

GRAYS HARBOR TRANSPORTATION AUTHORITY

Regular Meeting December 12, 2023 at 4:00 p.m. via Hybrid in person & Zoom

Members Present: Commissioner Vickie Raines, Commissioner Kevin Pine, Commissioner Warne, Mayor Jim Sorensen, Mayor Ben Winkelman, and Union Representative Mark Neuville

Staff Present: General Manager Ken Mehin, Clerk of the Board Tami Dragoo, Finance Manager Jean Braaten, HR Supervisor Katie Heikkila, Operations Manager Terri Gardner, Facilities Maintenance Supervisor Greg Fountain, IT Manager David Bolin, HR Admin. Coordinator Alecia Baretich, Vanpool Kathy Dawson and Payroll Coordinator Abby Covall

Counsel Present: Art Blauvelt

Others Present: Abby Wheeler and Lauren Read

Meeting was called to order at 4:00 pm by Commissioner Raines.

It was moved by Mayor Sorensen and seconded by Commissioner Pine to approve the Agenda as presented. Motion carried.

The 2024 Preliminary Budget public hearing was opened. Ms. Braaten gave a presentation outlining the proposed budget, capital projects, revenue, and expenses which included a breakdown for each department. Total budget proposed is \$28,975,905. There being no comments, the public hearing was closed.

CONSENT AGENDA

Consent Agenda:

- a) Minutes of November 14, 2023
- b) November Vouchers in the amount of \$1,151,394.07; first period \$68,794.94 warrant #679823; second period \$222,992.99 warrant #678806 – 679822, 679824 – 679826; third period \$532,901.54 warrant #680259 – 680264; fourth period \$326,704.60 warrant #680374 – 680386.
- c) November Payroll - \$530,815.58

It was moved by Commissioner Warne and seconded by Commissioner Pine to approve the items in the Consent Agenda. Motion carried.

COMMUNICATIONS – PUBLIC COMMENTS

Grays Harbor Rotary sent a letter of thanks for providing bus transportation tripper for a pub crawl event in Aberdeen and Hoquiam in October.

ATU President Mark Neuville commented that ATU's goal is to work cooperatively with the Authority to seek a happy work environment for employees benefitting the employer as well as the public. Working together will achieve these goals. Commissioner Raines added that negotiations have never been so smooth when working with Mr. Neuville this past year and looking forward to continue this relationship in the future.

COMMITTEE REPORTS

Board Chair Report – Commissioner Raines thanked all of the employees of Grays Harbor Transit for all of the hard work they do and all of the hard work does not go unnoticed.

**CALLED TO
ORDER, ROLL
CALL**

**AGENDA
APPROVAL**

**2024 PRELIMINARY
BUDGET PUBLIC
HEARING**

**CONSENT AGENDA
APPROVAL**

**GRAYS HARBOR
ROTARY PUB
CRAWL TRIPPER**

**ATU 1765
PRESIDENT
COMMENTS**

**BOARD CHAIR
REPORT**

Finance Committee – no meeting was held.

**FINANCE
COMMITTEE**

Facilities Committee – no meeting was held.

**FACILITIES
COMMITTEE**

OFFICERS REPORT

Mr. Mehin introduced the newest member of the Administration team, Abby Wheeler. Ms. Wheeler has extensive experience in grant writing and grant management. Ms. Wheeler has been working with Management as a grant contractor and has officially transitioned into a permanent position at the Authority as Grants Planning and Procurement Manager.

**GENERAL
MANAGER
REPORT**

November ridership is 67,610 which is 17.2% more than same month last year and down 8.2% from last month. Revenue is at 92% which Mr. Mehin noted is right on target. Sales Tax revenue for November took a bit of a jump and looks good for the year. Expenses for October is at 68%. Statistics through October show no surprises. Cash Flow Activity is right on track. Current vanpool remains at a total of 11.

OFFICERS REPORT

STAFF REPORTS

Mr. Bolin reported new replacement tablets will be arriving soon replacing the current tablets in use which are over five years in daily service. Phones are still in the process of being replaced for the Ring Central system. These are the secondary general phones like meeting rooms and other common area phones. ATC fiber internet installation is now complete and will be upgrading the hardware associated with this upgrade. Previously approved surplus computer equipment has been stripped of all memory components and will be taken to e-waste this week to be recycled.

IT REPORT

Mr. Fountain reported that the bus washer replacement project is about 80% complete with sides, roof, gutters, inner walls are all in and is working on insulation and panel painting. The water pit has been vacuumed and cleaned out and still needs the electrical and lighting work. The bus washer replacement equipment should start arriving after the first of the year. Two Big Belly trash bins have been installed at ATC and is currently testing the communications. They are being used but have not gone through a compactor cycle yet. Once complete and satisfied with the test, others will be placed throughout the county. A scissor lift was picked up on Friday which will make shop tasks safer. The construction kickoff meeting is next week with JA Morris for the dispatch remodel project and is expected to start after the first of January.

**FACILITIES
REPORT**

Mr. Mehin reported that Mr. Brewer and a trainer are currently participating in the Guest Rider program at Clallam Transit which is a two-day event. Representatives from other transit agencies ride random buses incognito and report their findings to that agency for possible improvements and is also a learning tool for our representatives to see how other systems operate.

**SAFETY AND
TRAINING REPORT**

Ms. Covall reported that payroll has been running parallel with the County and will also be tested with the December payroll to make sure everything is balancing and ready to run payroll independently starting January. Ms. Covall has been working with the bank for positive pay setup, ACH and fraud protection. Ms. Covall is also working with the bank to conduct a pre-run to verify employee accounts prior to the first pay period of 2024. Ms. Covall is confident that all systems will be ready and the payroll transition should run smoothly.

**PAYROLL
TRANSITION
REPORT**

UNFINISHED BUSINESS

NEW BUSINESS

Resolution 2023-12-001 for the 2024 Budget in the amount of \$28,975,905 was presented for approval. It was moved by Mayor Sorensen and seconded by Commissioner Pine to adopt Resolution 2023-12-001 as presented in the amount of \$28,975,905. Motion carried.

RESOLUTION 2023-12-001 APPROVAL OF 2024 BUDGET

Resolution 2023-12-002 for a one-time cash out for non-represented employees was presented. Ms. Heikilla reported that with the payroll transition, the non-represented who receive salaries are paid from the first of the month through the end of each month so these employees would not receive wages until the 25th of January for the payroll period January 1-15. So, as a gap, this resolution would allow employees to a one-time cash out of vacation up to 80 hours. For those employees lacking vacation time to cash out, will also be allowed to use in combination vacation, sick leave and floating holiday to cover up to 80 hours to receive a paycheck on the January 10th payroll. It was moved by Commissioner Warne and seconded by Commissioner Pine to adopt Resolution 2023-12-002 for a one-time cash out for non-represented employees. Motion carried.

RESOLUTION 2023-12-002 ONE TIME CASH OUT FOR NON REPRESENTED EMPLOYEES

Commissioner Raines reported that the Board has been briefed throughout the negotiations on the Dispatch Union Contract with ATU Local 1765 and the progress that has been made. Mr. Neuville reported to Commissioner Raines and Mr. Mehin that the dispatchers ratified the contract prior to this meeting. It was moved by Commissioner Pine and seconded by Mayor Winkelman to approve the ATU 1765 Dispatch Union Contract. Motion carried.

DISPATCH UNION CONTRACT APPROVAL

Ms. Gardner reported on the 2023 SVS Policy Update with current contact information, office locations, office hours, scheduling times, and general document formatting. Ms. Gardner also noted that a change to the maximum weight limit for the lifts has been changed from 600 to 800 pounds to reflect the equipment limitations as well as the fares to match the current fare policy. It was moved by Commissioner Warner and seconded by Mayor Sorensen to approve the 2023 SVS Policy Update. Motion carried.

2023 SVS POLICY UPDATE APPROVAL

A Vacation Policy Update for Non-Represented Employees was presented. Ms. Heikkila reported that there was a change in Section 2 for maximum vacation accrual hours of 320 hours which aligns with the Operators, Maintenance, and CSR contract and the approved Dispatch contract. It was moved by Commissioner Pine and seconded by Mayor Sorensen to approve the Vacation Policy Update for Non-Represented Employees as presented. Motion carried.

VACATION POLICY UPDATE FOR NON-REPRESENTED EMPLOYEES APPROVAL

Commissioner Raines thanked the 2023 Board Members for all of their work throughout the year on the Transit Board and especially the two outgoing members, Mayor Schave and Mayor Sorensen which both have served on the Board for the last four years. Certificates of Appreciation for both outgoing Mayors were prepared to commemorate their service.

2023 BOARD MEMBER THANK YOU

The 2024 Board will consist of the three Commissioners and new incoming Aberdeen Mayor Douglas Orr and a small city Mayor under 5,000 population to be announced later. Mayor Winkelman will have a discussion with the Mayor of Ocean Shores to determine who will represent cities over 5,000 population. Mayor Sorensen noted that the small city Mayors are planning a meeting before the end of the month to discuss who their appointee will be.

2024 BOARD MEMBERS

Meeting adjourned at 4:51 p.m.

Approved this 9th day of January 2024.



Chairman


Ken Mehin (Jan 17, 2024 13:09 PST)

Executive Secretary