

APPROVED

MINUTES OF THE REGULAR MEETING COLUMBIA COUNTY TRANSIT AUTHORITY April 25, 2017

CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation Regular Monthly Meeting Minutes for April 25, 2017

Chairman George opened the meeting at 1pm.

Those present were Board Members George, Jackson, and Talbott.

Staff present: Interim General Manager Dwight Robanske, Operations Manager Scott Kirk, Finance Manager Steve Mertens, Safety and Maintenance Coordinator David Ocampo, Legal Counsel Greg Lutchner

Others: members of the press Diane VerValen, Walla Walla Union Bulletin and Michelle Smith Waitsburg Times

Absent: Passmore, Denerd Harstad

COMMENTS FROM INTERESTED CITIZENS:

Chairman George opened the meeting to public comment: no comments were made.

ADDITIONS OR DELETIONS:

Chairman George requested that the executive session be held at 2:00 regardless of where we were at in the meeting in order to allow board member Passmore to call in for that portion of the meeting.

Robanske requested that David Ocampo's items be move to the top of the agenda.

DISCLOSURES OF CONFLICT OF INTEREST

None

Consent items – Action

Approval of Meeting Minutes dated February 21, 2017

Approval of Special Meeting Minutes dated March 01, 2017

Approval EFT's and checks numbered 2400 to 2498 totaling \$278,640.98

Jackson moved to approve the consent agenda, Talbot seconded. All in favor.

OLD BUSINESS ACTION ITEMS

Dayton and Waitsburg School District softball/baseball rates.

Robanske informed the board that a fee schedule had been established and agreed upon between the agency and the School Districts that everyone was satisfied with.

Van Pool reserve dollar release.

Robanske explained to the board that CCPT would not be able to use these funds to meet grant requirements, and that the funds really should have been released several months earlier to allow another agency to use them. He asked the board to release these. Jackson motioned that the state VIP funds awarded to the agency be released back to the state, Talbot seconded, all in favor.

NEW BUSINESS

1. Service and Maintenance report - David Ocampo

David informed the board that he had been making cost comparisons for service work on agency vehicles. This included the possibility of doing general service work in house. David found this may result in over \$12,000 in savings to the agency when considering costs such as annual fee with the Walla Walla School District co-op, hourly rate charged, and additional employee payroll costs to transport buses to and from Walla Walla for maintenance. He also mentioned issues caused in our scheduling of operations as buses would not always be available when needed due to being serviced. Jackson asked David if he is certified and if that matters. David said he has not maintained his certifications while working here but that for the service levels we are talking about performing in house they would not be required. Greg Lutcher informed the board that based on the contract with the Co-op if we notified Walla Walla School District by the end of this month the contract could be terminated effective July 1.

The board motioned to approve David to purchase equipment not to exceed \$5,000. Motion by Talbott, second by Jackson. All in favor.

2. Finance Report – Steve Mertens

Steve presented various information about the current financial status of the agency; this included a year to date/budget analysis, a four year revenue trend, and a cash flow projection analysis. He pointed out some areas where he did not believe the agency would be meeting budgeted revenues. He discussed a downward trend in several revenue lines the last 4 years, and he explained how the agency will need to pull money from the operating reserve fund to cover operating expenses as early as June, at least until the new state grant biennium begins. The board asked a few clarifying questions on some figures.

The People for People Contract was also discussed at this time discussing extra work related to this but only receiving the normal fare rate from this contract.

3. Operations report – Scott Kirk

- *Surplus property resolution 2017-02 – Scott explained to the board how we would be using a new auction service (publicaution.com) that is nationwide online. He presented a list of items to be disposed of via auction, recycle, or trash depending on the item. Talbott motioned to approve the surplus list, Jackson seconded the motion. All in favor.*

- *Scott discussed certain issues with our current fuel provider AG- Link and suggested the possibility of moving back to Coleman Oil. Jackson directed Robanske to talk with AG-Link first. The rest of the board concurred.*
- *Scott mentioned that there are currently three open public record requests, and briefly updated about their status. Greg Lutcher commented he would look at the documents requested for one of these to ensure all information could be sent.*

Executive Session

RCW 42.30.110(1)(g) – Review performance of a public employee

An Executive Session was held with no action taken and no direction given

Executive Session was closed at 2:50 pm.

4. Interim General Manager report – Dwight Robanske
 - Robanske discussed various ways to Market and Promote Services, such as:
 - i. Saturday Service
 - ii. Walla Walla Sweets Game day Bus
 - iii. Saturday Service from Starbuck and Dayton to Walmart
 - iv. Investigate the possibility of looking into rate increases

A discussion followed and the board suggested Robanske continue to look into implementing these ideas.

Robanske also discussed the tracking of Office Calls and Passenger Counts. This should help with the scheduling of buses every month.

5. Interim General Manager brought before the board a request for instituting a Petty Cash fund with a \$100.00 in the fund.
 - Resolution 2017-01 in the matter of establishing a Petty Cash Fund. Jackson moved and Talbott seconded the motion. All in favor
6. A discussion was held concerning the Home Street Bank Signature Card. The Board instructed Robanske to have Home Street Bank issue a new Signature Card for Columbia County Transportation, or ask to see if we can remove a name from the existing card.
7. Intergovernmental Cooperation Agreement with the County. The Board approved with a motion the Intergovernmental Cooperation Agreement with county. The document will be sent to the Board of Columbia County Commissioners for approval.
 - Motion to approve the Intergovernmental Cooperation Agreement by Jackson and seconded by Talbott All in Favor

Meeting adjourned

Approved: _____

_____ Attested _____