



Pierce County

Noxious Weed Control Board

9200 122nd St E

Puyallup, Washington 98373

(253) 798-7263

AUGUST 5TH, 2020 PCNWCB MEETING MINUTES

(Meeting via Zoom)

Meeting called to order at 9:10 a.m. by Beki Shoemaker.

In Attendance:

Director – Morgan Heilesen, Melody Meyer – Secretary to the Board,

Beki Shoemaker – Chairperson, Board members: Tom Bertram, Erick Balstad.

*Donna Peeples – Accountant 1

Review of Meeting Minutes for May 13th, 2020 (General Meeting)

Erick moved to accept the May 13th, 2020 Board Meeting Minutes.

Beki seconded the motion to accept the minutes.

The Board is in favor, no corrections, no opposition; motion passed. May 2020 Board minutes are accepted.

Directors Report:

Office & County:

Covid-19 Update:

Morgan notarized paperwork for an employee in the Traffic department, on Friday, July 31st, and on Monday was notified that person had later tested positive for Covid-19; she is currently teleworking until her test results come back from the doctor, possibly next week. Test will be taken today.

*Correction added 10/14/2020 correction need noted at 10/14 Board Meeting - M. Meyer Secretary

Pierce County guidelines for Covid-19 safety measure are evolving continuously; the STOP facility protocols are also in a continuous growth trend. The facility is still closed to the public, and now masks are required upon entering the facility.

Staffing:

- Chelli has officially retired, her experience in her position was a great aid to training our new Accountant. Chelli's absence will be notable, she has been an important part of the PCNWCB for a substantial amount of time. Chelli is kind enough to have offered to be willing to come back and help with projects or special needs. We are very appreciative.
- Donna Peeples is our new accountant, she trained with Chelli in early June and started on June 16th. Donna has an associate in Accounting, a bachelor's in Business Management and a master's degree of Public Administration. Donna has proven already to be a great self-starter, problem solver, is upbeat and ready to help whenever asked. We are glad to welcome her.
- Melody is back to 40 hours per week; homeschooling with her child is done until school resumes in the fall. She may reduce hours in September or October due to homeschooling her grandson; their school district will be 100% online.
- Unfortunately, our Field Inspector for Area 2 had to retire unexpectedly due to medical conditions. The last day worked was June 8th. Fortunately, our area 5 Field Inspector agreed to take reports for area 2 and the remainder of area 9 that was assigned to the former area 2 Field Inspector and help in any additional way possible. Area 2, specifically Roy, is traditionally a heavily reported area, so the additional help is very appreciated. The Field Inspector is still tending to area 5 as well, she is an asset to our team.
- We are very short staffed: Field Inspector (area 2,5,9) is out with a family emergency. Another Field Inspector (area 8), is hurt (at home injury) and is out for the week. Morgan has increased hours for some field inspectors where applicable.
- Our Area 3 inspector (also our bike trails inspector) is taking reports for the south side of area 6 in addition to her area. Our Area 4 inspector was originally going to be only in timberlands – time in timberlands is reduced to one week per month

and the rest of the time is spent in area 4.

- Reports are coming in quite heavily. Winter project in the works for heavy recruiting work, especially within the colleges, for Science majors that need to build their resumes.
- Morgan: considering making uniform schedule time frames for work hours for inspectors; some field inspectors are experiencing a myriad array of new issues within the scope of their duties (mapping / reports).

Morgan asks for feedback from the board about field inspector / uniform schedule.

Currently they are able to work between 6 am and 5 pm. Board members: Yes, Field inspector's working late or outside of hours have been issues in past. This is something to consider for next season. No other comments concerning field inspector schedules.

Other board inquiries: Telework – Morgan: Pierce County has had both Morgan and Melody sign Telework Authorization Forms.

Reasonable Attempt Circumstance:

Situation with landowner thinking a trespass occurred after receiving a NONW. We have talked to all FI's about Reasonable Attempt definition, also consulted with the state for feedback.

As discussed, we are implementing additional training to cover this more thoroughly. Each Inspector has been given a verbal summary of what our current model of Reasonable attempt and has been asked to show understanding about trespass issues, in addition to being emailed the same discussion for training purposes and the additional training took place last week.

Question for the board:

How does the Board want to define reasonable attempt within our department and in our training protocols for FI's?

- Knock on the door – even if no one answers?
- Knock on door, only with an answer?

- Knock on door no answer, but door hanger left?
- What other ideas would the Board like us to consider for our working definition of Reasonable Attempt at PCNWCB?
- Training for FI's includes has recently included more focus on Reasonable Attempt to Contact as presented in RCW17.10.160

Board discussion: Would be good to concrete the definition for all of us. Board member mentions that it possible is not considered trespass unless signage is posted every 150 feet.

Morgan created informational door hangers and ordered plastic bags this winter. Door hangers give PCNWCB contact info plus regulated noxious weed enforcement information with description of how the assessment works on the reverse side of pamphlet. Based it off of existing door hangers that we had from before.

Knock on door with door hanger left seems adequate for our definition of "Reasonable attempt to contact". No additional board member comments / discussion.

Public Records Request:

- Morgan has updated and renewed the public records request form that was found in the files.
- A request for all PCNWCB board minutes from 2017 – 2019.
- We are working to get all board minutes posted on our PCNWCB website; a tab has already been created, more research with Barbara concerning costs of posting for multiple years needed, or if this is something office staff can post from internally.

2019 Ford Escape Procurement:

In the end of Feb 2020 Morgan was notified that ESS was taking the car to remove the PC logo display. ESS discovered that the car was purchased through Fleet; it was not supposed to be purchased this way, according to ESS. The car was kept on the grounds at STOP facility. Morgan emailed ESS the beginning of May to find out what updates were available about the car. In the first part of June, ESS was contacted by Morgan to again ask for an update about the status of the car. ESS then followed up with Morgan to let her know they would be taking the car back, the car was incorrectly purchased the car from the ESS fleet;

because PCNWCB is a separate entity it is a requirement that PCNWCB must acquire their own contract through Washington State Department of Enterprise Services. Now that they know this information, moving forward, ESS will go through procurement process with us now that we have a contract. Copy of contract was emailed to Morgan on 7/16/2020; it was sent in and approved. On 7/22 ESS staff member contacted us to see if we wanted to get a quote.

Question to the Board: Does last year's resolution carry over for previous car since no purchase was made? Answer is yes, resolution is still valid. Additional questions: Will we have that specific car back, are we without a car?

Morgan: No, that car was re-assigned elsewhere; no, we still have one vehicle for use.

iPad Progress:

- iPads arrived July 10th – will take a couple of weeks to process through for software and then be sent to STOP facility. IT is backlogged around 700 tasks.
- IT will provide about a 30 minute training for each iPad user; they will be provisioning iPads over next couple of weeks.
- Spatial Services will conduct the GIS Database upload; to follow with approx. 60 minute GIS training for each user.

Financial Update:

Tax revenue received since last board meeting:

\$82,774.03 (Total)

\$57,164.01 (May 2020)

\$25,610.02 (June 2020)

Cash on Hand:

\$498,727.75

State:

- WSDA weed designation considerations in Pierce County: Spurge Laurel, Sulfur Cinquefoil, Myrtle Spurge, and Yellow Archangel. Morgan's feedback to WSDA: Sulfur Cinquefoil and Yellow Archangel are unreasonable considerations as they are too widespread for reasonable control throughout Pierce County.

Question to the Board: How does the Board feel about these potential designations?

Board:

- Agreed that Yellow Archangel and Sulfur Cinquefoil are too widespread.
- Myrtle Spurge and Spurge Laurel do not seem to be a concern, very little of either at this time. No Myrtle Spurge is known of at this time in PC.

Discussed asking for an extra year to survey and find out what the infestation numbers are like.

- WSNWCB – Furloughs 1-2 days per month. (Covid-19)
- Weed conference in November is cancelled. (Covid-19)
- Morgan and Melody both earned 6 Cont. Ed credits through the Scotch Broom Symposium Webinar over 3-day time sessions. Melody was originally scheduled to attend in person at the Great Wolf Lodge, but then due to the cx of the event, it was held via webinar – exceptionally informative – lots of ideas for both the building of a volunteer program for PCNWCB and also a plethora of new control information to hand out for public outreach questions.
- Recertification credits for WSU – may be all online, will know more as WSDA sends updates. Inspectors will need to check the WSU website.
- Washington State still requiring credits this year for pesticide license upkeep.
- Literature was picked up from WSNWCB; they are still working from home, but allowed in for supplies on a case by case basis
- Western Washington Fair is cancelled. (Covid -19)

Public Outreach:

- Presentations are currently cancelled; contact has been made to disburse literature to various interested groups.

- City of Tacoma has requested that we do our presentation via zoom, they feel their WCC (Washington Conservation Corps) members are really missing out on needed information. Presentation scheduled for August 19th.

Concerns with public records; will there be a cost for uploading to website – we are looking into that. If expensive, have we considered only uploading starting with 2020 meeting minutes? If a person makes a records request is there a cost?

We produce up to a certain point, and then whatever is over that limit, the cost is will be taken on by requester of records. Donna will send a written “request for public records” to person requesting. There is also a new request for all Notices written in July 2020 in area 8 to be released and any staff disciplinary records for that inspector. Research is ongoing as to how much information on each notice will need to be redacted, protecting the privacy of private landowners is key; especially concerning prior notifications. More information to be forthcoming.

Additional Board inquiries: Will furloughs affect PCNWCB?

Furloughs should not be an issue, at least at this time. So far, all assessment funds have come in as expected, budget looks good.

Meeting adjourned at 9:45