

GRAYS HARBOR TRANSPORTATION AUTHORITY

Regular Meeting October 10, 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, 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, Accounting Sharon Adams, Vanpool Kathy Dawson and Payroll Coordinator Abby Covall

Counsel Present: Art Blauvelt

Others Present: Sandra Moore, Rita Wiley, and Lauren Read

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

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

CONSENT AGENDA

Consent Agenda:

- a) Minutes of September 12, 2023
- b) Minutes of September 25, 2023 Special Meeting
- c) September Vouchers in the amount of \$397,846.02; first period \$65,316.55 warrant #676840; second period \$98,158.09 warrant #676831 – 676840, 676842 – 676844; third period \$234,371.38 warrant #677675 – 677710.
- d) September Payroll - \$539,152.92

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 did a quick poll of the two committees, Finance and Facilities to see if they are comfortable with meeting on a quarterly basis unless a need to meet more often is needed starting in 2024. The committee members were all in agreement with meeting quarterly starting in 2024.

Finance Committee – will meet before the November Board meeting.

Facilities Committee – will meet before the November Board meeting.

**CALLED TO
ORDER, ROLL
CALL**

**AGENDA
APPROVAL**

**CONSENT AGENDA
APPROVAL**

**BOARD CHAIR
REPORT**

**FINANCE
COMMITTEE**

**FACILITIES
COMMITTEE**

OFFICERS REPORT

Mr. Mehin reported that the Aberdeen Rotary will be holding a Pub Crawl event in Aberdeen and Hoquiam on October 21 and the Authority will be providing a shuttle that will be open to the public. Mr. Mehin also reported that he will be on a panel at a Health Symposium that will be held at Seabrook on October 20th representing the Authority.

GENERAL MANAGER REPORT

September ridership is 71,319 which Mr. Mehin reported as being strong at 26% more than same month last year and weekend ridership is above pre-pandemic ridership levels. Revenue is at 71% which Mr. Mehin noted as very good. Sales Tax revenue for September was down from the previous month but was about the same as September last year. Expenses for September is at 62% also noted as being very good. Statistics through September show no surprises. Cash Flow Activity is also good. Current vanpool remains at a total of 11.

OFFICERS REPORT

STAFF REPORTS

Mr. Bolin reported that PUD will be running a fiber line to ATC for faster and better internet connectivity. The new Ring Central is being smoothed out and is resolving issues that have come up which will make the system more versatile by having options for phone calls. He is also working on some hardware updates and replacements as well as updating cybersecurity training for staff.

IT REPORT

Mr. Tobeck reported that a new Washer/Fueler has been hired and will need to go through CDL training first. It was also reported that the Ford and New Flyer obsolete parts on the surplus list which will be brought before the Board for approval have been pulled and set aside. Once these items have been approved, will work with DES for auction. The bus washer is currently being remodeled and out of commission so buses are being washed by hand on the weekends until it becomes operational again. Mr. Tobeck commended the maintenance crew for their diligence during the recent construction challenges.

MAINTENANCE REPORT

Mr. Fountain reported that Rognlins has begun working on the bus washer building and during demo discovered that more repairs were needed resulting in some change orders. It was also reported that preparations are being made for the remodeling of the Hoquiam M&O Office bid process. Walk-throughs for contractors will be conducted tomorrow. Mr. Fountain reported that there are still some painting projects that need to be completed. Mr. Fountain is also working on a backup emergency generator plan for the Hoquiam M&O office and will be researching to see if there are any grants available. Included in this meeting is a quote for NWESTCO to upgrade the Fuelmaster fueling system which will be moved to a cloud-based system allowing more users to have access to the information. He is also researching scissor lifts which is needed sometimes instead of a ladder to safely make repairs.

FACILITIES REPORT

Mr. Brewer reported that an operator has been certified and four more are in route training and should be complete in about three weeks. Another CDL class will begin on the 25th of October with one washer/fueler as previously mentioned and two operators. Another class is being planned for November and that should be all of the classes for the rest of the year. A safety BBQ was held and served hamburgers and hot dogs as well as provided safety, service, and safe worker awards and went very well. Mr. Brewer provided a photo of a trainer stool that can be used on the bus and the trainer can safely sit while training operators instead of standing all day. This trainer stool is used by Pierce Transit trainers. Mr. Brewer also provided a photo and a video demonstration of an S1 guard safety zone deflector which is mounted underneath a bus. This device will safely roll a person out of the way of the rear bus wheels. Mr. Brewer reported that Mr. Mehin took this information to WSTIP and they are very excited about this product and want to outfit other systems but are waiting to hear how this demo unit is working first. Mr. Brewer reported that this unit is on loan for three months and after this period he will determine the need and will proceed to apply for a grant through WSTIP which will cover about half of the cost.

SAFETY AND TRAINING REPORT

Ms. Gardner reported on the Employee of the Quarter 4. Rita Wiley is a Bus Operator that operates the WAVE route and riders are always complimenting her customer service skills and great personality. Sandra Moore is a Dispatch/Supervisor which was just recently promoted from an operator. Sandra also has a

EMPLOYEE OF THE QUARTER Q4 RECOGNITIONS

great personality as well as being a hard worker and fast learner which was recognized as she transitioned into her new job duties. Congratulations Employee of the Quarter 4 – Rita Wiley and Sandra Moore.

UNFINISHED BUSINESS

NEW BUSINESS

Mr. Tobeck reported that this list of surplus items is for Ford and New Flyer parts that are no longer in the current vehicle fleet. These parts will be sent to DES for auction. It was moved by Mayor Schave and seconded by Commissioner Pine to declare the Ford and New Flyer parts listed as surplus to the needs of the Authority and to arrange disposal with DES for auction. Motion carried.

**SURPLUS FORD
AND NEW FLYER
PARTS**

Resolution 2023-10-001 was presented to authorize the execution of a contract with WSDOT for 2023-2025 Consolidated Grant Program Operating Grant Agreement #PTD0804 to sustain general public fixed route and general public door-to-door demand response services and SVS bus services. It was moved by Commissioner Pine and seconded by Mayor Schave to adopt Resolution 2023-10-001 as presented. Motion carried.

**RESOLUTION 2023-
10-001 AGREEMENT
PTD0804**

Resolution 2023-10-002 was presented to authorize the execution of a contract with WSDOT for 2023-2025 Public Transit Rideshare Grant Program Agreement #PTD0858-1 to purchase six replacement rideshare vehicles. It was moved by Mayor Schave and seconded by Commissioner Pine to adopt Resolution 2023-10-002 as presented. Motion carried.

**RESOLUTION 2023-
10-002**

Resolution 2023-10-003 was presented to authorize the execution of a contract with WSDOT for 2023-2025 HQ Feasibility Study & Environmental Review Planning Grant Agreement #PTD0888 to conduct a planning and feasibility study for a new administration, operations and maintenance facility. It was moved by Commissioner Pine and seconded by Mayor Schave to adopt Resolution 2023-10-003 as presented. Motion carried.

**RESOLUTION 2023-
10-003**

Resolution 2023-10-004 was presented to authorize the execution of a contract with WSDOT for 2023-2025 Consolidated Grant Program Capital Grant Agreement #PTD0650 for ten replacement ADA heavy duty vehicles and two replacement ADA light duty vehicles. It was moved by Mayor Schave and seconded by Commissioner Pine to adopt Resolution 2023-10-004 as presented. Motion carried.

**RESOLUTION 2023-
20-004**

Resolution 2023-10-005 was presented to authorize a dedicated checking account for payroll and related expenses and authorizing pre-funding of said account. It was moved by Mayor Schave and second by Commissioner Pine to adopt Resolution 2023-10-005 as presented. Motion carried.

**RESOLUTION 2023-
20-005**

A quote from NWESTCO was presented to authorize the Authority to upgrade the Fuelmaster fueling system to a cloud-based system. It was moved by Commissioner Pine and seconded by Mayor Schave to approve the quote as presented. Mr. Blauvelt added that he has reviewed this quote which was for equipment but because it also contained line item for labor so a section for prevailing wages requirements was added. Mr. Fountain also added that he has been in contact with NWESTCO about this addition and they are in agreement with this addition. Motion carried.

**NWESTCO
FUELMASTER
UPGRADE QUOTE**

An Executive Session was called at 4:40 for 5 minutes to discuss potential land acquisition under RCW 42.30.110(b). Meeting reconvened at 4:50.

**EXECUTIVE
SESSION POSSIBLE
LAND
ACQUISITION**

Meeting adjourned at 4:51 p.m.

Approved this 14th day of November 2023.



Chairman



Ken Mehin (Dec 13, 2023 19:03 PST)

Executive Secretary