

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
February 17, 2019**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes February 17, 2019

Chairman George opened the meeting at 3:01pm. Those present were Board Members, Ells Talbott, and Amerein. (Passmore would join later)

Staff present: Finance Manager Steve Mertens, Interim General Manager David Ocampo, Dispatchers Darla Brown and Bruce Goodell.

Others: Linda Howell, WSDOT liaison

Absent: None

B. COMMENTS FROM INTERESTED CITIZENS:

George introduced Linda Howell as the agency's Washington State Department of Transportation representative.

C. ADDITIONS OR DELETIONS:

Add item: Resolution 2019-03 amending final 2018 budget - done under staff reports item b

D. DISCLOSURES OF CONFLICT OF INTEREST

None

E. Consent items - Action

Approval of minutes dated 1/17/2019.

Amerein moved to approve the minutes, Ells second, all in favor.

F. Old business

1) *General Manager search* - George explained that the agency has currently been run by a committee approach led by David. He stated it appeared to be running fairly well and suggested a trial of this arrangement for some time such as 6 months while the board puts together a General Manager search. Linda stated she could aid the board as they performed this search. Mike asked Linda if the current arrangement is unusual or if WSDOT would have issues with this. Linda said that WSDOT does not have issues with his approach and would like to see the board take their time with the search. The workload on David was brought up as a concern by some of the board members. There was discussion on the possibility of hiring someone who could perform maintenance and part time operator duties,

however there would be questions where David would fit in to the organization after a General Manager is hired if the board hired someone outside the organization. The board consensus was to continue operating with the committee approach and evaluate this on a month to month basis.

George reminded everyone that he would be moving and resigning from his board position on April 30th, Zach Weatherford would initially take over his seat as an interim but very quickly that position would be voted on and could be someone different.

The County Commissioners noted that the position recently vacated by Norm Passmore would soon be narrowed to three candidates that the two of them would vote on but would be at least another month before that position was filled.

G. New Business

1) *Public record requests and new records officer* - David announced that Bruce has agreed to be the new public records officer for the agency. He has been taking the trainings required for this. Ray Brown one of the operators has been working on a record request template that will be made available on the agency website.

2) *Job descriptions and task division* - David explained the dividing of tasks and being open within the committee and to the board for who is responsible and accountable for what.

3) *Resolution 2019-2 surplus items to declare* - David presented the board with the surplus items list and resolution, the list included buses 8, 9 and 10. Talbott moved to approve resolution 2019-2 in the matter of declaring surplus property, Amerein second. All in favor.

4) *Legal representation discussion* - Craig expressed concerns on the agency's legal budget and spending. There was some discussion on some of the past costs. Talbott and George suggested an RFQ be prepared for future representation. George noted that Tony Menke had been previously selected because of his experience with personnel issues. David and Craig will be having a phone conversation with Tony Menke toward the end of the month. Board gave a general consensus to begin putting together an RFQ.

5) *Consideration for credit card fees removal beginning March 1, 2019* - Steve explained that when credit cards began being accepted for payment of bus fares and passes it was approved with the fees to be collected from the client. At time it was believed as a government agency that collection of these fees was required, however it has been determined that the agency is not required to collect the fees for these payments if the agency chose not to. There was some discussion on if this would create problems with accounting for this; Steve explained no, that an entry would be made monthly to expense the fees. He noted this would alleviate certain steps for the dispatchers when processing the card payments. Amerein moved to eliminate the fees associated with credit card payments, George second, all in favor.

General Manager report

- Facebook page - David told the board Ray Brown and Megan Schmidt have created an agency Facebook page that is up and running. The page has posted agency info and has aided us in announcing recent weather closures.
- Training discussion update - David updated the board on some of the recent training and informed them they may be seeing a lot of training expenses right now as staff members take on new duties.
- Maintenance discussion update - David informed the board that the vehicles are all up to date on their maintenance and Darla has been helping him keep track of what needs to get done. He noted that there may be additional hours available for the operators in order to remove decals for the buses listed for surplus.
- Closure day's discussion - David informed the board that we had to close for part or all of the day on the 12th 13th and 15th due to the winter storms.

Staff Reports

A. *end of year rider data* - Darla presented the end of the year ridership data she stated that the ridership numbers appeared somewhat down from the prior year primarily because of the schools (Dayton and Waitsburg) not utilizing us for the athletic combine transportation.

B. *end of year finance report and resolution 2019-3* - Steve presented the December treasurer report as well as the end of the year budget to actual. He explained that revenues particularly sales tax had substantially exceeded budgeted amounts. He showed that expenses had stayed pretty close to budgeted however had exceeded the total by \$11,667 primarily due to the vanpool fund needing repairs to a wrecked vehicle. He presented a budget resolution (2019-3) to approve an increase to allow for this. There was some discussion and concern with this request coming after the money was spent and what legality's this could imply. Steve explained that as a transit the agency was not obligated to prepare an annual budget and thus there would not be a legal issue. Amerein moved to approve resolution 2019-3 to amend the 2018 final budget, Talbott second, all in favor.

C. Operation Manual - Bruce informed the Board he was currently reviewing and re-wording the agency's operations manual. We will review them as a group as this gets completed.

ADJOURNMENT:

George moved to adjourn the meeting, all in favor.

Approved:



Craig George, Chairman
Transportation Authority Board-

Submitted By:



Steve Mertens
Accountant
Transportation Authority Board