

Tualatin River Watershed Council

Executive Director Report to Council Members - Project and Activity Update: July 2019

CAPACITY BUILDING

1. Developed a job description for Project Manager Position. The Steering Committee will be reviewing this job description in August with a hoped for posting in September and a fall hire.
2. Final draft of 2019-2022 Funding Plan for Steering Committee review in August.
3. Final draft of 2019-2022 Committee Plan for Steering Committee review in August.
4. Worked with Board training consultant to develop a scope of work for two Board trainings.
5. Successfully executed first automated QuickBooks monthly payroll. This will save 4 hours of staff time a month. Huge thanks to Kelly Dawes of the Tualatin Soil and Water Conservation District for helping to roll out this capability.

RESTORATION PROGRAM

Robins Reach – The Watershed Council is current seeking ways that the organization can partner with the non-profit organization Robin's Reach. Robin's Reach conducts in-field effectiveness monitoring before, during, and after restoration projects with the aid of community scientists. Research has shown that, if properly conducted, community scientists have the capacity to provide reliable data on the ecological health of wetlands. Robin's Reach is committed to collecting, analyzing, and distributing this data for the benefit of the community and the environment with which they interact.

PARTNER MEETINGS

1. Meeting: Kellyn Baez, Clean Water Services. Program coordination (07/24/2019)
2. Meeting: Aaron Shaw, TSWCD, regarding NetMap analysis (07/25/2019)
3. Meeting: OWEB Lower Willamette West small grant coordination. (07/25/2019)
4. Meeting: Kellyn Baez & Jamie Hughes, Clean Water Services – Dairy/McKay Creek Workshop planning (07/31/2019)
5. Meeting: Rich Hunter & Lacey Townsend. "Telling the Restoration Story" grant proposal (07/31/2019)
6. Meeting: Willamette Partnership, TWEC Non-Structural Group facilitation (08/01/2019)

ADMINISTRATIVE AND GOVERNANCE

1. Submission of State of Oregon Charitable Activities Report
2. OWEB 4th Quarter Billing
3. Bureau of Reclamation amendment
4. July Council meeting (07/03/2019)
5. Invoice payments
6. Banks deposits and expenses
7. Grant administration – Metro Nature in Neighborhoods – North Johnson Creek
8. Grant administration – Lake Oswego HEP project – Carter Creek
9. Preparation of August Council meeting packet