

**MINUTES OF THE REGULAR BOARD MEETING COLUMBIA COUNTY PUBLIC
TRANSPORTATION
OCTOBER 13TH, 2022**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes October 13th, 2022
Chairman Amerein opened the meeting at 4:00PM. Those present were Board members
Marty Hall, Ryan Rundell, Chuck Amerein, and Zac Weatherford via Zoom.

Staff present: General Manager David Ocampo, Safety and Maintenance Technician Ivan
Macedo, and Lead Dispatcher Megan Schmidt.

Others: Ron Van Wert, Legal Counsel via Zoom

Absent: Operations Manager Darla Miller, Finance Manager Steve Mertens

B. PUBLIC COMMENTS :

No public comments stated.

C. APPROVAL OF MEETING AGENDA :

Amerein moved to change Executive Session allotted time to 15 min

D. NEW BUSINESS

1. *Executive Session* – Amerein called Executive Session to order stating start time to be 4:07PM and end time to be 4:20PM. Amerein, Hall, Rundell, and Ocampo remained in the executive session, all others were excused.

E. FINANCE REPORT

1. *Budget to Actual* – Ocampo presented the 2022-2023 summary budget. He noted removal of Recruitment Retention program in 2023 and replacing with COLA. He noted CCPT is waiting for reimbursement money for lift claim, all other expenses through previous biennium have been received.

F. GENERAL MANAGERS REPORT:

1. *Grant Applications* – Ocampo noted WSDOT may not require typical 10% cap on grants due to inflation. All current grant applications CCPT is fulfilling will be due October 27th, 2022. These grants include the application for two new hybrid cutaway buses, and a possible \$25,000 dispatch software upgrade. These are four-year grants. David mentioned he may ask board members for letters of support in the grant application process if needed.
2. *Shelter Update* – Ocampo stated that projected date for arrival of bus shelters is January 13th, 2023.
3. *COLA Discussion* – Ocampo presents the plan of permanent removal of the Recruitment Retention Program, ending December of 2022. This program consisted of hourly employees being paid an additional \$3.00 per hour, and salary employees a \$240 monthly stipend. In replacement of this program, Ocampo discusses implementing a 10% COLA to employees.

This is included in 2023 Budget Proposal, and sustainable. Ocampo states this may result in a 1%-2% salary loss to some employees in comparison the Recruitment Retention Program amount. Hall questioned what COLA amount previous year was, Ocampo informed him there was no COLA provided in 2021. No direction from board given, agreed to discuss further in following Special Budget Meeting.

4. *November Special Budget Meeting Date* – Amerein moved that the Special Budget Meeting be set on November 10th at 4:00PM. All commissioners came to an agreement on this date and time.
5. *AWC L&I Proposal Discussion* – Ocampo explains company who schedules and analyzes Drug and Alcohol testing for CCPT. He proposes signing up for a program through AWC that processes all L&I claims, compared to CCPT admin employees handling claims. Annual cost of \$2,600. Amerein, Weatherford, Hall, and Rundell all agreed that it would be a wise purchase.

G. COMMITTEE REPORT:

1. *Fare Report* – Schmidt presents amount of fares collected August 11 2022-October 11, 2022. Total amount of fares collected being \$7,796.70. She also notes new payment option for CCPT being an online payment portal through SQUARE, allowing the public to make bus fare and pass purchases. Amount collected through this portal being roughly \$2,500.
2. *Ridership Update* – Schmidt presents August 2022 ridership numbers as compared to September 2022 ridership numbers, showing an increase of 531 passenger trips.
3. *Bus 19 Accident* – Ivan explains the fault of Bus 19's incident, and explains damage done. Estimated repair amount is \$6,000, which will be charged through offending drivers insurance. He states that it will be a 14-16 week wait for bus replacement parts. CCPT driver was not found at fault.
4. *Camera Acquisition Plan* – Ivan presents plan of updating CCPT's outdated bus camera systems through AngelTrax. A grant application to cover a percentage of funds will be in place, estimated amount need to replace camera system being \$20,000-\$30,000. Currently deciding which grant will be most beneficial and have lowest match rate.

H. UNFINISHED BUSINESS:


No unfinished business stated.

I. ADJOURNMENT:

Amerein moved to adjourn meeting at 4:55PM, all in favor.

Approved:


Charles Amerein, Chairman
Transportation Authority Board

Submitted By:

Megan Schmidt, Lead Dispatcher
Transportation Authority Board