FOR IMMEDIATE RELEASE

Contact: Robin Johnson
(360) 425-3305

March 6, 2020

NOTICE OF REGULAR MEETING

NOTICE IS HEREBY GIVEN that the Board of Commissioners of the Port of Longview will hold a Regular Commission Meeting on Wednesday, March 11, 2020, at 10:00 AM, at the Port Offices located at 10 Port Way, Longview, Washington. The Agenda is attached.

Dan Stahl
Interim Chief Executive Officer
1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. COMMISSIONER ATTENDANCE

4. MEETING GUIDELINES

5. CONSENT AGENDA  [Commissioner Action Only]
   a. TODAY’S MEETING AGENDA
   b. MINUTES
   c. INVOICE APPROVAL

6. GENERAL PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THIS AGENDA  [Non-Action]

7. STAFF REPORTS  [Non-Action]
   a. MARKETING UPDATE  (Presented by Christian Clay)
   b. EXTERNAL AFFAIRS UPDATE  (Presented by Ashley Helenberg/Dale Lewis)

8. ADVISORY ITEMS  [Advisory]
   a. CONSIDER RESOLUTION NO. 2020-2: TERMINATION OF ADVANCE TRAVEL FUND  (Presented by Jaime Thayer)
   b. CONSIDER RESOLUTION NO. 2020-3: U.S. BANK SIGNATORY CHANGES  (Presented by Jaime Thayer)
   c. WAIVER FOR SECURITY FOR RENT  (Presented by Jennifer Brown)
   d. INTERNATIONAL TRAVEL  (Presented by Christian Clay)

9. INTERIM CHIEF EXECUTIVE OFFICER’S REPORT  [Non-Action]

10. COMMISSIONER REPORTS  [Non-Action]

11. ADJOURN
Agenda Item 8a

Advisory

CONSIDER RESOLUTION NO. 2020-2: TERMINATION OF ADVANCE TRAVEL FUND
COMMISSION BRIEFING

SUBJECT
Termination of Advance Travel Fund

MEETING DATE
3/11/2020

PRESENTED BY
Jaime Thayer

REQUESTED ACTION
☐ Motion
☐ Resolution
☒ Advisory

DEPARTMENT
Finance

BACKGROUND
In 1971, Purchase Cards were not readily available for Port staff for use while traveling on Port business. Therefore, the Port of Longview Advance Travel Expense Revolving Fund (Advance Travel Fund) was established by Resolution No. 71-1 and adopted by the Board of Commissioners on March 9, 1971 under authority of the State Auditor of the State of Washington’s Bulletin No. 94. Resolution No 71-1 was superseded by Resolution Nos. 77-1 and 96-15, which increased the maximum dollar amount of the fund to $5,000.

Since 2016, the Advance Travel Fund has not been used by any Port staff. This is primarily due to the issuance of P-Cards to staff that travels for Port business. Due to the issuance of P-Cards, staff at this time recommends closing the Advance Travel Fund.

PRIOR ACTION/PRESENTATION
Resolution 71-1: Established the Advance Travel Fund
Resolution 77-1: Increased deposit amount to $2,500
Resolution 96-15: Increased deposit amount to $5,000

FINANCIAL IMPACTS

INCLUDED IN CURRENT YEAR’S BUDGET
☐ Yes, amount Budgeted: $
☐ No

ATTACHMENTS
Resolution No. 2020-2

RECOMMENDED ACTION
This is advisory only. Future Motion: Motion to approve Resolution 2020-2

REVIEWED BY
☐ Counsel
☐ Special Counsel
☐ Park Advisory Committee
☐ Other

INTERIM CHIEF EXECUTIVE OFFICER APPROVAL

WHEREAS, by Port of Longview Resolution No. 96-15, adopted on July 16, 1996, the Board of Commissioners of the Port of Longview established the “Port of Longview Advance Travel Expense Revolving Fund” (herein referred to as the “Advance Travel Fund); and

WHEREAS, it has been determined there is no longer a useful purpose for the Advance Travel Fund; and

WHEREAS, upon transfer of the remaining cash of $4,787.87 in the Advance Travel Fund to the Port of Longview General Fund (“General Fund”), the Advance Travel Fund should be closed;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Longview that the remaining cash in the Advance Travel Fund shall be deposited into the General Fund, to be used for lawful Port purpose. The Port’s Chief Administrative and Financial Officer is authorized and directed to terminate the Advance Travel Fund and close the account.

(continued on page 2)
ADOPTED by the Port of Longview Board of Commissioners this 25th day of March, 2020.

PORT OF LONGVIEW
BOARD OF COMMISSIONERS

_____________________________
Jeff Wilson, Vice-President
Commissioner, District 1

_____________________________
Doug Averett, Secretary
Commissioner, District 2

_____________________________
Allan Erickson, President
Commissioner, District 3
Agenda Item 8b

Advisory

CONSIDER RESOLUTION NO. 2020-3: U.S. BANK SIGNATORY CHANGES
COMMISSION BRIEFING

SUBJECT
Resolution to Update the Port of Longview's U.S. Bank Account

MEETING DATE
3/11/2020

PRESENTED BY
Jaime Thayer

DEPARTMENT
Finance

REQUESTED ACTION
☐ Motion
☐ Resolution
☒ Advisory

BACKGROUND
The Port of Longview maintains its depository account through the Cowlitz County Treasurer’s Office with U.S. Bank. With recent staff changes, it is necessary for the Commission to designate the Port employees who will have signature authority on the account and remove any employees who are no longer with the Port. Staff recommends that the Chief Administrative and Financial Officer and the Executive Assistant be appointed as authorized signatories on the account.

PRIOR ACTION/PRESENTATION

FINANCIAL IMPACTS

INCLUDED IN CURRENT YEAR’S BUDGET
☐ Yes, amount Budgeted: $
☐ No

ATTACHMENTS
Resolution No. 2020-3

RECOMMENDED ACTION
This is advisory only. Future Motion: Motion to approve Resolution 2020-3

REVIEWED BY
☐ Counsel
☐ Special Counsel
☐ Park Advisory Committee
☐ Other

INTERIM CHIEF EXECUTIVE OFFICER APPROVAL
PORT OF LONGVIEW COMMISSION
RESOLUTION 2020-3

A RESOLUTION OF THE PORT OF LONGVIEW COMMISSION APPOINTING
NEW SIGNATORIES TO THE PORT’S U.S. BANK ACCOUNT AND RESCINDING
RESOLUTION 2018-4.

BE IT RESOLVED BY the Board of Commissioners of the Port of Longview that the Chief Financial
and Administrative Officer and the Executive Assistant are appointed as authorized signatories
on the Port’s U.S. Bank account.

BE IT FURTHER RESOLVED that U.S. Bank will be notified that the following employees are now
authorized to sign checks and warrants on the account:

____________________________
Jennifer Brown, Chief Administrative and Financial Officer

____________________________
Robin Johnson, Executive Assistant/Commission Coordinator

BE IT FURTHER RESOLVED that Resolution No. 2018-4 is hereby rescinded in its entirety.

(continued on page 2)
ADMITTED by the Board of Commissioners of the Port of Longview this 25th day of March 25, 2020.

PORT OF LONGVIEW
BOARD OF COMMISSIONERS

______________________________
Jeff Wilson, Vice-President
Commissioner, District 1

______________________________
Doug Averett, Secretary
Commissioner, District 2

______________________________
Allan Erickson, President
Commissioner, District 3
Agenda Item 8c

Advisory

WAIVER FOR SECURITY
FOR RENT
SUBJECT: Waiver for Security for Rent

MEETING DATE: 3/11/2020

PRESENTED BY: Jennifer Brown

DEPARTMENT: Executive

REQUESTED ACTION:
- Motion
- Resolution
- X Advisory

BACKGROUND: RCW 53.08.085 Lease of Property — Security for Rent requires every lease for a term of more than one year to have the rent secured by rental insurance, bond, or other security satisfactory to the port commission, in an amount equal to one-sixth the total rent, but in no case shall such security be less that an amount equal to one year's rent or more than an amount equal to three year's rent. Evidence of the existence of one of these items shall be on file during the term of the lease. Provided, however, that the port commission may in its discretion waive the rent security requirement or lower the amount of such requirement on the lease of real and/or personal port property.

During the Washington State Audit of the Port's 2018 Financials, it was noted that there was no documentation on the security or waiver for rent for the EGT and US Cellular leases. The EGT lease was negotiated and approved without a security but didn't specifically state the security was waived although that was the intent stated during the process. It is unknown what occurred during the initial negotiation and approval of the US Cellular lease but is assumed to have been waived; the lease has been in existence since 2004. Staff is seeking commission approval to document these waivers.

PRIOR ACTION/PRESENTATION: None

FINANCIAL IMPACTS: None

INCLUDED IN CURRENT YEAR'S BUDGET:
- X Not applicable

ATTACHMENTS: None

RECOMMENDED ACTION: Advisory at this time. Future motion: Motion to approve the waiver of rent security for the EGT and US Cellular property leases.

REVIEWED BY:
- X Counsel
- □ Special Counsel
- □ Park Advisory Committee
☐ Other

INTERIM CHIEF EXECUTIVE OFFICER APPROVAL
Agenda Item 8c

Advisory

INTERNATIONAL TRAVEL
COMMISSION BRIEFING

SUBJECT: International Travel

MEETING DATE: 3/11/2020

PRESENTED BY: Christian Clay

DEPARTMENT: Business Development

REQUESTED ACTION:

- [ ] Motion
- [ ] Resolution
- [X] Advisory

BACKGROUND: The Port of Longview engages in International Travel to strengthen trade with our foreign business partners. As part of our marketing effort to increase breakbulk and bulk cargos, the port BD staff proposes to travel to Japan, Norway, and Germany from May 10 through May 27, 2020. We will be attending Biomass Pellet Conference in Tokyo, Breakbulk Europe, and engaging in multiple office business meetings with existing and potentially new customers in each city.

PRIOR ACTION/PRESENTATION: This request aligns with the Domestic and International travel plans discussed during the 2019 budget process.

FINANCIAL IMPACTS: The estimate of travel expenses for the Asia/European Marketing trip is approximately $10,595.00 per person. The BD team will send Christian Clay, Laurie Nelson-Cooley, and Dan Stahl (Optional) on this trip at an approximate cost of $21,190 - if Dan Stahl attends - $31,785.

INCLUDED IN CURRENT YEAR’S BUDGET:

- [X] Yes, the amount budgeted for Domestic & International Business Travel in 2019 is $75,000
- [ ] No
- [ ] Not applicable

ATTACHMENTS:

None

RECOMMENDED ACTION:

Motion to approve international travel to Asia/Europe in May 2020, consistent with the adopted 2020 budget.

REVIEWED BY:

- [ ] Counsel
- [ ] Special Counsel
- [ ] Park Advisory Committee
- [ ] Other

INTERIM CHIEF EXECUTIVE OFFICER APPROVAL:

[Signature]

[Date]