

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
June 18, 2019**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes June 18, 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, Supervisor Darla Brown, Dispatcher Bruce Goodell, Operators Kellie Skeeter, Melissa Ferrians, Ray Johnson, Mark Haney

Others: WSDOT Liaison Linda Howell

Absent: None

B. ADDITIONS OR DELETIONS TO AGENDA

Mike announced F1 would be changed to - Hiring General Manager

C. APPROVAL OF PRIOR MEETING MINUTES

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

D. FINANCE REPORT

1) *Treasurer report* - Steve presented the treasurer report ending May 2019, noting the fund balance of the agency \$966,429. Steve explained this treasurer report reflected both the \$89,000 business tax credit - sales tax money, had been returned to the Department of Revenue and included first quarters grant claim.

2. DRS changes – Steve informed the board that CCPT has converted to the Department of retirement Services (DRS) Employer Reporting Application (ERA).

E. Committee reports

Staff reports

a. Darla current summer programs - Darla explained how the Prescott pool was closed a couple days but several individuals wanting to ride for aquacise would be participating soon.

b. Darla Statistical data - Darla presented some of the statistical numbers noting ridership was done recently but an expectation of these increasing again when the pool reopens.

c. Bruce operations manual draft - Bruce explained that the draft version of the operations manual has been completed rewording and organizing currently existing policies but we have not delved into changing or updating it.

General Manager Report

a. Training program overhaul - David indicated we need a training overhaul. While training our two new employees, it was discovered much of the manual was out of date. Revamping this has been exciting but hard work. Linda Howell suggested David talk to other agencies for help and examples. Zach asked if first aid training was required. Darla explained that it is for all employees.

b. Saturday service/extended hours - David mentioned we were working on a plan for identifying bus service needs and fulfilling the grant application requirements for the expansion grants. He stated we may try early and later services and see which gets more demand. He asked Linda if we could adjust aspects of what was written in the grant. Linda indicated that things could be adjusted if communicated to WSDOT.

F. Unfinished business

1) *General Manager Hiring* - Mike indicated he believes things are going well and wanted to know the rest of the board's feelings on offering the General Manager position to David permanently. The board agreed contingent on working out a mutually agreeable contract with David. Amerein motion to offer a permanent contract to David (pending terms to be worked out), Rundell seconds, all in favor.

2) *Buyback policy discussion* - Steve presented to the board a sheet containing data related to past leave buyback use and costs, as well as maximum leave liability amounts to the agency at current staffing and pay rates. The amounts were shown at 480, 520 and 640 hour caps. Steve went through the data with the board. Steve also presented a rewritten [suggested] policy that included some other changes. He went over these and explained some of these were to clarify certain aspects of the policy as well comply with changes in the law the last couple years. There was a bit of discussion, Steve mentioned a decision does not have to be made at this time but should be done before the end of the year. The board decided to take the information and think about it until a later date.

G. New Business

none

H. OPEN FORUM

- Weatherford had a question about how the all wheels booth went. It was noted we did not have a good booth position and while there were a lot of people most were from out of town and would not utilize our service.

- Weatherford also asked if we participate in Christmas Kickoff. It was stated we do participate every year.
- Amerein mentioned that he had an individual ask a question about the Knoblauch alley. David explained that we no longer go down any alleys including Knoblauch and that the question was likely someone upset about this change in policy. He further explained that this was evaluated with members of our insurance pool [including Knoblauch specifically] and that safety concerns with this were noted. Our focus is transporting curb to curb.

ADJOURNMENT:

Talbott moved to adjourn the meeting at 6:59, all in favor.

Submitted By:



Steve Mertens

Accountant

Transportation Authority Board

Approved:



Mike Talbott, Chairman

Transportation Authority Board-