

DRAFT MEMORANDUM

Date: August 25, 2022
To: Chehalis Basin Board
From: Andrea McNamara Doyle
Re: 2023 Chehalis Basin Board meeting schedule

Background

At the September Board meeting, staff will ask for direction on the Board's preference for regular meeting format, frequency, dates, and times during 2023. Since its creation, the Board has maintained a regular meeting schedule of monthly meetings, on the first Thursdays of each month.

Pre-pandemic, regular meetings were held in-person, rotating between the upper and lower basin, and scheduled for a full day (9 am to 4 pm). No call-in or virtual option was available for either board members or the public and attendance by members of the public averaged 30 or less.

Since the pandemic, meetings have been held either virtually or hybrid (virtual/in-person). When only virtual, the meeting time was reduced to a partial day (9am-noon), but transitioned in the later part of 2022 to a hybrid approach extending meetings to a half day (9am-2pm). Since the transition to hybrid, public participation has been almost entirely virtual, averaging 36 attendees.

Considerations for 2023

Format/Locations

Based on the feedback provided at the Board August 4, 2022 meeting, the hybrid format has worked extremely well for Board members so far. Given that information, OCB staff recommend the Board continue to provide a hybrid option, however this does create some issues for the Board to consider. Most notably around expectations for hybrid meetings, such as whether board members will be expected to attend in person and if the expectation is for public participation to remain virtual or allow for more in-person attendance. These considerations do create new logistical challenges such as having the physical meeting space large enough to accommodate more people.

As you think about next year's meetings, you may also want to consider the tradeoffs of the various locations and the considerations that are most important. Based on feedback, it appears the Board members value having high quality audio and visual as the most important. Board members also identified that having a meeting space that is a comfortable size and allows adequate space for all attendees was the second most important. While having consistent locations throughout the basin and travel distance may be less of a consideration for Board members, OCB staff recommend the Board continue to rotate meeting locations between the upper, middle, and lower parts of the basin. This approach would require use of locations in the basin where bandwidth and technology concerns can be adequately addressed.

Dates/Times

Based on prior Board member feedback, OCB staff recommends continuing regular meetings on the first Thursdays during 2023.

Regular Monthly Meetings	Hybrid Meeting Times
Thu, January 5	9:00AM-2:00PM
Thu, February 2	9:00AM-2:00PM
Thu, March 2	9:00AM-2:00PM
Thu, April 6	9:00AM-2:00PM
Thu, May 4	9:00AM-2:00PM
Thu, June 1	9:00AM-2:00PM
Thu, July 6	9:00AM-2:00PM
Thu, August 3	9:00AM-2:00PM
Thu, September 7	9:00AM-2:00PM
Thu, October 5	9:00AM-2:00PM
Thu, November 2	9:00AM-2:00PM
Thu, December 7	9:00AM-2:00PM

