



**COWLITZ-WAHKIAKUM COUNCIL OF GOVERNMENTS**

**Regular Board Meeting / Hybrid**

Cowlitz Event Center ~ 1900 7th Ave, Longview WA 98632

Video Conferencing ~ Via Zoom

Thursday ~ December 15, 2022 ~ 12:00 p.m.

**MINUTES**

**General/Alternates Representatives**

Dennis Weber, Cowlitz County  
Lee Tischer, Wahkiakum County  
Gene Strong, Wahkiakum County  
Paul Helenberg, City of Castle Rock (Chair)  
Adam Smee, City of Kalama  
Pete Boyce, City of Woodland  
Jeanne Hendrickson, Town of Cathlamet

**Special/Alternates Representatives**

Doug Averett, Port of Longview  
Mark Reeves, Port of Wahkiakum District 1  
Bill Hallanger, Cowlitz 2 Fire & Rescue  
Sammy Brown, Cowlitz County Fire District 5  
Eric Nerison, Kalama School District  
Scott Westlund, Kelso School District

**Staff**

Bill Fashing, Executive Director  
Anisa Kisamore, Director of Administration  
Rachelle Nugent, Business Administrator  
Robert Stevens, Transportation Planner

Brandon Robinson, Economic Development Planner  
Lauren Read, Mobility Management Coordinator  
Monica Seidl, Project Specialist

**1. Call to Order & Introduction**

Chair, Paul Helenberg, called the meeting to order at 12:07 p.m.

**2. Public Comment**

No public comments were received.

**3. Consent Agenda**

A. October 27, 2022 Minutes

B. October Expenditures Ratification

Minutes from the October 27, 2022, regular Board of Directors' meeting and agency expenditures for October in the amount of \$88,707.57 previously approved by the Executive Committee on November 17, 2022, were presented as part of the agenda packet.

**Motion:** Doug Averett moved to approve the consent agenda as presented. Motion was seconded and approved.

**4. Action Items**

A. Resolution 22-18: 2022 CWCOG Budget Amendment

Bill Fashing summarized the details of the 2022 budget amendment leading to a decrease in both revenues and expenditures of \$17,539 bringing the total ending budget to \$1,275,668.

**Motion:** Doug Averett moved to approve Resolution 22-18 to amend the 2022 Annual Budget by a decrease of \$17,539. Motion was seconded and approved.

B. Resolution 22-19: 2023 CWCOG Annual Budget Adoption

As the budget was presented and reviewed with the Board of Directors in October, Bill Fashing briefly reviewed the highlights of the proposed 2023 Annual Budget. The budget includes a return to the historical membership dues formula, a 3.5% cost of living adjustment (COLA), a \$1,900 Employer Health

Benefit Premium Contribution Cap, and three large contracts. The overall proposed budget is \$1,470,000; \$176,800 more than the original 2022 adopted budget.

**Motion:** Doug Averett moved to approve Resolution 22-19 adopting the 2023 Annual Budget in the amount of \$1,470,000. Motion was seconded and approved.

C. Travel Authorization: National Association of Regional Councils (NARC) and National Association of Development Organizations Conferences (NADO)

Staff requested approval for the Executive Director to travel over 500 miles, per agency policy, to attend the NARC and NADO conferences in Washington DC. The Director, prior to the pandemic, has attended these conferences annually as they provide the biggest opportunity for professional development and connecting with legislators to discuss and provide education on regional issues. Each trip is estimated to cost approximately \$2,000 and is figured into the 2023 budget.

**Motion:** Doug Averett moved to approve the Executive Director's request to attend the NARC and the NADO Conferences in Washington DC in 2023. Motion was seconded and approved.

**5. Information Items**

A. Financial Report – Quarter 3

Bill Fashing gave the third quarter financial report. In summary, the agency's financial state is on target. Revenues under private funding are down from the anticipated budgetary amount as the final contractual agreement with Kaiser in relation to the Wellness program concluded with Kaiser managing the program instead of the CWCOG. Capital expenditures are down as the agency server did not get replaced in 2022 but moved to 2023's budget.

B. Letter of Support: Port of Kalama Grant Application

Bill Fashing shared a letter of support submitted by the CWCOG on behalf of the Port of Kalama for a grant application to the US Department of Transportation's Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program. The application targets the Port's rail expansion project.

C. Letter of Response: US Census Bureau

The US Department of Commerce (DOC) / Census Bureau letter to the Federal-State Cooperative for Population Estimates (FSCPE) Steering Committee was shared as a follow up to the committee's concerns regarding the use of differential privacy and disclosure avoidance methods applied to the 2020 Census data. The letter thanks the committee for their input and addresses the steps the US DOC will be taking to improve their processes. Board members were encouraged to read the document.

**6. Executive Director's Report**

The Executive Director gave several summary reports on the following:

The Spirit Lake, Toutle/Cowlitz River Collaborative (SLTCRC) symposium March 7-8, 2023 – everyone was encouraged to attend; the staff will be calling members for input on the Comprehensive Economic Development Strategy (CEDS) this will include the Economic Vitality survey which members are being asked to share; CWCOG a Washington State Microenterprise Association (WSMA) grant recipient for the Lower Columbia Investment Network (LCIN) in 2023.

**7. Executive Committee Report**

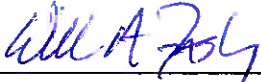
For informational purposes the Executive Committee regular meeting minutes for October 27, 2022, were included in the agenda packet. It was mentioned that the Employee Handbook is currently being reviewed for necessary revisions post pandemic.

**8. Other Business**

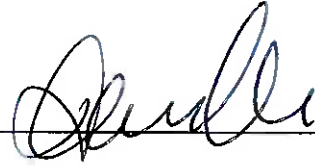
None

9. **Adjourn**

Doug Averett made a motion to adjourn upon the request of the Chair. Motion was seconded and approved.  
Meeting adjourned at 12:22 p.m.



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William A. Fashing, Executive Director



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, Chair

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Anisa Kisamore, Director of Administration

