

GRAYS HARBOR TRANSPORTATION AUTHORITY

Regular Meeting December 8, 2020 at 4:00 p.m. via Zoom Meeting

Members Present: Commissioner Vickie Raines, Commissioner Randy Ross, Commissioner Wes Cormier, Mayor Pete Schave, Mayor Jim Sorensen, Mayor Crystal Dingler, and Union Representative Dave Sharwark

Staff Present: General Manager Ken Mehin, Clerk of the Board Tami Dragoo, Finance Manager Jean Braaten, Admin. Services Mgr. Martin Best, Operations Manager Diane Lutts and Terri Gardner, HR Specialist Katie Heikkila, Sharon Adams, and Kathy Dawson

Counsel Present: Art Blauvelt

Others Present:

Meeting was called to order at 4:00 p.m. Motion carried. Mayor Schave was delayed from joining the meeting until 4:27 due to the Budget presentation.

**CALLED TO
ORDER, ROLL
CALL**

It was moved by Commissioner Ross and seconded by Mayor Sorensen to approve the Agenda as presented. Motion carried.

**AGENDA
APPROVAL**

PUBLIC HEARING 2021 BUDGET

Ms. Braaten presented the 2021 Budget. Ms. Braaten reported first of all that 2020 was a very interesting year and thanked the Board members for their commitment and response during the pandemic with the COVID-19 virus. 2021 priorities include implementation of a new agency-wide emergency operations plan. Forecasting the budget for 2021 will show little to minor growth due to the pandemic, Sales Tax down about 3% from 2019 and capital purchases will be limited to maintaining existing equipment and facilities and purchasing seven new replacement vehicles with federal grant funding.

**PUBLIC HEARING
2021 BUDGET**

Overall, Operating Revenue is expected to be a 5% increase mostly from grants. Operating Expenses include Non-Represented employees a 2.5% COLA increase and ATU contract negotiations are ongoing making it hard to budget. Three new positions are planned for 2021. PEBB medical 2% increase, DRS decrease mid-2021, and L&I rates unknown and in 2020 partnered with AWC Retro Program to assist with claims and safety program to help reduce the experience rating. Budget expenses are anticipated to increase by 2% overall. Vanpool is down overall for 2021 due to the pandemic.

The 2021 Budget is at \$17,746,985. There being no questions or comments, the public hearing was closed.

CONSENT AGENDA

Consent Agenda:

**CONSENT AGENDA
APPROVAL**

Minutes of November 10, 2020

November Vouchers in the amount of \$242,791.89; first period \$42,345.82 warrant #634173; second period \$167,444.78 warrant #634149 – 634172, 634174 – 634178; third period \$33,001.29 warrant #634915 – 634920

November Payroll - \$371,696.26

It was moved by Commissioner Ross and seconded by Commissioner Cormier to approve the items in the Consent Agenda. Motion carried.

COMMUNICATIONS – PUBLIC COMMENTS

COMMITTEE REPORTS

Commissioner Raines noted that she met with Mr. Mehin and Ms. Braaten to discuss upcoming projects.

**BOARD CHAIR
REPORT**

Commissioner Ross reported that the Finance Committee met and discussed the 2021 Budget and future capital projects.

**FINANCE
COMMITTEE**

Commissioner Cormier reported that the Facilities Committee did not have a meeting this month.

**FACILITIES
COMMITTEE**

OFFICERS REPORT

Ridership for November is at 27,693 which Mr. Mehin reported to be down 50-60% of the regular ridership compared to November last year which was full service. Revenue for November is at 80%. Sales Tax report was a surprise with an increase instead of the usual down trend. Expenses for November is at 67% which Mr. Mehin commented that is very good for this time of year. Cash Comparative Report was presented with Commissioner Ross commenting that it is nice to be sitting on this amount of cash in investments but some of that will be going towards capital projects. Statistics shows the hourly rate now at \$146.27 because of the service cuts and low ridership. Mr. Mehin reported that there are six vanpools at this time.

OFFICERS REPORT

STAFF REPORTS

Mr. Mehin thanked Commissioners Cormier and Ross for their service, support and guidance and wishes them both well in their future endeavors. Mr. Mehin also reported that a certificate of service was printed and is at the Administration Office to pickup when they are at the office.

SERVICE LEVELS

UNFINISHED BUSINESS

A GH County Communication Site Lease Agreement was presented. This is a five-year 2021-2025 lease agreement for the communications site Minot Peak, Neilton Point, and Saddle Mountain. Rent for the sites during this Agreement is \$12,398 per year. It was moved by Commissioner Cormier and seconded by Mayor Sorensen to approve the 2021-2025 Grays Harbor County Communication Site Lease Agreement as presented. Motion carried.

**COMMUNICATION
SITE LEASE
AGREEMENT**

The 2021 GH County Radio Equipment Maintenance Agreement for maintenance and service of radio equipment for one year in the amount of \$600 per month was presented. It was moved by Commissioner Ross and seconded by Mayor Schave to approve the 2021 GH County Radio Equipment Maintenance Agreement as presented. Motion carried.

**RADIO
EQUIPMENT
AGREEMENT**

NEW BUSINESS

Resolution 2020-12-001 was presented. This resolution is for the 2021 Budget in the amount of \$17,746,985 in which a public hearing for this was conducted earlier in this meeting. It was moved by Mayor Schave and seconded by Commissioner Cormier to adopt Resolution 2020-12-001. Motion carried.

**RESOLUTION 2020-
12-001**

OTHER BUSINESS

Executive Session was called at 4:46 p.m. for 10 minutes to discuss the General Manager's contract which had expired in June but was postponed until the end of the year due to Covid and was attended by the six Board Members and Legal Counsel only. The meeting reconvened at 4:56 p.m. with no action taken during this session. It was moved by Commissioner Ross and seconded by Commissioner Cormier to approve the

**EXECUTIVE
SESSION –
GENERAL
MANAGER
CONTRACT**

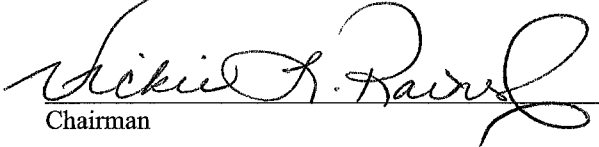
General Manager's contract for 5 years with 3% salary increase the first year and annual review thereafter for years 2-5 as well as modify contract language for no cash out for sick leave.

Commissioner Raines thanked the staff and Board Members as this trying year comes to an end. Commissioner Raines also thanked Commissioners Ross and Cormier for their work and dedication they provided as fellow Commissioners and wished everyone a happy new year.

CHAIRPERSON
YEAR END
CLOSING
STATEMENT

Meeting adjourned at 4:59 p.m.

Approved this 12th day of January 2021.


Chairman


Executive Secretary