



**Regular Meeting of The  
Columbia County Public Transportation Board  
May 23, 2018**

**A. Call the Meeting to Order and Roll Call**

**B. Comments from Interested Citizens**

**C. Additions or Deletions**

**D. Disclosure of Conflict of Interest**

**E. CONSENT AGENDA ITEMS**

- 1. Approval of Minutes dated April 3<sup>rd</sup> 2018**

**F. OLD BUSINESS:**

- 1. NONE**

**G. NEW BUSINESS**

- 1. Financial Report (Steve Mertens)**
- 2. Resolution 2018 - 3 to Create a Job Description for Part Time Janitorial Assistant**
- 3. Resolution 2018 – 2 to amend the 2018 Salary Schedule to add a Pay Scale for Part Time Janitorial Assistant**
- 4. Resolution 2018 – 4 to Amend the 2018 Columbia County Public Transportation Budget Moving \$25,000 from Capital Reserve Fund to Operating.**
- 5. Copy Machine Purchase**
- 6. Managers' Report**

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

**April 3, 2018**

**A. CALL TO ORDER AND ROLL CALL:**

Columbia County Public Transportation regular board Meeting Minutes April 3, 2018

Chairman George opened the meeting at 2pm. Those present were Board Members Jackson, Passmore, Talbot and Richard Ells.

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

Others: None

Absent: None

**B. COMMENTS FROM INTERESTED CITIZENS:**

Chairman George opened the meeting to public comment: None

**C. ADDITIONS OR DELETIONS:**

None

**D. DISCLOSURES OF CONFLICT OF INTEREST**

None

**E. Consent items - Action**

Approval of minutes dated January 30th, 2018. Talbot moved to approve the minutes, Jackson second, all in favor.

**F. Old business**

1) State Audit report – Discussed some of the problems with Vanpool. Dwight explained we are currently working on new Vanpool policies, particularly cost per van.

**G. New Business**

1) *Financial report* – Steve went over the February Treasurer report and Budget to actual position. A few questions were asked and he explained that there are some adjustments needed in some of the payroll lines as some benefit items were budgeted separately but have been combined in one item through the payroll module.

2) *Surplus items Res 2018-01* – Dwight presented a list of items to be surplus including: a broken floor jack, outdated tech, and other items. Passmore moved to approve Res 2018-01, Jackson second, all in favor.

### 3) General Manager report

*i. Vanpools* - Dwight reported that a new vanpool group with 9 members would be starting up traveling out to the Lower monumental dam. This is a group that had been with us in the past but had utilized another agency the past few years. Dwight also stated that he was working with the prison to see about groups of prison workers who may be interested.

*ii. Advertising* - Dwight mentioned he would be backing off on the agency advertising as we had been strongly advertising service the first few months but had run through a lot of the amount budgeted for that line item.

*iii. Community Surveys* - Dwight discussed community surveys regarding service. 208 surveys were completed a very strong number in our RTPO. He explained to the board we would be putting forth a lot of effort on these type of items to help our grant ratings within our region.

*iv. New hires* - Dwight informed the board that the new driver Mark Haney had passed his CDL and had begun driving routes. We

*v. Grant writer* – Dwight had looked into the possibility of hiring a grant writer, after exploring this he felt it better to send employees to a grant writing training. Bruce Goodell, Steve and Dwight will all attend this training

*vi. Possible hiring of a special needs individual* – The Lillie Rice Center has approached us about the possibility of hiring a special needs individual with their organization. Dwight is thinking about this including safety issues and tasks such an individual could perform for us, however we will closely monitor the applicant.

4) *New attorney meeting with Craig George and Dwight Robanske* – Craig and Dwight met with the new legal counsel on March 9<sup>th</sup>. Both indicated they were very satisfied with their first impression. The firm consists of a hierarchy of different legal specializations.

a. The new attorneys will be first reviewing all of our policies

b. Working on a social media policy for things such as Facebook. Hoping to be ready for approval by next board meeting.

### 5) Executive session -

*Chairmen George stated the board would enter into executive session at 2:45 for 10 minutes with no expected action to be taken after.*

*The session was ended at 2:50, no action taken, direction given to the General Manager.*



**ADJOURNMENT:**

At 2:55 George moved to adjourn the meeting, all in favor.

Submitted By:

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**Dwight Robanske  
Executive Secretary  
Transportation Authority Board**

Approved:

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



**BEFORE THE BOARD OF COLUMBIA COUNTY PUBLIC TRANSPORTATION**

Resolution Authorizing Job Description)      Resolution 2018 - 3  
For Part Time Janitorial Assistant      )

**WHEREAS:** There is no Job Description for a Part Time Janitorial Assistant:

**WHEREAS:** There is a need for a Job Description for a Part Time Janitorial Assistant:

**IT IS HEREBY RESOLVED BY THE BOARD OF COLUMBIA COUNTY PUBLIC TRANSPORTATION:**  
The creation of a new Job Description for a Part Time Janitorial Assistant.

**SEE ATTACHMENT "A"**

**PASSED AND ADOPTED:** by the Columbia County Public Transportation Board, State of Washington, on this 23<sup>rd</sup> day of May 2018

**BY THE BOARD OF COLUMBIA COUNTY  
PUBLIC TRANSPORTATION, COLUMBIA  
COUNTY, WASHINGTON**

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**Craig George, Chairman**



Job Description for:

**Part Time Janitorial Assistant**

**Department:** Columbia County Public Transportation  
**Reports To:** General Manager  
**FLSA Status:** Nonexempt hourly employee

**POSITION HIRED FOR:** Part-Time

**Summary**

This position is part-time.

*Individuals selected may be assigned on any day of the week.*

**Illustrated Examples of Duties:**

- Dependable attendance and on-time performance
- Adherence to instructions from the Head Janitor and General Manager
- Maintenance of bus cleanliness, as needed, as well as assisting operators in cleaning their vehicles as scheduled to do so
- Performance of related work as required
- Attendance at employee meeting and training sessions

**Janitorial duties include but are not limited to the following:**

**MINIMUM WEEKLY DUTIES**

- Clean training room
  1. vacuum
  2. dust
  3. clean, organize and wash down tables, counters, cabinets, sink and window sills
  4. clean sink
  5. wipe down chairs including seat backs and pedestals
  6. clean microwave
  7. empty garbage's and keep cans cleaned-training room, shop and all offices
  
- Clean hallway
  1. wash counters and cabinets
  2. dust copy machine
  3. mop floor
  
- Clean restrooms

1. wash sink, cabinets and walls
2. clean toilet
3. mop floors

- Clean shop counter, sink and cabinets

**\*\*\*\*\*Please note that many of the duties listed above should be completed more often if warranted; especially, vacuuming, tables wiped down, toilets and sinks, garbage emptied.**

#### **MINIMUM MONTHLY DUTIES**

- Sweep front porch area and handicap parking spaces
- Wash all windows including offices (including outside when weather warrants)
- Spot clean carpet in training room (more often if time warrants)
- Remove light covers and clean as needed
- Dust pictures and certificates on wall
- ANY OTHER DUTIES AS ASSIGNED

Dispatch, Operations Manager, and GM are responsible for keeping their own offices clean unless instructed to do otherwise.

The omission of specific statements of duties above does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Requirements**

Possess good public relations skills, be highly motivated, dependable, friendly, and have work experience where these skills are utilized

No convictions of any law involving physical molestation, abuse, injury, or neglect

**No applicant will be refused work on the basis of race, color, sex, religion, national origin, creed, marital status, or age.**

### **Language Skills**

**A janitor must have:**

- the ability to read and interpret documents such as safety rules
- the ability to effectively communicate in English with other employees and supervisors

### **Reasoning Ability**

The successful Janitor will have the ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form is desirable.

**Essential Functions of the Position**

The Janitor must be physically able to perform the duties of the position on an work schedule. Dependable attendance and on-time performance is required.

**Work Environment**

Breaks can be taken during a shift.

The job may require a person to work both inside and outside according to the job assignment for the day.

**Wages and Benefits**

Salary schedule is reviewed and updated annually. A copy can be seen in the administration office. Raises are given according to time in service basis only. COLA's may be given with the approval of the Board of CCPT. Employees hired to work a minimum of 30 hours per week will earn pro-rated vacation and sick leave hours. In addition, if you are hired to work a minimum of 70 hours per month, contributions will be made monthly to the Public Employees Retirement System (PERS). Health insurance benefits are available and payable when you work a minimum of 30 hours per week.

APPROVED  
COLUMBIA COUNTY TRANSPORTATION AUTHORITY BOARD

Chairman

\_\_\_\_\_

Director

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Director

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Director

\_\_\_\_\_

Director

Approval Date

\_\_\_\_\_

**I have read and understand the job description for this position.**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_





**BEFORE THE BOARD OF COLUMBIA COUNTY PUBLICTRANSPORTATION**

Resolution Authorizing Salary)  
Schedule Revision )

Resolution 2018 - 2

**WHEREAS:** Columbia County Public Transportation has a need for a Part Time Janitorial Assistant:

**WHEREAS:** No salary scale exists for a Part Time Janitorial Assistant:

**IT IS HEREBY RESOLVED BY THE BOARD OF COLUMBIA COUNTY TRANSPORTATION:** A revised Salary schedule to include Part Time Janitorial Assistant. See Attachment "A"

**PASSED AND ADOPTED:** by the Columbia County Public Transportation Board, State of Washington, on this 23<sup>rd</sup> day of May 2018

**BY THE BOARD OF COLUMBIA COUNTY  
PUBLIC TRANSPORTATION, COLUMBIA  
COUNTY, WASHINGTON**

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Craig George, Chairman

**ATTACHMENT "A" 2018 MAY REVISION CCPT SALARY SCHEDULE with 2.5% COLA**

<b>GENERAL MANAGER--EXEMPT</b>										
BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
51,518	54,093	56,798	59,638	62,620	65,751	69,038	72,490	76,115	79,921	83,917
5 % Step Increase Based on Merit										

<b>OPERATIONS MANAGER-FINANCE/OFFICE MANAGER--EXEMPT</b>										
BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
45,688	47,973	50,371	52,890	55,534	58,311	61,227	64,288	67,503	70,878	74,422
5 % Step Increase Based on Merit										

<b>ACCOUNTING SPECIALIST --NON-EXEMPT</b>										
BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
21,96575	23,06404	24,21724	25,4281	26,69951	28,03448	29,43621	30,90802	32,45342	34,07609	35,77989
5% Step Increase Based on Merit										

<b>LEAD DISPATCHER/NON-DRIVER--NON-EXEMPT</b>										
BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
17.12	17.97	18.87	19.82	20.81	21.85	22.94	24.09	25.29	26.55	27.88
5% Step Increase Based on Merit										

<b>OPERATOR/LEAD DISPATCHER/ADMINISTRATIVE ASST.--NON-EXEMPT</b>										
BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
17.98	18.88	19.82	20.81	21.85	22.95	24.09	25.30	26.56	27.89	29.29
5% Step Increase Based on Merit										

<b>OPERATOR/CUSTOMER SERVICE REP. OPERATOR/MAINTENANCE ASST. OPERATOR/JANITOR--NON-EXEMPT</b>										
BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
15.52	16.29	17.11	17.96	18.86	19.81	20.80	21.84	22.93	24.07	25.28
5% Step Increase Based on Merit										

<b>OPERATORS-FULL-TIME AND PART-TIME ON-CALL--NON-EXEMPT</b>										
BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
14.07	14.77691	15.51576	16.29155	17.10612	17.96143	18.8595	19.80248	20.7926	21.83223	22.92384
CDL 6MOS. 12MOS. 18MOS. 24MOS. 5% Step Increase Based on Merit										

<b>SAFETY, TRAINING AND MAINTENANCE COORDINATOR--NON-EXEMPT</b>										
BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
19.393	20.36	21.38	22.45	23.57	24.75	25.99	27.29	28.65	30.08	31.59
5% Step Increase Based on Merit										

<b>JANITORIAL ASSISTANT</b>										
BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
12.00	12.60	13.23	13.89	14.59	15.32	16.08	16.89	17.73	18.62	19.55
5% Step Increase Based on Merit										

**APPROVED BY THE COLUMBIA COUNTY TRANSPORTATION AUTHORITY BOARD**

\_\_\_\_\_ CHAIRMAN  
 \_\_\_\_\_ DIRECTOR  
 \_\_\_\_\_ DIRECTOR  
 \_\_\_\_\_ DIRECTOR  
 \_\_\_\_\_ DIRECTOR  
 \_\_\_\_\_ DATE



BEFORE THE BOARD OF COLUMBIA COUNTY COMMISSIONERS

In the Matter of Amendments ) RESOLUTION 2018-04  
To the 2018 Budget )

**WHEREAS**, emergencies have arisen in the following 2018 Columbia County Public Transportation budget; and

**WHEREAS**, it is deemed necessary to amend the budget with addition of funds from otherwise appropriated funds;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the Columbia County Public Transportation Board has duly advertised.

**PASSED AND ADOPTED** by the Columbia County Public Transportation Board, State of Washington, this 23<sup>rd</sup> day of May, 2018.

**BOARD OF COLUMBIA COUNTY PUBLIC  
TRANSPORTATION  
COLUMBIA COUNTY, WASHINGTON**

\_\_\_\_\_  
Craig George, Chairman

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Merle D. Jackson

\_\_\_\_\_  
Norm J. Passmore

\_\_\_\_\_  
Mike Talbott

\_\_\_\_\_  
Richard Els

Attest: \_\_\_\_\_  
Dwight Robanske  
General Manager