

# GRAYS HARBOR TRANSPORTATION AUTHORITY

Regular Meeting May 9, 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 (4:20), Operations Manager Terri Gardner, HR Supervisor Katie Heikkila, Safety & Training Manager Shawn Brewer, Facilities Maintenance Supervisor Greg Fountain, Accounting Sharon Adams, and Vanpool Kathy Dawson

Counsel Present:

Others Present: Karen Mudd, Anne Reese, and Lauren Read

Meeting was called to order at 4:00 pm.

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

## **CONSENT AGENDA**

Consent Agenda:

- a) Minutes of April 11, 2023
- b) April Vouchers in the amount of \$1,985,949.13; first period \$61,547.76 warrant #670955; second period \$309,465.37 warrant #670932 – 670954, 670956 – 670960; third period \$1,614,936.00 warrant #671787 – 671801.
- c) April Payroll - \$495,844.02

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

## **COMMUNICATIONS – PUBLIC COMMENTS**

None

## **COMMITTEE REPORTS**

Board Chair Report – no report.

Finance Committee – no report

Facilities Committee – Mayor Schave reported that the Committee met and discussed three items: Hoquiam Facility remodel project, ATC remodel, and the Clemons Road development.

**CALLED TO  
ORDER, ROLL  
CALL**

**AGENDA  
APPROVAL**

**CONSENT AGENDA  
APPROVAL**

**BOARD CHAIR  
REPORT**

**FINANCE  
COMMITTEE**

**FACILITIES  
COMMITTEE**

## **OFFICERS REPORT**

Mr. Mehin reported that seven staff members attended a LRI Labor Negotiation Conference in Yakima and noted that there were about 500 total attendees. The workshops attended were very informative.

### **GENERAL MANAGER REPORT**

April ridership is 62,531 which Mr. Mehin reported that this is where it should be 8.8% down from last month and 22.2% up from same month last year. Saturday ridership is healthy with an average of 1,234 riders and Sunday as well with an average of 1,036 riders which are a bit above pre-COVID levels. Revenue for April is at 26% which Mr. Mehin states that this will get better once grant funding comes in. Sales Tax for April came in 1% over same period last year. Expenses for April are at 32% which is where it should be. Statistics included benefits added to Total Payroll Cost and appears higher percentage to the previous two years because of this addition. Cash Flow Activity show no surprises. Current vanpool is down 1 pool which puts the total at 11.

### **OFFICERS REPORT**

## **STAFF REPORTS**

Ms. Gardner reported that the WAVE route had to be cut due to staffing issues in March and the service resumed May 1<sup>st</sup>.

### **OPERATIONS REPORT**

Mr. Tobeck reported that three new Gillig buses have arrived with one currently in service and the other two to be put into service soon. Also received an update that three of the five cutaway buses have finished production and are on the way to getting their final outfittings and should be arriving at the end of the month. Two new employees have been hired in the Maintenance Department with one completed CDL training and is now training in the shop and the other currently in CDL training class.

### **MAINTENANCE REPORT**

Mr. Fountain reported that the Clemons Road Facility Project is still in the preliminary planning stages.

### **FACILITIES REPORT**

The Hoquiam Maintenance & Operations Building remodeling project is going forward and are working with Alan Gozart with Harbor Architects on this project and is in the process of having a hazardous material survey conducted for asbestos materials and lead based paint. Two bids have been received and will be awarding to one of the bidders for the hazardous material survey and will provide a report on the findings so that the project can move forward into the demolition phase.

Mr. Fountain also added that two quotes have been received from shelter vendors and have been waiting for the third vendor but failed to submit, so a shelter vendor will be selected from one of the two that submitted quotes and shelter replacement will begin throughout the county.

Solar powered remote trash compactors are being researched which will send reports as to the capacity of the bin which will be ideal for remote areas so service will not have to be so frequent but rather rely on the report status to service.

Bids for a manufactured steel mezzanine in the maintenance department are being sought as well as replacing the bus washer which also is a project coordinated with Alan Gozart of Harbor Architects.

Mr. Brewer reported that there are two more operators have been certified and two more that have finished the CDL training and are now in route training and a mechanic that is now training in the shop. A new CDL training class has started with two potential operators and one mechanic. Recruitment will resume over the next couple of weeks.

### **SAFETY AND TRAINING REPORT**

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

A surplus list was presented which includes four buses (968, 969, 970, and 971) which are all 2003 New Flyer low-floor buses which will be scrapped for salvage. Two surplus engines to donate to the Grays Harbor College diesel program (Detroit 50 series and Cummins ISL diesel engines) Other surplus items is a Detroit Diesel 6 cylinder engine Reliabt 92 series, Landa pressure washer, Honda lawn mower, John Deere Mower, and 7 bus driver seats from various buses which will be listed on the DES Surplus site for auction. Mr. Mehin noted that after the four New Flyer buses are gone, the coach fleet will be all Gillig buses. It was moved by Mayor Schave and seconded by Mayor Sorensen to declare all of these items as surplus. Motion carried.

**SURPLUS ITEMS**

It was moved by Mayor Sorensen and seconded by Mayor Schave to cancel the August 8<sup>th</sup> Board Meeting for 2023. Motion carried.

**AUGUST 8<sup>TH</sup>  
BOARD MEETING  
CANCELLED**

Lauren Read of Cowlitz-Wahkiakum Council of Governments reported that she is working on a reflective slap wristband project and is having them printed with the Grays Harbor Transit logo. As soon as she receives the bands, they will be delivered to the office. These reflective bands will make it easier to see riders without the use of battery-operated flashlights, phones, etc.

**LAUREN REED  
REFLECTIVE  
WRISTBAND  
PROJECT**

Meeting adjourned at 4:26 p.m.

Approved this 13<sup>th</sup> day of June 2023.



Chairman



Ken K Mehin (Jun 14, 2023 09:16 PDT)

Executive Secretary