

**MINUTES OF THE REGULAR BOARD MEETING  
COLUMBIA COUNTY TRANSIT AUTHORITY  
January 17, 2019**

**A. CALL TO ORDER AND ROLL CALL:**

Columbia County Public Transportation regular board Meeting Minutes January 17, 2019

Chairman George opened the meeting at 1:00pm. Those present were Board Members, Talbott, and Amerein. (Passmore would join later)

Staff present: Finance Manager Steve Mertens, Interim General Manager David Ocampo, Dispatchers Darla Brown and Bruce Goodell.

Others: None

Absent: Richard Ells,

**B. COMMENTS FROM INTERESTED CITIZENS:**

None

**C. ADDITIONS OR DELETIONS:**

Add item: G6 - Discussion on General Manager search

**D. DISCLOSURES OF CONFLICT OF INTEREST**

None

**E. Consent items - Action**

Approval of minutes dated 11/27/2018, and 12/18/2018.

Amerein noted a spelling correction to his name.

Talbot moved to approve the minutes with the spelling correction, Amerein second, all in favor.

**F. Old business**

1) *Surplus item update* - David explained that the previously surplus items had been placed on the government auction site and the majority had sold. Those items that did not sell on the site were donated listing who they were donated to.

2) *Tire relocation update* -David stated that the vehicle tires previously stored at Jays Garage had been to the facility and that those tires noted as not needed anymore would be surplus and auctioned.

**G. New Business**

1) *Clarity on the timing of step increases* - Steve explained that when the previous General Manager had changed the pay scale from merit based to 3 year step increases there was not clarity on whether January 1st was the date of step increase or the employee's anniversary date. Many were given step increases on January 1st 2018 if they had not received one in more than three years and others would receive one on January 1 2019 as they had received one last three years from that date. Some of the drivers who were just reaching their five year mark would be due for a 3 year step in 2019. The board concurred that it had not been clearly established and after some discussion decided that anniversary would be best. Steve explained those having received them on January 1st in 2018 and 2019 would have to receive them their next step in less than three years or more than three since the date would be different. There was some discussion how to treat this and Amerein asked could we change those employee anniversary dates for purposes of step increase to January 1st if that would be easiest. Steve agreed it would work. Amerein moved to that anniversary dates would be on dates of hire with those having received one last on January 1st of 2018 or 2019 to have their anniversary dates moved to January 1st, Talbot second, all in favor.

(At 3:10 Norm Passmore joined the meeting)

2) *Resolution 2019-1 for position elimination* - David presented a letter to the board regarding eliminating the assistant janitorial position. It was determined that per management evaluation the position was no longer needed. There was discussion on the agency's ability to appropriately monitor the individual and a few other problems, however primarily the issue is lack of need for the position to exist. The board asked if there should be notice. David stated that it would best to have her last day tomorrow (January 19th). The board agreed but suggested two weeks pays (thru January 31st). Amerein moved to eliminate the assistant janitorial position providing the employee with normal pay through January 31, Passmore second, all in favor.

3) *Financial report* - Steve explained that the County Treasurer had not yet finished the year end treasurer reports and thus he had not finished reconciling and did not want to present the final year reports until he could do so, he will present the final year end budget to actual at the next meeting. He did note that the ending fund balance looks like it will be about \$968,000 up quite a bit from the prior year, recovering most of the prior drop. This was aided by stronger than expected sales tax and in particular a December remittance of about \$122,000, significantly higher than normal.

4) *Add/Remove Credit card and bank account authorized users* - Craig shared with board the current individuals listed on the agency checking accounts. This included individuals to be removed and that these accounts would need new people added. There was some discussion including Craig noting he would be leaving the board soon and the board decided the following:

- Homestreet CCPT revolving account - Add: David Ocampo, Chuck Amerein. Remove: Dwight Robanske.
- Homestreet CCPT advance travel - Add: David Ocampo, Chuck Amerein. Remove: Dwight Robanske.

- Homestreet CCPT credit card depository - Add: David Ocampo, Chuck Amerein. Remove: Dwight Robanske.
- CCPT Safety Deposit Box - Add: David Ocampo, Megan Schmidt, Chuck Amerein, and Mike Talbot. Remove: Dwight Robanske.
- Homestreet online portal - Add: David Ocampo, Chuck Amerein, and Mike Talbot. Remove: Dwight Robanske, Stephanie Guettinger.

Talbot moved to accept the changes, Passmore second, all in favor.

5) *WSTIP March board meeting Steve and David to attend* - There was some discussion by the board on if WSTIP would pay for both. Steve explained they would pay for one but not the second. The two would carpool to keep costs down as this meeting would be in Bellingham. David explained that he really wanted to hear what they have to say and get a better understanding of the pool but wanted Steve to go so there would be someone who had a better idea of what was going on. The board agreed that both should go to the next meeting.

(Item 6 moved to end of the meeting)

#### **General Manager Report**

- WSTIP recommended training on Saturday 26th 8-12 - David stated that a recommended Sexual Harassment training from WSTIP would take place on a Saturday.
- RTPO meeting on February 21st - Darla and Bruce would both attend this meeting.
- WSTIP Drug and alcohol random testing training on February 21st - David and Steve would attend this training. David noted Steve was setup as primary, and David as secondary on random drug testing per WSDOT recommendations.
- Employee performance evaluations - David passed out an example of a performance evaluation he would be preparing for all individuals including GM, around their annual anniversary date.
- Facebook page for advertisement and customer communication - David explained that creating an agency Facebook page had previously been presented but no progress had been made on this. David would like to see this happen. Darla mentioned how an operator who had been driving our Christmas lights tour had been posting on his own page about the event, and our agency had greater numbers of participating rider then we had ever had in years past as an example of how this could be beneficial. The board agreed but Craig cautioned that we review any policies and carefully create one. David explained he had been reviewing a sample policy, Craig suggested he have legal counsel Tony Menke look at whatever policy we create.

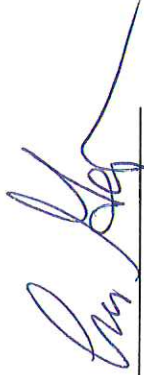
G6) *General Manager search discussion* - Craig presented to the other board members the advertisement for General Manager that Valley Transit has put out for their search of a new GM. Craig noted that there would be some differences such as pay scale. Craig asked the rest of the members to have any comments on this to him by the 9th and that he and David would take it with them to their meeting with Tony Menke.

The statistical report prepared by Darla was presented to the board and reviewed. Darla commented that numbers are down some with the biggest factor being we are not transporting the High School athletes like we did the previous year. She suggested communicating with them to see if they would like to do this again.

**ADJOURNMENT:**

George moved to adjourn the meeting, all in favor.

Approved:



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

Submitted By:



Steve Mertens  
Accountant  
**Transportation Authority Board**