

GRAYS HARBOR TRANSPORTATION AUTHORITY

Regular Meeting September 12, 2023 at 4:00 p.m. via Hybrid in person & Zoom

Members Present: 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, 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 Abby Covall

Counsel Present: Art Blauvelt

Others Present: Otis Leathers, Gary Jandu, and Shawn Jeffries

Meeting was called to order at 4:00 pm by Mayor Schave.

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

CONSENT AGENDA

Consent Agenda:

- a) Minutes of July 11, 2023
- b) Minutes of July 31, 2023 Special Meeting
- c) Minutes of August 11, 2023 Special Meeting
- d) Minutes of August 30, 2023 Special Meeting
- e) July Vouchers in the amount of \$355,141.25; first period \$52,864.58 warrant # 674845; second period \$242,035.35 warrant # 674818 – 674844, 674846 – 674851; third period \$60,241.32 warrant # 675362 – 675375.
- f) August Vouchers in the amount of \$372,135.87; first period \$54,479.26 warrant # 676113; second period \$317,656.61 warrant # 676476 – 676510.
- g) July Payroll - \$489,899.02
- h) August Payroll - \$675,190.66

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

COMMUNICATIONS – PUBLIC COMMENTS

A letter was received from Gary Lennon requesting that the free fares be extended 3-4 more years and suggests that administration salaries could be cut in order to make the extension but to leave the operators wages alone. Mr. Lennon also complimented the newly installed bench and trash bin at Sam Benn Park as well as the complimentary USB chargers on the bus and transit centers.

Mr. Otis Leathers was present and addressed the Board. Mr. Leathers is an SVS rider in McCleary is authorized to ride from the McCleary Station to Dialysis due to residing 3 miles outside of the SVS service area. This information will be forwarded to Operations for clarification.

**CALLED TO
ORDER, ROLL
CALL**

**AGENDA
APPROVAL**

**CONSENT AGENDA
APPROVAL**

GARY LENNON

COMMITTEE REPORTS

Board Chair Report – no report.

**BOARD CHAIR
REPORT**

Finance Committee – no report.

**FINANCE
COMMITTEE**

Facilities Committee – no report.

**FACILITIES
COMMITTEE**

OFFICERS REPORT

Mr. Mehin reported that an event was held at ATC for Passenger Appreciation Day on August 23rd and Ms. Dragoo will be reporting on that. Showcase Grays Harbor will be on Friday and will be transporting people by bus to Westport for this annual organized tour.

**GENERAL
MANAGER
REPORT**

August ridership is 75,254 which Mr. Mehin reported well over the pandemic levels for weekday and weekend service. Sales Tax revenue for August took a huge jump for some reason and will have to see how the rest of the year trends but is a nice surprise after the last three months coming in below prior years. Revenue for August is at 64% which should be at 66% and Mr. Mehin added that there are still grant funds coming. Expenses for August are good at 57%. 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 replacing and updating hardware is underway. ATC & HTC internet updates have been completed and firewall updates will be done soon and ATC fiber internet connection is going to be underway in the next few days and this will allow APD to connect with the camera system without having to go through staff for video requests.

IT REPORT

Mr. Tobeck reported that new maintenance staff are now trained. Operator Scott Beisel is transitioning to maintenance and has been training as schedules allow and should be able to bid a shift October 2nd. External opening for a washer/fueler is posted and hope to start interviews soon. Obsolete parts are being organized and should have a surplus parts list ready for approval at the next Board meeting.

**MAINTENANCE
REPORT**

Mr. Fountain reported that all approved surplus items have now been removed from the property. Three cutaway vans sent to DES for auction are awaiting status information. A pre-construction meeting with Rognlin's has been setup for the bus washer project and should be starting the project first week of October. A meeting with DayWireless was held today to discuss the radio and dispatch console updates and hoping to go out to bid for the construction next month with hopes to start construction in November. Ten Big Belly solar trash compactors with communications have been purchased and will begin to install them around outlying areas of the county.

**FACILITIES
REPORT**

Mr. Brewer reported one new trainee is in route training and five in CDL training of which four have class A needing their passenger endorsements and one needing full CDL training with one more starting tomorrow with a class B also needing the passenger endorsement. A coach/driver and some volunteers participated in the Logger's Playday Parade and all went well.

**SAFETY AND
TRAINING REPORT**

Ms. Heikkila reported on the Washington State Public Transportation Wall of Fame which recognized the contributions of Martin Best and Tim Orrin which both passed away last year and are greatly missed. Also recognized was the safety training team which were vital in keeping operators at a level to maintain current bus service. which together trained about 40 CDL holders which include operators, mechanics, washer/fuelers, dispatchers and other properties in need of CDL training services.

**WSPT WALL OF
FAME
RECOGNITIONS**

Ms. Dragoo reported on a Passenger Appreciation event held last month at ATC which was the first public event held since the COVID pandemic. Cookies, donuts, coffee, bottled water, and backpacks were handed

**PASSENGER
APPRECIATION
DAY**

out and live musical entertainment was added this year by local musicians. This event was very well received and appreciated by all those who participated and said they can't wait until next year.

UNFINISHED BUSINESS

NEW BUSINESS

EEO Policy Update was presented and Mr. Blauvelt reported that he has reviewed the policy as updated by Ms. Heikkila and said that it was a good job. Ms. Heikkila reported that this updated policy incorporates current WSDOT requirements and current employment practices. It was moved by Mayor Sorensen and seconded by Commissioner Warne to approve the EEO Policy Update as presented. Motion carried.

**EEO POLICY
UPDATE**

A Public Records Request Policy Update was presented. Mr. Blauvelt reported that he has reviewed this policy and approves the updates. Ms. Dawson reported that basically revised the Public Records Officer to from an employee that is no longer employed by GHT to Kathleen Dawson. It was moved by Commissioner Pine and seconded by Commissioner Warne to approve the updated Public Records Request Policy. Motion carried.

**PUBLIC RECORDS
REQUEST POLICY
UPDATE**

A Closed Session was called at 4:30 for 15 minutes to discuss labor negotiations. Meeting reconvened at 4:41 and there no votes or decisions made during this closed session.

**CLOSED SESSION -
UNION**

An Executive Session was called at 4:42 for 15 minutes to discuss potential land acquisition under RCW 42.30.110(b). Meeting reconvened at 5:14 as there were some technical difficulties. It was moved by Commissioner Warne and seconded by Mayor Sorensen to approve the General Manager to negotiate real property and to bring back a proposal to the Board for final approval. Motion carried.

**EXECUTIVE
SESSION POSSIBLE
LAND
ACQUISITION**

Meeting adjourned at 5:15 p.m.

Approved this 10th day of October 2023.



Chairman



[Ken Mehin \(Oct 25, 2023 10:30 PDT\)](#)

Executive Secretary

GRAYS HARBOR TRANSPORTATION AUTHORITY

Special Meeting September 25, 2023 at 4:00 p.m. via Zoom

Members Present: Commissioner Vickie Raines, Commissioner Kevin Pine, Mayor Pete Schave, and Mayor Jim Sorensen

Staff Present: General Manager Ken Mehin, Clerk of the Board Tami Dragoo, Finance Manager Jean Braaten, Maintenance Manager Todd Tobeck, and Facilities Maintenance Supervisor Greg Fountain,

Counsel Present:

Others Present:

Meeting was called to order at 4:00 pm.

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

NEW BUSINESS

Mr. Mehin reported that this Operations Facility Remodel Project has been brought before and approved by both the Finance and Facilities Committees. This project will revamp the Maintenance & Facilities Offices to improve and expand the dispatch office, create a dedicated training area, and improve driver break room which will make better use of the facility. It was moved by Mayor Sorensen and seconded by Mayor Schave to approve the Operations Facility Remodel Project to go forward to the bid process. Motion carried.

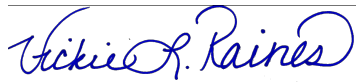
**CALLED TO
ORDER, ROLL
CALL**

**AGENDA
APPROVAL**

**OPERATIONS
FACILITY
REMODEL
PROJECT**

Meeting adjourned at 4:07 p.m.

Approved this 10th day of October 2023.



Chairman



[Ken Mehin \(Oct 25, 2023 10:30 PDT\)](#)

Executive Secretary