

GRAYS HARBOR TRANSPORTATION AUTHORITY

Regular Meeting July 11, 2023 at 4:00 p.m. via Hybrid in person & Zoom

Members Present: Commissioner Vickie Raines, Commissioner Jill Warne, Commissioner Kevin Pine, Mayor Pete Schave, Mayor Jim Sorensen, and Union Representative Mark Neuville

Staff Present: General Manager Ken Mehin, Clerk of the Board Tami Dragoo, Finance Manager Jean Braaten, Operations Manager Terri Gardner, HR Supervisor Katie Heikkila, Safety & Training Manager Shawn Brewer, Maintenance Manager Todd Tobeck, Facilities Maintenance Supervisor Greg Fountain, IT Manager David Bolin, HR Admin. Coordinator Alecia Baretich, Accounting Sharon Adams, and Vanpool Kathy Dawson

Counsel Present: Art Blauvelt

Others Present: Bill Langley

Meeting was called to order at 4:00 pm.

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

CONSENT AGENDA

Consent Agenda:

- a) Minutes of June 14, 2023
- b) June Vouchers in the amount of \$1,214,385.40; first period \$58,784.98 warrant #673742; second period \$240,846.65 warrant #673711 – 673741, 673743 – 673748; third period \$683,538.69 warrant #674037 – 674043 ; fourth period \$231,215.08 warrant #674044 – 674045.
- c) June Payroll - \$476,645.32

It was moved by Mayor Sorensen and seconded by Mayor Schave to approve the items in the Consent Agenda. Motion carried.

COMMUNICATIONS – PUBLIC COMMENTS

A letter of thanks was received from Grays Harbor College for the donation of a 2002 Gillig 35' low floor bus to the Diesel Technology program. This donation will greatly help the students with hands-on training.

A letter of gratitude was received from Greater Grays Harbor for the continued membership and support of the Authority.

COMMITTEE REPORTS

Board Chair Report – Commissioner Raines reported that the ATU Union members will be voting on the contract on Thursday, July 13th. ATU President Mark Nueville will notify Mr. Mehin of the outcome.

Finance Committee – Commissioner Warne reported that a committee meeting was held in late June to discuss the former bowling alley property next to the Hoquiam M&O facility. The committee forwarded their recommendation to the Facilities Committee to approve this improvement project.

**CALLED TO
ORDER, ROLL
CALL**

**AGENDA
APPROVAL**

**CONSENT AGENDA
APPROVAL**

**GRAYS HARBOR
COLLEGE THANK
YOU**

**GREATER GRAYS
HARBOR**

**BOARD CHAIR
REPORT**

**FINANCE
COMMITTEE**

Facilities Committee – Mayor Schave reported that the bowling alley property upgrade will benefit operations by opening up property that is currently unused and a cost savings since heavy equipment will already be onsite for another project. A portion of the project is in the 2023 Budget and the rest is currently unfunded. Mayor Schave reported that there would be a cost benefit to go forward with this project to prepare the property for the next phase which includes a bus detailing shed and a bus staging area. It was moved by Mayor Schave and seconded by Mayor Sorensen to approve moving forward with the preparation of the bowling alley property for a detail shed and bus staging area. Motion carried.

**FACILITIES
COMMITTEE**

Commissioner Raines reported that weekly meetings have taken place with Mr. Mehin, Ms. Braaten, Ms. Wheeler, and herself to discuss the funding of the property off of Gavett Lane and indicated that the progress of this discussion has been quite slow and will bring information to the Board when it arises.

OFFICERS REPORT

Mr. Mehin reported that thanks to the HR staff, the operators are fully staffed and have two openings in the dispatch department and a payroll administrator will be starting in August. CDL classes are still taking place to ensure that replacement operators are CDL ready for upcoming retirements and any unforeseen separations. It was also reported by Mr. Mehin that the capital projects are on track.

**GENERAL
MANAGER
REPORT**

June ridership is 67,988 which Mr. Mehin reported is steady at 20.5% above last year and .6% below last month which is a normal occurrence. Revenue remains strong even though it came in below expectations. Expenses for June are good. Statistics show no surprises. Cash Flow Activity is good. Current vanpool remains at a total of 11.

OFFICERS REPORT

STAFF REPORTS

Mr. Bolin reported that he is focusing on improving the technology. He has reached out to IP Keys that Kitsap Transit utilizes for onboard bus infrastructure and site equipment and hopes they can assist with improving efficiency and cost effective. Replacing aging hardware is also a high priority.

IT REPORT

Mr. Tobeck reported that five new cutaway buses are now fully outfitted and in service. All but one of the surplus coaches have been removed. Maintenance crew is working on removing obsolete parts and reorganize. Three new mechanics have just completed their bid and commended the senior mechanics on their training of these new employees which are doing a great job.

**MAINTENANCE
REPORT**

Mr. Fountain reported that curb painting has been completed at the transit centers. Landscaping and designated handicap parking marking will be underway shortly. Environmental studies were conducted today on the bus washer and took some paint scrapings to test for lead so when the results are known, a bid packet can be finalized. Stormwater filters have been replaced and drains cleaned at ATC and should be good for another five years. Mr. Fountain also reported that he is requesting bid for replacement benches to replace older concrete benches and the clear approach panel replacement on the bus shelters is still underway.

**FACILITIES
REPORT**

Mr. Brewer reported last week two new CDL trainees that graduated from the GH College CDL class just need to get their passenger endorsement to have all of the required license and endorsements to drive bus and will have one more fully licensed trainee after screening tests results are received. Two CDL trainees have graduated and are fully certified to operate routes as of last week. Two more operators are being trained as BTW (Behind the Wheel) trainers.

**SAFETY AND
TRAINING REPORT**

Ms. Gardner reported that the WAVE route has been completely restored as of May 1st. Dispatch office is still short-staffed and two operators have been approved as Augmentors and hopes to begin training soon. After the new CDL trainees have been certified and released to driving, operators that have been promoted to the Maintenance Department will be able to fully transition and not leave a shortage of operators. Refresher training for the Dispatchers should start in the next couple of weeks.

**OPERATIONS
REPORT**

Ms. Heikkila reported that there were two Employee of the Quarter for Quarter 3, Sharon Adams and Bill Langley. Ms. Adams has worked in the Finance Department for almost two decades and Mr. Langley has been with the Authority for almost four years starting as an operator and transferred to the Maintenance Department as a Washer/Fueler about three years ago and is retiring at the end of this month and will be missed. Both show exemplary work ethics and core values. The Board commended the two EOQ recipients for Quarter 3. Congratulations Sharon Adams and Bill Langley, Employees of the Quarter Q3.

EMPLOYEE OF
THE QUARTER Q3

UNFINISHED BUSINESS

NEW BUSINESS

An Updated Drug and Alcohol Policy was presented. It was moved by Mayor Schave and seconded by Commissioner Warne to approve the updated Drug and Alcohol Policy as presented. Motion carried.

UPDATED DRUG
AND ALCOHOL
POLICY

A Vehicle and Inventory list was declared as surplus to the needs of the Authority. These items include how each of the items will be disposed of. It was moved by Commissioner Warne and seconded by Mayor Schave to approve the vehicle and inventory items on the report as surplus which included disposal method of the items. Motion carried.

VEHICLE AND
INVENTORY LIST
SURPLUS

An RFQ for Consulting Firm for a new facility project was presented. It was moved by Mayor Sorensen and seconded by Mayor Schave to approve the RFQ. Motion carried. Mr. Mehin reported that Project Consultant Ms. Wheeler worked at developing this RFQ to hire a consulting firm to work on a new facility. Ms. Wheeler added that this is compliant with Federal Land Acquisition Regulations. WSDOT will have oversight of this so that funding is available down the line.

RFQ CONSULTING
FIRM FOR NEW
FACILITY
PROJECT

Commissioner Raines reported that the 19th Legislative District had some funds that were granted to the lower part of the district that didn't come to fruition and reallocated this funding to Grays Harbor Transit, Port of Grays Harbor and the Rail Separation Project. WSDOT will be working on a contract for this funding with the assistance of Ms. Wheeler for \$500,000 towards a new facility using this newly granted reallocated funding. Commissioner Raines thanked everyone that is working on this project.

REALLOCATED
FUNDING FROM
19TH LEGISLATIVE
DISTRICT

An Executive Session was called at 4:45 for 10 minutes to discuss a performance review under RCW 42.30.110(g). Meeting reconvened at 4:55. It was moved by Mayor Schave and seconded by Commissioner Warne to approve the 2023 Amendment to the Second Amendment Employment Contract for Ken Mehin as presented by Mr. Blauvelt. Motion carried.

EXECUTIVE
SESSION

Meeting adjourned at 5:00 p.m.

Approved this 12th day of September 2023 (no August meeting).

Pete Schave
Pete Schave (Sep 14, 2023 09:30 PDT)
Chairman

Ken Mehin
Ken Mehin (Sep 13, 2023 14:58 PDT)
Executive Secretary