

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
December 10, 2020**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes December 10, 2020

Chairman Talbott opened the meeting at 4:02pm. Those present were Board Members, Rundell, Weatherford and Amerein. Board member Dedloff attended via telephone.

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

Other: Marty Hall (incoming council member)

Absent: None

B. APPROVAL OF MEETING AGENDA

Amerein moved to approve the agenda with the requested addition, Weatherford second, all in favor.

C. APPROVAL OF PRIOR MEETING MINUTES

1) Approval of minutes dated October 8, 2020 and November 20, 2020. It was noted the November minutes had not been distributed prior to the meeting and it was suggested to move approval of these to the next meeting when the board can have a chance to read. Amerein moved to approve the minutes of October 8th 2020, Rundell second, all in favor.

D. FINANCE REPORT

1. *Treasurer Report* – Steve presented the November Treasurer report. He noted the month end fund balance of \$958,299.87. He noted that FTA Capital grant funding and 2020 3rd quarter consolidated grant claim had not yet been received (about \$400,000 combined).

E. General Manager Report

1. *Chair and Vice Chair Orientation* – David explained he met with Talbott and Amerein about providing a board orientation presentation to new chair and vice-chairs. The idea would be a short presentation outlining board responsibilities including finance committee participation and the TDP development plan.

2. *Employee handbook plan* – David explained he wanted this done for the meeting but has been delayed by the legal counsel review as our agency counsel has been recently sick. He will have a meeting with the chair regarding the changes and then will initiate a special meeting to approve the final version.

3. *Bus-shelters plan* – We have put a request in to the state for funding to support the construction of bus shelters in our service area. This was only given a C project rating but not a lot of other projects or questions about the project. Dedloff asked for clarification on the shelters – these are shelters for riders while waiting for the bus.

4. *Hazard Pay Continuance* – David presented revised policy regarding hazard pay moving forward. A quick history of the policy thru the pandemic was given. David recommended an extension to employee hazard pay. Talbott requested thoughts:

Weatherford: Great idea

Hall (Future board member): asked question on how long CARES funding goes on. We have been informed CARES money can be used thru the end of 2021.

Amerein: Good with it if the rest of the board is good.

Rundell: Fine with it.

Dedloff: Motion to continue the hazard pay and revisit each month. Discussion occurred and there was concern over the possibility of missed meetings or lapses of approved hazard pay. It was suggested making the pay more permanent until the board removes it.

Dedloff remotioned to approve the hazard pay going forward until the board subsequently approved removal or the governor removed the COVID phase plan.

F. Committee Report

1. Year to date ridership operations and goals report (Darla)

a. Training Curriculum – Darla indicated that training curriculum will be more at the agency's discretion than previously, she has created a checklist system for monitoring of training. David noted WSTIP is providing lots of training options and curriculum.

b. Preparing for COVID-19 worst case scenario – Darla noted we have about half the trips now as we did in 2019. We have had a lot of deliveries. We want to return to taking riders to where they “want” to go not just where they “need” to go.

c. Route evaluations, VT coordination – It was discussed how Darla will be riding along common routes to look for issues such as safety, efficiency, etc. We will be looking at ways we can coordinate with Valley Transits facilities and stops to allow for passenger connection between these agencies.

d. Community involvement - How can we serve the community? WSDOT is behind this statement. CCPT wants to be proactive on where we can further the community.

2. Year to date maintenance and goals report: Ivan

a. shop update – Ivan has rearranged the tire racks, shop looks neater, new work bench, need to move a few things to make room for the new compressor.

b. Lift Update – We applied for and were awarded a grant for a new lift. We are ordering this month a lift for \$48,000.

c. Stock Orders – We are starting to keep parts in stock for common items, we have simplified tracking, more orders to build up some on hand inventory.

d. Maintenance Cost for Fleet - \$32,633 was spent on maintenance and repairs this year, \$17,000 on preventative maintenance, about \$1,562 a vehicle.

e. GPS system for van pool – GPS system for Vanpool has been tracking for months now, can run reports and monitor maintenance needs for us.

f. Hybrid Bus Comparison – after comparison, hybrid buses have not shown better fuel mileage. We are going to setup a meeting with Schetky and the manufacture to see if the system isn't kicking in.

G. Unfinished business

1) GM Performance Eval/Contract review committee – Weatherford explained that during the review, him and Amerein were looking at a 10% (2 step) increase for the General manager. Amerein moved to increase the General Manager's pay 2 steps in 2021, Weatherford second, all in favor.

2) 2021 Salary Schedule Resolution 2020-7 – Steve explained that when the board approved a 2% COLA at the previous meeting they did not approve the actual salary schedule for 2021. This schedule reflects the approved COLA. Weatherford moved to approve Resolution 2020-7 with the attached 2021 salary schedule, Rundell second, all in favor

3) 2021 budget approval resolution 2020-08 – Amerein moved to approve resolution 2020-08 regarding the 2021 budget, Rundell second, all in favor.

H. New Business

1. Fund transfer \$100,000 40/60 Resolution 2020-9 – A resolution to move funds from the main operating fund to the capital reserve (\$40,000) and operating reserve (\$60,000) as presented. Rundell motioned to approve resolution 2020-9 in the matter of transfer of funds from the operating fund to reserves, Weatherford second, all in favor.

2. Finance committee meeting schedule – David presented a schedule for planned finance committee meetings. Amerein approved the schedule, Weatherford second, all in favor.

3. Fare free continuance until August 31 – It was explained to the board that we have typically offered free fare ridership in our slower summer months, and since the beginning of the pandemic have done the same. It was suggested the board approve the continuance of fare free at this time until

August 31 due to the current future outlook on the pandemic. Amerein moved to approve fare free ridership thru August 31, 2020, Dedloff second, all in favor.

4. *CCPT operating hours on Dec 24th and 31st* – It was noted historically the agency has run on reduced hours at least on December 24th and sometimes the 31st dues to low ridership demand it was noted management decided to operate a half day (close at 1:00 PM) on these days. It was noted this was not a paid holiday to employees and leave would need to be used in place of this time, but employees were ok with this. It was asked if there was objections to this, none were noted.

5. *Vote new board Chair and Vice Chair* – Mike explained that it was time to elect a new chair and vice-chair for the next two years. He asked for nominations to these positions. Rundell nominated Amerein as chair and Weatherford as vice-chair, he noted this would give both County and City representation in these positions. Talbott asked if there was any discussion and all members seemed to agree. Talbott asked for a vote, all in favor of the nominated candidates.

I. OPEN FORUM

- Amerein thanked Talbott for his several years of public service and leadership including the last two years as CCPT Board Chair.

ADJOURNMENT:

Talbott moved to adjourn the meeting at 5:10, all in favor.

Submitted By:



Steve Mertens

Accountant

Transportation Authority Board

Approved:



Charles Amerein, Chairman

Transportation Authority Board-