



MINUTES OF THE SPECIAL MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
October 17, 2017

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation Special Meeting Minutes October 17, 2017

Chairman George opened the meeting at 12pm. Those present were Board Members Jackson, Talbot, Passmore and Richard Ells.

Staff present: Interim General Manager Dwight Robanske, Finance Manager Steve Mertens, Greg Lutcher, Legal Counsel

Others: Darla Brown, Kellie Skeeter

Absent: None

B. COMMENTS FROM INTERESTED CITIZENS:

Chairman George opened the meeting to public comment: None

C. ADDITIONS OR DELETIONS:

None

George indicated that we would move item F1 under item G in order to conclude the meeting with the executive session. It is not expected action will be taken after the session.

D. DISCLOSURES OF CONFLICT OF INTEREST

None

E. Consent items - Action

Approval of minutes dated August 22, 2017 and the minutes of the Special Board Meeting dated September 18, 2017. Jackson moved to approve both minutes, Talbot second, all in favor.

F. Old business

2) *Bus 17 scheduled arrival* – Dwight informed the board that bus 17 has arrived; the bus was less expensive than previous buses. He and the operations manager drove it around and it works great, however some features are not what we would normally order, we added some items to the bus. Chairman George asked about the size of the bus, Dwight stated it is a 14 passenger.

G. New Business



Columbia County Public **TRANSPORTATION**

- 1) 2018 Budget Draft and Financial Report
- 2) Heating for the bus shop (Budget item)
- 3) Water Softener (Budget item)
- 4) Carpet for the break room (Budget item)

There were questions on the capital portion on the budget and how it was budgeted, Dwight explained how typically capital purchases are made with 80% funding from the state.

The board discussed the proposed capital projects and the need for these, the consensus was that all items should probably be completed in 2018.

Dwight discussed possible need for internet changes including problems with the dispatch/scheduling program.

Discussed the potential of COLA and step increases and what effect these would have on the budget if approved.

5) Review changes to the Travel Reimbursement policy and adopt revised policy – Dwight explained the changes to the travel reimbursement policy allowing employees 100% state mileage rate when using their own vehicle for company business instead of the 50% previously allowed.

Passmore moved to adopt the New Travel Reimbursement Policy, Jackson Second all in favor.

F. Old business (continued)

- 1) Executive Session (To review a draft copy of the peer review) RCW 42.30.110.1(i)

The board went into executive session at 12:54 Chairman George announced the meeting would take 30 minutes and no action is expected to be taken at the conclusion of the meeting.

ADJOURNMENT:

At 1:30 George moved to adjourn the meeting, all in favor.

Approved:

Craig George, Chairman
Transportation Authority Board-

Submitted By:

Dwight Robanske
Executive Secretary
Transportation Authority Board