

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
December 16, 2021**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes December 16, 2021

Chairman Amerein opened the meeting at 4:02 PM. Those present were Board Members, Rundell, Weatherford and Hall. Board members Dedloff joined via phone.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo (Via Zoom), Transportation Supervisor Darla Brown, Lead Dispatcher Megan Schmidt, Ivan Moreno Maintenance Tech

Others – None

Absent: None

B. APPROVAL OF MEETING AGENDA

Hall Moved to approve the meeting agenda as presented, seconded by Rundell all in favor.

C. APPROVAL OF PRIOR MEETING MINUTES

1) Approval of minutes dated April 9, 2020 – Lacked previous quorum. Weatherford moved to approve these minutes, Rundell second, in favor (3-0) (Hall, Dedloff Abstain)

2) Approval of minutes dated October 21st and November 4th, 2021. Hall moved to approve these minutes, seconded by Rundell all in favor.

D. FINANCE REPORT

1. *Treasurer Report* – Steve presented several documents. The November Treasurer report and a financial summary was discussed. He noted key financial information such as the month end fund balance of about \$1.337 Million at month end. He estimated with grant receivables and anticipated remaining expenses to end with a fund balance of \$1.54 million. Summarized revenue and expense trends were reviewed. He noted grant funding available to draw from thru the biennium ending 2023. He noted that the our financial position (fund balance) has improved significantly over the next year.

E. General Manager Report

1. *Plan of action 2022 and GM schedule* – David explained to the board his plan to meet the GM responsibilities during his medical leave. Performing duties remotely. He will work via phone, video, and virtual meetings. He explained that this time of year will involve more time with the RTPO and WSDOT as we move into grant planning and application for the next biennium. He noted a budget

booklet staff has been working on discussing operations and projects performed by CCPT and where funding comes from.

F. Committee Report

1. *2022 Budget Plan informative booklet* – Megan further explained the budget booklet that David had partially discussed. She explained how the booklet will include information such as what are budget is, where it is going to, what departments, what projects, etc. The booklet is right now in a rough draft form.

2. *Transit Supervisor* – Darla discussed the capital projects that are included in the booklet. The bus shelter project is currently looking at putting in six shelters. We have received verbal permission from 4 private property owners. The location by HomeStreet Bank may be more problematic and may need to change the location to the side of PDQ. A shelter by IGA would ideally be set to avoid entering the parking lot. Other locations are Columbia Court, Steve's Grocery, Valleyview.

G. Unfinished Business

1. *Budget Approval 2022 (action) Resolution 2021-03* – Steve noted the budget presented includes planned capital spending and plans for the salary schedule revision also on the agenda. Total expenses in the budget are 1.514. Questions about the budget were asked. Weatherford asked about hazard pay, and fare free if these were considered in the budget and if they would affect it if they were approved. Addressing fare free, Steve explained the budget accounted for about half the amount of normal annual fares (\$26,000). Thus, fare free thru August would be budgeted relatively close to what would be received subsequent to that. He also stated that fares are a program income and reduce grant claims and that if fares are reduced more would be charged to the grants instead. Hazard pay item was not budgeted for, however Steve explained a 12th employee was budgeted for and that additional budgeted position could offset hazard pay until the position was filled. It was asked that money used for hazard pay could be used for something else. The answer is yes however it was also questioned whether there was anything we would want to spend it on. Steve further explained CCPT is expecting to return a 6-digit figure of allocated funding back to the State at the end of the biennium. Weatherford moved to adopt the budget resolution, seconded by Dedloff, all in favor.

2. *Salary Schedule revision 2022 (action item) Res. 2021-04* – Chuck asked if everyone had an opportunity to review it. He had Steve explain the proposed schedule. Steve discussed the various percent increase for each position as well as explaining certain adjustments to the schedule that allowed for better fluidity when employees change positions. He further explained how a study was utilized and how the average from the study was used to set the middle range for most positions but was used hire on the step schedule for other positions as we are a smaller agency. Total increase to the budget was shown in comparison to no salary adjustments or various across the board COLA's. Hall moved to approve resolution 2021-04, seconded by Rundell, all in favor.

3. *Hazard pay/COVID time continuation (action item)* – David explained this is a continuation of a previous enacted resolution. Some explanation of the financial effect was given including this was a

bigger amount than the salary schedule just discussed. As far as whether there is grant funding to cover it this biennium Steve replied probably. Weatherford stated he would be for continuing it with revisiting it each meeting. David indicated that management feels comfortable continuing as long as we are still billing CRSSA and ARPA grant funding but perhaps look into ending it once those are depleted. Steve indicated that CRSSA funding would probably be depleted in April. Rundell motioned to continue hazard pay and revisit again next regular board meeting, seconded by Weatherford, all in favor.

4. *Fare free approval until August 31st, 2022 (action item)* – Hall asked for a general explanation of fares if they were in place how they worked. Darla explained all pass and fare pricing. Chuck asked the board how they felt, Weatherford thought if we could afford to do it, we should do it thru August, Hall said his only worry is that people would forget that they use to pay fares and would like to see passengers have a little skin in the game. Amerein echoed this. Megan indicated that a lot of people do ask if fares have resumed so not all have forgotten. David explained that waiting until August 31st would be beneficial to the organization in giving us time to explore other touchless or fare collection options when we look to resume. Hall moved to extend fare free thru August 31 while exploring touchless options, seconded by Weatherford, all in favor.

H. New Business

1. *2022 Board Meeting Schedule* – Chuck read the proposed dates and asked for questions and concerns. Weatherford moved to approve the proposed board meeting schedule, seconded by Rundell, all in favor.

2. *Surplus approval (action item) Resolution 2021-5* – Chuck noted 5 items for surplus and asked for any questions. Hall moved to approve resolution 2021-5 regarding surplus items, seconded by Weatherford, all in favor.

3. *Transfer of funds resolution 2021-06* – Steve explained how this was reaffirming a previously approved transfer of \$100,000 that had not yet been made as well as approving an additional \$100,000 to the operating reserve. Rundell motioned to approve resolution 2021-06 in the matter of transferring funds, seconded by Hall, all in favor.

J. OPEN FORUM

1. No comments

ADJOURNMENT:

Amerein asked for motion to adjourn the meeting Hall moved, Rundell second at 4:59, all in favor.


Submitted By:



**Steve Mertens
Accountant**

Transportation Authority Board

Approved:



Charles Amerein

Transportation Authority Board-