

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
August 14, 2020**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes August 14, 2020

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

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Transportation Supervisor Darla Brown, Safety and Maintenance Technician Ivan Moreno, Mathew Branson WSTIP (Virtual)

Absent: None

B. APPROVAL OF MEETING AGENDA

Steve requested an additional item H5 be added regarding transfer of funds from CCPT main to Capital Reserve. Amerein moved to approve the agenda with the recommended addition, Rundell second, all in favor.

C. APPROVAL OF PRIOR MEETING MINUTES

1) Approval of minutes dated June 11, 2020. Rundell moved to approve the minutes, Amerein second, all in favor.

D. WSTIP PRESENTATION

1. *2019 WSTIP Safety Star Award* – Mathew Branson from Washington State Transit Insurance Pool presented the board and management with an award from WSTIP: Small Transit Safety Star Award. Mathew read a statement that explained this award was for the low level of accident related claims compared to our small transit peers in the insurance pool. This is the third year in a row CCPT has won this award. We were given a trophy as well as a \$1,500 cash award with the intention to be used for employee recognition.

E. FINANCE REPORT

1. *Treasurer report* - Steve presented the treasurer reports ending July 2020. He noted the fund balance of the agency \$1,274,290. 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 \$145,340. This liability should be considered against the agency fund balance.

2. *Other Accounting Projects* – No significant items.

E. General Manager Report

1. *WSDOT 2020 drug and alcohol audit* – David explained we had an audit of our drug and alcohol testing program. It was recommended that we make changes to the main administrator moving that responsibility from David (who is in the safety sensitive pool) to Steve (who is not in the pool). It was also found during our own audit of the collection site that there were deficiencies in the collectors process and we were recommended to follow up with them. We are moving forward with another group to be our primary collection site.

2. *New Bus Update* – David updated the board that we picked up the new buses last week after approving their acceptance. Next step is to get the logos for these detailed.

3. *Employee Policy Handbook* – David is working on updating the handbook He has been using Okanagan Transit as a guide. Amerein asked how long it had been since an update. David says the last overhaul was done in 2015.

F. Committee Report

1. *Vanpool update: Megan* – Megan updated the board on the Vanpool program. We have begun charging rates again. We have been allowing them to operate with less riders during COVID for 3 months giving them time to find additional riders. We are still charging the group the full rate however even if there are less riders.

2. *Permanent shield setup for buses: Ivan*- Ivan explained he is installing shields on all the buses and that we are looking at doing this permanently as the drivers prefer this setup. Talbot asked about the funding source for this. It was explained that CARES money is being used and that the use of CARES money for Transits per WSDOT communication is very liberal. We have been taking a more conservative approach at this time using the funding for items more directly related to COVID, such as these driver shields.

3. *Ridership report: Darla* – Darla gave the recent ridership numbers: 3107 trips. We have also made 597 food deliveries for 67 different individuals in the County.

G. Unfinished business

1) *None*

H. New Business

1. *Resolution 2020-4: Declaration of surplus items* – The Surplus list was provided to the board. Amerein moved to approve the list, Rundell second, all in favor.

2. *Fare collection start-up* – Fare free will be ending at the end of August and it was discussed as to whether we should continue free fare for a while longer due to COVID and the additional CARES funding, it was explained that given the current circumstances fare collection would likely have little

impact on the financial health of the agency. Amerein moved to extend Fare free thru October 31, Weatherford second, all in favor.

3. *Saturday Schedule Change* – It was explained to the board that we are looking on changing Saturday hours based on recent reduced demand. In-town service would run 9:00AM - 3:00PM while the out of town trip would be from 8:00AM – 1:00PM. The board noted to be sure to communicate this change to the public.

4. *Employee Health Insurance Coverage Increase* – David explained that due to likely increase in health insurance plan costs and limited prior increases in employer coverage we are requesting the board consider increasing employer sponsored coverage to \$1,100 a month. There was some discussion on this and comparison to Columbia County coverage was made by Talbott. It was mentioned by management that this was a way to retain employees in particular the younger employees that may be covering families. Steve suggested he could obtain some coverage figures from other transit agencies. After further discussion Talbott moved to table this item to the next meeting, Weatherford second, all in favor.

5. *Transfer of funds (\$50,000) from CCPT main account to the Capital Reserve* – Steve explained now that the new buses have been received an invoice for payment has been sent to us. The total cost of these is a bit more than currently in the Capital Reserve fund from which we will pay for these. The transfer of \$50,000 will also allow us to cover the agency match portion of 20% without further declining the capital reserve. Our main account has been building up some and we have not made transfers to reserve accounts in a few years. vid presented the estimate for a new server, explaining our need due to the age of the current one. Amerein Moved to transfer \$50,000 from the CCPT main account to the Capital Reserve, Rundell second, All in favor.

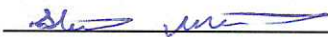
I. OPEN FORUM

- 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-