

**MINUTES OF THE REGULAR BOARD MEETING  
COLUMBIA COUNTY TRANSIT AUTHORITY  
July 22, 2019**

**A. CALL TO ORDER AND ROLL CALL:**

Columbia County Public Transportation regular board Meeting Minutes July 22, 2019

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

Staff present: Finance Manager Steve Mertens, Interim General Manager David Ocampo, Transit Supervisor Darla Brown, Dispatcher Bruce Goodell, Operators Melissa Ferrians, Ray Brown

Others:

Absent: Board member Dick Ellis

**B. ADDITIONS OR DELETIONS TO AGENDA**

Mike announced an executive session would be held regarding personnel (GM search) for 15 minutes

**C. APPROVAL OF PRIOR MEETING MINUTES**

1) Approval of minutes dated June 18, 2019. Rundell moved to approve the minutes, Amerein second, all in favor.

**D. FINANCE REPORT**

1) *Treasurer report* - Steve presented the treasurer report ending June 2019, noting the fund balance of the agency \$897,939.

**E. Committee reports**

***Staff reports***

*a. Darla current summer program updates* - Darla explained how we have been providing trips to the Prescott pool for the ladies aquacise group daily. The club has also been using us to transport children to the pool several times a week.

*b. Darla Statistical data* - Darla presented some of the statistical numbers noting ridership was up quite a bit from the same period in the summer (2018: 2,145 2019: 3,299).

*c. Darla Training Updates* – Darla informed the board of several of the completed trainings, everyone has completed the blood borne pathogen trainings and Ivan completed his CDL test and is signing up for a class B.

## **General Manager Report**

*a. Update of surplus items sold in auction* - David stated the Van sold in the auction for \$6,600. We also sold several smaller items: ramps, desk, drain totaling over \$200 more.

*b. Saturday service/extended hours update* – Walmart trips are the main need for Saturday service. We also are transporting to the transfer center and farmers market in Walla Walla. We are still working on a plan to best address expanded services during the week and will try again when school starts.

## **F. Unfinished business**

1) *General Manager Hiring* – Moved to new business.

2) *Buyback policy discussion* – The board discussed the buyback proposal from the previous meeting. No action was taken on a new policy at this time. Steve asked the board how we should handle part time employee's accrual balances and holidays. The policy says they do not accrue this however state laws now require a minimum accrual for FMLA. After discussion the board decided providing part-time employees annual leave at the same rate as full-time with half the accrual being provided as its earned and adding hours during the end of year leave adjusted based on their hours worked. After some discussion it was decided holidays would be provided on an all or none basis (8 hours) if a part-time employee averaged 25 or more hours the preceding 4 weeks. These changes will be made to the agency handbook.

## **G. New Business**

1) *Resolution 2019-5 authorizing job description* – A job description for Transit Manager was presented. Amerein moved to approve the resolution and job description as presented, Weatherford second, all in favor.

2) *Salary schedule discussion for newly approve position* – There was some discussion on the schedule and where to put Darla on this schedule. It was proposed to put her at step five of the presented schedule. Amerein moved to approve the schedule and place Darla at step 5, Rundell second, all in favor.

3) *Resolution 2019-6 2006 Ford Econoline Surplus van (VP 106)* - Amerein moved to approve the resolution, Weatherford second, all in favor.

4) *FreeDoc by Laserfiche document management system* – David explained to the board about the Laserfiche system and its ability to catalog our documents electronically. There was some concern raised about relying on this system to keep our electronic documents save from destruction. The board gave David their blessing however to move forward with this project.

5) Executive session discussion on naming a General Manager and on salary placement. - Mike stated that a 15-minute executive session would occur to discuss accepting David as the permanent General Manager. After a few minutes David was called in to join the executive session.

After 15 minutes the board called everyone in. Amerein moved to accept David as the new General Manager starting at step scale 6, Rundell second, all in favor.

**H. OPEN FORUM**

- The board decided another monthly regular meeting was needed and scheduled the next meeting for August 26, 2019.

**ADJOURNMENT:**

Talbott moved to adjourn the meeting at 7:00, all in favor.

Submitted By:



**Steve Mertens**

**Accountant**

**Transportation Authority Board**

Approved:



Mike Talbott, Chairman

**Transportation Authority Board-**