

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

December 29, 2015

CALL TO ORDER AND ROLL CALL:

Commissioner Mike Talbott called the meeting to order at 10:57 a.m. in the City of Dayton City Hall Meeting Room at 111 S. 1st St., Dayton, Washington.

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

Members Excused:

Staff Present: Stephanie Guettinger

Citizens Present: None

COMMENTS FROM INTERESTED CITIZENS:

None

ADDITIONS OR DELETIONS:

None

DISCLOSURES OF CONFLICT OF INTEREST

None

CONSENT AGENDA:

Commissioner Robanske moved to approve consent agenda items 1 through 2.

- *Item 1 would approve the minutes dated September 17, 2015*
- *Item number 2 would approve September – November 2015 payables.*
September EFT's and Check #'s 1817 - 1844 totaling \$177,214.43
October EFT's and Check #'s 1845 - 1879 totaling \$145,816.29
November EFT's and Check #'s 1880 - 1911 totaling \$102,039.03

Mayor George seconded the motion. Motion unanimously carried.

PUBLIC HEARING:

As required by statute, the public hearing was opened at 11:00a.m. to hear comments on the 2016 Columbia County Public Transportation budget.

There were no public present.

Public Hearing closed at 11:05 a.m.

OLD BUSINESS:

1. Information about purchase of CCPT leased building and property

Discussion was held.

2. Executive Session-General Manager Performance Evaluation-15 minutes

Discussion was held. Guettinger was directed to supply the board with evaluation form several weeks prior to the meeting date.

Commissioner Jackson moved to schedule this item on the March agenda as well as including evaluation of the Board by the General Manager. Commissioner Robanske seconded. Motion unanimously carried.

NEW BUSINESS:

1. Garfield County Transportation and possibility of them contracting with us to provide their service

Discussion was held. CCPT will move forward with this. Guettinger stated that the plan is to first schedule a work session which would include board members from both Columbia County and Garfield County as well as a representative from WSDOT. It was determined that Commissioner Robanske and Mayor George will be the board members from CCPT who will attend this work session once it is scheduled.

2. Consideration for new job description-Finance Specialist

Discussion was held.

Commissioner Robanske moved to change the Finance Specialist Job Description with the suggested changes. Mayor Linklater seconded. Motion unanimously carried.

3. Consideration for approval 2016 Salary Schedule with 0%COLA and also includes wage scale for the Finance Specialist Job Description

Discussion was held.

Commissioner Robanske moved to approve the 2016 Salary Schedule. Mayor Linklater seconded. Motion unanimously carried.

4. Consideration for approval of updated General Manager Contract

Discussion was held.

Commissioner Robanske moved to approve the updated General Manager Contract after email confirmation of suggested changes to the contract have been reviewed by the board effective January 1, 2016. Mayor Linklater seconded. Motion unanimously carried.

5. Consideration for approval of General Manager compensation package

Discussion was held.

Commissioner Robanske moved to approve the General Manager Compensation package with corrections effective January 1, 2016. Mayor Linklater seconded. Motion unanimously carried.

6. Consideration for approval Resolution # CCTA 2015-01: In the Matter of Adopting the 2016 CCPT Budget in the amount of \$2,985,548.00

Discussion was held.

Commissioner Robanske moved to approve Resolution #CCTA 2015-01; In the Matter of adopting the 2016 CCPT Budget in the amount of \$2,985,548.00. Mayor Linklater seconded. Motion unanimously carried.

7. Consideration for approval to authorize the addition of a second \$50.00 petty cash bank for the dispatch office bringing total petty cash for dispatch office to \$100.00

Discussion was held.

Commissioner Robanske moved to approve authorize a second \$50.00 petty cash bank for the dispatch office. Commissioner Jackson seconded. Motion unanimously carried.

8. Appointment of an additional signatory on the HomeStreet Bank Account

Discussion was held.

Commissioner Robanske moved to approve the Board Chair as the second signatory on the HomeStreet Bank Account. Commissioner Jackson seconded. Motion unanimously carried.

9. Consideration for approval of updated purchasing/procurement policy

Moved to March meeting.

10. Appointment of new Board Chair

Discussion was held. Commissioner Talbott was reappointed as the Board Chair.

11. 2016 regular meeting dates

Discussion was held. *The meeting day for 2016 CCPT quarterly meetings will continue to be the 2nd Thursday of the last day of the quarter at 1:00pm. Meetings will be held in the Dayton City Hall meeting room located at 111 S. 1st St. Dayton, WA 99328.*

Meeting dates are as follows:

March 10, 2016

June 9, 2016

September 8, 2016

December 8, 2016

CCPT REPORTS AND CORRESPONDENCE

Guettinger gave the Board updates regarding the status on the grants received from WSDOT for the 2015-2017 biennium which include the Operating Grant, the Capital Grant for 2 new busses as well as a new grant that Guettinger submitted for vanpool vans from the Sate Vanpool Investment Program.

Guettinger also gave an update on the current accountability audit.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was duly declared adjourned at 12:15 p.m.

Submitted By:

Stephanie Guettinger
Executive Secretary
Transportation Authority Board

Approved:

Mike Talbott, Chairman
Transportation Authority Board