

GRAYS HARBOR TRANSPORTATION AUTHORITY

Regular Meeting March 14, 2023 at 4:00 p.m. via Hybrid in person & Zoom

Members Present: Commissioner Vickie Raines, Commissioner Jill Warne, Commissioner Kevin Pine (4:07), Mayor Pete Schave (4:32), Mayor Jim Sorensen, Mayor Ben Winkelman, and Union Representative Karen Mudd

Staff Present: General Manager Ken Mehin, Clerk of the Board Tami Dragoo, Finance Manager Jean Braaten, Operations Manager Terri Gardner, Asst. Operations Manager Meadow Berkley, HR Supervisor Katie Heikkila, HR Admin. Coord. Alecia Baretich, Facilities Maintenance Supervisor Greg Fountain, Accounting Sharon Adams, and Vanpool Kathy Dawson

Counsel Present: Art Blauvelt

Others Present: Anne Reese

Meeting was called to order at 4:00 pm.

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

CONSENT AGENDA

Consent Agenda:

- a) Minutes of February 14, 2023
- b) February Vouchers in the amount of \$209,413.08; first period \$209,413.08 warrant #668786 – 668803
- c) February Payroll - \$456,160.92

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

COMMUNICATIONS – PUBLIC COMMENTS

None

COMMITTEE REPORTS

Board Chair Report – Commissioner Raines has nothing to report this month.

Finance Committee – Committee met last week Mayor Sorensen reported that committee recommends hiring a consultant for a compensation study for non-represented employees be obtained which is estimated to be about \$6,000. It was moved by Commissioner Warne and seconded by Mayor Sorensen have the General Manager hire a consultant to conduct a compensation study for non-represented employees with Mr. Blauvelt reviewing the contract prior to signing. Motion carried.

Facilities Committee - Committee will be meeting in March.

OFFICERS REPORT

Mr. Mehin reported that three new 40' buses have arrived and will be going through checks. An offer of employment for the IT Manager was accepted and will be starting this new position soon.

**CALLED TO
ORDER, ROLL
CALL
AGENDA
APPROVAL**

**CONSENT AGENDA
APPROVAL**

**BOARD CHAIR
REPORT**

**FINANCE
COMMITTEE**

**FACILITIES
COMMITTEE**

**GENERAL
MANAGER
REPORT**

Mr. Mehlin reported that February ridership is 60,283 which is 31.3% over same time last year and down 2.6% from January. Weekend ridership is very healthy with Saturday average at 1,237 and Sunday average at 1,056. Revenue for February is at 17% which Mr. Mehlin states is where it should be for the year. Sales Tax for February is again above previous years. Expenses for February are at 13%. Statistics look good with no surprises. Ms. Braaten reported that grant funds from last year came in this month and there are a lot of expenses which occur at the beginning of the year. Current vanpool is down at 12.

OFFICERS REPORT

STAFF REPORTS

Ms. Gardner reported for Safety & Training. Two people obtained their CDL licenses last month and are currently on route training and another person getting ready to test. More trainees will be starting CDL training soon.

SAFETY AND
TRAINING REPORT

UNFINISHED BUSINESS

NEW BUSINESS

Mr. Fountain reported on the Surplus Inventory report. The surplus report includes 36 - 2'x4' fluorescent light fixtures and 37 cases of 12 32 oz. bottles per case of Husky Quat Tuberculocidal spray disinfectant which resulted in a reaction to an employee. All of these items will be listed at DES bid site with viewing on GHT site. It was moved by Commissioner Warne and seconded by Mayor Sorensen to declare these items as surplus. Motion carried. Commissioner Warne noted that if there is no interest with the bidding, she recommends that donation to Habitat to Humanity should be an option.

INVENTORY
SURPLUS

An updated Purchasing Policy was presented. Ms. Braaten reported that a couple changes were made to the policy, these changes include page 2-3 Delegation of Authority changes, page 26-27 added "piggyback" procurement process. It was moved by Mayor Sorensen and seconded by Commissioner Warne to approve the changes made in the Purchasing Policy. Motion carried.

UPDATED
PURCHASING
POLICY

A closed session was called at 4:18 to discuss union negotiations for 15 minutes, Commissioner Raines asked for a 5 minute extension. Meeting reconvened at 4:44. Commissioner Raines noted that no decisions were made and no votes were taken during this closed session.

CLOSED SESSION

Meeting adjourned at 4:45 p.m.

Approved this 11th day of April 2023.



Chairman



Ken Mehlin (May 18, 2023 14:24 PDT)

Executive Secretary