



**STEWARDSHIP AGREEMENT
for
River View Natural Area**

Portland Parks & Recreation appreciates the support provided by our Friends and Partner groups to help enhance trails, natural areas, and their associated ecological functions. Thank you for the time, energy, and dedication that goes into these efforts!

Purpose

The purpose of this Stewardship Agreement is to define the roles and responsibilities of the Friends of River View Natural Area (FoRVNA) and Portland Parks & Recreation (PP&R), together known as “the Parties” in their collaborative maintenance efforts of River View Natural Area. Stewardship of River View Natural Area is hereby a partnership between the Parties and it is anticipated that this partnership will continue into the future.

Term

This Stewardship Agreement will take effect on the day it is signed by both Parties. The Agreement may be revised or terminated by mutual agreement of the Parties at any time. The goal of the Stewardship Agreement is to guide activities through November 2018. After that date, both parties plan to review commitments, goals and focus areas for the following two-year period. The Stewardship Calendar portion of the Agreement is subject to annual review by both parties and may also be revised at any time by mutual agreement of the Parties. (Appendix B)

Function of Stewardship Agreement

This non-binding Agreement is a statement of intent regarding how the Parties will work together to enhance River View Natural Area. All donations and labor are to be given freely for the benefit of the Park and are provided without expectation of payment or reimbursement by PP&R.

Goal for River View Natural Area

The primary goal of the Parties is for the improvement of the River View Natural Area which may include ecological enhancements, trail, and/or entrance improvements. Ecological enhancements shall follow recommendations from PP&R Ecologist as per the Desired Future Conditions (DFC) statement. The PP&R Stewardship Coordinator will be the main contact for project information and PP&R/Friends of River View communication. Trail and/or entrance improvements will be coordinated through PP&R Trails Coordinator.

Focus projects for the duration of this Stewardship Agreement are to include the targeted areas described in **Appendix A (Stewardship Plan)**, **Appendix B (Calendar of Stewardship Activities)** and **Appendix C (Map)**.

Partner Commitments

The Parties will provide support to the focus projects listed in Appendix A through the following listed activities.



Roles and Responsibilities of the Friends of River View:

- Support quarterly/all scheduled stewardship opportunities for volunteers in partnership with PP&R through recruitment as well as recognizing volunteers. The PP&R Stewardship Coordinator will assist with these duties as time and budget allows, but it is the ultimate responsibility of the Friends of River View to recruit, and recognize Friends of River View volunteers.
- Direct all questions concerning Friends of River View projects to the PP&R Stewardship Coordinator. Please allow five business days for your questions to be answered. For urgent matters, call or text (rather than email) the Stewardship Coordinator.
- Host up to **4** stewardship events annually at River View Natural Area. Additional stewardship events may be added if Friends of River View and PP&R agree that there is capacity to host additional events. Locations and projects are identified in Appendix A, B, & C, with input from all groups currently working in the park: PP&R, and Friends of River View. **Note that PP&R dedicates a lot of time and resources to planning events in partnership with community groups, and requests at least two weeks' notice if Friends of River View needs to reschedule a stewardship event, and there is no guarantee that requests will be able to be accommodated. Exceptions include reschedules due to inclement weather.**
- Consult with PP&R Stewardship Coordinator regarding event cancellations due to inclement weather. Friends of River View may be required to cancel an event to remain in accordance with current PP&R inclement weather policy and the discretion of the Stewardship Coordinator.
- In collaboration with PP&R staff, supervise the volunteers during the event and stop work or redirect volunteers if they are working unsafely or in unsafe conditions.
- Communicate with the PP&R Stewardship Coordinator about any funding opportunities or special projects in which the Friends of River View is interested that may impact PP&R funding and staffing. **Refer to the Funding section of this Stewardship Agreement.**
- Seek approval from PP&R for any signage (temporary or permanent) in which the Friends of River View is interested in installing in the park. Temporary event signage must be removed by 2 weeks after the project is complete.
- Maintain a record of projects, event participant volunteer hours, coordination and event preparation time and meetings. Provide a record of all volunteer hours (including event coordination by Friends of River View leadership) and project accomplishments to the PP&R Stewardship Coordinator on a quarterly basis.



Roles and Responsibilities of Portland Parks & Recreation:

- Ensure the integrity of River View Natural Area and its natural resource functions and values as directed through the River View Natural Area Master Plan and the Easement agreement.
- Communicate and share information regularly with Friends of River View.
- Perform site preparation for scheduled volunteer projects.
- Permit and manage any chemical interventions on vegetation through PP&R's Integrated Pest Management (IPM) program.
- Obtain all land use authorization and permits.
- Provide oversight and prioritization of stewardship work. It is required that a PP&R representative be on site to assist with volunteer stewardship event leadership.
- In collaboration with Friends of River View leader, supervise the volunteers during the event and stop work or redirect volunteers if they are working unsafely or in unsafe conditions.
- Cancel events if necessary due to inclement weather or other safety concerns, in accordance with current PP&R inclement weather policy and at the discretion of the PP&R event representative.
- Provide plant material for revegetation projects.
- Designate appropriate areas for Friends of River View to perform stewardship projects.
- PP&R commits to the following support of stewardship opportunities for volunteers, in partnership with the Friends of River View: project coordination, event leadership in partnership with the Friends of River View leader, and event materials/tools to be delivered by PP&R (when not provided by the Friends of River View). The Stewardship Coordinator may assist the Friends of River View with volunteer recruitment and recognition as time and budget allows, but these duties are the ultimate responsibility of the Friends of River View leader.
- Maintain copies of all documentation required by the City of Portland in connection with the Parties activities, including signed volunteer stewardship event sign-in sheets (Insurance Information for Volunteers) and other documentation such as volunteer hours, project work accomplished, and volunteer applications.

Funding

Capital Improvements to River View Natural Area

Capital improvements to River View Natural Area are not covered by this Stewardship Agreement. Any Capital Improvement is subject to approval by PP&R.



Funding Responsibilities

The City of Portland will assume primary financial responsibility **subject to availability of funds from the City**, for infrastructure maintenance projects. PP&R will also be responsible for ensuring that approved maintenance and stewardship projects comply with all applicable planning codes and environmental regulations.

Friends of River View may assume primary funding for projects as agreed upon with PP&R. When applying for grants or donations, Friends of River View is strongly encouraged to include a request for funding for volunteer support including but not limited to, food/snacks for volunteers, portable toilets, gloves, raincoats, tools, mulch/soil, plants, table, canopy, etc. PP&R may be able to arrange for portable toilet and bus delivery and provide tools and materials, but has limited funding for these items.

Funding Opportunities

In the event that the Friends of River View has an interest in submitting grant applications for funding relating to the park, PP&R requests that:

- Friends of River View consults with PP&R Stewardship Coordinator as soon as possible (before writing grant) to review project ideas.
- Friends of River View allow PP&R a minimum of two weeks to provide a letter of support.
- Friends of River View submit a draft project description and draft project budget to PP&R for review at least two weeks prior) to grant proposal submission deadline.
- Friends of River View provides PP&R with the final grant proposal **prior to or concurrent with submitting proposal to the granting agency.**



**PORTLAND
PARKS & RECREATION**

Healthy Parks, Healthy Portland

Resource and Communication Contacts

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Friends of River View

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Primary contact

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Signatures

Maryellen Read
Friends of River View leader
December 2016

Rachel Felice
West Lands Manager
Portland Parks & Recreation
December 2016



Appendix A: Stewardship Plan and Focus Areas for River View Natural Area

Stewardship Focus Areas- This will be determined based on how many volunteer events the group wants to commit to.

- 1) **Site – Area between Trail # 3 and Highway 43- ivy follow up and planting (year-round)**
- 2) **Site- area near trail # 4- Tree ivy coupled with trail decommissioning**
- 3) **Site- Above trail # 3- ivy removal (only in winter)**

Trail Maintenance Focus Areas

- All trails will be maintained by the Portland Parks & Recreation Trails Coordinator. Because the current trail system is not official, maintenance efforts will focus on safety and ecological integrity.
- The PP&R Trail Coordinator may contact the Friends of River View if there is a need for volunteer assistance with trail maintenance. Friends of River View may also contact the PP&R Trail Coordinator if members notice a need for trail maintenance.



Appendix B: Calendar for Stewardship Activities

Below is a proposed schedule of events for stewardship activities at River View Natural Area. This proposed schedule takes into account the ecological benefits of performing appropriate stewardship and stewardship activities with native plant and animal species in mind. This Stewardship Calendar portion of the Agreement is subject to annual review by both parties and may also be revised at any time by mutual agreement of the Parties.

January 14, 2017 Stewardship Event

- *Focus Area:* Trail 3
- *Project:* Planting
- *Meeting location:* L&C parking lot
- *Note:* This is a project with Hands on Portland MLK day of service

April 1, 2017 Stewardship Event

- *Focus Area:* Trail 6
- *Project:* trail maintenance & reclamation
- *Meeting location:* SW Palatine Hill Rd
- *Note:*

July 8, 2017 Stewardship Event

- *Focus Area:* TBD
- *Project:* trail maintenance & fence installation
- *Meeting location:* SW Palatine Hill Rd
- *Note:*

October 2017 Stewardship Event No Ivy Day or Parke Diem

- *Focus Area:* TBD
- *Project:* Ivy removal
- *Note:*