

**MINUTES OF THE REGULAR BOARD MEETING  
COLUMBIA COUNTY TRANSIT AUTHORITY  
November 10, 2022**

**A. CALL TO ORDER AND ROLL CALL:**

Columbia County Public Transportation regular board Meeting Minutes November 10, 2022

Chairman Amerein opened the meeting at 4:01 PM. Those present were Board Members, Hall, Weatherford, Rundell and Dedloff (both via telephone).

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Transit Supervisor Darla Miller, Maintenance Technician Ivan Moreno, Lead Dispatcher Megan Schmidt

Others - None

Absent: None

**B. PUBLIC COMMENT**

None

**C. APPROVAL OF MEETING AGENDA**

There were no proposed changes to the agenda – Amerein asked for approval of the presented agenda, Hall motioned for approval, Weatherford second, all in favor.

**D. APPROVAL OF PRIOR MEETING MINUTES**

1) August 11 and October 13<sup>th</sup>, 2022 – Weatherford moved to approve the minutes, Rundell seconded, all in favor.

**E. FINANCE REPORT**

1. *Treasurer Report* – Steve presented the October 2022 treasurer report as well as a financial summary. He noted the agency's current fund balance of about \$1,640,187 at month end and some basic financial activity and estimates. We have received 4<sup>th</sup> quarter grant funding. We have available grant funding of 1.75 million available for the next three quarters. ARPA funding of \$214,000 will be billed in the following biennium.

2. *Budget to actual* – Steve reviewed an as of November 9<sup>th</sup> budget to actual. Steve reviewed the summary and noted that expenses will likely exceed budgeted expenses. One item included but not budgeted for was the result of a settlement payment from recent litigation. Our insurance pool reimbursed most of this expense.

**F. General Manager Report**

*David updates* – David explained we haven't heard on the next biennium grant award we have recently submitted.

## **G. Committee Report**

1. *None scheduled*

## **H. Unfinished Business**

1. *Preliminary Budget (questions, comments or concerns)* – Steve and David presented the proposed 2023 budget to the board. David explained that the budget included a 10% COLA in the budget. Steve explained that the budget has been completed in coordination with the next biennium grant application. He explained that the application was a little aggressive in its request compared to prior years, but that WSDOT contacts seemed to expect such requests due to inflation and other factors. There were some questions about specific items such as overtime pay. Steve explained there is always a little overtime but has been quite a bit more during this last year due to being down to only 11 employees. However, our grant funding situation has allowed for that. Weatherford asked if we were planning on purchasing any vehicles? David explained not next year, and we have applied for capital grants but the buses due to markups and delays. Questions about maintenance and vehicle parts expense lines was asked and Steve explained how costs were allocated in those lines. Steve explained the final budget will be presented in December changes may be made as new information becomes available.

## **I. New Business**

1. *Fare Free for Thanksgiving and Christmas Tours (action item)* – We were approached by the public to offer service on Thanksgiving to take individuals to the community dinner. We would be open 1-4 and available for all in-town service including the senior center community dinner. We are also trying to get the Christmas lights tours going again. This will go on 4 Saturdays and Friday after Thanksgiving. We are requesting fare free for these events. Hall motioned for the agency to offer free fare for Thanksgiving in-town service and the Christmas lights tours, Weatherford seconded, all in favor.

2. *Closure for Saturday 11/26/2022 and 12/24/2022 (action item)* – David asked for closure on Saturday after Thanksgiving and before Christmas for staff. David explained we typically have very small ridership these days. Steve explained this was an operational closure and does not provide a payroll benefit. Rundell moved for agency closure on Saturday November 26<sup>th</sup> and December 24<sup>th</sup>, Weatherford seconded, all in favor.

3. *Date Change for December Meeting (action item)* – David explained he needed to attend the final quarterly WSTIP meeting occurring on the scheduled board meeting date and needed to move CCPT's final meeting. To Thursday December 15<sup>th</sup> 2022. Hall moved to change the date of the board meeting, Weatherford seconded, all in favor.

4. *ADA policy amendment* – Megan explained the changes to the ADA policy including the description of wheelchairs and describing what is and what isn't a service animal. Most of the verbiage came straight from the ADA policy itself. We also updated the fare section related to ADA. Weatherford motioned to update the ADA policy as presented, Hall seconded, all in favor. A question regarding items allowed came up and our policy was explained.

**ADJOURNMENT:**

Amerein asked for motion to adjourn the meeting Hall moved, Rundell second at 4:45 all in favor.

Submitted By:



**Steve Mertens**

**Accountant**

**Transportation Authority Board**

Approved:



Charles Amerein

**Transportation Authority Board-**

