



January 24, 2012

RE: *Request for Representative for the Port of Longview Strategic Plan Community Advisory Committee*

Greetings,

The Port of Longview is beginning a strategic planning process and is establishing a Port community advisory committee (PCAC) to solicit input as well as to advise the Port's Commissioners on decisions made through the planning process. The PCAC committee will be comprised of local public and private stakeholders along with three at-large citizens within each of the Commissioner's districts.

We are sending you this request for a representative to be part of our committee because we have identified your organization as a Port stakeholder. We are asking that the representative's name and contact information be provided no later than February 17, 2012. The Port's Commissioners will endorse the committee at their scheduled meeting on February 24, 2012.

The commitment timeframe for this committee is four months (March –June). At this time, the number of meetings has not yet been decided as it will be brought before the PCAC as an agenda item. However, we do know there will be a minimum of 5 with a maximum of eight.

The first meeting of the PCAC is scheduled for March 8, 2012 from 11:30-1:30pm at the Port of Longview; lunch will be provided. The first meeting's agenda will include development of rules and procedures, discussion on meeting times and dates, as well as review the visioning activities that will be conducted at a special workshop with staff, Commission and the public on February 9, 2012. The workshop will be held at the Lower Columbia College from 8:00am-12:00pm. If the representative from your organization has been selected by this time, we encourage them to participate in this exercise.

The Port of Longview would like to thank you in advance for participating in our strategic planning process. The Port has not engaged in a public planning process of this magnitude for quite some time, and we welcome you and appreciate your aiding us in our strategic planning endeavor.

If you have further questions, please call Lisa Hendriksen at 360.425.3305 or email lhendriksen@portoflongview.com

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken O'Hollaren', written in a cursive style.

Ken O'Hollaren
Executive Director
Port of Longview