

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
August 11, 2022**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes August 11, 2022

Chairman Amerein opened the meeting at 4:03 PM. Those present were Board Members, Rundell, Hall and Dedloff (via telephone).

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Transit Supervisor Darla Miller, Maintenance Technician Ivan Moreno, Operator Ray Brown

Others - None

Absent: Weatherford

B. APPROVAL OF MEETING AGENDA

There were no changes to the agenda.

C. APPROVAL OF PRIOR MEETING MINUTES

1.) June 9th, 2022 – Hall moved to approve the minutes, Rundell seconded, all in favor.

D. New Business

1. *Transit Development Plan 2022 (Action Item)* – David Ocampo presented the transit development plan for approval. David explained the plan is updated every year with a five-year outlook. The plan gives an overview of what the services are, spending, and future plans of service and spending. Chuck asked if there are certain requirements in the plan. David went over the process including WSDOT’s review of the plan. Amerein asked if there were any questions from the public, there were none. He asked if there were further questions from the board, there were none. Hall motioned for approval of the 2022 Transit Development Plan, Rundell seconded the motion. Three in favor 1 abstain (Dedloff)

2. *Declaration of surplus* – Ivan reviewed the items listed for surplus. David noted that one option with some of the surplus tablets is rather than sell them is to allow the board to use them. Hall moved to approve the listed items for surplus, Rundell second, 3 in favor 1 abstain (Dedloff).

E. FINANCE REPORT

1. *Treasurer Report* – Steve presented the June 2022 treasurer report as well as a financial summary. He noted the agency’s current fund balance of about \$1,355,00 at year end and some basic financial activity and estimates. He noted with estimated July expenses and grant billings receivable the

agency has about a 1.9 million fund balance. Steve then went over the budget to actual data. He explained we are on track to be on budget in expenses. Revenues are on track as well.

F. General Manager Report

1. *Comment Cards* – David explained Melissa Ferrians was given a project to develop comment cards for passengers to get feedback from passengers. This was recommended for our grant application. We have received 30 cards back with mostly satisfied responses.

2. *Grocery Delivery Grant for Columbia County* – David explained Martha Lanman has approached us about a grant for a pilot program to provide grocery delivery to the community since we have stopped the service provided during the pandemic. We would have to develop a formula to bill the grant, and any resources used would not be able to be billed to our grant.

3. *Updates* – David explained grant applications are out. He explained WSDOT is aware that with inflation agencies will be needing more money. Match requirements have also dropped. Steve explained that one of the roadblocks for CCPT if we were to see a need to expand service is more our ability to provide match to an awarded grant.

G. Committee Report

1. *New hires (Darla)* – Darla explained we have two new hires Zach Lindley and Savannah Vance and updated the board where they are at in the training process. Darla has obtained training material from Valley Transit to help them prepare for their tests.

G. Unfinished Business

David has been working on the employee handbook with legal council guidance. David would like board review on this as it is updated.

Chuck asked about an executive session to review information related to current litigation. Because there is no legal council the board could not do this at this time. David was directed to schedule this for the next meeting.

J. OPEN FORUM

ADJOURNMENT:

Amerein asked for motion to adjourn the meeting Hall moved, Rundell second at 4:43 all in favor.

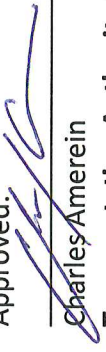
Submitted By:



Steve Mertens
Accountant

Transportation Authority Board

Approved:



Charles Amerein
Transportation Authority Board-



