

Cowlitz-Wahkiakum Council of Governments
Regular Board Meeting
Cowlitz Regional Conference Center ~ 1900 7th Ave. ~ Longview, WA
Thursday, September 22, 2016 ~ 12:00 p.m.

Minutes

General/Special Representatives/Alternates:

Dennis Weber, Cowlitz County
Mike Backman, Wahkiakum County
David Vorse, City of Castle Rock
Adam Smee, City of Kalama
Rick Roberson, City of Kelso
Scott Vydra, City of Longview
Susan Humbyrd, City of Woodland
Dick Swart, Town of Cathlamet
Mark Wilson, Port of Kalama

Jeff Wilson, Port of Longview
Jana Leanne Jacob, Wahkiakum Port District #1
Erin Thompson, Castle Rock School District
Glenn Gelbrich, Kelso School District
Michael Green, Woodland School District
Dell Hillger, Beacon Hill Water & Sewer District
Bill Hallanger, Cowlitz 2 Fire & Rescue
Ray Johnson, Cowlitz PUD

Associate/Affiliate Representatives/Alternates:

Jennifer Gorsuch, City of Camas
Chris Bailey, Lower Columbia College
Ilona Kerby, Lower Columbia CAP

Scot Walstra, Cowlitz EDC
Paige Lake, Wahkiakum Chamber

Guests: Amy Asher, RiverCities Transit; Jason Ruth, HDR Engineering; Ashley Helenberg, Port of Longview.

Staff: Bill Fashing; Judith Donovan; Anisa Kisamore; Sam Rubin; Deborah Johnson; Rachelle Nugent; Stephanie Helem.

1. Call to Order & Introduction.

Bill Fashing called the meeting to order at 12:03 p.m. Chairperson Michael Green arrived and introductions were made.

2. Consent Agenda.

Motion: A motion was made by Dick Swart, and seconded by Scott Vydra, to approve the consent agenda as presented. This included: (A) August 25, 2016 meeting minutes; (B) August 2016 expenditures in the amount of \$60,456.29. Voting all in favor. Motion carried.

3. Public Comment.

No public comments.

4. Action Items.

A. **Resolution 16-10: Regional Transportation Improvement Program (RTIP) Amendment.** The RTIP amendment is for the inclusion of 3 new projects and one modified project for the City of Longview/RiverCities Transit. The new projects are titled: Transit Operating Assistance CTA 16-1; Two Transit Engine Replacement CTA16-2; and Two Replacement Transit Relief Vehicles CTA 16-3. The modified project is titled Transit Operating Assistance CTA15-1. It was noted, on the resolution/staff report document, the project title of Item 4 is incorrect and should read "Two Replacement Transit Relief Vehicles". Discussion followed.

Motion: A motion was made by Scott Vydra, and seconded by Bill Hallanger, to approve Resolution 16-10 for the Regional Transportation Improvement Program amendment, with the correction of item 4 on page 2 of the resolution document. Voting 16 in favor, 1 opposed. Motion carried.

- B. Resolution 16-11: 2017-2020 Regional Transportation Improvement Program (RTIP). Several copies of the RTIP document was distributed to members. The RTIP is not a transportation plan or budget, it is a programming document that identifies and prioritizes multi-modal transportation projects. The program must be consistent with the Regional Transportation Plan (RTP) and include all projects receiving Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) funding, all surface transportation WSDOT projects, and regionally significant projects. The RTIP is required to be adopted by the RTPO and MTPO Policy Board. A required 30-day public comment period ended on September 21, 2016, with comments received from Cowlitz County, City of Longview, and WSDOT's Southwest and Olympic regions. CWCOG staff is proposing a process change for bringing formal RTIP amendments to the MPO Board that meet the following requirement: projects originally estimated at \$200,000 or more changes (additions or reductions) that exceeds 30% of the total project cost estimate. Discussion followed.

Motion: A motion was made by Susan Humbyrd, and seconded by Scott Vydra, to approve Resolution 16-11 for the 2017-2020 Regional Transportation Improvement Program as presented. Discussion followed. Voting all in favor. Motion carried.

- C. Resolution 16-12: Employee Health Benefit Premium for 2017. CWCOG staff seeks approval of setting a maximum monthly contribution of \$1,250 towards each employee's health benefit premium for 2017. Benefits currently offered to CWCOG employees are health, dental, and long-term disability. Life insurance and accidental, death and dismemberment benefits were terminated when CWCOG staff numbers fell below the 10 employee threshold and prices increased significantly. The Executive Committee has reviewed and recommended for approval the health benefit premium cap of \$1,250 per employee per month. Discussion followed.

Motion: A motion was made by Jeff Wilson, and seconded by Scott Vydra, to approve Resolution 16-12 as presented. No discussion. Voting all in favor. Motion carried.

- D. Administrative Approval Authority Policy. With the resignation of Planning Manager, Melissa Taylor, there were impacts to certain elements to the existing policy. Changes to the policy requires a second staff member to sign certain documents or take certain actions; CWCOG's Executive Director has designated Anisa Kisamore, as the newly titled Business Administrator, to take on this role. There is a separation of duties and level of accountability with the proposed changes. The Executive Committee has reviewed and recommended the approval of the policy presented. Discussion followed. It was recommended that policy changes presented to the board in the future show revisions.

Motion: A motion was made by Dick Swart, and seconded by Adam Smee, to approve the Administrative Approval Authority Policy as presented. No discussion. Voting all in favor. Motion carried.

5. Information Item.

- A. Presentation – Bridges out of Poverty and 40 for 2020 Update by Chris Bailey, Lower Columbia College. 40 for 2020. About eight months ago approximately forty community leaders met to discuss eight key topic areas and have a common vision related to the overall health of Cowlitz County. Eight groups were created to come up with roughly three to five strategies for each topic area to move Cowlitz County ahead. Community leaders will reconvene in January 2017 and each group will give an update on the progress of the strategies. Invitations will be sent out.
Bridges out of Poverty. A community forum and workshop for LCC faculty and staff was held on September 13 to discuss the difficulties and strategies on how to get people out of poverty.
- B. 2017 Membership Dues. The by-laws require CWCOG send notice each year to the membership for proposed dues for the following year. The Executive Committee met September 20, 2016, and discussed and recommended a 2% increase to the 2017 membership dues. The current 2016 membership dues collection total is \$250,529, and with the 2% increase the collection for 2017 would total \$255,540. This is an informational item; the increase will be looked at as part of the budget approval process. A notice will be sent out to members by the end of September showing the proposed increase.
- C. Metropolitan Planning Organization (MPO) Safety Performance Measures. A document from the U.S. Department of Transportation titled "Metropolitan Planning Organization Safety Performance Measures Fact Sheet" was provided to members. The state has a year from April 14, 2016, to put in place their safety performance measures. MPOs have six months from the state's deadline to put in place their safety performance measures. The MPO Board can create their own safety performance measures or follow the

states measures. This will be a complex process and CWCOG staff will be discussing this item periodically and bring a recommendation to the board in the future. Discussion followed.

6. Executive Director's Report.

- A. Strong Cities. CWCOG has facilitated several meetings for the Strong Cities program. More information will be sent out with the September 23 Weekly Reader and later as appropriate.
- B. Meeting Location. CWCOG staff is considering the Cowlitz Regional Conference Center as a permanent board meeting location. Members were asked to contact staff with input.
- C. Support Letters. WSDOT is requiring CWCOG provide support letters for specific freight mobility grant projects. Staff will need to execute and send the letters.

7. Executive Committee Report.

- A. A copy of the following Executive Committee Meeting Minutes was included in the materials distributed at the meeting: May 17, 2016; July 19, 2016; and August 16, 2016.

8. Other Business.

No discussion.

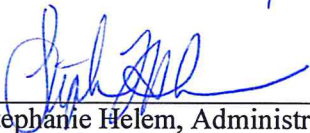
There being no further business, the meeting adjourned at 1:00 p.m.



William A. Fashing, Executive Director



Michael Green, Chairperson



Stephanie Helem, Administrative Assistant