

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

December 5, 2017

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation Special board Meeting Minutes December 5, 2017

Chairman George opened the meeting at 3pm. Those present were Board Members Jackson, Talbot, Passmore and Richard Ells.

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

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:

George indicated that we would move item G 5&6 to 1 and 2.

D. DISCLOSURES OF CONFLICT OF INTEREST

None

E. Consent items - Action

Approval of minutes dated October 17, 2017. Passmore moved to approve the minutes, Talbot second, all in favor.

F. Old business

None

G. New Business

5) **SALARY SCHEDULE: Cola and Non-Merit Based Salary Schedule** – Dwight presented the new salary schedule. This included a 2.5% COLA and longevity based steps increases versus merit. He explained that the merit based system had not been fairly followed as evaluations were not being performed and that the new salary schedule and COLA was budgeted for in the 2018 budget adoption to be presented next.

It was requested as part of the salary schedule that an individual who is primarily an operator but works as a dispatcher receive a pay pump for hours worked as a dispatcher. We have one operator who has learned the dispatching system and fills in there when short.

Dwight informed the board that Operator Chris VerValen had left at the end of November and Operator Raymond Johnson would take over the custodial portion of Chris' duties.

Passmore moved to accept the salary schedule and changes to it, Jackson seconded. All in favor.

6) 2018 budget review, and adoption – (Resolution 2017-07) Dwight and Steve gave a presentation on how our grant funding is structured and reimbursed to us, the presentation tied in to the 2018 budget and estimated expenses and revenues.

The board asked a few questions about some of the items such as large fluctuations between the prior year and the budgeted 2018, Steve and Dwight explained there have been some coding changes to better detail some expenses.

Passmore moved to accept **Resolution 2017-07**, 2018 budget as presented, Jackson seconded. All in favor.

- 1) Resolution 2017-05, Establishment of the Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association ("HRA VEBA") Plans** – Dwight explained that the agency would not pay any additional money for VEBA but that employees may elect to use unused portion of the employer paid \$850 provided to each employee. There was some questions on who was getting this benefit and it was explained that all employees may get it and are free to drop other benefits if they choose in order to get more VEBA

Jackson moved to approve **Resolution 2017-05** establishment of HRA-VEBA, Passmore seconded, all in favor.

- 2) Policy: VEBA policy** – Dwight presented the policy detailing how VEBA contributions can be made.

Talbot moved to pass the "VEBA policy", Ells seconded. All in favor.

- 3) Policy; Substance Abuse Policy (Revised)** – Dwight presented the revised substance abuse policy with changes recommended to us during a WSDOT review. He indicated this will likely be changed again in the coming months due to the new regulations regarding opioids.

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

- 4) POLICY: Small and Attractive Assets Policy Resolution 2017-06 and Policy** – Dwight presented the policy.

Passmore moved to accept, Ells second. All in favor.

7) December 26, approval for a holiday off – Dwight reminded the board that the agency policies allow for up to 2 board discretionary holidays annually. He explained that there would be limited service demand due to school out of session as well as the preceding holiday.

Talbot moved to approve December 26th as a board discretionary floating holiday, Jackson second. All in favor.

ADJOURNMENT:

At 4:15 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-**

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