

GRAYS HARBOR  
COUNCIL OF GOVERNMENTS  
ZOOM MEETING MINUTES  
January 18, 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:

- City Councilmember Lisa Scott (City of Ocean Shores)
- City Councilmember Brandon Pauley (City of Hoquiam)
- General Manager Ken Mehin (Grays Harbor Transit)
- Library Manager Karen Kienenberger (Timberland Regional Library)
- City Councilmember Troy Meyers (City of Westport)
- Commissioner Kevin Pine (Grays Harbor County)
- Port Engineer Kris Koski (Port of Grays Harbor)
- Mayor Josh Collette (City of Elma)
- Mayor Linda Springer (City of Cosmopolis)
- Mayor Chris Miller (City of McCleary)
- Mayor Tyler Trimble (City of Montesano)

➤ Staff:

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

A quorum was established.

➤ Guests:

- Don Williams – Ocean Shores Community Member

**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, Chris Miller. Motion passed unanimously.*

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

Chairperson, Troy Meyers, asked for approval of the December 2023 Minutes.

*Lisa Scott made a motion to approve; second, Linda Springer. Motion passed unanimously.*

➤ **Administrative Sub-Council Report**

Chairperson, Troy Meyers, reported a Sub-Council meeting was attempted, but due to issues with Zoom the Council was unable to meet.

➤ **Action: Approval of January 2024 Claims Batches #24-01 and January 2024 Payroll**

Chairperson, Troy Meyers, asked for approval of the January 2024 Claims Batches #24-01 in the amount of \$24,688.54 and Vicki outlined that the January 2024 Payroll is now included in the monthly claims and totaled \$21,000.

*Lisa Scott made a motion to approve; second, Ken Mehin. Motion passed unanimously.*

**OLD BUSINESS**

- None

**NEW BUSINESS**

➤ **Discussion: 2023 Year End Financial Reports**

Zana briefly went over the 2023 GHCOG finances. Outlining that GHCOG had sufficient cash on hand going into 2024 that GHCOG took in the anticipated revenue for 2023 and all expenses were at or under budget for 2023 mainly due to the agency being short staffed.

Zana and Vicki also explained that \$21,000 of the 2023 salary expenses were deposited for January 2024 payroll and were not technically part of the 2023 expenses due to the County divesting payroll services as part of their roll as our treasurer. The Agency now works with a payroll service provider and has a dedicated payroll account. The initial payroll amounts of \$21,000 for January and February were based on estimates. Once a full monthly payroll cycle has been completed, we will have an exact amount.

➤ **Discussion: Current Projects**

Vicki gave an overview of the current projects that GHCOG is working on for the new board members.

- Grays Harbor is a member of the five-county Southwest Regional Transportation Planning Organization (SWRTPO), which we refer to as the RTPO. GHCOG performs RTPO transportation planning for our county. This entails working on various regional and state plans that ensure seamless planning across county borders. We work on 3-5 plans a year depending on the cycle. Each of these plans is either a state or federal requirement and directly affects the local jurisdictions' eligibility to receive grant funds. We work closely with the Cowlitz-Wahkiakum Council of Governments (CWCOG), lead agency for the SWRTPO.
- We assist our members with their Transportation Improvement Plans (TIP) or 6-year street plans. These are done every year to ensure projects are eligible for state and federal funding. Funded projects are forwarded to the State Transportation Improvement Plan (STIP).
- We distribute and manage Surface Transportation Program (STP) funding throughout the county.
- We have received our 3<sup>rd</sup> grant, for \$1M, to continue our ongoing Brownfield program in 2024. The purpose of the program is to get unused and underutilized properties up and running and useful again. This program also supports other

projects such as the Levy Project and the Aberdeen/US 12 Highway Rail Separation Project.

- We participate on outside boards as needed, with Vicki currently being on the .09 Committee.
- We also do park and recreation planning and assist with grants as needed.

➤ **Discussion: Current Meeting Format**

Vicki reminded the new board members that we meet the 3<sup>rd</sup> Thursday of every month at 6:30 pm and the Administrative Sub-Council meets at 6pm. Currently all meetings are via zoom. She asked the new board members if they would like to stay with the Zoom meeting format, change to hybrid meeting or go back to full in-person meetings. The board members wanted to stay with the Zoom meeting format for now due to travel distances, winter weather, and scheduling. The meeting format will be revisited in the spring.

4. **MISCELLANEOUS BUSINESS**

- None

5. **ALL- STAFF REPORT**

➤ **Vicki Cummings, Executive Director**

- Covered project updates under new business.
- Still working on payroll conversion. Lots to learn, reporting requirements etc.
- Developing an RFQ for consultants to assist with our next Brownfields project round. Expect to issue in February.

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

- Working on 2024 file preparation and close-out of GHCOG 2023 books, reports, and taxes.
- Working on 2024 STIP amendments with local entities, CWCOG, and WSDOT.
- Helping get the new Brownfield grant started.
- Setting up the new board and meeting information.
- Preparing and delivering invoices and representative letters.

6. **MEMBER/PUBLIC COMMENT**

➤ **Timberland Library, Library Manager Karen Kienenburger**

- The Bookmobile Van is running in Thurston County, and they are currently trying to hire a driver in Grays Harbor County.
- The Westport TRL has a program called Veteran's Café that puts Veteran's in touch with Veteran's Affairs for various services, generally remotely. All they need to do is set up an appointment through the library.
- Check out the [TRL Online Event Calendar](#).

➤ **City of Ocean Shores, Councilmember Lisa Scott**

- Swore in four new council members out of a 7-member council.
- Still have one vacant council seat, as the Mayor Pro Tem resigned.
- Declared an emergency proclamation for broken water pipes, erosion, and downed trees from the weather.

➤ **City of Hoquiam, Councilmember Brandon Pauley**

- The North Shore Levy is 90% complete.

- The Broadway Avenue project is making progress.
  - The Emerson Ave Bike and Sidewalk project will continue this summer.
- City of Westport, Mayor Troy Meyers
- City is looking at purchasing a building to make into a professional building, but in the meantime hope to have a doctor or nurse practitioner working out of the municipal building within the next couple of weeks.
  - Westport is a hotbed of scientific investigation over the cobble berm installation, which was a private project. Been successful so far, now collecting data on how waves interact, etc.
  - Working with Rock PM on a Capital Project and Strategic Plan document that is looking into what the city can do with vacant properties, city buildings, etc.
  - The 2026 World Cup Games will have a match in Seattle and local Chambers across the state are preparing for tourism to greatly increase in the 3 weeks prior to the match, so should provide increased summer traffic throughout our county.
- Grays Harbor Transit, General Manager Ken Mehin
- Installing big belly trash cans with Wi-Fi links to help with maintenance.
  - Getting some new buses.
  - Bus service increased by 20% since May.
  - Working on a bus wash station.
  - Maintenance and updating to Hoquiam office.
- Port of Grays Harbor, Port Engineer Kris Koski
- New AGP Silos at Terminal 2 should be online by March.
  - Terminal 4 is in the home stretch of the design phase to become an additional AGP Export terminal. Hope to break ground by the 3<sup>rd</sup> quarter.
  - In design phase for Port Industrial Road grind and inlay project.
  - Westport will be getting a secure gear yard storage site.
  - In the 1<sup>st</sup> phase of design on the marina modernization project.
  - Hall road project at the Satsop Business Park is complete.
- Grays Harbor County, Commissioner Kevin Pine
- The County has done some staff and office reorganization.
  - Hired a new Management Services Manager and Budget Manager.
  - In the recruiting process for hiring a County Administrator.
  - John Becker has taken over as the Engineer for the roads department.
- City of Elma, Mayor Josh Collette
- Jim Starks will be retiring at the end of January and his replacement has lots of work on his plate with TIB, RCO, STP grant projects, as well as many other capital projects that the city is also working on.
  - RCO grants will fund a long rang park plan, deferred maintenance, and lighting.
  - Summit Pacific is partnering with the city on a sport court feasibility study.
- City of McCleary, Mayor Chris Miller
- TIB grant is funding a sidewalk project on Maple Street that will help connect transit to the retirement center.
  - City is working on a water meter replacement project.

- City of Cosmopolis, Mayor Linda Springer
  - Working on short term strategic park project.
  - Looking at applying for an RCO grant for Lion’s Park.
  - Trying to resolve budget issues and examine resources.
  
- City of Montesano, Mayor Tyler Trimble (via email)
  - Ramping up next round of projects and looking forward to continuing progress with the Community Development Center/Day Care, Pioneer Street Improvements, Lake Sylvia Sidewalks, and all the other city projects.
  - Forever thankful for our relationship with GHCOG and all the other community partnerships. Looking forward to continuing and strengthening these relationships during my tenure.

**7. ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 7:23 p.m.

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

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

*Troy Meyers* Mar 25, 2024  
 Troy Meyers (Mar 25, 2024 14:39 PDT)  
 \_\_\_\_\_  
 Troy Meyers Date  
 Chairman

*Vicki Cummings* Mar 25, 2024  
 Vicki Cummings (Mar 25, 2024 13:01 PDT)  
 \_\_\_\_\_  
 Vicki Cummings Date  
 Executive Director