

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
December 18, 2018**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes December 18, 2018

Chairman George opened the meeting at 3:00pm. Those present were Board Members Ells, Passmore, Talbott, and Jackson.

Staff present: Finance Manager Steve Mertens, Safety and Maintenance Coordinator David Ocampo, Dispatchers Bruce Goodell.

Others: Chuck Amerin (Incoming board member in 2019), a reporter from the local press

Absent: none

B. COMMENTS FROM INTERESTED CITIZENS:

None

C. ADDITIONS OR DELETIONS:

Add: Item H4 - resolution 2018-15

Delete: minutes of 11/27/2018 from consent agenda

D. DISCLOSURES OF CONFLICT OF INTEREST

None

E. Consent items - Action

Approval of minutes dated 12/7/2018.

Talbot moved to approve the minutes, Passmore second, all in favor.

F. Old business

1) (Action item) Resolution 2018-12 approving the 2019 budget - Steve presented the 2019 budget noting a few small changes to the prior presented budget in November. He confirmed that scheduled raises and the approved COLA had been included as well as the cost of the new PFML tax. Jackson moved to approve the budget, Talbot second, all in favor.

G. Staff report

1) *Financial report (Steve Mertens)* - Steve presented the November Treasurer report but noted it was not 100% reconciled yet. He also presented the budget to actual thru November.

H. New Business

1) *(Action item) Resolution 2018-13 in the matter of Surplus of Columbia County Public Transportation Property* – David presented a list of the property included to be disposed of. Jackson moved to approve resolution 2018-13, Passmore second, all in favor.

2) *(Action item) Resolution 2018-14 approving the 2019 salary schedule related to the 2% COLA increase* - Steve reminded the board that they had approved a 2% COLA in the previous meeting but that a salary schedule updated with these changes needed to be approved and signed by the board. Passmore moved to approve the salary schedule resolution 2018-14, Jackson second, all in favor.

3) *(Action item) Discussion concerning locating vehicle tires at CCPT instead of Jay's garage through purchase of container.* – David informed the board of the costs associated with storing tires at Jay's and with the removal of surplus items and the purchase of a container we could store these in-house. This would also allow David to install tires in-house. The board gave a consensus of approving David to go ahead and bring the tires back to our facility if feasible.

4) Resolution 2018-15 Appointment of legal counsel Tony Menke as WSTIP primary board member – Steve noted that the board had asked for a resolution to make Tony Menke the agency WSTIP board member. There were questions on whether we would be billed for this time or if it was covered by WSTIP. Steve explained that travel type costs are paid or reimbursed by WSTIP however the board member's time is a cost of the agency. Steve said these meeting with travel run 2 full days or more. The board agreed that it would be best to table the decision until Craig could get more information from WSTIP.

Board announcement - Craig George announced that effective December 15, 2018 Dwight Robanske had resigned from the General Manager position. The board would be searching for a GM likely through a regional recruiter. In the meantime it was the board's consensus to appoint David Ocampo as the interim General Manager. Steve was asked if Dwight was owed a paycheck for any time and Steve said the just recently made pay check covered all of his time but that he had an annual leave balance owed. Steve was directed to make a check for this as soon as possible.

It was noted that David had suggested to Craig when asked that no pay raise be given at this time or if so it be divided amongst the individuals currently taking on leadership roles at the agency during the absence of the GM. There was some discussion and it was determined that \$3,000 was roughly half the monthly pay of the previous GM and that amount could be divided amongst the individuals. Jackson moved to approve a \$750 a month stipend to the Interim General Manager, Finance Manager, and Lead Dispatchers for increased duties during the duration of time until a permanent General Manager is hired. Passmore second, all in favor.

ADJOURNMENT:

George moved to adjourn the meeting, all in favor.

Submitted By:



Steve Mertens

Accountant

Transportation Authority Board

Approved:



Craig George, Chairman

Transportation Authority Board-