



**MEETING AGENDA**  
**Thursday, August 15, 2024**  
**6:30 p.m.**  
**Zoom Meeting**

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

- The remote meeting, held via Zoom was called to order by Chairperson Troy Meyers at 6:31 p.m. Attendance was called.

**2. ATTENDANCE**

➤ Members:

- Councilmember David Lawrence (City of Aberdeen)
- Mayor Josh Collette (City of Elma)
- Mayor Tyler Trimble (City of Montesano)
- Councilmember Bill Breedlove (City of Oakville)
- Councilmember Troy Meyers (City of Westport)
- General Manager Ken Mehin (Grays Harbor Transit)
- Library Manager, Karen Kienenberger (Timberland Regional Library)
- Commissioner Kevin Pine (Grays Harbor County)

➤ Staff:

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

➤ Guests:

- Cheryl Heywood, Executive Director, Timberland Regional Library

A quorum was established.

**3. PRESENTATION**

➤ Cheryl Heywood, Executive Director, Timberland Regional Library

Cheryl began by saying she is looking forward towards the 5<sup>th</sup> year of the Strategic Direction plan, she shared their accomplishments from the last year. She also shared the TRL Mission and Vision. Cheryl provided an in-depth overview of TRL activities. Highlights included:

- TRL had a clean audit from 2019-2022 and is considered a Junior Taxing District.
- TRL serves over 550,000 residents in five counties in southwest Washington, including 29 public libraries and mobile services.
- She notes that library cards are free in cities that pay taxes, however the card is \$100 if not and notes library cards are good in all locations.
- The library offers \$44 in free printing per month per card holder, and free scanning and faxing.

- Story Trails, Overdrive, and 1.5 million digital items were added this last year.
- TRL is in the top 55 public libraries in the world.
- Created a new "Library of Things" that includes fishing poles, Birding Backpacks with binoculars, Blood Pressure kits, Time in Memorial kits and more, all donated.
- Received a \$70,000 grant for the Chehalis "Gadget Library" ranging from backpacks to bike repair kits to kitchen tools for checkout.
- TRL now has Expanded Access Hours in Westport, Elma, Tenino, Ilwaco, and Ocean Park Libraries, providing library access beyond regularly staffed hours for eligible patrons ages 14 and up. Cost over \$1 million to accomplish this program including staffing and security cameras.
- "Books by Mail" service expanded to increase ease of access for patrons with transportation and other barriers.
- Spent \$250,000 on BiblioCommons, updated the website and added Korean and Vietnamese physical materials to collections at Lacey, Olympia, Tumwater libraries.
- Launched their first podcast "No Shhh...It's the TRL Podcast!" which now has eight episodes.
- Building a new 3400 sq. ft. Mountain View Library in Randle.
- Building play structures for many of their libraries including a large pirate ship in the Shelton library. Saving money by building themselves. Expect more to come on future play structures. Aberdeen library has plans for a play structure as well.
- Lastly, Cheryl asks that the COG Members share the TRL community survey that will close on September 9th. This is especially important for non-users of the library to give their feedback. The link is available on the trl.org website. (<https://www.surveymonkey.com/r/XJDGKGP>)

#### 4. **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, Bill Breedlove. Motion passed unanimously.*

##### ➤ **Action: Approval of July 2024 Minutes**

Chairperson, Troy Meyers, asked for approval of the July 2024 Minutes.

*Ken Mehin made a motion to approve as amended; second, Josh Collette. Motion passed unanimously.*

##### ➤ **Administrative Sub-Council Report**

Executive Director, Vicki Cummings, reported a Sub-Council meeting was held. Bills and payroll were reviewed and approved.

➤ **Action: Approval of August 2024 Claims Batches #24-08 which includes August 2024 Payroll**

Chairperson, Troy Meyers, asked for approval of the August 2024 Claims Batches #24-08 in the amount of \$34,707.46.

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

➤ **Old Business**

NONE

➤ **New Business**

NONE

**1. ALL STAFF REPORT**

➤ **Vicki Cummings, Executive Director**

- Busy with brownfield check-in meetings. Filed the Quarterly Report. Discussed new EPA grant Environmental and Climate Justice Community Change. Met with Aberdeen, Hoquiam, CCAP and consultants to scope if this grant could be successful in providing levy project funding.
- Met with the Elma Mayor, EPA, consultant on the Elma Theater cleanup. Discussed the clean up as a safety issue and the required Phase II clean up as being tricky due to timing.
- Our Surface Transportation Program (STP) funding obligation is right on track, we will meet our annual target.
- Processed several Average Daily Traffic (ADT) requests. requests were for locations in Elma, Hoquiam, and Aberdeen, which is a positive sign.
- WSDOT is recommending changes to their State Transportation Improvement Program (STIP) process. I reviewed their proposed changes to ensure there would be no undo burden for our agencies.
- Spent a considerable amount of time on quarterly taxes. Working with our payroll provider to ensure our payroll taxes are accurate and paid on time.

➤ **Natalie Jensen, Office Coordinator**

- Attended Brownfield Coalition check-in meeting.
- Worked with Zana to complete the first month end books.
- Began working on the 2025 Annual Budget draft.
- Drafting updated Office Coordinator Handbook.
- Worked with Vicki to provide Paychex access to pay our taxes through Employment Security's Employer Account Management Services portal.
- Continue to train with Zana, with the Allocation Plan as our final project.

**2. MISCELLANEOUS BUSINESS**

- None

**3. PUBLIC COMMENT**

- None

## 5. MEMBER/PUBLIC COMMENT

- City of Aberdeen, Councilmember David Lawrence
  - Ribbon Cutting for Fry Creek Pump Station on Tuesday (August 20<sup>th</sup>) at 2:30 PM. He invited all to attend and see a demonstration of how the pump station will work.
- City of Elma, Mayor Josh Collette
  - Elma welcomes the near completion of a major, six mile plus, Otta Seal road improvement project. Otta Seal is more durable than chip seal and lasts longer.
- City of Oakville, Bill Breedlove
  - Nearly 95% of Otta Seal road resurfacing project is completed. Have sent our advisories to citizens about the excessive dust expected during installation. Studies show that Otta Seal should last 15-20 years, is 60% of the cost of chip seal, more durable, is quicker to install, lowers environmental impact in the long term and will look better after it cures for two years.
  - Looking to hire a new, full-time, City Clerk and will send out full job description.
- City of Montesano, Mayor Tyler Trimble
  - No report
- City of Westport, Councilmember Troy Meyers
  - Received a clean audit from the State.
  - New youth non-profit in Westport.
  - Westport Art Festival this weekend (Aug 17<sup>th</sup> & 18<sup>th</sup>) should be successful with many vendors, kids' activities, food and live music.
  - Hired new Prosecutor, making an offer to a new Police Chief.
  - Announced Building Inspector is retiring.
  - N. 4<sup>th</sup> St. Ocean to Sprague refurbishing street, curb and gutter, sewer, etc.
- Grays Harbor Transit, General Manager Ken Mehin
  - Passenger Appreciation Day on Monday, August 19<sup>th</sup> from 7 AM – 2 PM. Live performers, free giveaways. Located at the Aberdeen Transit Center.
  - Ribbon cutting Sept. 10<sup>th</sup> 2 p.m. celebrating the remodel of the Hoquiam dispatch office.
- Timberland Regional Library, McCleary Library Manager Karen Kienenberger
  - Free, Medicaid/Medicare workshop (The Who, What, How, and Why about Medicare and Medicaid) on the week of September 17<sup>th</sup>. All locations will host an hour-long presentation, please check the trl.org website for the schedule for each location.
- Grays Harbor County, Commissioner Kevin Pine
  - This year's county fair was successful. Eighties cover band, Nightwave, booked for next year already.
  - New County Administrator, Sam Kim, started two weeks ago. Knowledgeable about budgets and IT and we are lucky to have found him.

6. **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 7:36 p.m.

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

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

*Troy Meyers* 01/15/2025  
Troy Meyers (Jan 15, 2025 23:42 PST)  
\_\_\_\_\_  
Troy Meyers Date  
Chairman

*Vicki Cummings* 01/15/2025  
Vicki Cummings (Jan 15, 2025 16:11 PST)  
\_\_\_\_\_  
Vicki Cummings Date  
Executive Director

# August 15, 2024 \_Zoom GHCOG Minutes fnl

Final Audit Report

2025-01-16

Created:	2025-01-15
By:	Natalie Jensen (njensen@ghcog.org)
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