

Cowlitz-Wahkiakum Council of Governments

Board Meeting

Cowlitz County Historical Museum
Thursday, May 26, 2011 - 12:00 p.m.

MINUTES

Present:

Representatives: Pete Poulsen, City of Kalama, Chair
Troy Stariha, Port of Kalama
Jim Sutton, Kalama School District
Robert Rendler, Town of Cathlamet
Ilona Kirby, Lower Columbia CAP
Michael Green, Woodland School District
Nelson Holmberg, Port of Woodland
Dan Buell, Port of Longview
Kim Adamson, Beacon Hill Water & Sewer District
Larry Mayfield, Longview School District
Victor Leatzow, Cowlitz Fire District #5
George Raiter, Cowlitz County
Ryana Covington, City of Castle Rock
Kurt Anagnostou, City of Longview
Jim Biver, Kelso School District

Alternates: Norma Davey, Kelso/Longview Chamber of Commerce
Dan Cothren, Wahkiakum County
Al Swindell, City of Woodland
Sue Groth, Lower Columbia College
George Cress, Port of Longview
Dan Cothren, Wahkiakum County

Others: Pam Peiper, Congresswoman Herrera Beutler's Office
Kimberly Pincheira, Senator Cantwell's Office

Staff: TJ Keiran
Bonnie Kelley
Steve Harvey
Katie Wells
Rosemary Siipola
Barb Kincaid

The monthly meeting of the COG board in the Cowlitz County Historical Museum, Kelso, Washington, was called to order at 12:05 pm by Chair, Pete Poulsen. Introductions were made around the room.

Action Items

1. Minutes of the March 24, 2011 COG Board Meeting

A motion was made by Nelson Holmberg and seconded by Dan Buell to approve the minutes of the March 24, 2011 COG Board meeting. **Motion passed.**

2. Minutes of the April 26, 2011 Executive Committee meeting

A motion was made by Robert Rendler and seconded by Nelson Holmberg to approve the minutes of the April 26, 2011 Executive Committee meeting. **Motion passed.**

3. Monthly Expenditures for April 2011

A motion was made by Dan Buell and seconded by Victor Leatzow for approval of the expenditure list for April, 2011. There was a question as to what was meant by 504 Emergency Planning Resources. Director Harvey explained that these are expenditures by a consultant working on a vulnerable populations emergency plan being coordinated with Cowlitz County Emergency Management by COG staff to address procedures when disasters happen that impact those in group housing, the disabled, etc. **Motion passed.**

4. Resolution No. 11-04: Amending the Petty Cash fund limit

Director Harvey informed the board as to the types of purchases made through the petty cash fund and that the current limit of \$250 is not adequate for such purchases due to frequency of purchases, quantities of goods, discounts available and similar reasons. A motion was made by Michael Green and seconded by George Raiter to approve Resolution No. 11-04 amending the Petty Cash fund limit from \$250 to \$500. **Motion passed.**

5. Resolution No. 11-05: Adopting the Fiscal Year 2012-2013 Unified Planning Work Program for Transportation Planning

Rosemary Siipola informed the board about the UPWP, our transportation work program for fiscal years 2012-2013. She indicated the budget is estimated to be \$595,000. She further talked about the projects that the COG will be working on as part of this two-year program. The draft document has been reviewed by the Federal Highway Administration, Federal Transit Administration and the Washington State Department of Transportation. A motion was made by Al Swindell and seconded by Robert Rendler to approve Resolution No. 11-05, adopting the Fiscal Year 2012-13 Unified Planning Work Program for Transportation Planning. **Motion passed.**

6. Travel Authorization – Shannon Miller and Shellee Brassard to Anaheim, CA for the CADCA conference, July 25-28, 2011

Director Harvey informed the board that this is a required conference under the COG's federal Drug Free Communities grant. The COG would like to send staff member, Shannon Miller, and the intervention specialist for Kelso High School, Shellee Brassard, who serves on the CSAC board.

A motion was made by Michael Green and seconded by Dan Buell to approve the travel request of Shannon Miller and Shellee Brassard to attend the CADCA conference in Anaheim, CA, July 25-28, 2011. **Motion passed.**

Information Items

7. Port of Woodland Strategic Plan – Nelson Holmberg

Mr. Holmberg, Port Manager, updated the COG board on the Port of Woodland's Strategic Plan. He informed the board that this is the first strategic plan the port has had and wanted to share the information with them. He distributed copies for the board members. Mr. Holmberg presented the mission statement, vision statement, values, strategic goals and initiatives that the port has set. A board member asked what the biggest barrier to implementation was and Mr. Holmberg indicated that funding is the biggest barrier.

8. Online Mapping Training Opportunities – TJ Keiran, COG Staff

TJ Keiran, COG GIS specialist, updated the board on the GIS users group discussions and the results of the recently held workshops, and indicated that response has been very positive. The next workshop on Arc GIS online will be held on June 21, 2011 in the General Meeting Room of the County Administration Building. These are free tools available for members to use. An Advanced SEPA training class was held a few weeks ago, and another SEPA class will be held at the end of June for staff.

9. Director's and Staff Reports

Director Harvey thanked everyone who was able to attend and support the 50th Anniversary event. He also indicated that he and/or other staff members would be available to come to any of the board

members' organizations to share the video that was shown that evening which explains what the Council of Governments is and its purpose.

Staff member, Rosemary Siipola, informed the board of the status of the SR 432 highway and rail corridor improvement projects; results of visits to Washington, DC offices of our Congressional delegation; and the \$2 million in the state budget for their share of the project to develop environmental documentation for the SR 432 highway and rail corridor project.

Director Harvey informed the board of the COG's joint application with the Columbia Pacific EDD for an economic development training series put on by the U.S. Department of Agriculture and WSU and the potential for a joint application to the federal department of Housing and Urban Development (HUD) under their sustainable communities grant program. He also informed them of an application to the Washington State Department of Transportation and USDOT for a scenic byway grant for the "Fire and Ice Scenic Byway" proposal between Cowlitz, Lewis and Skamania counties. The Director further mentioned assistance may be needed by some COG members for changing boundaries of their commissioner districts; the need and plans for coordinating updates to area local governments' shoreline management master programs, as funded by the state legislature; and coordinating planning issues associated with the medical marijuana topic.

10. Roundtable

George Raiter – Investigating a project for a family snow recreation area off SR 504.

Troy Stariha – The marina park is under some construction. Planning to update the walkways around the park and upgrade the playground equipment.

Al Swindell – The Schurman Way project has begun. Should be completed by the end of September, middle of October.

Dan Cothren – Wahkiakum County – concerned about marbled murrelet habitat that impacts county's timber trust land; hope to receive \$2 million in state's budget; Skamania, Pacific and Wahkiakum County will participate. It's a good start and a bright point.

Kim Adamson – Public works trust fund loans were kept in the capital budget; have \$10 million for the Mint Farm loan projects and \$500,000 for Beacon Hill to rebuild the pump station.

George Cress – Port of Longview received \$300,000 through the rural county development funds; development of a warehouse structure with a portable roof which will be handling the cargo of Conoco Phillips; the port will match the funds and build another building.

Kimberly Pincheira – Still working on federal budget for fiscal year 2012; looking for grant opportunities and will let entities know of any opportunities they find.

Other Business – there was none.

The meeting adjourned at 1:05 pm.

Stephen H. Harvey, Director

Pete Poulsen, Chair

Katie Wells, Administrative Assistant