



Special Meeting of the Board of Columbia County Public
Transportation
Port of Columbia Conference Room

October 15, 2018

The meeting was called to order by Acting Chair Norm Passmore at 4:00 pm.
Present were: Mike Talbot, Richard Ells, Merle Jackson, Norm Passmore.

Absent was Craig George.

Also present - Steve Mertens, Accountant, Dayton Chronicle Publisher, Loyal Baker,
CCPT employees: Bruce Goodell, Ray Brown, Kellie Skeeter.

Passmore informed the attendees that the purpose of the meeting was to discuss the handling of day to day operations while the General Manager was on leave. Norm opened the floor to the attending employees.

Steve noted of immediate need was access to the General Manager computer and certain password information necessary to complete payroll. The GM was also scheduled to attend a meeting with the Regional Transit Planning Organization (RTPO) on the 16th.

Steve mentioned that he had already informed the WSDOT area liaison to send communications to him for the time being.

Kellie mentioned that she thought Bruce would be a good candidate to help cover the GM duties.

Bruce and Steve both mentioned that access to the GM's email would be needed to monitor for communication with WSDOT regarding the submitted grant applications, amongst other important communications.

The board asked the employees to provide a joint effort on keeping operations moving for the time being. Steve, Bruce, and David Ocampo (Safety and Maintenance Coordinator) were asked to manage their respective areas.

Passmore said he would help Steve obtain needed passwords for payroll. Bruce and Steve (if able) would attend the RTPO meeting. Bruce will monitor emails and David

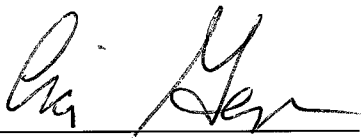
would manage vehicle and driver issues. Steve would remain as the board contact point.

Norm informed the attendees that an investigation would be conducted and that employees may be interviewed as witnesses. The investigator would be coming from Washington State Transit Insurance Pool (WSTIP).

It was asked if we could assume there will be a new General Manager and Passmore indicated nothing could be assumed at this point.

Loyal Baker asked who the acting executive officer was. Norm responded that the Board was the executive officer at this time.

Passmore closed the meeting.

A handwritten signature in black ink, appearing to read "Craig George", written over a horizontal line.

Craig George, Chairman

Attest:  _____
Steve Mertens, Accountant