

GRAYS HARBOR TRANSPORTATION AUTHORITY

Regular Meeting January 9, 2024 at 4:00 p.m. via Hybrid in person & Zoom

Members Present: Commissioner Vickie Raines, Commissioner Kevin Pine, Commissioner 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, Maintenance Manager Todd Tobeck, Facilities Maintenance Supervisor Greg Fountain, IT Manager David Bolin, HR Admin. Coordinator Alecia Baretich, Accounting Specialist Sharon Adams, Vanpool Kathy Dawson and Payroll Coordinator Abby Covall

Counsel Present: Art Blauvelt

Others Present: Rita Wiley and Lauren Read

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

New Board members were welcomed – Mayor Douglas Orr of Aberdeen and Mayor Josh Collette of Elma.

Nominations were opened for Chairperson, Vice-Chair, and Auditor. It was moved by Mayor Winkelman and seconded by Commissioner Pine to elect Commissioner Raines as Chairperson. Motion carried. It was moved by Commissioner Warne and seconded by Commissioner Pine to elect Mayor Winkelman as Vice-Chair. Motion carried. It was moved by Commissioner Warne and seconded by Mayor Winkelman to elect Mayor Collette as Auditor. Motion carried.

Committee assignments are as follows:

Finance Committee – Commissioner Raines, Commissioner Warne, and Mayor Josh Collette

Facilities Committee – Commissioner Pine, Mayor Orr, and Mayor Winkelman

The Committees will meet quarterly or as needed.

It was moved by Mayor Collette and seconded by Commissioner Warne to approve the Committee assignments. Motion carried.

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

CONSENT AGENDA

Consent Agenda:

- Minutes of December 12, 2023
- December Vouchers in the amount of \$576,544.84; first period \$78,861.51 warrant #681246; second period \$269,711.96 warrant #681219 – 681245, 681247 – 681252; third period \$192,192.25 warrant #681678 – 681688, 681690 - 681692; fourth period \$35,779.12 warrant #681689.
- December Payroll - \$542,564.82

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

**CALLED TO
ORDER, ROLL
CALL**

**WELCOME NEW
BOARD MEMBERS**

**BOARD
ASSIGNMENTS**

**COMMITTEE
ASSIGNMENTS**

**AGENDA
APPROVAL**

**CONSENT AGENDA
APPROVAL**

COMMUNICATIONS – PUBLIC COMMENTS

Grays Harbor Senior Center sent a letter of thanks for providing a light tour for their residents.

**GRAYS HARBOR
SENIOR CENTER**

ATU President Mark Neuville wished everyone a happy new year and reported that in the coming weeks will be working on a mentorship program to improve retention and to bring some of the grant funds from this program to the Authority.

**ATU 1765
PRESIDENT
COMMENTS**

OFFICERS REPORT

Mr. Mehin reported that 2024 will be a year of catching up on projects that were delayed due to COVID. The Hoquiam Office will be remodeled starting in February. Ms. Wheeler is working on an RFP to replace Paratransit software. Other projects include paving the bus yard at Hoquiam, adding new bus route and trips in May, and replacing bus shelters with new style vandal-proof shelters.

**GENERAL
MANAGER
REPORT**

December ridership is 66,710 which is 14.2% more than same month last year and down 1.2% from last month. Total ridership for 2023 is 809,904. Saturday and Sunday ridership is strong and Mr. Mehin reported that ridership is growing. Revenue is at 92% which Mr. Mehin noted is right on target. Sales Tax revenue for November 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 upcoming projects are updating access control, installing a bus barn mesh wi-fi system at the Hoquiam bus yard to upload bus videos, and moving domain controller to cloud based Azure and Intune with MFA. Paratransit (SVS) tablets are being replaced this week.

IT REPORT

Mr. Fountain reported that the bus washer project is about 97% complete and is waiting for heaters and exterior lights which have been delayed in receiving. After the electricians are finished, a final cleanup will be conducted and pits will be filled with fresh water then testing of the equipment before putting the washer back into service. New rollers will be installed in the bus washer by NS Wash towards the end of February but the washer will be able to function with the older rollers. Big Belly trash cans were at two and are now at four with new units being installed and Montesano and Elma Transit Centers. All of these units are operating and communicating well and no issues with the solar charging even with decreased amount of sunlight. The Hoquiam Office remodel project is waiting for sub-contractor submittals and once Harbor Architects approves all of the materials and finishes the contractor will set a schedule with all of the phases so staff can coordinate staging. Mr. Fountain is anticipating the remodel project to start the first of February to mid-February. Mr. Fountain reported that there is a shelter quote submitted for approval later in the meeting and stated that he received three quotes for 20 shelters and recommends DuoGard. The DuoGard shelters are all metal shelters with perforated metal sides and partial fronts for better protection from the weather for riders and still good visibility for the operators.

**FACILITIES
REPORT**

Mr. Mehin reported that Mr. Brewer and a trainer are currently participating in the Guest Rider program at Clallam Transit which is a two-day event. Representatives from other transit agencies ride random buses incognito and report their findings to that agency for possible improvements and is also a learning tool for our representatives to see how other systems operate.

**SAFETY AND
TRAINING REPORT**

Ms. Covall reported that the first payroll in-house was January 1st and was processed January 8th and received confirmation from the bank that all employees will be paid on January 10th.

PAYROLL REPORT

Ms. Gardner reported that operations made it through today's storm as well as through the holidays. Ms. Gardner also reported for Safety & Training that there is one operator in route training and once signed-off, all operators will be certified until the next CDL class.

**OPERATIONS
REPORT**

Mr. Tobeck reported that maintenance is working on inventory of vehicles, property, and parts. Mr. Tobeck commended the maintenance staff for keeping up on the vehicle PMs and keeping them up the date.

**MAINTENANCE
REPORT**

Ms. Wheeler reported that vehicle purchase orders have been submitted for 9 Gillig coaches and 2 cutaways and vanpool vans that will be purchased with vehicle grants. A federal grant has been prepared and submitted to WSDOT for bus and bus facilities which is intended for the capital repairs at the Hoquiam office. This grant is a pre-grant request and is waiting for WSDOT to grant permission before submitting an application to FTA. Other grants are being researched including a cybersecurity grant. Ms. Wheeler also reported that she is working on the RFQ headquarters grant. This is a legislative planning grant for the planning and scoping of a new headquarters which would allow the Authority to conduct some preliminary work like planning and environmental in order to apply for federal funding later. The status of this headquarters grant is selecting an A&E firm in which there are interviews scheduled for this week. Negotiations with the final A&E firm will commence and a contract will be brought to the Board for approval. And, lastly, the RFP is almost complete for a new dispatch software.

**GRANTS AND
PROCUREMENT
REPORT**

UNFINISHED BUSINESS

NEW BUSINESS

RFP 2024-GHT-001 for Route Scheduling and Management Software. Ms. Wheeler reported that this RFP is in draft form and is almost complete. This RFP is to replace outdated dispatching software that is about 20 years old and has been purchased by another software company and there are no plans for improvement to this software, just support the software as it exists. Ms. Wheeler reported that there are two more edits regarding technical issues that she is researching and then will submit the document to Mr. Blauvelt for approval. It was moved by Commissioner Pine and seconded by Mayor Orr to approve RFP 2024-GHT-001 for Route Scheduling and Management Software as presented. Motion carried.

**RFP 2024-GHT-001
ROUTE
SCHEDULING AND
MANAGEMENT
SOFTWARE**

Lease Capitalization Threshold Policy GHT 20.16 Rev. 2024 was presented. Ms. Braaten reported that the State Auditors requires agencies to report leases and installment purchases in which agencies can set de Minimis thresholds. This policy sets an individual lease liability threshold of \$10,000 annually for reporting. It was moved by Commissioner Pine and seconded by Mayor Orr to adopt policy GHT 20.16 Rev. 2024 Lease Capitalization Threshold Policy as presented. Motion carried.

**GHT 20.16 REV. 2024
LEASE
CAPITALIZATION
THRESHOLD
POLICY**

Mr. Fountain reported that he has researched several shelter providers and deemed Duo-Gard shelters as a good ADA compliant standardized shelter and will fit in about 90% of the existing shelter pads and meets all State codes. Mr. Fountain reported that there are about 100 shelters that need to be replaced but will be scheduled to replace about 20 per year. A Duo-Gard Shelter Quote for 20 bus shelters in the amount of \$170,873.86 was presented. These shelters eliminate the Plexiglas panels and feature more durable perforated metal side panels including a partial front panel to protect riders from the elements and have visibility for operators. Shelters also include an aluminum bench. It was moved by Commissioner Warne and seconded by Commissioner Pine to approve the purchase of 20 Duo-Gard Shelters. Motion carried.

**DUO-GARD
SHELTER PRICE
QUOTE**

Ms. Gardner announced the Employee of the Quarter for Quarter 1 2024 as Mickie Allison that could not attend the meeting due to early shift schedule. Ms. Allison started as an operator in 2018 and was promoted to dispatcher in 2022. Congratulations to Mickie Allison Quarter 1 2024 Employee of the Quarter.

**EMPLOYEE OF
THE QUARTER Q1
2024 – MICKIE
ALLISON**

Ms. Gardner announced the Employee of the Year for 2023 as Rita Wiley. Ms. Wiley was announced as Employee of the Quarter for Q4 2023. Ms. Wiley joined the Authority as an operator in 2016. Ms. Wiley is a role model for outstanding customer service. Congratulations to Rita Wiley as Employee of the Year 2023.

**EMPLOYEE OF
THE YEAR 2023 –
RITA WILEY**

Meeting adjourned at 4:41 p.m.

Approved this 13th day of February 2024.



Chairman



Ken Mehin (Feb 14, 2024 14:46 PST)

Executive Secretary