

GRAYS HARBOR TRANSPORTATION AUTHORITY

Regular Meeting June 14, 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 Karen Mudd

Staff Present: General Manager Ken Mehin, Clerk of the Board Tami Dragoo, Finance Manager Jean Braaten, Operations Manager Terri Gardner, 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, and Vanpool Kathy Dawson

Counsel Present: Art Blauvelt

Others Present: John Lee

Meeting was called to order at 4:00 pm.

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

PUBLIC HEARING – 6-YEAR STIP 2024-2029

Public Hearing for the 6-Year STIP 2024-2029 was opened. Ms. Braaten gave a brief summary of the plan and informed the audience that this document is for the planning of future capital projects for the Authority through 2029 and has been approved by the Finance and Facilities Committees. There being no comments or further discussion, the Public Hearing for the 6-Year STIP 2024-2029 was closed.

CONSENT AGENDA

Consent Agenda:

- a) Minutes of May 9, 2023
- b) May Vouchers in the amount of \$366,360.35; first period \$68,870.06 warrant #672495; second period \$245,975.68 warrant #672462 – 672494, 672496 – 672499; third period \$51,514.61 warrant #672996 – 673005.
- c) May Payroll - \$491,909.94

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 – Commissioner Raines reported that she has been working with Mr. Mehin, Ms. Braaten and Ms. Abigail Wheeler (Contract Grant Writer) with FTA and WSDOT for a new facility and the planning that is needed. Commissioner Raines also noted that an RFQ or RFP may be coming before or by the July Board Meeting. The legislatures in the 19th District was able to move some funding to the upper area of the 19th District from a project in Longview which will fund the rail separation project along some other projects for the Port in addition to \$500,000 for the Authority. This allocation will be under a

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

**PUBLIC HEARING
6-YEAR STIP 2024-
2029**

**CONSENT AGENDA
APPROVAL**

**BOARD CHAIR
REPORT**

tight deadline and funds must be spent before June 2025. A plan for the allocation needs to be submitted so the State can budget accordingly and will need to obtain a consultant through an RFP or RFQ for this project.

**BOARD CHAIR
REPORT (CONT.)**

The GM Review Committee met and will have some recommendations for the Board which will be discussed in an Executive Session later in the meeting so Mr. Blauvelt will have information to put together a contract and bring to the July Board Meeting.

Finance Committee – no report

**FINANCE
COMMITTEE**

Facilities Committee – no report

**FACILITIES
COMMITTEE**

OFFICERS REPORT

Mr. Mehin reported the grant that was for the ATC remodel was not funded for 2025 and can re-apply. Mr. Mehin also noted that this month is his tenth anniversary at the Authority. The Finance and Facilities Committees need to meet before the next Board Meeting to further discuss plans for the Hoquiam Maintenance and Operations Facility parking lot in Hoquiam.

**GENERAL
MANAGER
REPORT**

May ridership is 68,415 which Mr. Mehin reported that this is a healthy level 29% above last year and 9.4% above last month. Saturday and Sunday ridership at the 2019 levels. Revenue for May is 26% and added Sales Tax for May was a little lower than expected. Expenses for May are good. 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 the FuelMaster has had problems over the past month and was able to get resolution with a third-party vendor. Sentinel One has been put into place for cyber-security and is working on some network issues and firewall updates at the transit centers and Hoquiam M&O Facility. A couple new workstations will be replacing outdated unreliable computers.

IT REPORT

Mr. Tobeck reported that there are three new hires in the maintenance department. Soon will be an internal promotion for a washer/fueler. Three new 40' Gillig coaches are in service and four out of five cutaways are being outfitted and will be in service soon and the fifth cutaway is expected to arrive by Friday and will start being outfitted then.

**MAINTENANCE
REPORT**

Mr. Fountain reported that the transit center painting projects are almost complete with just one item on the punch list before declaring the project complete. Clear approach panel project on the shelters continues so the operator can better determine if a passenger is in the shelter waiting for the bus. Curb painting prep has begun at the transit centers and painting will follow. Mr. Fountain also reported that the previous surplus items that went to DES have all been sold and is working on a new surplus item list. A survey of transit shelter equipment and conditions has been completed and will be working on compiling a final report and a recommended list for replacements.

**FACILITIES
REPORT**

Mr. Brewer reported two new operator CDL trainees have passed their CDL test and are now in route training. One maintenance CDL trainee has passed their CDL test as well and re-hire training for another maintenance person. Drug testing collection has been completed for on-site collections. Breath alcohol on-site testing will be added once a machine is received. Two new Behind the Wheel (BTW) will begin training on Saturday which will bring the total up to six trainers. There are five operator interviews for the upcoming July class and they all have their CDL so they will have a shorter class time.

**SAFETY AND
TRAINING REPORT**

UNFINISHED BUSINESS

NEW BUSINESS

Resolution 23-06-001 for the 6-Year STIP 2024-2029 was presented. It was moved by Mayor Sorensen and seconded by Mayor Schave to adopt Resolution 23-06-001 6-Year STIP 2024-2029 as presented. Motion carried.

RESOLUTION 23-06-001 6 YEAR STIP 2024-2029

Resolution 23-06-002 for the Juneteenth Holiday was presented. This Resolution recognizes Juneteenth as a paid holiday for all non-represented personnel. It was moved by Mayor Sorensen and seconded by Commissioner Raines to adopt Resolution 23-06-002 Juneteenth Holiday as presented. Motion carried.

RESOLUTION 23-06-002 JUNETEENTH HOLIDAY

Closed session was called at 4:22 for 15 minutes to discuss Union business. Meeting reconvened at 4:27 with no further discussion.

CLOSED SESSION

An Executive Session was called at 4:40 for 10 minutes to discuss a performance review under RCW 42.30.110(g). Meeting reconvened at 4:50 and an annual contract will be drafted by Mr. Blauvelt and will bring to the July meeting for discussion and approval.

EXECUTIVE SESSION

Meeting adjourned at 4:52 p.m.

Approved this 11th day of July 2023.



Chairman



[Ken Mehin \(Jul 12, 2023 14:29 PDT\)](#)

Executive Secretary