

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
December 19th, 2019**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes for the continuation of the December 19, 2019 Meeting

Chairman Talbott re-opened the meeting at 4:00 PM. Those present were Board Members, Weatherford, Rundell and Amerein.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Safety Maintenance Technician Ivan Macedo, Dispatcher Megan Schmidt, and Transit Supervisor Darla Brown (via phone)

Absent: Board member Dick Ells

B. ADDITIONS OR DELETIONS TO AGENDA

It was requested to address item G after item D. Amerein moved to accept the agenda with the requested change, Rundell Second, all in favor.

C. APPROVAL OF PRIOR MEETING MINUTES

1) Approval of minutes dated November 25, 2019. Weatherford moved to approve the minutes, Rundell second, all in favor.

D. FINANCE REPORT

1) *Treasurer report* – Steve Presented the Treasurer report noting the month end fund balance of \$1,045,171. Steve presented some other key financial information including an estimated return of sales tax money in the amount of \$189,366.

2. *2019 Budget status* – Steve presented an updated to date copy of the budget to actual. He explained that with the additional \$30,000 in budgeted spending noted in the prior meeting appears to be enough to cover annual expenses.

3. *Resolution 2019-09 Budget 2020* – Steve presented the 2020 annual budgeted revenues and expenses. Totaling \$1,343,959 in operating fund spending and \$1,650,559 in total agency spending. Rundell moved to approve the 2020 budget, Amerein second, all in favor.

G. New Business

1) *Approval of Removal for remaining stipends* – David explained that two positions were still receiving stipends as approved a year ago. Now that a plan for management and duties is in place the

stipends can be removed. Weatherford moved to remove the monthly stipend from the Finance Manager and Lead Dispatcher positions, Amerein second, all in favor.

2. *Approval of Organizational Chart* – David presented a new organizational chart. There was some discussion and Amerein suggested the dispatch and Maintenance technician follow under the Operations Supervisor. Amerein moved to accept the organizational chart with the suggested changes, Weatherford second, all in favor.

3. *Resolution 2019-10 Salary Schedule Revision* – David explained that old positions were renamed or deleted. The schedule also represented a 2% COLA. The board commented the schedule looked cleaner and more in-line. Amerein moved to approve the new schedule, Rundell second, all in favor.

4. *Resolution 2019-11 New Position Approval* – The approval for the new position was to move Megan currently a dispatch only Customer Service Representative and title it a Lead Dispatcher/Administrative Assistant. David explained she has already taken on several of the responsibilities such as handling vanpool and helping with scheduling. The position is compensated similar to the former lead dispatcher position. There was some discussion on her starting step. The board proposed she be started at step 2 in this position. Amerein moved to approve the new position and for Megan to be placed in step 2 of this position, Weatherford second, all in favor.

5. *Resolution 2019-12 Surplus Items Declared* – David presented a list of items to be disposed. Items will be sent to auction first and then disposed of if not sold. Amerein moved to approve the items as surplus, Weatherford second, all in favor.

E. Committee reports

Staff reports

a. *Darla ridership reports* - Darla noted ridership numbers were down a little in December.

b. *Darla Christmas Kickoff Report* – Darla said our participation in Christmas kickoff was a hit. We had several decorated vehicles and received a lot of very positive response from the public.

c. *Megan vanpool report and unused van discussion* – We currently have two vans out of service (not in use) we have talked to Columbia Pulp if they would have interest in starting groups, they will get back to us. We are currently not meeting the WSDOT contract on one of the vans that was purchased partially with WSDOT funds. We have talked with WSDOT about trying to get a group by March, however beyond that we will likely be looking at steps to transferring it to another agency. We may look at another group using this smaller van. The vanpool program is currently down statewide.

d. *Ivan Vanpool and Bus GPS Telematics Update* – We have further explored GPS options and have received a quote from Verizon of 89.95 that as they state can provide the same services and information as Telematics. We will continue looking into this.

General Manager Report

a. Audit recommendation implementation – David explained we are working on making improvements on the audit recommendations presented to us. Primarily those presented in the management letter regarding vanpool and small and attractive assets. Driver reports of mileage and other data were not consistently accurate, and the implementation of a GPS system would help with this. We have an outdated asset listing and plan to use a barcode software system to begin tracking these items.

b. Update on buses – David told the board the new buses have been completed by the hybrid conversion still needed to be performed and should be completed in February. David has viewed the buses and said they looked good. A March delivery date is expected.

c. Bus 14 and 17 possible trade in discussion – We are contemplating the possibility of trading in bus 14 and 17 for a new bus that are more able to handle wheelchairs. We would look to obtain one that could have a 1000lb capacity lift.

d. Discussion of 2 unused vans, possible sell – We have two vanpool vans that may be under consideration to sell.

F. Unfinished business

1. Approval for 2020 meeting times – The board agreed with the times on the schedule but requested the first meeting be changed to February 14th. All in favor.

2. Facility lease for 2020 – David presented the facility lease agreement with the Port of Columbia. There was a discussion on a need for an out closure. An option to the agreement was an additional \$100 a month for a 1 year notice for this. Talbot expressed concerns about not having such a closure. Rundell moved to approve the lease agreement with the 1-year out closure added, Amerein second, all in favor.

H. OPEN FORUM - No comments

ADJOURNMENT:

Talbott moved to adjourn the meeting all in favor.

Submitted By:



Steve Mertens

Accountant

Transportation Authority Board

Approved:



Mike Talbott, Chairman

Transportation Authority Board-