

Mason County Noxious Weed Control Board
Special Meeting Minutes
July 29, 2022

Call to order: Tamara Cowles, Chair, called the meeting to order at 9:10 am. Others present include Board members Myrn Stewart, ex-officio Dan Teuteberg and Coordinator, Patricia Grover.

Minutes: Minutes from the July 13, 2022 meeting were reviewed. Stewart/Cowles moved and seconded to accept the minutes as written. Motion carried unanimously.

Proposed 2023 Budget: Budget is due August 08. Budget is consistent with past years. However, as presented, the budget will fund a 1.0 FTE and a 0.5 FTE Noxious Weed Specialist. Additional staffing would be funded with any grant funds received. Increases in cost of cell phones, vehicle will likely have additional costs. Legislation says that the Board will set the budget. What is IT trackable, check the answer to this? Provided wrong answer with iPad.

Unplanned expenses with repair of vehicle.

Grants and Agreements Update: Pat updated the Board as to the status of current grants. The Forest Service Participating Agreement is on track to spend the budgeted amount. Balances remain on the WSDA Giant hogweed and Perennial Pepperweed grants. Retreatment at two of the giant hogweed sites will be funded with the remaining balance. Pat has requested an additional \$2,000 from the WSDA as an amendment to the perennial pepperweed grant for additional survey and control measures. The document is before the BOCC for approval. Knotweed work will be funded with the existing agreement with WSDA.

2022 Budget: Budget is on track with expenditures; however, vehicle/travel costs are exceeding budgeted amounts.

Coordinator Position: Job descriptions are being reviewed for non-represented positions in the County. The current Noxious Weed Control Board coordinator position description was developed in 2014 and the position has never been openly recruited. Pat has been in the position for 16 years. Board members were provided with:

- a draft “track changes” copy of the current position description initiated by Pat
- the Clallam County coordinator position description
- the Kitsap County coordinator position description
- Interview questions from Clallam County and Lewis County for selection of the coordinator

Several questions regarding timing of advertising and where the job would be posted were asked. Human resources personnel can provide these answers. In addition to HR’s outreach, Pat has posted the extra help vacancies to the Conservation Job Board, several colleges with natural resource programs and the noxious weed network.

Comparisons were made with pay ranges in local counties with current, or recent, vacancies:

Mason County	\$54,567-\$66,411
Jefferson County	\$54,000-\$67,000
Clallam	\$61,195-\$74,560
Kitsap	\$74,000-\$95,000

Bezanson/Cowles moved and seconded to hold a Special Meeting to discuss the coordinator position at 0900 on July 29, 2022. Motion carried unanimously.

Work Plan: A work plan developed by the Mason County Noxious Weed Control Board would provide guidance for the program under new coordination.

- From Pat's perspective fulfilling deliverables of grant funding is a Number 1 priority.
- How does the Board want other funds allocated?

Myrn suggested that Pat identify her top activities for prioritization and send via email prior to the special meeting.

Dan leaves the meeting @9:56

Other items identified by Board members:

Tamara - A Wish list

Myrn - An article highlighting the progress of the program

Other Business: Max and Dakota both tested successfully for their Applicator's license.

Meeting was adjourned at 10:04

Submitted by Patricia Grover 07/29/2022

Approved by MCNWCB 10/12/2022