

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

July 14, 201

CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation Regular Monthly Meeting Minutes July 14, 2016

Chairman Talbott opened the meeting at 1pm. Those present were Chairman Talbot, Board Members Robanske, Jackson, Linklater and George, Operations Manager Scott Kirk, Steve Mertens Finance Manager, member of the press Diane VerValen, and a member of the public.

Absent: General Manager Stephanie Guettinger

COMMENTS FROM INTERESTED CITIZENS:

Chairman Talbott opened the meeting to public comment: Debbie Behler expressed concerns with certain items discovered during a public record request regarding payroll buyouts. The board answered her questions regarding these.

ADDITIONS OR DELETIONS:

Chairman Talbott requested that the executive session be held directly at the completion of all other items.

DISCLOSURES OF CONFLICT OF INTEREST

None

Consent items – Action

Approval of continued Meeting Minutes dated June 16, 2016

Approval of Regular Meeting Minutes dated June 30, 2016

Robanske moved to approve the consent agenda, George seconded. All in favor.

OLD BUSINESS ACTION ITEMS

Establish fee to charge for copies made in the CCPT office as well as for faxes made - Recommend 15 cents for copies as is with public records requests and 2.00 for faxes.

Steve Mertens informed the board that after researching passed resolutions and policies there was nothing granting employees or public to pay for copies at the agency. The board directed the Finance Manager and Operations Manager to discontinue allowing employees and citizens for paying for copies.

NEW BUSINESS

- 1) *Consideration for approval of organizational chart* – The operations manager presented a new organizational chart stating it clarified who is in charge when certain people are out. The board

indicated that the chart was somewhat confusing and requested it be redrawn and presented at the next meeting.

- 2) *Report on People for People annual site visit* – Craig George congratulated the Operations Manager on the results of the People for People audit with no issues. He directed him to further pass this on to the other employees.
- 3) *Review of final audit report* – With the General Manager absent the Chairman requested this item be tabled to the next board meeting.
- 4) *Finance Report* - Finance Manager Mertens presented the June Treasurer Report and gave a brief explanation.

CCPT REPORTS AND INFORMATION

None

Executive Session

RCW 42.30.110(1)(g) – Review performance of a public employee – Chairman Talbot stated the executive session would last 15 minutes and no further business would be conducted after the session.

ADJOURNMENT

There being no further business, Commissioner Talbott moved to adjourn the meeting, all were in favor to adjourn.

Submitted By:

**Steve Mertens
Finance Manager
Transportation Authority Board**

Approved:

**Mike Talbott, Chairman
Transportation Authority Board**