

**MINUTES OF THE REGULAR BOARD MEETING  
COLUMBIA COUNTY TRANSIT AUTHORITY  
February 25, 2021**

**A. CALL TO ORDER AND ROLL CALL:**

Columbia County Public Transportation regular board Meeting Minutes February 25, 2021

Chairman Amerein opened the meeting at 4:01pm. Those present were Board Members, Rundell, Weatherford and Hall. 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, Megan Schmidt Lead Dispatcher, Kellie Skeeter Dispatcher/Operator

Other: , Tracey Christianson Washington State Transportation Insurance Pool Director, Cedric Adams (WSTIP), Ron Van Wert WSTIP Counsel, Sean Mumford CCPT Counsel, Andrew Wagley

Absent: None

**B. APPROVAL OF MEETING AGENDA**

Amerein moved to approve the agenda all in favor.

**C. EXECUTIVE SESSION**

Executive session pursuant to RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency litigation to which the agency is a party, because public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

Amerein declared the executive session at 4:04 for a duration of 30 minutes. Board members, David, and WSTIP staff to be presented in the session. At 4:34 Amerein announced an additional 20 minutes of executive session.

At 4:54 the board resumed the regular meeting

**D. APPROVAL OF PRIOR MEETING MINUTES**

1) Approval of minutes dated December 10, 2020 - Rundell moved to approve the minutes of December 10<sup>th</sup> 2020, Hall second, all in favor.

**D. FINANCE REPORT**

1. *Treasurer Report* – Steve presented the December year end and January 2021 Treasurer report. He noted the month end fund balance of about \$1.33 million.

2. Budget to actual - Steve presented a budget to actual report and comparisons

## **F. General Manager Report**

1. *Vanpool changes* – David explained we have had some issues and will be communicating changes to the group. Want to make sure we set a precedent of safety from drivers whether an operator or a vanpool driver. There will be consequences to not following the rules. We will also be changing the vanpool agreement, and working to make it a self-sustaining program.

2. *Snow Closure Days* – David explained we closed the 16<sup>th</sup> and 17<sup>th</sup> due to snow due to poor conditions on several side streets and areas from the snow storm.

## **G. Committee Report**

### *1. Vanpool agreement revision (Megan, Steve, Darla, Ivan)*

a. *Vanpool Rates* – Steve explained that revisiting rates for vanpool was needed. A change to the methodology was needed due to better data being made available that can better attribute costs to individual vans. Unsure if rates will be higher/lower. We need to collect enough that we can replace the fleet when the time comes and keep the program as close to self-sustaining as possible.

b. *Operations and best practices for Vanpool* – Megan explained the Vanpool program has been operating somewhat sloppy and we have been changing up the manual. Best practices in the manual were not always being followed by drivers. Darla stated that the plan is to get all the vanpool drivers in to go over the changes.

c. *Camera Setup* – Ivan explained the GPS system was tested for accuracy and confirmed it was accurate after it triggered an alert and a citizen complaint on a van. We are looking at new camera systems for vanpool. A question as to whether vanpool drivers were employees, David explained they are volunteers. He further explained that suspension of vehicles will happen if rules aren't followed. Rundell stated he didn't think it was unreasonable to say if you're speeding over so much – no tolerance. Chuck stated that now with GPS we can monitor issues that may negatively impact CCPT. He further stated that if you are using a public vehicle with other lives that could be impacted there is no reason to expect privacy and thus cameras can be utilized. Marty agreed it was a good plan similar to what many trucking companies were requiring.

## **H. Unfinished business**

none

## **H. New Business**

1. *Bank account authorized staff removal, and additions* – David explained we needed reflected in the minutes removal of previous board members no longer with the agency and additional additions

of any other board members that should be added as well as adding Steve as a controller to the accounts.

*Amerein asked for a motion to remove Thomas George, Mike Talbott and Merle Jackson for all accounts of CCPT. Hall moved to approve the motion, Rundell second, all in favor.*

Amerein asked for a motion to authorize Steve Mertens as the controller of all CCPT accounts allowing for select information regarding the accounts to be released to him. Dedloff moved to approve the motion, Hall second, all in favor.

Amerein asked for a motion to add Zac Weatherford as a signature on all CCPT accounts. Hall moved to approve the motion, Rundell second, all in favor.

**J. OPEN FORUM**

- Hall asked about our employees' ability to obtain COVID-19 vaccine based on their position. David explained we are not requiring vaccines but information regarding vaccines is being provided to them as it is received. We have been given priority for staff now to get vaccines.
- Dedloff asked to get caught up to speed with current litigation concerning the agency

**ADJOURNMENT:**

Amerein moved to adjourn the meeting at 5:20, all in favor.

Submitted By:



**Steve Mertens  
Accountant**

**Transportation Authority Board**

Approved:



**Charles Amerein, Chairman**

**Transportation Authority Board-**

