

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
September 24th, 2019**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes September 24, 2019

Chairman Talbott opened the meeting at 5:30pm. Those present were Board Members, Weatherford, Rundell and Amerein.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Transit Supervisor Darla Brown, Dispatcher Bruce Goodell

Others:

Absent: Board member Dick Ells

B. ADDITIONS OR DELETIONS TO AGENDA

None

C. APPROVAL OF PRIOR MEETING MINUTES

1) Approval of minutes dated August 26, 2019. Rundell moved to approve the minutes with the addition of the motion information on G5, Amerein second, all in favor.

D. FINANCE REPORT

1) *Treasurer report* - Steve presented the treasurer report ending August 2019, noting the fund balance of the agency \$1,108,352.

2) *Budget* – Steve presented to the board proposed budget changes to the 2019 budget. He explained to newer members that the budget was not a requirement for our agency as it is for Cities and Counties but that the agency chooses to prepare this for planning. Steve also explained to the board about the return of sales funds and how he would like to account for them as negative revenues. The \$89,000 already returned would be accounted for as a prior period adjustment. This way the return of these funds won't appear as expenses to the agency.

E. Committee reports

Staff reports

a. Darla Statistical data - Darla presented some of the statistical numbers noting ridership numbers during summer were up. This included 1166 more boardings in summer than the year before.

More individuals signing up for transportation to the community college than before. We are now at times counting seats to ensure enough space for rides on some buses.

b. Darla expanded service – Darla stated we are trying an earlier run again with a few riders on it, the Liberty Theatre has contacted us about a later bus that could accommodate individuals participating in their programs. We are exploring whether this is possible.

c. Darla Fare Update – Darla noted there has been no complaints about changes to the fare structure. We have seen more local passes purchased since.

d. Bruce update on Laserfiche – We have installed two new scanners plus our current copier to be used to scan in documents. We have had two Laserfiche trainings and are reviewing the retention schedule. Amerein had several questions about this. Is there an audit trail? What are the access parameters, and how many users? There are currently four possible users who have varying access, there is an audit trail in the program.

General Manager Report

a. Update of surplus items sold in auction - David informed the board vanpool will be receiving \$12,000 for the sale of the vans. Bus 8 is currently being auctioned but only bid up to \$910 currently.

b. PFP Rate Increase – David told the board this has been a battle as we were rushed the prior year to sign the contract and just moved forward with the previous. We have been reviewing the contract and presented a bid revision to increase the rates for people for people trips. PFP was cooperative and accepted these rates. We are focusing on coming up with rates that cover our cost for these trips.

c. I-976 discussion – David told the board about I-976. Steve explained how \$1,078,000 of our grant funding for the 2019-2021 biennium would potentially be affected if the initiative passed. Talbott suggested we talk to state legislator Skylar Rude who would be attending a forum with the County on Columbus Day about the impact to our agency.

F. Unfinished business

1) Buyback policy discussion – The final buy-back and leave policy was presented to the board. Amerein Moved to approve the presented policy, Weatherford second, all in favor.

G. New Business

1) Resolution 2019-08 Authority for Finance Manager to transfer sales tax funds to reserve accounts – David presented the Resolution to the board. Steve explained the intent of the resolution was to provide the Finance and General Manager the ability to direct sales tax revenue identified as likely to be returned to the Department of Revenue through sales tax credits to be moved into reserve accounts for holding and to allow the Finance Manager to direct payment from the reserves specifically for the purpose of returning sales tax funds to the DOR. Talbot had some concern that money can frequently

be moved back and forth to and from reserves. Steve explained it was written so only transfer to reserve could be directed and transfers out would need board approval.

Amerein moved to approve the resolution as presented, Rundell second, all in favor.

H. OPEN FORUM

- The board decided another monthly regular meeting was needed and scheduled the next meeting for October 21, 2019 at 4:30 P.M.

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-