

**Cowlitz-Wahkiakum Council of Governments**  
**Regular Board Meeting**  
**Cowlitz County Administration Building ~ General Meeting Room**  
**Thursday, December 15, 2016 ~ 12:00 p.m.**

Minutes

General/Special Representatives/Alternates:

Dennis Weber, Cowlitz County  
Adam Smee, City of Kalama  
Rick Roberson, City of Kelso  
Scott Vydra, City of Longview  
Susan Humbyrd, City of Woodland (via phone)  
Dick Swart, Town of Cathlamet (via phone until 12:12)  
Troy Stariha, Port of Kalama

Jeff Wilson, Port of Longview  
Scott Westlund, Kelso School District  
Dan Zorn, Longview School District  
Michael Green, Woodland School District  
Dell Hillger, Beacon Hill Water & Sewer District  
Bill Hallanger, Cowlitz 2 Fire & Rescue

Associate/Affiliate Representatives/Alternates:

Bill Marcum, Kelso-Longview Chamber of Commerce  
Chris Bailey, Lower Columbia College  
Melissa Taylor, Lower Columbia CAP

Scot Walstra, Cowlitz EDC  
Paige Lake, Wahkiakum Chamber (via phone)

Guests: Ken Shonkwiler, Oregon Department of Transportation (via phone).

Staff: Bill Fashing; Anisa Kisamore; Deborah Johnson; Sam Rubin, Rachele Nugent, Stephanie Helem.

**1. Call to Order & Introduction.**

Chairperson Michael Green called the meeting to order at 12:00 p.m. Introductions were made.

**2. Public Comment.**

No public comment.

**3. Consent Agenda.**

**Motion:** A motion was made by Scott Vydra to approve the consent agenda as presented. This included: (A) October 27, 2016, meeting minutes; (B) November 2016 expenditures in the amount of \$89,337.65. The October 2016 expenditures were approved at a Special Executive Committee meeting on November 22, 2016, in the amount of \$68,602.41. Motion was seconded. No discussion. Voting all in favor. Motion carried.

**4. Action Items.**

**A. Resolution No. 16-14, 2016 Budget Amendment.** The amendment increases the 2016 Budget by \$26,512 to reflect adjustments to existing agreements and unanticipated revenues. The Executive Committee has reviewed and recommended the amendment for approval.

**Motion:** A motion was made by Dennis Weber to approve Resolution 16-14 as presented. Motion was seconded. No discussion. Voting all in favor. Motion carried.

**B. Resolution No. 16-13, Adopt 2017 Budget/Work Program.** A brief overview was given of the final draft of the 2017 Budget/Work Program in the amount of \$1,159,960. Clarification questions were asked. The Executive Committee has reviewed and recommend the 2017 Budget/Work Program for approval.

**Motion:** A motion was made by Scott Vydra to approve the 2017 Budget/Work Program (Resolution 16-13) as presented. Motion was seconded. No discussion. Voting all in favor. Motion carried.

- C. **Elect New Officers and Appoint Committees.** For 2017 the Executive Committee (EC) will have the same members, with a few individuals serving in a different roll. The Selection Committee discussed and recommends the following: Troy Stariha to serve as the EC Chair; Dennis Weber to serve as the EC Vice-Chair; Bill Hallanger, Scott Westlund, and Dell Hillger to continue to serve on the Finance Committee.

**Motion:** A motion was made by Scott Vydra to approve the Selection Committee recommendations as presented. Motion was seconded. No discussion. Voting all in favor. Motion carried.

D. **Travel Authorization.**

- a) **William Fashing – NARC in Washington, D.C.** This is for approval of Director Fashing to travel to Washington, D.C. to attend the 2017 National Conference of Regions hosted by the National Association of Regional Councils, February 12-15, 2017.
- b) **CWCOG Staff – Smart Growth Conference St. Louis, MO.** This is for approval of a CWCOG staff member (TBD) to travel to St. Louis to attend the 2017 New Partners for Smart Growth Conference, February 2-5, 2017. Kaiser grant funds are available to help subsidize travel/conference costs to send a limited number of area planners, elected officials, planning commission members, and other member agency representatives from the region. CWCOG staff has conducted outreach to the area. Discussion followed. The Executive Committee has reviewed and recommended both travel requests for approval.

**Motion:** A motion was made by Bill Hallanger to approve both travel requests as presented. Motion was seconded. Discussion followed. Voting all in favor. Motion carried.

5. **Information Item (items are in the order in which they were discussed – differs from agenda order)**

- A. **Presentation – Jeanne Bennet, Workforce SW WA – Workforce efforts in Region.** The presenter was unable to attend due to weather safety concerns. The presentation will be held at a future date.
- C. **Financial Report – 2016 3<sup>rd</sup> Qtr.** A copy of the financial report for the 3<sup>rd</sup> quarter of 2016 was presented.
- B. **CWCOG Accountability Audit.** An accountability (a) audit report and (b) exit conference report for the period of January 1, 2014, through December 31, 2015, was presented. There were no audit findings. Suggestions/comments were received from the auditor. Appreciation was given to COG Business Administrator, Anisa Kisamore, and staff for their efforts.
- E. **Healthy Communities by Design Update.** Deborah Johnson provided an overview of a workshop held on November 30, 2016, to engage planners, elected officials, and the public on planning for healthy communities in the region. This was a collaborative effort amongst the following community partners: CWCOG; Cowlitz County Health and Human Services Department; and Pathways 2020. The event was funded through the Kaiser Permanente Community Fund. A Toolkit created by Berk Consulting can be found on the CWCOG's website. Discussion followed.
- D. **Recognition of Outgoing Board Member/Chairperson.** There are no outgoing board members for 2017. Michael Green was given thanks for his service as the 2016 chairperson.

6. **Executive Director's Report.**

- A. **Performance Standards on Safety Measures in Transportation Update.** The CWCOG will need to set transportation performance standards 6 months after the state submits their first report on performance standards. Continued discussions and educational materials will be given at future meetings.
- B. **The director attended a US Department of Transportation Leadership Academy.** The meeting gave insight on engaging public participation. CWCOG will be updating a Public Participation Plan in 2017. Discussion followed.
- C. **Due to time constraints, a letter of support for the Port of Longview Industrial Rail Corridor Fastlane Project** was reviewed and approved by the Executive Committee. A copy of the executed letter will be emailed to board.

D. Staffing: CWCOG staff is interviewing two candidates for the Economic Development Planner position, and a resignation letter was received from Stephanie Helem on December 15, 2016 as she has accepted a position at the Three Rivers Regional Wastewater Plant.

7. **Executive Committee Report.**

No report was given.

8. **Other Business.**

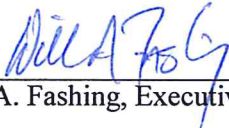
A. Project Homeless Connect 2017 is seeking donations for the event scheduled on January 26, 2017. A donation list was provided to members.

B. Round Table Discussion:

- a) Longview School District will meet with the Facility Advisory Committee Monday, December 19, 2016.
- b) Lower Columbia College anticipates a new infield in 2017. Remodel work is under way at the old cadaver and biology labs. There is the possibility of a new vocational building depending on funding.
- c) Over-time rule discussion.
- d) Longview-Kelso Chamber of Commerce to host the first annual Squatch Festival at the Cowlitz County Convention Center January 28, 2017.

Members were wished a great holiday season.

There being no further business, the meeting adjourned at 12:53 p.m.



William A. Fashing, Executive Director



Michael Green, Chairperson



Stephanie Helem, Administrative Assistant  
Anisa Kisamore, Business Administrator

