

**MINUTES OF THE CONTINUED REGULAR MEETING OF THE  
COLUMBIA COUNTY TRANSIT AUTHORITY**

**June 30, 2015 2016**

**CALL TO ORDER AND ROLL CALL:**

Columbia County Public Transportation Regular Monthly Meeting Minutes June 30, 2016

Chairman Talbott opened the meeting at 1pm. Those present were Chairman Talbot, Board Members Robanske, Jackson, and George, Operations Manager Scott Kirk, Steve Mertens Finance Manager, member of the press Diane VerValen, and a member of the public.

Absent: board member Linklater, General Manager Stephanie Guettinger

**COMMENTS FROM INTERESTED CITIZENS:**

Chairman Talbott opened the meeting to public comment: Debbie Behler expressed concern on multiple submitted public records requests. She explained that one request made on 4/27 was just recently being considered. She stated that two requests submitted were responded to by a letter informing her, the requests were too vague. After some questions and discussion by the board, they asked Mrs. Behler to further clarify both.

**ADDITIONS OR DELETIONS:**

Chairman Talbott requested to add to the agenda update on the agency's 2012-2014 accountability audits from the State Auditor's Office. He stated that the audits findings have been reduced to Management Letters and that additional information had been submitted to SAO that extended the length of their review.

**DISCLOSURES OF CONFLICT OF INTEREST**

None

**OLD BUSINESS ACTION ITEMS**

Board member Robanske opened a discussion regarding action items 1-7 as follows:

- 1. Consideration for approval of updated Personnel Handbook.*
- 2. Consideration for approval of updated Travel Reimbursement Policy*
- 3. Consideration for approval of updated Confidentiality Policy*
- 4. Consideration for approval of revised Substance Abuse Policy*
- 5. Consideration for approval of Rules of Conduct Policy*
- 6. Consideration for approval of updated Public Records Policy*
- 7. Consideration for approval to switch exempt employees from using time clock to using an exception based timesheet.*

Robanske stated that it was his opinion that with certain potential litigation the board should refrain from making any changes to these policies. Talbott and Jackson also commented on this and it was

expressed that due to the potential litigation and whistleblower issues that these items be tabled. Robanske also mentioned that the board had sought their own outside legal counsel.

Operations Manager Kirk noted that on item six changes were primarily for the purposes of updating agency address and contact information, name of Public Records Officer, and record request fees. Further discussion ensued and a general consensus that number six could be considered.

Action: Robanske moved to table items 1-5 and 7, George seconded, 4 in favor 0 not in favor.

Jackson asked for clarification for item under new business Establish fee to charge for copies and faxes made in CCPT Office. It was stated that this consideration was different from number six in that it related to personal copies and faxes by staff and outside members of the public.

Action: Robanske moved to approve number six, Jackson second, 4 in favor 0 not in favor.

### **NEW BUSINESS**

1) Finance Report - Finance Manager Mertens presented April and May system Treasurer Reports and gave a brief explanation of the reports. He explained that he had asked permission of the General Manager to begin regularly presenting financial information to the board but wanted to know what information the board would be interested in receiving that they are not already receiving from the GM. Mertens suggested certain reports including investment activity, aging of accounts receivable, and sales tax comparison data. The board expressed interest in some but not all of the items and Mertens took note of those. He asked as to whether there was something not suggested that the board would be interested in. Robanske described certain ridership figures particularly those numbers during and after the free in-town ride program going on in July and August. Chairman Talbot stated he would like to see issues that would be of concern to SAO addressed so that they would not come up in future audits.

2) Establish fee to charge for copies made in the CCPT office as well as for faxes made - Recommend 15 cents for copies as is with public records requests and 2.00 for faxes.

Discussion ensued and it was indicated that the board did not feel the agency should be in the business of making non-business related copies. It was clarified that employee use to copy various employment information even for their own uses, (such as applying for a mortgage) would still be considered an allowable purpose. It was suggested such an item may require a resolution. Mertens mentioned that he believed there may be a past resolution for the previous fee but would need to look at past resolutions.

Robanske moved to table the item and Jackson seconded 4 in favor 0 not in favor. Kirk was directed that until so copies for personal purposes shouldn't be made, and Mertens was directed to research past resolutions.

### **CCPT REPORTS AND INFORMATION**

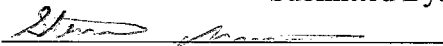
Further discussion on public records request and Mrs. Behler indicated that she has put in requests of the same type of information to other agencies and has received responses quickly and without statements they were too vague. She further expressed that the agency's lack of response to requests makes her believe "they have something to hide" and as long as this level of response is received she would continue to put in more requests.

There was some further discussion and direction to the operation manager to meet these requests. Jackson requested a report on the status of all Public Records Requests be presented at the next meeting.


**ADJOURNMENT**

There being no further business, Commissioner Talbott moved to adjourn the meeting, all were in favor to adjourn.

Submitted By:

  
**Steve Mertens**  
**Finance Manager**  
**Transportation Authority Board**

Approved:

  
**Mike Talbott, Chairman**  
**Transportation Authority Board**