

Regular Meeting of the Washington State Noxious Weed Control Board
10:00 a.m. May 17th, 2018
WSDOT maintenance facility located at
151 South Bullfrog Road, Cle Elum, WA 98922 and
Online/Teleconferenced via WebEx

Handouts provided for meeting:

- Agenda for meeting
- Draft minutes of the March 7th, 2018 meeting
- Office reports for March, April, and 1st half of May
- March budget report
- Leadership transition handout
- WAC 16-750-145 language
- Legislative Committee 17.10 notes (provided by the Legislative Committee at meeting)
- Travel reimbursement forms for board members

Meeting called to order at 10:05 a.m. by Chairman Tony Stadelman.

ROLL CALL:

Board Members Present

Tony Stadelman	Janet Spingath	Carey Caruso
Ken Bajema	Jerry Hendrickson	Jenifer Parsons
Wes McCart	Dirk Veleke	

Others present:

Wendy DesCamp, WA State Noxious Weed Control Board
 Greg Haubrich, WA State Department of Agriculture
 Jennifer Andreas, Washington State University IWCP
 Allen Evenson, Grant Weed District #3 (WebEx)
 Anna Lyon, Okanogan County Noxious Weed Control Board (WebEx)
 Trish Maclaren, King County Noxious Weed Control Board
 Todd Davis, Kittitas County Noxious Weed Control Board
 Marc Eylar, Kittitas County Noxious Weed Control Board
 Kevin Hupp, Lincoln County Noxious Weed Control Board
 Mary Fee, King County Noxious Weed Control Board
 Laurel Baldwin, Whatcom County Noxious Weed Control Board (WebEx)
 Angelica Velasquez, Cowlitz County Noxious Weed Control Board (WebEx)
 Tom Dent, State House of Representatives
 Tommy Allen, AgInfo

Tom Allen – AgInfo radio spots for noxious weed outreach

AgInfo is a family owned and operated radio network of 86 radio stations in the West for 35 years. They provide local news, weather and also education about noxious weeds that is helpful to many people, including those mowing here. Tom is here today to see about partnering with the state weed board in getting the word out about noxious weeds.

Tom played two radio spots from their archives about noxious weed education--to provide an idea of what they can do. They can conduct interviews and have reporters providing stories five days a week. These can be shared as links, as they archive all of their material. The stations are located throughout the state; he can provide the board a map.

MINUTES OF THE PREVIOUS MEETINGS

The Board reviewed the draft meeting minutes for the March 7th regular meeting.

VOTE	Janet Spingath	Moved to accept the minutes for the March 7 regular meeting.
	Jerry Hendrickson	Seconded the motion
	<i>The Board</i>	All in favor, no opposition, motion carried.

BOARD MEMBER UPDATES:

Dirk Veleke asked that at the appropriate time, they talk about getting a plaque or letter of appreciation for Alison. Tony said they can discuss it at the end of the meeting.

Janet Spingath reported that in April she attended the WFFF pest and pesticide forum. She discussed how having diverse points of view are the board’s strength, and to resolve to work together to protect our crops, forests, fish, and wildlife habitat.

Wes McCart provided an update on the flooding in his area. The Pend Oreille River was starting to peak, probably will be next week. Homes are being flooded. Massive problems in the area, causing road closures and bank erosion that is wiping out vegetation.

Jenifer Parsons provided a quick update on flowering rush. There may be some Army Corps of Engineers money available for control, but it might only be available for hand-pulling this year. Next year hopefully some money may be available for herbicide treatment.

OFFICE UPDATES

Wendy DesCamp highlighted the following information from the office reports:

- She and Alison continued to work with the lab in Spokane on testing our ivy samples. There have been issues with the testing protocol. She is hoping to have this project done in about a month, including the report.

- With spring and all the nice weather, they have been experiencing more calls and emails from the public with questions about noxious weeds.
- She has been working on draft publications, as the end of the fiscal year is approaching and they must be submitted for printing.
- Preparations have started for the upcoming Noxious Weed Committee meeting, with the first meeting next week on May 23rd. There were no proposals for new noxious weeds, proposals were submitted mainly for Class B designations changes from Ferry and Mason County. Mason County also proposed non-native *Petasites*. Other Class B designation changes may be updated as well.

The Board discussed

- Tony asked if the contracts went out on the Class A eradication projects and she replied they had.
- Janet commented that she had an opportunity to see Alison recently and relayed the information that the Biennial Report will be available at the next meeting.

FINANCIAL REPORT

The Board reviewed the March budget report. The Board discussed:

- Tony asked if these numbers were through the end of March. Wendy said they were and that Alison also put together projections for what was allocated the rest of the fiscal year.
- Tony said there would be extra funds available for May and June of unspent salary and wondered about educational materials. Wendy said they could add some money to printings. Tony asked when they may know the numbers, and Wendy said she can try asking WSDA to find out the amount. Greg offered to help Wendy work on finding out that information. It is a good opportunity to pay for printings if we need them. Wendy did say adding more money to the Full Circle brochure printing would be helpful. The Board was granted funds through WSDA's nursery advisory group to pay for the printing of Garden Wise next fiscal year.
- Greg noted that the payments can be delayed in coming out of the budget, so it can be difficult to know what is actually available. He said that they can buy herbicide pretty close to the end of the fiscal year.
- Wes asked about requesting the funds being held over to the next fiscal year since we are in the same biennium. Wes talked about making a formal request to WSDA. Greg wasn't sure if that were possible. Tony said to check into making a request and look into spending unspent money on herbicide. Greg will put together herbicide and cost information.
- Janet asked about IT costs, including if money was going toward iforms. Greg said the iforms funding was a onetime cost the board approved. In general, with IT costs it is hard to know the specifics sometimes, as items and services are on contract and the cost is spread out over the year.
- Tony wondered about the \$566 computer services per month, and Greg and Wendy confirmed it was for both computers and that they are leased.

WSDA UPDATE

Greg Haubrich provided the update.

- WSDA got most of their contracts out, knotweed contracts out and Spartina work is ramping up.
- The public weed mapper was not online yet.
- He continues to receive a lot of mapping data. Iform is being used in over half the counties in Washington. He is helping other counties get set up with it as well.
- Still have issues in WSDA's HR department as they lost a number of people recently.

The Board discussed:

- Tony asked who the Board will be talking to in HR about the job announcement for filling Executive Secretary position. Greg will check on that information.
- Jerry was wondering if they could have more details about WSDA. Greg said yes, but if the board wants information from a higher level, Brad can provide additional information, answer questions at the next meeting.

COMMITTEE UPDATES

Legislative Committee

Tony provided the update. The committee has a first draft they are going to send out for comments, and they brought hard copies for the Board. He asked the Board to have a look and have comments back sometime in June.

- Tony asked if the Task Force had met yet. Janet explained that the Task Force is being surveyed to determine dates to schedule the meetings. They will be held sometime in June and there will be two days of meetings on the east side and two days of meetings on the west side. Wes noted they are looking at the end of June and early July.
- Dirk encouraged the Task Force to consider the draft the Legislative Committee is working on. He also asked if Wendy was attending that meeting and she told him she wasn't.
- Tony explained that the RCW 17.10 draft handout showed additions, deletions, and some notes about the reasoning behind the changes. He remarked that good discussions went into the draft edits. Janet asked what board members saw as a priority to change. Tony said the committee discussed that many parts of the law are working well. Overall more minor changes were made except in regard to the forest lands section, which they are working on some new language (for example increasing buffer zones).
- Mary Fee noted the change of county weed board members, from 4 to 3 board members having to be involved in the primary production of agriculture. Tony appreciated Mary Fee's work in taking notes and putting together the draft. Mary will email a digital copy to the Board.
- Tony said there will be Board discussions of the draft after further comments are incorporated.

Executive Secretary Position discussion

The Board reviewed the WAC 16-750-145 language. The Board discussed:

- Tony thinks this section puts too heavy a work load on the Executive Secretary and would like to remove education sections and put them into an Education Specialist job description, updating the WAC 16-750 to include job descriptions of both positions. Items 3, 7, 8, and 9 are sections of WAC 16-750-145 that could be pulled out for the Education Specialist position.
- The Board discussed changing the WAC. Changing the WAC would need to follow a process.
- Jerry remarked that the two positions do work hand in hand and that the Executive Secretary's job was to oversee this list and wondered if they needed the other job description included.
- Tony said the Executive Secretary would still be the office manager and supervise the Education Specialist and any other employees they happen to bring on.
- Tony said there are also some wording changes he would like to see made in WAC 16-750-145, including the addition of 'legislature' to item number 6, in that our biennial report should also be given to the legislature.
- Until changes are made, this list would give the new person an idea of their responsibilities, understanding that some of these items are the Education Specialist's responsibilities.
- Janet would like to see the Executive Secretary's responsibilities include helping board members become more effective, understanding the board's parameters, and helping board members better understand the law.
- Tony said that board members can bring ideas to the July meeting, and they can develop the Executive Secretary job description and also work on the Education Specialist position.
- There is currently no other job description for the Executive Secretary's position, all that is available is the WAC.
- Wendy noted she does have a job description for the Education Specialist position from when she was hired.
- The Board hires the Executive Secretary position, but it is through WSDA (is a WSDA employee), and the Executive Secretary is responsible to the Weed Board. Tony believes the lines have been blurred between the Board and WSDA. Wes said that there are the same questions at counties - who is responsible for employees (for example if there is an accident) and who do they work for? The importance of being insured was discussed by the board.
- Changing the WAC was discussed by the Board, in how they need to follow the rule-making process. Tony does not want to hold up the hiring process with making changes to the WAC. The Board discussed making changes to the job description at the Human Resources level instead of changing the WAC. Janet remarked they can do a lot with job description changes instead of changing the WAC. Tony wanted to keep the process moving, as it's probably going to be September at the earliest that they are able to hire someone.
- Wes recommended that once they have the job description, the Board can make edits, send edits to Wendy to create a draft, and then have a special meeting to finalize the job description.
- Tony asked if there was updated information available about the salary range/pay table. Jenifer commented that those can be found online.
- Greg will contact WSDA HR about finding a job description by the end of May.
- Tony asked about lead time for a special meeting legal notice.

- Tony wants the board to meet face to face; Dirk agrees. Tony was unhappy with web meetings. Janet pointed out they do not want to limit people attending meetings who can't be there in person and asked that other options still be available.
- Wes agreed that meeting face to face is better. For working on the job description, he suggested a conference call instead of meeting in person. Tony agreed with that for the special meeting but would like in-person board meetings in general.

Tony appointed the interview committee: (asked Jenifer Parsons, but she is too busy in the field that time of year), himself, Bill Agosta, Tim Miller, Cathy Lucero, Wendy DesCamp, and Brad White. The interviews will all be scheduled for the same day in Olympia. The Board will have a chance to look at the applicants and score them to narrow the pool.

Wendy asked for a short break to try to fix the WebEx.

DISCUSSION TOPICS

State Weed Board by-laws: term limits and succession plans, including training of new Board members

The Board discussed:

Janet would like the board to be more effective and flexible, and wants to discuss this when they have a new Executive Secretary, so is tabling this item for now. She has worked with boards before and can develop board trainings. She would like to discuss the pros and cons of term limits, by-laws, and behavior of board members. She will work on a board member handbook

Board member conduct

The Board discussed:

- Wes said the Board is not following the WAC rules and also not following Robert's Rules in communications between the board, board members, and counties. He said he was slandered in some communications. He said we need to let what happened in the past stay in the past and agreed with Janet about moving forward and forgiving. He noted that Tony met with director of WSDA but never provided a report to the board and he also removed Wes from the Legislative Committee and didn't tell him. Wes disagreed that there was dysfunction on the Legislative Committee. He has been left out of communications, and if this continues he will file an ethics complaint.
- Tony disagreed with what Wes said and that he can file a complaint. He said that Wes left the January board meeting before the agenda was finished, where he discussed changing the Legislative Committee. Tony also does not agree with who is in charge of state and county employees.
- Mary Fee noted having clear definitions in a document would help.

- Janet would like to provide updates for board conduct and will work on the board handbook. She, Jerry and Wes will work together. Jerry offered to look for his old binder of board member information.

COORDINATORS FORUM

- Kevin Hupp offered support to Wendy and the Board with whatever was needed during this transition time without an Executive Secretary. He offered to help deliver things and help other coordinators.
- Tony asked about compensating coordinators if they helped. Greg wasn't sure how that would work and would need to ask Brad. Tony asked Wendy to think about how coordinators may be of help.
- Tony asked Wendy if she would be willing to work extra hours. Wendy said she would think about it and noted another possibility is exchange time. Tony would like to have exchange time hours included in office reports.

PUBLIC QUESTIONS AND COMMENTS

Dirk would like the Board to write a nice letter or have a plaque made for Alison, thanking her for her years of service. Janet suggested pooling some personal funds for coming up with a gift for Alison.

VOTE	Dirk Veleke	Moved to purchase a plaque for Alison in appreciation of her years of service to the State Weed Board.
	Wes McCart	Seconded the motion
	<i>The Board</i>	All in favor, no opposition, motion carried.

NEXT BOARD MEETING

The next meeting will be held July 19th in Olympia and over WebEx. Tony will check with OFM to see if the Board can be approved for travel reimbursement. He would like to start moving the board meetings around the state.

The meeting adjourned at 12:02 pm by a motion by Jerry Hendrickson, seconded by Dirk Veleke. All in favor.

Tony Stadelman, Chairman
WSNWCB

Dirk Veleke, Secretary
WSNWCB
