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**MINUTES OF THE REGULAR MEETING  
WASHINGTON STATE NOXIOUS WEED CONTROL BOARD**  
Confluence Technology Center; 285 Technology Center Way; Wenatchee, WA 98801  
8:30 A.M. Tuesday, July 14, 2009

**BOARD MEMBERS PRESENT**

Butch Klaveano	Mary Toohey
Jerry Hendrickson	Ray Fann
Joe Coombs	Sarah Spear Cooke
Kathy Hamel	Steven Link
Ken Bajema	Tim Miller
Mary Lou Peterson	Tony Stadelman

**OTHERS PRESENT**

Alison Halpern,	WA State Noxious Weed Control Board
Cindy Orr,	WA State Noxious Weed Control Board
Jill Severn,	WA State Noxious Weed Control Board
Lisa Younger,	The Nature Conservancy
Marc Stairet,	Benton County NWCB
Mike Mackey,	Chelan County NWCB
Sue Sackman	Adams County NWCB

**8:30 – CALL TO ORDER, ROLL CALL AND INTRODUCTIONS**

**MINUTES OF THE MAY MEETING**

<b>VOTE</b>	Jerry Hendrickson	Moved to accept the 05/19/09 minutes as prepared.
	Ray Fann	Seconded the motion.
	The Board	Voted in favor of the motion.
	Mary Lou Peterson	Abstained - Not present at the 05/19/09 meeting.

**OFFICE REPORT**

The Board reviewed the *WSNWCB Office Report – July 2009- Cindy Orr, Jill Severn, Alison Halpern.*

The Board reviewed an article by Jill Severn and published in the B&B (WSNLA) titled *Fighting Invasive Species: it's everybody's business.*

Copies of the new eastern Field Guide, western Field Guide, and magnet were provided to the Board and audience.

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The Board discussed:

- Images in the field guides are very good.
- Publications, like the field guide, are well received and appreciated at public meetings/events.
- Field Guide booklets are posted on the website as downloadable .PDF files.
- Staff received feedback from a private landowner who used a Field Guide to remove and dispose of poison hemlock.
- Staff incorporated ideas from Okanogan, King, and Thurston County booklets.
- Page numbering on the booklets include the letters E and W to assist printing/assembling the booklets.

## **FINANCIAL REPORT**

The Board reviewed reports prepared by Alison Halpern. The reports were previously emailed as well as sent via U.S mail. Hard copy reports included:

- *Budget Summary May 2009* (Side 2 reflects the full year)
- *State Weed Board FY09* (breakdown of goods and services)
- *Weed Board Education FY09* (breakdown of goods and services)
- *Weed Board Projects FY09* (breakdown of goods and services)
- *FY 09 Weed Board* (breakdown of goods and services)
- *FY09 Education* (breakdown of goods and services)
- *State Weed Board 56110* (first draft allotments & rationale)
- *Weed Board Education 56120* (first draft allotments & rationale)
- *Special Projects 56025* (first draft allotments & rationale)
- *WSNWCB FY10/11- Comparison of FY10/11 to carry forward* (first draft allotments & rationale)

Following a Budget Committee meeting on 7/13/09 draft allotment reports were modified. The Board viewed the amended allotments as a Power Point presentation prepared by Alison.

The Board discussed:

- As of June 30, 2009 approximately \$14,000 was unspent.
- Funds may be transferred from one line item to another.
- WSDA will have FY09 accounts reconciled by mid-August.
- Fixed cost items were not included in the Power Point presentation.
- Data processing expenditures include website hosting and WSDA generated budget reports etc.
- Computer equipment must be compatible with the state network.
- Insurance.
- Supplies.
- If future budget cuts are necessary, a teleconference will be scheduled to identify where cuts will be made.

Concerning travel, the Board discussed:

- The Board historically exceeds the amount allotted for travel.
- County efforts to function during a budget crisis.
- WAC 16-750 currently requires the Board to have 5 meetings per year. The WAC can be modified.
- Teleconferencing and videoconferencing qualify as meetings.

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- A good time to meet with elected officials may be when it is less hectic prior to the legislative session.
- Presenting at a WSAC meeting.
- Critical Board meetings are January, March, September & November. A quorum may be easier to convene in June than July. See table below.

<b>Month</b>	<b>Discussion</b>
○ January	Historically Board members have been encouraged to visit their legislators.
○ March	Scheduled in conjunction with the Coordinator’s Conference.
○ September	Proposed changes to the weed list are voted on at this meeting.
○ November	Weed List hearing.

- Body language may be lost with teleconferencing.
- Teleconferencing does not require computer skills or high speed equipment.
- Video conferencing through WSU WECN provides multiple on-site locations where the public can participate.
- Pros and cons of video conferencing can be discussed following a trial run.
- A reduced meeting schedule allows for tours to be scheduled.
- If an emergency arises, a special meeting can be scheduled.
- Four meetings per year will save approximately \$10,000 per year.
- Teleconferencing may save Board members personal expenses.
- Board priorities.
- Special Project funds are historically used to fund class A weed control through a RFP process.
- A video conference can be scheduled for two or more groups as well as individuals.
- WSU video conference costs are approximately \$30.00.
- Estimated long distance calling card/SCAN card costs.
- Fifteen or less groups **-or-** individuals can teleconference using GoToMeeting. A combination of groups and individuals can meet using this service. GoToMeeting provides audio only **-or-** audio + visual document review via computer.

Concerning allotments, the Board discussed:

- Education and Special Projects funds.
- Motor Pool costs.
- Publications and Printing. See the table below.

<b>Status</b>	<b>Publications</b>
Publications ready for print	<ul style="list-style-type: none"> <li>○ Tansy ragwort brochure</li> <li>○ Knotweed brochure</li> </ul>
Publications ready for re-print	○ Garden Wise (western first then eastern)
Publications in process	○ Early detection rapid response postcards

- Additional educational tools requested by counties are PSAs, radio media and website improvement.
- Weed ID booklets cost approximately \$23,000. for 80,000. Garden Wise booklets cost approximately \$22,828. for 50,000 total (25,000 each - east and west).

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VOTE	Ken Bajema	Moved to allocate \$22,000 for printing costs, in the Education fund.
		The motion was not seconded.

The Board discussed staff estimated printing needs.

VOTE	Mary Lou Peterson	Moved to allocate \$44,000. in the Education fund for printing. At the end of the year, remaining funds will go into Special Projects.
	Jerry Hendrickson	Seconded the motion.
	The Board	Voted in favor of the motion.
	Ken Bajema, Tony Stadelman	Voted opposed.

**Board consensus:** \$10,000 will be allotted for professional website development, a logo, and banner ads. \$4,000 will be moved from Supplies and added to the remaining \$6,000 in Education equaling \$10,000.

The Board discussed:

- Insurance costs.
- Travel costs.

VOTE	Tony Stadelman	* Moved to accept the proposed amended budget as presented via Power Point.
	Jerry Hendrickson	Seconded the motion.
	The Board	Voted in favor of the motion.

*\*See the Power Point presentation pages 9-10.*

**Action Item:** Alison will research the option of individuals calling into a meeting at various locations as well as two locations (E and W).

## WSDA REPORT

### Mary Toohey

A federal stimulus funding proposal, submitted to NOAA by WSDA, was not granted.

Following a RFP process, WSDA awarded Japanese knotweed eradication funds. Regretfully, due to further budget cuts, one county that was initially informed of awarded funds has been informed that the funds were no longer available, and a few other contractors received reduced awards.

At the State Noxious Weed Control Board meeting in May, Mary recommended that the Board testify at a quarantine list hearing scheduled for August 28, in Olympia. As previously discussed, the proposed additions to the list include floating primrose-willow, *Ludwigia peploides*; variable-leaf milfoil, *Abutilon theophrasti*; ricefield bulrush, *Schoenoplectus mucronatus*; shiny geranium, *Geranium lucidum*; false brome, *Brachypodium sylvaticum*; and European hawkweed, *Hieracium sabaudum*. Since the Board meeting in May,

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another weed species has been added to the proposed quarantine list. The new proposed addition is an aquatic weed called water soldier. Water soldier is suited to WA climate and will overwinter in both eastern and western WA. Mary recommended that the Board testify at the quarantine list hearing. Testimony in written form, including email, is common.

**Action Item:** Mary Toohey will email the botanic name and information for water soldier to the Board.

<b>VOTE</b>	Jerry Hendrickson	Moved to support the revised proposed quarantine list.
	Mary Lou Peterson	Seconded the motion.
	The Board	Voted in favor of the motion.
	Mary Toohey	Abstained.

**WWHAM UPDATE**

Alison Halpern

WWHAM program updates include:

- All the 240 twine has been distributed.
- 3 boxes of 170 twine remain.
- Most of the tags have been distributed, and we will need to place an order soon.
- Kevin Hupp, Lincoln County, has been very helpful and has traveled well outside his county to assist the WWHAM program.

The Board reviewed a draft *Memorandum of Understanding between the WA State Noxious Weed Control Board and the WA State Weed Coordinators’ Association.*

The Board discussed:

- The Attorney General’s office reviewed the draft MOU.
- Future twine orders will be placed by the state, and the invoice will go to the Weed Coordinators’ Association.
- If an agreement is modified following its execution, it must be terminated and re-written.

**Action Item:** Alison will request the AG to initial the final MOU copy.

<b>VOTE</b>	Mary Lou Peterson	Moved to approve the draft MOU between the WA State Noxious Weed Control Board and the WA State Weed Coordinators’ Association and authorize the chairman of the Board to sign.
	Sarah Spear-Cooke	Seconded the motion.
	The Board	Voted in favor of the motion.

**BREAK**

**COORDINATORS’ FORUM**

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Mike Mackey, Chelan County:

- Expressed his appreciation of the State Weed Board staff.
- Requested that the Board write letters supporting Class A eradication funding.
- Confirmed his county budget is being drastically cut. Would like the Board to provide a letter to Chelan County commissioners in support assessment.
- Douglas County Waste Management is working on a contract to bring varied types of waste in from BC. Mike requested the State Board encourage Douglas County to form a county noxious weed control board.
- Chelan County has doubled their budget and hired two additional staff.

**Action:** Alison and Mike will work together to write a letter supporting class A eradication funding he requested.

Asotin County, Nell Murray:

Asotin County is concerned about expiring CRP contracts (concern expressed via email).

**COMMITTEE UPDATES**

Noxious Weed, Tim Miller:

The committee will meet in late July or August and have a recommendation in September on streamlining the class B list and the impact analysis.

The Board viewed a probable eggleaf spurge plant taken from Whatcom County. The plant ID was not yet confirmed.

Survey Standards, Sarah Spear-Cooke:

Updates include:

- The Weedmapper program has glitches that are currently hindering progress.
- Four licenses for ARC Pad have been purchased.
- Developing a contract to put data dictionaries on GPS units is an option.
- A paid position to oversee the program and process data may be necessary in the future.

<b>VOTE</b>	Ray Fann	Moved not more than \$1,000., from Special Projects, will be used to contract a data dictionary usability process.
	Jerry Hendrickson	Seconded the motion.
	The Board	Voted in favor of the motion.

**Action Item:** Sarah Cooke will identify a contractor and staff will compose and execute a contract.

**WSNWCB – MOVING FORWARD**

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The strategic plan will be discussed when future budget information becomes available.

## **ROLES AND EXPECTATIONS**

Butch asked the Board to review the Board Manual.

**Action Item:** Alison will research Board training done by WSAC for the January meeting.

The development of annual WSNWCB work plan for staff will be discussed at the next meeting.

## **PUBLIC QUESTIONS AND COMMENTS**

The Board and audience discussed: Business may have to be done differently due to the economy.

## **EXECUTIVE SESSION: PERSONNEL MATTERS**

<b>VOTE</b>	Mary Lou Peterson	Moved to go into executive session until 12:05 P.M.
	Sarah Spear-Cooke	Seconded the motion.
	The Board	Voted in favor of the motion.

## **RETURN TO PUBLIC SESSION**

No decisions were made during the executive session.

Concerning class A eradication and Special Projects funds, the Board discussed:

- RFPs have not yet been sent due to uncertain budget cuts.
- Sending an informal email requesting information on current class A efforts while the Board is waiting for budget information.
- Targeting a couple of eastern and western class A weeds would assist mapping success for the legislature and in effective fund distribution.
- Targeting a class A weed in each of the four corners of the state.
- ECY addresses floating and wetland weeds.

The next Board meeting and tour will be on Tuesday, Sept. 8 in Bremerton. *(Addendum: Due to Labor Day, the Board will meet on Wednesday, September 9, at 8:30 A.M. More information on location will be sent prior to the meeting.)*

## **MEETING EVALUATION**

There was no meeting evaluation.

<b>VOTE</b>	Jerry Hendrickson	Moved to adjourn the Board at 12:30 P.M.
	Tony Stadelman	Seconded the motion.
	The Board	Voted in favor of the motion.

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**ADJOURNMENT**

Minutes prepared by  
Cindy Orr  
Executive Assistant

Respectfully submitted,

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Butch Klaveano, Chairman  
Washington State Noxious Weed Control Board

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Alison Halpern, Executive Secretary  
Washington State Noxious Weed Control Board

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Tony Stadelman, Secretary  
Washington State Noxious Weed Control Board

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Fund	Category	Current	FY10/11	Difference	Adjustments
Special Projects	Special projects	\$39,066*	\$55,560	↑ 135%	
Weed Board	Travel	\$55,944	\$72,070	↑ 39.5%	
	Supplies	\$3,500	\$6,986	↑ 113%	
	Print	\$5,851	\$4,000	↓ 32%	
	Training	\$2,040	\$2,000	↓ 2%	
	Data proc.	\$1,992	\$6,400	↑ 221%	
	Attorney	\$6,000	\$5,000	↓ 20%	
	Insurance	0	\$1,200		
	Storage	\$4,080	\$5,000	↑ 22.5%	
	Equipment	0	\$4,000		
Education	Travel	\$14,640	\$9,000	↑	
	Supplies	\$2,448	\$10,320	↑ 76%	
	Print	\$20,400	\$44,000	↓ 70.5%	
	Training	\$1,128	\$2,000	↑ 77%	
	Services	0	\$10,000		

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## Suggested travel scenarios

Month	Attendees	Format	Days	Projected Cost	Location
July	Board	meeting	0.5	\$3,500	Wenatchee
September	Board and NWC	meeting + tour	1.5	\$8,000	Bremerton
November	Board	meeting + public hearing	1	\$4,400	Yakima
January	Board	meeting	0.5	\$3,000	Olympia
March	Board	meeting + class	1	\$4,300	Ellensburg
June	Board and NWC	meeting	0.5	\$5,000	Wenatchee
September	Board and NWC	videoconference	0.5	600	
November	Board	meeting + public hearing		\$4,400	Yakima
January	Board	videoconference	0.5	600	
March	Board	meeting + class	1	\$4,300	Ellensburg
June	Board and NWC	meeting + tour	1.5	\$8,000	Dayton
		<b>MEETING TOTAL</b>		<b>\$46,100</b>	
		non-meeting travel		\$2,400	
		motor pool		\$14,400	
		<b>TOTAL</b>		<b>\$62,900</b>	