



**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
September 18, 2018**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes September 18, 2018

Chairman George opened the meeting at 1:03pm. Those present were Board Members Passmore, Talbott and Richard Ells.

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

Others: Tom Jagelski

Absent: Jackson would join at 1:08

B. COMMENTS FROM INTERESTED CITIZENS:

Chairman George opened the meeting to public comment: Tom Jagelski a former vanpool driver until his recent retirement commented on the Vanpool program and the benefits to the community. He gave some suggestions regarding advertising, and approaching other organizations about workers utilizing the program. He also commented on vehicle size and whether some smaller vans would work better for some groups.

(Jackson joins meeting)

C. ADDITIONS OR DELETIONS:

The general manager suggested item D be shifted to item E and item D be replaced with Resolution 2018-10

D. DISCLOSURES OF CONFLICT OF INTEREST

None

E. Consent items - Action

Approval of minutes dated July 24th, 2018. Passmore moved to approve the minutes, Talbot second, all in favor.

F. Old business

None

G. New Business

Executive Session with CCPT Counsel - Chairmen George called an executive session to begin at 1:15 and to last 15 minute. At 1:30 the board announced the session would last another 20 minutes. Meeting resumed at 1:50.

Some discussion with counsel continued in open public session regarding reorganization of the agency. Discussion focused on an effective date with the board wanting it to be sooner than later. The change was not to effect pay steps of employees, but would reorganize job titles and duties.

Financial report – Steve went over the August Treasurer report and Budget to actual position. Steve stated that revenues were on track with expectations and that sales tax revenue was actually exceeding budgeted amounts. Expenses appeared pretty well on track with a little bit of over in a few lines items.

CCPT Transit Development 6 Year Transportation Plan

A. Chairman of the board opens the public meeting taking comments on the plan (2:25) -
No comments were made

B. Chairmen of the board closes the public meeting and votes on Resolution-8 - Jackson moves, and Ells seconded the motion. Copies were dispersed to the County, City of Dayton and the City of Starbuck.

C. Resolution 2018-9 Authorizing matching dollars for the consolidated grants. - Dwight explained that when accepting any dollars awarded from the consolidated match program it would be committing local match dollars to operate the programs. Jackson moved to approve the resolution, Passmore seconded, all in favor.

D. Resolution 2018-10 regarding employee job descriptions - as stated by the attorney these would be changes in employee job descriptions. Jackson moved to approve the resolution, Ells seconded the motion, all in favor. Approval of job descriptions was signed by the Board Chair and the General Manager.

E. Transit Asset Management Plan approval Resolution 2018-11 - Jackson motioned to approve the resolution, Passmore seconded. All in favor.

General Managers Report

- A) *Consolidated Grant update* - Dwight stated that the, consolidated grants had been submitted on time and we were waiting to hear back for any corrections/recommendations from WSDOT.
- B) *Prescott pool summary* – Dwight stated the Prescott pool transportation provided 658 rides this summer.

Dwight briefed the board on a couple calls from a rider and a vanpool rider who were unhappy with some aspects of policies and procedures.

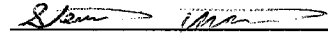
George asked Dwight about his contract for the next year, Dwight indicated he would discuss this at a later meeting but it was fine for now.

Dwight also discussed the possibility of hiring an administrative assistant and changing our facility offices around for this including the possibility of adding some new offices for this.

ADJOURNMENT:

At 2:43 George moved to adjourn the meeting, all in favor.

Submitted By:



**Steve Mertens
Accountant**

Transportation Authority Board

Approved:



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