

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
November 25th, 2019**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes November 25, 2019

Chairman Talbott opened the meeting at 4:30pm. Those present were Board Member Rundell.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Transit Supervisor Darla Brown, Safety and Maintenance Technician Ivan Moreno

Absent: Board member Dick Ells, Chuck Amerein, Zac Weatherford

Due to a lack of quorum Talbot proposed the meeting be moved to Wednesday November 27th at 9:00 A.M. at the County Commissioners Office.

Staff was directed to post notices on the door and update the website to state this.

Submitted By:



**Steve Mertens
Accountant
Transportation Authority Board**

Approved:



**Mike Talbott, Chairman
Transportation Authority Board-**

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
November 27th, 2019**

CONTINUATION FROM NOVEMBER 25th, 2019

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes for the continuation of the November 25, 2019 Meeting

Chairman Talbott re-opened the meeting at 9:00 AM. Those present were Board Members, Weatherford, Rundell and Amerein.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Transit Supervisor Darla Brown, Safety Maintenance Technician Ivan Moreno,

Absent: Board member Dick Ells

B. ADDITIONS OR DELETIONS TO AGENDA

It was requested to address item I. Executive session pursuant to RCW 42.30.110(1)(g) first

It was also requested to add item E GM-b. facility lease discussion

I. Executive Session

Executive session pursuant to RCW 42.30.110(1)(g) – At 9:01 Talbot declared an executive session would be held for 20 minutes.

At 9:21 Talbot returned and asked for an additional 15 minutes for the Executive Session.

Open Public session was restored at 9:36

C. APPROVAL OF PRIOR MEETING MINUTES

1) Approval of minutes dated September 24, 2019. Amerein moved to approve the minutes, Rundell second, all in favor.

D. FINANCE REPORT

1) *Treasurer report* – Steve Presented the Treasurer report noting the month end fund balance of \$978,150. Also, some keep figures including grants receivable and liabilities was discussed. It was asked if funds were reserved for the accrued leave liability, Steve explained not specifically or separately but it could be said that it made up part of the reserve balance.

F. Unfinished business

None

G. New Business

1) *Meeting time for 2020 – every other month, time, locations* – David asked the board how they wanted to hold meetings for 2020. There was some discussion amongst board members, and it was decided to hold meetings every other month starting in February. The meeting would be on the second Thursday of the month at the CCPT office. The board also scheduled the December board meeting for December 19, 2019 at the CCPT Transit office

2. *2% COLA increase discussion* – David informed the board that he was planning on presenting a 2% COLA increase for staff wages at the next meeting. The board was asked if they had any major objections to this being presented. It was noted that other area agencies were approved for 2% increases and sounded about right.

3. *Salary Schedule Revision discussion* – David informed the board that at the next meeting a revision of the salary schedule will be presented eliminating certain empty positions and retitling others.

4. *Holiday closure* – Staff asked the board for consideration of closing early or all together on December 24th and 31st. Darla indicated with school and college on break we are already significantly less busy. Historically when we have operated on these days we have usually closed early and the history on when we have operated has shown ridership to be way down. Steve clarified this was not an ask for paid time off, that employees would be expected to use their leave balances if they wanted paid for this time, but many employees would want these days off anyway. Management indicated they were more favorable of operating in the morning and closing early. Amerein moved to close operations early on December 24th and 31st at 1:30 PM, Weatherford second, all in favor.

H. OPEN FORUM

- No public comments

ADJOURNMENT:

Talbott moved to adjourn the meeting at 10:45 all in favor.

Submitted By:



Steve Mertens
Accountant

Transportation Authority Board

Approved:



Mike Talbott, Chairman
Transportation Authority Board-