

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

A. CALL TO ORDER AND ROLL CALL:

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

Chairman Amerein opened the meeting at 4:00 PM. Those present were Board Members, Rundell, Weatherford and Hall.

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

Others – None

Absent: Dedloff

B. APPROVAL OF MEETING AGENDA

Amerein asked if there was changes to the agenda, there were none, all in favor.

C. APPROVAL OF PRIOR MEETING MINUTES

1) December 16th 2021 – Minutes were not prepared at that time.

D. FINANCE REPORT

1. *Treasurer Report* – Steve presented the December 2021 treasurer report as well as a financial summary. He noted the agency's current fund balance of \$1,290,729 at year end and some basic financial activity and estimates. He noted that he had seen some sales tax activity that could result in a return of money related to the renewable energy sales tax credit, and reviewed the status of Grant funding use.

E. General Manager Report

1. *Audit Report* – David discussed the results of our accountability audit over fiscal years 2019-2020. He reviewed some exit item issues (lowest level of exception) where they made some recommendations for improvements in policy or process. Including a better EFT policy, employee recognition policy, regular inventory of our small and attractive assets and timeliness collection of vanpool fares consistent with our own policy. It was asked if there were any findings and Steve stated no. Steve explained to the board that we will likely receive a financial and federal audit over fiscal year 2021 which are audits we don't normally receive. This is due to spending more than \$750,000 of federal funding in one fiscal year.

F. Committee Report

1. 2022 Budget Plan informative booklet – Megan noted the book is almost finished but she still needed some financial data.

G. Unfinished Business

1. *Shelters (status)* – Darla noted we are now working with Jeffery from WSDOT to help with the various steps of the project. Weatherford stated he would really like to see the bus shelters happen and asked that we notify the City if we need anything from them on that project. Darla noted she had reached out to Dina and the location of the one we would need City approval is also on the Homestreet bank parking lot and we need to speak with them on this as well. Getting WSDOT and Jeffrey on board is to help with guiding us thru these steps.

H. New Business

None

J. OPEN FORUM

1. Amerein wished David the best as he goes thru his current medical treatment.

ADJOURNMENT:

Amerein asked for motion to adjourn the meeting Hall moved, Rundell second at 4:18 all in favor.

Submitted By:



Steve Mertens

Accountant

Transportation Authority Board

Approved:



Charles Amerein

Transportation Authority Board-