

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
June 29, 2023**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes June 29, 2023
Chairman Weatherford opened the meeting at 4:00PM. Those present were Board Members Marty Hall, Jack Miller

Staff present: General Manager David Ocampo, Lead Dispatcher Megan Schmidt, Operations Manager Darla Miller, Dispatcher Melissa Ferrians, Maintenance Manager Ivan Macedo

Others: Tracy Christianson WSTIP

Absent: Zonia Dedloff, Ryan Rundell, Steve Mertens

B. PUBLIC COMMENT:

None

C. WSTIP SAFETY STARS AWARD:

Tracey Christianson with WSTIP presented the 2022 Safety Stars Award to Columbia County Public Transportation. Tracey explained the WSTIP Risk Profile, and how Columbia County Public Transportation earned this award.

D. FINANCE REPORT:

Treasure Report: David explains that at the end of the biennium, some money from the Consolidated Grant will have to be returned to the state. The invoicing for this grant will be returned in the middle of next month.

E. ACTION ITEMS:

Shah Software Upgrade: David explains that Columbia County Public Transportation received an award letter to upgrade this system. The cost is \$27, 570. The only cost to Columbia County Public Transportation would be a 20% match of this grant. Updated system will allow for the public to schedule, cancel, and track their own reservations under certain criteria. Though money was awarded, board approval is still needed. Hall moves to approve this action item, Weatherford second, all in favor.

Fare Free July 2023-July 2027: David explains that Columbia County Public Transportation is looking to move to fare free services for a four-year period. He states that on average, \$2,000 a month is collected in fares. The Fare Free grant would award

\$272,643.00 for a two year period. Hall moves to approve this action item, Miller second, all in favor.

F. APPROVAL OF PRIOR MEETING MINUTES:

April 20th, 2023 minutes. Hall moved to approve minutes, Miller second, all in favor.
May 25th, 2023 minutes were not prepared for approval.

e. Reapproval of 'Addition and removal of approved signers for Bank of Idaho': This action item was approved at the April 20th meeting, but wording of approval was incorrect. Removing Chuck Amerine, and all inactive board members from main bank account at Bank of Idaho and adding Marty Hall and Zack Weatherford. Noted, no motion needed.

G. CAMERA SYSTEM UPGRADE:

Ivan explains that four of Columbia County Public Transportation buses camera systems are outdated. Wanting approval to upgrade these camera systems. Money from the capital reserves will be used for these purchases. Total for all four camera systems including installation will be \$15,870.88. Miller moves to approve action item, Hall second, all in favor.

H. GENERAL MANAGER UPDATES:

Grant applications update: All grants that were applied for were awarded to CCPT. Two buses will be replaced. Part of the \$259,000 includes the Shah Software upgrade. David states that one grant may need an amendment considering that the two buses that were included in the application are no longer available. \$2.3 Million received for sustained services for period of 2023-2025, and projected amount of \$2.6 million for 2025-2027. Cola's, fare free, and inflation taken into consideration when asking for this amount. Special needs for 2023-2025 received \$68,000. Additional \$6,248 for sales tax equalization formula received. \$272,000 received for youth fare free services.

WSDOT site visits: WSDOT came and performed a site audit, no issues found or findings to report.

Bus Procurement: David states that CCPT is currently looking for two buses to procure.

Bus Shelters: Two shelters have been successfully placed. David states that CCPT is waiting for the Dayton High School to sign the shelter agreement, which will allow CCPT to have concrete poured at this bus shelter site.

Part-time employee: Employment offer given to possible new part-time operator.

All wheels weekend: David said that the All Wheels Weekend booth was successful. Columbia County Public Transportation donated \$500 to this event and assisted in the 'kids zone'.

I. STAFF REPORTS:

Ridership Report: Darla: Darla states that at this time in 2022, CCPT had a total of 15,746 rider trips, 2023 has totaled 20,405 rider trips as of this time.

Rideshare Program: Megan: Award letter received from WSDOT for the Public Rideshare Grant that CCPT applied for. \$15,000 for incentive, \$48,000 for vehicle procurement. The vehicle procurement grant has a 20% match requirement.

Maintenance Report: Ivan: Two older vehicles are repeatedly needing maintenance due to age and mileage. These are the vehicles that will be replaced with new bus procurement.

Safety Committee Report: Melissa: AED's and a portable eye wash station have been placed in the CCPT office. Ladder harness ordered to comply to safety procedures. Currently developing a 'smoke safety' program that is mandatory for the agency. SHAPP document is close to being updated and finished.

ADJOURNMENT:

Weatherford moved to adjourn the meeting at 4:46PM, all in favor.

Submitted By:



Megan Schmidt

Administrative Assistant

Transportation Authority Board

Approved:



Zac Weatherford

Chairman

Transportation Authority Board

