

**MINUTES OF THE REGULAR BOARD MEETING  
COLUMBIA COUNTY TRANSIT AUTHORITY  
April 15, 2021**

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

Columbia County Public Transportation regular board Meeting Minutes April 15, 2021

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

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Ivan Macedo Maintenance and Safety Technician, Megan Schmidt Lead Dispatcher, Kellie Skeeter Dispatcher/Operator

**B. APPROVAL OF MEETING AGENDA**

Amerein asked for motion to approve the agenda, Hall motioned, Dedloff second, all in favor.

**C. APPROVAL OF PRIOR MEETING MINUTES**

1) Approval of minutes dated February 15, 2021 - Rundell moved to approve the minutes of February 15<sup>th</sup> 2021, Hall second, all in favor.

**D. FINANCE REPORT**

1. *Treasurer Report* – Steve presented the March month end Treasurer report. He noted the month end fund balance of about \$1.295 million.

2. Budget to actual - Steve presented a budget to actual report and comparisons for March. He noted that grant revenues are down but because we have not had the budgeted level of expenses to bill out. Hall asked if spending was down because of less riders? He confirmed out payroll costs are down due to less staffing that we have been able to operate with due to reduced ridership since the pandemic. Steve explained that we will plan to spend CARES for all expenses.

Steve also presented reports detailing payroll costs by employee and totals paid to vendors thru March. He explained that this information was an example of intended information for finance committee meetings to review and ask questions if unusual things were noted.

**E. General Manager Report**

1. *Pre-Award CRSSA letter* – David explained we have been further awarded more CARES funding of about \$200,000. Steve explained that there is a significant amount of funding that would suggest expanding of service in order to be used but staffing levels would not be able to increase to this. There

was some discussion on this as well as using CARES funding. David discussed capital purchases with CARES and also maintaining Fare free. The point was raised on how long to maintain fare free, for concern the public may get to used to it. After some discussion it was noted we had time to discuss this at a later meeting as fare free was approved thru August.

2. *WSTIP's Safety Stars Award* – David shared that we won the award again. No accidents last year. We will be receiving a \$1,500 check from WSTIP to recognize employees.

3. *Video Storage changes* – David noted that one computer is being used solely for videos. This will be better management for records with a dedicated computer.

## **F. Committee Report**

### *1. Vanpool agreement revision (Megan)*

a. *Vanpool Changes* – Megan explained we have updated the vanpool agreement manual. We had a successful meeting with the vanpool groups. The meeting went pretty well. Updated fares was discussed at the vanpool meeting. David stated the concept was to make the program self-sufficient and also designed in a way that the more riders they have the less cost to an individual.

b. *HB 1514 VP reform* – Megan explained the bill passed in the state and is effective in September. The bill allows for a minimum of 3 riders per van, eliminated definition of trip time, eliminated rideshare definition, and the agency can dictate use of the van.

c. *Fare Structure* – Discussed above

2. *Public records (Megan)* – A request came in from American Transparency, who submits a request annually for employee pay data.

3. *Vanpool camera options (Ivan)* – Ivan presented quotes for cameras for vanpool vehicles. Managements recommendation is to go with the Angeltrax bid as we are already using this system with our buses and are familiar with them and the system. Drawbacks on current cameras that are older and of lesser quality. Hall moves to direct management to move forward with the purchase of cameras from Angeltrax, Dedloff second, all in favor.

4. *Lift and compressor update (Ivan)* – Ivan reported that the mobile lifts have arrived, we have contacted local and nearby electricians and are using a local electrician to install the necessary electric work for these.

5. *Tires (Ivan)* – Ivan explained we can save on tires this year by mixing and matching tires due to less buses in our fleet. It was suggested to consider looking in to buying tires if we have room to store them.

## **H. New Business**

1. *Resolution 2021-01 Surplus item list* – The list of items was presented to the board. Hall moved to approve resolution 2021-01, Rundell second, all in favor.

**J. OPEN FORUM**

1. *Fare free discussion* – This item was discussed previously in the General Manager report.

**ADJOURNMENT:**

Amerein moved to adjourn the meeting at 5:03, all in favor.

Submitted By:



**Steve Mertens**

**Accountant**

**Transportation Authority Board**

Approved:



**Charles Amerein, Chairman**

**Transportation Authority Board-**

