

# GRAYS HARBOR TRANSPORTATION AUTHORITY

Regular Meeting February 13, 2024 at 4:00 p.m. via Hybrid in person & Zoom

Members Present: Commissioner Vickie Raines, Commissioner Kevin Pine, Commissioner Jill Warne, Mayor Douglas Orr, Mayor Josh Collette, 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, Grant, Procurement & Planning Manager Abby Wheeler, Fleet Manager Todd Tobeck, Facilities Manager Greg Fountain, IT Manager David Bolin, Accounting Specialist Sharon Adams, Payroll Coordinator Abby Covall, Safety & Training Manager Shawn Brewer, and Asst. Safety Trainer Gary Jandu

Counsel Present: Art Blauvelt

Others Present: Kiersten Price, ATU and Lauren Read

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

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

## **CONSENT AGENDA**

Consent Agenda:

- a) Minutes of January 9, 2024
- b) January Vouchers in the amount of \$1,114,136.77; first period \$23,352.28 warrant #682030; second period \$823,997.90 warrant #682005 – 682029, 682031 – 682036; third period \$266,786.59 warrant #682584.
- c) January Payroll - \$808,798.64

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

## **COMMUNICATIONS – PUBLIC COMMENTS**

ATU 1765 President Mark Neuville introduced ATU 1765 Financial Secretary Kiersten Price who was present in the audience. Prior to this Board meeting, a Joint Labor Management meeting was held and Mr. Neuville reported that a presentation was given to staff by Ms. Price regarding employee mental health as well as scheduling software used by InterCity Transit. Mr. Neuville stated that ATU is committed to improving training results and retention through mentorship and working out resolutions with the Authority without having to go through the grievance processes.

## **OFFICERS REPORT**

Commissioner Raines reported that Committee assignments were announced at the January Board meeting and were essentially the composition was the same with just replacing the outgoing Mayors with the new incoming Mayors. Finance Committee members are Commissioner Raines, Commissioner Warne, and

**CALLED TO  
ORDER, ROLL  
CALL**

**AGENDA  
APPROVAL**

**CONSENT AGENDA  
APPROVAL**

**ATU 1765  
PRESIDENT  
COMMENTS**

**CHAIR REPORT**

Mayor Collette. Facilities Committee members are Commissioner Pine, Mayor Orr, and Mayor Winkelman. These committees will meet on a quarterly basis or as needed.

Mr. Mehin reported that the bus washer project is nearing completion, and the Hoquiam M&O office remodel project will be starting soon. Service expansion is currently in the planning stage which will require more operators. CDL training classes are being formed and will begin next month.

**GENERAL  
MANAGER  
REPORT**

January ridership is 71,206 which is 15% more than same month last year. Saturday and Sunday ridership is strong and at or above pre-pandemic levels. Revenue is at 4%. Sales Tax revenue for January came in just over last January. Expenses for January is 6%. Cash Flow Activity looks good. Current vanpool is now at 10.

**OFFICERS REPORT**

**STAFF REPORTS**

Mr. Bolin reported he has several projects in the works. Migrating data to a cloud-based Azure system for the domain controller with Intune and MFA (multi factor authentication) security. Mr. Bolin also reported that he is working on a vehicle-based network which will be similar to Kitsap Transit and will improve connectivity processes on the vehicles. SVS tablets have been replaced with new tablets. In addition, is obtaining quotes for access control hardware and software as well as a mesh wi-fi network at Hoquiam M&O bus yard for improved vehicle data access. Mr. Bolin reported that all of the bugs have been worked out of the Ring Central phone system and are beginning to look into other features such as SMS text messaging which could eliminate the need for a company cell phone.

**IT REPORT**

Mr. Fountain reported that the bus washer project is nearly complete and conducted a final walk-through with Harbor Architects and Rognlins today which resulted in just a couple minor punch-list items. The bus washer was put back into service and discovered more items need to be repaired that were not related to the project. NS Wash Systems will be onsite on March 4<sup>th</sup> to replace rollers. The Hoquiam M&O project will begin on Monday starting with the upstairs area first and will be about a two-month process. The order has been placed for the 20 bus shelters that were approved at the January Board meeting and are currently being manufactured. Mr. Fountain reported that six out of ten Big Belly trash bins have been installed and are reporting information and seem to have no issues.

**FACILITIES  
REPORT**

Mr. Brewer introduced Gary Jandu as the new Safety & Training Coordinator. This is a new position and Mr. Jandu was promoted as an Operator to this new position about a week ago. Mr. Brewer also added that Mr. Jandu has been assisting with training over the last two years and is one of the CDL examiners. Mr. Brewer reported that refresher training will be conducted this year and will include customer service and assault awareness, de-escalation, and far-side stop approach training. Mr. Jandu will take operators through a test course for out in the field training as well. Supervisor training yesterday included post-accident, reasonable suspicion testing, and drug & alcohol training. Three route training operators have also been updated in their training and Mr. Brewer noted that he will be adding an additional three operators for a total of six route training operators. March 4<sup>th</sup> will be the next CDL training class start date and is preparing for another class to start April 8<sup>th</sup>. The Stormwater permit will be expiring this year. All D&A information has been submitted to the Feds and all L&I claims reported to Health & Human Services. Mr. Brewer also noted that he will be attending a Rideshare conference at the end of the month in Everett.

**SAFETY AND  
TRAINING REPORT**

Ms. Gardner reported that she has been working on some service changes that may take place this spring/summer and will be meeting with the Run Card Committee to go over the changes once she is completed with the preliminary Run Card. Ms. Gardner is hoping to have a shuttle service similar to the Aberdeen Wave in the downtown Hoquiam area every half an hour as well as extending the Aberdeen Wave to weekends. Commissioner Raines received an email from Judge Vini Samuel requesting a bus route from ATC to and from the Juvenile Department on court days and maybe in the future expand this to a regular twice a day schedule service for school sessions at the Juvenile Facility (pick up and drop off at ATC). Ms. Gardner noted that this service was provided in the past as a courtesy will call service with the SVS vans

**OPERATIONS  
REPORT**

that were scheduled with dispatch. Commissioner Raines will forward the email to Ms. Gardner to follow up on with Judge Samuel.

Mr. Tobeck commended the maintenance staff for hand washing the buses while the bus washer was out of commission during the worst weather of the year in addition also commending the mechanics for keeping up on all the vehicle maintenance noting that the repair list is the lowest than it has been in a long time. Mr. Tobeck also noted that an app is being tested for the RTA Fleet Software for vanpools to be able to pre-trip, mileage and fuel usage directly into the RTA software.

**MAINTENANCE  
REPORT**

Ms. Wheeler reported that the headquarters RFQ for the feasibility study and environmental review will hopefully be closing the contract later in this meeting. Kickoff will be around March 20<sup>th</sup> and will be an 18-month project. This will allow all of the preliminary site paperwork to be completed and will qualify for federal grant funding. The records retention grant is due by the end of this month and would allow funding for a temporary or part-time employee to help the Records Retention Officer to organize paper files. A goal was set by staff that this will be a two-year project to go from paper to digital paperwork. Ms. Wheeler also reported that she is working on a Regional Mobility Grant which is a state funded grant. There are two parts to this application process and the first level is to have the pre-application approved by the state and once approved, move forward with submitting the final application. This grant will be for the ATC remodel project and will be an 80% reimbursement grant. A federal Bus & Bus Facilities grant is also being worked on and is for the Hoquiam M&O office to do some repairs and upgrades to the parking areas and with the assistance of the state in the pre-application phase get the project more defined as to what can be done with the funds. Ms. Wheeler also noted that the new state biennium is this year and will be back to back with grants for pretty much the rest of the year.

**GRANTS AND  
PROCUREMENT  
REPORT**

Ms. Covall reported that the January payroll was a success and went well with minor hiccups and no complaints. The W-2s were processed and mailed out by the County for the last time and were a few corrections that were discovered that required fixing and a few employees reporting that they did not receive their W-2s in the mail and that too was taken care of.

**PAYROLL REPORT**

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

A spring Board Retreat discussion commenced. Possible dates for this retreat are June 3 or 17<sup>th</sup>. Discussion about time would be about 10-2 pm and include a lunch for those who are in-person but are also offering a Zoom alternative to attend. After discussion June 17<sup>th</sup> was designated as the date of the retreat 10-3 pm and if need to adjourn early, that would be fine. This will be held at the Aberdeen Administration Office.

**SPRING RETREAT**

RFQ-2023-GHT-001 for a Feasibility and Environmental Study Contract was presented for approval. Ms. Wheeler reported that this contract is between Stantech Architecture and the Authority for a study on a new headquarters site. Commissioner Raines added that the funding of this study came from the Legislatures in the 19<sup>th</sup> District which moved some funding to the upper area of the 19<sup>th</sup> District from a project in Longview which as reported in June 2023 in the amount of \$500,000 which needs to be spent before June 2025. Ms. Wheeler added that the contract came in just under the funded amount. Mr. Blauvelt added that he has reviewed the contract and after some changes recommends the Board approval of this contract as presented. It was moved by Mayor Winkelman and seconded by Commissioner Pine to approve the General Manager to sign the Feasibility and Environmental Study contract with Stantech Architecture. Commissioner Raines added that staff conducted interviews for the three firms that responded to the RFQ and Stantech Architecture best fit the need for this study. Motion carried.

**RFQ-2023-GHT-001  
FEASIBILITY &  
ENVIRONMENTAL  
STUDY CONTRACT  
WITH STANTECH  
ARCHITECTURE**

Mr. Mehin reported on the Climate Commitment Act (CCA) – HB2117. The CCA was passed two years ago and funds several projects throughout the State including the free fares for 18 and under for all transit agencies in the State. With funding received for the 18 and under, the Board chose to include free fares for all riders and Mr. Mehin included that if this funding goes away, the Authority will need to start collecting

**CCA-HB2117  
INFORMATION**

fares again. Commissioner Raines noted that this does not just impact Grays Harbor County or the transit agencies, it also affects many projects including ferrys and bridges. Mr. Mehin will be working with WSTA and other transit agencies to put together an informational flyer that he will bring back to the Board for final approval. This measure will be on the November ballot for voters to vote on.

Mayor Orr suggested the possibility of establishing a new color scheme for the new facility. The new scheme could also roll over into the bus colors and possibly wraps with different themes.

**MAYOR ORR NEW  
COLOR SCHEME**

Commissioner Raines recognized the contributions of long time transit employee Carl Hagen who passed recently after a brief illness. Mr. Hagen was an operator for the Authority from 1976 until his retirement in 2004 and was an active member with ATU. Mr. Neuville added that Mr. Hagen was a member of ATU for 47 years adding that Mr. Hagen had a love of transit and was always looking for ways to improve it even after retirement. Ms. Braaten added that she was frequently in contact with Mr. Hagen answering questions that would arise about the Authority and had a good rapport with him.

**CARL HAGEN**

Meeting adjourned at 4:55 p.m.

Approved this 12<sup>th</sup> day of March 2024.



Chairman

  
Ken Mehin (Mar 13, 2024 14:23 PDT)

Executive Secretary