

GRAYS HARBOR
COUNCIL OF GOVERNMENTS
ZOOM MEETING MINUTES
January 21, 2021

1. CALL TO ORDER/FLAG SALUTE

- The remote meeting, held via Zoom was called to order by Chairman Jim Sorensen at 6:30 p.m. Attendance was called.

2. ATTENDANCE

➤ Members:

- Mayor Jim Sorensen (City of Elma)
- City Councilmember Kathryn Sprigg (City of Ocean Shores)
- Mayor Rob Bearden (City of Westport)
- General Manager Ken Mehin (Grays Harbor Transit)
- Library Manager Stephenie Reece (Timberland Library)
- Mayor Vini Samuel (City of Montesano)
- Mayor Ben Winkelman (City of Hoquiam)
- City Councilmember Tawni Andrews (City of Aberdeen)
- Commissioner Kevin Pine (Grays Harbor County)
- Councilwoman Clarinda Pies Underwood (Quinault Indian Nation)
- Maintenance Supervisor Diane Lutts (Grays Harbor Transit)
- City Administrator Darrin Raines (City of Cosmopolis)

➤ Staff:

- Vicki Cummings, Executive Director
- Zana Dennis, Office and Grant Coordinator, Planner II

➤ Guests:

- Matt Pahs, WSDOT Multimodal Planning Coordinator

A quorum was established.

Chairman Sorensen welcomed new representatives; Commissioner Kevin Pine (Grays Harbor County) and Councilmember Kathryn Sprigg (City of Ocean Shores) to the GHCOG Board.

3. GHCOG BUSINESS

➤ **Action: Approval of Current Meeting Agenda**

Chairman Jim Sorensen asked for approval of the current meeting Agenda.

Ben Winkelman made a motion to approve; second, Rob Bearden. Motion passed unanimously.

➤ **Action: Approval of December 2020 Minutes**

Chairman Jim Sorensen asked for approval of the December 2020 Minutes.

Rob Bearden made a motion to approve; second, Tawni Andrews. Motion passed unanimously.

➤ **Administrative Sub-Council Report**

Chairman Jim Sorensen reported a Sub-Council meeting was held via Zoom. Bills and payroll were reviewed and approved.

➤ **Action: Approval of January 2021 Claims Batches #21-01 and January 2021 Payroll**

Chairman Jim Sorensen asked for approval of the January 2021 Claims Batches #21-01 in the amount of \$8,221.34 and January 2021 Payroll in the amount of \$10,635.15.

Rob Bearden made a motion to approve; second, Tawni Andrews. Motion passed unanimously.

OLD BUSINESS

- None

NEW BUSINESS

➤ **Discussion: 2021 Election of Officers**

The GHCOG Administrative Sub-Council fulfills the role of the nominating committee for the upcoming election at the February meeting. The board was provided with an Election of Officers listing so they are aware of who is available to fulfill each of the Administrative Sub-Council positions and an updated listing was emailed out after the meeting. Jim Sorensen then gave a brief synopsis of the time and need requirements that come along with sitting on the Administrative Sub-Council.

➤ **Discussion: 2020 Year End Financials**

Zana briefly went over the 2020 GHCOG finances. Outlining that GHCOG had sufficient cash on hand going into 2021 that GHCOG took in the anticipated revenue for 2020 and all expenses were at or under budget for 2020.

➤ **Action: Resolution #652. 1st Amendment of the Grays Harbor Council of Governments 2021 Budget**

After closing the 2020 financial books the actual 2021 Beginning Fund balance has been increased to \$504,567 to accurately reflect the current funds in the GHCOG "Cash Held by County Treasurer" account as of 12/31/2021. In addition due to changes in grant funding the EPA Brownfield budget has been increased to \$143,000.

The 2021 Ending Fund Balance is adjusted to \$626,700 due to the reconciliation of the accounts for 2020 of the Beginning Fund Balance, an increase in Professional Services to \$169,000, in Rentals and Leases to \$16,000, in Insurance to \$9,000, in Miscellaneous to \$900 and in Salaries to \$135,393. Reductions were made in Travel to \$1,300 and Benefits and Taxes to \$48,910.

Vini Samuel made a motion to approve; second, Tawni Andrews. Motion passed unanimously.

- **Action: Approval of Resolution #653 Honoring Councilman Steve Ensley**
A resolution honoring Councilmember Steve Ensley for serving the Grays Harbor Council of Governments in 2020 in his capacity as designated representative of the City of Ocean Shores to the GHCOG Board was approved.

Tawni Andrews made a motion to approve; second, Ken Vini Samuel. Motion passed unanimously

4. **MISCELLANEOUS BUSINESS**

- None

5. **ALL- STAFF REPORT**

➤ **Vicki Cummings, Executive Director**

- The new Brownfield grant has started and several meetings have been held over the past month to get things kicked off. The three year grant for \$600,000 was awarded through the GHCOG to the coalition of five cities: Aberdeen, Cosmopolis, Hoquiam, Elma and Westport. The grant funds can be used to identify projects that need phase 1 or 2 assessments for contaminants on properties that are working towards redevelopment. There are applications, as well as additional information on the GHCOG website for any interested parties. The previous grant funded assessments in Aberdeen and Hoquiam for the Levee Projects and the Morck Hotel to help them move toward redevelopment. The City of Cosmopolis used the funds for an Area Wide Plan that has been attracting a variety of housing development, as well as other investor interest.
- Sat on the review panel for the Consolidated Transit Grant through the SWRTPO. 8 entities submitted grant applications and 2 from Grays Harbor Transit were selected for approval by the SWRTPO and will be sent to WSDOT for final approval.
- Attended a web meeting on the new Washington State transportation package which will be allocating more funds toward maintenance, bridges, bike, transit and paratransit infrastructure, but it also has hefty increases to various taxes including; gas taxes, licensing, weight fees, tabs and emissions.
- Was on the Port of Grays Harbor review committee for selecting a consultant for their STP Paving project.
- Met with TRPC to review the final draft of the GH Transportation Model that was funded with STP funds. We now have a base model as a starting place for any other project modeling that needs to be done. The model should make it easier for all entities in Grays Harbor to apply for transportation grants that need traffic estimates, and save money on project modeling in the future.
- Submitted quarterly report to the EPA for the Brownfield grant.

➤ **Zana Dennis, Office and Grant Coordinator, Planner II**

- Meetings, file preparation and web page updating for the Brownfield grant.
- Close out of GHCOG 2020 books, taxes, and preparations for 2021.
- 1st 2021 Budget Amendment in preparation for 2021 Cost Allocation Plan.
- Member Dues Invoicing.
- 1st 2021 STIP Amendments.
- Mapping for City of Hoquiam and Aberdeen Fire.

6. **MEMBER/PUBLIC COMMENT**

- Timberland Library, Library Manager Stephenie Reece
 - Expanded services had to be reduced again due to the Governor's orders, but he has given more phase guidance for libraries in with his most recent order.
 - Curbside pickup only at all but Aberdeen and McCleary locations where some limited indoor services are available.
 - TRL will be unable to host AARP for tax assistance this year due to Covid, but AARP will be visiting some select places like senior centers in the area.
 - If you are not signed up for the TRL Newsletter, you can do so on the TRL website so you are kept abreast of ongoing changes and programming.

- City of Ocean Shores, City Councilmember Kathryn Sprigg
 - Plan to ask for an extension of current 6 year EMS levy on the April 27th ballot.
 - Started clearing the fire break trail behind businesses where they do not have wetlands.

- City of Montesano, Mayor Vini Samuel
 - Overall the City is doing well.
 - Had their first management meeting of the year.
 - Working on Sustainability Plan for the general and fire fund.
 - In 13th month of year, this means working on year end financials.

- Grays Harbor Transit, Maintenance Supervisor Diane Lutts
 - Ken Mehin is on vacation.
 - Reevaluating service levels due to Covid.
 - Waiting for vaccinations for staff.
 - Receiving 2 new buses soon and 2 more at the end of the year.
 - Commissioner Kevin Pine is now on GH Transit Board.

- City of Elma, Mayor Jim Sorensen
 - Hired Gibson Olsen for TIB 12th Street Improvements.
 - Purchased a new fire engine that will be delivered soon, 1st new one since 1994.
 - Annexation of Fire District 5 will be on April 27th ballot.
 - Bi-Mart delivered plans to the city.
 - If anyone is interested in serving on the GHCOG Administrative Sub-Council please email him.

- City of Westport, Mayor Rob Bearden
 - City is dealing with a lot of weather related issues, as this winter has been more severe than ever. Hoping Core of Engineers can help with solutions.
 - Severe storms are bringing tourists out to see the overtopping and waves.
 - Storms are also causing extreme erosion that is concerning.
 - Looking for matching funds for the vertical tsunami evacuation tower since the FEMA grant that provided the conceptual drawings is complete.

- Quinalt Indian Nation, Councilwoman Clarinda Pies Underwood
 - Dealing with extreme weather issues like Westport.
 - Planning to have a General Council Meeting on January 30th, which will combine two years of elections since they were unable to hold them in 2020 due to Covid.
 - Already distributed 500 vaccines and have 500 more on the way.

- Testing all Quinault employees every two weeks.
- City of Hoquiam, Mayor Ben Winkelman
 - Preparing to apply for a Save America’s Treasures Grant for Olympic Stadium.
 - City of Hoquiam Birthday Celebration at Olympic Stadium on May 21st and 22nd.
 - Regional Fire District with Aberdeen is moving forward.
 - ResCom Flooring USA in Hoquiam has a microbial surface protection that works for 90 days, as well as an emergency Covid response team and UV lighting for helping provide safer working environments. Contact John or Nick.
 - Having a “Name that Park” public process for the RCO grant that is funding a new park on Adams Street, which will hopefully be completed by spring.
- City of Aberdeen, City Councilmember Tawni Andrews
 - New Year so councilmembers received new committee assignments.
- Grays Harbor County, Commissioner Kevin Pine
 - In process of meeting everyone, getting committee assignments, learning, and attending meetings.
 - Proudly accomplished demolishing the needle exchange program.
- WSDOT, Matt Pahs, WSDOT Multimodal Planning Coordinator
 - Slide on 109, at mile post three, west of Hoquiam that occurred on the 17th is very large (about 300ft wide and 90ft high). Emergency contracting crews have been on the scene during the day, but the slide is still very unstable and until more debris is cleared and the area can be properly surveyed there is no estimate for when the road will be reopened. There is a detour in place from the 109 spur to 101 to Ocean Beach Rd to Powell until the further notice.
 - Minor slide on SR 8 by McCleary due to erosion at Wild Cat Creek.
 - East bound traffic on SR 8 near McCleary has a lane closure through the 26th and a reduced speed to 45 mph.
 - Fish Passage work will be coming soon on sections of US 12.

7. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 7:36 p.m.

Ben Winkelman made a motion to adjourn; second, Tawni Andrews. Motion passed unanimously.

GRAYS HARBOR COUNCIL OF GOVERNMENTS

115 S. Wooding St.

Aberdeen, Washington 98520

Jim Sorensen
Chairman

Date

Vicki Cummings
Executive Director

Date