

1. CALL TO ORDER/FLAG SALUTE

- The remote meeting, held via Zoom was called to order by Chairperson, Troy Meyers at 6:32 p.m. Attendance was called.

2. ATTENDANCE

- Members:
 - Councilmember, David Lawrence (City of Aberdeen)
 - Mayor, Linda Springer (City of Cosmopolis)
 - Councilmember, Brandon Pauley (City of Hoquiam)
 - Councilmember, Bill Breedlove (City of Oakville)
 - Councilmember, Troy Meyers (City of Westport)
 - Councilmember, Frank Eshpeter (City of Westport)
 - General Manager, Ken Mehin (Grays Harbor Transit)
 - Commissioner, Phil Papac (Port of Grays Harbor) – Voted Remotely Via Email
 - Elma Library Manager, Dee Depoe (Timberland Regional Library)
 - Commissioner, Rick Hole – (Grays Harbor County)
- Staff:
 - Vicki Cummings, Executive Director
 - Natalie Jensen, Office Coordinator
- Guest:
 - Nazmul Alam, WSDOT Multimodal Principal Senior Planner

A quorum was established.

3. GHCOG 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 December 2024 Minutes**
Chairperson, Troy Meyers, asked for approval of the December 2024 Minutes.

Brandon Pauley made a motion to approve as amended; second, Ken Mehin. Motion passed unanimously.
- **Administrative Sub-Council Report**
Executive Director, Vicki Cummings, reported a Sub-Council meeting was held. Bills and payroll were reviewed. Bylaws were updated last year, and this year we will review the Personnel Policies. No other action was taken.

➤ **Action: Approval of January 2025 Claims Batches #25-1 which includes February 2025 Payroll**

Chairperson, Troy Meyers, asked for approval of the January 2025 Claims Batches #25-1 in the amount of \$21,900.17.

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

Old Business

➤ **DISCUSSION: 2025 Administrative Sub-Council Election of Officers**

Election of officers happens in February. This allows us to keep the same admin board during the transition to allow the COG to continue to pay bills on time. There are three members in the Administrative Sub-council. Chair, Vice-Chair and Secretary. Chair has to be an elected official that has been on the council for at least one year. The Vice-Chair needs to be an elected official, without the duration requirement and the Secretary can be any member representative.

Time requirements for Administrative members are minimal; typically 30 minutes before the board meeting, signing for bills/payroll, and occasionally we call upon them for their direction on various issues. Typically, the Admin board comes to the membership with a slate of officials, and we can also take nominations from the floor. If you are interested, please email Vicki to let her know.

The February meeting packet will include a list of the position requirements according to our bylaws and representatives eligible to fill each position.

New Business

➤ **DISCUSSION: 2024 Year End Financial Report**

Office Coordinator, Natalie Jensen explained the overages in the "Miscellaneous" expense category occurred because of a categorization challenge tied to the use of the company credit card. Specifically, multiple charges across varied expenditure categories (such as office supplies) were bundled into a single credit card payment. Due to the county's accounting system, which requires assigning each payment to singular object code rather than splitting across multiple line items, these expenses were recorded under "Miscellaneous." This process caused the overage in "Miscellaneous" while leaving "Office Supplies" underutilized in the budget.

Apparent overage in Employee Payroll and Taxes is due to paying our payroll administrator a month in advance for salaries and taxes, creating an overage in the bank account for our payroll overall. Each month we are reducing what is requested to reduce the dollars held in that particular account.

As we close the fiscal year, the overall budget shows a significant under-expenditure, with **total expenditures at 52%** of the budgeted amount. This variance can be attributed to a few key factors:

- An Under-Expenditure in Professional Services: Professional Services line item shows a large unspent balance because our contractor, Montrose, has not yet submitted invoices for the second half of the year. This delay in billing accounts for a substantial portion of the underutilization in the Professional Services category.
- Office Supplies: As noted earlier, expenditures in this category are only at 15% of the budget, further contributing to the overall budget surplus.

- Travel: No expenses have been incurred in this category, which was budgeted for but unused.

Overall Impact:

- Current Expenditure-to-Revenue Ratio: As of now, total expenditures (\$377,602.91) remain well below the budgeted total (\$720,461.00). This provides the organization with a strong ending fund balance heading into the next fiscal year.
- Pending Liabilities: Once Montrose submits their outstanding invoices, the Professional Services category will align more closely with the budget, reducing the surplus in this category.

➤ **DISCUSSION: 2025 Cost Allocation Plan**

Vicki gave an overview of what the Cost Allocation Plan is and how it affects COG business. The Cost Allocation Plan is required by the state and WSDOT because we receive federal dollars for our STP program funds. As the lead agency, the GHCOG receives that money and as a pass-through agency, disperses that money to its members for all roadway programs, streets and sidewalks projects.

The document allows the agency to be paid for what it does to administrate the programs. It's highly detailed and unintuitive. We have begun working on this and next month we will be presenting that document to all of you.

- **Member Action Request**
✓ **None**

4. ALL STAFF REPORT

➤ **Vicki Cummings, Executive Director**

- Preparing for the new Planner II, who will start February 3rd.
- Wrapped up end-of-year reporting for WSDOT, Federal Highways, and the EPA for our Brownfield grants. Through the Brownfield program, we have addressed 40 properties over the last 8 years. Completed two Area-wide Plans for downtown revitalization.
- We have begun work on the Unified Planning Work Program (UPWP) document. This document is required by the state and the federal government to lay out the funding. Takes about four months to complete with the other five counties in the Regional Transportation Planning Organization (RTPO). GHCOG manages and plans for the whole of Grays Harbor County, then works with the other five counties in the RTPO.
- Taking stock of the various plans needed or missing for the various member agencies. Examples include updating Title VI plans, ADA plans, Safety plans, and other required documents to aid in receiving funding.
- We are working on an overhaul of the Personnel Policy and will be bringing changes and updates to the board later this year.
- Vicki will plan a meeting with the newest members of the GHCOG for an introduction to the purpose and services of the agency.

➤ **Natalie Jensen, Office Coordinator**

- Sent final budget to the County, which will need amendment with the updated dues rates.
- Completed Monthly Claims & Books
- Prepping for year-end reports
- Sent Acceptance letter to New Planner
- Created New Hire Checklist

- Sent updated Member Dues Invoices (2024 amounts)
- Audited Meeting Minutes – All Signed copies now
- Reviewing & updating the Personnel Policies & Procedures
- Working on the Cost Allocation Plan.
- Updates on GHCOG LinkedIn Business Page.

5. MISCELLANEOUS BUSINESS

- None

6. PUBLIC COMMENT

- None

7. MEMBER/PUBLIC COMMENT

- WSDOT, Nazmul Alam, Multimodal Principal Senior Planner
 - WSDOT Project updates.
 - [US 12 - SR 8 - Grays Harbor County Fish Passage Barriers - Remove Fish Barriers](#)
Timeline: Spring 2023 - Winter 2025
 This project replaces five outdated culverts under US 12 and State Route 8 in Grays Harbor County between Montesano and the Thurston County line for improved fish migration.
What to expect: Expect reduced lanes and a 50-mph speed limit at [five locations](#) on US 12 and SR 8 in Grays Harbor County.
 - [SR 109 Hoquiam to Ocean City – Remove Fish Barriers](#)
Timeline: Spring 2024 - Fall 2024
 This project replaced culverts under SR 109 in Grays Harbor County.
What to expect: Major construction on this project is complete. Travelers can expect occasional one-way alternating traffic as crews complete the project.
 - [US 101/Quinault Reservation - Remove Fish Barriers \(PDB1 B3\)](#)
Timeline: Spring 2025 - Winter 2025
 This project will remove barriers to fish migration under US 101 at six locations in Grays Harbor and Jefferson counties.
What to expect: Travelers will see single lane alternating traffic on temporary bypass roads to keep people moving around the work zones. WSDOT and the contractor will make every effort to minimize the effects of road work on travelers and the community.
 - WSDOT will announce the work when it is scheduled via this webpage, [email alerts](#), the [Travel Center Map](#), and [WSDOT app](#).
 - Attended a kickoff meeting. SR105 Corridor Management planning received federal grant funding from the National Scenic Byways Program. \$50,000 to develop the corridor management plan (CMP), and would like to reach out to the GHCOG about the process.
- City of Aberdeen, Councilmember David Lawrence
 - City Engineer, Nick Bird from the City of Aberdeen received \$240,000 for Train Quiet Zones requiring \$60,000 matching from the city. To look into a feasibility study to create Train Quiet Zones.
- City of Cosmopolis, Mayor Linda Springer
 - Held their first council meeting of 2025 and it went well.

- Walkthrough of the new building, and they expect to be in by the end of February. Still a few items to finish like paint and other minor issues. The city has items to complete such as installing ADA bars, fire extinguishers, evidence lockers and wireless. Open house once the building is complete.
 - Extensive audit was completed, with one significant finding. Shared with City Council.
 - RCO Millcreek grant moving through, deadline in June. On track. Applied for Grays Harbor Community Grant for a quarterly \$5,000 grant
 - Druzianich Charitable Foundation made a donation to the Fire Department for a turnout gear washer.
 - The water line broke over Sunday and resolved with the help of Aberdeen by 6 p.m. the same evening. Short-term Boil Advisory in place as a precaution.
 - Working on a Communication System for alerts and EMS plan. Meeting with Hanna Cleverly from Emergency Management to discuss the Emergency Management Plan.
 - Would like to meet with Vicki on access to other community resources.
- City of Hoquiam, Councilmember Brandon Pauley
- Working on finalizing the Emmert property purchases.
 - Working on putting the ‘No RV parking’ ordinance through similar to Aberdeen ordinance.
 - There will be a daytime Simpson Avenue Bridge closure from 9:00 a.m. – 2:00 p.m. on January 27-30th for repair work. Riverside bridge will be turned into a two-way.
- City of Oakville, Councilmember Bill Breedlove
- Two major grants TIB grant in preconstruction. School repair Road Realignment and ADA retrofit ready to be put out for bid. Construction to start in 2025.
 - 2024 audit went well. Good report despite the turnover in the office.
 - Hired a new City Clerk, Helene will be staying on during the transition.
- City of Westport, Councilmember Troy Meyers
- City Administrator, Kevin Goodrich’s last day is the 28th.
 - Hired Tommy Cappa as a new City Administrator. Comes from the Shoalwater Tribe.
 - New Building Official starting.
 - Hanna Cleverly from Emergency Management spoke at the city council to share the services offered by the organization.
 - The Part-time Police Clerk is leaving, and our primary Evidence Clerk is out of office.
 - Vertical Evacuation tower if going out for design. It should fit 2,000 people with 10 square feet per person. Will be designed with two floors, with ground floor as park or an event space. Biggest one in the state.
- Grays Harbor Transit, General Manager Ken Mehin
- Two new County Commissioners joining the board, Commissioners Rick Hole and Georgia Miller. Had their first board meeting of 2025 this week.
 - Hiring 3-4 more operators. Does not require a CDL.
 - Should be receiving nine new coaches, within the next 25 days. All built but still waiting on supply chain issues with seats.
- Port of Grays Harbor, Phil Papac
- Nothing to report at this time.

- Timberland Regional Library, Elma Library Manager Dee Depoe
 - Went live this week with the new shelf management program. This will offer more tailored collections and more refreshed items. This project took 4 years to accomplish.

- Grays Harbor County, Rick Hole
 - Nothing to report at this time.

8. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 7:14 p.m.

Ken Mehin made a motion to adjourn; second, Frank Eshpeter. Motion passed unanimously.

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

Troy Meyers 02/28/2025
[Troy Meyers \(Feb 28, 2025 11:09 PST\)](#)

 Troy Meyers Date
 Chairman

Vicki Cummings 02/24/2025
[Vicki Cummings \(Feb 24, 2025 10:53 PST\)](#)

 Vicki Cummings Date
 Executive Director










January 16, 2025 _Zoom GHCOG Minutes-fnl

Final Audit Report

2025-02-28

Created:	2025-02-21
By:	Natalie Jensen (njensen@ghcog.org)
Status:	Signed
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