

GRAYS HARBOR TRANSPORTATION AUTHORITY

Regular Meeting March 11, 2025, at 4:00 p.m. via Hybrid in person & Zoom

Members Present: Commissioner Vickie Raines, Commissioner Georgia Miller, Commissioner Rick Hole, Mayor Josh Collette, Mayor Doug Orr (4:35), and ATU President Mark Neuville

Staff Present: General Manager Ken Mehin, Clerk of the Board Kathleen Dawson, Finance Manager/AGM Jean Braaten, Operations Manager Terri Gardner, Maintenance Manager Todd Tobeck, IT Manager David Bolin, HR Manager Katie Heikkila, HR Admin. Analyst. Alecia Baretich, Safety & Training Manager Shawn Brewer, Assistant Operations Manager Meadow Berkley, Accounting Sharon Adams, and Payroll Administrator Abby Covall

Counsel Present: Art Blauvelt

Others Present: Megan Wirtz of Cowlitz-Wahkiakum Council of Governments; Steve Abernathy

The Board meeting was called to order at 4:00 pm by Commissioner Raines.

It was moved by Commissioner Hole and seconded by Commissioner Miller to approve the Agenda. Motion carried.

CONSENT AGENDA

Consent Agenda:

- Minutes of February 11, 2025
- February Vouchers in the amount of \$451,200.46; first period \$60,821.43 warrant #698715; second period \$191,361.70 warrant #698694-698714; 698716-698719; third period \$188,356.46 warrant # 699209-699217; fourth period \$10,660.87 warrant #699458-699466 (*payroll reimbursements were deducted from February vouchers periods 3 & 4 amounts*).
- February Payroll - \$944,671.18

Commissioner Hole moved, seconded by Mayor Orr, to approve the items in the Consent Agenda. The motion carried.

COMMUNICATIONS – PUBLIC COMMENTS

Mr. Neuville reported that GHT and the ATU are working on adopting a new scheduling program.

OFFICERS REPORT

Commissioner Raines noted that it was previously discussed canceling the August Board Meeting and that due to availability and schedules during the summer months, the Board usually cancels the August Meeting. Item is listed under New Business. Commissioner Raines commented there has not been a Finance or Facilities Committee meeting since the last Board Meeting. Commissioner Raines asked Mayor Collette and Mayor Orr if they would like to serve alongside her on the General Manager Contract Committee. Both Mayor Collette and Mayor Orr agreed to serve on the committee.

General Manager Ken Mehin presented a report that Greater Grays Harbor reported during their Friday meeting that funding for the overpass in Central Park is secure and construction is lined up. Mr. Mehin reported that Legislature budget shortfalls are expected, and although he doesn't believe they will cut any of our current grants, it is expected to see many grants cut or completely gone.

**CALLED TO
ORDER, ROLL
CALL**

**AGENDA
APPROVAL**

**CONSENT AGENDA
APPROVAL**

**ATU 1765 MARK
NEUVILLE**

CHAIR REPORT

**GENERAL
MANAGER
REPORT**

GHTA Transit Drivers Appreciation Day is March 18th at the Hoquiam Operations Office, with lunch provided.

Commissioner Raines discussed the Fall Retreat and asked for suggestions of dates that may work and then send out a Doodle Poll to see Board members' preferred dates. Commissioner Hole asked about the Fall Retreat and what the agenda would be. Mr. Mehin gave a general agenda of Grays Harbor Transit updates and goal planning.

Ridership for February is 1.1% less than last year and 9.5% less than last month. Possible contributing factor could have been the inclement weather. Ridership still shows continued growth overall. Revenue for February is at 16% and is currently waiting on several grants. Sales Tax revenue for February came in just slightly over previous years. Expenses for February are at 15%. The Statistics report is where it should be. Cash Flow Activity is consistent. The current vanpool is now at 14 groups.

OFFICERS REPORT

General Manager introduced Kathleen Dawson as Clerk of the Board. Finance Manager Jean Braaten introduced Lindsay Blumberg as the new Accounting Specialist.

STAFF REPORTS

Mr. Bolin – no report.

IT REPORT

Mr. Tobeck reported that four of the seven new Gilligs buses that have arrived are now in service. Two more Gillig buses will be in use by mid-next week.

**MAINTENANCE
AND FACILITIES
REPORT**

Mr. Brewer reported that a new CDL class has started this week. Mr. Brewer reported that only 1 of the 7 were able to start on time due to permits and physicals. That class will be postponed to March 26th. Also in attendance will be Lewis County drivers. One applicant started last week with only needing the passenger endorsement. Mr. Brewer also noted a Washer/Fueler new hire will also be joining the CDL class.

**SAFETY &
TRAINING REPORT**

Ms. Heikkila reported that HR is currently reviewing applications and setting up interviews for vacant positions. Ms. Heikkila also reported they are working on reviewing policies and procedures and are hoping to have those items wrapped up soon.

HR REPORT

Ms. Brenneman reported that the maintenance and operations building is due for a fire system control panel upgrade, and she is working on that. It was also reported that she is working on an interlocal agreement with the City of Hoquiam regarding the yard sweep to present to the Board at the next meeting.

**FACILITIES
SUPERVISOR**

Ms. Gardner reported that Operations are on day 11 of the new Via software and are working out the bugs. Ms. Gardner reported that her and Meadow Berkley are reviewing the on time performance and stated that the data indicates between 91 to 96% , which means riders are getting to where they need to go within the expected window. Ms. Gardner is also monitoring driver drive times and their break times. Ms. Gardner stated they met with the ATU today to discuss Via and believe they are making headway.

**OPERATIONS
REPORT**

Ms. Wheeler – no report

**GRANTS &
PROCUREMENT
REPORT**

Ms. Covall – no report.

PAYROLL REPORT

UNFINISHED BUSINESS

Commissioner Raines commented that there was some discussion last month regarding someone serving on the volunteer salary commission for Elected Officials' salaries. Commissioner Raines wanted to let

**VOLUNTEER
COUNTY**

Grays Harbor Transit employees be aware that after further review with Art, Blauvelt, GHTA employees would not be able to serve due to conflict of interest.

**POSITIONS
AVAILABLE**

NEW BUSINESS

It was moved by Commissioner Hole and seconded by Commissioner Miller to approve the cancellation of the August Board Meeting. Motion carried.

**CANCELLATION
OF THE AUGUST
BOARD MEETING**

A Parking Agreement with Summit Pacific was presented that would allow DAR buses to park in designated areas at Summit Pacific in Elma at the rate of \$50 per month. Commissioner Raines detailed the importance of safely parking buses in a well-lit area with security. It was moved by Commissioner Hole and seconded by Commissioner Miller to approve the 6 Month Summit Pacific Parking Agreement as presented. Motion carried.

**PARKING SPACE
AGREEMENT WITH
SUMMIT PACIFIC**

OTHER BUSINESS

None

BOARD COMMENTS

No Board comments.

Meeting adjourned at 4:27 p.m.

Approved this 8th day of April 2025.

Chairman

Executive Secretary