

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
August 19, 2021**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes August 19, 2021

Chairman Amerein opened the meeting at 4:01 PM. Those present were Board Members, Rundell, and Hall.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Transportation Supervisor Darla Brown, Melissa Ferrians, Karla John, Clara Suchodolski

B. APPROVAL OF MEETING AGENDA

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

C. APPROVAL OF PRIOR MEETING MINUTES

1) Approval of minutes dated June 17, 2021 - Hall moved to approve the minutes of June 17th, 2021, all in favor.

D. FINANCE REPORT

1. *Treasurer Report* – Steve presented the July Treasurer report. He also provided a prepared report of key summarized financial information. He noted the month end fund balance of about \$1.58 Million at month end, when grant receivables are considered. He noted that 2nd quarter grant billing has been submitted but not received. He also reviewed the grant funding available to the agency, including CRSSA and Consolidated grant funding and briefly explained match requirements to these. No match with CRSSA but about a 30% match with Consolidated funding, a Special needs grant was also awarded that could be applied as part of our consolidated match. Amerein asked for some clarification on the CRSSA grant and it was explained this is federal indirect funding thru WSDOT. Hall asked if it could be used for anything, and it was explained it could be as long as it supported transit operations.

E. General Manager Report

1. *Compensation Study Update* – David explained the report has not yet be completed but should be included as we start working on the budget.

2. *Vanpool* – David noted a couple Vanpool members had contacted the Attorney General. It appears they are unhappy with some things including rates. They have suggested something shady is going on. We responded to the AG explaining why their groups were terminated. We have offered to the driver's links to videos of their driving violations to these members and have also offered to allow them to come in and view them. We have not further heard from the AG. Steve furthered that there

has also seemed to be a suggestion by the members of shadiness with the financial end. Despite the fact that they have received several free months of use they seem to have a belief we should be providing them free or lower rates. Megan also further explained that when we switched rates they have acted as if they were unaware of the information and that they are being charged for an extra month. David explained this really comes down to the fact they have had a lot of freedom in the past and don't like having to follow the rules. Also no one has been suspended from riding the driver has only been suspended from driving

F. Committee Report

1. *National Night Out (Darla)* – Darla noted we handed out swag bags, pens and candy. We also had drawings every 15 minutes. We had lots of people attend the booth.

2. *Fair Booth* – Kellie Skeeter is working on a booth for Fair.

G. Unfinished Bussiness

1) *Free Fare* – Free fare was approved thru August and the board was presented with a decision to continue this or not. Amerein asked for recommendations. David explained that the funding is currently there to continue fare free for riders and is a benefit to the community. Amerein and Hall expressed support but with hesitation in that there is concern this won't last forever and riders may forget this and not be prepared when fares return. Hall moved Fare Free continue thru the end of the calendar year. All in favor.

H. New Business

1. *Transit Development Plan* – We advertised for our public forum for the Transit Development Plan. As no one from the public is here it appears there will be no comments. David explained that transit is like a bridge, when you travel over it all the time you don't ask how it's there or maintained but when it's not then the questions come. Hopefully there will be more input in the future when COVID isn't a factor. The plan summarizes financial and operational data and puts out a wish list of capital needs. The biggest item in our plan is to purchase the facility. Smaller projects such as new bus purchases and more shelters. Possibly hiring a consulting firm to analyze our routes.

J. OPEN FORUM

1. *Open Public Forum Transit Development Plan* – Amerein asked for input from the public regarding our Transit Development Plan. There was none. Rundell motioned to approve the Transit Development Plan as presented, all in favor

2. *General Open Public Comment* – There was none

ADJOURNMENT:

Amerein moved to adjourn the meeting at 5:02, all in favor.

Submitted By:



Steve Mertens

Accountant

Transportation Authority Board

Approved:



Zach Weatherford

Transportation Authority Board-

