



## **Background**

The Open Public Meetings Act requires state agencies to identify the time and place they will hold their regular meetings and to publish their schedule in the Washington State Register. The agency must notify the code reviser of that schedule before January of each year. Accordingly, the board typically has approved its meeting schedule for the next year in October.

## **Analysis**

Staff believes that the board can accomplish its work in four meetings. If needed, the chair may call for an additional special meeting, which could be conducted by phone.

If the budget allows, staff recommends that the board meetings conduct its May meeting in Bellingham and its October meeting in Yakima. Doing so would allow the board to view projects that it has funded in these areas. If funds are not available for travel, staff would notify the board and ask that it change the location to Olympia.

## **Next Steps**

Staff will plan meetings for 2010 and make the required notifications.

Dates or locations for regularly scheduled meetings can be altered, with sufficient notice. The Chair may call special meetings at any location or time in compliance with the notice provisions of the Open Public Meetings Act.