



GRAYS HARBOR  
COUNCIL OF GOVERNMENTS  
ZOOM MEETING MINUTES  
Thursday, September 19, 2024

**1. CALL TO ORDER/FLAG SALUTE**

- The remote meeting, held via Zoom was called to order by Chairperson, Troy Meyers at 6:30 p.m. Attendance was called.

**2. ATTENDANCE**

➤ Members:

- Councilmember David Gakin (City of Aberdeen)
- Mayor Linda Springer (City of Cosmopolis)
- Councilmember Brandon Pauley (City of Hoquiam)
- Mayor Tyler Trimble (City of Montesano)
- Councilmember Troy Meyers (City of Westport)
- General Manager Ken Mehin (Grays Harbor Transit)
- Councilmember Phil Papac (Port of Grays Harbor)
- Elma Library Manager, Dee Depoe (Timberland Regional Library)
- Commissioner Kevin Pine (Grays Harbor County)

➤ Staff:

- Vicki Cummings, Executive Director
- Natalie Jensen, Office Coordinator

A quorum was established.

**3. GHCOC BUSINESS**

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

Chairperson, Troy Meyers, asked for approval of the current meeting Agenda.

*Ken Mehin made a motion to approve; second, Brandon Pauley. Motion passed unanimously.*

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

Chairperson Meyers, asked for approval of the August 2024 Minutes.

*Phil Papac made a motion to approve as amended; second, Linda Springer. Motion passed unanimously.*

➤ **Administrative Sub-Council Report**

Chairperson Meyers reported a Sub-Council meeting was held. Bills and payroll were reviewed, an error was caught on the claims batch, and it was addressed.

➤ **Action: Approval of September 2024 Claims Batches #24-09 which includes October 2024 Payroll**

Chairperson Meyers asked for approval of the September 2024 Claims Batches #24-09 in the amount of \$28,373.07.

*Ken Mehin made a motion to approve; second, Brandon Pauley. Motion passed unanimously.*

- **Old Business**

NONE

- **New Business**

- **Action: Approval of Resolution #689, Grays Harbor Council of Governments 2025 Preliminary Budget**

This is for the approval of the preliminary budget which will be finalized in December. Vicki Cummings briefly explained the 5% dues increase. In prior years increases ranged from 0 to 3%, however inflation and increased expenses made the dues percentage necessary. STP and RTPO revenue remain the same.

The 2025 budget expenses include increased insurance premiums, an anticipated state audit, a mandatory EPA conference and associated travel expenses, and the expense of bringing on a new planner, including a new computer and training. and significantly increased pass-through funding for our EPA Brownfield grant.

Chairperson Meyers stated the increase in dues for the City of Westport would only be \$43.06 a month.

*Ken Mehin made a motion to approve; second, Phil Papac. Motion passed unanimously.*

[Commissioner Pine stated any increase in member dues needed approval from his full board.]

- **Action: Approval of Resolution #690, Staff Salary Ranges for 2025**

Vicki explained the staff salary range adjustments using the data from the Office of Financial Management and other professional websites. The range for the Planner II has been adjusted.

*Ken Mehin made a motion to approve; second, Linda Springer. Motion passed unanimously.*

- **Member Action Request**

✓ **None**

#### 4. ALL STAFF REPORT

- **Vicki Cummings, Executive Director**

- We have been working on the 2025 annual budget.
- Processed 18 Brownfield eligibility requests, consisting mainly of phase I & II requests from Hoquiam and Aberdeen for the levy projects. Vicki highlighted the importance of the Phase I assessments to happen before property is purchased in order to be eligible for funding for the rest of the project.

- Currently meeting 1-2 times a week with Aberdeen, Hoquiam & CCAP on the Community Change Grant to get an additional \$20 million for the levy projects. CCAP will be doing community outreach. As part of this grant CCAP will do weatherization and energy retrofits in homes within the grant coverage area.
- Region 10 EPA representative will be visiting next month to tour local Brownfield projects.
- Participated in the RTPO meeting, Consolidated Transit Grant Program recently closed. Working up the requirements for reviewing those grants beginning in November.
- WSDOT Transportation Commission (November 13-14) meeting to be held in November at the new Grays Harbor College building. Working on the agenda for the 2-day meeting. More updates to come on this but the meeting is open to the public and all are welcome.
- The COG TIP has been completed, we forwarded it on to the RTPO who adds all the “Funding Secured” projects to the Regional Plan and send it up to the state where it is added to the state Transportation Improvement Plan.
- Reviewing benefits, assessing and evaluating the rates for the budget.

➤ **Natalie Jensen, Office Coordinator**

- Attended Brownfield Coalition check-in meeting.
- Worked with Vicki and updated service brochures.
- Updated the website and added brochures. (under “About” section)
- Printed maps for the Hoquiam Fire Department to be used for a training opportunity.
- Prepared the Preliminary 2025 Annual Budget.
- Attended the Greater Grays Harbor’s Show Case event visited the Port, Hoquiam Fire Department & Life Flight, Grays Harbor College and the Westport Winery. It was a great event.
- Created a GHCOG LinkedIn page, invited the members to visit and follow the page. Used the new page to post our vacant Planner II position for free.

**5. MISCELLANEOUS BUSINESS**

- None

**6. PUBLIC COMMENT**

- None

**7. MEMBER/PUBLIC COMMENT**

➤ **City of Aberdeen, Councilmember David Gakin**

- Press Release about new modular home business going into the South Shore Mall.

➤ **City of Cosmopolis, Mayor Linda Springer**

- Prepping for their audit & 2025 budget, reviewing medical benefits.
- Being proactive and beginning the fall stormwater readiness.
- Five-year inspection for the dam, working with ecology engineer, Craig Jordan next week.

- Onboarding a couple new Public Works employees and the city council member that sits on the stormwater management committee.
  - Annual inspection due in December.
  - Public Works looking at storm drain inventory.
  - Mill Creek Park grant update, just finished tennis court striping.
  - On track with the municipal building project.
  - Festival in the Park was a huge success, 30 vendors, volunteer fire department had their first pancake breakfast fundraiser with 135 attendees, Lions Club donated the use of their kitchen.
  - Still working with the Timberland Library to offer the Anywhere Library.
- City of Hoquiam, Councilmember Brandon Pauley
- Loggers Playday was a success.
- City of Montesano, Mayor Tyler Trimble
- Many road projects. Mainstreet Chip Seal project completed.
  - Lake Sylvia project moving forward; will be closed until November.
  - Trails are still open, but no parking is allowed in the park.
- City of Westport, Councilmember Troy Meyers
- SMP approved by ecology after 6 months but appealing the process.
  - Opened family health clinic.
  - The opening for a chief and two officers should be filled shortly. The chief going through background checks, officer candidates going through oral review.
  - Evening Magazine will be doing a Grays Harbor special coverage, at 7:30PM on Channel 5. Lots of good PR for Grays Harbor.
- Grays Harbor Transit, General Manager Ken Mehin
- Main base site selection process is on track.
  - Operations building remodel ribbon cutting last week was very successful. Thanks to all who attended.
  - Appreciated the opportunity to provide bus service for the Show Case Grays Harbor tours. Always happy to do it.
- Port of Grays Harbor, Councilmember Phil Papac
- About to break ground on the largest expansion the Port has had in over 100 years. Permits are in hand, and they are excited to bring many new jobs to Grays Harbor.
  - Major modernization project at the Westport Marina, which will be a lengthy and ongoing project.
  - Satsop Park is growing.
  - Currently working on the 2025 annual budget.
- Timberland Regional Library, Elma Library Manager Dee Depoe
- Nearly finished with a 4-year, shelf management project to help with improved efficiency. Go live is in December. Includes automatic book sorting machines. Patrons can expect more frequently refreshed shelves.

- Grays Harbor County, Commissioner Kevin Pine
  - Fire Ban; some restrictions lifted. Outdoor cooking allowed.
  - Approved property in Cosmopolis for sale, 3 parcels.
  - Help desk/receptionist added in County lobby.
  - Attended Show Case Grays Harbor.
  - Attended Transit’s ribbon cutting and open house.
  - Attended the Grays Harbor Transit retreat where we discussed hydrogen powered transit.

**8. ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 7:05 p.m.

*Ken Mehin made a motion to adjourn; second, Linda Springer. Motion passed unanimously.*

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

Troy Meyers 11/25/2024  
 Troy Meyers (Nov 25, 2024 22:53 PST)  
 \_\_\_\_\_  
 Troy Meyers Date  
 Chairman

Vicki Cummings 11/22/2024  
 Vicki Cummings (Nov 22, 2024 15:00 PST)  
 \_\_\_\_\_  
 Vicki Cummings Date  
 Executive Director










# September 19, 2024 \_Zoom GHCOG Minutes-fnl

Final Audit Report

2024-11-26

Created:	2024-11-22
By:	Natalie Jensen (njensen@ghcog.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPaLMJBFA5n0uFGBOQjnZD5Loq5lwyhmK

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2024-11-26 - 5:02:42 AM GMT- IP address: 74.125.209.35
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