

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

June 16, 2016

CALL TO ORDER AND ROLL CALL:

Commissioner Mike Talbott called the meeting to order at 1:00 p.m. in the Dayton City Hall meeting room located at 111 S. 1st St., Dayton, Washington.

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

Members Excused:

Staff Present: Stephanie Guettinger

Citizens Present:

COMMENTS FROM INTERESTED CITIZENS:

Chairman Talbott opened the meeting to public comment: Debbie Behler expressed concern on multiple submitted public records requests. She explained that one request was made on 4/27. Guettinger explained that CCPT had never had any public records requests in the past and so they were having to take the time to review and discuss the requests with attorney to get direction and to make sure that they were being handled correctly. In addition, has had numerous other items that they have had to address and had to be prioritized ahead of these other public records requests. Mayor George stated that if we needed to pay someone else to come in and handle the requests they were willing to authorize this. Commissioner Robanske asked when Ms. Behler could expect these requests and Guettinger stated she would see that Ms. Behler received a response the following week. Ms. Behler also expressed that she had some questions and concerns regarding numerous items on the agenda depending on what types of changes were being made to these items. The Board stated that they probably would be tabling these items until further so that they could have additional time to review.

ADDITIONS OR DELETIONS:

Chairman Talbott stated he wanted to add an executive session to the agenda per RCW for evaluation of a public employee. The executive session would begin at 1:10 for 45 minutes and end at 1:55

DISCLOSURES OF CONFLICT OF INTEREST

None

CONSENT AGENDA:

Mayor George moved to approve consent agenda items 1 and 2.

- *Item 1 would approve the continued minutes dated March 31, 2016*
- *Item number 2 would approve March 2016 thru May 2016 payables.*
March EFT's and Check #'s 2040-2065 totaling \$94,513.56
April EFT's and Check #'s 2066-2100 totaling \$100,786.57
May EFT's and Check #'s 2101-2128 totaling \$88,866.70

Commissioner Jackson seconded the motion. Motion unanimously carried.

EXECUTIVE SESSION

1:10pm Executive Session was held for 45 minutes with no action to taken
RCW 42.30.110(1)(g)-Review performance of a public employee

1:55pm Regular meeting reconvened

OLD BUSINESS:

None

NEW BUSINESS:

1. **Consideration for approval of updated Personnel Handbook**
2. **Consideration for approval of updated Travel Reimbursement Policy**
3. **Consideration for approval of updated Confidentiality Policy**
4. **Consideration for approval of revised Substance Abuse Policy**
5. **Consideration for approval Rules of Conduct Policy**
6. **Consideration for approval updated Public Records Policy**
7. **Consideration for approval to switch Exempt Employees from using Time Clock System for time sheets to an Exception Based Time Sheet**

Discussion was held.

Mayor George moved to table items 1 – 7 until a further meeting.

Commissioner Jackson seconded. Motion unanimously carried.

8. **Consideration for approval to offer a “Fare Free Local Summer Program” during the months of July and August**

Discussion was held. Guettinger explained that the fare free local summer program would be for transportation inside the Dayton City Limits and open to all citizens. CCPT would advertise in the local paper, on the screen at the Liberty Theater, as well as hand out flyers to promote this program. Summer months slow down considerably due to no students riding during these months. Guettinger feels it would be a great way to boost ridership during these months and keep our drivers busy without the possibility of having to lay any off. Guettinger also hopes that by being fare free CCPT will gain new riders who have never used our system before.

Mayor George moved to approve offering a “Fare Free Local Summer Program” to all citizens riding within the city limits. Commissioner Jackson seconded. Motion unanimously carried.

9. **Consideration for General Manager to sign agreement with Walla Walla School District Co-Op to provide maintenance services to CCPT**

Discussion was held.

Commissioner Jackson moved to authorize the General Manager to sign the agreement allowing CCPT to contract with the Walla Walla School District Co-Op for maintenance services. Mayor George seconded. Motion unanimously carried.

CCPT REPORTS AND CORRESPONDENCE

Discussion was held regarding CCPT Board Meetings. It was the consensus of the board to meet twice monthly until further notice.

Commissioner Jackson moved to hold the meetings twice monthly until further notice with the next meeting being held on June 30th at 1:00pm in the Port of Columbia Meeting Room located at 1 Port Way Dayton, WA 99328. Mayor George seconded. Motion unanimously carried.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was duly declared adjourned at 2:17pm.

Submitted By:

Stephanie Guettinger
Executive Secretary
Transportation Authority Board

Approved:

Mike Talbott, Chairman
Transportation Authority Board