

**Cowlitz-Wahkiakum Council of Governments**  
**Regular Board Meeting**  
**Cowlitz County Administration Building ~ General Meeting Room**  
**Thursday, October 27, 2016 ~ 12:00 p.m.**

**Minutes**

**General/Special Representatives/Alternates:**

Dennis Weber, Cowlitz County  
David Vorse, City of Castle Rock  
Adam Smee, City of Kalama  
Scott Vydra, City of Longview  
Susan Humbyrd, City of Woodland  
Dick Swart, Town of Cathlamet

Dale Boon, Port of Woodland  
Jana Leanne Jacob, Wahkiakum Port District #1  
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:**

Chris Bailey, Lower Columbia College  
Scot Walstra, Cowlitz EDC

**Guests:** Brian Hatfield, Washington State Department of Commerce; Ken Shonkwiler, Oregon Department of Transportation.

**Staff:** Bill Fashing; Anisa Kisamore; Deborah Johnson; Stephanie Helem.

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

Chairperson Michael Green called the meeting to order at 12:02 p.m. Introductions were made. As a follow-up from the September meeting, CWCOG staff looked into the Cowlitz Regional Conference Center (Event Center) venue for future board meetings. Due to the cost and volatility of scheduling, staff and the Executive Committee assessed board meetings will continue to be held in the General Meeting Room (GMR) at Cowlitz County's Administration Building.

**2. Public Comment.**

A. Cowlitz Economic Development Council (CEDC) – If you are a business or know of a business interested in expansion, CEDC offers resources for business services to assist in a firm's growth.

**3. 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) September 22, 2016 meeting minutes; (B) September 2016 expenditures in the amount of \$64,744.83. The expenditure list emailed with the agenda packet was revised and a strike out version was provided in the meeting materials. Voting all in favor. Motion carried.

**4. Action Items.**

No action items.

**5. Information Item.**

A. Presentation – by Brian Hatfield, Washington Department of Commerce – Economic Development and Forest Products. The presentation focused on the following industry sectors: Aerospace; Agriculture and Food Manufacturing; Clean Technology; Information & Communication Technology; Life Science/Global Health; Maritime; Military & Defense; Forest Products and Cross Laminated Timber. Question and answer session followed.

- B. Nominating Committee - 2017 Officers. It is anticipated a nominating committee will convene after the November elections to identify 2017 officers and potential candidates for the Executive Committee. Board members interested in serving on the committee or in other board capacities were encouraged to contact Michael Green.
- C. Letters of Support – Freight Mobility Grant Projects (Cowlitz County; Grays Harbor Council of Governments; Port of Chehalis; Port of Kalama; Port of Longview. At the September Board meeting CWCOG staff mentioned WSDOT required support letters for specific freight mobility grant projects. Copies of the executed letters were provided.

**6. Executive Director’s Report.**

- A. A Freight Mobility Committee will be established in 2017 as part of the Regional Transportation Plan update and the state’s Freight Mobility Plan update. Board members were asked to refer private sector individuals interested in engaging in the planning process to CWCOG staff.
- B. CWCOG Staff:
  - Transportation Planner, Judy Donovan, is attending the Association of Metropolitan Planning Organization Annual Conference in Fort Worth, Texas
  - Community Development Planner, Sam Rubin, is at a planning conference in Vancouver, WA.
  - CWCOG staff is currently working on the 2017 budget/work program.
- C. The next Strong Cities meeting will be held Friday, October 28, at 8:00 a.m. in the Administration Annex building.
- D. The state auditor has been in the office conducting an accountability audit. The audit closeout conference will be scheduled soon.

**7. Executive Committee Report.**

- A. A copy of the September 20, 2016, Executive Committee meeting minutes was included in the materials distributed at the meeting. One minor correction in spelling was noted.
- B. Identify future Executive Committee members.
- C. Working with CWCOG staff on the budget.

**8. Other Business.**

No discussion.

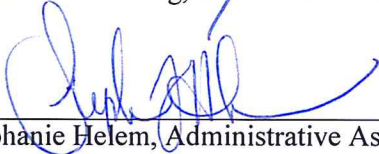
There being no further business, the meeting adjourned at 12:51 p.m.



William A. Fashing, Executive Director



Michael Green, Chairperson



Stephanie Helem, Administrative Assistant