

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

July 28, 2016

CALL TO ORDER AND ROLL CALL:

Commissioner Mike Talbott called the meeting to order at 1:00 p.m. in the Port of Columbia meeting room located at 1 Port Way, Dayton, Washington.

Members Present: Mike Talbott, Craig George, Merle Jackson, Dwight Robanske

Members Excused: Darcy Linklater

Staff Present: Stephanie Guettinger

Citizens Present: Dian VerValen

COMMENTS FROM INTERESTED CITIZENS:

None

ADDITIONS OR DELETIONS:

None

DISCLOSURES OF CONFLICT OF INTEREST

None

CONSENT AGENDA:

None

OLD BUSINESS:

1. Consideration for Approval of Organizational Chart

Discussion was held.

*Mayor George moved to approve the new CCPT Organizational Chart.
Commissioner Robanske seconded. Motion unanimously carried.*

2. Review of Final Audit Report

Discussion was held. Guettinger reported on the final audit report for the 2012-2014 Accountability Audit. The board directed Guettinger to send a letter back to the State Auditor's Office explaining to them how we are going to address each of the deficiencies listed in the report item by item.

3. Consideration for Approval of using Exemption Time Sheet for Exempt employees

Discussion was held.

Mayor George moved to direct the General Manager to use an exemption based time sheet but to continue having Finance Manager and Operations Manager use time clock.

NEW BUSINESS:

None

CCPT REPORTS AND CORRESPONDENCE

Discussion was held. Guettinger gave reports on 2 very important projects coming up with deadlines approaching over the next couple of months, one of which is the 6 year transit development plan and the other being for grant proposals with due dates earlier than ever before. Guettinger stated that she is going to write 2 grants for sure and is hoping to write a 3rd one for some expanded weeknight and weekend service. The first two are for continued operating and a capital grant for the purchase of two more demand response buses. Guettinger discussed alternate fuels for the vehicles as it is a big push with WSDOT and the FTA. It was unanimous that there really are not any alternate fuels that would be cost effective and some of which not available in our area.

Guettinger also reported on a meeting she attended and made a presentation at of the Developmentally Disabled Sub Committee. This group is very interested in some additional transportation service hours if there is any way possible.

EXECUTIVE SESSION

1:45pm **Executive Session was held for 45 minutes with no action to taken**
RCW 42.30.110(1)(g)-Review performance of a public employee

2:00pm **Regular meeting reconvened-No action taken**

ADJOURNMENT:

There being no further business to come before the Board, the meeting was duly declared adjourned at 2:03pm.

Submitted By:

Stephanie Guettinger
Executive Secretary
Transportation Authority Board

Approved:

Mike Talbott, Chairman
Transportation Authority Board