

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
April 20, 2023**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes April 20, 2023

Chairman Weatherford opened the meeting at 4:01 PM. Those present were Board Members, Hall, Miller 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 –

Absent: Zonia Dedloff

B. APPROVAL OF MEETING AGENDA

Hall Moved to approve the agenda, Rundell second, all in favor.

C. APPROVAL OF PRIOR MEETING MINUTES

1) February 16, 2022 and December 15th 2022 Rundell moved to approve the presented minutes, seconded by Hall, all in favor

D. FINANCE REPORT

1. *Treasurer Report* – Steve presented the March 2023 treasurer report as well as a financial summary. He noted the agency's current fund balance of about \$1,820,000. He gave a quick rundown on specific fund balances and their purposes for the new board member. He noted \$338,000 of grant receivables that had not been recently received for quarter 6 of the biennium. 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 thru first quarter of 2023. He noted sales tax is coming in stronger than budgeted, fares are stronger than anticipated, most payroll expenses are budgeted on track. Non-payroll expenses are a little higher than budgeted, however the agency has been loading up on supplies with our remaining biennium funding. It was asked if budgeting must stay under per line item and it was explained that as a proprietary fund the budget is more a monitoring tool and there is no legal requirement to stay within the budget due to our classification as a proprietary fund.

E. NEW BUSINESS

1. *Resolution 2023-1 Wellness Program (Darla)* – Darla explained that after receiving a policy audit from WSTIP it was recommended the agency implement a wellness program for employees. After reviewing several other Wellness Program policies from other agencies, we have drafted a policy allowing for reimbursement of an array of different health and fitness related services or products such as vitamins, gym memberships, massage, WA State discovery policy, etc. Reimbursement would be limited to \$300 per employee per year. Hall moved to approve resolution 2023-1, Rundell seconded, motion carries 3-0 (Miller abstain)

2. *Resolution 2023-2 Small and Attractive Assets* – David discussed changes to the policy and process in the agency's small and attractive assets policy. Changes included who would audit the listing. Ensuring the individual annual inventory was done by someone who is not involved in the purchasing of items. Rundell moved to approve Resolution 2023-2, Hall second, all in favor.

3. *Resolution 2023-3 Surplus Items* – Ivan discussed the items being disposed of, old furniture, monitors, and a ladder to be destroyed. Hall moved to approve resolution 2023-3, seconded by Rundell, all in favor.

4. *Resolution 2023-4 CCPT Petty cash amount* – David explained our current petty cash is set at \$100. The primary thing purchased from petty cash is postage and currently a roll of stamps is over half our current petty cash balance. We are requesting to increase petty cash to \$200. Rundell moved to approve Resolution 2023-4, seconded by Miller, all in favor.

5. *Resolution 2023-5 DBE Policy* – David explained there are no changes to the policy, but the DBE policy is required to be approved every three years. The policy ensures we are not discriminating against contractors based on protected class. He did discuss with WSDOT on our grant requirement and goal for purchasing from DBE they have said our goal of 1% is ok. Miller moved to approve Resolution 2023-5, seconded by Hall, all in favor.

6. *Resolution 2023-6 Public Records Policy (Megan)* – Megan explained the changes to the public record policy to be up to date with current law. It was asked if we receive many requests, and it was noted about 1 a year. Rundell moved to approve resolution 2023-6, seconded by Hall, all in favor.

Resolution 2023-7 Vehicle Video Surveillance Policy – David went over the changes to the video surveillance policy, particularly why and what circumstances we review video as well as how long videos are kept. Hall moved to approve Resolution 2023-7, Rundell second, all in favor.

Resolution 2023-8 Title VI Plan – David explained this is another policy that must be re-approved every 3 years. Updates include the census information as well as outreach efforts for limited English speakers. We will utilize the Ispeak cards and line. Miller moved to approve Resolution 2023-8, Hall seconded, all in favor.

Removal of Bank Authorized signers and additions – It was explained that Former board member Chuck Amerein needs to be removed from our main bank account, and that the board can add another

new board member if they choose to. Board members who are signers act as backups to sign checks when the General Manager is unavailable. It was noted that previously the chair and vice-chair had been listed as signers. Rundell moved to have Cuck Amerein removed, and Marty Hall be added as signer to the CCPT main clearing account, Weatherford second. All in favor.

F. General Managers Report

1. *Raise the limit of our agency credit card (\$10,000 and \$5,000)* – David requested the board authorize us to seek an increase in our credit card limits to \$10,000 and \$5,000. No board objections.

2. *Bus shelter updates* – David gave an update on the shelters they are in. We have been in contact with the City to get the first couple installed in May. The shelter on commercial will be installed later we have made some changes to the exact location.

3. *Grocery delivery plan* – The grocery delivery would not be an allowable use of our grant funding, with this said the \$10,000 would not stretch far to cover the associated costs. We have suggested Martha consider purchasing passes for volunteers to handle the delivery.

4. *All Wheels Weekend* – We will participate with a booth at All Wheels weekend in June. We will be doing T-Shirts and handing out swag bags.

G. Committee Report

1. *Ridership report, employee training/evals (Darla)* – Darla noted training are up to date and evals are almost complete. Our 2023 ridership numbers are up over 70% since 2021. We have also obtained over 100 new riders.

2. *Rideshare program (Megan)* – Megan explained WSDOT is changing the vanpool program to a rideshare program. She noted a lot of people don't want to drive the vans and that there may be more interest in smaller vehicles. We are looking at obtaining some hybrid smaller vehicles and are submitting an application for a capital grant to obtain a vehicle. We would like to purchase another vehicle with our own funds using the money we received from the sale of surplus vans. We request authorization to purchase a vehicle up to \$48,000 for a rideshare program vehicle. Hall moved to approve the purchase of a vehicle with a \$48,000 cap, and contingent on a grant award a second vehicle with the same cap, Rundell second. All in favor.

3. *Maintenance update (Ivan)* – Ivan explained that he has been stocking up on garage supplies and tires. He stated the company we previously used for hybrid buses no longer manufactures them. This will be problematic as we applied for grants funding for these types of buses and will need to look for alternative options. We have got bus 19 back from the collision, however the company that did the AC is no longer in business and we will need to find a retro fit.

4. *Safety Committee Summary* – Melissa read a summary of the actions taken for the newly created safety committee. We have representation from a variety of agency personnel who are focused on improving safety and other hazards in the workplace. We will be receiving a visit from an AWC representative. The highest priority was the wildfire smoke and ambient program, also our attic is considered a confined space and we will need to create a plan with the Fire District in the event of an evacuation. We have organized the attic and are in the price of obtaining shelving for that area.

5. *Website and document digitalization update (Ray)* – Ray explained he has been going through our website and working on making navigation easier. He has also combined pages and will be updating the ADA page. He has been working on digitalizing our documents using the Laserfiche program. Ray has been setting up guidelines and organizing files in the Laserfiche program.

H. Unfinished Business

None

ADJOURNMENT:

Miller motioned to adjourn, Hall second, all in favor. Adjourned the meeting at 5:16 all in favor.

Submitted By:



**Steve Mertens
Accountant
Transportation Authority Board**

Approved:


Zack Weatherford

Transportation Authority Board-Chair