

GRAYS HARBOR
COUNCIL OF GOVERNMENTS
MEETING MINUTES
June 24, 2010

1. CALL TO ORDER

The meeting was called to order by 1st Vice Chair Vickie Raines at 7:00 p.m. She led the Pledge of Allegiance to the Flag.

2. ROLL CALL

Members in Attendance:

City Councilmember Peter Schave (City of Aberdeen)
Mayor Dave Osgood (City of Elma)
Mayor Brandon Atoch (City of Oakville)
City Councilmember Bob Crumpacker (City of Ocean Shores)
Mayor Michael Bruce (City of Westport)
Commissioner Al Carter (Grays Harbor County)
Leonard Barnes (Port of Grays Harbor)

Administrative Sub-Council:

1st Vice Chair – Vickie Raines (City of Cosmopolis)
2nd Vice Chair – Commissioner Russ Skolrood (GHPUD)
Secretary - Lyle Powell (City of Montesano)
Representative at Large - Art Tanner (GH Public Development Authority)

Guests

Janis Aaron Moore (McCleary resident)

Council Staff:

Vicki Cummings, Theresa Julius, Julia Gibb, Nancy Trask, Ann-Marie Shy

A quorum was established.

3. GHCOG BUSINESS

➤ Approval of the Meeting Agenda

Art Tanner made a motion to approve the meeting agenda; second, Al Carter. Motion passed unanimously.

- Approval of the May 27, 2010 Meeting Minutes
Art Tanner made a motion to approve the GHCOG May 27, 2010 meeting minutes; second Peter Schave. Motion passed unanimously.
- New Business
 - Resolution No. 521, 2010-2011 SWRTPO Contract
Vicki Cummings presented Resolution No. 521. The COG will enter into the 2010-2011 SWRTPO contract. The maximum payable amount under this contract is \$35,000.00 with the term of the agreement being July 1, 2010 to June 30, 2011. *Michael Bruce made a motion to approve Resolution No. 521; second Lyle Powell. Motion passed unanimously.*
 - Resolution No. 522, Small and Attractive Items Policy
Vicki Cummings presented Resolution No. 521, after discussion, Board consensus was to change paragraph A. General to read “A small and attractive item is an item that is priced over \$100, but under \$5000 for fixed assets and has a life expectancy of more than one year.” Paragraph D title was corrected to read “Lost or Stolen Assets.” *Al Carter made a motion to approve Resolution No. 522; second Michael Bruce. Motion passed unanimously.*
 - Resolution No. 523, Financial Receipt Process Policy
Vicki Cummings presented Resolution No. 523. The COG has had a receipt process in place for years but the Washington State Auditor’s Office recommendation from the October 2008 audit was that the process be written in the form of a policy. *Art Tanner made a motion to approve Resolution No. 523; second Al Carter. Motion passed unanimously.*
 - Resolution No. 524, GHCOG 2011-2016 Transportation Improvement Plan (TIP)
Vicki Cummings presented Resolution No. 524. The projects appearing on the COGs TIP are as follows: STP Administration, US 101 Truck Route Alternative EIS, Intelligent Transportation Systems development, Wishkah Mall Access Improvements, and regional trails planning. *Al Carter made a motion to approve Resolution No. 524; second Dave Osgood. Motion passed unanimously.*
 - Resolution No. 525, Honoring Nancy Trask’s many years of service and dedication
Vicki Cummings read Resolution No. 525 honoring Nancy’s 16 years as Office Coordinator with the COG. *Al Carter made a motion to approve Resolution No. 525; second Leonard Barnes. Motion passed unanimously.*

4. STAFF REPORTS

- Vicki Cummings, Executive Director
COG Member Projects

City of Oakville – Worked on the wastewater planning process. Just in the preliminary stages which includes what it will look like and the costs involved.

City of Montesano – Continuing work on the Senior Center by helping with the preplan and looking for grant dollars.

COG Regional Projects

CEDS – Worked on regional and transportation elements of the Comprehensive Economic Development Strategy (CEDS). The COG will bill the RC&EDD \$500 for Vicki and Julia's time.

SR109 Corridor Management Plan – Final, final edits of the SR109 plan.

SWRTPO – Spent the better part of a week planning for the Transportation Commission visit by arranging speakers, scripting presentations, preparing the COG presentation and organizing a tour of the Port and Hoquiam/SR109. Very impressed with the Commissioners as they were engaged and they asked good questions. We provided them with some of the issues Grays Harbor is facing and the suggestions to fix those issues.

Attended:

- RC&EDD meeting and Resource Conservation Subcommittee meeting
- Westway ribbon cutting which included the Governor and Vision 20/20 members.

Grant Letters – Wrote several letters for grants.

Enhancements Funding – Preparing for a round of transportation enhancements due July 16. Application and short PowerPoint are required.

GAO Survey – Participated in GAO nationwide survey of regional planning organizations to determine how much planning is RTPO vs. MPO and where the funding comes from. The results will be shared with the Board when received.

Office Coordinator Position – Went through the hiring position for the position.

➤ Julia Gibb, Planner/Community Development Coordinator

COG Member Projects

Ocean Shores Comprehensive Plan: Continue integration and formatting of 1998 and 2007 Comprehensive Plan ordinances to incorporate into one document; met with Ocean Shores Planner Alicia Bridges to confirm final formatting.

Elma: Telephone conference with the Washington State Dept. of Commerce Lynn Kohn to follow up on why the CDBG application for Senior Center and Food Bank was not funded. Ms. Kohn stated the competition this year was huge, worse than previously due to the recession and she expects the competition to continue for the next several years. Only two community facility projects of this size were funded and

they each had a higher Hispanic population. Additionally, most of the funding went to large water and sewer projects.

COG Regional Projects

SR 109 Hidden Coast Scenic Byway Corridor Management Plan: Final review and edits

COG Newsletter: Research and write COG 50th Anniversary article and pictures

CEDS Update: Assist with 2010 update Grays Harbor statistics in Comprehensive Economic Development Strategy.

Administrative Projects

Hiring: Participate in Office Coordinator candidate review, interviews and selection

Office Coordinator substitute: Help staff Board meeting; prepare Board minutes.

Member Requests

Ocean Shores: At city staff's request, provided information on Capital Facilities spreadsheets and COG's small jurisdiction outline and process for developing a Capital Facilities Plan. Responded to request for information on training opportunities for new Planning Commission members.

Special Meetings

WA Transportation Commission: Attended June 22 day long meeting of the Commission in Grays Harbor Port Commissioners' Conference Room.

➤ Theresa Julius, Planner/GIS Coordinator

COG Member Projects

GHCOG – Created GHCOG 2011 TIP.

Hoquiam

- Updates to the future land use map and provided presentation print
- Provided parcel ownership data for parcels within 300 ft. of the Levee St. sidewalk project and the AGP expansion project.
- Provided several maps for the city's grant application presentation for funding at Central Play Park: project boundaries, regional location, service area, & site location.
- Created the 2011 TIP.

Oakville

- Provided blank area map for Oakville and the Chehalis tribe to draft the waste water service area.
- Provided in-house database assistance for their 2011 TIP.

Ocean Shores – provided reviews of their 2011 TIP.

Port of GH – Created the 2011 TIP.

