

APPROVED

MINUTES OF THE REGULAR MEETING COLUMBIA COUNTY TRANSIT AUTHORITY May 30, 2017

CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation Regular Monthly Meeting Minutes May 30, 2017

Chairman George opened the meeting at 1pm. Those present were Board Members Jackson, and Talbott.

Staff present: Interim General Manager Dwight Robanske, Operations Manager Scott Kirk, Finance Manager Steve Mertens

Others: members of the press, Linda Howell (WSDOT).

Absent: Passmore (excused), Starbuck Mayor

COMMENTS FROM INTERESTED CITIZENS:

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

ADDITIONS OR DELETIONS:

Item #10 was deleted as the agency legal counsel would not be present.

DISCLOSURES OF CONFLICT OF INTEREST

None

Consent items – Action

Approval of Meeting Minutes dated April 25th, 2017

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

NEW BUSINESS

1. Facebook Page – Scott expressed to the board that he believes an agency Facebook page would have a positive impact. The page would allow for rider alerts and schedule issues to be communicated to passengers faster. We could also put out alerts on when payments are due, and advertise special events via the page. He explained how we would disable comments from being made on our page.

Linda Howell of WSDOT commented that WSDOT has an individual who could help the agency setup the page

The board expressed concerns on what the policies would entail such as who can update the page and what goes on it.

Scott was directed by the board to review other agency policies and come up with policies for CCPT regarding the Facebook page.

2. Review and approve Policy Updates required by WSDOT – The board reviewed several policies and requested clarification on some:
 - a. ADA policy – it was requested that clarification on holiday rates was included. With this clarification Jackson moved to accept the new policy, Talbott second, all in favor.
 - b. Complaint policy – Talbott moved to accept the policy, Jackson second, all in favor
 - c. DBE policy – Jackson moved to accept the policy, Talbott second.
 - d. Purchasing policy – Talbott expressed concern with the limit of products and services at the sole discretion of the GM being set at \$50,000 and thought that board approval should start at \$25,000. After some discussion the board wanted to change as suggested by Talbot. Talbott moved to approve the policy with changing the GM’s purchasing limit of \$50,000 to \$25,000 and requiring board approval for products and services more than \$25,000, Jackson second the motion, all in favor.

OLD BUSINESS ACTION ITEMS

1. Fare increase schedule resolution 2017-03 – Proposed fare increases were presented and discussed with the board. Linda Howell stated that a public hearing would be necessary in order to raise fare rates before it could be approved. The board discussed issues such as rates for seniors, disabled, and out of city limit type trips. They directed the GM to hold a public hearing about the rate increase proposal.
2. Saturday schedule update – Dwight updated the board on the plan for Saturday. The bus will pick scheduled people up in Dayton and will make drop-offs in East gate, Walla Walla Transit Center, and Walmart. CCPT will also run an in-town bus.
3. People for People Contract – Dwight discussed issues with amount of payment being received from People for People, and from his review appears they are breaching the contract. He told the board that the agency legal counsel has also reviewed the contract and agrees with Dwight. Steve informed the board of the significant decrease in People for People revenues from past years, and Dwight commented on other requirements for drivers and office staff in terms of handling a people for people trip versus a regular rider and how there is additional agency costs in time for these trips.
4. Bus 11 (Lemon Law) – Scott informed the board since the bus was purchased under the State Bid contract it does not qualify for lemon laws. However the agency may be able to get an extended warranty or buyback of the bus through discussion with the vendor. Another option of recourse would be to get an attorney involved. Linda Howell suggested that we contact Hiep Tran and see if he might be able to assist us beings that the bus was purchased on a state contract.

The Board rescheduled the next board meeting for July 11, 2017 at 1:00 P.M. in the Port of Columbia Meeting Room. 1 port Way, Dayton, WA 99328

The board set the date for a public hearing regarding fares on July 11th 2017 prior to the regular board meeting.

George motioned to close the meeting, all in favor.