

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
December 15, 2022**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes December 15, 2022

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

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Maintenance Technician Ivan Moreno,

Others – Board member elect Jack Miller

Absent: Chuck Amerein

B. APPROVAL OF MEETING AGENDA

There were no proposed changes to the agenda

C. APPROVAL OF PRIOR MEETING MINUTES

1) November 10th, 2022 – Hall moved to approve the minutes, Rundell seconded, all in favor.

D. 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 \$1,550,000 at year end and some basic financial activity and estimates. He estimated with grant receivables and December expenses and grant the agency would have about a 1.74 million fund balance. He also went over the current status of grant funds available for the biennium.

E. NEW BUSINESS

1. *2023 Board Meeting Schedule* – David explained he would like to move the board meetings to the third Thursday of even months. Hall moved to adopt the meeting schedule, Rundell second, all in favor.

2. *COLA Increase Resolution 2022-2* – David explained that the proposed COLA would actually keep wages about the same as current employee pay with the removal of the retention pay. He noted the increase fits within the proposed 2023 budget. Steve further explained the 10% increase would

actually still result in a reduction in compensation for most employees with the removal of the retention pay. The COLA is close to the current annual CPI as well as the grant application submitted for the next biennium was submitted with this increase included. Hall moved to adopt resolution 2022-3 regarding a 10% employee COLA, Rundell second, all in favor.

3. *2023 Budget Resolution 2022-3* – Steve presented the budget with current and prior year comparisons of budget and actual activity. He noted a few changes from the previous presented proposal at the prior meeting. He noted an estimate of a \$180,000 fund gain. Weatherford moved to adopt the 2023 resolution via Resolution 2023-3, Hall second, all in favor.

4. *2023 Surplus sale Resolution 2022-4* – David noted that most on the list was old desks and furniture, as we prepare to refloor the office. Hall moved to approve resolution 2022-4, Rundell second, all in favor.

5. *2023 Election of Officers (see by-laws)* – David explained that board members are to be elected each year during the first meeting of the year. It was explained this would be done by nomination for a chair and vice-chair.

F. General Managers Report

(Chuck Amerein joined the Meeting)

1. *LEAP Project Grant Update* – David discussed an update to the LEAP project grant. The project is to purchase the agency facility. David asked to hold the funding back to receive the funding in the 2025-27 biennium in order to perform any required testing and discussions with the port who own the building. The first million of the grant is for the purchase of the building and the second million is for any construction and additions to the building. It was noted the funding is not specific to our current building.

2. *2021 Federal Audit Summary* – David presented a copy of the audit report. The audit was conducted by the Washington State Auditors Office. Steve explained this was different than the typical audits we receive from them. This was because CCPT expended the \$750,000 threshold requiring a federal and financial statement audit.

G. Committee Report

None

H. Unfinished Business

None

ADJOURNMENT:

Amerein adjourned the meeting at 4:36 all in favor.

Submitted By:



Steve Mertens

Accountant

Transportation Authority Board

Approved:



Zach Weatherford

Transportation Authority Board-