

# GRAYS HARBOR TRANSPORTATION AUTHORITY

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

Members Present: Commissioner Vickie Raines, Commissioner Kevin Pine, Mayor Pete Schave, Mayor Jim Sorensen (4:31), 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, Safety & Training Manager Shawn Brewer, Maintenance Manager Todd Tobeck, 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 Alan Gozart

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

**CALLED TO  
ORDER, ROLL  
CALL**

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

**AGENDA  
APPROVAL**

## **CONSENT AGENDA**

Consent Agenda:

- a) Minutes of October 10, 2023
- b) October Vouchers in the amount of \$443,263.02; first period \$77,697.05 warrant #678095; second period \$127,785.59 warrant #678082 – 678094, 678096 – 678101; third period \$237,780.38 warrant #678870 – 678904.
- c) October Payroll - \$529,929.32

**CONSENT AGENDA  
APPROVAL**

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

## **COMMUNICATIONS – PUBLIC COMMENTS**

## **COMMITTEE REPORTS**

Board Chair Report – Commissioner Raines will report on the Finance Committees meeting.

**BOARD CHAIR  
REPORT**

Finance Committee – Commissioner Raines reported that the Finance Committee did meet and reviewed the preliminary 2024 budget which will be presented for a public hearing at the December Board meeting. Commissioner Raines noted that included in the preliminary 2024 budget is a COLA for non-represented employees and discussed extending the free fares and the committee supports and recommends going fare free through 2024. Also discussed was the Dispatch/Supervisor ATU negotiations and will discuss this further with the Board members in a closed session later in the meeting.

**FINANCE  
COMMITTEE**

Facilities Committee – Mayor Schave reported that the Facilities Committee met and discussed the Hoquiam facility remodel project with Alan Gozart. Greg Fountain reported on the bus washer remodel project status. Other items discussed were RFQ for new Transit headquarters, moving back-up generator project to 2024, and replacing status of passenger shelters noting 20 by 2023 and 200 over five years.

**FACILITIES  
COMMITTEE**

## **OFFICERS REPORT**

Mr. Mehin reported that he attended a very productive WSTA GM meeting last week planning for the 2025-2027 biennium to format the ask for the legislature. Topics include preserve, maintain and increase public transit investments; address transit workforce challenges; incentivize transition to zero-emission fleets; support behavioral health treatment funding & services efforts; and protect and effective and efficient delivery of public transit.

**GENERAL  
MANAGER  
REPORT**

October ridership is 73,746 which Mr. Mehin reported as being strong at 25% more than same month last year 3.4% over last month. Revenue is at 78% which Mr. Mehin noted as very good. Sales Tax revenue for October 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 the fiber internet has been installed at ATC. Hardware updates are complete and working on firewall tweaks and will be able to grant APD permissions to access cameras at ATC soon.

**IT REPORT**

Mr. Tobeck reported there are two people in CDL training which after completing will be transferring into the maintenance department to begin job training. Mr. Tobeck also reported a purchase order has been sent to Schetky for 8 new replacement rideshare vehicles and is hoping that the order can be placed with Gillig for 9 new replacement coaches either by the end of this month or next month. Bus washer is still under repair and the weekend staff is washing the buses on the weekends, weather permitting, until the bus washer is operable again.

**MAINTENANCE  
REPORT**

Mr. Fountain reported that Rognlin's has been working on the bus washer and will be painting and reconstructing the roof. Service staff is preparing for winter by cutting back on some trees and will be working on replacing some of the concrete shelter benches that are deteriorated. Fenceline cleanup is also taking place at the Hoquiam M&O property which is 2/3 complete and will then work on the shrub cutting on the back of the shed. The Big Belly trash compactor order has been shipped and will be arriving in the next week or two.

**FACILITIES  
REPORT**

Mr. Brewer reported that four trainees have been released to Operations, another two in route training, two that will be testing this week. Mr. Brewer also reported that he will be attending the GH College CDL graduation job fair to see if there is any interest for the recruits for next year. Mr. Brewer also reported that he and other cities, county, and other special purpose districts have been working with the County Emergency Department on a mitigation plan updating the 2018 risk assessment plan and annex document. Mr. Brewer gave a special thanks to Martin Best who thankfully did most of the leg work in the 2018 plan and just had to update a few items for the 2023 update. The updated plan and annex will be posted on the Authority's website.

**SAFETY AND  
TRAINING REPORT**

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

Resolution 2023-11-001 was presented to authorize the execution of a contract with WSDOT for 2023-2025 Consolidated Grant Program Operating Grant Agreement #PTD0649 to sustain existing fixed-route, ADA paratransit and door-to-door demand response transit services for persons with disabilities in Grays Harbor Transit Authority service area. It was moved by Mayor Schave and seconded by Commissioner Pine to adopt Resolution 2023-11-001 as presented. Motion carried.

**RESOLUTION 2023-  
11-001**

Mr. Gozart reported on the Hoquiam Maintenance & Operations Remodel Project Bid opening. A bid opening was conducted on November 1<sup>st</sup> with five bids received and opened four of the bids were

**HOQUIAM M&O  
REMODEL**

responsive and one bid was non-responsive. JA Morris from Olympia was low bidder at \$399,900 and second lowest bid came in at \$449,000. Mr. Gozart has worked with JA Morris on other projects and recommends JA Morris for this project. It was moved by Mayor Sorensen and seconded by Mayor Schave to award the Hoquiam Maintenance & Operations Remodel Project in the amount of \$399,900 to JA Morris. Motion carried.

**PROJECT BID  
AWARD**

Mr. Bolin reported that he compiled a list of surplus electronic equipment that is inoperable, obsolete and surplus to the needs of the Authority. Mr. Bolin reported that all computers will have hard drives removed and destroyed and disposed of separately prior to disposal. Items will be disposed via e-waste at LeMay e-waste. It was moved by Mayor Schave and seconded by Mayor Sorensen to approve the Electronic Surplus Disposal. Motion carried.

**SURPLUS  
ELECTRONIC  
EQUIPMENT**

The Grays Harbor County 2024 Radio Equipment Annual Agreement was presented. It was moved by Mayor Schave and seconded by Mayor Sorensen to approve the Grays Harbor County 2024 Radio Equipment Annual Agreement as presented. Motion carried.

**G. H. COUNTY 2024  
RADIO  
EQUIPMENT  
AGREEMENT**

A quote for N/S Corporation to replace the bus washer bulkhead in the amount of \$101,460.29 was presented. It was moved by Commissioner Pine and seconded by Mayor Schave to approve the N/S Corporation bus washer bulkhead replacement in the amount of \$101,460.29. Motion carried.

**N/S CORPORATION  
BUS WASHER  
BULKHEAD QUOTE**

Commissioner Raines started a discussion on the possibility of operating fare free in 2024. This was reviewed and supported by the Finance Committee. Mr. Mehin reported that the Authority is receiving about \$800,000 in State grants which covers fare revenues and with the healthy budget, recommends operating fare free for 2024. Mr. Mehin added that Clallam Transit has also announced that they will be operating fare free so if approved, the Olympic Peninsula Transit Agencies will be operating fare free for 2024 (with the exception Kitsap Transit). Mr. Neuville reported that Intercity Transit is fare free and noted that collecting fares can potentially reduce violence because it prevents passengers from just riding around and just wanted to add this as part of the discussion. Mr. Neuville added that he has not seen much of a problem with violence on the buses at Intercity Transit. Mr. Brewer reported that there have been some issues with riders just riding around but have been dealt with and is not a much of a problem. Mr. Brewer also added that he has included customer service and assault awareness training in the monthly safety meetings. Commissioner Raines noted that in the preliminary 2024 Budget, fare collection will not be included when it is brought before the Board in December.

**FREE FARE 2024  
DISCUSSION**

A Closed Session was called at 4:48 for 10 minutes to discuss Dispatch contract Union negotiations. Meeting reconvened at 4:59.

**CLOSED SESSION  
DISPATCH  
NEGOTIATIONS**

Meeting adjourned at 5:01 p.m.

Approved this 12<sup>th</sup> day of December 2023.



Chairman



Ken Mehin (Dec 13, 2023 19:05 PST)

Executive Secretary