

Mason County Noxious Weed Control Board

DRAFT Special Meeting Minutes

January 6, 2023

Call to order: Myrn Stewart, co-chair, called the meeting to order at 9:10 am. Others present included Board members Bill Bezanson, ex-officio and WSU Extension Director Dan Teuteberg, and Coordinator, Kela Hall-Wieckert.

By-Laws Amendments: The Board began discussion on amendments to the by-laws. Kela Hall-Wieckert explained her opinions on the amendments, specifically related to Article 9 in the MCNWCB By-Laws which states:

The MCNWCB coordinator shall prepare meeting minutes. Minutes will include the date, time, and venue; the names of those in attendance (including staff) and the person recording the minutes; and the agenda. Votes taken should appear in their place of order in the agenda.

Kela proposed to consider changing Article 9 to exclude specifying who takes meeting minutes. Dan Teuteberg recommended to not state who takes meeting minutes, and instead state that meeting minutes will be taken which would give the Board additional flexibility. Bill Bezanson stated that he would like to approve this amendment at the next meeting.

Myrn Stewart suggested that the Board add an approval of amendments to the next regular meeting agenda but also put additional thought into amendments. She stated that the Board needs to identify a public disclosure contact who would receive public disclosure requests. Myrn stated that the Board needs to include in the By-Laws who the public disclosure contact is. Dan recommended that this person be the program coordinator given they would have knowledge as to where requested files are on the Mason County shared drive.

Kela pointed to the fact that Article 11 somewhat addresses this issue and states:

The official mailing address to receive correspondence will be:

*Mason County Noxious Weed Control Board
303 N. 4th Street
Shelton, WA 98584*

Minutes shall be kept and made available on the Mason County website and are considered a public record.

Kela suggested that Article 11 be amended to more explicitly specify who keeps public records and who would respond to public disclosure requests. Myrn suggested having an ad hoc committee to run through the by-laws and write up any changes to the by-laws in order to approve at the next regular meeting. Myrn expressed concern that the Board lacked input from Tamara Cowles, MCNWCB chair, on amendments to by-laws. It was suggested that after the special meeting and prior to the next regular meeting, amendments to by-laws would be drafted and sent via email so Tamara could review and have input ready for the next regular meeting.

Myrn asked who had interest in amendments to the by-laws. Bill stated that he would like to approve the amendments Kela had previously proposed. Myrn proposed that prior to the next regular meeting the Board continue to discuss amendments. Myrn stated that she felt the By-Laws need to specify who will keep the meeting minutes. Myrn proposed that the Board collect Board member and coordinator suggestions on amendments to the by-laws via email.

Bill asked for additional clarification from the OPMA RCW on meeting minutes. RCW 42.30.035 states:

The minutes of all regular and special meetings except executive sessions of such boards, commissions, agencies or authorities shall be promptly recorded and such records shall be open to public inspection.

RCW 42.30.035 does not state a requirement of specifying who will keep meeting minutes.

Dan and Bill both stated that there is a difference between policy and procedure, and the By-Laws only reflect one or the other.

Myrn asked Bill for his opinion on not voting on amendments today. Bill stated that the Board cannot vote on amendments today and suggested making Article 9 more general, and to not specify who keeps the meeting minutes.

Kela reminded the board that neither the special meeting notice nor agenda specified that the Board would be approving amendments to the by-laws, and that the Board could not vote on amendments. Myrn asked if Bill would make a motion of action on by-laws amendments, and he stated again that he would make a motion at the next regular meeting.

Kela asked the Board if they would also like changes to Article 11 included in the By-Laws amendments to be approved at the next regular meeting, which would specify the program coordinator as the public disclosure contact. The Board suggested that amendments to by-laws be collected via email for approval at the next regular meeting.

2023 Proposed Schedule of Meetings: The Board began discussion on the 2023 schedule of meetings. Kela provided printed copies of a 2023 calendar for the Board to view for discussion of scheduled meetings. Historically, the Board has had quarterly meetings on the second Wednesday of specified months at 9:00am, with one exception being the public hearing for the approval of County weed list occurring in February. Kela suggested changing the schedule to be bi-monthly and begin at 4:00pm for meetings to be more accessible to the public and to Board members who work during the day. The one exception to bimonthly meetings is the back-to-back meetings occurring in January and February and skipping a December meeting. The following is Kela's suggested schedule of meetings:

January 11th at 4:00pm	February 8th at 4:00pm <i>This meeting would be call-in/Remote meeting optional in order to prevent severe weather cancelations</i>
April 12th at 4:00pm	June 14th at 4:00pm
August 9th at 4:00pm	October 11th at 4:00pm
2024 Schedule to repeat	

The Board began discussion around if meetings should be remote meeting/call-in optional, but Myrn expressed concern that this was off topic from the agenda and should be discussed later. Myrn asked Bill if he wanted to make a motion to vote on the 2023 proposed schedule at the next regular meeting, and he stated that he did not want to make a motion to vote at the next regular meeting. Myrn made a motion to put the schedule on the agenda for the next regular meeting. The motion was not seconded.

Myrn expressed concern that the Board is nonfunctioning. Kela expressed concern that the Board does not need to make motions to vote at the next regular meeting. Dan offered an example of work sessions he participates in as a School Board member, in which it is a free discussion for board members where no decisions are made. Any items to be voted on are subsequently added to the agenda of the next regular meeting. Bill stated that he believed this was an open discussion special meeting in order determine what the Board would be voting on at the next regular meeting.

Myrn expressed concern that there was overtalk occurring. Bill expressed his desire to adjourn the meeting. Kela expressed her wish to discuss the 2023 Work Plan.

The review of the 2023 Work Plan was tabled to be addressed at the next meeting.

The special meeting was adjourned at 10:04am.

Submitted by Kela Hall-Wieckert on 01/20/2023.

Approved by MCNWCB on 10/13/2023.