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Wald  
Cummings  
12-21-23

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

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

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

**2. ATTENDANCE**

- Members:
  - Mayor Jim Sorensen (City of Elma)
  - Councilmember Kathryn Sprigg (City of Ocean Shores)
  - City Administrator Darrin Raines (City of Cosmopolis)
  - General Manager Ken Mehin (Grays Harbor Transit)
  - Library Manager Victoria Rivera (Timberland Library)
  - Councilmember Deborah Ross (City of Aberdeen)
  - Councilmember John Pellegrini (City of Hoquiam)
  - Commissioner Phil Papac (Port of Grays Harbor)
  - Councilmember Troy Meyers (City of Westport)
  - Councilmember Rollin Caryl (City of Montesano)
- Staff:
  - Vicki Cummings, Executive Director
  - Zana Dennis, Office and Grant Coordinator, Planner II

A quorum was established.

**3. GHCOG BUSINESS**

- **Action: Approval of Current Meeting Agenda**  
Chairman Jim Sorensen asked for approval of the current meeting Agenda.  
  
*Phil Papac made a motion to approve; second, Ken Mehin. Motion passed unanimously.*
- **Administrative Sub-Council Report**  
Chairman Jim Sorensen reported a Sub-Council meeting was held and the members discussed the agenda items for the November Meeting.
- **Action: Approval of November Claims #23-11 and November 2023 Payroll**  
Chairman Jim Sorensen asked for approval of the November 2023 Claims Batches #23-11 in the amount of \$4,149.65, as well as November 2023 Payroll in the amount of \$12,256.89.  
  
*Ken Mehin made a motion to approve; second, Phil Papac. Motion passed unanimously.*

## **OLD BUSINESS**

### ➤ **DISCUSSION: GHCOG 2024 Budget**

Vicki let the board know that there will be some changes to the Final 2024 GHCOG Budget that will be approved at the December 2023 GHCOG Meeting. Mainly to adjust for increased insurance and professional services for payroll, but there could also be a delay when we are slated to start our Brownfield Grant which would mean those funds would need to be adjusted, which are mainly pass-through funds so that could change our revenue and expenses, equally.

## **NEW BUSINESS**

### ➤ **ACTION: Resolution #680: Amending Bylaws Section 4, Organization and Section 5, Administrative Sub-Council**

Since many elected officials are not running for re-election, it has made it necessary for GHCOG to amend their Bylaws to restructure the Administrative Sub-Council, as well as how the Sub-Council is organized. The Sub-Council will go from five, down to a three-person council and only require 2 elected officials on the council, and only the chair needs to have been a member of the GHCOG board for a year prior to being elected to the GHCOG Sub-Council. These changes should make it possible to fill these positions that are required to oversee the agency.

*John Pellegrini made a motion to approve; second, Troy Meyers. Motion passed unanimously.*

### ➤ **DISCUSSION: 2024 Election of Officers**

Vicki explained to the board that unfortunately we have a massive changeover of elected officials throughout our county this election season and since many of our board representatives will no longer be with us in January of 2024 due to not running for reelection GHCOG will need to hold the 2024 election of officers at the December 2023 GHCOG Meeting in order to have a Sub-Council in place to approve bills and payroll come 2024.

## 4. **MISCELLANEOUS BUSINESS**

- The December GHCOG Board Meeting on December 21<sup>st</sup>, 2023 will be a hybrid meeting that is hosted by Grays Harbor Transit so we can use their Owl Meeting System. It will be held at their administrative building on 343 W. Wishkah Street Harbor Place Building Aberdeen, WA 98520 and starts at 6:30pm.

## 5. **ALL- STAFF REPORT**

### ➤ **Vicki Cummings, Executive Director**

- Trying to get everything set up for the payroll changeover.
- Did a presentation for the Port of Grays Harbor.
- Project rankings and meetings for .09 Committee.
- Finalized the major update to the Regional Transportation Plan.
- Did a final call for the Regional Trails Survey.
- Reviewed the Active Transportation Guide for inclusion.
- Catching up after being out of the office with Covid.

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

- Working to finalize the 2024 Budget for the December Meeting.
- On the ranking committee for the Transportation Alternatives grant applications.
- Trying to get our 2024 internal payroll system set up to divest from the County.
- Updating insurance and tax information for 2024.
- Establishing 2024 board structure and election timing.

6. **MEMBER/PUBLIC COMMENT**

➤ **Timberland Library, Library Manager Victoria Rivera**

- New Language learning system available called Mango. 70 languages to learn with unique learning options, which include movies, personalized review systems, voice comparisons, and cultural insights.

➤ **City of Ocean Shores, Councilmember Kathryn Sprigg**

- Ribbon Cutting for the High Dunes Trail, which they are still working on some details to complete and the 8-unit Tesla Charging Station that is compatible with all electric vehicles, not just Tesla's.
- Erosion report results show that Damon Point is losing 60ft of beach per year. The king tides are also causing saltwater intrusion into the lakes and canals. Trying to figure out how to stop the erosion as it will impact much more than just Ocean Shores if Damon Point is washed away.

➤ **Grays Harbor Transit, General Manager Ken Mehin**

- GHT Board approved Free Fairs for 2024.
- The board also approved the remodel of the Hoquiam Office.
- Currently working on refurbishing the bus wash building.
- Working on 2<sup>nd</sup> contract for dispatchers.

➤ **City of Montesano, Councilmember Rollin Caryl**

- Working on finalizing 2024 Budget.
- Festival of lights will be December 8-10<sup>th</sup>. There will be a chowder feed, parade, live music, and lots of other activities.

➤ **City of Elma, Mayor Jim Sorensen**

- City received several grant awards, one from WSDOT for Safe Streets, one from the RCO for deferred park maintenance, one from WA State Archeology for the cemetery, and one from FEMA for the police and emergency communications center.

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

- Cosmo is currently on hold and is unsure how they are going to proceed.
- Foundation is complete on the new City Hall/Police Station and further construction will be on hold until April of 2024.
- Budget is challenging without having Cosmo to factor in for revenue.
- City received an RCO grant for deferred park maintenance.

