

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

November 22, 2016

CALL TO ORDER AND ROLL CALL:

Commissioner Talbott called the meeting to order at 1:05 p.m. in the Port of Columbia meeting room located at 1 Port Way, Dayton, Washington.

Members Present: Mike Talbott, Merle Jackson, Dwight Robanske

Members Excused: Craig George, Denerd Harstad

Staff Present: Stephanie Guettinger, Greg Lutcher

Citizens Present: None

COMMENTS FROM INTERESTED CITIZENS:

None

ADDITIONS OR DELETIONS:

DISCLOSURES OF CONFLICT OF INTEREST

None

CONSENT AGENDA:

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

- Item number 1 would approve the minutes dated November 1, 2016*
- Item number 2 would approve October 2016 payables.*
October EFT's and Check #'s 2254 – 2289 totaling \$112,781.66

Commissioner Jackson seconded the motion. Motion unanimously carried.

OLD BUSINESS:

None

NEW BUSINESS:

- 1. Board authorization for the Chairman to sign Letter of Engagement with Diversity dba Diversified HR Consulting, LLP.**

Commissioner Robanske moved to approve authorization for the Board Chairman to sign the Letter of Engagement with Diversity dba Diversified HR Consulting, LLP. Commissioner Jackson seconded. Motion unanimously carried.

Board Chair signed Letter of Engagement at 1:12pm.

- 2. Board authorization for the Chairman to sign notification to general manager and all employees of the conduct of an investigation of work performance and work conduct matters**

Commissioner Robanske moved to approve authorization for the Board Chairman to sign notification to the general manger and all employees of the conduct of an investigation of work performance and work conduct matters. Commissioner Jackson seconded. Motion unanimously carried.

Board Chair signed the notification at 1:15pm.

- 3. Consideration for Resolution # CCTA-2016-01 in the matter of offering a Deferred Compensation Program to employees through the Washington State Department of Retirement Systems in addition to the already offered PERS Retirement Program**

Discussion was held.

Commissioner Robanske moved to approve Resolution # CCTA-2016-01 in the matter of offering a Deferred Compensation Program to employees through the Washington State Department of Retirement Systems in addition to the already offered PERS Retirement Program. Commissioner Jackson seconded. Motion unanimously carried.

- 4. Board authorization for a last minute request that had come in on November 10, 2016 to transport veterans from the Veteran's Memorial to the Dayton Cemetery on Veteran's Day at no charge.**

Discussion was held.

Commissioner Robanske moved to authorize transportation for Veterans from the Veterans Memorial to the Dayton Cemetery on Veterans Day at no charge. Commissioner Jackson seconded. Motion unanimously carried.

5. **Board authorization to run a bus at no charge from 2pm to 5pm on Friday November 25, 2016 to transport people from downtown festivities to the Dayton General Hospital Open House.**

Discussion was held.

Commissioner Robanske moved to authorize transportation from 2pm to 5pm on Friday November 25th from the downtown festivities to the Dayton General Hospital Open House at no charge. Commissioner Jackson seconded. Motion unanimously carried.

6. **Board authorization to run a bus at no charge for the Home Lighting Tour on Friday November 25, 2016 after the fireworks for Christmas Kickoff**

Discussion was held.

Commissioner Robanske moved to authorize to run a bus at no charge for the Home Lighting Tour on Friday November 25, 2016 after the fireworks. Commissioner Jackson seconded. Motion unanimously carried.

CCPT REPORTS AND CORRESPONDENCE

1. Financial Report-Steve Mertens

ADJOURNMENT:

There being no further business to come before the Board, the meeting was duly declared adjourned at 1:40pm.

Submitted By:

**Stephanie Guettinger
Executive Secretary
Transportation Authority Board**

Approved:

**Mike Talbott, Chairman
Transportation Authority Board**