

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
April 16, 2019**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes April 16, 2019

Chairman Talbott opened the meeting at 1:00pm. Those present were Board Members, Ells, George, Rundell and Amerein.

Staff present: Finance Manager Steve Mertens, Interim General Manager David Ocampo

Others: None

Absent: None

B. ADDITIONS OR DELETIONS TO AGENDA

None

C. APPROVAL OF PRIOR MEETING MINUTES

1) Approval of minutes dated March 19, 2019. George moved to approve the minutes, Amerein second, all in favor.

D. FINANCE REPORT

1) *Treasurer report* - Steve presented the treasurer report ending February 2019, noting the fund balance of the agency \$807,099. Steve reminded the board of an \$89,000 business tax credit - sales tax money, which would need to be paid back to the state Department of Revenue. He also noted that the 6th quarter grant claim had not been received until March.

2) *Budget to actual* - Steve presented the budget to actual report as of the end of February. Steve noted a few items skewing things. Mike suggested a quarterly budget to actual and some form of comparison to the prior year. After a bit of discussion Steve thought he could provide a separate report of prior year numbers to give the board about year to date comparison on things.

3. Approval for Columbia County to voucher on behalf of CCPT quarterly maintenance fees from financial institutions related to investment instrument – Steve explained that both the County Treasurer and CCPT would prefer for the County Treasurer to directly voucher, maintenance fees from investments, however the County Treasurer would like our board to approve such a process. George moved to allow the treasurer to directly voucher investment maintenance fees on behalf of CCPT, Amerein second, all in favor.

E. Committee reports

Staff reports

a. *Statistical data* - Darla was at training but David presented some of the statistical numbers noting that People for People miles were up as was ridership.

b. *Grant & Policies update* Bruce was also gone at a training however David informed the board that Bruce was planning on a copy of the operations manual being presented by the end of April. George reminded the board of the leave buyback policy and that they may want to take action on this policy soon and this to add to the next month's agenda.

General Manager Report

a. Update on maintenance/operator position - David has placed an ad and some applications have been received. A candidate appearing to meet the qualifications is going to be interviewed; there have also been some applications for consideration of part-time operator.

b. Update on bus 16 damage - David stated the bus is being repaired and WSTIP will be handling recovery of payment from the involved party.

c. Dispatch shadowing at Valley Transit – David explained dispatch staff will spend a day with Valley Transit staff to learn what other agencies do and bring back that information to our agency.

d. Day to day safety-oriented approach - We have decided day to day operational changes will be considered with a safety oriented approach. There may be a few riders who will have minor inconveniences from some changes however passenger, employee and vehicle safety will be the primary consideration.

F. Unfinished business

1) *General Manager search discussion* - Mike directed the team to come with a plan of agency organization to describe the permanent vision going-forward.

2) *Confirming time and location of next board meeting* - May 21, 6:00 P.M. at the transit office will be the time and location of the May board meeting. Craig announced a new representative of the City would be taking over his soon to be vacated spot. However it was unclear of who at this time.

G. New Business

1) *Resolution 2019-03 Authorizing Job Description* - David explained this was in regard to the maintenance position. The tasks of the position would be driving and maintenance focused with a little bit of safety oriented tasks as well. Rundell moves to approve resolution 2019-03, Amerein second, all in favor.

2) *Salary schedule discussion* – In regards to the new position there was some discussion on pay for this, in particular offering enough to get qualified applicants. The individual would be paid on the same salary schedule as David's previous Safety Training and Maintenance Coordinator position. The board

also provided some interview tips and suggestions for the candidate(s). George moves to approve the suggested salary schedule for the maintenance/driver position, Rundell second, all in favor.

H. OPEN FORUM

- Brief discussion of current lawsuit and directed David to get more details from attorney.

ADJOURNMENT:

George moved to adjourn the meeting at 1:58, all in favor.

Submitted By:

 

Steve Mertens

Accountant

Transportation Authority Board

Approved:



Mike Talbott, Chairman

Transportation Authority Board-