

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
May 21, 2019**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes May 21, 2019

Chairman Talbott opened the meeting at 6:00pm. Those present were Board Members, Ells, Weatherford, Rundell and Amerein.

Staff present: Finance Manager Steve Mertens, Interim General Manager David Ocampo, Dispatcher Bruce Goodell, Operators Clara Suchodolski, Kellie Skeeter, Melissa Ferrians, Ray Brown, Karla John

Others: Chris Keller

Absent: Darla

B. ADDITIONS OR DELETIONS TO AGENDA

Mike started the meeting with introductions by all attendees as there was a new board member: Zach Weatherford

C. APPROVAL OF PRIOR MEETING MINUTES

1) Approval of minutes dated April 21, 2019. Ells moved to approve the minutes, Amerein second, all in favor.

D. FINANCE REPORT

1) *Treasurer report* - Steve presented the treasurer report ending March 2019, noting the fund balance of the agency \$966,429. Steve reminded the board of an \$89,000 business tax credit - sales tax money, which would need to be paid back to the state is not included but would affect the April numbers. He noted that the 6th quarter grant claim had been received.

2) *Budget to actual* - Steve presented the budget to actual report as of the end of March. Steve also provided a similar budget to actual from 2018. He noted that revenue numbers were relatively within budgeted amounts and prior year numbers.

3. DRS changes – Steve informed the board that the Department of retirement Services (DRS) had been making changes to the monthly reporting process implementing a new online system. The department had moved up our agency's date for this conversion to happen in June.

E. Committee reports

Staff reports

a. Darla all wheels weekend - Darla was out sick but David reported we would be participating in this event with a booth providing information about summer free fare as well as access to the Prescott and Walla Walla pools.

b. Statistical data - David presented some of the statistical numbers noting a ridership increase from the prior year.

c. Grant & Policies update - Bruce explained to the board we had officially been awarded the expansion grant to provide for expanded weekday service and service on Saturdays for the next two years.

General Manager Report

a. Update on new hires - David informed the board we had hired a maintenance/operator as well as a part-time driver who may become full time depending on our needs with the expansion grant. Both had already completed the PASS training.

b. Update on trainings - David mentioned he and several staff members had attended a variety of trainings. WSTA and WSTIP meetings had been attended, David and Darla had attended trainings related to operations, and Bruce had attended several trainings regarding public records requests. Mike suggested having the Department of Labor and Industries come in for a review of the facility looking for ways we can improve safety. David also mentioned that we had been unable to perform a shadowing of Valley Transit staff but have rescheduled a time to do this.

c. Meeting with Assistant Attorney General - In addition to trainings we had a visit from the State Attorney General's Office to discuss handling public records requests.

d. Website updated by Ray Brown - Ray Brown one of our operators went over a few items he had updated on the agency's website. He has given the site a new look as well as been putting up more information for the public regarding both services, as well as agency information such as meeting minutes and agendas.

e. Facebook page update - David mentioned that our Facebook page keeps getting more likes and the posts appear to be reaching a good amount of public views and shares and appears to be alerting the general public of fare free.

F. Unfinished business

1) General Manager search discussion - Mike indicated things looked like they were going well and suggested possibly making David the permanent General Manager, however he suggested postponing a decision on one more month to continue monitoring how things were going. The rest of the board agreed with this suggestion.

2) *Board meeting* schedule discussion - Mike asked the board if the rest of the board would like to continue with the 6:00P.M meeting time at the transit office. The board and staff all agreed to continue this. It was also discussed if the frequency of meetings should change. The board agreed to begin holding meeting frequency to every two months starting with a meeting on June 18, 2019 at 6:00 P.M. at the transit office.

G. New Business

1) *Buyback policy discussion* - The board was presented with the agency leave policy which included the buyback option the agency has allowed since 2015. Staff members gave their opinions including the positives and negatives of the 2015 change. Of note, staff (management and operational) were positive of having the leave buyout option but were unhappy how it was presented. There was also an issue with the max cap on annual leave having significantly decreased the max amount allowed to be carried (320 hours) . Doubling the current cap was thrown out as a suggestion by Chuck. Steve noted that when the prior policy was proposed he suggested to the GM at the time 480 hours which would equal that of a Family Medical Leave Act (FMLA) allowed absence. There was concern of what a potential liability from these amounts could look like if maxed out and people left the agency. Staff was directed to come with information such as potential liability and a recommendation of changes to the policy.

H. OPEN FORUM

- Chris Keller introduced himself and provided background on his business history as a dental prosthetist. He explained how delivering the products he made thru our package delivery service provided a benefit to the community. This service has been eliminated and has created challenges for him delivering these products to the dentist in Dayton. David explained that the service was eliminated due to concerns of safety, liability, and the fact that we were authorized as a transit provider to move people. It was also mentioned that there was concern whether our grants actually allow such a service. Chris asked the board to reconsider and suggested the board vote on this right then. No motion was made.

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-