

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
June 11, 2020**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes June 11, 2020

Chairman Talbott opened the meeting at 4:00pm. Those present were Board Members, Weatherford, Rundell, and Amerein.

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

Absent: Ells

B. APPROVAL OF MEETING AGENDA

Amerein moved to approve the agenda, Rundell second, all in favor.

C. APPROVAL OF PRIOR MEETING MINUTES

1) Approval of minutes dated March 18, 2020. Weatherford moved to approve the minutes, Amerein second, all in favor. April 19th minutes were not yet prepared or approved.

D. EXECUTIVE SESSION

1. Pursuant to RCW 42.30.110(1)(g) for the discussion of pending litigation with legal counsel. The board requested 15 minutes. At the end of this time chairman Talbott requested an additional 10 minutes. The meeting resume after this time. No decision was made, direction was given to the General Manager

E. FINANCE REPORT

1. Annual report 2019 – Steve presented the 2019 annual report to the board. He explained this was the report submitted to the State Auditors office as required. A brief walk thru of the financial statements and accompanying notes and schedules was given.

2. Treasurer report - Steve presented the treasurer reports ending May 2020. He noted the fund balance of the agency \$1,430,163. He presented some additional data that included total expenses and budgeted as well as an estimation of the renewable energy tax credit liability of about \$136,000. This liability should be considered against the agency fund balance.

3. Budget to actual comparison – Steve presented a budget to actual comparison of revenues and expenses thru May. He noted revenues are on track to budget amounts. Sales tax is a little heavy

making up for the reduction in fares. Expenses are in total a little under where they should be at after 5 months.

4. *CARES Funding* – Steve and David explained to the board that the agency has been awarded funding through the CARES act totaling \$351,055. This funding can be used for a variety of day to day operations for managing the risk and response of COVID-19. We have been tracking purchases related to sanitizing and to mitigate risk, as well as employee hours to charge these costs to this funding.

F. General Manager Report

1. *WSDOT 2020 site visit* – This was done virtually, over our maintenance records. We were found to be in good standing.

2. *Valley Transit HR audit* – Angie Peters General Manager and Briana Malmquist HR Manager from Valley Transit visited us and looked through several of our files. They gave us some good guidance on where to store various records.

3. *Employee Evaluations* – Upcoming evaluations for all employees a few have been done already. Taking about 1 to 2 hours each.

4. *New phone system* – We have procured a new phone system for the dispatch and administrative offices. The phones have increased features and would allow us to be more able to respond and work remotely if needed.

5. *New bus update* – 2 new buses are coming. We are considering picking these up ourselves. This will allow us to inspect the vehicles prior to them even being brought to us. The buses are funded 80% out of a federal capital grant.

G. Committee Report

1. *Garfield County shield install* – David and Ivan installed the same shields on Garfield County Transportation buses that we have put on ours. We are looking at trying to make our own shields more accessible for the driver for safety. Drivers have indicated they would like to see the shields stay even after COVID passes.

2. *Laserfiche implementation David/Megan* - David explained that Megan has spearheaded this project. We have started by putting in old files, such as personnel data, training records, and annual reports. Megan explained that she has been in contact with the Public Records Act person from the state to help guide her with the project.

3. *Vanpool update* - Megan gave the update on Vanpool. She explained that April, May and June we have gone fare free for groups in part to reduce contact with individuals. There was only one active group in April and May due to COVID. We will resume asking for payment in July.

4. *Senior Meals, grocery deliveries, and BMAC food boxes David/Darla* – Darla reported we delivered food boxes and groceries for residents. This activity had been approved by WSDOT in order to

respond to community needs during COVID. Since the beginning of the pandemic we have made over 600 food deliveries.

5. *Permanent Shield set-up for buses Ivan/David* – It was noted that this item was already discussed but we would be looking into permanent shield options in our buses for the drivers.

6. *Fixed lift update Ivan/David* – The lift we purchased from Twin Transit is still in Tri-Cities. It will not work for us and we are pursuing other lift options. We have asked for the lift to be delivered to us so we can declare it surplus.

H. Unfinished business

1) *None*

I. New Business

1. *Fare box purchase (Estimate)* -David presented the estimate for fare boxes for all buses. We would use CARES funding for these. This would help reduce physical contact when we resume charging fares.

2. *In-Town bus trade/purchase (Estimate)* - David presented an estimate to the board regarding our in-town bus to be traded in and a purchase of a new bus. David explained the bus was not working for us in-town. The estimate offered us \$37,000 total for buses 14 & 17 that brought the cost for a new bus down to \$30,000. We hold title for both buses as no federal funds had been used in their purchase. Steve noted this purchase would be completely from CCPT funds, no grant funding and thus we would hold title for the new bus. Rundell motioned for the General Manager to proceed with this trade in and purchase, Amerein second, all in favor.

3. *Declaration of surplus items Resolution 2020-3* – David noted the list included bus 9 and 10. Amerein moved to approve resolution 2020-3, Weatherford Second, all in favor.

4. *Small and attractive asset amended policy* – Megan presented an amended small and attractive asset policy. Her and Ivan have been working on preparing a listing and system for this and to better determine what should go on the list we have amended the policy. Amerein moved to approve the amended small and attractive asset policy, Weatherford second, all in favor.

5. *Server purchase (estimate)* – David presented the estimate for a new server, explaining our need due to the age of the current one. Rundell Moved to approve the purchase of a new server, Amerein second, All in favor.

J. OPEN FORUM

- No comments

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-