



9. Recess Regular Commission Meeting

*Public comment is taken prior to Commission vote on annual meeting items*

- a. Convene Industrial Development Corporation Annual Meeting  
*(Agenda included as attachment)*
- b. Adjourn Industrial Development Corporation Annual Meeting

10. CEO and Staff Reports

- a. Chief Executive Officer's Report
- b. IRCE Project Safety Update (including safety audits)

11. Commissioner Reports

12. Recess to Executive Session

- a. Potential Litigation, RCW 42.30.110(1)(i)

13. Adjourn Meeting

## AGENDA ITEM 9

### **Recess Regular Commission Meeting**

- a. Convene Industrial Development Corporation Annual Meeting
- b. Adjourn Industrial Development Corporation Annual Meeting



# Industrial Development Corporation of the Port of Longview (“IDC”) Special Board of Directors Meeting Agenda

MEETING TYPE:            Regular Annual                            Special

MEETING DATE:           January 14, 2026                           MEETING TIME:                           9:00 AM

ATTENDANCE:            *In Person*    *Television Broadcasting*  
                                  Port of Longview    [KLTV Kelso Longview](#)  
                                  10 International Way    [Television](#)  
                                  Longview, WA 98632

Public comment will be taken before and during the meeting. Attendees can submit public comments to [publiccomment@portoflongview.com](mailto:publiccomment@portoflongview.com) or give public comment orally during the meeting. For assistance with special arrangements please call (360) 425-3305 at least 24 hours in advance.

1. Call to Order
2. Roll Call
3. Approval of Minutes  
*Public comment is taken prior to Commission vote on this item*
  - a. Meeting of January 8, 2025
4. Organization of the Board  
*Public comment is taken prior to Commission vote on this item*
  - a. President
  - b. Vice President
  - c. Secretary/Treasurer
5. Staff Appointments  
*Public comment is taken prior to Commission vote on this item*
  - a. Manager
  - b. Assistant Treasurer
6. Approval of Invoice  
*Public comment is taken prior to Commission vote on this item*
7. Action Items
  - a. Adoption of IDC Resolution 2026-01
8. 2025 Financial Report  
*Public comment is taken prior to Commission vote on this item*
9. Adjourn Meeting

Industrial Development Corporation  
of the Port of Longview  
Port Offices  
January 8, 2025

An Annual Meeting of the Board of Directors of the Industrial Development Corporation of the Port of Longview ("IDC") was held in person on the above date.

ATTENDEES     Allan Erickson, Commissioner  
Evan Jones, Commissioner  
Jeff Wilson, Commissioner  
Dan Stahl, Chief Executive Officer  
Jennifer Brown, Chief Administrative and Financial Officer  
Adam Fulton, Chief Operating Officer  
Dale Lewis, Director of External Affairs  
William Burton, Director of Facilities & Engineering  
Lisa Hendriksen, Director of Planning and Environmental Services  
Christian Clay, Director of Business Development  
Mark Price, Director of Marine Terminals  
Casey Paradis, Information Technology Manager  
Jaime Thayer, Manager of Finance and Accounting  
Lindsey Harris, Procurement Manager  
Jacob Knight, Manager of Marine Terminals  
Jennifer McAninch, Real Estate & Economic Development Associate  
LeAnne Bremer, General Counsel  
Thomas Larkin, Special Counsel (Remote)  
Jill Page, Executive and Commission Coordinator  
KLTV Representatives (Remote)  
David Hodges, CFM Advocates Associate  
Bill Fashing, Cowlitz County Building and Planning  
Mike Bridges, ILWU  
Adam Davis  
Aurora Biggers  
Chad Brown  
Jennie Kordenant  
Tim Shay  
Justin Sellers  
Tyler Smith

The Annual Meeting was called to order at 9:38 AM by IDC President Allan Erickson. The three IDC Directors, Jeff Wilson, Evan Jones and Allan Erickson, were present, constituting a quorum.

APPROVAL OF MINUTES: Upon motion made by Director Wilson, seconded by Director Jones and unanimously carried, the Minutes of the January 10, 2024, annual meeting was approved. There were no public comments.

ORGANIZATION OF THE BOARD: Upon motion made by Director Wilson to appoint Director Erickson as President, Director Jones as Vice President, and Director Wilson as Secretary/Treasurer, seconded by Director Jones and unanimously carried, the Commission appointed the below officers for the year 2025. There were no public comments.

President	Allan Erickson
Vice President	Evan Jones
Secretary/Treasurer	Jeff Wilson

STAFF APPOINTMENTS. Upon motion made by Director Wilson to appoint Dan Stahl as Manager and Jennifer Brown as Assistant Treasurer, seconded by Director Jones and unanimously carried, the staff appointed for the year 2024 will retain those positions for the year 2025. There were no public comments. Appointments are as follows:

Manager	Dan Stahl
Assistant Treasurer	Jennifer Brown

APPROVAL OF INVOICE. Upon motion made by Director Wilson to approve invoice number 007539, seconded by Director Jones and unanimously carried, payment of invoice 007539 was approved. There were no public comments.

2024 FINANCIAL REPORT. Director Wilson moved to accept the 2024 Financial Report as presented, a copy of which is attached to these minutes, seconded by Director Jones and unanimously carried. The 2024 Financial Report was approved. There were no public comments.

There being no further business to come before the Directors, the meeting was adjourned at 9:43 AM.

**PORT OF LONGVIEW BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Allan Erickson, Director/Commissioner

By: \_\_\_\_\_  
Evan Jones, Director/Commissioner

By: \_\_\_\_\_  
Jeff Wilson, Director/Commissioner



# PORT OF LONGVIEW WASHINGTON'S WORKING PORT

10 International Way, Longview, WA 98632  
TEL: (360) 425-3305 FAX: (360) 425-8650

Ind. Development Corp.  
c/o Port of Longview  
P.O. Box 1258  
Longview, WA 98632

**INVOICE NUMBER** PS-INV103582  
**Invoice Date** 06 January 2026  
**Project**  
**Page** 1 of 1  
**Customer** POR99  
**Docking Date/Time**  
**Departure Date/Time**  
**Vessel Name**  
**Project Name**

**Invoice inquiries to:**  
**Deanna L. White**  
**DWhite@PortofLongview.com**

## Project

	Quantity	Unit of Measure	Rate	Amount
Commission Benefits	1.00	Each	60.00	60.00
Legal Expense COMMISSION	1.00	Each	126.50	126.50
Admin Salaries	1.00	Each	426.77	426.77
Admin Benefits	1.00	Each	215.65	215.65
			<b>Invoice Total:</b>	<b>828.92</b>

### Payment Terms Net 30 days

Interest will be charged at 1 1/2% per month (18% per annum) if this invoice is not paid within 30 days of invoice date.

FINAL APPROVAL OF ACCOUNTS PAYABLE

We the undersigned Board of Directors of the Industrial Development Corporation of the Port of Longview, Cowlitz County, Washington, do hereby certify that the services hereinafter specified have been received and are approved for payment from funds of the Industrial Development Corporation account for the amount of \$828.92 and presented to the Board of Directors of the Industrial Development Corporation on the 14<sup>th</sup> day of January, 2026.

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Allan Erickson, Director

---

Evan Jones, Director

---

Jeff Wilson, Director

**THE INDUSTRIAL DEVELOPMENT CORPORATION  
OF THE PORT OF LONGVIEW, WASHINGTON**

**Financial Report - 2025  
(Cash Basis)**

**CASH BALANCE 01/01/2025**

Key Express Checking	\$6,711.69
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**DISBURSEMENTS - 2025**

Staff Wages and Benefits	\$601.02
Director's Compensation	60.00
Legal Expense	126.50
	<hr/> 787.52

**INTEREST INCOME - 2025**

0.61

**CASH BALANCE 12/31/2024**

Key Express Checking	<hr/> <b><u>\$5,924.78</u></b> <hr/>
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**ACCOUNTS PAYABLE OUTSTANDING 12/31/2025**

Port of Longview	828.92
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**INDUSTRIAL DEVELOPMENT CORPORATION OF THE PORT OF LONGVIEW  
RESOLUTION 2026-01**

**A RESOLUTION OF THE INDUSTRIAL DEVELOPMENT CORPORATION OF THE PORT OF  
LONGVIEW APPOINTING NEW SIGNATORIES TO THE IDC KEYBANK CHECKING ACCOUNT**

BE IT RESOLVED BY the Board of Directors of the Industrial Development Corporation of the Port of Longview that the Chief Executive Officer and Chief Administrative and Financial Officer of the Port of Longview are appointed as authorized signatories on the Industrial Development Corporation's KeyBank checking account.

FURTHER RESOLVED, that Key Bank will be notified that the following employees are now authorized to sign checks and warrants on the account:

\_\_\_\_\_  
Ken Anderton, Chief Executive Officer

\_\_\_\_\_  
Jennifer Brown, Chief Administrative & Financial Officer

ADOPTED by the Board of Directors of the Industrial Development Corporation of the Port of Longview this 14<sup>th</sup> day of January, 2026.

INDUSTRIAL DEVELOPMENT CORPORATION  
OF THE PORT OF LONGVIEW  
BOARD OF DIRECTORS

\_\_\_\_\_  
Allan Erickson, Director

\_\_\_\_\_  
Evan Jones, Director

\_\_\_\_\_  
Jeff Wilson, Director

## AGENDA ITEM 10

### **CEO and Staff Reports**

- a. Chief Executive Officer's Report
- b. IRCE Project Update (including safety audits)

**Safety Audit**

**12/01/2025**



## Safety Audit Form

**CUSTOMER**

Port of Longview

**JOB NAME**

IRCE Safety Consult

**JOB NUMBER**

25-047-PSC

**AUDIT DATE**

12/01/2025

**REPORT DATE**

12/01/2025

**PROJECT MANAGER**

Kyle Fadness

**INSPECTOR NAME**

Derek Burr

**INSPECTOR EMAIL**

[dburr@integritysafety.com](mailto:dburr@integritysafety.com)

**Unchecked boxes=Not applicable**

**GENERAL ADMINISTRATIVE**

- Written Safety and Hazard Communication programs (APP and SDS binders)
- Required postings OSHA L & I, Emergency Numbers, Worker's Comp, Code of Safe Practices, ETC.
- Adequate toilets/ washing facilities
- Record of Safety Meetings and Safety Inspections
- Hot/Cold stress to workers with proper access to water (H2O)
- Adequate lighting in work and walkways

**WRITTEN SAFETY AND HAZARD COMMUNICATION PROGRAMS (APP AND SDS BINDERS)**

OK

**REQUIRED POSTINGS OSHA L & I, EMERGENCY NUMBERS, WORKER'S COMP, CODE OF SAFE PRACTICES, ETC.**

OK

**ADEQUATE TOILETS/ WASHING FACILITIES**

OK

**RECORD OF SAFETY MEETINGS AND SAFETY INSPECTIONS**

OK

**HOT/COLD STRESS TO WORKERS WITH PROPER ACCESS TO WATER (H2O)**

OK

**ADEQUATE LIGHTING IN WORK AND WALKWAYS**

OK

**PERSONAL PROTECTIVE EQUIP / EMERGENCY**

- Hard hats, vest, and safety glasses being used as needed or 100% of the time
- Hearing, face protection, along with respirators, being used when needed and workers medically cleared

- Employees aware of emergency procedures
- First Aid kit on site- stocked and accessible
- First aid personnel on site and identified
- Proper work shoes being worn

**HARD HATS, VEST, AND SAFETY GLASSES BEING USED AS NEEDED OR 100% OF THE TIME**

OK

**HEARING, FACE PROTECTION, ALONG WITH RESPIRATORS, BEING USED WHEN NEEDED AND WORKERS MEDICALLY CLEARED**

OK

**EMPLOYEES AWARE OF EMERGENCY PROCEDURES**

OK

**FIRST AID KIT ON SITE- STOCKED AND ACCESSIBLE**

OK

**FIRST AID PERSONNEL ON SITE AND IDENTIFIED**

OK

**PROPER WORK SHOES BEING WORN**

OK

**EXCAVATIONS**

- Seatbelts being worn while in equipment

**SEATBELTS BEING WORN WHILE IN EQUIPMENT**

OK

**HOUSEKEEPING**

- Work area, passageways, and stairs clear of scrap and debris. Removed regularly.
- Site clean with proper trash receptacles
- Material storage areas kept orderly and free of debris
- Protruding nails in lumber kept cleared from work areas, passageways, and stairs, in and around buildings

**WORK AREA, PASSAGeways, AND STAIRS CLEAR OF SCRAP AND DEBRIS. REMOVED REGULARLY.**

OK

**SITE CLEAN WITH PROPER TRASH RECEPTACLES**

OK

**MATERIAL STORAGE AREAS KEPT ORDERLY AND FREE OF DEBRIS**

OK

**PROTRUDING NAILS IN LUMBER KEPT CLEARED FROM WORK AREAS, PASSAGeways, AND STAIRS, IN AND AROUND BUILDINGS**

OK

**FIRE PROTECTION/PREVENTION**

- Fire extinguishers provided at least every 3000 sq. feet of combustibles
- Monthly inspection completed
- Approved Safety cans in use

**FIRE EXTINGUISHERS PROVIDED AT LEAST EVERY 3000 SQ. FEET OF COMBUSTIBLES**

OK

**MONTHLY INSPECTION COMPLETED**

OK

**APPROVED SAFETY CANS IN USE**

OK

**MATERIAL HANDLING**

- Equipment is being operated w/proper clearances from workers & other equipment
- Seat belt worn

**EQUIPMENT IS BEING OPERATED W/PROPER CLEARANCES FROM WORKERS & OTHER EQUIPMENT**

OK

**SEAT BELT WORN**

OK

**HIGHWAY/WORK ZONES**

- Warning signs properly spaced
- Channelization devices properly used and spaced
- Vehicle and pedestrian traffic properly controlled

**WARNING SIGNS PROPERLY SPACED**

OK

**CHANNELIZATION DEVICES PROPERLY USED AND SPACED**

OK

**VEHICLE AND PEDESTRIAN TRAFFIC PROPERLY CONTROLLED**

OK

**GENERAL COMMENTS**

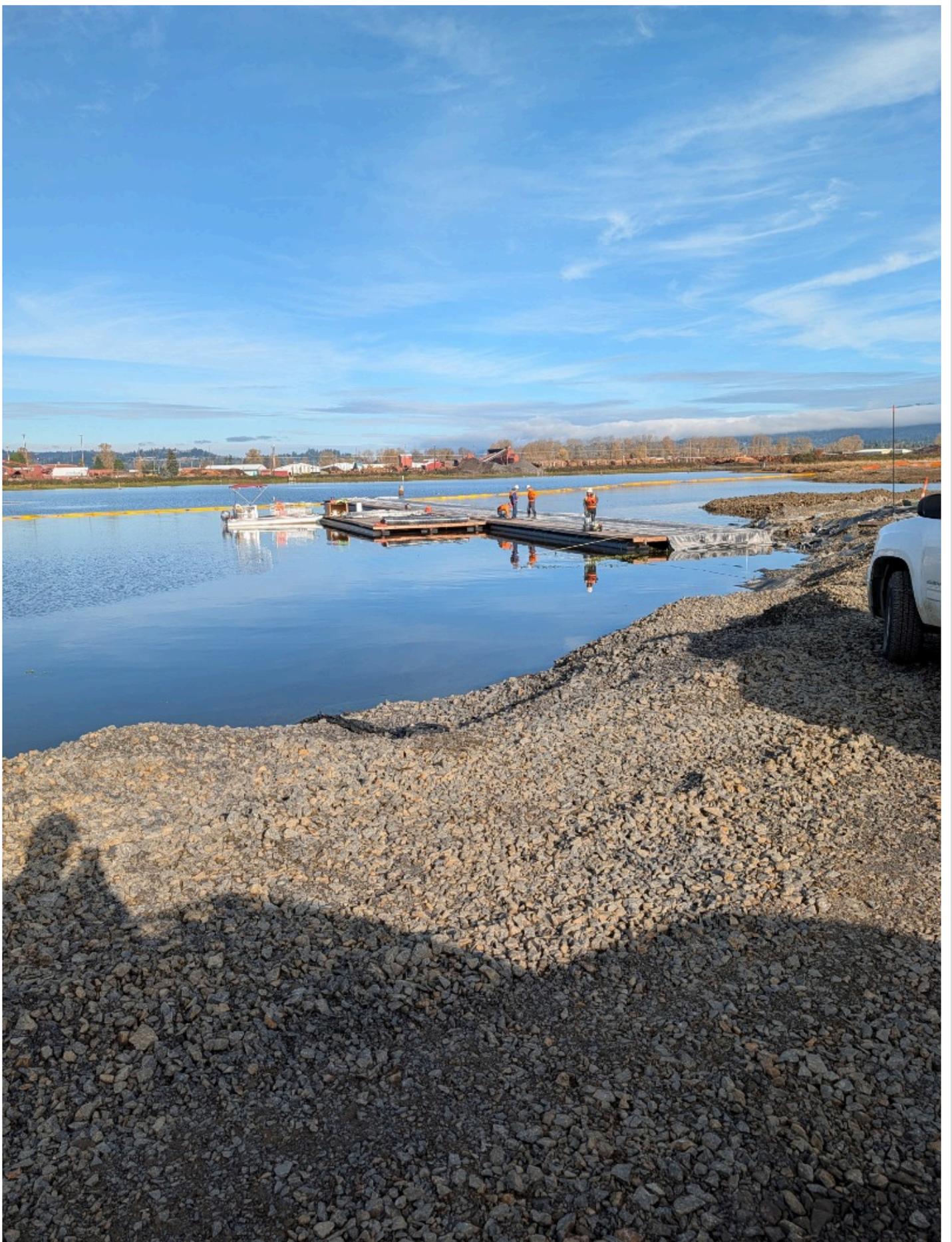
Arrived onsite around 1130am.

\* one crew working on sewing fabric on floating dock.

\* one crew using excavator to spread rock for expansion while trucks hauling quarry rock for base to be placed.

Any worker near edge of water is required to wear an approved PFD. When truck operations have ceased delivering rock, a Controlled Access Zone is established using stanchions and rope to establish edge to water and direct access to boat/dock.

**ADDITIONAL PHOTOS (IF APPLICABLE)**







**Thank you for the opportunity to provide this audit report. If you have any questions, please contact me at the number or email below.**

**This report will automatically send to [billing@integritysafety.com](mailto:billing@integritysafety.com)**

**Safety Audit**

**12/22/2025**



## Safety Audit Form

**CUSTOMER**

Port of Longview

**JOB NAME**

IRCE

**JOB NUMBER**

25-047-PSC

**AUDIT DATE**

12/22/2025

**REPORT DATE**

01/05/2026

**SUPERINTENDENT/FOREMAN**

Karl Enyeart

**PROJECT MANAGER**

Karl Enyeart

**INSPECTOR NAME**

John Carlson

**INSPECTOR EMAIL**

[jcarlson@integritysafety.com](mailto:jcarlson@integritysafety.com)

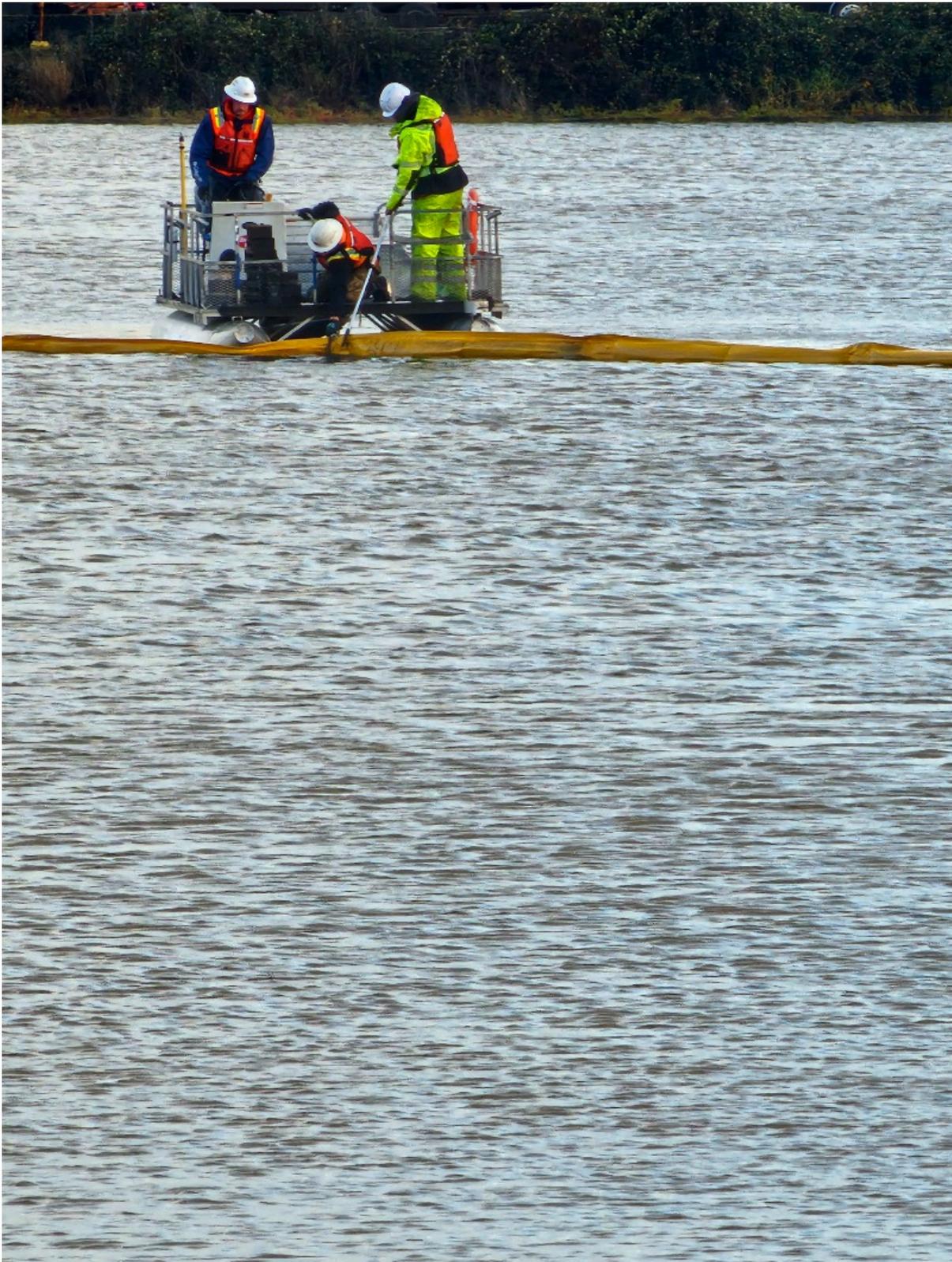
**Unchecked boxes=Not applicable**

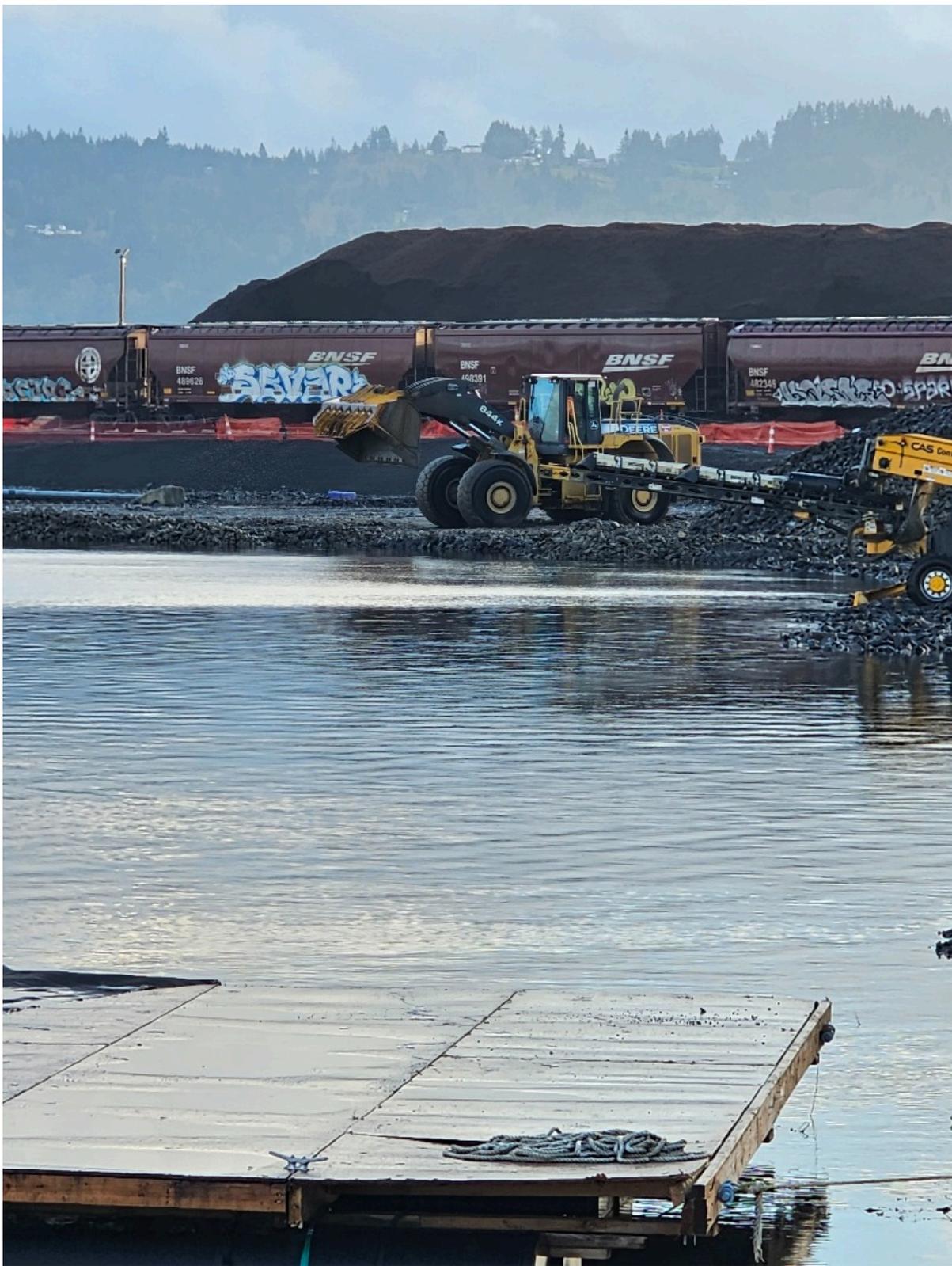
**GENERAL COMMENTS**

Walked the jobsite. Met with Cody and Gary. Ongoing work of infill at west end of the log pond. Observed workers on the boat wearing high vis, ppe and PFD's. Life rings were placed in the proper locations adjacent to work areas and proper fuel cans were being used. Significant trucking of materials was ongoing and those operating equipment were doing so in a proper manner. Work will stop through the Christmas and New Year break and will continue on January 5th. No inspections will be done over the work break.

See photos below.

**ADDITIONAL PHOTOS (IF APPLICABLE)**





**GENERAL ADMINISTRATIVE**

- Written Safety and Hazard Communication programs (APP and SDS binders)
- Required postings OSHA L & I, Emergency Numbers, Worker's Comp, Code of Safe Practices, ETC.
- Adequate toilets/ washing facilities
- Record of Safety Meetings and Safety Inspections
- Hot/Cold stress to workers with proper access to water (H2O)
- Adequate lighting in work and walkways

**WRITTEN SAFETY AND HAZARD COMMUNICATION PROGRAMS (APP AND SDS BINDERS)**

OK

**REQUIRED POSTINGS OSHA L & I, EMERGENCY NUMBERS, WORKER'S COMP, CODE OF SAFE PRACTICES, ETC.**

OK

**ADEQUATE TOILETS/ WASHING FACILITIES**

OK

**RECORD OF SAFETY MEETINGS AND SAFETY INSPECTIONS**

OK

**HOT/COLD STRESS TO WORKERS WITH PROPER ACCESS TO WATER (H2O)**

OK

**ADEQUATE LIGHTING IN WORK AND WALKWAYS**

OK

**PERSONAL PROTECTIVE EQUIP / EMERGENCY**

- Hard hats, vest, and safety glasses being used as needed or 100% of the time

**HARD HATS, VEST, AND SAFETY GLASSES BEING USED AS NEEDED OR 100% OF THE TIME**

OK

**EXCAVATIONS**

- Seatbelts being worn while in equipment

**SEATBELTS BEING WORN WHILE IN EQUIPMENT**

OK

**HOUSEKEEPING**

- Work area, passageways, and stairs clear of scrap and debris. Removed regularly.
- Site clean with proper trash receptacles
- Material storage areas kept orderly and free of debris

**WORK AREA, PASSAGeways, AND STAIRS CLEAR OF SCRAP AND DEBRIS. REMOVED REGULARLY.**

OK

**SITE CLEAN WITH PROPER TRASH RECEPTACLES**

OK

**MATERIAL STORAGE AREAS KEPT ORDERLY AND FREE OF DEBRIS**

OK

**MATERIAL HANDLING**

- Forklift Operators are trained & certified
- Equipment is being operated w/proper clearances from workers & other equipment
- Seat belt worn

**FORKLIFT OPERATORS ARE TRAINED & CERTIFIED**

OK

**EQUIPMENT IS BEING OPERATED W/PROPER CLEARANCES FROM WORKERS & OTHER EQUIPMENT**

OK

**SEAT BELT WORN**

OK

**HIGHWAY/WORK ZONES**

- Vehicle and pedestrian traffic properly controlled

**VEHICLE AND PEDESTRIAN TRAFFIC PROPERLY CONTROLLED**

OK

Empty rectangular box at the bottom of the page.

**Thank you for the opportunity to provide this audit report. If you have any questions, please contact me at the number or email below.**

**This report will automatically send to [billing@integritysafety.com](mailto:billing@integritysafety.com)**

**ADDITIONAL EMAIL ADDRESS TO RECEIVE A PDF COPY OF THIS REPORT**

[jcarlson@integritysafety.com](mailto:jcarlson@integritysafety.com)