

**COWLITZ COUNTY
NOXIOUS WEED CONTROL BOARD MEETING**

April 10th, 2019 -- 6:00 p.m.
Administration Annex, 2nd Floor
207 4th Avenue North, Kelso, WA 98626

MINUTES

PRESENT

Members: John, Gross, Joe Godinho, Mike Imboden, and Eino Suomi.
Weed Staff: Jim Mallett and Beth Tanner.

1. HEARING – 2019 COWLITZ COUNTY NOXIOUS WEED LIST

The Hearing for the County Noxious Weed List was called to order by Mr. Gross at 6:00 p.m. No members of the public were present.

- 2.** Adoption of 2019 Weed List – Mr. Mallett shared the changes to the weed list made by the State Noxious Weed Control Board. A brief discussion followed.

It was moved by Mr. Suomi and seconded by Mr. Imboden to accept the 2019 county noxious weed list as presented. The motion carried unanimously.

- 3. EXECUTIVE SESSION** – Following a brief discussion, the session was moved to the end of the meeting.

4. APPROVAL OF MINUTES – Jan 9th, 2019

It was moved by Mr. Imboden and seconded by Mr. Suomi to approve the minutes of the January 9th, 2019 meeting as mailed. The motion carried unanimously.

5. COMMISSIONER’S REPORT –

Commissioner Gardner reported an interview of Ms. Edwards for consideration of the District #3 position is being arranged. The Board of Commissioners will make a decision regarding her appointment after the interview.

6. OLD BUSINESS:

Action Required:

Update/ No Action:

Grants Update – totals and status – Mr. Mallett shared that we would be continuing with Columbia Land trust and that they will be allowing us to add unused funds from last year to complete the work. A modification is in process with the Forest Service for Mt. St. Helens. Changes in compensation for the grant techs was discussed. WSDA Japanese Knotweed grant has funds remaining for this spring. A renewed grant is anticipated. Class A and WSDOT were also briefly discussed.

2018 Year-end Financials – Ms. Gross reviewed the year-end figures. A brief discussion followed.

7. NEW BUSINESS:

Action Required:

Adoption of 2019 Weed List and modifying any Class B or C selects – Covered immediately following the hearing.

Coordinator’s Position – Delayed to the executive session.

Review Board Member District #3 application – recommendation to the BoCC – The board reviewed Ms. Edwards’ application.

Staffing Proposal – Mr. Mallett requested the discussion of hours for the front office position be delayed to the executive session. He also thanked the board for allowing Olivia to be in office helping us to get caught up and organized. He requested Olivia be allowed to continue in the office until the end of May.

It was moved by Mr. Suomi and seconded by Mr. Imboden to retain Olivia in the office until the end of May. The motion carried unanimously.

Update / No Action

Suggested Changes to 2020 Weed List (Deadline April 30th) – Mr. Gross queried if anyone had any potential additions to the weed list for 2020. A brief discussion followed revealing no desired additions at this time.

Scanning/Database Updates – Mr. Mallett shared that Olivia has completed the backlog of scanning. A discussion followed regarding ability to search and the next steps in completing the project. Ms. Tanner shared that Olivia has also created a database for grant allocation.

Coordinator’s Conference Update – Mr. Mallett thanked the board for the opportunity for both staff to attend. It was a beneficial experience on a number of fronts. Ms. Tanner added that she obtained a copy of a database for use in tracking and automating enforcement letters and is looking forward to exploring it.

2018 Annual Report - cancelling – Mr. Gross revealed that the annual report for 2018 had been cancelled with the expectation that it would be resumed next year.

Public Records Act Training - Beth – Ms. Tanner shared the training was made available through MRSC and was quite informative.

Recognition of 14 Years of Service – Thank you Mr. Roth – Mr. Roth was not present. A brief discussion followed regarding options for conveying our gratitude.

6. AUDIENCE PARTICIPATION

7. OTHER ITEMS NOT ON THE AGENDA / MISC. CORRESPONDENCE

8. FINANCES

Budget Status Report (Jan/Feb/Mar 2019) – The Budget Status and Expenditure Report for January, February, and March of 2019 were reviewed by the board members. Approximately 5% // 7.07% // 14.88% (respectively) of the budget was processed to date.

Revenue Estimate Status Report and Cash Flow Report (Jan/Feb/Mar 2019) – The board members reviewed the reports which shows the cash balance for January was \$254,750.84, February was \$263,711.28, and March was \$262,971.98.

9. VOUCHERS RATIFICATION

Staff Payroll (Jan/Feb/Mar 2019) – Payroll and Front Office reports for December 2018, as well as January, February, and March of 2019 were presented. The voucher amount for allocation to December 2018 payments ratification was \$1271.28. The voucher amount for January 2019 payments ratification was \$4,351.91, February payments ratification was \$33,353.84, and March payments ratification was \$18,087.52.

It was moved by Mr. Godinho and seconded by Mr. Imboden to approve the financial reports, staff’s payroll, and to ratify the final vouchers for December 2018, and the vouchers for January, February and March of 2019. The motion carried unanimously.

10. EXECUTIVE SESSION – Following a short break the board went into executive session at 7:10 p.m. to discuss personnel related matters.

11. Coordinator’s Position – Mr. Gross announced they chose a candidate for the coordinator’s position. A brief discussion followed.

12. ADJOURNMENT – 8:03 p.m.

Chairman

Date