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Board Briefing Book

November 2022

Prepared by:

E. Elaine Placido, DPA, Executive Director

Madeline Marucha, Administrative Assistant

Table of Contents

[Meeting Agenda: 3](#_Toc118984749)

[Prior Meeting Record for Approval: 4](#_Toc118984750)

[Executive Director’s Report: 6](#_Toc118984751)

[Strategic Direction: 6](#_Toc118984752)

[Team Updates: 6](#_Toc118984753)

[Community Programs/Ed Team: 6](#_Toc118984754)

[Science Team: 8](#_Toc118984755)

[Steigerwald: 8](#_Toc118984756)

[Ridgefield Pits/Lower East Fork Floodplain Reclamation Project- 8](#_Toc118984757)

[Monitoring Efforts 9](#_Toc118984758)

[Communications & Outreach: 10](#_Toc118984759)

[DEI Steering Team: 12](#_Toc118984760)

[Safety Committee: 12](#_Toc118984761)

[Executive Director’s Updates: 13](#_Toc118984762)

[Personnel Updates: 14](#_Toc118984763)

[Funding Report: 15](#_Toc118984764)

[Committee Reports 16](#_Toc118984765)

[Executive Committee Report: 16](#_Toc118984766)

[Board Development Committee Report: 16](#_Toc118984767)

[Board Action Items: 18](#_Toc118984768)

[Receive Amendments to the Employee Handbook and HR Procedures approved by Executive Committee 18](#_Toc118984769)

[Amendment to HR Procedures: 20](#_Toc118984770)

Meeting Agenda:

Board of Directors Meeting Agenda

November 17, 2022, **9:30 a.m. – 12:00 p.m.**

Microsoft Teams Meeting: [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDM5NDUyYmMtZjliOC00ZTM1LWFhMmEtYzgxNzE0MWE4ODgz%40thread.v2/0?context=%7b%22Tid%22%3a%229aff84ff-9e53-4d8d-a7ab-a31c8ec2f150%22%2c%22Oid%22%3a%225a804c55-d79c-4dc7-a90d-85d29e98e1e0%22%7d)

|  |  |
| --- | --- |
| 9:30 | Review of Agenda  *Review & Approval of September 15, 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*   * *Board and Committee Recruitment Exercise – Committee Chair Lagomarsino* |
| 10:15 | Board Action Items:   * *Receive Amendments to the Employee Handbook and HR Procedures approved by Executive Committee* – Director Placido * *Receive Legislative Briefing* – Director Placido * *Receive Briefing on East Fork Lewis River Floodplains by Design Funding Strategy* – Jasmine Zimmer-Stucky, Communications & Outreach Associate * *Receive Report on Annual Fundraiser* – Director Placido and Communications & Outreach Manager, Erinne Goodell |
| 11:00 | Break |
| 11:10 | Programming Presentations:  *Monitoring Team – Wrap up of 2022 Monitoring Work and Introduction to the BIL Assessment of Carbon Sequestration Potential* – Sneha Rao Manohar, Research Scientist |
| 11:35 | Board Member General Check Ins |
| 11:45 | Adjourn |
|  |  |

Upcoming Meetings

Board Development Committee: January 23, 2023, 1 to 3pm

Executive Committee: February 3, 2023, 9:30 to 11am

Board of Directors: February 16, 2023, 9:30 to 10:00

Board & Staff Retreat: February 16, 2023, 10:00 to 5:00

Prior Meeting Record for Approval:

**Lower Columbia Estuary Partnership**

**Board Meeting Record**

Thursday, September 15, 2022, 9:30 a.m. – 12:00 noon   Estuary Partnership Offices

**Members Present**: Dean Marriott, Jane Bacchieri, Rich Doenges, Matt Jones, Kessina Lee, Tabitha Reeder, Rian Sallee, Jillian McCarthy

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

**Presiding Officer**: E. Elaine Placido

**Staff Present**: E. Elaine Placido, Madeline Marucha, Jenny Dezso, Erinne Goodell, Jasmine Zimmer-Stucky, Chris Collins, Paul Kolp

**Others Present:** Rosemary Furfey, Dr. Joseph Hattrick

**Introduction and Review of Agenda**

***Action: Approval of agenda with the addition of Finance Policies and Procedures Review and Approval of Amendments***

**Review and Approval of May 19, 2022, Meeting Record**

***Action: Approved.***

**Executive Director Update**

**Society for Ecological Restoration Award.** Elaine Placido congratulated the Steigerwald team on winning the 2022 Restoration Project of the Year Award from the NW chapter of the Society for Ecological Restoration.

**Annual Event.** Elaine reminded the Board that tickets for this year’s annual event are still available. The event will be held the evening of September 29, 2022.

***Action: None Required.***

**Board Committee Reports:**

**Executive Committee Report.** Executive Committee report was included in Board Book, no questions during the meeting.

**Board Development Update.** Irma Lagomarsino updated the Board on the Board Development Committee’s activities.

***Action: None Required.***

**Board Action Items**

**Board Member Nominations.** The Board received the nominations of Rosemary Furfey and Dr. Joseph Hattrick,

***Action: Approved.***

**Executive Committee Nominations.** The Board received the nominations of Dr. Matthew Jones as Chair; Rian Sallee as Vice Chair; Jane Bacchieri as Secretary/Treasurer; Kessina Lee and John Netto as Board Members at Large; Dr. Susan Holveck as the Immediate Past Chair; and Yvonne Vallette as the ex officio/EPA representative.

***Action: Approved.***

**Future Board Meeting Format.** Elaine Placido led a discussion of the format of future Board meetings. Members agreed that meetings would be hybrid and would include a light breakfast. Members will be strongly encouraged to attend the Annual Meeting in person, with an agenda constructed to favor discussion items that would benefit from in-person discussion.

***Action: None Required.***

**Pacific Lamprey Conservation Agreement.** Elaine Placido asked the Board to consider lending signatory support to the Pacific Lamprey Conservation Agreement and authorize the Board Chair to sign

***Action: Approved.***

**Policy and Procedures Amendments.** Elaine Placido reviewed various policy and procedure amendments with the Board, including changes to the Finance Policy, Accounting Procedure, and Budgeting & Funding Procedures.

***Action: Approved***

**Programming Presentations**

**DEI Update.** Madeline Marucha gave an update on the activities of the DEI Steering Team, including their work on staff meeting programming, workplace experience interviews with staff, and Confluence Field School

**Restoration Team Update.** Jenny Dezso presented on the recent activities of the Restoration Team, focusing on their work on Ridgefield Pits at East Fork Lewis River.

***Action: None Required.***

With no further business, the meeting was adjourned at 11:45 a.m.

Submitted by: Elaine Placido, Executive Director & Madeline Marucha, Administrative Assistant

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director’s Report:

Strategic Direction:

* Retreat –
  + The Retreat is still being planned. It is scheduled for the entire day on February 16th, 2023, which is the date of your regular February Board meeting.
  + We will begin the day with a brief regular business meeting then move into the retreat.
  + We will meet here at the Estuary Partnership offices. Refreshments, including lunch will be provided. If there is an interest in after-hours, informal dinner we can add that to the day, as well.
* Implementation Objectives: now linked on your Board of Directors Webpage. Updated Quarterly (prior to each Board meeting).

Team Updates:

Community Programs/Ed Team:

* + The first few months of the school year have been very full of coordinating with schools and teachers to solidify our program schedule for the year, as well as teaching class lessons, kicking off service-learning planting field trips, and rounding out our community Big Canoe programs. Sept 1 through Nov 1 the Educators provided in-person classroom and field programs to:
    - 35 unique classes within 10 schools
    - 897 students
    - 61 class lessons
    - 9 service-learning student field trips
    - 9 Big Canoe programs for community groups
  + Upcoming Projects:
    - 13 service-learning student field trips planned for the remainder of 2022
    - 15 class lessons scheduled for remainder of 2022
    - Project award through City of Portland BES allows for curriculum enhancements specific to climate science – more to share later this winter!
  + New award/project of note: WA OSPI/RCO Outdoor Learning Grant award
    - 2022-23 is the inaugural term of this grant opportunity! Our proposal *Explore Local* was successful and is being fully funded
    - This project expands the work of our current educational programming in the following key areas:
      * For 6 schools and approximately 400 students, we will increase student outdoor learning by nearly 400% -- by providing year-long immersive programming, students will have 3 field trips, 2 class lessons, and 3 outdoor lessons on their school campuses
      * Curriculum enhancements by working with Native Educators from The Confluence Project to add TEK content, activities, and stories to up to three of our current lessons
      * Partnerships include: USFWS Ridgefield and Steigerwald Refuges and The Confluence Project
    - We are excited to share more about this project and our learning as a team that informs future endeavors
  + Volunteer Events
    - We’re just getting into our major seasons for volunteer plantings with several more events planned this fall/winter
    - So far this fall, we’ve led 3 volunteer events with 32 volunteers
    - Primary locations for volunteer events upcoming are Salmon Creek, Steigerwald, Burnt Bridge Creek, and Sandy River Delta
  + New Burnt Bridge Creek Work
    - Nearing completion of contracts with Ecology and Wolf Water Resources to initiate work on our Burnt Bridge Creek Alki Road Lower Floodplain Preliminary Restoration Design project. This project builds on our BBC student and community planting projects to examine restoration opportunities in the larger 40-acre floodplain.
  + Stormwater:
    - Baker Bay: The Design Report (the initial design concept document) was submitted to Ecology and went through Ecology review. Our consultants, KPFF and Learning Landscapes are in the process of creating a response to Ecology comments, and after approval will begin work on the 60% design.
    - Rainier SEP: Our design consultant, Juncus Studio, is working on a design for stormwater treatment facilities at the Rainier public boat launch parking lot.
    - Grattix Box: Materials are being purchased and delivered to construct Grattix boxes at the Port of Vancouver later this month. We have been reaching out to partners and stakeholders in the communities within the focus area of the project for input to inform outreach to potential recipients of Grattix boxes.
    - MJCC: Stormwater focused classroom lesson and student engagement will start soon. Initial design development is on hold while we investigate a design problem.
    - Washougal High School and Surrounding Streets: We wrote an Ecology Stormwater Financial Assistance Program (SFAP) grant for the City of Washougal to submit for a project to develop stormwater retrofits in the Washougal High School Parking lot and on surrounding streets. (The grant application strategy follows the model used for our Ilwaco project. The Estuary Partnership is ineligible to apply for SFAP projects.)
    - Tualatin SWCD TREE: Met with TSWCD staff to discuss the status of the Washington County Stormwater Assessment to be submitted for this project. We will also be using the assessment to identify three locations to complete stormwater retrofit concept designs, that could hopefully lead to applying for funding for new projects on the ground.

Science Team:

Steigerwald:

Construction was completed in late October, and Rotschy currently is demobilizing equipment from the site. The project team is focused on various close-out activities, including “as-built” drawings, regulatory reporting, and final invoicing/accounting. The team is still focused on re-establishing 250 acres of native riparian forest and will complete a significant infill planting effort this winter, starting with 10,000 willows that will be delivered to the site next week. The team also continues to transplant wapato to diversify the site’s wetland communities and re-establish this important cultural species. In September, North Fork Environmental installed two PIT detection arrays in Channel 3. These arrays will detect any tagged fish that moves into or out of the site and will provide important information, such as species/runs that use the site, duration of use, and the extent to which they move into the site. To add to our fish monitoring, NOAA will seine Channel 3 during next year’s spring freshet to expand our knowledge of fish use of the newly constructed floodplain. Other Steigerwald news includes the release of the project’s StoryMap, presentations by five members of the project team at two national conferences (American Water Resources Association and Restore America’s Estuaries), and review of monitoring data collected by the Monitoring Team during this past summer.

Active Restoration work continues at 9 different sites:

1. Horsetail Creek Phase 2 (native plant establishment at phases 1 and 2 locations)
2. Ridgefield Pits (see below)
3. Mason Creek – received funding from LCFRB to complete final designs and permitting in 2023/24.
4. Dyer Creek- received funding from LCFRB to complete final designs and permitting in 2023/24.
5. Woodard Creek- received funding from LCFRB to partner with USFS to assess feasibility and design alternatives for a section of the stream just downstream of restoration completed in 2021.
6. Steigerwald – focusing on establishing a native plant community across the site and collecting Year 1 post construction action effectiveness monitoring data.
7. MCNA - located on Multnomah Channel, the site is owned and managed by Metro. It has two water control structures that act as a barrier to historical floodplain and juvenile salmonid rearing habitat. We are working with Metro on assessing the impacts of removing the structures to meeting their management objectives, which include managing for herptiles and waterfowl via controlling reed canarygrass.
8. Campen Creek – continuing to collect baseline data and assess design alternatives for the upper Gibbons Creek watershed. We anticipate completing designs and permitting over the next year.

### Ridgefield Pits/Lower East Fork Floodplain Reclamation Project-

The Estuary Partnership is requesting $8.6 million from the Department of Ecology’s Floodplains by Design program. Our project is 11th on a ranked list of restoration projects located throughout Washington (ours is the only project in SW WA). Ecology is requesting $70.4 million for the entire Floodplains by Design (FbD) program in the state’s capital budget; if approved, our project is funded. Staff have been working to gather local support for Ecology’s request. Efforts include:

* Authoring a letter to Governor Inslee and circulating to partners for signatures.
* Offering tours to legislators in legislative districts 18 and 20. Tour completed with Rep. Ed Orcutt and staff are in the planning stages for tours and/or meetings with Sen. Rivers and Sen Braun.
* Drafting a letter of support and providing resources to Clark County staff to secure a letter of support from county council.
* Participating in statewide Floodplains by Design coordinating meetings.
* Developing a new webpage on the organization’s website for the project.

The Estuary Partnership received $7.06 million for this project from the Washington Recreation and Conservation Office Salmon Recovery Funding Board in September. The bulk of this funding is for the East Fork Floodplain Reclamation Project, including specific investments in Dyer and Mason Creeks. This investment was covered in two local news outlets (see coverage below). Each news article mentioned the project benefits and the importance of the future FbD funding.

The Science Team also received funding from LCFRB to complete a fish passage barrier assessment for southwestern Washington. The Team will develop an online map-based GIS barrier assessment and decision support tool for the LCFRB by inventorying fish barriers and applying a prioritization model successfully used in other regions of Washington to rank barriers in order of importance for potential removal or modification projects. The Team will incorporate new and existing barrier information from multiple stakeholders, and will utilize existing species-specific fish distribution, habitat potential, and other habitat indicator data in the prioritization framework to assess barrier removal priority.

Monitoring Efforts in the Ecosystem Monitoring Program (EMP), Action Effectiveness Monitoring and Research Program (AEMR), Columbia County Water Quality Monitoring Program, and the CH4C Project

* In September, we conducted Level 3 monitoring at Steigerwald – this effort involved studying the hydrology and sediment patterns that are currently being observed at the site. Our observations reveal the dynamic nature of the site, with Steigerwald Lake providing a habitat for waterfowl. Continued monitoring of the site will provide data to study the trajectory of restoration activities at the site. The site is being monitored under the AEMR Program.
* We presented our findings published in the 2020-2021 EMP report at the Science Work Group in October. We showcased our vision for data reporting in Tableau, which will involve the collaborative efforts of researchers from Oregon Health and Science University (OHSU), National Oceanic and Atmospheric Administration (NOAA), and the University of Washington (UW). We also presented a brief overview of the focused studies that we are currently working on. Here is a link to the full presentation: [https://www.youtube.com/watch?v=3b8CG1CaNLY](https://urldefense.com/v3/__https:/www.youtube.com/watch?v=3b8CG1CaNLY__;!!Mi0JBg!PzTRLBj47IsknayZUqBwzaC-VeNeyFiavSrE2u1hPuGwDH8V_00G0D3xyWjVACqhOI316r1oF1lOFVCMQ4Dce8g$)
* We will be presenting at the 2022 Emerging Technologies Information Series (ETIS 2022), organized by PNAMP and StreamNet. The three-day conference will be held between November 14 – 16, 2022, at Hood River Oregon. The conference is focused on emerging technologies in aquatic monitoring, and we will be presenting in two sessions – one focused on Tableau, while the other focused on utilizing drone imagery and field data to create site-wide assessments of ecological condition. For more information about the conference and the program, please visit <https://www.pnamp.org/project/emerging-technologies-information-sessions-2022>
* We continue writing and editing of an update to the Monitoring Protocols which is expected to be completed this fall/winter.
* 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.
* 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>
* 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. We are still waiting on word from OWEB on the grant that would continue these expanded efforts beyond September 2022.
* We presented our water quality monitoring results at the Scappoose Bay Watershed Council Board Water Quality Forum on Sept 14th, hosted by the watershed council on Zoom. The full presentation is available here: <https://www.scappoosebay-wc.org/event/council-board-meeting-september-2022-conference-call/>

* Initial Carbon Sequestration scoping of locations inside of two restoration sites for eddy flux tower locations to monitor carbon and methane flux. We purchased the equipment for installation and are now working on securing landowner permissions to install and test equipment over this fall and winter. We are considering calling this project the “CH4C: Methane Carbon Flux Study”.

### Communications & Outreach:

* Annual Celebration – Thanks to all who joined us!
  + Raised $27,318 night-of not including sponsors (raffle, golden ticket, live auction, ticket sales, drink sales, and appeal)
  + 2022 dinner sponsors: $7,500
    - Confederated Tribes of Grand Ronde $5K, Port of Portland $2.5K
  + 2021 dinner sponsors held over due to cancellation $27,500
    - Murraysmith $10K, Confederated Tribes of Grand Ronde $5K, Inter-Fluve $5K, Wolf Water Resources $5K, Otak $2.5K)
  + Gross: $34,818 (or $62,318 with 2021 funds)
  + Cost: $22,347
    - This is down 50% from the Yacht Club ($33K) but up 63% from Lagunitas Community Room ($13K)
    - Food cost was a substantial factor due to inflation
    - Another significant expense is our auctioneer at $4,000
  + Net: $12,318 (2022 only)
  + Considering new options for next year to have a lower price point and to better maximize fundraising compared to staff time.
* All Board should have received a copy of the 2021-2022 [Year in Review](https://www.estuarypartnership.org/sites/default/files/2022-10/2022%20Year%20in%20Review%20digital.pdf) in the mail. If you didn’t receive one, contact Erinne with your address
* Science to Policy Summit plans are in the early stages. Save the date for Thursday, June 8, 2023.
* See the Science Team updates for East Fork Lewis River project outreach
* Giving Tuesday is Tuesday November 29. We are using this as the kickoff to our end-of-year campaign that hopes to raise $10,000
* Social media stats:
  + Top Facebook post was celebrating Steigerwald’s reopening on October 1 [www.facebook.com/estuarypartnership/posts/166248552738419](http://www.facebook.com/estuarypartnership/posts/166248552738419) with a reach of 12,465 and 438 engagements (reactions, comments, shares)
  + Top Instagram post was advertising our open Research Scientist position on September 23 <https://www.instagram.com/p/Ci3tqRJPeEo/> with a reach of 700 and 98 engagements (likes/comments/shares)
  + Top Tweet was recognizing Congress’s designation of National Estuaries Week on September 21 <https://twitter.com/ColumbiaEstuary/status/1572654581825568768> that had a reach of 7,883 and 52 total engagements
    - Note about Twitter: We are keeping an eye on what other nonprofits and agencies are doing since the acquisition. Most orgs are in a wait-and-see mode. We already do not advertise on Twitter, and it is not our biggest source of engagement, so leaving would not be the worst loss.

#### Media Coverage:

* Grist.org, Neighbors and a conservation group win key battle over illegal mine in national scenic area, September 13 <https://grist.org/sponsored/neighbors-and-a-conservation-group-win-key-battle-over-illegal-mine-in-columbia-gorge/>
  + This was an article sponsored by Friends of the Columbia Gorge, and our work is mentioned as background of the ecological importance downstream.
* *The Columbian,* Grants awarded to East Fork Lewis River restoration project, September 29<https://www.columbian.com/news/2022/sep/29/grants-awarded-to-east-fork-lewis-river-restoration-project/>
* *The Columbian*, Steigerwald refuge reopens Saturday, September 30 <https://www.columbian.com/news/2022/sep/30/steigerwald-refuge-reopens-saturday/>
* *The Reflector*, More than $7M awarded for East Fork Lewis River restoration, October 10 <https://www.thereflector.com/stories/more-than-7m-awarded-for-east-fork-lewis-river-restoration,301566>
* The Good Men Project, Set It Back: Moving Levees to Benefit Rivers, Wildlife, and Communities, October 10, <https://goodmenproject.com/featured-content/set-it-back-moving-levees-to-benefit-rivers-wildlife-and-communities/>

DEI Steering Team:

* At the October Meeting, the DEI Steering Team:
  + Received a presentation on Non-Violent Communication from Connor Kerns. Connor recently completed training in Non-Violent Communication.
  + Completed an activity intended to spur thinking about problem vs. project thinking.
  + Engaged in a discussion about veterans in the workforce.
  + Received updates on ongoing projects including,
    - DEI Charter review.
    - Safety Committee and psychological safety.
    - DEI Training.
* There is a work group completing interviews and surveys of staff to understand current workplace satisfaction. The work group consists of Madeline Marucha, Connor Kerns, Jenny Dezso, and James Sterrett.

Safety Committee:

* The Safety Committee is currently working on several projects:
  + Creating a site evaluation tool for staff to identify safety hazards at field sites.
  + Refining our Event Cancellation Policy.
  + Developing psychological safety training for the Education Team, which will help team members ensure emotional wellbeing of participants if an incident occurs.
  + Clarifying our incident reporting procedures.
* Additionally, Wilderness First Aid and CPR training was held on October 25 and 26. 20 Estuary Partnership staff were trained.

## Executive Director’s Updates:

#### Legislative and Budget Updates:

* Participated in four ANEP External Affairs Committee Meetings.
* Met with Espen Swanson and Morgan McCue from Congresswoman Bonamici’s staff out at Steigerwald. Morgan is the new legislative aid on the climate and environment in the Congresswoman’s DC office. Chris Collins led a brief tour.
* Met with Laura Watson, WA Department of Ecology Director, on a tour at Steigerwald with Rich Doenges, Rian Sallee, Chris Collins, Jasmine Zimmer-Stucky, and Sam Dumont.
* Met with WA State Representative Ed Orcutt for a walking tour of the EFLR site with Paul Kolp and Jasmine Zimmer-Stucky.
* Outreach with state officials about EFLR.

#### Executive Director’s Additional Activities and Items of Note:

* Participated in three ANEP Board Meetings.
* Participated in six EPA/NEP Environmental Justice (EJ) Community of Practice meetings.
* Participated in two Columbia Basin Collaborative Estuary/Tributary Working Group Meetings.
* Participated in two Bay to Bay Sea Level Rise Community Resilience project meetings.
* Participated as a Steering Team member in the semi-annual PMEP meeting in Tulalip, WA.
* Participated in and presented a Grattix Box update at a Columbia River Basin Restoration Program meeting in Cascade Locks, OR.
* Participated in three DEI Steering Team meetings and facilitated one.

#### Partnership/Collaboration:

* Participated in two collaborative meetings with Salmon Safe.
* Met with Sunrise O’Malley from the SW Washington Watershed Alliance.
* Met with Tyler Bell and restoration staff from Westervelt Environmental twice.
* Met with Denise Lofman from CREST.

#### Interviews/Media:

* OPB and ProPublica- focus on toxics in the lower Columbia.
* Ridgefield Reflector and the Columbian- focus on RCO grants, EFLR, and Floodplains by Design.

#### Upcoming Activities:

* I will be in New Orleans the 3rd-8th of December for the RAE (Restoring America’s Estuaries) conference and ANEP meetings. Our Steigerwald team will be presenting, honored to go cheer them on.
* We’ll be enjoying an all-staff planting event on December 15th and incorporating a lunch and end of year staff meeting.
* In mid-January I’ll be presenting to OWEB’s Board.
* We are in the early stages of planning for our trip to DC in the spring.

Personnel Updates:

* Welcome to Derek Marquis who joined as a full-time Research Technician with the Monitoring Team! Derek had worked through the summer as a limited-duration Research Technician.
* Congratulations to Jenny Dezso and Doug Kreuzer on their promotions to Principal Restoration Ecologists. Jenny joined the Estuary Partnership in 2016 as a Field Restoration Ecologist. Recently Jenny has been deeply engaged in the development of the suite of projects in the EFLR area and in partnership development particularly related to TEK. Doug joined the Estuary Partnership in 2019 as a limited duration Restoration Ecologist. Doug joined us as a permanent employee last year and has been managing the revegetation effort at Steigerwald, which is a massive 500,000 plant effort. Please join me in congratulating both Jenny and Doug on these well-deserved promotions and in thanks for their continued service.
* Continued work on the Salary Survey. Nearly half of the staff is at the top of their salary range and will not receive periodic pay increases this year, I will have a proposal to address this concern for the Executive Committee in February. While many of the benefits of employment with the Estuary Partnership are aimed at long-term employees, particularly ones at the ten-year mark and beyond, the salary structure certainly favors employees early in their careers, given that there is not a lot of options for upward career progression and most employees meet their salary cap within the first five years or less. Some work has been done within the Education Team to add tiers to the job description structure and provide some potential for upward advancement, but that work continues for the Science team. I expect creative ideas to be generated based on the outcomes of the workplace satisfaction interviews that are happening now, which may address some of the non-salary benefits that we can offer employees. I know we are not unique in these challenges and would appreciate feedback from Board members.
* We have a Wellness work group talking about how to keep folks happy and healthy and engaged. The shift to add Wellness leave came from those early conversations.

Funding Report:



Committee Reports

Executive Committee Report:

* Vice Chair, Rian Sallee facilitated the meeting.
* The Executive Committee met on Thursday November 3rd, 2022
* The Executive Director presented the following report:
  + Grants. Elaine Placido gave an overview of current and pending grants, including Floodplains by Design and RCO. Estuary Partnership staff have begun submitting grant requests for 2024.
  + BIL Update. Elaine and other Estuary Partnership staff have been attending virtual workshops on Environmental Justice planning related to BIL.
  + Retreat Planning Update. Alison Handler and Amy Stork are working with Estuary Partnership staff to prepare activities for our retreat, which will be held on February 16, 2023.
  + Annual Dinner Wrap Up. Erinne Goodell discussed the recent Annual Dinner, which was valuable in building community among staff, Board members, and partners. The Executive Committee discussed ways to lower the costs of the event for next year.
* The Finance & Operations Manager presented the Quarterly Finance Report and a brief report of the audit that was recently completed.
* The Committee acted on the following items:
  + Approving an amendment to the Employee Handbook - Sick and Wellness Leave Policy.
  + Approving an amendment to the HR Procedures for the annual 360 Evaluation process.
  + Discussed the approach for the ED’s evaluation this year – the ED will provide a self-assessment and participate in the 360 processes; the Executive Committee will complete the ED’s review.
  + Briefly discussed a prompt to think about budget priorities and the new Strategic Direction, ED will follow up with Committee via email.
* The Committee received a report from Axel Flitchbeil and Corrie Oliva from Matisse Capital about our retirement account and corporate reserve policy.

Board Development Committee Report:

* Committee Chair, Irma Lagomarsino facilitated the meeting.
* The Board Development Committee met on August 22, 2022 and October 24, 2022.
* Board Profile Grid Review and Desired Board Composition
  + The Committee decided to add Attorney/Legal as a category under “Skills & Knowledge” to the grid.
* The Committee also reviewed the results of the Board and staff demographic surveys.
  + Elaine discussed the possibility of changing the time of day of Board meetings in the future to encourage more youth leadership, as the current weekday morning times may be a barrier to participants who are earlier in their careers.
* Board Evaluations and Agreements
  + The Committee reviewed a draft survey that will evaluate Board engagement. Elaine will revise the survey to reduce the number of “long answer” questions.
  + The Committee discussed whether it would be feasible to meet with each Board member to discuss their engagement with LCEP. It decided that making this process opt-in would be the best approach.
* Discussion of Strategies for Committee and Board Recruiting.
* Review of the Board Member Manual – still in development.

Board Action Items:

Receive Amendments to the Employee Handbook and HR Procedures approved by Executive Committee – Director Placido

#### WELLNESS AND SICK LEAVE – OREGON SICK TIME

All Estuary Partnership employees are eligible for paid wellness and sick leave benefits under this policy.

The Estuary Partnership’s wellness and sick leave policy encourages employees to focus on their health to prevent sickness as well as providing paid time off to care for themselves and their family members during times of illness.

The Estuary Partnership provides generous paid wellness and sick leave for employees to take the actions they need to stay healthy and well-prepared to engage fully when they are at work, as well as to take time off if they are not feeling well. Wellness leave is intended to provide employees with time before an illness or injury to maintain wellness and address issues related to burnout and the hybrid workplace, as well as to create an environment that normalizes caring for mental health. Employees remain encouraged to take time away from work duties when they are ill, whether that time is at the office or working from home. The traditional aspects of sick leave remain intact including time off to care for oneself or family members when there is an illness or injury.

Employees who are utilizing wellness leave time or sick time and are unable to report to work due to illness, injury, or personal emergency should follow the Estuary Partnership’s regular call-in procedures to notify their supervisor before the scheduled start of their workday, as far in advance as possible. If advance notice is not possible, the employee should provide notice as soon as possible or, under extreme circumstances, request another person to contact the Estuary Partnership. Except as otherwise approved, employees must call in on each additional day of absence. Except in the case of extenuating circumstances, failure to report absences in a timely manner may result in discipline, up to and including termination.

Unreported absences and abuse of wellness leave are damaging to performance and can result in disciplinary action, including termination, even if the employee still has available wellness leave time.

This policy should be construed to fully comply with the Oregon state-wide protected sick time (PST) law, ORS 653.601 – 653.661. An employee may use up to 40 hours of available wellness time in a year for any of the following purposes under the PST law, and such leave is treated as protected and is never considered in determining whether an employee’s attendance is satisfactory:

* For an employee’s mental or physical illness, injury, or health condition, need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition or need for preventive medical care;
* For care of a family member with a mental or physical illness, injury or health condition, care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition or care of a family member who needs preventive medical care;
* For any purpose covered under the Oregon Family Leave Act, including serious health condition of the employee, or covered family member; parental leave to bond with and care for a new child; leave to deal with the death of a family member; and sick child leave related to the illness, injury or condition of a child that is not a serious health condition but requires home care;
* For any leave related to seeking legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee’s minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking; to seek medical treatment for or to recover from injuries caused by domestic violence, sexual assault, harassment or stalking of the employee or the employee’s minor child or dependent; to obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault or stalking; to obtain services from a victim services provider for the employee or the employee’s minor child or dependent; or to relocate or take steps to secure an existing home to ensure the health and safety of the employee or the employee’s minor child or dependent;
* In the event of a public health emergency, including closure of the employee’s place of business, or the school or place of care of the employee’s child, by order of a public official due to a public health emergency; or a determination by a lawful public health authority or by a health care provider that the presence of the employee or the family member of the employee in the community would jeopardize the health of others, such that the employee must provide self-care or care for the family member; or the exclusion of the employee from the workplace under any law or rule that requires the employer to exclude the employee from the workplace for health reasons.
* In addition to the above, employees may utilize their wellness leave time for activities and actions that they may undertake to keep themselves from getting ill including but not limited to activities and actions that may require from 1 hour to no more than 3 consecutive days of approved wellness leave away from work assignments to care for their mental or physical health. These actions and activities may include a range of informal or formal activities that promote or improve physical and mental well-being. The specific use of the time does not need to be disclosed, but the time away should be approved by a supervisor consistent with the approval language above.

The Estuary Partnership may require medical verification for use of sick leave if the employee is out for more than three days prior to being allowed to return to work.

Wellness or sick leave may be used by employees in minimum increments of one hour. Except for employees on military leave or when unpaid days off are approved in advance by the Executive Director, employees must use accrued wellness leave to cover any absences from work for any of the above-listed reasons prior to using vacation or unpaid leave.

Wellness and sick leave are paid at the employee’s regular hourly rate, and any wellness and sick leave hours are not considered or treated as “hours worked” for purposes of determining the overtime pay entitlement for nonexempt employees in any workweek.

Accrued but unused paid wellness and sick leave is forfeited and not paid out upon separation from employment, nor will the Estuary Partnership “cash out” unused paid wellness leave at any time.

Employees who have questions about paid wellness or sick leave, or this policy should talk with the Finance & Operations Manager or the Executive Director.

The Estuary Partnership will not discipline any employee for absences due to paid wellness or sick leave or any protected leave, nor will it discriminate or retaliate against any employee for lawful exercise of their right to protected leave.

## Amendment to HR Procedures:

Performance Review

The Estuary Partnership values regular and consistent feedback for all employees and encourages regular interaction between supervisors and subordinates to ensure that performance concerns are addressed early.

The annual performance review process should be a time for employees to receive feedback from their supervisor and team, and to provide feedback to their Manager and the Executive Director related to their position, working with their team and across teams, ideas for future projects, and other information that may be important to the employee or to the organization.

One of the components of the Annual Review process is a 360 Feedback Survey that allows staff to receive feedback directly from the people they work with. All 360 Feedback is managed by the Executive Director, or their designee, and administered using anonymous surveys and presented to employees via a dashboard. As of 2022, participation in the 360 process is voluntary for non-management team employees.

The review process is conducted at the end of the year, with all performance reviews completed by 30 December of each year. There are several key dates within the review process:

* November 15 – The 360 surveys are sent to all staff who will be providing feedback. The annual PE forms are sent to all staff members. Managers will set meeting times with their direct reports to complete the PE interviews.
* December 1 – PE “season” begins. The 360 surveys are due. Initial meetings with managers are completed during early December. Employees receive their 360 feedback during their meeting with their manager. Meetings with the Executive Director will be completed in December.
* December 30 – PE “season” ends.

*360 Feedback Survey – Basic Form:*

The 360 Feedback Survey is sent via a Survey Monkey to all participating staff members. Staff, non-manager level employees may identify up to four questions that they would like to ask of up to 3 other staff members from their team. Thematic question prompts to assist team members are below:

* Communication – written, verbal, getting ideas across, communicating informally with team members, or using communication tools like non-violent communication.
* Work product – project management, project development, completion of work products
* Work with partners – outreach, communication, collaboration, etc.
* Teamwork – working with team members, accountability to team, collaboration, support of other team members, etc.

The 360 format for Management Team employees is a list of standard questions with Likert scale responses, and two open ended questions.

Below is an outline of the standard questions for Management team members.

Manager 360 – Basic Questions:

Please answer the following questions on scale of 1 to 10, where 1=highly disagree, 5= neither agree nor disagree, and 10=highly agree.

1. When making important decisions, this manager considers the feedback of others.
2. This person is available to provide help and feedback when you want or need it.
3. This person sets clear direction that aligns with the organization's strategy.
4. You receive constructive and helpful feedback from this person, and you receive that feedback on a regular basis.
5. This person able to resolve conflict appropriately.
6. The actions of this person inspire growth and development in others.

Answer the following questions in the text boxes provided, giving examples where possible.

7. What are 1 to 2 areas that this manager excels at?

8. What are the 1 to 2 areas that this manager may benefit from improving?

*Annual Performance Evaluation Coaching Form:*

Below are the questions in the current form.

*Manager – Employee Coaching:*

Questions:

1. What work activities excite you?
2. Do you have the tools you need to be successful?
3. What would you like more exposure to?
4. Is your job description reflective of the work you do? If not, please describe.
5. Do you feel like your skills and abilities are being put to their best use? Are there other projects, jobs, or duties you would like to take on?
6. Where do you see yourself in the next 2 years?

*Director – Employee Coaching:*

Questions:

1. How would you rate your overall job satisfaction on a scale of 1 to 10, with 10 being the highest and 1 the lowest? How would you grade yourself in terms of doing your best work every day, finding a balance in terms of the Partnership’s needs and your own career and personal development interests, and feeling like you're firing on all pistons in terms of your overall performance? (Follow Up- what would move you from an X to a 10?)
2. Which of the following five categories holds the most significance for you career-wise at this point?

(a) opportunities for promotion and advancement

(b) rotational assignments to gain a broader understanding of the organization's operations and key players

(c) additional training, certification, and acquisition of new technical skills

(d) money and other forms of compensation

(e) work/life balance

How can the organization support you in that?

1. What are the greatest strengths of our organization?
2. What are the areas that need the most improvement in our organization?