

GRAYS HARBOR  
COUNCIL OF GOVERNMENTS  
ZOOM MEETING MINUTES  
February 16, 2023

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

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

**2. ATTENDANCE**

➤ Members:

- City Councilmember Kathryn Sprigg (City of Ocean Shores)
- City Councilmember Deborah Ross (City of Aberdeen)
- General Manager Ken Mehin (Grays Harbor Transit)
- Library Manager Susan Howlette-Leite (Timberland Regional Library)
- City Council Member Rollin Caryl (City of Montesano)
- Commissioner Kevin Pine (Grays Harbor County)
- City Administrator Darrin Raines (City of Cosmopolis)
- Public Works Director Jim Starks (City of Elma)
- Public Works Director Chad Bedlington (City of McCleary)

➤ Staff:

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

A quorum was established.

Due to the absence of the Administrative Sub-Council Chair and 1<sup>st</sup> Vice-Chair, Commissioner Kevin Pine, 2<sup>nd</sup> Vice-Chair, agreed to chair the meeting.

**3. GHCOG BUSINESS**

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

Kevin Pine asked for approval of the current meeting Agenda.

*Deborah Ross made a motion to approve; second, Ken Mehin. Motion passed unanimously.*

➤ **Action: Approval of January 2023 Minutes**

Kevin Pine asked for approval of the January 2023 Minutes.

*Ken Mehin made a motion to approve; second, Jim Starks. Motion passed unanimously.*

➤ **Administrative Sub-Council Report**

Vicki Cummings reported a Sub-Council meeting was not held due to the 2nd Tuesday falling on the same week as the meeting, making for meeting conflicts.

➤ **Action: Approval of February 2023 Claims Batches #23-02 and February 2023 Payroll**

Kevin Pine asked for approval of the February 2023 Claims Batches #23-02 in the amount of \$20,515.00 and February 2023 Payroll in the amount of \$12,256.89.

*Deborah Ross made a motion to approve; second, Ken Mehin. Motion passed unanimously.*

**OLD BUSINESS**

➤ **Action: 2023 Administrative Sub-Council Election of Officers**

Vicki Cummings gave a brief overview of Sub-Council responsibilities then proceeded with the election process for the Administrative Sub-Council. Vicki then presented the slate of officers and asked for nominations from the floor. The slate of Officers nominated to serve in 2023 was then voted into office:

Chair – Jim Sorensen  
1<sup>st</sup> Vice Chair – Vini Samuel  
2<sup>nd</sup> Vice Chair – Kevin Pine  
Secretary – Deborah Ross  
Member-At-Large – Ken Mehin

*Deborah Ross made a motion to approve; second, Ken Mehin. Motion passed unanimously.*

**NEW BUSINESS**

➤ **Action: Resolution #673, Approval of the 2023 Cost Allocation Plan**

The 2022 Cost Allocation Plan was reconciled and the 2023 budget was input to determine the new 2023 Cost Allocation rates for benefits and salaries. The plan has to be put in place annually for funding reimbursement requests from WSDOT.

*Deborah Ross made a motion to approve; second, Ken Mehin. Motion passed unanimously.*

4. **MISCELLANEOUS BUSINESS**

➤ None

5. **ALL- STAFF REPORT**

➤ **Vicki Cummings, Executive Director**

- Have been working vigorously to update the SWRTPO 5 County Regional Transportation Plan. Compiling projects from 13 local TIP reports.
- Starting to work on the updates for next year's UPWP.
- Attended a WSDOT training. Lots of big changes that will affect all entities.
- Wrapping up last few projects under our current brownfield grant and hope to hear if we were awarded another BF grant by May.

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

- Attended a WSDOT training, details of which are being forwarded to the TAC.
- Continue to work on STIP amendments to get local projects ready for obligation and to meet fiscal constraint for STP funding.
- Working with STP awardees and on our 2023 STP Administration obligation.

- Attended the Brownfield meeting to discuss final projects and steps.
- Completed the 2023 Cost Allocation Plan for financials and STP obligations.
- Received our 2023 STP Allocation, which was decreased from previous years. Will need to adjust STP schedule accordingly but should still have sufficient funds for awarded projects assuming everyone meets obligation deadlines.

## 6. MEMBER/PUBLIC COMMENT

- Timberland Regional Library, Library Manager Susan Howlett-Leite
  - Tax forms are available for free at all libraries if you have a card.
  - McCleary will have its Grand Reopening on March 2<sup>nd</sup> from 11am to 3pm.
  - Took Library Assistant position at Amanda Park, so she won't be attending our meeting for much longer. Not sure who the new representative will be.
- City of Ocean Shores, Council Member Kathryn Sprigg
  - Finished an exit meeting with the State Auditor.
  - Finished a Council Retreat last Sunday. Council decided to work on wrapping up projects, rather than starting anything new in 2023.
  - The High Dunes Trail project is moving forward with 7 bids to review.
  - Approved hiring Roglin's for the Point Brown Crosswalk project.
  - Fire and police staff were appointed at last council meeting, still in need more.
  - February 18-19<sup>th</sup> is the Renewed Antique Show at the Convention Center.
- City of Cosmopolis City Administrator Darrin Raines
  - Promoted the 32-year Deputy Chief to Police Chief, now will likely promote an Officer to the Deputy position and still need to hire more officers.
  - The city hired a Part-Time Fire Chief.
  - The Council approved a resolution to move the RFA forward to vote.
  - Cosmo said some staff may be back in late March and could be operational by April or May.
- City of Montesano, Councilmember Rollin Caryl
  - Half marathon at Lake Sylvia on February 18<sup>th</sup>.
  - Mentioned tax change for municipalities taking possession/buying private lands.
- Grays Harbor Transit, General Manager Ken Mehin
  - Started new negotiations with ATU one month after got previous contract signed finally, it expired. Hopefully negotiations will be faster this time.
  - Still hiring for multiple departments; IT, grant writing, finance, and drivers.
- City of Elma, Public Works Director Jim Starks
  - Reviewed 6-year Capital Facilities Plan with consultants.
  - Still searching for a Deputy Public Works Director.
  - Winter Wine Fest had a large turn out and was a success for the Chamber.
  - Started to work with Geotech's and designers on the new water reservoir.
- City of McCleary, Public Works Director Chad Bedlington
  - Road staff attended conference in Houston that has encouraged the city to purchase their own equipment for repairing potholes, etc.
  - Working on updating some old aquifer and comprehensive land studies.

- Doing an IT infrastructure evaluation to determine what upgrades are needed.
- City of Aberdeen, City Councilmember Deborah Ross
  - The New City Administrator got the Council and Dept Heads together to formulate a Strategic Plan.
  - Council passed the RFA joint contract at a special meeting.
  - Attended a museum workshop. Trying to get it back up and running.
- Grays Harbor County, Commissioner Kevin Pine
  - Approved an interlocal for the Hoquiam Levee for \$1.5 million.
  - Approved \$1 million for RFP for the mental health center.
  - Increased funding for the Vance Creek Dog Park.
- WSDOT, Multimodal Planning Principal Senior Planner, Nazmul Alam – sent via email after the meeting, was not present or presented at the meeting.

### **WSDOT Project Update:**

#### **[SR 108 - US 101/Mason and Thurston Co Fish Barriers - Remove Fish Barriers](#)**

Administered by Lacey PEO. PE is Casey Fraisure.

**Timeline:** Spring 2023 - Fall 2024

As part of WSDOT's major efforts to remove barriers to fish, this project addresses multiple barriers to fish under SR 108 between McCleary and Kamilche and one location on US 101 near the Mason/Thurston County line.

#### **[SR 109/W of Hoquiam - Stabilize Slope](#)**

**Timeline:** The contract was awarded to Rognlin's Inc. on 2/10/23. Construction to start end of February/first of March. Construction duration estimated to be 16 working days.

Crews will work to stabilize the hillside above SR 109 west of Hoquiam by removing approximately 400 trees from the slope that present a risk to the highway. This work will require an around-the-clock full closure of SR 109 with traffic detoured around via Powell Road to Ocean Beach Road to Highway 101.

Project status: Construction

**Project webpage:** [SR 109/W of Hoquiam - Stabilize Slope | WSDOT \(wa.gov\)](#)

#### **[SR 8 – US 12 to US 101 Paving](#)**

**Timeline:** Spring/Summer 2023

Workers will repave SR 8 between the US 12 and US 101 interchanges. In the eastbound direction, approximately 21 miles of the left lane will be repaved and approximately 6 miles of the right lane will be repaved. In the westbound direction, approximately 4 miles of the left lane will be repaved. In addition, 0.5 miles of SR 108 will be repaved in both directions between the SR 8 intersection and the East Fork Wildcat Creek bridge.

Travelers can expect reduced speeds and lane and shoulder closures. Lane closures are not allowed from noon on Fridays through Mondays at 5:00 am, or on holidays.

**Project webpage:** [SR 8, US 12 to US 101 Paving | WSDOT \(wa.gov\)](#)

## [US 101 - SR 109 Grays Harbor, Jefferson and Clallam Counties - Remove Fish Barriers](#)

Administered by Tumwater PEO. PE is Kyler Kokenge.

**Timeline:** 2023 - 2026

This project will correct 29 identified streams and culverts that cross under US 101 and State Route 109 in Grays Harbor, Jefferson and Clallam Counties. Currently, the culverts under the highways do not allow fish to access vital habitat.

WSDOT and the Design-Build contractor are progressing preliminary design of the 29 sites, which have been separated into 5 bundles of approximately 6 sites per bundle. One bundle containing 6 or more barriers will be corrected annually beginning in spring 2023 to meet the project's deadline of fall 2026. Travelers can expect to see reduced speed limits, shifted lanes, one-way alternating traffic and detours during construction beginning in spring of 2023. Highway closures will be announced in advance.

## [US 101 – Grays Harbor Creeks – Remove Fish Barrier](#)

This is part of the US 101 – SR 109 Grays Harbor, Jefferson, and Clallam Counties – Remove Fish Barriers and is being administered by Tumwater PEO. PE is Kyler Kokenge.

**Timeline:** Spring 2023 to Fall 2023

This project will replace six culverts under US 101 in Grays Harbor County in 2023. The culverts are located under US 101 between mileposts 98.4 and 111.3, between Aberdeen and Humptulips. This is the first bundle of 5 that will correct streams and culverts in 29 locations under US 101 and State Route 109.

Construction is anticipated to begin in March 2023. Travelers can expect to see reduced speed limits, shifted lanes, and one-way alternating traffic.

Travelers using US 101 from July through September will see alternating one-way traffic controlled by a traffic signal at the three most northern work zones on US 101, at mileposts 111.3, 103.7 and 103. At the remaining three work zones on US 101 at mileposts 98.5, 99.5 and 100.7, travelers will use a 23-mile detour. The detour begins and/or ends in Aberdeen, rather than Hoquiam, using East Market Street, NB Street, Wishkah Road, East Hoquiam Road and Youmans Road. The detours will be in place for two-weeks at a time. While the detour is in place, crews will work 24 hours a day, 7 days a week to replace the culverts. All detour routes and bypass routes include a wide shoulder for pedestrians and cyclists. There are no low bridges or weight restrictions on the detour route.

## [US 101/Hoquiam River-Riverside Ave Bridge - Machine Rooms Rehab](#)

**Timeline:** Work is scheduled to begin in late May/early June and run through the summer.

This project replaces and repairs two machine rooms that help operate the US 101 Hoquiam River Riverside Bridge in Grays Harbor County. Work includes repairs to the existing machine rooms and wall systems, removing the old machine room, and painting the operating room. To do this important preservation work, a large crane will lift materials, including new walls and a roofing system to the machine rooms on top of the bridge. The start of construction has been delayed by long lead times for building materials, primarily metal siding and steel railings. The material procurement delays have pushed the start of construction into the late fall/winter season. Because of this, the start of construction is being delayed until late Spring of 2023, when the conditions will be more conducive for the work being performed and safer for the contractor and travelling public.

During the daytime, travelers may encounter intermittent lane and shoulder closures. The contractor is also permitted eight nighttime total roadway closures at the bridge. During the nighttime closures, both directions of US 101 will be routed across the Simpson Ave bridge.

Project status: construction

**Project webpage:** [US 101/Hoquiam River-Riverside Ave Bridge - Machine Rooms Rehab | WSDOT \(wa.gov\)](#)

### **US 12 - SR 8 - Grays Harbor County Fish Passage Barriers - Remove Fish Barriers**

**Timeline:** Construction Spring 2023 - Fall 2026

This project replaces five outdated culverts under US 12 and State Route 8 between the Thurston/Grays Harbor County line and Montesano to improve fish migration.

During construction at each of the project sites, US 12 and SR 8 will be reduced to one-lane in each direction and travelers can expect around-the-clock shifted lanes and reduced speeds.

This project is currently advertised for bids.

**Project Webpage:** [US 12 - SR 8 - Grays Harbor County Fish Passage Barriers - Remove Fish Barriers | WSDOT \(wa.gov\)](#)

### **US 12 - Wishkah River Bridge - Mechanical Rehabilitation**

**Timeline:** Summer 2024 - Fall 2025

This project addresses worn mechanical components of the bridge that need replacement. In order to do this important work, the bridge will need to remain in the “down” position which prohibits larger marine vessels from traveling up or down the river.

## **7. ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 7:09 p.m.

***Ken Mehin made a motion to adjourn; second, Deborah Ross. Motion passed unanimously.***

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

*Kevin Pine*

[Kevin Pine \(Jun 2, 2023 19:22 GMT+2\)](#)

Jun 2, 2023

Kevin Pine  
In lieu of Chairman

Date

*Vicki Cummings*

[Vicki Cummings \(May 24, 2023 14:44 PDT\)](#)

May 24, 2023

Vicki Cummings  
Executive Director

Date

# February 16, 2022 \_Zoom GHCOG Minutes fnl

Final Audit Report

2023-06-02

Created:	2023-05-24
By:	Zana Dennis (zdennis@ghcog.org)
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