

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
April 9, 2020**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes April 9, 2020

Chairman Talbot opened the meeting at 4:00 PM. Due to the present conditions with COVID-19 all attendees were in attendance completely remote. Staff were in separate offices, board members in their homes or other locations. Those present were Board Members, Weatherford, Rundell, and Amerein.

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

B. APPROVAL OF MEETING AGENDA

Talbot asked to approve the agenda, all in favor.

C. APPROVAL OF PRIOR MEETING MINUTES

1) Approval of minutes dated February 14, 2020, and March 18, 2020 – It was noted that the March 18 minutes were not completed at this time and would be prepared for the next meeting. Amerein moved to approve the minutes of February 14th, 2020, Rundell second all in favor.

D. FINANCE REPORT

1. *Treasurer Report* – Steve presented the March Treasurer report. He also provided a prepared report of key summarized financial information. He noted the month end fund balance of about \$1.43 Million at month end. He also noted an estimated liability to the Department of Revenue for the renewable energy tax credit of \$136,034.

E. General Manager Report

1. *Modified Operations* – David explained the agency is responding to transportation needs in a modified system due to the pandemic. Trips are limited to essential travel. He noted the following changes and when they were made:

- 03/16/2020 - All buses, and the CCPT building must be sanitized at the end of every workday, instead of once a week. This includes any high traffic, and frequently touched areas, using ‘Illuminate Plus Disinfectant’. When used as directed, the product must sit on a surface for a minimum of 10 minutes before properly wiping off. CCPT is documenting/tracking all hours logged towards the COVID-19 prevention.

- 03/18/2020 - CCPT held an emergency meeting with the board of Columbia County, passing resolution 2020-2, allowing the agency to modify existing policies or standard practices as needed to preserve the safety of our staff, riders, and community.
- 03/19/2020 - All fares had been lifted, allowing all passengers to ride for free. This was passed to reduce handling of money and respect the social distancing of the public. Buses must now be sanitized after every trip.
- 03/20/2020 - Out of town bus trips are now downsized from 12 per day, to four. All schools, colleges, and a large majority of local businesses had been shut down, causing ridership numbers to dwindle considerably. The current ridership can only support four daily trips. These four trips consist of a 5:00am, 7:00am, 2:00pm, and 4:00pm
- 03/24/2020 - All passengers may only be transported to work, grocery, or medical facilities. Only one round trip ride per passenger per day. No more than four passengers can be seated on a bus at a time
- 3/29/2020 - Main dispatch office closed to general public-all operations are still functioning.
- 3/29/2020 - Installed driver guard shields to prevent driver/passenger exposure. These guards were installed on four buses, pictures and details may be viewed on Facebook
- 3/30/2020 - Delivering of groceries and meals to county residents-ok'd by WSDOT. IGA, Senior meals, Blue Mountain Station, and local restaurants all made phone delivery possible to all residents of Columbia County. Including those out of city limits, and in Starbuck.
- 3/31/2020 - There will be no charges for use of vanpool program in the month of April.
- 3/31/2020 - Coordinated with BMAC of Walla Walla to deliver food boxes to Columbia County residents, including Starbuck.
- 04/03/2020 - All CCPT employees to be working a modified schedule. This includes having all employees remain to be scheduled to work on-site for a part of their shift, averaging 5 hours, 5 days a week. The remaining 3 hours of each workday shall be treated as 'stand-by' hours. Requiring all employees to remain at their residence, remain available for contact via phone call, and subject to all drug and alcohol policies. This modified schedule allows all employees to obtain 40 hours a week, with minimal exposure and respect of social distancing.

F. Unfinished Business

None

H. New Business

None


I. OPEN FORUM

1. There was no public comment.

ADJOURNMENT:

Talbot moved to adjourn the meeting, all in favor.

Approved:


Charles Amerein, Chairman
Transportation Authority Board

Submitted By:


Steve Mertens
Accountant
Transportation Authority Board

