

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
April 3, 2018**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes April 3, 2018

Chairman George opened the meeting at 2pm. Those present were Board Members Jackson, Passmore, Talbot and Richard Ells.

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

Others: None

Absent: None

B. COMMENTS FROM INTERESTED CITIZENS:

Chairman George opened the meeting to public comment: None

C. ADDITIONS OR DELETIONS:

None

D. DISCLOSURES OF CONFLICT OF INTEREST

None

E. Consent items - Action

Approval of minutes dated January 30th, 2018. Talbot moved to approve the minutes, Jackson second, all in favor.

F. Old business

1) State Audit report – Discussed some of the problems with Vanpool. Dwight explained we are currently working on new Vanpool policies, particularly cost per van.

G. New Business

1) *Financial report* – Steve went over the February Treasurer report and Budget to actual position. A few questions were asked and he explained that there are some adjustments needed in some of the payroll lines as some benefit items were budgeted separately but have been combined in one item through the payroll module.

2) *Surplus items Res 2018-01* – Dwight presented a list of items to be surplus including: a broken floor jack, outdated tech, and other items. Passmore moved to approve Res 2018-01, Jackson second, all in favor.

3) General Manager report

i. Vanpools - Dwight reported that a new vanpool group with 9 members would be starting up traveling out to the Lower monumental dam. This is a group that had been with us in the past but had utilized another agency the past few years. Dwight also stated that he was working with the prison to see about groups of prison workers who may be interested.

ii. Advertising - Dwight mentioned he would be backing off on the agency advertising as we had been strongly advertising service the first few months but had run through a lot of the amount budgeted for that line item.

iii. Community Surveys - Dwight discussed community surveys regarding service. 208 surveys were completed a very strong number in our RTPO. He explained to the board we would be putting forth a lot of effort on these type of items to help our grant ratings within our region.

iv. New hires - Dwight informed the board that the new driver Mark Haney had passed his CDL and had begun driving routes. We

v. Grant writer – Dwight had looked into the possibility of hiring a grant writer, after exploring this he felt it better to send employees to a grant writing training. Bruce Goodell, Steve and Dwight will all attend this training

vi. Possible hiring of a special needs individual – The Lillie Rice Center has approached us about the possibility of hiring a special needs individual with their organization. Dwight is thinking about this including safety issues and tasks such an individual could perform for us, however we will closely monitor the applicant.

4) New attorney meeting with Craig George and Dwight Robanske – Craig and Dwight met with the new legal counsel on March 9th. Both indicated they were very satisfied with their first impression. The firm consists of a hierarchy of different legal specializations.

a. The new attorneys will be first reviewing all of our policies

b. Working on a social media policy for things such as Facebook. Hoping to be ready for approval by next board meeting.

5) Executive session -

Chairmen George stated the board would enter into executive session at 2:45 for 10 minutes with no expected action to be taken after.

The session was ended at 2:50, no action taken, direction given to the General Manager.

ADJOURNMENT:

At 2:55 George moved to adjourn the meeting, all in favor.

Submitted By:

**Dwight Robanske
Executive Secretary
Transportation Authority Board**

Approved:

**Craig George, Chairman
Transportation Authority Board-**

DRAFT