

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
July 24, 2018**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes July 24, 2018

Chairman George opened the meeting at 1:00 pm. Those present were Board Members Jackson, and Talbot

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

Others: None

Absent: Ells, Passmore (would join later)

B. COMMENTS FROM INTERESTED CITIZENS:

Chairman George opened the meeting to public comment: None

C. ADDITIONS OR DELETIONS:

George moved the executive session to occur after the consent agenda at 1:30

D. DISCLOSURES OF CONFLICT OF INTEREST

None

E. Consent items - Action

Approval of minutes dated May 23, 2018. Talbot moved to approve the minutes, Jackson second, all in favor.

F. Old business

Passmore joined the meeting

Executive Session – Personnel issues RCW 42.30.110 – No action was taken

The Finance Manager was called to resume in regular session at 1:37

G. New Business

1) *Financial report* – Steve went over the June Treasurer report and Budget to actual position. Steve explained that the agency was now half way thru the year and most revenue and expense codes were right on pace with budgeted amounts. Revenues from sales tax appeared a bit stronger then projected and expenses as a whole were around 50% of budgeted amounts. The board commented on a few specific balances that were higher to budgeted amounts but did not note any major concerns.

2) *Res 2018-5 (recover 50% replacement cost of the Vanpool Vans and 100% of all other costs – Dwight explained that we had calculated the costs of operating the Vanpool vans and that we would begin charging Van rates that would recover 100% of these costs except replacement that would be recovered at 50%. He explained that the State often awarded grants for the recovery of the capital replacement portion of the vehicles and we would apply for these grants when the vans were nearing their useful life. Jackson moved to approve resolution 2018-5 Talbot second, all in favor.*

3) *Resolution 2018-6 committing CCPT to a 20% match for FTA bus and facilities infrastructure program. Dwight explained that if awarded the agency would purchase two hybrid gas electric buses. Talbott moved to approve resolution 2018-6 Jackson second, all in favor.*

4) *Resolution 2018-7 committing CCPT to a 25% match for expanded services on Saturdays and two hours on weekdays and 1 new hybrid bus - Dwight explained that the grant would be for expanded service for weekend runs to Walla Walla as well as in-town and would allow an additional run to Walla Walla on weekdays. There was some discussion on “green” buses and CCPT’s ability to use and fuel these in Dayton. Passmore moved to approve resolution 2018-7, Jackson second, all in favor.*

6) General Managers Report

- A) *2 Grant completed - Dwight explained that the regional mobility grant had been completed and sent in and that this would be the first of two different applications to secure funding for expanded service hours.*
- B) *Reorganization – Dwight noted that he was still working on these with the legal counsel and the plan is expected to be completed in September with job descriptions and updated language to the employee handbook.*
- C) *Quarterly Grant Billing – Dwight explained to the board the quarterly grant billing is in at \$227,631.*
- D) *Service to the Prescott pool after fare free ends – Dwight indicated that summer rec has ended and that free fare to Walla Walla would end at the end of the month. However, we would continue to provide free fare to the pool after this. He had discussed with the pool who indicated that they may try some free swim days and that we would provide bus service as needed.*
- E) *Three-day drug and alcohol training – Dwight attended trainings and was required to pass a test. He is now a Certified Program Manager for the drug and alcohol program.*
- F) *Temporary pay increase for Bruce Goodell – Dwight explained that Bruce has attended multiple grant trainings and has been very involved in the writing of the grants an area beyond his normal job duties and expectations. He requested a temporary pay increase for Bruce during the grant writing process. Dwight allowed the board to discuss what an adequate increase for these duties would be. There was discussion on what would be appropriate for this level of duties. Passmore proposed and moved to temporarily increase Bruce’s pay to step 7 from June 1 thru September. Jackson seconded, all in favor.*

ADJOURNMENT:

At 2:15 George moved to adjourn the meeting, all in favor.

Submitted By:

**Dwight Robanske
Executive Secretary
Transportation Authority Board**

Approved:

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

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