

**MINUTES OF THE REGULAR MEETING OF THE
COLUMBIA COUNTY TRANSIT AUTHORITY**

March 18, 2014

CALL TO ORDER AND ROLL CALL:

Commissioner Mike Talbott called the meeting to order at 6:00 p.m. in the Columbia County Public Transportation Office, 507 Cameron St., Dayton, Washington.

Members Present: Mike Talbott, Craig George, Charles Reeves, Darcy Linklater

Members Excused: Dwight Robanske

Staff Present: Stephanie Guettinger

Citizens Present: None

COMMENTS FROM INTERESTED CITIZENS:

None

ADDITIONS OR DELETIONS:

None

DISCLOSURES OF CONFLICT OF INTEREST

None

PUBLIC HEARING:

As required by statute, the public hearing opened at 6:05pm to hear comments on the 2013 – 2018 Transit Development Plan. There were no public present. Public Hearing closed at 6:10pm.

Discussion was held.

CONSENT AGENDA:

Mayor George moved to approve consent agenda items 1 through 4.

- *Item 1 would approve the minutes dated December 17, 2013*

- *Item 2 would approve the continued meeting minutes dated December 19, 2013*
- *Item number 3 would approve the monthly statistical reports*
- *Item number 4 would approve December 2013 February 2014 payables.*
 December 10-20, 2013 EFT's totaling \$33,314.67 and December Warrant #'s 1154-1204 totaling \$75,239.95 with a grand total of \$108,554.62
 January 10-27, 2014 EFT's totaling \$34,732.13 and January 2014 warrant #'s 1205-1231 totaling \$75,925.09 with a grand total of \$110,657.22
 February 10 – 28, 2014 EFT's totaling \$49,063.86 and February 2014 warrant #'s 1232-1261 totaling \$26,744.73 with a grand total of \$75,808.59

Mayor Linklater seconded the motion. Motion unanimously carried.

OLD BUSINESS:

None

NEW BUSINESS:

1. **Consideration for approval the 2013 Transit Development Plan for years 2013-2018**

Discussion was held.

Commissioner Reeves moved to approve the 2013 Transit Development Plan for years 2013-2018 as presented. Mayor Linklater seconded. Motion unanimously carried.

2. **Consideration for approval Resolution # CCTA 2014-01: Resolution to Amend Resolution # CCTA 2013-02, Establishing an Accounts Payable/Payroll Revolving Account, increasing the dollar amount from \$100,000 to \$175,000.00.**

Discussion was held.

Mayor George moved to approve Resolution #CCTA 2014-01; Resolution to amend Resolution # CCTA 2013-02, Establishing an Accounts Payable/ Payroll Revolving Account increasing the dollar amount from \$100,000.00 to \$175,000.00. Commissioner Reeves seconded. Motion unanimously carried.

3. **Need for signed Confidentiality Statements from the Columbia County Transportation Authority Board Members**

Discussion was held and confidentiality statements signed by present board members.

4. Consideration for approval Lead Dispatcher-Administrative Assistant Non-Driver Job Description and Wage Scale

Discussion was held.

Commissioner Reeves moved to approve the Lead Dispatcher-Administrative Assistant Non-Driver Job Description. Mayor Linklater seconded. Motion unanimously carried.

Commissioner Reeves moved to amend the 2014 salary schedule adding an additional line for the Lead-Dispatcher Administrative Assistant Non-Driver position, following the same scale as the Lead-dispatcher Administrative Assistant Operator scale. Mayor George seconded. Motion unanimously carried.

5. Consideration for approval to begin accepting debit/credit cards for form of payment for bus passes in our office

Discussion was held.

Mayor George moved to approve the acceptance of debit/credit cards as a form of payment for bus passes based on the outcome of the company coming out and meeting with us ahead of time to get all the facts. Mayor Linklater seconded. Motion unanimously carried.

6. Request to move the June meeting from June 17th to June 3rd

Discussion was held.

Mayor George moved to approve moving the regular scheduled meeting from June 17th to June 3rd at 1:00pm in the Dayton City Hall meeting room. Commissioner Reeves seconded. Motion unanimously carried.

CCPT REPORTS AND CORRESPONDENCE

Guettinger gave the Board several updates.

- 1) Hiring of additional lead dispatcher-administrative assistant for the office
- 2) New Hires

ADJOURNMENT:

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There being no further business to come before the Board, the meeting was duly declared adjourned at 7:02 p.m.

Submitted By:

Stephanie Guettinger
Executive Secretary
Transportation Authority Board

Approved:

Mike Talbott, Chairman
Transportation Authority Board