

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

**June 22 - 23, 2015**

**CALL TO ORDER AND ROLL CALL:**

Commissioner Talbott called the meeting to order at 1:03 p.m. in the Columbia County Court House Commissioner Chambers located at 341 E. Main St. Dayton, Washington.

Members Present: Mike Talbott, Merle Jackson, Dwight Robanske

Members Excused: Craig George, Darcy Linklater

Staff Present: Stephanie Guettinger

Citizens Present: None

**COMMENTS FROM INTERESTED CITIZENS:**

None

**ADDITIONS OR DELETIONS:**

None

**DISCLOSURES OF CONFLICT OF INTEREST**

None

**OLD BUSINESS:**

- 1. Consideration for approval of CCPT Personnel Handbook, revised edition dated June 22, 2015**

**Discussion was held.**

*Commissioner Robanske moved to have General Manager make changes in Personnel Handbook as were suggested during meeting and continue the meeting to reconvene on June 23, 2015 at 9:15am in the Columbia County Court House Commissioner Chambers. Commissioner Jackson seconded. Motion unanimously carried.*

2. **Consideration for approval to authorize general manager to cash out 650 hours of leave and the operations manager to cash out 200 hours of leave effective immediately which will bring down their sick and vacation accruals so that their limits will not exceed the maximum level allowable for carry-over by year end due to our updated leave policy as presented in the updated version of the June 22, 2015 personnel handbook.**

**Discussion was held.**

*Commissioner Jackson moved to authorize general manager to cash out 650 hours of leave and the operations manager to cash out 200 hours of leave effective immediately to bring down their leave balances which will exceed the maximum carry-over limits at year end. Commissioner Robanske seconded. Motion unanimously carried.*

**June 23, 2015:** Meeting from June 22<sup>nd</sup>, 2015 reopened.

Commissioner Talbott reopened the meeting at 9:15am. Mayors George and Linklater were excused.

**OLD BUSINESS:**

3. **Consideration for approval of CCPT Personnel Handbook, revised edition dated June 23, 2015**

**Discussion was held.**

*Commissioner Robanske moved to approve the CCPT Personnel Handbook, revised edition dated June 23, 2015 Commissioner Jackson seconded. Motion unanimously carried.*

**ADJOURNMENT:**

There being no further business to come before the Board, the meeting was duly declared adjourned at 9:33am.

Submitted By:

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**Stephanie Guettinger**  
**Executive Secretary**  
**Transportation Authority Board**

Approved:

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**Mike Talbot, Chairman**  
**Transportation Authority Board**