

**MINUTES OF THE REGULAR BOARD MEETING  
COLUMBIA COUNTY TRANSIT AUTHORITY  
August 17, 2023**

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

Columbia County Public Transportation regular board Meeting Minutes August 17, 2023

Vice-Chairman Hall opened the meeting at 4:00 PM. Those present were Board Members, Hall, Miller and Rundell. Weatherford participating by phone.

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

Others – none

Absent: Zonia Dedloff

**B. APPROVAL OF MEETING AGENDA**

Hall asked if there were amendments to the agenda, it was noted that the minutes from June 2023 were not yet completed.

Rundell moved to approve the agenda as amended, Weatherford second, all in favor.

**C. PUBLIC COMMENT**

None

**D. FINANCE REPORT**

*1. Treasurer Report* – Steve presented the July 2023 treasure report as well as a financial summary. He noted the agency’s current fund balance of about \$2,180,000. There are no outstanding receivables. He noted that the last couple months saw some increased spending on office and garage supplies and other items as we attempted to use up some of the remaining grant funding. He also went over the final status of grant funds billed for the biennium. He explained that the ARPA funding would be carried into the next biennium, but other funding would be turned back. The capital grant for bus shelters will still be available for that purpose. Steve then reviewed a summary of funding available for the next biennium starting in July 2023. There was an explanation on the rideshare program capital grant, as well as for buses and an upgrade to the dispatch software.

*2. June 2023 budget to actual* – Steve discussed the comparison of budgeted numbers to actual figures through first quarter of 2023. He noted expenses are a little over but near 50% of budgeted amounts for the year. Explanation on details of various lines was also given.

**E. ACTION ITEMS**

1. *Purchase of 24 passenger bus* – David presented the details on a used 24 passenger bus with 5,000 miles on it. He explained that this bus would be helpful for Saturday service and school kid trips. This bus would allow us to handle larger groups of riders at one time. This would help with transporting kids going from the school to the after-school Club as well as our Saturday service where we have been turning down riders due to the bus already being full. The bus would need to be picked up in Las Vegas and driven back. Miller moved to approve the purchase of the 24-passenger bus, Rundell second, all in favor.

2. *Minutes of May 25<sup>th</sup> and June 29<sup>th</sup>, 2023* – Not yet completed

3. *Resolution 2023-09 Transfer of funds to reserve accounts* – The resolution was to move \$400,000 from the main operating fund with \$300,000 going to the capital reserve fund and \$100,000 to the operating reserve. Rundell move to approve the chair to sign Resolution 2023-09, Weatherford second, all in favor.

***Miller left the meeting***

4. *Approval for employee fund account in Bank of Idaho* – Steve explained the purpose of the account was to deposit items such as the safety star award to be utilized for employee award or breakroom supplies. It is from sources with the statement of being for employee recognition. Weatherford moved to approve the account, Rundell second, all in favor.

5. *Shah Software upgrade purchase* – David explained this purchase is a new upgrade to the dispatch software with a federal grant award partially supporting this. The cost of the upgrade totals \$27,570 Rundell Moved to approve the purchase of the Shah Software upgrade, Weatherford second, all in favor.

6. *Amendment to General Leave accrual for part time employees* –It was explained this was a change to provide a leave accrual for part time employees in part to meet the state sick leave requirements but to keep the leave us portion of the policy, under the same policy as for full time employees. All employees working in a pay period would receive a minimum of 2 hours. Rundell moved to amend the General Leave policy, Weatherford second, all in favor.

7. *Closure of square account* – It was explained that with the approval of fare free there is little need to keep our square credit card processor. Weatherford moved to close our Square account, Rundell second, all in favor.

8. *Closure of credit card deposit account with Bank of Idaho* – It was explained that the account being discussed was the bank account credit card receipts were deposited into. Since the Square account would be closed there would no longer be a need for this bank account. Rundell Moved to close the credit card depository account with the Bank of Idaho, Weatherford second, all in favor.

Weatherford stated he would need to leave. This would leave the meeting with a lack of quorum. David noted that the rest of the agenda items were of an update nature and did not seek approval and were not necessary to go over. Hall agreed to adjourn the meeting at this point.

**F. GENERAL MANAGERS REPORT (Quorum no longer met, no discussion on these agenda items)**

1. New hires –
2. WSTA Conference summary –

**G. STAFF REPORTS**

None


**H. Unfinished Business (Canceled)**

1. *Executive session: pursuant to RCW 42.30.110 to discuss with legal counsel representing the agency in litigation or potential litigation in which a member acting in an official capacity is a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.*

**ADJOURNMENT:**

Hall Adjourned the meeting at 5:04 all in favor.

Submitted By:

  
\_\_\_\_\_  
**Steve Mertens**  
**Accountant**  
**Transportation Authority Board**

Approved:

  
\_\_\_\_\_  
**Zack Weatherford**  
**Transportation Authority Board-Chair**

