



Special Board Meeting of the Columbia County Public Transportation

Washington Department of Transportation Peer Review

The meeting was called to order by Chairman Craig George at 8:00 am at the Port of Columbia County Board Room. *Sept 18th 2017*

In attendance:

Mayor of Dayton Craig George, Mayor of Starbuck Richard Ells, Columbia County Commissioners Merle Jackson, Mike Talbott, and Norm Passmore. Attending from WSDOT were Tom Hanson, Linda Howell, Fred Nelson and Nick Covey.

The purpose of the review was to (1) look at the organization of CCPT and (2) to look into the feasibility of operating a fixed bus route in Columbia County to Walla Walla Washington with stops in Dayton, Waitsburg and Dixie before arriving in Walla Walla.

The peer review committee listed these common themes:

1. Need for an HR person to mediate in personnel conflicts
2. No consequences, both for staff and for passengers
3. Lack of policy or no consistent adherence to policy
4. Divided camps
5. Lack of performance reviews
6. Job descriptions don't match what they are actually tasked with

Near term recommendation:

1. Add more written policy/procedure and enforce them
2. Clean up job descriptions (empower the employee rather than saying it will support the GM) and limit duties to their primary job
3. Implement tenure pay increases based on 2.5% year step scale
4. Determine performance metrics (clear goals, objectives and consequences) now and use 6 months for trial period, then give performance reviews.
5. Zero tolerance for divisive talk/gossip/bullying. If there is a grievance, go through your policy
6. Move dispatch reporting to Operation
7. Use WSTIP/WSTA resources
8. GM and board members should intermittently ride local route.

Metropolitan County Public Health Department

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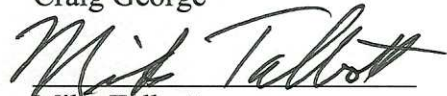
Public Health Department (Metropolitan County Public Health Department)

After the meeting a short discussion was held. There was no action taken and no direction given.

The meeting was adjourned at 9:14 am.



Craig George



Mike Talbott



Norm Passmore



Richard Ells



Merle Jackson

Attested by: 
Dwight Robanske Interim General Manager

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**MINUTES OF THE SPECIAL MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
September 18, 2017**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation Special Meeting Minutes September 18, 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: Linda Miller

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 F before item E as the public hearing is scheduled to start at 3:15 leaving time to complete item F business.

D. DISCLOSURES OF CONFLICT OF INTEREST

None

F. Discussion on para-transit bus 13 and approval to purchase another bus

Dwight explained the issues with bus 13 our need to replace it with a new bus. He explained that the new bus would have to be purchased 100% from our funds and that we are looking at a bus that would be straight of the lot and would not be customized for us. The price of about \$70000 after tax and camera installation however would be about \$30,000 less than the previous buses purchased, though it would be a 14 seat bus vs. an 18. We would trade in bus 13 for \$16,000 and use \$35,000 recently received from the sale of surpluses buses and equipment. The rest would come from Capital reserve.

There was some discussion and Talbot moved to trade-in bus 13 and to use the described funds to purchase a new bus, Jackson second, all in favor.

E. Open Public Hearing on Transit Development Plan (TDP)

3:15 - George opened the hearing for discussion.

The board discussed the plan, there was a question regarding the facility and the possibility of purchasing it and what would happen since it was not in the plan. Dwight explained we would adjust the plan next year to include it. Dwight also explained that our current facility probably would not be the best place to purchase a facility, and that other options such as building a facility would be better. Scenarios for this were further discussed.

George asked if there were any further comments or questions from the public and there were none.

At 3:25 George closed the public hearing.

Passmore moved to pass the presented Transit Development Plan, Jackson second, all in favor.

The board discussed the time and date of the next regularly scheduled meeting. It was decided that October 17th at 12:00 would work best for all board members.

At 3:30 George moved to adjourn the meeting, all in favor.

COLUMBIA COUNTY TRANSPORTATION AUTHORITY BOARD

Continued Regular Meeting Agenda

August 22, 2017

3:00 p.m.

Port of Columbia

1 Port Way, Dayton, WA 99328

- A. Call Meeting To Order-Roll Call***
- B. Comments From Interested Citizens***
- C. Additions or Deletions***
- D. Disclosures Of Conflict Of Interest***

E. CONSENT ITEMS-ACTION

- 1. Approval of Minutes dated July 11, 2017*

F. Old Business

- 1. Free in town bus service ends August 31, 2017.*
- 2. Summer Saturday Service ends August 26th, 2017*
- 3. We are doing free bus service for the Columbia County Fair on Saturday September 9th, 2017,*
- 4. Tom Hanson Washington Department of Transportation Update*

G. New Business

- 1. Scott Kirk Operations Manager report*
- 2. Report on Surplus Auction*
- 3. Resolution 2017-04 in the matter of Surplus Columbia County Public Transportation Property*
- 4. Steve Mertens Financial Manager report.*
- 5. Advertising for a Part Time Driver*

I. Adjournment

Next Regular Meeting: October 17, 2017 at 3:00pm
Port of Columbia Conference Room
1 Port Way, Dayton, WA 99328

Continued Regular Meeting Agenda

August 22, 2017

7:30 am

Port of Colchester

1 Port Way, Detroit, WA 98328

- 1. All-Morning to Clerk-Rick Call
- 2. Board Meeting - Board Chairman
- 3. Board Meeting - Board Chairman
- 4. Board Meeting - Board Chairman

AGENDA - TRANSPORTATION

- 1. Approval of Minutes - August 14, 2017
- 2. Board Meeting - Board Chairman

3. Board Meeting - Board Chairman

4. Board Meeting - Board Chairman

5. Board Meeting - Board Chairman

6. Board Meeting - Board Chairman

7. Board Meeting - Board Chairman

7. Board Meeting

1. Board Meeting - Board Chairman

2. Board Meeting - Board Chairman

3. Board Meeting - Board Chairman

4. Board Meeting - Board Chairman

5. Board Meeting - Board Chairman

6. Board Meeting - Board Chairman

8. Board Meeting

9. Board Meeting - Board Chairman

10. Board Meeting - Board Chairman

11. Board Meeting - Board Chairman