

GRAYS HARBOR  
COUNCIL OF GOVERNMENTS  
MEETING MINUTES  
July 23, 2009

1. **CALL TO ORDER**

The meeting was called to order by Chair Chris Thomas at 7:00 p.m. Chair Thomas led the Pledge of Allegiance to the Flag.

2. **ROLL CALL**

Members in Attendance:

Councilmember Tim Alstrom (City of Aberdeen)  
Councilmember Chris Vessey (City of McCleary)  
Councilmember Nick Johnson (City of Ocean Shores)  
Mayor Michael Bruce (City of Westport, via email)  
Mayor Dave Osgood (City of Elma)  
Manager Mark Carlin (Grays Harbor Transit)  
Leonard Barnes (Port of Grays Harbor)  
Christine Peck (Timberland Regional Library)

Administrative Sub-Council:

Chair – Chris Thomas (City of Montesano)  
1<sup>st</sup> Vice Chair – John Pellegrini (Hoquiam)  
2<sup>nd</sup> Vice Chair – Vicki Raines (Cosmopolis)  
Representative at Large – Art Tanner (GHPDA)

Guests:

Debbie Clemen (DOT), Kathleen Graddy, Joy Anglesey, Jackie Bowen and Susan Ross of the U.S. Census Bureau

Council Staff:

Vicki Cummings, Theresa Julius, Nancy Trask

A quorum was established.

3. **GHCOG BUSINESS**

➤ Approval of the Meeting Agenda

*Art Tanner made a motion to approve the meeting agenda; second John Pellegrini. Motion passed.*

➤ Approval of the May 28, 2009 Meeting Minutes

*John Pellegrini made a motion to approve the GHCOG May 28, 2009 meeting minutes; second by Art Tanner. Motion passed.*

- Administrative Sub-Council Report: Chair Chris Thomas  
Chair Thomas reported the Administrative Sub-Council met before this meeting to approve the July bills and the August payroll. Next month the Administrative Sub-Council recommends the full council pass a commendation for Mike Wessells as he is leaving Hoquiam Timberland Regional Library and will be the director of the Yelm Library effective August 1.

- Old Business

- Introduction of Local 2010 Census Workers

Jackie Bowen and Susan Ross of the U.S. Census Bureau offices in Tacoma and Olympia returned to this month's meeting to introduce their two local staff for Grays Harbor; Joy Anglesey [360.689.4613] and Kathleen Graddy [532.9186]. Theresa and Julia will be working with Joy and Kathleen and getting involved with the census activities.

The COG will receive 1,000 mesh grocery bags, thanks to the 2009 Partnership Support Program regarding the 2010 census, to distribute to our membership and our partners over the course of the next year. A mock-up picture of the bag was passed around the room for the members to review. The bags will have the Census message printed on the bag, as well as the list of government agencies involved in the COG. These bags will be distributed to each entity to pass out to the people in their community to help make them aware of the importance of the 2010 Census. Census literature will be placed inside the bags.

The Census questionnaires will be mailed out in March 2010 and the Census volunteers will start knocking on doors May 1, 2010.

- 2010 Census Partner Proclamation

*John Pellegrini made a motion authorizing the Chair, Chris Thomas, to sign the 2010 Census Partner Proclamation; second, Art Tanner. Motion passed.* As a 2010 Census partner the COG will: 1] support the goals and ideals for the 2010 Census and will disseminate 2010 Census information to encourage those in our community to participate, 2] encourage people living the Grays Harbor to place an emphasis on the 2010 Census and participate in events and initiatives that will raise overall awareness of the 2010 Census and ensure a full and accurate census, 3] support census takers as they help our community complete an accurate count, and 4] create or seek opportunities to collaborate with other like-minded groups in our community, such as Complete Count Committees, to utilize high-profile, trusted voices to advocate on behalf of the 2010 Census.

- Recap of June Action Items

The June GHCOG meeting did not establish a quorum and there were many action items to approve, so an email vote was taken. The results were as follows:

1] Resolution No. 504, approved the GHCOG 2010-2015 Transportation Improvement Plan.

2] Resolution No. 505, approved the 2009-2010 Regional Transportation Planning contract with Cowlitz-Wahkiakum Council of Governments

3] Annual July picnic, members decided against continuing the picnic and to have a regular meeting instead.

4] The COG has been invited to share a booth at the Grays Harbor County Fair August 5-9; this was approved. The COG's share of the cost for the booth is not to exceed \$250.00.

- New Work Program Project

Vicki announced that the GHCOG will be taking on the support role for the Jobs Team. The Team meets quarterly and the COG will be responsible for keeping records, meeting summaries, the follow-up actions and correspondence. This project will be added to the 2010 Work Program.

➤ New Business

- Resolution No. 506, Approval of the 2009 Budget, Amendment No. 1

The following are the changes to the 2009 Budget for approval:

Changes in anticipated revenue

The actual 2008 ending fund balance has been recalculated and is budgeted as the beginning fund balance for 2009 in the amount of \$93,178.00.

The Quinault Indian Nation has chosen not to pay their 2009 dues in the amount of \$4,505.00.

RTPO contract amount was increased to include \$6,000 to cover the development of branding concepts and a logo for the SR 109 Hidden Coast Scenic Byway; \$5,000 to cover additional staff time as match for the Scenic Byways grant awarded to the SR 109 Hidden Coast Scenic Byway Corridor Management Plan; and \$1,500 to cover the purchase of a fax machine, computer, monitor and minor software upgrades.

The SR109 Corridor Management Plan grant revenue line item was added to include the 2008 unspent professional services funds which is \$100,000.00.

Changes in anticipated expenditures

Other Operating Expenditures are increased by \$106,000.00, Professional Services.

Benefits and taxes are increased by \$6,284.00 due to new rates for medical, dental and vision effective January 1, 2009.

Capital Outlay is increased by \$1,500.00.

The proposed 2009 ending fund balance is \$43,751.00.

Council consensus is to have Mayor Raines schedule a meeting with Fawn Sharp, President of the Quinault Indian Nation, to discuss why they are not participating this year.

***Art Tanner made a motion approving Resolution No. 506; second Chris Vessey. Motion passed.***

- Election of Administrative Sub-Council Secretary

Mike Wessells resigned from his position as Administrative Sub-Council Secretary as he has accepted the directorship position with the Yelm Library. Nominations were opened

for the position of Secretary; Mayor Raines nominated Mayor Michael Bruce. No further nominations were received and the nominations were closed. *Mayor Osgood made a motion to appoint Mayor Bruce to the position of Administrative Sub-Council Secretary; second, Chris Vessey. Motion passed.*

#### 4. **STAFF REPORTS**

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

- Continuing to work on the SR109 CMP.
- Working with the Byways Coordinators around the state to form a formal Scenic Byways group with a dedicated lead person. This will provide unified representation at the state level.
- Working with DOT updating the State Scenic and Recreational Highways segment of the State Systems Plan.
- Working with the City of Oakville on steps for the design and construction of a new city hall/library building.
- Looking for funds for the Highway 12/Schouweiler Road intersection at the Elma Industrial Park.
- Working on the annual report for our segment of the Unified Planning Work Program.
- Working with the SWRTPO to begin our update to the Human Services Coordinated Transit Plan. This document addresses how public transit and private transportation providers interact and work together or don't.
- Working with the Grays Harbor PUD and the Grays Harbor PDA on a broadband technology grant that will provide the money to lay fiber in areas of the county that are not currently served or are underserved.
- The COG has been asked to provide presentations at the Smart Growth Conference in Seattle in February. CTED asked Julia to discuss our Capital Facilities Planning effort and Vicki has been asked to do a presentation and join a discussion panel on planning activities in the rural, non-GMA environment.

➤ ***Julia Gibb, Planner/Community Development Coordinator***

- Montesano: Meetings on Capital Facilities Plan development: in-house and with Montesano's Public Works Director Mike Wincewicz. Started first phase: inventory.
- Capital Facilities Plan Status (offered to all members upon receipt of member authorizing resolution): Ongoing throughout this year and next: awaiting go-ahead from one or more following cities expressing interest; Ocean Shores, Westport and Montesano.
- Utility Coordinator FTE: Continue review of position description; review estimated costs based on revised description from PUD staff.
- Funding in General and ARRA (Stimulus Project): Continue review of ARRA opportunities and funding status; help Theresa research for latest funding newsletter.
- 2010 Census: Met with regional representatives and two local staff for Grays Harbor to discuss potential work items for 2010 Census public outreach in Grays Harbor (with Theresa).

➤ ***Theresa Julius, Planner/GIS Coordinator***

- Aberdeen - Continuing work on creating an Aberdeen zoning GIS shape file that the city can use for their mapping.
- Hoquiam - Created two more water system street level detail maps for the water department. Trained city interns to use GPS unit to collect hydrant data. Post processed the data and printed draft hydrant maps. The hydrant data will be used for the fire department hydrant maps and water department maps.
- McCleary - Updated city and surrounds parcel map.

- Montesano - Began working with the city on the capital facilities planning process. Julia and I met with Mike Wincewicz on Tuesday to introduce him to the project and hand out the first assignment.
- Port of Grays Harbor - Updated Marina services map.

**Regional Projects:**

All 2010 TIPs have been adopted and sent to WSDOT Highways and Local programs. In August or September all transportation projects will be compiled to create a regional TIP. Awaiting WSDOT Olympic region projects for inclusion.

Quarterly funding newsletter mailed out July 10<sup>th</sup> covering September to December 2009.

Updated the Demographics Highlights brochure with recently released April 1<sup>st</sup> population estimates from the Office of Financial Management. Next will start updating the data tables on our web site.

2010 Census. Met with the local coordinators and worked with them on a partnership program support request for GHCOG/Census 2010 grocery bags.

**5. MISCELLANEOUS BUSINESS - None.**

**6. MEMBER/PUBLIC COMMENT**

- Timberland Regional Library, Christine Peck – Christine reported that Mike Wessells moved on to the Yelm Library as their Communications Relations Manager; however, the Aberdeen Timberland Library will keep the position he held in Aberdeen. Also, Jodi Reng will be retiring in October. Christine also reported that JoAnn Andrews has resigned as the library board member, so that position is open. This summer kids ride free on GH Transit buses if they show the driver their library card.
- City of McCleary, Chris Vessey – Chris reported that the bear festival was a success. Also the city is starting the sidewalk project.
- Port of Grays Harbor, Leonard Barnes – Before his report Leonard complimented Vicki and staff on doing great work for the COG. He reported on the following:
  - >Willis Enterprises is investing \$6 million in a chip plant in Hoquiam
  - >The Westway Terminal will have their first vessel in December
  - > On July 29 the Port Industrial Road contract will be awarded
  - >The Port acquired a new customer, Pasha, an auto import company
  - >Ag Processing will be venturing into the corn and wheat business.
- Grays Harbor PDA, Art Tanner – Art announced the PDA has a new chair, Steve Fuller. He also stated that BMT can now use the barge slip is operational for transporting their tanks.
- City of Ocean Shores, Nick Johnson – Nick reported the city received a \$6 million loan for their water treatment plant; will be improving the airport lighting and the cost will be \$12,500.
- City of Elma, Mayor Dave Osgood – Mayor Osgood reported the city recently signed a contract to get sewer lines to the Elementary School; in three weeks the city will start the street project. Mayor Osgood also announced a McDonalds will be built in the 3<sup>rd</sup> street area.

