

GRAYS HARBOR
COUNCIL OF GOVERNMENTS
ZOOM MEETING MINUTES
March 21, 2024

1. CALL TO ORDER/FLAG SALUTE

- The remote meeting, held via Zoom was called to order by Secretary Ken Mehin at 6:30 p.m. Attendance was called.

2. ATTENDANCE

➤ Members:

- City Councilmember Lisa Scott (City of Ocean Shores)
- City Councilmember Brandon Pauley (City of Hoquiam)
- General Manager Ken Mehin (Grays Harbor Transit)
- Library Manager Karen Kienenberger (Timberland Regional Library)
- Commissioner Kevin Pine (Grays Harbor County) – via email
- Mayor Chris Miller (City of McCleary)
- Councilmember Rick Eaton (City of Elma)
- City Councilmember David Lawrence (City of Aberdeen)

➤ Staff:

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

A quorum was established.

➤ Guests:

- Stever Roark, WSDOT Olympic Region Regional Administrator
- Nazmul Alam, WSDOT Multimodal Principal Senior Planner

3. GHCOG BUSINESS

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

Secretary Ken Mehin asked for approval of the current meeting Agenda.

Lisa Scott made a motion to approve; second, Chris Miller. Motion passed unanimously.

➤ **Action: Approval of January 2024 Minutes**

Secretary Ken Mehin asked for approval of the January 2024 Minutes.

Lisa Scott made a motion to approve; second, Chris Miller. Motion passed unanimously.

➤ **Administrative Sub-Council Report**

Secretary Ken Mehin reported a Sub-Council meeting was attempted, but they did not have a quorum.

- **Action: Approval of February and March 2024 Claims Batches #24-02 and #24-03 which include February and March 2024 Payroll**
Secretary Ken Mehin asked for approval of the February and March 2024 Claims Batches #24-02 and #24-03 in the amount of \$34,263.08 and \$27,228.25, Vicki outlined that the payroll is now included in the monthly claims and accounts for \$23,000 of the February and March claim totals.

Lisa Scott made a motion to approve; second, Brandon Pauley. Motion passed unanimously.

PRESENTATION

- **Steve Roark – Regional Administrator Olympic Region**
Starting this spring and continuing through the next several years, major routes in the area will experience multiple construction projects that will affect the flow of traffic. The attached handout contains a map showing the location of projects that will be under construction in 2024, with project names broken out by county. Also included are ways to stay informed about construction and travel delays.

WSDOT has published an [online open house](#) that provides an overview of ten projects located around the Olympic Peninsula. Travelers will experience alternating one-lane traffic, shifted traffic lanes, bridge closures, and detours. Heavy construction is expected each construction season (summer to fall) through 2025 and beyond in some areas.

WSDOT can offer an in-person briefing with a WSDOT representative to learn more about how these construction projects may affect travel in your area. Please feel free to reach out to me directly or drop a note to [ORFeedback](#), which is monitored daily.

OLD BUSINESS

- None

NEW BUSINESS

- **Action: Resolution #687, Approval of the 2024 Cost Allocation Plan**
The 2023 Cost Allocation Plan was reconciled and the 2024 budget was input to determine the new 2024 Cost Allocation rates for benefits and salaries. The plan must be put in place annually for funding reimbursement requests from WSDOT.

Lisa Scott made a motion to approve; second, Chris Miller. Motion passed unanimously.

- **Discussion: Bylaws Review**

Vicki explained that the Agency's Bylaws are straightforward and easy to understand. She highlighted a couple of sections pertaining to representatives.

- In section 5 the responsibilities of the Admin Sub-Council are identified and broken down by Chair, Vice-Chair and Secretary. This section also empowers the Admin Sub-Council establishing its authority.
- Section 6 deals with meetings and quorum count which is one half plus 1 of the voting members in good standing. GHCOG follow the Open Public Meetings Act.
- Section 7 deals with voting and representation. 7.4 Specifically addresses the responsibilities of representatives, namely, to express to council and staff the vision/needs of the entity you represent. Provide your governing body with

information from this body as appropriate, attend meetings and participate as appropriate. And if you can't attend to notify your alternate.

➤ **Discussion: RTPO Update**

Vicki provided an update on COG activities with the Regional Transportation Planning Organization (RTPO).

- The Unified Planning Work Program (UPWP) covers all five counties in the RTPO. We provide information/data for the Grays Harbor portion. This is updated every year. We meet with CWCOG as lead agency, WSDOT, FHWA, and the Federal Transit Authority. The purpose is to show that we are planning in unity for the region. There is no duplication of effort and no gaps in service. This is also a financial document as we must show fiscal constraint. Once approved we can carry out our RTPO work plan for the year.
- Freight Mobility Strategic Investment Board (FMSIB) is developing a Six-Year Freight Mobility Strategic Investment Program covering from 2025 – 2031 and is requesting agencies submit their highest priority freight projects. To be eligible for consideration, the proposed project or project phase(s) must be located on or directly connected to a [Designated Strategic Freight Corridor](#), T-1 and T-2 truck routes and ready for construction within six years. In Grays Harbor those are highways 8, 12 and 101 through Aberdeen/Hoquiam. Notices will be sent out to our board tomorrow.
- Next round of funding for the Pedestrian & Bicyclist Program (PBP) and Safe Routes to School (SRTS) programs is open. Bike program submittals are due May 31st and Safe Routes submittals are due June 7th.
- The Regional Trails Plan is progressing well. The consultants will be in our area the beginning of April to begin scoping the Aberdeen-Montesano Trail Connection for the SWRTPO Regional Trails project. The team will then produce a scoping report of this priority trail segment for Grays Harbor. The Scoping Report will include the following: Alignment map, Conceptual design, Affected property map, Environmental map, and Cost estimate.

4. **MISCELLANEOUS BUSINESS**

- None

5. **ALL- STAFF REPORT**

➤ **Vicki Cummings, Executive Director**

- Vicki had done an RTPO update and Bylaws Review under New Business.
- Additionally, she has been working on getting the Brownfield grant started. Met with the EPA, published the RFQ, and are now waiting on proposals.
- Working on getting payroll setup properly with Paychex, as well as setting up DRS, and other payroll deductions.

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

- Attended EPA meeting for new Brownfield grant.
- Final input and feedback on Grays Harbors portion of the Regional Trails Plan.

- Working with entities to ensure STP obligations are timely in 2024.
- Worked with Vicki and Paychex to get payroll and reporting set up properly.
- Had some minor IT issues that Chris diagnosed, and I ordered parts to resolve.
- Took some time off to vacation for my birthday.

6. MEMBER/PUBLIC COMMENT

- Timberland Library, Library Manager Karen Kienenburger
 - The [Anywhere Library](#) hired a driver/librarian that works out of the Hoquiam TRL and is looking for community contacts for stopping locations.
- City of Ocean Shores, Councilmember Lisa Scott
 - The city has spent over \$200K on erosion at the south end jetty.
 - Hoping to get reimbursement from Inslee emergency funding.
 - The city is working on an emergency management plan.
 - Working on a 3-tier project that includes a pocket park, sidewalks to connect the Shilo to the High Dune Trail, and a new Chinook Park.
 - Installing a new whale sculpture by Anthony Robinson in roundabout.
 - Army Core is estimating the jetty rehab will cost \$15 million and take 2.5 years.
 - April 24-28th is the annual beach cleanup.
- City of Hoquiam, Councilmember Brandon Pauley
 - Communicated with Derek Kilmer regarding funding for the West Fork Dam Removal Project.
 - Liberty Tree Planting event April 25th at 29 on K & Emberson. The city and the Sons of the American Revolution will be planting elm trees for Patriot Week.
 - There are multiple other events that week throughout Grays Harbor. <https://washingtonsar.org/patriot-week-2024/> has details with what the schedules are.
- City of Elma, Councilmember Rick Eaton
 - Technical issues, no comment.
- Grays Harbor Transit, General Manager Ken Mehin
 - Increased services, the Wave is now available in Hoquiam.
 - Remodeling the Hoquiam office.
 - Hired a consultant on contract for new site maintenance.
- Grays Harbor County, Commissioner Kevin Pine (via email)
 - No comment, voted via email.
- City of McCleary, Mayor Chris Miller
 - Starting the design phase on the Lower 3rd Street project.
 - Hired Gray and Osborne for TIB funded Maple Street sidewalk project.
 - Applied for a grant to make improvements at Beerbower Park.
 - Submitted grants for beautification and to finish a small section of sidewalk.

- City of Aberdeen, Councilmember David Lawrence
 - [US 12 Rail Separation Project](#) is in the PE Phase, CN slated for the 4th quarter of 2025.
 - [Fry Creek Pump Station](#) is set to complete construction in September.
 - A full list of [Capital Projects](#) is can be found on the city’s website.
- WSDOT, Multimodal Principal Senior Planner Nazmul Alam
 - Nazmul reiterated points from Steve Roark’s presentation and reminded everyone that the information on WSDOT’s project website is update periodically and the current flyers give detail information, but please use the contact link on the webpage if you have any questions.

7. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 7:21 p.m.

Lisa Scott made a motion to adjourn; second, Chris Miller. Motion passed unanimously.

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

Ken Mehin
 Secretary

Date

Vicki Cummings
 Executive Director

Date