

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

**February 21, 2017**

**CALL TO ORDER AND ROLL CALL:**

Mayor George called the meeting to order at 1:00p.m. in the Port of Columbia meeting room located at 1 Port Way, Dayton, Washington.

Members Present: Mike Talbott, Merle Jackson, Norm Passmore, Craig George, Denerd Harstad

Members Excused: None

Staff Present: Stephanie Guettinger, Steve Mertens

Citizens Present: None

**COMMENTS FROM INTERESTED CITIZENS:**

None

**ADDITIONS OR DELETIONS:**

**1. Welcome Commissioner Norm Passmore-New Board Member**

Guettinger welcomed Commissioner Passmore to the Columbia County Transportation Authority Board.

**2. History of CCPT-Beginning to Present**

Guettinger asked the board to give her some time so that she could give a little presentation on the History of CCPT from when it first began in 1996 to where it is now currently. This is the first time since Guettinger began working for CCPT in year 2000 that there has not been someone on the board that was there when she first began and 4 out of the 5 current members have come on board within the last 4 years. Guettinger felt it would be of great interest to them to know the history as well as the growths and changes over the years. The history was told and discussion held.

**DISCLOSURES OF CONFLICT OF INTEREST**

None

## CONSENT AGENDA:

*Commissioner Jackson moved to approve consent agenda items 1 and 2.*

- *Item number 1 would approve the minutes dated December 20, 2016*
- *Item number 2 would approve December 2016 and January 2017 payables.*

December EFT's and Check #'s 2330 – 2364 totaling \$346,296.97 and  
January EFT's and 2365 – 2399 totaling \$186,974.34

*Commissioner Talbott seconded the motion. Motion unanimously carried.*

## OLD BUSINESS:

### **1. Update on Public Records Requests**

Discussion was held. Guettinger gave an update on the public records requests and the need to hire a 3<sup>rd</sup> party to put together a very large request in regards to correspondence with WSTIP. Mayor George stated that we will need to get an estimate of the cost. George also stated the need for the Public Records Officer to stay in regular contact with the requestor.

## NEW BUSINESS:

### **1. Finance Report**

Discussion was held. Finance Manager, Steve Mertens handed out our finance report and gave an explanation. Mertens also presented the board with a draft document for NSF checks protocol. Mertens would like the board to review this and give him any feedback they may have so that he can get the draft in final form for next regular board meeting.

### **2. Credit Card/Square Report and Discussion**

Discussion was held. Mertens gave a report regarding Square and the need to develop a written process for how we handle credit card payments and the protocol to follow in regards to credit cards. Mertens presented a draft proposal to the Board and asked that they review and give any feedback in regards to the draft so that he may present a final draft at possibly the next regular board meeting.

### **3. Written Procedures for all accounting systems**

Discussion was held. Mertens gave a report on the need to have written procedures for all accounting systems, A/P, Payroll, etc. and checks and balances to go along with all of the procedures to assist the general manager and the board in review of different reports associated with the various systems. Mertens stated that he will be working on these over time and will present drafts for review as he develops them.

**4. 2017 Certs and Assurances**

Discussion was held. Guettinger informed the board that she had presented the 2017 certs and assurances to Greg Lutchter for review and that he had signed off on them. She will be submitting them to WSDOT unless they had any questions or concerns.

**5. Operating Grant status for current biennium**

Discussion was held. Guettinger stated that CCPT will run out of grant funding on this 1<sup>st</sup> quarter of the year. Guettinger stated that we have not yet heard if we are a recipient for the next grant biennium which will begin on July 1, 2017. Mertens stated that CCPT does have reserves to use for the remainder of this grant biennium.

**6. Expansion grant for the purchase of 5 vanpool vans**

Discussion was held. Guettinger informed the board the need to get back with WSDOT in regards to the vanpool expansion grant that was written and awarded for the purchase of 5 vans. This grant was written in regards to the development of the pulp mill in Starbuck and the expectation that there will be a need to have vans for commuters once the plant is built and in full service. As the development of the mill continues to be pushed out, Guettinger stated that it is imperative she know whether or not to return this money to WSDOT. The vans would have to be ordered, delivered and paid for by June 30<sup>th</sup>, 2017. The board asked Guettinger to hold off as long as possible before returning the money and are hoping that they would have more information by April 1<sup>st</sup> in regards to the development of the plant.

**7. Dayton General Hospital Billing Rates**

Discussion was held. Guettinger gave a report to the board in regards to the agreement CCPT has had with Dayton General Hospital since before she started with CCPT in September of 2000. Guettinger stated that in 2012 and update was made to the agreement with Dayton General Hospital and the subsidy payment amounts that they were paying for the various types of service CCPT provides for the hospital district. Guettinger provided the rate schedule to the board. Recently Shane McGuire from the hospital district called Guettinger and stated that the hospital district wanted to be able to tell their clients that if the client could not afford to pay their bus fares to ride the bus to hospital district appointments, that they could board the bus without paying. McGuire then asked if we could work with the hospital to charge the district more than the regular subsidy payment already received for these clients, or if there was some way they could otherwise work with the hospital district in regards to this. Guettinger told McGuire they would charge a partial fare in regards to the clients who cannot pay their boarding fare, but would

present this before the board at the regular February board meeting and let the board decide how they want to handle this. Guettinger informed McGuire that she would get back with McGuire after this meeting and then they could make adjustments as necessary based on the outcome of this meeting. Guettinger also stated that back when the subsidy payments were written into the agreement, CCPT did not have sales tax revenue as a source of revenue and the money generated from the hospital district was used for match money towards the grants that CCPT operated under.

***Commissioner Talbott moved to eliminate the hospital subsidy payments for transportation to hospital district facilities that is collected for each passenger on a flat rate basis as shown on the Hospital District Fee Schedule as presented (sections 5, 6 and 7), and instead bill the hospital for the actual fare that the general public will pay to ride the bus effective immediately. Commissioner Jackson seconded. Motion unanimously carried.***

#### **CCPT REPORTS AND CORRESPONDENCE**

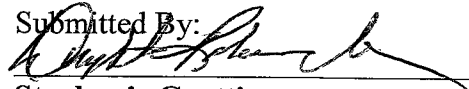
1. Training-Guettinger gave an update on regards to the trainings that she and the Operations Manager are to be attending in regards to WSTIP's recommendations. Guettinger state that she has attended the Writing in Plain Talk training and that Scott Kirk has attended Policy and Procedure Writing and is in attendance at the Accident Investigation Training now. Guettinger stated that she will be attending the Writing Policies and Procedures training March 6 and 7<sup>th</sup>, both she and Kirk will attend the TSI Supervisor training the week of March 13-17, and Kirk will attend Writing Documents in Plain Talk on April 8<sup>th</sup>. Guettinger also stated that March 22-24<sup>th</sup> she will be in attendance at the SMTA meeting and WSTIP Quarterly Board Meeting on April 8<sup>th</sup>.
2. Fares-Self Pay \$25.00 Specialized Trips-Guettinger stated that they have been receiving some requests for Specialized Trips for passengers who live more than 10 miles outside of Dayton city limits and the need to discuss whether or not to charge an additional rate for these trips. Currently CCPT has been transporting a passenger that falls in this category. The passenger had been being transported from inside the Dayton city limits but now is more than 10 miles out. The family stated that they realize the fare should be more due to the need for the vehicle to travel so far out to pick their family member up. The family has been paying an additional \$10.00 per trip for a total of \$35.00. Guettinger told the family she would discuss this at our next Board meeting and she would get back with the family and make adjustments if the board chose to charge more or less or no additional.

*Commissioner Jackson moved to charge an additional \$10.00 to passengers who live more than 10 miles outside of the Dayton city limits and who wish to schedule the \$25.00 Specialized Transportation trip. Commissioner Passmore seconded. Motion unanimously carried.*

**ADJOURNMENT:**

*There being no further business to come before the Board, the meeting was duly declared adjourned at 3:20 pm.*

Submitted By:



**Stephanie Guettinger  
Executive Secretary  
Transportation Authority Board**

Approved:



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