

GRAYS HARBOR TRANSPORTATION AUTHORITY

Regular Meeting May 13, 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, Mayor Winkleman and ATU President Mark Neuville

Staff Present: General Manager Ken Mehin, Clerk of the Board Tami Dragoo, Finance Manager/AGM Jean Braaten, Facilities Supervisor Anna Brenneman; IT Manager David Bolin; Grants Procurement and Planning Manager Abby Wheeler; Safety and Training Manager Shawn Brewer; Fleet and Facilities Manager Todd Tobeck; HR Manager Katie Heikkila; HR Analyst Alecia Baretich; Accounts Payable Sharon Adams and Lindsay Blumberg; Payroll Administration Abby Covall.

Counsel Present: Art Blauvelt

Others Present: Megan Wirtz of Cowlitz-Wahkiakum Council of Governments; Barb Berastegui, Andre Saaverda, Merlin Maley, Eric Woods of Stantec, Monica Santos-Pinacho and Lauren Gauretto of Point North Inc., Vicki Cummings of Grays Harbor Council of Governments, Annie Reese, James Jarman

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

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

PUBLIC HEARING – HEADQUARTERS RELOCATION FEASIBILITY STUDY & ENVIRONMENTAL REVIEW

Public Hearing for the Headquarters Relocation Feasibility Study and Environmental Review was opened. Eric Woods and Andre Saaverda of Stantec delivered a PowerPoint presentation outlining key elements of the project. The presentation included: Site Selection Process, Community Feedback: (A summary of public input collected throughout the planning process), and concept design. The proposed development is presented in two phases, culminating in expanded facilities including wash bays, employee and bus parking, and additional maintenance bays. The design concept emphasizes the historical significance of the Harbor as a gateway. An H-shaped building is proposed, incorporating natural light and featuring public and private courtyard spaces. The presentation also referenced precedent studies from similar facilities, including the Denver Central Platte Campus, Mendocino Transit Authority, and several others, to guide design inspiration.

With there being no comments from the Board members or public, the Headquarters Relocation Feasibility Study & Environmental Review was closed.

CONSENT AGENDA

Consent Agenda:

- a) Minutes of April 8, 2025
- b) April Vouchers in the amount of \$1,381,597.20; first period \$74,627.07 warrant #701316; second period \$127,661.99 warrant #701301-701315, 701317 - 701319; third period \$570,293.24 warrant # 701889 - 701921; fourth period \$609,014.90 warrant #702336 -702350 (*payroll reimbursements were deducted from April vouchers periods 3 & 4 amounts*).

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

**PUBLIC HEARING –
HQ RELOCATION
FEASIBILITY
STUDY &
ENVIRONMENTAL
REVIEW**

**CONSENT AGENDA
APPROVAL**

c) April Payroll - \$974,303.95

Commissioner Hole moved, seconded by Mayor Collette, 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 Best Practices, Joint Messaging in the near future and working with Safety.

ATU 1765 MARK
NEUVILLE

General Manager Ken Mehin reported that GHT received a positive report through social media from a rider who used GHT services and had a great experience.

RIDER COMMENT

OFFICERS REPORT

Commissioner Raines reported that earlier this month, she attended a virtual meeting with Stantec with General Manager Ken Mehin and Assistant General Manager Jean Braaten to receive project updates. She also announced that the Finance Committee meeting will need to be scheduled later this month or in early June. The Facilities Committee recently met with the Public Hearing during this board meeting, which included the presentation by Stantec. Additionally, the General Manager Contract Committee, composed of Commissioner Raines, Mayor Orr, and Mayor Collette, has convened this month. The Committee will discuss employee performance during the upcoming executive session at this meeting.

CHAIR REPORT

General Manager Ken Mehin provided an update on the grants GHT has pending. Currently, there have been no cuts to the grants awarded to GHT; however, GHT has not yet received the official award letters. Additionally, GM Ken Mehin reported that he, along with Katie Heikkila, Terri Gardner, Meadow Berkley, and Todd Tobeck, attended the LRI Conference in Yakima last week to receive a refresher and updates on labor negotiations.

GENERAL
MANAGER
REPORT

April ridership decreased by 4.5% compared to March and by 2.9% compared to April of last year. Despite this, DASH and WAVE services remain stable, and weekend ridership continues to hold its own. The ridership chart shows consistent long-term growth. Revenue for April stands at 14%, not yet including pending grant funds, which are expected to boost the total. April sales tax revenue was slightly higher than the same period in previous years and 6% higher than last year at this time. April expenses are currently at 30%, and there are no concerns regarding budget or financial performance at this time. Cash flow activity is on schedule, with no irregularities noted. Funds were pulled from investments to pay for buses that arrived and will be replenished when grant funds come through. The current vanpool program includes 14 active groups.

OFFICERS REPORT

STAFF REPORTS

Mr. Bolin – no report.

IT REPORT

Mr. Tobeck - no report

MAINTENANCE
AND FACILITIES
REPORT

Mr. Brewer reported that a CDL class has been completed for Pacific and Lewis Transit. GHT is currently awaiting the hiring of additional drivers before starting the next CDL training class.

SAFETY &
TRAINING REPORT

Ms. Heikkila reported that Human Resources is actively recruiting for a service worker, Mechanic 1st class, and a Marketing/Communication/Outreach Specialist. Ms. Heikkila also continues to work on Employee Handbook and Policies.

HR REPORT

Ms. Brenneman – no report

FACILITIES
SUPERVISOR

Ms. Gardner reported that community complaints regarding Harbor Flex have decreased significantly. However, some issues related to VIA services persist within dispatch. Ms. Gardner noted that she will provide a report from VIA at next month's meeting.

**OPERATIONS
REPORT**

Ms. Wheeler reported that she is currently working on the grant for the headquarters, which has an end date of June 30th. She noted that the NEPA process will need to be postponed to a future date, as it will not be completed by the June 30th deadline. Ms. Wheeler also reported that GHT has advertised today for Architectural and Engineering (A&E) services for the Hoquiam Renovation project, which is federally funded. This advertisement pertains to the planning and funding phases of the project. Additionally, Ms. Wheeler shared that GHT has recently initiated work on A&E services for the planning of the bowling alley property. This project aims to provide employee parking, bus detailing facilities, and additional service bays. These are the primary construction-related projects currently underway.

**GRANTS &
PROCUREMENT
REPORT**

Ms. Covall – no report.

PAYROLL REPORT

UNFINISHED BUSINESS

Commissioner Raines reported that planning for the Fall Retreat is underway. General Manager Ken Mehin added that GHT will be scheduling a date for the retreat and will be working with a new facilitator, Sam Kim. A meeting with Mr. Kim is scheduled for Wednesday, the 12th, after which GHT will begin drafting an agenda. Following this meeting, a Doodle poll will be sent out to gather availability and identify potential dates that work for everyone's schedules.

**FALL RETREAT
DISCUSSION**

NEW BUSINESS

Ms. Heikkila reported a minimal change in the Non-Represented Vacation Policy in this revision. The update adjusts the requirement from a minimum of 80 hours of paid status per month to 90 hours, aligning it with other GHT policies. This change also supports the implementation of the Employee Handbook, which outlines how employees accrue vacation leave. It was moved by Mayor Winkleman and seconded by Mayor Collette, to approve the Non-Represented Vacation Policy update as presented. Motion carried.

**NON-
REPRESENTED
VACATION POLICY
UPDATE. 2025**

OTHER BUSINESS

Commissioner Raines requested that the Board enter into an Executive Session for five minutes pursuant to RCW 42.30.110(g) to discuss the performance of a public employee. She stated that she anticipated the Board would take action following the Executive Session. The meeting reconvened after the five minute Executive Session. Commissioner Raines deferred to the Board for any proposed action. Mayor Collette moved that the Board authorize an amendment to the contract for General Manager Ken Mehin, including the following provisions: 2% wage increase, effective July 1, 2025, an additional COLA (Cost of Living Adjustment) increase on January 1, 2026, consistent with adjustments provided to other non-represented employees and an increase in the employer match on deferred compensation from 5% to 6% for the following contract year. Commissioner Miller seconded the motion. Motion carried. Mr. Blauvelt will prepare an amendment and present it at the June Board Meeting for approval.

**GM CONTRACT
APPROVAL**

BOARD COMMENTS

None

BOARD COMMENT

Meeting adjourned at 4:58 p.m.

Approved this 10th Day of June, 2025

Chairman

Executive Secretary