

**MINUTES OF THE REGULAR BOARD MEETING  
COLUMBIA COUNTY TRANSIT AUTHORITY  
February 16, 2023**

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

Columbia County Public Transportation regular board Meeting Minutes February 16, 2023

Vice-Chairman Weatherford opened the meeting at 4:07 PM. Those present were Board Members, Hall, and Rundell.

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

Others – None Board member elect Jack Miller

Absent: Jack Miller, Zonia Dedloff

**B. APPROVAL OF MEETING AGENDA**

It was proposed to include 2022 budget to actual comparison under the finance report Hall moved to approve the agenda with the proposed change, Rundell second, all in favor.

**C. APPROVAL OF PRIOR MEETING MINUTES**

1) December 15<sup>th</sup>, 2022 – It was noted the meeting minutes have not yet been completed (No action)

**D. FINANCE REPORT**

1. *Treasurer Report* – Steve presented the January 2023 treasurer report as well as a financial summary. He noted the agency's current fund balance of about \$1,570,000. He noted \$338,000 of grant receivables that had not been received until after year end. He also went over the current status of grant funds available for the biennium.

2. *2022 budget to actual* – Steve discussed the comparison of budgeted numbers to actual figures for fiscal year 2022. It was noted that expenses were a little higher than budgeted mostly in part to a settlement payment that was reimbursed to us by our insurance. He noted fund balance saw a total net gain.

**E. NEW BUSINESS**

1. *2023 Election of Board Officers* – David explained the by-law requirements of electing new officers. Rundell suggested Weatherford for board chairmen to alternate to a City board member as

well as already being vice-chair. Hall said he would be willing to be the vice-chair, Rundell moved to nominate Zach Weatherford as Chair and Marty Hall as Vice-chair, Hall second, all in favor. David informed the members that as chair and vice-chair the area RTPO will be seeking attendance from one of our board members at the meetings. It does not need be the board chair specifically. Ryan informed the board that he has recently been assigned this task for the County. Weatherford indicated he is not interested in attending the RTPO meetings if others are interested. David said he would talk to Becky the lead of the agency to see who needs to attend and if one individual can represent two agencies.

#### **F. General Managers Report**

1. *Bus Shelter Update* – David discussed an update to the bus shelter project grant. He noted they were scheduled to come in this week but are delayed until next week. He said a total of 4 shelters to be completed by June.

2. *Safety Committee program and SHAP plan* – David discussed the formation of a Safety Committee within the agency composed of various employees. They will help develop safety plans, procedures and various forms, to meet State guidelines.

3. *Employee update* – A lot of health issues going on with employees recently, two employees have returned and are working on other projects and tasks from their normal duties. Megan will be attending the TNLI program.

#### **G. Committee Report**

1. *Ridership Comparison 2021 vs. 2022* – Darla went over a comparison of trips, passengers, miles, and ridership. All categories have increased since the pandemic.

2. *Vanpool Program and Sale of Surplus Vans* – Megan explained we sold a surplus 8 passenger vans for \$30,100 and another ready for auction we are hoping to get over \$30,000 for that one. We currently have \$69,500 in the van pool fund. The hope is to buy a hybrid vehicle for the program.

3. *Fleet Update, Maintenance Program* – Ivan presented a comparison a cost comparison of 2021 and 2022 related to maintenance costs.

#### **H. Unfinished Business**

*None*

#### **ADJOURNMENT:**

Rundell motioned to adjourn, Hall second, all in favor. Adjourned the meeting at 4:48 all in favor.

Submitted By:



**Steve Mertens**

**Accountant**

**Transportation Authority Board**

Approved:

  
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Zach Weatherford

**Transportation Authority Board-**