GRAYS HARBOR
COUNCIL OF GOVERNMENTS
ZOOM MEETING MINUTES
August 18, 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:
   • City Councilmember Kathryn Sprigg (City of Ocean Shores)
   • City Administrator Darrin Raines (City of Cosmopolis)
   • City Councilmember Deborah Ross (City of Aberdeen)
   • General Manager Ken Mehin (Grays Harbor Transit)
   • Library Manager Susan Howlette-Leite (Timberland Regional Library)
   • Mayor Ben Winkelman (City of Hoquiam)
   • Commissioner Kevin Pine (Grays Harbor County)
   • Mayor Vini Samuel (City of Montesano)
   • Mayor Jim Sorensen (City of Elma)

   ➤ Staff:
   • Vicki Cummings, Executive Director
   • Zana Dennis, Office and Grant Coordinator, Planner II

   ➤ Guests:
   • Don Williams

   A quorum was established.

3. **GHCOG BUSINESS**
   ➤ **Action: Approval of Current Meeting Agenda**
   Chairman, Jim Sorensen, asked for approval of the current meeting Agenda.

   Ken Mehin made a motion to approve; second, Deborah Ross. Motion passed unanimously.

   ➤ **Action: Approval of July 2022 Minutes**
   Chairman, Jim Sorensen, asked for approval of the July 2022 Minutes.

   Deborah Ross made a motion to approve; second, Kevin Pine. 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, discussed 2023 Preliminary Budget and applying for another Brownfield grant.

- ➤ **Action: Approval of August 2022 Claims Batches #22-08 and August 2022 Payroll**
  Chairman, Jim Sorensen, asked for approval of the August 2022 Claims Batches #22-08 in the amount of $51,275.44 and August 2022 Payroll in the amount of $11,899.90.

  Deborah Ross made a motion to approve; second, Ken Mehin. Motion passed unanimously.

OLD BUSINESS
- ➤ None

NEW BUSINESS
- ➤ **Action: Approval of Resolution #669, Grays Harbor Council of Governments 2023 Preliminary Budget**
  Vicki explained that the 2023 budget is similar to the 2022 budgeted revenue, except it has a 2.5% increase in to member dues. The funding from STP and RTPO are the same. The 2023 budget expenses include the yet to be hired planner position, raises for the two existing staff members (as approved by the Administrative Sub-Council), and decreased pass through funding for our EPA Brownfield grant.

  Deborah Ross made a motion to approve; second, Ken Mehin. Motion passed unanimously. Chairman Sorensen discussed higher COLAs for staff. The Administrative Sub-Council will review/discuss some options and bring the best scenario back to the full board. This may result in in changes to the preliminary budget.

4. **MISCELLANEOUS BUSINESS**
   - ➤ None

5. **ALL- STAFF REPORT**

   - ➤ **Vicki Cummings, Executive Director**
     - Had the 2nd Elma AWP Steering Committee meeting to present survey results.
     - Two new properties, one in Aberdeen for the levy and a building in downtown Hoquiam, are getting Environmental Site Assessments through the Brownfield grant.
     - Having a Pre-planning meeting next week for Westport's AWP that is being started through the Brownfield grant.
     - Finalized the RFP for Professional Services to apply for the next Brownfield grant.
     - 2022 STP Obligations are very close to meeting the target this year. One project still needs to be obligated to meet 100% of the target.
     - Met with the TAC to get updated information on what transportation infrastructure in their areas need improvements and to outline critical areas that should be included in the next RTPO Regional Transportation Plan.

- Worked with CWCOG to outline major projects that roadways need to be designated as Rural Freight Corridors with FMSIB, like the US 12 Rail Separation and Port Expansion, to be eligible for funding. Four locations were included in the designation.

> ### Zana Dennis, Office and Grant Coordinator, Planner II
> - Made a population density map for a CCAP grant application.
> - Had an entry interview with the State Auditor and working on fulling requests as they are received, but it sounds like the audit will last through at least the end of the month.
> - Worked with WSDOT and CWCOG to finalize the TIP projects in the GH region that will be included in the 2023 STIP.
> - Research and development to produce the 2023 Preliminary Budget.
> - Working with local entities and WSDOT to ensure all 2023 STP funding is obligated by the target deadline.

6. ### MEMBER/PUBLIC COMMENT
   > Timberland Regional Library, Library Manager Susan Howlette-Leite
   > - Montesano has a new Story Trail at Lake Sylvia.
   > - Storytime's have had large turnouts and continue through summer.

   > City of Aberdeen, City Councilmember Deborah Ross
   > - Celebrated receiving FEMA funding for the North Shore Levy Project.
   > - Made an offer for someone to fill the City Administrator position.

   > City of Ocean Shores, City Councilmember Kathryn Sprigg
   > - Congratulations to Hoquiam for the Smart Communities Award.
   > - A councilmember resigned, so have an open seat to fill.
   > - In need of hiring several police officers.
   > - Hiring a new building official.
   > - Public Works Director that was hired fell through, so rehiring for that position.
   > - Have a hybrid farmers market at the Lions Club on the 1st and 3rd Saturdays of the month through October.
   > - Asked GHCOG to speak to WSDOT and get an update on the bridge at Grass Creek.

   > Grays Harbor Transit, General Manager Ken Mehin
   > - Transit is also undergoing a State Audit.
   > - Preparing for arbitration on the labor contract that has been in negations for over 3 years.

   > Grays Harbor County, Commissioner Kevin Pine
   > - County Fair had record attendance, considering changing from 4 to 5 day event.
   > - Utilities and Parks presented projects to the Commissioners, 25 will move forward.
   > - Pre-meeting with the Health Department to workshop about solutions for the cold weather shelter for 2023, but need more community involvement.

   > City of Montesano, Mayor Vini Samuel
   > - Lots of construction, especially chip sealing, going on.

- Started working on the 2023 Budget.
- The City Wide Garage Sale is the weekend of August 20th.

> City of Elma, Mayor Jim Sorensen
- Asking Council to allow the city to add a new position, so they can hire an Assistant Public Works Director to work with Jim Starks, the Public Works Director, for his last year of employment prior to retirement in an interim position to glean his knowledge.
- Fair was amazing, but would like to find ways to reduce traffic congestion in the future.
- Heat on the Street was well attended.

> City of Cosmopolis, City Administrator Darrin Raines
- Started 2023 budget, but already working on adjustments due to inflation.
- Working on getting everything in to be eligible to participate in the RFA, but have been attending the planning sessions in hopes of being included.
- Actively recruiting Volunteer Firefighters. Please put the word out.

> City of Hoquiam, Mayor Ben Winkelman
- RFA Committee will be meeting to discuss including Cosmopolis.
- Honored to receive the Smart Communities Award.
- Waiting to hear back on an application for the City to start a working forest in and outside of the city limits.
- In need of 5 police officers and have asked the Council to increase signing bonuses.
- Posting a job opening for a Building Official.
- Working on an administration pay review for 2023 salaries.
- Excited about additional funding for levy.

7. **ADJOURNMENT**
   With no further business to discuss, the meeting was adjourned at 7:16 p.m.

Ken Mehin made a motion to adjourn; second, Kevin Pine Motion passed unanimously.

GRAYS HARBOR COUNCIL OF GOVERNMENTS
115 S. Wooding St.
Aberdeen, Washington 98520

Jim Sorensen Date		Vicki Cummings Date
Chairman		Executive Director