

**MINUTES OF THE REGULAR BOARD MEETING  
COLUMBIA COUNTY TRANSIT AUTHORITY  
December 21, 2023**

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

Columbia County Public Transportation regular board Meeting Minutes December 21, 2023

*The meeting was delayed due to lack of quorum.*

Vice-Chairman Hall opened the meeting at 4:01 PM. Those present were Board Members, Hall, Rundell and Miller.

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

Others – Board member elect Roger Trump

Absent: Weatherford, Dedloff

**B. APPROVAL OF MEETING AGENDA**

There was a recommendation to add action item 4 consideration for an Employee COLA

Miller moved to accept the agenda with the recommended change, Rundell second, all in favor.

Public Comment - None

**C. FINANCE REPORT**

1. *Treasurer Report* – Steve presented the November 2023 treasurer report as well as a financial summary. He noted the agency's current fund balance of about \$1,648,000 at year end and some basic financial activity and estimates. He also an approximate year end fund balance of 2,019,368. He gave an update of grant funds available for the biennium.

2. 2024 Budget review – Steve went over some changes to the next year budget from what was previously presented. A budget comparison to 2022 and 2023 was provided.

**D. ACTION ITEMS**

1) Resolution 2023-11 approve 2024 fiscal year budget – Rundell moved to approve the 2024 budget as presented, Miller second, all in favor.

2) Approval of minutes date October 19<sup>th</sup>, 2023 -

3) Approval of Minutes dated November 9<sup>th</sup>, 2023 –

Rundell Moved to approve the October 19<sup>th</sup> and November 9<sup>th</sup> 2023 minutes, Miller Second, all in favor.

4) Consideration for an employee COLA for the 2024 employee salary schedule – Steve presented potential salary schedules with 3%, 4% and 5% COLA's. Steve noted that each percent increase would be about an approximate increase of \$10,000-\$12,000 per 1%. Miller stated he is not comfortable giving a greater amount than the 2% given to Columbia County employees. Rundell noted that this is a separate agency from the County. David reminded the board that our grant application was written with consideration of 3% annual COLA's and was funded for that. Roger Trump asked to make a comment, he noted that when working for the County his department received funding for additional compensation and was not approved for it because other departments weren't getting as much, similar to the discussion being had. The grants are funding what the agency is asking for.

Marty indicated he is in support of a 3%. Rundell confirmed the budget just passed included a 3% increase.

Rundell moved to adopt a 4% COLA increase, motion failed.

Rundell moved to adopt a 3% COLA increase, motion failed.

Miller moved to adopt a 2% COLA increase, Rundell second, all in favor.

#### **E. NEW BUSINESS**

None

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

1) *Health Update-Plan* – David gave an update on the condition of his health with his current illness and how the agency will be managed for the time being.

2) *Bus Procurement Update* – David updated the board on an amendment to the grant. At this time, it looks like 10 months out to get the buses.

3) *Bus Shelter Concrete Pad Update* – Using a Company called Public Purchase who puts out bids on laying concrete pads. This is to finish the last 2 bus shelters on Commercial and by the high school.

4) *Shah Software Update* – We received a grant to update our dispatching software to give riders more alternatives in scheduling and viewing the status of their ride.

5) *Vanpool Program Update* – Some of the vehicles we were looking at purchasing for the rideshare program are not available, and we may need to make an amendment to the grant.

#### **G. STAFF REPORTS**

1) *Ridership Comparison (Darla)* – Darla presented some data on ridership. Our numbers have increased since the COVID years.

2) *Safety Committee summary* – Melissa read a summary from the safety committee meetings and items completed during 2023.

3) *Maintenance Summary* – Ivan presented a spreadsheet on vehicle maintenance numbers, and briefly went over them. He noted costs for parts has increased.

**H. Unfinished Business**

None

**ADJOURNMENT:**

Hall moved to adjourn the meeting at 5:24 all in favor.

Submitted By:

  
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**Steve Mertens**

**Accountant**

**Transportation Authority Board**

Approved:

  
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Marty Hall

**Transportation Authority Board-Vice Chair**

