

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
January 18, 2024**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes January 18, 2024

Vice-Chairman Hall opened the meeting at 4:00 PM. Those present were Board Members, Hall, Rundell, Miller, Trump and Dedloff.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo (via zoom), Maintenance Technician Ivan Moreno, Darla Miller Transit Supervisor, Dispatcher Kellie Skeeter, Operator Ray Brown, Operator Mark Haney

Others – Carey Honeycutt

Absent: None

B. APPROVAL OF MEETING AGENDA

There was a recommendation to add New business item 1 regarding the vote from the past meeting on employee COLA.

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

Public Comment – Carey Honeycutt gave a brief comment complementing our service.

C. FINANCE REPORT

1. *Treasurer Report* – Steve presented the December 2023 Treasurer report as well as a financial summary. He noted the agency's current fund balance of about \$1,960,000 at year end and some basic financial activity and estimates. Some discussion on investments with the Treasurer and potential for other options outside of LGIP.

2. *2023 Budget to actual review* – Steve went over the year end budget to actual providing an overview of how the Authority finished compared to the budget. Some other discussion items came up during the course of the review such as Washington State Auditors Office audit timing switching to a three-year audit, the conclusion of an audit with the DRS and the change in drug and alcohol testing provider.

D. ACTION ITEMS

1) *Voting for Chair and vice-chair per agency by-laws* – A brief explanation of the process rules and historical [but not required] election processes for the agency. Rundell nominates Marty Hall as chair, Trump second, all in favor. Dedloff nominates Rundell as vice-chair, Miller second, all in favor.

2) *Approval of price change from what was authorized for rideshare vehicle* – Darla explained that the vehicle we are looking to purchase for the rideshare program is more than originally authorized. We are asking for approval of the new determined amount. It was explained that we have federal funding for the majority of the purchase with match coming from the vanpool fund. Rundell moved to approve the purchase of a Rideshare vehicle in the amount of up to \$55,000, Miller second, all in favor.

3) *Approval of estimate to finalize last two bus shelters* – Darla explained the cost of installing the two bus shelters will require the laying of concrete slabs in the increased amount from the previous estimate. Miller moved to approve the increased estimate in the amount of \$36,202.71, Rundell second, all in favor.

E. NEW BUSINESS

1. *Added item: Approval of meeting minutes from December 22, 2024* – Rundell moved to approve the previous meeting minutes, Miller second, all in favor.

2. *Added item: Discussion on voting process from last meeting's COLA increase request* – Roger gave an explanation that when only three board members are present the chair has the same rights to motion or second a motion like any board member. Darla provided a summary of data, and some discussion points were made about the reasons and comparisons to other agencies. Hall moved to revisit the previously presented 3% COLA increase. Rundell moved to approve a 3% (amend previously approved 2%) COLA from the 2023 salary schedule to be used on the 2024 schedule going forward. Marty second, all in favor.

F. General Managers Report

1. *Update on health* – David gave a summary of his current health situation and thanked staff for their support during his health crisis.

G. STAFF REPORTS

1) *Update Ridership Comparison (Darla)* – Darla presented some data on ridership. We are just a couple thousand trips shy of 2019 numbers. Our staffing level is now near that of 2019.

H. Unfinished Business

None

ADJOURNMENT:

Hall moved to adjourn the meeting at 5:10 all in favor.

Submitted By:



Steve Mertens
Accountant

Approved:

A handwritten signature in blue ink, appearing to read "Marty Hall", written over a horizontal line.

Marty Hall

Transportation Authority Board Chair

Transportation Authority Board

