

COWLITZ COUNTY
NOXIOUS WEED CONTROL BOARD MEETING

July 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, Eino Suomi, and Dixie Edwards.
Weed Staff: Jennifer Mendoza and Beth Tanner.

1. **CALL TO ORDER** – The Regular Meeting of the Board was called to order by Mr. Gross at 6:00 p.m.

Mr. Gross welcomed Mrs. Edwards.

2. **APPROVAL OF MINUTES – Jun 12th, 2019**

It was moved by Mr. Suomi. and seconded by Mr. Imboden to approve the minutes of the June 12th, 2019 meeting as mailed. The motion carried unanimously.

3. **COMMISSIONER'S REPORT** –
Commissioner Gardner was not present.

4. **OLD BUSINESS:**

Action Required:

Update/ No Action:

ArcGIS Update – Mrs. Mendoza shared that Jim Williams has taken our ArcGIS recordkeeping needs on as a test project. Automating the generation of letters will likely require IT/Patty Kero but is not expected to be started until late this year. A discussion followed.

Grants Update – Mrs. Mendoza updated that the grant techs were staying up on the mountain this week. Water caches have been approved by the new Mt. St. Helen's manager. The Columbia Land Trust work order is in place. We are still waiting to hear officially on the knotweed grant from WSDA. The contract should arrive mid-July. There were some remaining funds from last year's JK and Class-A grants. We utilized Class A for some hand-control and survey for knotweed.

5. **NEW BUSINESS:**

Action Required:

Update Authorization Form – The form was passed around for updated signatures.

Budget Due Aug 13th, Next Meeting Aug 14th – reschedule or add special budget meeting – Mrs. Mendoza asked if it was preferred to reschedule the regular meeting or to set a special meeting for the budget. A discussion followed regarding availabilities. It was decided to reschedule the regular meeting to 9 a.m. on Monday August 12th.

2020/2021 Budget – goals and priorities – Mrs. Mendoza shared some of the programs she would like to put in place. A discussion ensued about various ways to perform more outreach and education within our community.

Update / No Action

Upcoming Fair Participation – Mrs. Mendoza reminded of the upcoming fairs, sharing a few details of the displays. A discussion of weed free hay certification was had.

Ending Fund Balance – Mrs. Mendoza shared a common viewpoint on reasonable ending fund balance. She discussed the timing of revenue in-flows and shared an estimated ending fund balance. A discussion occurred regarding the historical financial aims for the program and what an appropriate amount might look like. The discussion was tabled until the budget meeting. The possibility of acquiring a third vehicle was considered. Mr. Gross requested including the inspector full-time year-round. Mrs. Mendoza asked about expanding the front-office position to full-time. All options are to be included in budget scenarios in August.

OMPA Training – video presentation – OPMA training video created by the Attorney General’s office was presented. Certificates were completed at the end of the presentation.

6. AUDIENCE PARTICIPATION

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

Mr. Gross notified that he will not be available for the September meeting. It was established that it currently appears we will have a quorum in September.

8. FINANCES

Mrs. Mendoza briefly presented a single budget scenario for consideration prior to the August meeting. A discussion was had, including the purchase of a new vehicle compared to a used one.

Budget Status Report (April 2019) – The Budget Status and Expenditure Report for June of 2019 was reviewed by the board members. Approximately 34.30% of the budget was processed to date.

Revenue Estimate Status Report and Cash Flow Report (Jun 2019) – The board members reviewed the reports which shows the cash balance is \$341,396.71.

9. VOUCHERS RATIFICATION

Staff Payroll (Jun 2019) – Payroll and Front Office reports for June 2019 were presented. The voucher amount for June payments ratification was \$7,672.98.

It was moved by Mr. Suomi and seconded by Mr. Godinho to approve the financial reports, staff’s payroll, and to ratify the vouchers for June of 2019. The motion carried unanimously.

10. ADJOURNMENT – 7:30 p.m.

Chairman

Date