

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

**September 22, 2016**

**CALL TO ORDER AND ROLL CALL:**

Mayor Craig George called the meeting to order at 1:00 p.m. in the Port of Columbia meeting room located at 1 Port Way., Dayton, Washington.

Mayor George started off by introducing the new Mayor of Starbuck, Denerd Harstad who will now be replacing Darcy Linklater on the CCTA Board of Directors.

Members Present: Craig George, Merle Jackson, Dwight Robanske, Denerd Harstad,

Members Excused: Mike Talbott

Staff Present: Stephanie Guettinger

Citizens Present: None

**COMMENTS FROM INTERESTED CITIZENS:**

None

**ADDITIONS OR DELETIONS:**

**DISCLOSURES OF CONFLICT OF INTEREST**

None

**CONSENT AGENDA:**

*Commissioner Jackson moved to approve consent agenda items 1 through 4.*

- *Item 1 would approve the minutes dated July 14*
- *Item number 2 would approve the minutes dated July 28, 2016*
- *Item number 3 would approve the minutes dates August 11, 2016*
- *Item number 4 would approve June 2016 thru August 2016 payables.*
  - June EFT's and Check #'s 2129 – 2159 totaling \$100,087.66*
  - July EFT's and Check #'s 2160 – 2189 totaling \$99,204.18*
  - August EFT's and Check #'s 2190 -2223 totaling \$95,710.34*

*Commissioner Robanske seconded the motion. Motion unanimously carried.*

## **PUBLIC HEARING:**

As required by statute, the public hearing opened at 1:05pm to hear comments on the 2016 – 2021 Transit Development Plan and 2015 Annual Report. Discussion was held. There were no public present. Public Hearing closed at 1:23pm.

## **OLD BUSINESS:**

None

## **NEW BUSINESS:**

- 1. Consideration for approval the 2016 Transit Development Plan for years 2016-2021 and 2015 CCPT Audit Report**

*Commissioner Jackson moved to approve the 2016 Transit Development Plan for years 2016-2021 and the 2015 CCPT Annual Report as presented. Commissioner Robanske seconded. Motion unanimously carried.*

- 2. WSTIP Letter/Recommendations**

Discussion was held.

*Commissioner Jackson moved to approve CCPT to voucher WSTIP for the trainings they recommend per their letter, as they occur. Commissioner Robanske seconded. Motion unanimously carried.*

- 3. Consideration for approval for General Manager to set up an additional checking account with a \$300.00 balance at HomeStreet Bank which will be used solely for credit card purchases and then swept into the Columbia County Treasurer Account**

Discussion was held.

*Commissioner Robanske moved to authorize the General Manager to open an additional account at HomeStreet Bank with a \$300.00 balance to be used solely for credit card purchases. Commissioner Robanske seconded. Motion unanimously carried.*

- 4. Consideration for approval to authorize CCPT to close at 2:00pm or as soon thereafter on December 23, 2016.**

Discussion was held.

*Commissioner Jackson moved to approve CCPT to close at 2:00pm or as soon thereafter on December 23, 2016. Mayor Harstad seconded. Motion unanimously carried.*

## **CCPT REPORTS AND CORRESPONDENCE**

Guettinger gave the Board updates on the following items:

1. WSDOT Drug and Alcohol Program Site Visit-Report-We will need to update our drug and alcohol policy per their recommendation.
2. Fare Free Summer Ridership Count
3. Question regarding leave/benefits-Possible action item

Guettinger presented a letter written by Steve Mertens regarding an employee who had taken a week off without pay in August. Said employee had used all of her leave the previous 2 months due to an accident she had on personal time. Mertens wanted direction from the board as to how he should handle payment said employee's health insurance benefits since she had taken the one week off without pay. Guettinger stated employee had worked 153.5 hours during the month of August even though she took that week off without pay. Mertens gave several options in his letter.

Discussion was held.

*Commissioner Robanske moved to approve paying said employee's health benefits in full for the period of August/September as a one time non-recurring event. Commissioner Jackson seconded. Motion unanimously carried.*

4. Update on vehicle purchase-2 buses are ordered and will arrive around January. 7 vanpool vans ordered and should arrive in October.
5. Tablets- Will possibly be upgrading to newer tablets in the next few months
6. Grants- Guettinger is writing 3 grants for this next biennium-1 Operating grant to sustain current services, 1 Capital grant for the replacement of two buses, 1 expanded service grant to add on additional evening and some weekend service.
7. Next meeting October 27, 2016

Discussion was held.

**It was stated that the 4<sup>th</sup> Thursday of the month meeting schedule will not work for Commissioner Talbott.**

**Commissioner Robanske moved to change the regular meeting schedule to the 4<sup>th</sup> Tuesday of each month beginning October 25, 2016. Commissioner Jackson seconded. Motion unanimously carried.**

**ADJOURNMENT:**

*There being no further business to come before the Board, the meeting was duly declared adjourned at 2:15pm.*

Submitted By:

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

Approved:

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**Mike Talbott, Chairman**  
**Transportation Authority Board**