

# GRAYS HARBOR TRANSPORTATION AUTHORITY

Regular Meeting July 8, 2025, at 4:00 p.m. via Hybrid in person & Zoom

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

Staff Present: General Manager Ken Mehin, Clerk of the Board Tami Dragoo, Executive Assistant/Clerk of the Board Kathleen Dawson, Finance Manager/AGM Jean Braaten, Facilities Supervisor Anna Brenneman; IT Manager David Bolin; Grants Procurement and Planning Manager Abby Wheeler; Grants and Procurement Coordinator Ethan Fogg, Safety and Training Manager Shawn Brewer; Operations Manager Terri Gardner, 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: Steve Abernathy, Mark Northrup representing Cowlitz-Wahkiakum Council of Governments, John Lee representing Summit Law, Jordan Malone and Andy Crane GHT staff.

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

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

## **6 Year Transportation Improvement Plan (TIP and STIP) 2026-2031 Public Hearing**

STIP (Statewide Transportation Improvement Program) is a 4-year federally mandated plan that outlines upcoming transportation projects statewide. And the TIP (Transportation Improvement Program) is a 6-year local and regional planning tool, required for each transit agency. Abby Wheeler reported that both the STIP and TIP include projects eligible for state and federal grant funding. Ms. Wheeler stated that GHT prepares the STIP/TIP as one consolidated program. Ms. Wheeler noted that due to the procedural timeline and planning requirements, GHT maintains projections that extend beyond the formal 6-year TIP/STIP window, in this case up to 2033. This allows for cohesive planning, budgeting, and grant preparation. GHT prepares and supplies this information to the regional authorities, making it a foundational part of its grant application process to state and federal agencies. Commissioner Raines reported that the Finance Committee reviewed the STIP and TIP on Monday, July 7<sup>th</sup>. Commissioner Raines noted that Ms. Wheeler gave a procedural timeline for the outlined projects and how STIP and TIP integrate with budgeting processes, project planning cycles, and grant application process. Commissioner Hole acknowledged the depth and clarity of the review provided by Ms. Wheeler during the Finance Committee meeting. There being no further questions from the Board or public, the public hearing for the STIP and TIP 2026 to 2030 Plan was closed.

## **CONSENT AGENDA**

Consent Agenda:

- a) Minutes of June 10, 2025
- b) June Vouchers in the amount of \$1,186,856.33; first period \$51,426.78 warrant #704429; second period \$577,158.98 warrant #704410-704428, 704430 - 704434; third period \$558,270.57 warrant #705220-705250; *(payroll reimbursements were deducted from June vouchers periods 2 & 3 amounts)*.
- c) June Payroll - \$935,902.61

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

**CALLED TO  
ORDER, ROLL  
CALL**

**AGENDA  
APPROVAL**

**PUBLIC HEARING**

**CONSENT AGENDA  
APPROVAL**

## **COMMUNICATIONS – PUBLIC COMMENTS**

President Neuville reported that ATU has begun working with agencies in response to new Department of Transportation regulations and restrictions. Mr. Neuville reported that for agencies unable to conduct these specific federally regulated activities on their own property, ATU serves as a “safe harbor,” stepping in to fill a critical need by offering services or facilities that agencies may no longer legally host themselves

ATU 1765 MARK  
NEUVILLE

## **OFFICERS REPORT**

Commissioner Raines reported that she was pleased that the Public Hearing was posted and thanked the staff. Commissioner Raines again highlighted the Finance Committee Meeting where the STIP and TIP were discussed as well as the updated Employee Handbook and the revised policies that coincide with that update. Commissioner Raines stated Katie Heikkila went over the summary and overall changes with the finance committee, providing those documents in advance to the committee. Ms. Heikkila gave the Finance Committee a complete explanation on the changes and how they relate to GHT. The changes are due to compliance updates, operational requirements and legal requirements. Commissioner Raines noted that those items are listed in the agenda under 10. A.

CHAIR REPORT

General Manager Ken Mehin reported that today's meeting is Tami Dragoo's final regular board meeting after 29 ½ years of serving the Authority and thanked her for her service. Mr. Mehin reported that the Authority received several State and Federal grants which includes a right-of-way relocation grant for buses and bus facilities, 3 more vanpool vehicles and telematics for 8 vanpool vehicles, capital improvement plan and the zero-emission plan. The Authority also received funding for one 35-foot bus and 2 service trucks, an intelligent security system, and two in-ground column lifts. For Operations and Training, the Authority also received an operations grant and a safety incentive grant from WSTIP/RTAP, in addition to a capital training grant for the Safety and Training program. Lastly, the Authority received a grant for 4 cutaways and a grant for the Hoquiam Maintenance and Operations facility remodel.

GENERAL  
MANAGER  
REPORT

June ridership decreased by 5% compared to June of last year and .7% less than last month.. Saturday and Sunday ridership continues to stay steady and in a good range. The ridership for SVS and Dial-a-ride shows some struggles as riders adjust to VIA software. General Manager Ken Mehin stated that GHT is working on trying to troubleshoot some of the scheduling problems within the software. Mr. Mehin stated that Oakville, Centralia and Tokeland routes are looking ok. Revenue for June stands below where it should be, but is still waiting to receive grant funds. June sales tax revenue was slightly higher than the same period in previous years and 5% higher than last year at this time. June expenses are right where they should be at this point in the year. Cash flow activity is on schedule, with no irregularities noted. A revised copy for the Comparative Cash activity was submitted with a correction to the Fleet and Non-Fleet Capital amount.. 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 on the completion of four CDL tests, with two more to be completed and these are for 4 GHT employees/new hires and two for another Transit agency.

SAFETY &  
TRAINING REPORT

Ms. Heikkila reported that Human Resources has completed the Employee Handbook and related Policy updates. HR is actively recruiting for Marketing/Communication/Outreach Specialist, open Mechanics Positions and Operators.

HR REPORT

Ms. Gardner – No report.

OPERATIONS  
REPORT

Ms. Wheeler reported that Grays Harbor Transit (GHT) is currently working on the Architecture and Engineering for the Hoquiam Maintenance and Operations exterior remodel. Ms. Wheeler also reported that Grants and Procurement are presently working on closing the 2023 - 2025 grants and opening the 2025 - 2027 grants.

GRANTS &  
PROCUREMENT  
REPORT

Ms. Covall – No report.

PAYROLL REPORT

Ms. Brenneman – No report

FACILITIES  
SUPERVISOR

### UNFINISHED BUSINESS

None

### NEW BUSINESS

Commissioner Raines commended Katie Heikkila for her diligence and effort in completing the Employee Handbook and implementing necessary updates. The following policies were revised to ensure alignment with current regulations and organizational standards: **Family and Medical Leave Act (FMLA); Washington Paid Sick Leave (WPSL); Grays Harbor Transit Sick Leave Policy; Anti-Harassment Policy; Code of Ethics.** No further discussion was required. It was moved by Mayor Collette and seconded by Commissioner Hole to approve the revised Employee Handbook and updated policies as presented. Motion carried.

EMPLOYEE  
HANDBOOK, AND  
WPSL, FMLA, ANTI-  
HARRASSEMENT  
AND CODE OF  
ETHICS POLICIES

Ms. Gardner wanted to acknowledge that operator Dan Campos will attend the WSDOT State Conference this year as the 2024 Employee of the Year. Mr. Campos will be recognized for his years of service by his peers and Ms. Gardner is looking forward to having Mr. Campos be a part of the Conference. Ms. Brenneman proudly introduced Jordan Malone as one of Grays Harbor Transit's Employees of the Quarter. She praised Mr. Malone as an outstanding employee known for his positive attitude, strong work ethic, and a great sense of equanimity. Over the past six months, Mr. Malone has played a key role in supporting and training Ms. Brenneman herself, helping her gain deeper insight into the needs and operational demands of the Facilities Department. Mr. Tobeck announced Andy Crane, Mechanic, as the second Employee of the Quarter. Since joining GHT in 2021, Mr. Crane has demonstrated an unwavering commitment to excellence and collaboration. In a relatively short time, he has made a lasting impact on the agency. Mr. Crane's consistent efforts to uphold and promote GHT's mission, technical skills, and team-building have been invaluable. Mr. Tobeck sincerely thanks Mr. Crane for his exceptional contributions to the GHT Maintenance Team. Abby Wheeler introduced Ethan Fogg, Grants and Procurement Coordinator for GHT. Ethan came to GHT from the Seattle area and worked at the Economic Development Assoc. Mr. Fogg said he was glad to be here with GHT.

EMPLOYEE  
RECOGNITION  
AND EMPLOYEE  
OF THE QUARTER-  
Q3

Resolution 2025-07-001 was presented for a 6-Year TIP/STIP Update for 2026-2031. It was moved by Commissioner Hole and seconded by Mayor Orr to adopt Resolution 2026-07-001 6-Year TIP 2026-2031 as presented. Motion carried.

RESOLUTION 2025-  
07-001 – 6 YEAR  
TIP/STIP UPDATE

Resolution 2025-07-002 was presented for the Petty Cash Imprest Change Fund, changing custodian from Tami Dragoo to Kathleen Dawson as Clerk of the Board. It was moved by Mayor Collette and seconded by Commissioner Miller to adopt Resolution 2025-07-002 Petty Cash Imprest Change Fund as presented. Motion carried

RESOLUTION 2025-  
07-002 – PETTY  
CASH IMPREST  
CHANGE FUND  
CUSTODIAN  
CHANGE

Resolution 2025-07-003 was presented for the Petty Cash Fund, changing the petty cash custodian from Tami Dragoo to Kathleen Dawson, Clerk of the Board. It was moved by Commissioner Hole and seconded by Mayor Orr to adopt Resolution 2025-07-003 Petty Cash Fund as presented. Motion carried.

RESOLUTION 2025-  
07-003 – PETTY  
CASH FUND  
CUSTODIAN  
CHANGE

Resolution 2025-07-004 was presented to change the Authorized Bank Check Signing Designation on the Key Bank account from Tami Dragoo to Kathleen Dawson, Clerk of the Board. It was moved by Commissioner Hole and seconded by Mayor Orr to adopt Resolution 2025-07-004 Authorized Bank Check Signing Designation as presented. Motion carried.

RESOLUTION 2025-  
07-004 – KEY BANK  
ACCOUNT  
SIGNERS

The annual 2025 Certs & Assurances were presented for approval. It was moved by Commissioner Miller and seconded by Commissioner Hole to approve the 2025 Certs and Assurances as presented. Motion carried. Ms. Wheeler stated that the Certs and Assurances is a housekeeping item that is required annually to ensure compliance, which ties the Authority to the Federal Regulations that are held in the master agreement to the FTA. The labor letter describes how the Authority can not interfere with a union.

2025 CERTS AND  
ASSURANCES  
APPROVAL

### **OTHER BUSINESS**

Commissioner Raines stated that a Special meeting will be held in August. Ms. Wheeler added that the Special meeting will be to approve the contract that will result from the Architecture and Engineering RFQ for the Maintenance and Operations Exterior Remodel. Commissioner Raines asked Clerk of the Board Kathleen Dawson to put out a hold date of August 26th at 4 p.m. Ms. Wheeler added that in addition the Transit Development Plan will also be presented at that Special meeting.

SPECIAL MEETING

### **CLOSED SESSION**

The Board members entered a closed session at 4:39 pm to discuss the basics of bargaining information. The closed session was set for 30 minutes, with the possibility of additional time needed. The Board requested an additional 20 minutes, another 20 minutes, and finally 10 more minutes before completing the closed session and reconvened to the Board Meeting.

CLOSED SESSION

### **BOARD COMMENTS**

No additional Board comments.

BOARD COMMENT

Meeting adjourned at 6:01 p.m.

Approved this 9<sup>th</sup> day of September, 2025



Chairman



[Ken Mehin \(Sep 11, 2025 06:46:43 PDT\)](#)  
Executive Secretary










# July Board Meeting Minutes

Final Audit Report

2025-09-11

|                 |  |
|-----------------|--|
| Created:        | 2025-09-10                                   |
| By:             | Kathleen Dawson (kdawson@ghtransit.com)      |
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## "July Board Meeting Minutes" History

-  Document created by Kathleen Dawson (kdawson@ghtransit.com)  
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-  Document emailed to Vickie Raines (vraines@graysharbor.us) for signature  
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-  Document emailed to Ken Mehin (kmehin@ghtransit.com) for signature  
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-  Email viewed by Vickie Raines (vraines@graysharbor.us)  
2025-09-10 - 9:56:43 PM GMT
-  Signer Vickie Raines (vraines@graysharbor.us) entered name at signing as Vickie L. Raines  
2025-09-10 - 9:57:14 PM GMT
-  Document e-signed by Vickie L. Raines (vraines@graysharbor.us)  
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-  Document e-signed by Ken Mehin (kmehin@ghtransit.com)  
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