top tweet](#) was promotion of Paddle Safe Week in Washington, with 3,722 impressions and 53 engagements. The top [tweet we were mentioned in](#) was from @NikitaDaryanani in response to one of our Big Canoe paddles about the Portland Harbor Superfund Site with the Portland Harbor Community Coalition and others.
- Thanks to our Annual Event sponsors: Murraysmith, Confederated Tribes of Grand Ronde, Wolf Water Resources, Inter-Fluve, Otak, Port of Portland, and Deschutes Brewery.
- We've also gotten recent corporate gifts from Portland General Electric, NW Natural, Metro, and Tidewater Barge Lines.
- Remember new sponsorship leads are always welcome!
- Media mentions are below:
Media Coverage:
 - (If you have trouble accessing any of these, [contact Erinne](#) and she will send you a pdf.)
 - [Steigerwald wildlife refuge reopens, Two-year, \\$32M restoration project improved wildlife habitat, reduced flood risk. Camas Washougal Post Record May 12, 2022](#)
 - [Steigerwald refuge gains more trails, wetlands, wildlife. The Columbian, May 8, 2022](#)
 - [Outdoors enthusiasts celebrate reopening of Steigerwald Lake National Wildlife Refuge. Clark County Today, May 9, 2022](#)
 - [What the largest project of its kind on Lower Columbia means for salmon, waterfowl. Columbia Insight, May 22, 2022](#)
 - [The Columbia River overtops banks, sweeps into restored floodplain. The Columbian. June 15, 2022](#)
 - [Set it back: Moving levees to benefit rivers, wildlife, and communities. The Revelator. June 21, 2022](#)
 - [Steigerwald Lake Reconnection Project. Northwest Power and Conservation Project. June 22, 2022](#)
 - [Heavy rainfall tests Steigerwald's newly reconnected floodplain. Camas Washougal Post-Record. June 23, 2022](#)
 - [Wildlife, visitors and floodwaters return to Steigerwald refuge, open after 2-year closure. The Oregonian/OregonLive. July 3, 2022](#)
 - [Baker Bay stormwater project moves into next phase. Chinook Observer. July 3, 2022](#)
 - [Steigerwald Lake Wildlife Refuge plans temporary closure. Camas Post Record. August 4, 2022](#)
 - [Bonamici hosts field hearing in Astoria on climate change. The Daily Astorian. August 9, 2022](#)

DEI Steering Team:

- The DEI Steering Team has been leading conversations with staff during the last two staff meetings about empathy to improve internal communications and build trust.
- The Steering Team is now using their DEI Planning Calendar to guide their work throughout the year. Current tasks include the completion of the demographics survey, meetings with teams to check in on opportunities for improving workplace experience and recognizing what is going well for staff, participating in the safety committee, and meeting with the management team.
- The Steering Team is continuing to support the larger efforts of the organization with continued TEK learning and championed continued support of the Confluence Field School. In 2022/23 the Estuary Partnership will sponsor a full session of the Field School, allowing a total of twenty-five staff, board members, and partners to participate.

Safety Committee:

- The Safety Committee has completed work on several policies and procedures to address safety, particularly from environmental safety risks, including; Heat/AQI; Event Cancellation; an updated Gear Reimbursement statement to include low-cost safety items that employees may need for field work including sun hats, sun shirts, cold weather gear, etc.

Executive Director's Work:

Updates:

- Appropriations work is underway in Congress. As of 8/19 the Senate hasn't yet agreed on spending, though we have heard strong support for increased NEP funding, up to \$800,000 per NEP, still below the Authorization level of \$1m/NEP, but an increase over the FY 2022 appropriation of \$740k/NEP. The House appropriations letter was strongly supportive of funding at the full appropriation level.
- The Inflation Reduction Act was passed and signed into law. This Act is a huge investment in the environment. Potential future opportunities for the Estuary Partnership may come through funding from NOAA -
 - \$2.6B for Coastal restoration and habitat protection and community resilience
- BIL – Bipartisan infrastructure Law – We are still awaiting the final agreement, our workplan has been approved and we have enjoyed great support from Yvonne and EPA as we all kind of roll through this process, it's akin to building the car while it's driving down the motorway. We will be completing an Equity Plan, due by June 2023, that will be required for the final three years of the workplan to be implemented with the match waiver.
- Early conversations are beginning about the important base funding from Oregon and Washington. I will be presenting to the OWEB Board in January to highlight the importance of their ongoing funding. Will be connecting on the Washington side of the river soon.
- I'll be traveling to Everett for a meeting with the PMEP in early October. I serve as an alternate to the Steering Committee with the TBP Executive Director.
- In December I'll be in New Orleans for the RAE (Restoring America's Estuaries) Conference. Our annual ANEP conference will be embedded within that larger conference. Honored to support members of our Science Team who will presenting a paper, as well!

- Meeting with delegation in DC, for the first time since I've been in this role with the Estuary Partnership, it seems that we're preparing to have our in-person meetings with our local delegation in DC in March of 2023. Erinne and I are planning another streamlined Briefing Book that can be delivered electronically and in person.
- I was honored to be invited by Congresswoman Bonamici from Oregon, who has been a long time advocate and supporter of the estuary and NEPs in general, to testify before the House Select Committee on the Climate Crisis. The Committee hearing was a field hearing held in Astoria in mid-August.
- In mid-August I accompanied our former ED, Deb Marriott, as the EPA announced the significant funding within the BIL for the Columbia Basin Restoration Act – a whopping \$79 million over 5 years! It was a real honor to be there and meet the EPA Administrator, EPA Region 10 Administrator, and lots of people who I had previously only “met” virtually. The Estuary Partnership, under Deb's leadership, was instrumental in the Columbia River Basin Restoration Act legislation being passed into law, which made being at the event just that much more impactful. It also highlighted the exceptional work happening in the basin and certainly in EPA in Region 10.
- I've had the pleasure of participating in several more tours out at Steigerwald, including two with members of our Board, one with the Federal Caucus, one with staff from Congresswoman Bonamici's office, and one with a Clark County council member.

Personnel Updates:

- We welcomed two summer field technicians to the Monitoring Team to support their intense summer data collection season – Welcome Sophie and Derek!
- We welcomed back Jo'Sean as a summer recreation leader for his second summer. Welcome back, Jo'Sean, we're happy to have you join us again.
- We also welcomed Mario Haro for his first season as a summer recreation leader. Mario joined us from our partner the Green Workforce Academy, Welcome Mario!
- We wished Josie Thompson farewell as she left the organization and will welcome Erica Keeley who will be taking over as the Technical Contracts Specialist with the Science Team – Welcome Erica!
- We also welcomed Emma Scott for a limited scope and limited duration project. Emma is doing a study of turtles at the Sandy River Delta, and we are managing a ODFW grant that pays for her study.
- We will not be hosting any VetsWork Field Technicians next year. NOAA doesn't have the funding to maintain that program in 2023. The current assignments will continue unchanged until the end of the term in December.
- Continued work on the Salary Survey. We joined the United Employers Association and can access very current, regional surveys of non-profit and other sector salaries, as well as national and regional pay policies (leave, merit pay, etc.).

Executive Director's Additional Activities and Items of Note:

- Participated in three ANEP External Affairs Committee Meetings
- Participated in two ANEP Board Meetings
- Participated in one Region 10 NEP directors meeting

- Participated in one meeting hosted by EPA on the rollout of the BIL to the NEPs
- Participated in three Meetings with delegation members or staff
- Participated as a Steering Committee alternate member in multiple PMEP Steering Committee meetings
- Met with Mt. Adams Institute to talk about VetsWork programming
- Met with nominees for board membership
- Met with Tyler Bell, the director of restoration for Westervelt Environmental
- Met with Kevin Scribner from Salmon Safe
- Participated in three Safety Committee meetings
- Participated in three DEI Steering Team meetings
- Participated in several meetings with indirect cost rate consultant to shape methodology for coming years, based on new learning during last negotiation.

Funding Report:

July 1 2022 to 30 June 2023 - Funding Report		Updated 8/31/2022			
Active Applications:	Project Name:	Grant Request \$	Project Type:	Status:	Status Date
NOAA Transformational Restoration & Community Resiliency	Lower East Fork Floodplain Reclamation (in case we don't receive FbD; also add community engagement tasks)	\$ 7,561,480.00	Floodplain Restoration	Just submitted (9/2/22). Should hear status by Jan 2023	
Floodplains by Design - Ridgefield Pits	Lower East Fork Floodplain Reclamation (intend to use \$325k and \$225k as match for TIP)	\$ 7,557,657.00	Floodplain Restoration	Recommended for funding. Awaiting Ecology appropriations (if above requested \$70 mi, the project will be funded)	
LCFRB	Fish Passage Barrier Assessment	\$ 299,731.00	Fish passage barrier assessment	Recommended by LCFRB Board for funding to SFRB. SFRB will vote on recommendations in September	
LCFRB -TIP	Ridgefield Pits	\$ 8,700,000.00	Construction	Recommended by LCFRB Board for funding to SFRB at \$7 mi. SFRB will vote on recommendations in September	
LCFRB - Dyer Creek Final Design	Dyer Creek Final Design	\$ 175,548.99	Final Design	Recommended by LCFRB Board for funding to SFRB. SFRB will vote on recommendations in September	
LCFRB- Mason Creek	Mason Creek Final Design	\$ 192,681.68	Final Design	Recommended by LCFRB Board for funding to SFRB. SFRB will vote on recommendations in September	
LCFRB- Lower Woodard Creek	Lower Woodard Creek	\$ 162,859.00	Design/Build	Recommended by LCFRB Board for funding to SFRB. SFRB will vote on recommendations in September	
RCO Outdoor Learning Grant	Explore Local	\$ 138,360.00	Education	Submitted 9/1/2022 Should hear around Oct 1	
TSWCD Conservation Education Grant	Tualatin Watershed Explorer	\$ 19,648.00	Big Canoe program	Submitted 8/14/2022 -- anticipated notice last week of September	
OWEB/SWCD	Monitoring	\$ 33,323.67	WQ Monitoring	In review. Expect results in Fall 2022	
Totals:		\$ 24,841,289.34			
Pending Awards:	Project Name:	Grant Request \$	Project Type:	Status:	Date of Award Notice
BIL- EPA (22/23)	BIL - Bipartisan Infrastructure Law Projects	\$ 1,818,000.00	Year 1 & 2- Restoration, Monitoring, Community Outreach & Education	Awaiting agreement.	1-May-22
WA Ecology Clean Water Act Section 319 Program	Burnt Bridge Creek Water Quality, Education, and Restoration Project	\$ 103,591.00	Utilizes and LCFRB-CCWRF planting and wq education grant as match for a restoration feasibility study on lower BBC	Funded, awaiting contracts.	Jun-22
City of Portland BES Community Watershed Stewardship Program	Connecting Students with Science - Forest Park	\$ 13,967.00	Environmental Education	Funded, awaiting contracts.	28-Jul-22
Totals:		\$ 1,921,591.00			
Signed Agreements:	Project Name:	Funding Total	Project Type:	Status:	Date of signature
EPA Base	EPA Base	\$ 750,000.00	Base	Agreement issued 8/31/2022 - increase \$50k	8/31/2022
EPA- Columbia Basin Restoration Act	Tracking Toxics	\$ 344,020.36	Toxics Monitoring	Agreement issued 9/6/2022	9/6/2022
Totals:		\$ 1,094,020.36			
Not Selected for Funding:	Project Name:	Requested Total:	Project Type:	Status:	
Totals:		0			

Committee Reports

Executive Committee Report:

The Executive Committee met on September 1st with the following items for consideration and action:

Executive Director Update

Grants. Elaine Placido gave an overview of current grants. Many are awaiting review, including several that have been recommended for funding.

BIL Update. Elaine Placido noted that projects are underway, and that the Estuary Partnership will be starting substantive work on our equity plan in late September.

Annual Dinner. Elaine Placido reminded the Executive Committee that the Annual Dinner will be held on September 29, 2022.

Quarterly Finance Report

Tom Argent gave the Quarterly Finance Report.

Action: None Required.

Board Development Committee Report

Elaine Placido reviewed the nominations of Dr. Joseph Hattrick and Rosemary Furfey to the Board. She also presented the proposed composition of the Executive Committee for the coming year, which is as follows:

- Chair: Dr. Matt Jones
- Vice Chair: Rian Sallee
- Secretary/Treasurer: Jane Bacchieri
- EPA: Yvonne Vallette, ex officio
- Governor's Offices: Vacant
- Board Members at Large: Kessina Lee, John Netto
- Immediate Past Chair: Dr. Susan Holveck

Action: Approved to send nominations to the Board.

Committee Action Items

Elaine Placido presented the following policy and procedure changes to the Executive Committee:

- Procedural Amendments:
 - Funding and Budget Procedures, Section 5, Financial Reporting and Annual Audit
 - Funding and Budget Procedures, Section 3, Payroll and 401k Processing, Payroll Allocation

Action: None Required.

- Policy Amendments:
 - Finance Policies, Section 2, Authorities & Responsibilities. Paragraph J – Inventory of Equipment
 - Finance Policies, Section 4, Procurement, Paragraphs A. Federal Compliance, and B. Estuary Partnership Compliance
 - High Heat and AQI Policy

Action: Approved.

Quarterly Workplan Items

Elaine Placido reviewed the upcoming tasks on the Board and Executive Committee calendars, which are as follows:

For Full Board at September Meeting:

- Fill board vacancies – Moved from Q4 for current year
- Retreat- Moved to Q3 for current year
- Legislative Briefing

For Executive Committee at November Meeting:

- Review and approve updates / revisions to organizational policies
- Conduct ED evaluation
- Oversee the financial audit (*note: this will move to Finance*)
- Begin budget preparation (*with ED; note: this will move to Finance*)

Action: None Required.

To: Executive Committee, Dr. Susan Holveck, Chair

From: Elaine Placido, Executive Director

Date: September 1, 2022

Subject: Review and Approval of Procedural and Policy Amendments

Procedural Amendments for Review:

Amend to add: Accounting Procedures 5: Financial Reporting & Annual Audit (pg. 18)

While it is not the practice of the Estuary Partnership, the Estuary Partnership will, as required by the Federal Funding Accountability & Transparency Act (FFATA), as a prime recipient shall report subawards where the obligations are equal to or greater than \$25,000 in federal funds. If a subaward is initially funded at less than \$25,000, the prime recipient does not have to report the subaward in the Federal Subaward Reporting System (FSRS). However, if the prime recipient subsequently provides additional funding to increase the subaward amount to \$25,000 or more, the subaward must be reported in the FSRS. The Estuary Partnership will report subawards specific to each assistance agreement.

The Estuary Partnership will not subdivide subawards equal to or greater than \$25,000 into smaller subawards to circumvent FSRS reporting requirements. The Estuary Partnership will follow OMB guidance regarding FFATA related requirements, available at 2 CFR Part 170.

- **Purpose:** To add language to meet the current requirements to receive federal awards.

Amend to add: Accounting Procedures Section 3: Payroll and 401K Processing. Payroll Allocation. (pg. 12)

Payroll Allocation.

Estuary Partnership staff are supported by different funding sources. Payroll and benefits allocations for administrative and management staff, who typically perform a consistent set of duties over a long-time frame, are determined by the Executive Director. For other staff, especially program staff whose time on any given project varies widely, allocations are

determined by the employee's project-specific worked hours as indicated on her/his timesheet for each pay period. [Employees should include actual hours worked away from the office including travel time and teleworking on their timesheets, allocated to specific projects, or as directed.](#)

- **Purpose:** To add language to meet the current requirements to receive federal awards.

Policy Amendments for Review and Approval:

Amendment to Finance Policies. Section 2: Authorities & Responsibilities. Paragraph J- Inventory of Equipment (pg. 4)

J. Inventory of Equipment

The Executive Director shall maintain an inventory of all equipment, including telecommunication software, and shall ensure the inventory is updated annually prior to the annual financial audit. [The inventory will include all equipment purchased with federal funds. An inventory of all physical equipment will be conducted annually. The following records of all equipment will be maintained:](#)

- [A description of the equipment](#)
 - [A serial number or some other identifying number](#)
 - [The source of the equipment including the funder and award number, including the percentage of federal funding, if any.](#)
 - [If there is a lien holder, identify who is the title holder](#)
 - [Date of acquisition](#)
 - [The location, use, and condition of the equipment](#)
 - [Disposition data including the date of disposal and any sale price realized upon disposition](#)
 - [Identification if the equipment is federal property.](#)
- **Purpose:** To amend the Finance Policies related to Inventory of property to meet current federal requirements for property purchased with federal funds.

Amendment to Finance Policies. Section 4: Procurement. Various Sections as indicated: (pg. 11)

A. Federal Compliance

Contracts let or purchases made with EPA funds and funds used to match EPA funds shall adhere to EPA regulations and rules. By reference this incorporates OMB Circulator A-122, [2 CFR 200.317, FFATA Reporting](#), and all EPA-Estuary Partnership grant agreement conditions.

B. Estuary Partnership Compliance

All procurement regardless of amount shall be for the express purposes of Estuary Partnership business for goods, services, or activities that are included in an approved biennial budget and project budget and shall be property of the Estuary Partnership. [The Executive Director will review all purchases to avoid unnecessary purchases or purchases beyond the minimum](#)

[necessary quantity; to consider lease opportunities; and perform or document the completion of a cost or price analysis for all procurements.](#)

All projects for which funds are awarded shall be contained in biennial workplans and budgets and shall implement actions in the Six-Year Implementation Strategy and be consistent with the Comprehensive Conservation and Management Plan.

- **Purpose:** To amend the Finance Policies related to procurement to meet current federal requirements for property purchased with federal funds

Adoption of a High Heat and AQI Policy:

Heat and AQI Outdoor Work Activities

(Final 7/18/2022. REVISED 8/11/2022)

Purpose:

To provide consistent direction related to heat and air quality (AQI) hazards for employees. This policy is based on requirements of Oregon OSHA. This policy provides guidance for Estuary Partnership employees during the course of their work, work completed with the public, including students and volunteers, is included in the Public Event Cancellation Policy.

Heat:

The Estuary Partnership will ensure that all staff who work outdoors have been briefed and have access to an emergency medical plan to address exposure to excessive heat; the plan will be carried in all Estuary Partnership vehicles.

The Estuary Partnership will develop and train all employees on a heat illness prevention plan. And all employees will receive training related to heat injury prevention and response that will be documented in their personnel records.

Full Oregon OSHA rules can be found here - <https://osha.oregon.gov/OSHArules/adopted/2022/ao3-2022-text-ah-heat.pdf>

If the HEAT INDEX is **at or above 80 degrees** Fahrenheit:

- The Estuary Partnership will provide access to shade for staff working outdoors, generally in the form of natural shade or a collapsible and portable canopy, or other shade structure.
- Staff will ensure that there is drinking water immediately and readily available. The water must be cool or cold; enough to supply each employee with up to 32oz per hour.

HEAT INDEX **90 degrees or above**, in addition to the above:

- Staff will be provided with rest periods for 10 minutes every two hours.

HEAT INDEX **100 degrees or above**, in addition to the above:

- When Heat Index is 100 or above, employees are encouraged to accomplish essential work in the early hours of the day. All non-essential work that can be rescheduled or postponed should be.
- When Heat Index is above 105 degrees, if there is any essential outdoor work taking place, employees must be given rest periods of 40 minutes every hour.

AQI:

Rules apply when the AQI is above 101 for particulate matter less than 2.5 microns (PM 2.5).

- The Estuary Partnership will provide wildfire smoke training to all employees annually.
- Two-way communication between field staff and supervisors will be available via cellphones, text message, or walkie-talkie. Depending upon the worksite and range, communication with supervisors may only occur prior to arriving and after departing worksites, staff working in the field should be familiar with this policy and able to make decisions based on worksite conditions.
- Staff working outdoors must complete an exposure assessment prior to each shift where people are working outdoors and the AQI is above 101 for PM2.5. The Estuary Partnership will develop and adopt a standardized exposure assessment form to be carried in all vehicles.

Full Oregon OSHA rules related to AQI can be found here -

<https://osha.oregon.gov/OSHArules/adopted/2022/ao4-2022-text-smoke-exposure.pdf>

100 > AQI < 150: -- outdoor work continues as normal for most individuals.

- Employees may voluntarily use filtering respirators or other PPE at AQI levels of under 200.
- *In the risk assessment, consider pre-existing conditions, e.g., asthma or COPD, as reported by the employee.*

150 > AQI < 200 -- outdoor work is curtailed and only approved on a case-by-case basis by the Supervisor.

- *Approval by the Supervisor is dependent on specific field conditions and circumstances.*
- *In the risk assessment, consider the level of physical activity and exertion, e.g., carrying 50 pounds for 15 miles v. spending 1 hour brushing off a weir.*
- *In the risk assessment, consider if there is effective PPE (Personal Protective Equipment), such as a (k)n95 mask.*

AQI > 200 – outdoor work suspended unless given a specific exemption from the Project Leader.

- *If AQI > 200 and work MUST continue (mission critical), PPE is required (mask/respirator). The Estuary Partnership will provide the required PPE.*

Mandatory use of filtering respirators at AQI of 250 or above

In all circumstances where the AQI > 100, the Supervisor and crew leader will communicate with field staff about air quality conditions and safety and will make allowances for employees to leave the field if they express concern or have discomfort and/or difficulty breathing. The best and preferred option is to postpone field activities until the air quality improves. Most AQI monitoring stations are near developed areas and may not accurately represent field conditions.

Board Development Committee Report:

The Board Development Committee met on August 22nd with the following action and discussion items:

Updates from prior meeting:

- Updates to Board profile grid:
 - Rian Sallee should have boxes checked for “Funder” and “LGBTQIA+”.
 - Jane Bacchieri should have the box checked for “Nonprofit”.
 - Kessina Lee should have the box checked for “Geographic - WA”.
 - Elaine Placido will remind the Board to confirm any other changes.
- The Committee is awaiting a response from DEQ about Richard Whitman’s alternate.
- The Committee is also awaiting a response from OWEB about Lisa Charpilloz Hanson’s alternate. Elaine Placido has requested a consistent alternate rather than a different person for each meeting.

Board updates:

- Board nominee updates:
 - Elaine Placido has met with Rosemary Furfey and Joseph Hattrick, whose nominations will be received and voted on at the September 15 Board meeting. Rosemary Furfey is interested in community and tribal engagement; Joseph Hattrick is interested in education.
 - Elaine has also contacted Jim Middaugh, who is currently too busy to join the Board but would consider becoming involved next year.
 - Jamaal Brown is too busy to join the Board but would be willing to advise the Estuary Partnership in other capacities.
 - One prospect was withdrawn by the nominator.
- Board member updates:
 - Dean Marriott is leaving the Board but will keep paddling with the Education Team. He may have future involvement with water trails.
- Executive Committee updates:
 - The Executive Committee currently has no vice chair to promote to chair. Board members currently serving have limited capacity to take on additional roles, hoping to encourage increased committee participation.
 - The Committee has recommended, and Elaine Placido will check in with Matt Jones to see if he would like to be the chair.
 - The Committee has recommended, and Elaine Placido will check with John Netto to see if he would be interested in joining the Executive Committee as a member at large.
 - Elaine Placido will confirm whether the bylaws allow ex officio members to take on committee leadership roles.
 - The Board Development Committee discussed the concern that a small number of Board members are taking on most of the leadership roles.

Board Development Committee Assignments:

- For the current quarter – no outstanding assignments
- For Q2 (Oct-Dec):
 - Update board profile grid / desired board composition
 - Review options for board evaluations and agreements

- Review and update board member manuals
 - The Committee would like to start with this item. Elaine Placido will check the Google Drive folder to confirm if there is an existing Board member manual.
- Develop outreach strategy for committee and board recruiting
- Meet with the board chair to discuss ways to fully engage board (*ED*)
- Meet with each board member about their goals for board service
- Develop strategies for involving non-board members on committees

Board Action Items:

Receive and Approve Board Nominations from Executive Committee:

The following slate of Board Member prospects was forwarded by the Board Development Committee to the Executive Committee, who approved the slate and is recommending full Board for approval:

- Dr. Joseph Hattrick – Superintendent of the Rainier School District- Education
- Rosemary Furfey – Retired from NOAA – Community and Tribal Engagement

Receive and Approve Committee Nominations from Executive Committee

The following slate of Board Officers was forwarded by the Board Development Committee to the Executive Committee, who approved the slate and is recommending full Board for approval:

- Chair – Dr. Matt Jones
- Vice Chair – Rian Sallee
- Secretary/Treasurer – Jane Bacchieri
- EPA/Ex Officio – Yvonne Vallette
- At Large Board Members – Kessina Lee and John Netto
- Immediate Past Chair – Dr. Susan Holveck

Discussion – Future Board meeting format and logistics (hybrid, virtual, catering, etc.)

- Infrastructure in place to support hybrid meetings, this approach also supports increasing Board participation in further reaches of the study area
- Catering for those participating in person – what’s the Board’s will? Mini Quiches, anyone?

Receive and Approve Estuary Partnership signatory support on Pacific Lamprey Conservation Agreement

Staff has received, reviewed, and recommends that the Board authorize the Chair to sign on behalf of the Estuary Partnership as a signatory to the 2022 Pacific Lamprey Conservation Agreement, which was linked from your Board of Director’s Resource Page.