

Cowlitz-Wahkiakum Council of Governments

Regular Board Meeting

Cowlitz Administration Building, General Meeting Room

Thursday, May 26, 2016 ~ 12:00 p.m.

Minutes

Representatives and Alternates:

Michael Green, Woodland School District
Troy Stariha, Port of Kalama
Jeff Wilson, Port of Longview
Dale Boon, Port of Woodland
Adam Smee, City of Kalama
Rick Roberson, City of Kelso
Scott Vydra, City of Longview
Susan Humbyrd, City of Woodland
Al Swindel, City of Woodland
Jana Leanne Jacob, Wahkiakum Port District #1

Dennis Weber, Cowlitz County
Dick Swart, Town of Cathlamet
Bill Hallanger, Cowlitz 2 Fire/Rescue
Dell Hillger, Beacon Hill Water & Sewer District
Scott Westlund, Kelso School District
Dan Zorn, Longview School District
Wendy Hall, Lower Columbia College
Bill Marcum, Kelso-Longview Chamber of Commerce
Scot Walstra, Cowlitz EDC
Paige Lake, Wahkiakum Chamber

Guests: Chris Bornstedt, Kelso citizen; Pat Ryan, Kelso citizen; Dena Horton, Senator Cantwell's Office.

Staff: Bill Fashing; Judith Donovan; Anisa Kisamore; Rachelle 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 12:00 p.m. Introductions were made.

2. Public Comment.

No public comments.

3. Consent Agenda.

Motion: A motion was made by Susan Humbyrd, and seconded by Scott Vydra, to approve the consent agenda as presented. This included: (A) April 28, 2016 meeting minutes; (B) April 2016 Expenditures in the amount of \$83,468.09. Voting all in favor. Motion carried.

4. Action Items.

A. Title VI Policy and Language Access Policy (LAP). Title VI and Language Access policies are required for any agency receiving federal funds. The policies set standards for fair and equal treatment of protected classes, and persons with Limited English Proficiency (LEP). Washington State Department of Transportation (WSDOT) has reviewed and approved the policies for the organization. The Executive Committee has reviewed and discussed the policies, and has made recommendation for the board to consider and approve the documents.

Motion: A motion was made by Dick Swart, and seconded by Bill Hallanger, to approve Title IV Policy as presented. Discussion followed. Voting all in favor. Motion carried.

B. Unlawful Harassment Discrimination Policy Amendment. This amendment supersedes previous policy and adds a section for non-sexual harassment. Upon WCIA's insurance review, it was recommended to add this policy. The Executive Committee has reviewed and recommended the policy for approval.

Motion: A motion was made by Susan Humbyrd, and seconded by Dick Swart, to approve the policy as presented. Discussion followed. Voting all in favor. Motion carried.

5. Information Item.

- A. Highway Trust Fund Policy Update/Letters of Support. Bill Fashing opened up the discussion by referencing the Highway Trust Fund Policy document, and asked the board for input/guidance on what their preference would be in (1) bringing every issue to the board for approval, or (2) having a legislative policy in place for time sensitive type situations. Historically letters of support have been ratified or preapproved by the board.

It was asked if a delegation of authority document exists. Staff referenced the Articles of Association and Bylaws. The board is the authority/policy makers, the executive committee is a guidance council only authorized to approve payables in lieu of the board due to lack of quorum, and the director is considered an employee.

Motion: A motion was made by Dick Swart, and seconded by Susan Humbyrd, directing the executive director to develop a schedule of priorities with the Executive Committee for presentation back to the board. Voting: 19 in favor, 1 opposed. Motion carried.

6. Executive Director's Report.

- A. New Member. Paige Lake was welcomed to her first board meeting.
- B. Public Comment. It was suggested the board take advantage of available technology to communicate when developing a schedule of priorities for time sensitive items.
- C. Interlocal Agreement Update. CWCOG is at an impasse with Lewis County over the new interlocal agreement for the Southwest Washington Economic Development District to include Wahkiakum County. Staff received formal indication from Lewis County that they will not sign an agreement when the CWCOG is a signatory. They are willing to update the existing agreement between Lewis and Cowlitz County to include Wahkiakum County. This does not solve outstanding issues that the Economic Development Administration and State Auditor are wanting clarification on. Staff will continue to explore options.
- D. Call for Projects. An Economic Development District 'Call for Projects' handout was distributed as a reminder. The deadline is May 27, 2016. Members were encouraged to get the word out. More regional interest is needed.

7. Executive Committee Report.

- A. April 19, 2016 Committee Meeting Minutes. Documents were reviewed as presented.

8. Other Business.

No discussion.


There being no further business, upon motion by Susan Humbyrd, and seconded by Dick Swart, the meeting adjourned at 12:32 p.m.



William A. Fashing, Executive Director



Troy Stariha, Vice Chairperson



Stephanie Helem, Administrative Assistant