

COWLITZ COUNTY
NOXIOUS WEED CONTROL BOARD MEETING

June 12th, 2019 -- 6:00 p.m.
Administration Annex, 2nd Floor
207 4th Avenue North, Kelso, WA 98626

MINUTES

PRESENT

Members: Mike Imboden, Eino Suomi, Dixie Edwards; and Commissioner Gardner.

Weed Staff: Jennifer Mendoza and Beth Tanner.

Guest: Mary Fee, Washington State Noxious Weed Control Board

- 1. Introduction of New Board Member – Dixie Edwards, District #3** – Mrs. Edwards introduced herself by sharing a bit of her background. The remainder of the Board members, and Mary Fee, introduced themselves as well.
- 2. CALL TO ORDER** – The Regular Meeting of the Board was called to order by Mr. Suomi at 6:00 p.m.
- 3. APPROVAL OF MINUTES – May 14th, 2019**

It was moved by Mr. Imboden and seconded by Mrs. Edwards to approve the minutes of the May 14th, 2019 meeting as mailed. The motion carried unanimously.

- 4. COMMISSIONER’S REPORT** –

Commissioner Gardner shared that the Commissioners had been able to overcome scheduling obstacles to appoint Mrs. Edwards in time to serve for this meeting. He also reminded everyone that the two-year budget process would be starting soon.

- 5. OLD BUSINESS:**

Action Required:

Accessories for New Truck - Mrs. Mendoza shared a synopsis of the quotes she had gathered regarding truck accessories. She suggested Line-X complete the bed liner, running board, and extended height canopy items and that Day Wireless handle the electrical installations. A discussion followed.

It was moved by Mr. Imboden and seconded by Mrs. Edwards to complete the truck accessories purchases as suggested. The motion carried unanimously.

Update/ No Action:

Inspector & Tech Positions Filled – Mrs. Mendoza updated that the wage for the inspector had been successfully increased. Human Resources had insisted she receive approval from the BoCC. In the course of the meeting with the BoCC the increase was granted, however, it was clarified that this step would not be necessary in the future if the change stayed within the budget. Commissioner Gardner added that as long as we were staying within our budget, we did not need to seek BoCC approval.

Mrs. Mendoza also shared that Alisha Grendon was hired in late May and was settling into the position well. The grant techs have been hired, they began surveying on Mt St Helens last week, are scheduled for testing this week, with expectations they will begin treatment work next week.

ArcGIS Update - Mrs. Mendoza explained that it appears GPS points of infestations had previously been collected manually, uploaded to the system, followed by manual creation of the letters. She has met with multiple members of IT working on creating a more automated system. IT will not be able to work on the solutions until close to the end of the year. She was able to arrange for access to the parcel layers and we can begin utilizing ArcGIS in the field, though letter creation will remain a manual task this season. Mary Fee suggested utilizing spreadsheets for this task.

Grant Update – CLT & MSH - Mrs. Mendoza updated that she has met with Emily from Columbia Land Trust and they are working on the agreement for this year. Our MSH contact, Carol, has retired. They were able to spend a day with MSH staff and receive hands-on training for the collection system in the field. She met with the new Monument manager and received permission for the crew to utilize lodging on the monument as well as creating water caches for use in treatments.

NEW BUSINESS:

Action Required:

Office Schedule Modification – Mrs. Mendoza requested the office schedule be altered to 4 ten-hour days. The techs frequently work this schedule and it would allow program staff to better utilize the time spent reaching the more distant parts of the county. Mary Fee added that many counties successfully run on that schedule.

It was moved by Mr. Imboden and seconded by Mr. Suomi to alter the office schedule to 4 ten-hour days. The motion carried.

Expand Assistance Programs – Class A – Mrs. Mendoza requested Class A plants be included on the Stewardship program at the 100% reimbursement level. This program has been underutilized and she does not anticipate it running out of budgeted funds this year. A discussion was had. Mary Fee suggested that doing so would help towards obtaining Class A grants from WSDA in the future.

It was moved by Mr. Imboden and seconded by Mrs. Edwards to include Class A plants on the Stewardship program at the 100% reimbursement rate. The motion carried.

2008 Truck – Repairs & Utilize for Grant Work – Mrs. Mendoza shared a quote for repairs needed on the 2008 Chevy truck. A brief discussion followed.

It was moved by Mr. Imboden and seconded by Mrs. Edwards to move forward with the repairs of the 2008 truck. The motion carried.

Mrs. Mendoza further requested authorization for use of the 2008 truck on grant projects. The board agreed and authorized this use.

Technology Requirements – Mrs. Mendoza explained the current cell-phones were in dire need of being replaced. All lines are eligible for upgrades. She presented a comparison sheet of options. A discussion followed.

It was moved by Mr. Imboden and seconded by Mrs. Edwards to upgrade all three phones to the Note 9's. The motion carried.

Mrs. Mendoza shared the only color printer was no longer functioning and needs to be replaced. The current black/white stand-alone copier is still functioning, however, it is old enough parts are no longer available. She requested the current copier be replaced with a color copier/printer capable of networking with the entire office as well as scanning straight to Laserfiche for County records maintenance. She presented quotes for some possible units including lease and purchase options for each model. A discussion followed. Ms. Tanner shared that due to budgetary constraints, there have been a number of office needs that were never brought forward but cannot be held off indefinitely.

It was moved by Mrs. Edwards and seconded by Mr. Imboden to purchase the refurbished Toshiba 3055C outright. The motion carried.

Update / No Action

Weed Free Hay Certification – Mrs. Mendoza updated that she passed the Weed Free Certification and can now offer it to citizens of the county. Certified Weed Free Hay is required for use within our National Forests, state construction projects and more. This program has the potential to reduce the spread of noxious weeds. Mary Fee mentioned that most counties do not charge for the service. The State Weed Board also has Weed Free outreach materials available for fair use etc.

6. AUDIENCE PARTICIPATION

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

Mary Fee shared some of the services the State Weed Board offers. She also discussed the process involved with the possible revision of RCW 17.10.

8. FINANCES

Budget Status Report (May 2019) – The Budget Status and Expenditure Report for May of 2019 was reviewed by the board members. Approximately 22.27% of the budget was processed to date.

Revenue Estimate Status Report and Cash Flow Report (May 2019) – The board members reviewed the reports which shows the cash balance is \$372,497.50.

It was moved by Mrs. Edwards and seconded by Mr. Imboden to approve the financial reports. The motion carried unanimously.

9. VOUCHERS RATIFICATION

Staff Payroll – Payroll and Front Office reports for May 2019 were presented. The voucher amount for May payments ratification was \$3,734.98.

It was moved by Mr. Imboden and seconded by Mrs. Edwards to approve staff's payroll, and to ratify the vouchers for May 2019. The motion carried unanimously.

10. ADJOURNMENT – 6:54 p.m.

Chairman

Date