

**MINUTES OF THE REGULAR BOARD MEETING  
COLUMBIA COUNTY TRANSIT AUTHORITY  
June 17, 2021**

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

Columbia County Public Transportation regular board Meeting Minutes June 17, 2021

Chairman Amerein opened the meeting at 4:04 PM. Those present were Board Members, Rundell, Weatherford, and Hall.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Transportation Supervisor Darla Brown, Megan Schmidt Lead Dispatcher.

**B. APPROVAL OF MEETING AGENDA**

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

**C. APPROVAL OF PRIOR MEETING MINUTES**

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

**D. FINANCE REPORT**

1. *Treasurer Report* – Steve presented the April and May end Treasurer report. He noted the month end fund balance of about \$1.078 Million at May month end, as well as revenue and expense amounts for the period. He noted that 1<sup>st</sup> quarter grant billing has been submitted but not received.

2. Budget to actual - Steve presented a budget to actual report for May. He noted that revenues such as sales tax are on track. CARES money with no required match has allowed the fund balance to improve. First quarter billing was made completely to CARES funding. Expenses are at 40.5%, payroll expenses are a little bit higher than budgeted due to hazard pay that wasn't budgeted due to uncertainty on how long it would be in effect. There was some discussion on how long hazard pay would be in effect. The board had approved until the proclamation was over.

**E. General Manager Report**

1. *Local Bus Accident* – David explained our local in-town bus was in a rear-end accident. Accident appears to not be our fault; the other driver was cited: Repair cost will be about \$13,000 Schetky NW working on it. David showed the board a video of the collision. Insurance will look for

recovery of all costs including employee time and costs. Driver was taken to hospital to be checked out. Suffered some injuries

2. *Compensation study* – David has contacted a group about a compensation study to review job descriptions and determine appropriate pay, especially for drivers. They will compare our scale to that of 10 other comparable size companies in Washington State. There is concern with rising minimum wage and other factors that current compensation will make it challenging to retain current and attract new employees. Some discussion on CDL and Physicals which costs we reimburse to employees. If we need to request more in grant funding in future applications to cover this, a study showing the need would provide stronger support for such a request. The cost for the study will be around \$5,000, a second contacted company turned down to the request as they are not taking new clients at this time. It was asked if there were any objections to the study, comments supporting the study were made.

3. *Video Storage changes (reminder/update)* – David explained that video is only pulled during incidents such as accidents, calls from the public, etc. David found that we can disable audio in vanpools, and we are looking at doing that to ease the concerns of vanpool riders. It was noted that video is a public record requestable item.

4. *Bus Shelters* – David explained we received an award for bus shelters. It is for up to 6 shelters, \$60,000 awarded. We are working on a plan for these with the City to get thru various hurdles (historical building, easements, right of way, etc.)

## **F. Committee Report**

1. *Long Term Care (Darla)* – Darla noted the new state tax and explained that an alternative plan is being offered by the Association of WA Cities. Costs are completely on the employee. The agency must approve the offering though. Waiver from the State tax can be submitted by employees if they obtain a qualifying plan such as the one offered by AWC.

2. *Local Bus Accident (Darla)* – Discussed in GM report

3. *All Wheels Weekend (Megan)* – Megan explained that we had our in-town bus at all wheel's weekend.

4. *Vanpool (Megan)* – Megan explained our new vanpool fare process of charging a per mile price plus fuel costs. Working toward keeping the program self-sufficient.

## **H. New Business**

1. *Resolution 2021-02 Surplus item list* – The list of items was presented to the board. Mostly old office furniture and bus cameras. Rundell moved to approve resolution 2021-01, Hall second, all in favor.

## **J. OPEN FORUM**

1. *Fare free discussion* – Currently effective thru August. Discussion on should we continue fare free beyond this. Management is in favor of extending this due to the additional federal funding. Zac proposed maintaining fare free thru August and discussing it again at the next meeting. Hall second, all in favor

**ADJOURNMENT:**

Amerein moved to adjourn the meeting at 5:05, all in favor.

Submitted By:



**Steve Mertens**

**Accountant**

**Transportation Authority Board**

Approved:



**Charles Amerein, Chairman**

**Transportation Authority Board-**

