

GRAYS HARBOR
COUNCIL OF GOVERNMENTS
ZOOM MEETING MINUTES
January 20, 2022

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

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

2. **ATTENDANCE**

➤ **Members:**

- City Councilmember Kathryn Sprigg (City of Ocean Shores)
- Mayor Jon Martin (City of Ocean Shores)
- Mayor Rob Bearden (City of Westport)
- Finance Manager Jean Braaten (Grays Harbor Transit)
- Library Manager Susan Howlett-Leite (Timberland Regional Library)
- Mayor Vini Samuel (City of Montesano)
- City Councilmember Deborah Ross (City of Aberdeen)
- Commissioner Kevin Pine (Grays Harbor County)
- Councilwoman Clarinda Pies Underwood (Quinault Indian Nation)
- City Administrator Darrin Raines (City of Cosmopolis)

➤ **Staff:**

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

➤ **Guests:**

- Matt Pahs, WSDOT Multimodal Planning Coordinator

A quorum was established.

Vicki Cummings welcomed new representatives; Mayor Jon Martin (City of Ocean Shores), Councilmember Deborah Ross (City of Aberdeen), and Susan Howlett-Leite (Timberland Regional Library) to the GHCOG Board.

Due to the absence of several members of the Administrative Sub-Council, Mayor Vini Samuel agreed to chair the meeting.

3. **GHCOG BUSINESS**

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

Vini Samuel asked for approval of the current meeting Agenda.

Rob Bearden made a motion to approve; second, Clarinda Underwood. Motion passed unanimously.

➤ **Action: Approval of December 2021 Minutes**

Vini Samuel asked for approval of the December 2021 Minutes. A correction regarding the name of the GH County Commissioner was noted.

Rob Bearden made a motion to approve the minutes as amended; second, Kevin Pine. Motion passed unanimously.

➤ **Administrative Sub-Council Report**

Vicki Cummings reported a Sub-Council meeting was held via Zoom, but only Clarinda Underwood was the only Administrative Sub-Council member in attendance. No business was discussed.

➤ **Action: Approval of January 2022 Claims Batches #21-02 and January 2022 Payroll**

Vini Samuel asked for approval of the January 2022 Claims Batches #21-02 in the amount of \$3,246.74 and January 2022 Payroll in the amount of \$11,899.90.

Rob Bearden made a motion to approve; second, Deborah Ross. Motion passed unanimously.

OLD BUSINESS

- None

NEW BUSINESS

➤ **Discussion: 2022 Election of Officers**

The GHCOG Administrative Sub-Council fulfills the role of the nominating committee for the upcoming election at the February meeting. The board was provided with an Election of Officers listing so they are aware of who is available to fulfill each of the Administrative Sub-Council positions and an updated listing was emailed out after the meeting. Vicki gave a brief synopsis of the time and needed requirements that come along with sitting on the Administrative Sub-Council.

➤ **Discussion: 2021 Year End Financials**

Zana briefly went over the 2021 GHCOG finances. Outlining that GHCOG had sufficient cash on hand going into 2022 that GHCOG took in the anticipated revenue for 2021 and all expenses were at or under budget for 2021 other than pass through funds.

➤ **Action: Resolution #660. Approval of the 2022 Cost Allocation Plan**

The 2021 Cost Allocation Plan was reconciled and the 2022 budget was input to determine the new 2022 Cost Allocation rates for benefits and salaries. The plan has to be put in place annually for grant reimbursement requests from WSDOT.

Clarinda Underwood made a motion to approve; second, Deborah Ross. Motion passed unanimously.

4. **MISCELLANEOUS BUSINESS**

- None

5. **ALL- STAFF REPORT**

➤ **Vicki Cummings, Executive Director**

- Reading up on the State and Federal changes coming to WSDOT/Road projects, outlining new reporting requirements, funding silos, and other things related to

the new infrastructure plan. Already have a meeting on the calendar with WSDOT to get more clarification on the upcoming changes.

- Waiting on our final STP allocation for 2022 so we can get our STP obligation schedule outlined for STP awardees.
- Working with WSDOT, CWCOG, and other transportation partners to put together the UPWP.
- Coordinating with neighboring counties and CWCOG to put out a survey to get data that will be input into the RTIP.
- Working with the RTPO to identify local projects applying for National Highway Freight Program funding. An application must be submitted to the RTPO for prioritization before being accepted by WSDOT.
- The Brownfield program is ramping back up, had our first meeting of 2022.
- The new Infrastructure Plan includes money that will go to the EPA Brownfield program for Cleanup and/or Planning grants.

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

- 2022 file preparation and close out of GHCOG 2021 books, and taxes.
- Formulated the 2022 Cost Allocation Plan.
- Member dues invoicing.
- 2022 STP funding spreadsheet

6. **MEMBER/PUBLIC COMMENT**

➤ **Timberland Library, Library Manager Susan Howlett-Leite**

- Expanding Veteran's Café program to Westport, this will occur twice a month. To participate a reservation is needed.
- All the TRL locations have Hands-On Mobile Museum passes available for free.
- Cheryl Haywood will come and give a report to GHCOG on TRL later this year.

➤ **City of Ocean Shores, Mayor Jon Martin**

- The Mayor's first month has been quite busy with the snow, flooding, and tsunami activity.
- Westport's webcams were very helpful during the tsunami watch.
- Still working on culvert flooding issues with WSDOT and the County.
- Received just under \$11 million dollars in funding for jetty repairs from the Core of Engineers.

➤ **City of Cosmopolis, City Administrator Darrin Raines**

- Had 1st City Council Meeting of 2022 with two new council members.
- The new Pape-Kenworth location is almost up and running.
- Signed an MOU with the City of Aberdeen to utilize their Fire Department until Cosmopolis is able to get a Department reestablished.

➤ **City of Montesano, Mayor Vini Samuel**

- The Justice Center discussion brought a lot of citizens to the first council meeting.
- City Council retained all of previous members, but one position is vacant.
- Received funding for various projects in 2022 that are starting to break ground.

➤ **Grays Harbor Transit, Finance Manager Jean Braaten**

- Purchased property in Central Park for Transit Operations.

- Back to 7 day bus service, although hiring has been tough and still in the process of hiring more drivers.
 - Ridership is increasing.
 - Renovating the fuel island at the Hoquiam Station.
 - Plan to start repainting all the Stations soon.
 - Received a grant for 5 new vans and 3 new coaches.
- City of Westport, Mayor Rob Bearden
- Westport is still standing, survived the tsunami.
 - Crab season is busy.
- Quinalt Indian Nation, Councilwoman Clarinda Pies Underwood
- Christmas was nice.
 - Snow was crazy. Flooding was not very nice either.
 - Did a testimony to the Transportation Committee to try to get funding for the repairs needed on SR109.
- City of Aberdeen, City Councilmember Deborah Ross
- City had 1st Council meeting with four new council members.
 - Council approved hiring a new HR Director and Legal Counsel.
 - The Council also approved the redistricting map.
 - The Council approved an MOU to provide fire services for Cosmopolis.
- Grays Harbor County, Commissioner Kevin Pine
- County felt well prepared for the tsunami, but also learned a few things from the experience.
 - Finalized the ARPA request format.
 - Finalized the redistricting map.
 - Purchased property on the Montesano border for the potential new Justice Center.
- WSDOT, Matt Pahs, WSDOT Multimodal Planning Coordinator
- US 101 – Cosi Hill 2.0 slope stabilization project set to wrap up spring of 2022, which is good news and completes final paving and striping of the roadway south of Cosmopolis. ([US 101 - S of Cosmopolis - Stabilize Slope | WSDOT \(wa.gov\)](#))
 - US 101 – SR 109 Progressive Design Build fish barrier job kicks off this summer for utility relocation and perhaps other site preparation work; we expect the major traffic impacts to occur the following summer. The work includes 29 barrier corrections between 2022 and 2026, and a nearly \$190 million investment in fish passage improvements related to our federal court injunction. ([US 101 - SR 109 Grays Harbor, Jefferson and Clallam Counties - Remove Fish Barriers | WSDOT \(wa.gov\)](#))
 - US 12/SR 8 – Replaces five culverts between Montesano and McCleary beginning this December. Construction start is in March 2023 with completion in late 2025. ([US 12 - SR 8 - Grays Harbor County Fish Passage Barriers - Remove Fish Barriers | WSDOT \(wa.gov\)](#))
 - Real time travel information is [available online](#) and via our [project pages](#).

7. **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 7:20 p.m.

Kevin Pine made a motion to adjourn; second, Rob Bearden. Motion passed unanimously.

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

Vini Samuel

Vini Samuel (May 18, 2022 11:39 PDT)

Vini Samuel
In lieu of the Chairman
Date
May 18, 2022

Vicki Cummings

Vicki Cummings (May 11, 2022 16:15 PDT)

Vicki Cummings
Executive Director
Date
May 11, 2022

January 20 2022 _Zoom GHCOG Minutes fnl

Final Audit Report

2022-05-18

Created:	2022-05-11
By:	Zana Dennis (zdennis@ghcog.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0oGE-IfVI2-rsM7wwGJWoHD4OCbRZKNe

"January 20 2022 _Zoom GHCOG Minutes fnl" History

-  Document created by Zana Dennis (zdennis@ghcog.org)
2022-05-11 - 9:53:31 PM GMT- IP address: 205.134.198.90
-  Document emailed to Vicki Cummings (vcummings@ghcog.org) for signature
2022-05-11 - 9:54:49 PM GMT
-  Document emailed to Vini Samuel (vsamuel@montesano.us) for signature
2022-05-11 - 9:54:49 PM GMT
-  Email viewed by Vicki Cummings (vcummings@ghcog.org)
2022-05-11 - 11:15:00 PM GMT- IP address: 98.232.85.129
-  Document e-signed by Vicki Cummings (vcummings@ghcog.org)
Signature Date: 2022-05-11 - 11:15:30 PM GMT - Time Source: server- IP address: 98.232.85.129
-  Email viewed by Vini Samuel (vsamuel@montesano.us)
2022-05-18 - 6:38:46 PM GMT- IP address: 74.125.209.54
-  Document e-signed by Vini Samuel (vsamuel@montesano.us)
Signature Date: 2022-05-18 - 6:39:46 PM GMT - Time Source: server- IP address: 205.134.204.222
-  Agreement completed.
2022-05-18 - 6:39:46 PM GMT