



City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Minutes - Final

City Council

Mayor Don Jensen
Council Member Ken Botero
Council Member Chet Makinster
Mayor Pro Tem Mary Jane Melink
Council Member Steve Moon
Council Member Scott Vydra
Council Member Michael Wallin

Thursday, October 1, 2015

6:00 PM

2nd Floor, City Hall

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the City Council of the City of Longview, Washington, will conduct a workshop session in the Longview City Hall Training Room, 1525 Broadway, Longview, on Thursday, October 1st, at 6:00 p.m. The topics of discussion follow. Final disposition shall be taken on no other matter.

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. CALL TO ORDER

The workshop was convened at 6:03 p.m.

2. ROLL CALL

Present: 6 - Mayor Don Jensen, Council Member Botero, Council Member Makinster, Council Member Moon, Council Member Wallin and Council Member Vydra

Excused: 1 - Mayor Pro Tem Melink

STAFF PRESENT

City Manager David Campbell; Kurt Sacha, Assistant City Manager/Finance Director; and Jeff Cameron, Public Works Director

3. CHANGES TO THE AGENDA

4. CITY MANAGER'S REPORT

[15-4029](#)

PROPOSED 2016 AIRPORT BUDGET

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Improve transportation systems

CITY ATTORNEY REVIEW: N/A**SUMMARY STATEMENT:**

The interlocal cooperation agreement for operation, repair, improvement, and regulation of the Southwest Washington Regional Airport calls for the airport board to submit a proposed annual budget to the parties to the agreement. That proposed budget becomes the actual budget for the succeeding calendar year upon its approval by a super-majority of the parties, meaning at least three of the four participating jurisdictions (Longview, Kelso, Cowlitz County, and the Port of Longview).

Attached is a copy of the proposed budget for 2016 as recommended by the board. On the income or revenue side, note in particular the contributions required from the parties to the agreement.

RECOMMENDED ACTION:

Review the proposed 2016 airport budget and indicate whether any revenues or expenditures are unacceptable. If the budget as presented appears to be acceptable, staff will prepare a resolution of approval for council action within the next few weeks.

Attachments: [Proposed 2016 Airport Budget](#)

Sharon Zimmerman and Karen Anderson of the Kelso-Longview Regional Airport Authority presented the 2016 Airport Authority budget and highlighted the revenue sources and addressed the specific expenditures driving the increased costs. Council Member Vydra asked Ms. Zimmerman to explain who our current competitors are and how their rates compare to our own. Ms. Zimmerman responded that she did not have the information on hand for Council Member Vydra.

Ms. Zimmerman explained to Council that the Department of Natural Resources recently used the airport as a home base and occupied several spaces during the recent wildfire season, and highlighted the Airport Authority's capital projects and CIP plan. Ms. Zimmerman noted that the Board approved the budget before the August 1st deadline and pointed out that Exhibit B of the provided handout provides a detailed breakdown of all operating costs. In an effort to hold down operating costs, Ms. Zimmerman has been reviewing all contracts currently in place. Ms. Zimmerman added that in regard to expenditures, it is the Board's objective to be as effective and efficient as possible while still adhering to FAA requirements.

Council Member Wallin asked what evidence exists that supports the airport as an economic development tool and requested specific information. Ms. Zimmerman advised that the economic development activity for the Kelso-Longview Regional Airport can be found online through WSDOT. Council Member Wallin then commented that in reviewing the material, it appears that the airport received an 8% increase in 2015 and is now requesting a 17% increase for 2016. Council Member Wallin asked if the other interested parties contributing to the airport were supportive of continuing to fund the significant increases witnessed in the last two years.

City Manager David Campbell announced that the staff will place the Kelso-Longview Regional Airport Authority budget resolution on the October 22, 2015 agenda.

Ms. Zimmerman thanked the Council for the opportunity to present the 2016 budget and for their support of the airport.

[15-4030](#)

**CONSIDER REVISING THREE RIVERS REGIONAL WASTEWATER
AUTHORITY AGREEMENT TO FORM A JOINT MUNICIPAL UTILITY
SERVICES AUTHORITY**

COUNCIL INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The Three Rivers Regional Wastewater Authority (TRRWA) was originally formed by interlocal agreement in 1972 as the Cowlitz Sewer Operating Board to provide regional wastewater treatment services to the urbanized Longview/Kelso area. The TRRWA board consists of representatives from the cities of Longview and Kelso, Cowlitz County, and the Beacon Hill Water and Sewer District.

Since 1972, the TRRWA has functioned as an independent agency. However, recent audits and legal opinions have indicated the TRRWA is not a legally independent agency. To address this issue, the TRRWA decided to form a joint municipal utility services authority in accordance with state law, and retained outside legal counsel to prepare new formation documents. Attached for your review is a staff report and draft formation documents.

RECOMMENDED ACTION:

Provide direction to staff.

Attachments:

[Staff Report - TRRWA Formation 2015](#)

[TRRWA - Draft Municipal Authority Formation Agreement 09.26.15](#)

[TRRWA - Draft Board of Directors Bylaws 09.26.15](#)

[TRRWA - Draft Operating Board Bylaws 09.26.15](#)

Public Works Director Jeff Cameron announced that while the TRWWA has been in existence for several decades, it was recently determined that on the subject of governance, it was not operating legally. As such, the TRWWA Board on July 8, 2015 retained Foster Pepper, LLC to draft a new governance agreement.

The new governance is proposed to become effective January 1, 2016. The new governance model provides for two boards - a Board of Directors to be responsible for budget oversight and an Operating Board to be responsible for overseeing the day-to-day operations.

Director Cameron shared that Longview is currently responsible for 61% of TRWWA's operations, while Kelso contributes approximately 29%, Beacon Hill Water and Sewer District contributes 9%, and Cowlitz County contributes less than 1%. The TRWWA employees operate the plant and are hired by the TRWWA Board and report directly to the TRWWA Board.

Director Cameron explained further that one of the new provisions in the draft of the TRWWA governance model provides Longview veto authority on all matters involving

increases in funding. All other action items would be determined by a simple majority vote.

Council Member Moon mentioned that in his view, the new governance model provided oversight at a much closer level.

One of the other changes noted in the new governance agreement calls for the TRWWA to operate under the code city rules for procurement as they provide for more flexibility. Currently, procurement matters typically fall under Beacon Hill Water and Sewer District rules, which are much more restrictive.

As it relates to a by-laws change, the governance model states that the Clerk of the Board will be appointed by the Operating Board.

Council Member Moon recommended that the proposed governance model document be stamped as "draft."

5. ADJOURNMENT

The meeting was adjourned at 7:32 p.m.

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, OCTOBER 8, 2015

THURSDAY, OCTOBER 22, 2015

NEXT COUNCIL WORKSHOPS:

THURSDAY, OCTOBER 15, 2015

THURSDAY, OCTOBER 29, 2015