



GRAYS HARBOR
COUNCIL OF GOVERNMENTS
Zoom Meeting Minutes
Thursday, December 19, 2024

1. CALL TO ORDER/FLAG SALUTE

- The remote meeting, held via Zoom was called to order by Chairperson, Troy Meyers at 6:39 p.m. Attendance was called.

2. ATTENDANCE

- Members:
 - Councilmember David Lawrence (City of Aberdeen)
 - Mayor Josh Collette (City of Elma)
 - Councilmember Brandon Pauley (City of Hoquiam)
 - Mayor Chris Miller (City of McCleary)
 - Mayor Tyler Trimble (City of Montesano) – Voted Remotely Via Email
 - Councilmember Troy Meyers (City of Westport)
 - General Manager Ken Mehin (Grays Harbor Transit)
 - Port Engineer, Kris Koski (Port of Grays Harbor) – Voted Remotely Via Email
 - McCleary Library Manager, Karen Kienenberger (Timberland Regional Library)
- Staff:
 - Vicki Cummings, Executive Director
 - Natalie Jensen, Office Coordinator

A quorum was established.

3. GHCOG BUSINESS

- **Action: Approval of Current Meeting Agenda**
Chairperson, Troy Meyers, asked for approval of the current meeting Agenda.

Josh Collette made a motion to approve; second, Ken Mehin. Motion passed unanimously.
- **Action: Approval of November 2024 Minutes**
Chairperson, Troy Meyers, asked for approval of the November 2024 Minutes.

Brandon Pauley made a motion to approve as amended; second, Chris Miller. Motion passed unanimously.
- **Administrative Sub-Council Report**
Executive Director, Vicki Cummings, reported a Sub-Council meeting was held. Bills and payroll were reviewed. No other action was taken.

➤ **Action: Approval of December 2024 Claims Batches #24-12 which includes January 2025 Payroll**

Chairperson, Troy Meyers, asked for approval of the December 2024 Claims Batches #24-12 in the amount of \$21,964.10.

David Lawrence made a motion to approve; second, Ken Mehin. Motion passed unanimously.

Old Business

➤ **ACTION: Resolution #691, Approval of 2025 Final Budget**

Vicki explained that the 2025 Final Budget had three necessary changes from the Preliminary Budget that was approved at the September board meeting. Vicki requested that member agencies let her know if member dues were rolled over in their 2025 budgets, due to a delayed letter going out to financial departments. The changes since the preliminary budget were rounding member dues to the nearest whole dollar. However, due to the delayed budget letters, the GHCOG dues will remain at 2024 amounts. There was an increase in the salary for the Planner II position by \$5,000 and there was a \$10,000 increase to the Professional Services line item to update our ghcog.org website.

David Lawrence made a motion to approve; second, Brandon Pauley. Motion passed unanimously.

New Business

➤ **DISCUSSION: 2025 Election of Officers**

- Election of officers happens in February after the new elected officials are sworn in. This allows us to keep the same admin board during the transition to allow the COG to continue to pay bills on time. Typically, the Admin board comes to the membership with a slate of officials to vote from or we can take nominations from the floor, so if you are interested, please email Vicki to let her know and have your name added to the vote. Requirements for Administrative members is minimal, typically 30 minutes before the board meeting, and we do rely on their direction.

➤ **DISCUSSION: 2025 Representatives**

- Natalie sent out letters requesting member representatives for the 2025 council. If you would like to email us your name, email, and phone number for the representative and the alternate, we will add those to the roster. We would like to have those responses early in January. These are required for your organization's ability to vote, and we document them for our records.

• **Member Action Request**

- ✓ **None**

4. ALL STAFF REPORT

➤ **Vicki Cummings, Executive Director**

- Announced the hiring of a new Planner II, who will start February 3rd. He comes with a great deal of experience in transportation and planning and we have a list of projects to get him started. He comes from Colorado and you will get to meet him at the February meeting.
- Payroll and end-of-year reporting for WSDOT and Brownfield grants.

- Consolidated Transit Grants have been ranked and are awaiting final approval from WSDOT. Final funding rankings will be sent out by WSDOT in January.

➤ **Natalie Jensen, Office Coordinator**

- Attended Port T4 Groundbreaking with Vicki Cummings on November 26th, 2024.
- Attended EPA check-in meeting.
- Researched & prepped Cost of Living Comparison doc for new planner candidate.
- Facilitated and participated in a team interview with the new planner candidate.
- Attended Brownfield Check-in Meeting
- Prepared and Completed the Monthly Claims & Books
- Worked with Vicki to Prepare the Port of Grays Harbor's Impact Report
- Reviewed Brownfield guides for the GHCOG website, waiting on updated files from Montrose.
- Prepared Final 2025 Budget documents for submission to the county.
- Prepared for year-end reports.
- Updates on GHCOG LinkedIn business page with holiday hours and meeting info.

5. MISCELLANEOUS BUSINESS

- None

6. PUBLIC COMMENT

- None

7. MEMBER/PUBLIC COMMENT

- City of Aberdeen, Councilmember David Lawrence
- Safety revisions on West First, East First, and West Market Streets to include bulb outs and traffic lights installed and removed.
- City of Elma, Mayor Josh Collette
- Nothing to report at this time.
- City of Hoquiam, Councilmember Brandon Pauley
- The city passed the ATV side-by-side resolution for use in town. Many were planning on using them in the lighted parade this weekend.
 - Lighted holiday parade on December 21st in downtown Hoquiam. Similar route to Logger's Playday parade.
- City of McCleary, Mayor Chris Miller
- TIB approval for the chip-seal project starting next year. Plan to chip-seal the rest of the city.
 - Waiting to hear about the Safe Route to Schools funding. Submitted in June.
- City of Montesano, Mayor Tyler Trimble
- Lake Sylvia Sidewalk Phase 1 is paused until spring to complete the remaining work. However, the park is now open for vehicle traffic.
 - Festival of Lights was Saturday, 12/14, another well-attended event. The city appreciates the other local jurisdictions for their help in making it a success.

- City Council will discuss representatives in the first meeting of January.
 - Happy Holidays and Happy New Year.
- City of Westport, Councilmember Troy Meyers
 - Survived King tides and major storms last week.
 - Don was promoted to City Clerk after Margo left.
 - The Building Administrator is retiring at the end of the month. In the process of doing interviews right now.
 - City Administrator, Kevin Goodrich is taking another position with the State Parks.
- Grays Harbor Transit, General Manager Ken Mehin
 - Waiting to hear whether their 2-3 grants are funded in 2025.
 - Board approved the Fair Free Program again for another year.
- Port of Grays Harbor, Kris Koski
 - Nothing to report at this time.
- Timberland Regional Library, McCleary Library Manager Karen Kienenberger
 - McCleary Library had a successful teen program last week with 17 teenagers visiting during their monthly teen night.
 - Noted the TRL has a printing (<https://trl.org/printing/>) and Kanopy (<https://trl.org/resources/streaming/>) streaming service and that members are welcome to use them. Library members each have \$44 of free printing and copy services available to them each month.
 - New library opening in Randall on January 11th from 11 a.m. to 1 p.m., all are welcome to the grand opening.
 - Tumwater will be closed for remodeling in January.
 - TRL Wraps, like Spotify Wrapped. Annual wrap-up of most read and most watched. Find it here: <https://trl.org/blogs/post/trl-2024-wrapped/> – Moe Willems, most popular author, most checked out for the year.

8. **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 6:59 p.m. Vicki Thanked everyone for their service to GHCOG during the past year.

Ken Mehin made a motion to adjourn; second, Chris Miller. Motion passed unanimously.

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

 Troy Meyers
 Chairman

 Date

 Vicki Cummings
 Executive Director

 Date