

Cowlitz-Wahkiakum Council of Governments

Regular Board Meeting

Cowlitz Administration Building, General Meeting Room

Thursday, April 28, 2016 ~ 12:00 p.m.

Minutes

Representatives and Alternates:

Michael Green, Woodland School District
Troy Stariha, Port of Kalama
Mark Wilson, Port of Kalama
Jeff Wilson, Port of Longview
Scott Vydra, City of Longview
David Vorse, City of Castle Rock
Dan Ulrich, Cowlitz Fire District #5

Bill Hallanger, Cowlitz 2 Fire/Rescue
Dena Diamond-Ott, Cowlitz PUD
Susan Humbyrd, City of Woodland
Jana Leanne Jacob, Wahkiakum Port District #1
Dick Swart, Town of Cathlamet
Dennis Weber, Cowlitz County

Guests: Angie Davis, Washington State Department of Transportation (WSDOT); Matt Kunic, WSDOT; Tim Shell, City of Kelso; Steve Kern, Cowlitz PUD.

Staff: Bill Fashing; Judith Donovan; Anisa Kisamore; Rachele Nugent; Sam Rubin; Scott Pouder; Deborah Johnson; Melissa Taylor; Stephanie Helem.

1. **Call to Order & Introduction.** Chairperson Michael Green called the meeting to order at 12:05 p.m. Introductions were made.
2. **Public Comment.** There were no public comments.
3. **Consent Agenda.** A motion was made by Dennis Weber and seconded by Dick Swart to approve the consent agenda as presented. This included: (A) February 25, 2016 meeting minutes; (B) February 2016 Expenditures in the amount of \$62,758.41; (C) March 2016 Expenditures in the amount of \$112,743.42. Motion carried, all in favor.
4. **Action Items.**
 - D. **Resolution 16-04 Amendment to the Regional Transportation Improvement Program (RTIP):** Judith Donovan provided information on three projects.
 - SR 432 – This is a formal amendment to remove the project from the RTIP. The project will be completed under a different funding source.
 - West Main Street Revitalization – This City of Kelso project is within the MPO boundary and a comment period was required. No public comments were received. This is a formal amendment to add \$200,000 to the project's construction phase using STP funds. Discussion followed.
 - Yew Street – This is a City of Kelso project consisting of \$1.4 million dollars of local funds. Because the design phase was funded by STP funds, the project was federalized in 2013. In order to proceed to the next phase, the Federal Highway Administration requires the NEPA process to be followed and be included in the RTIP. A formal amendment to add this project to the RTIP is required.
 - E. **2015 Annual Report Adoption:** Bill Fashing presented a copy of the annual report for review and consideration. A motion was made by Susan Humbyrd and seconded by Scott Vydra to approve the annual report as presented. Motion carried, all in favor.

The approved items from the RTIP will be forwarded to the State for inclusion in the State Transportation Improvement Program as required.

A motion was made by Scott Vydra and seconded by Susan Humbyrd to approve Resolution 16-04 as presented. Motion carried, all in favor.

- F. Letter of Support City of Longview FAST Grant; (G) Letter of Support City of Longview TIGER Grant; (H) Letter of Support Port of Kalama TIGER Grant: Both Longview support letters were for different funding sources on the same Longview SR 432 corridor improvements project. The Port of Kalama support letter was for the Kalama Marine Export facility.

A motion was made by Scott Vydra and seconded by Dick Swart to ratify the letters as approved by the Executive Committee. Motion carried, all in favor.

- I. Executive Committee Nomination: Michael Green spoke on behalf of the nominating committee. Different members of the board were considered. The nominating committee recommended Dick Swart be selected to serve on the Executive Committee.

A motion was made by Dennis Weber and seconded by Susan Humbyrd to nominate Dick Swart for the open Executive Committee position. Motion carried, all in favor.

5. Information Item.

- J. Transportation 101 Presentation. Matt Kunic, Manager of the Washington State Department of Transportation Tribal and Regional Coordination Office, gave a presentation on Metropolitan Planning Organizations (MPO) and Regional Transportation Planning Organizations (RTPO). WSDOT directly works with CWCOG on the implementation of the Unified Planning Work Program (UPWP) each year. The UPWP is the work plan used to address transportation need and requirements for the MPO and RTPO. Discussion followed.

Chair Michael Green exited the meeting and Vice-Chair Troy Stariha continued running the meeting.

6. Executive Director's Report.

- K. City of Longview Membership Report. Bill Fashing gave an overview of the report CWCOG prepared for the city relating to membership benefits. CWCOG will be working on similar documents for each of the members in the future. Discussion followed.
- L. Board Training Topics and Meeting Utilization. Bill Fashing began by thanking Matt Kunic for his expertise and earlier presentation. It is recognized this is a diverse organization and there are new board members every year. The executive committee has asked what training thoughts, ideas and opportunities the board would be interested in to be presented at future board meeting. CWCOG will distribute a survey for ideas and suggestions.

Cowlitz PUD is interested in presenting their 5-year plan. CWCOG was asked if there are membership documents that can be provided to members. CWCOG has new membership packets that can be distributed and will look at ways to improve communications. It was suggested for the executive committee to review membership packet information for improvements.

Bill Fashing introduced new CWCOG staff members: Stephanie Helem, office staff; Scott Pouder, general planning and GIS work.

7. Executive Committee Report. Documents were reviewed as presented.

- M. February 16, 2016 Committee Meeting Minutes
N. March 15, 2016 Committee Meeting Minutes

8. Other Business. Bill Fashing spoke of a staff facilitation process (training workshop) led by Patrick Ibarra that directly followed the annual meeting. It was an envisioning exercise to assist CWCOG staff.

There being no further business, the meeting adjourned at 12:55 p.m.



William A. Fashing, Executive Director



Stephanie Helem, Administrative Assistant



Michael Green, Chairperson