

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
October 19, 2023**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes October 19, 2023

Chairman Zac Weatherford opened the meeting at 4:00 PM. Those present were Board Members, Miller and Rundell. Zonia Dedloff participated by phone.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Dispatcher Melissa Ferrians

Others – Don Swentik, President of Columbia County Senior center

Absent: Marty Hall (Excused)

B. APPROVAL OF MEETING AGENDA

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

C. PUBLIC COMMENT

Don Swentik brought up concerns on how Transportation will be able to meet ADA requirements at the community Senior Center with the current construction going on. He presented a map to the board showing the concerns before they open in three weeks. David agreed to meet him there soon to look over the situation and come up with a solution to the situation.

D. FINANCE REPORT

1. Treasurer Report – Steve presented the September 2023 treasure report as well as a financial summary. He noted the agency's current fund balance of about \$1,964,000. The approved transfers from last month going to the reserve accounts have been completed. A grant claim will be made at the end of the month for third quarter 2023. We will also bill out the capital grant for the purchased bus shelters. Weatherford asked if the shelters had been completed. David explained a couple of them have been, but a couple still need to be.

2. September 2023 budget to actual – Steve discussed the comparison of budgeted numbers to actual figures thru third quarter of 2023. 87% of taxes have been received and are on pace to exceed the budget. Most payroll items are around 75% or a little higher. We are currently staffed a bit higher than originally budgeted for. Non-payroll items are higher than budgeted for in part due to available grant funding allowed us to purchase additional office and garage supplies than originally planned. We are currently at 80.5% of budgeted expenses.

We will be working on a 2024 budget to present in November.

E. ACTION ITEMS

1. *Approval of minutes dated May 25th, June 29th, August 17th, August 31st, September 5th and September 11th* – Rundell moved to approve all of the presented board minutes, Dedloff second, all in favor.

2. *2024 Board Meeting Schedule* – David presented a proposed schedule for the regular board meetings in 2024. It was noted this would be switching the meeting dates from odd to even months. Miller moved to approve the 2024 board meeting schedule, Rundell second, all in favor.

3. *Resolution 2023-10 DES contract* – David explained we would like to purchase from the DES contract so we can purchase two federally funded buses from NW bus sales. There were some questions about the buses themselves. David explained the type of buses, both he and Ivan have evaluated the vehicles. Rundell moved to approve the contract, Miller second, all in favor.

F. NEW BUSINESS

1. *Announcement of Public Record Officer* – David explained with the departure of Megan Schmidt from our agency a new Public Records Officer is needed. We have asked Raymond Brown, who has been performing a lot of administrative and clerical work including digitizing our records, to be the New Public Records Officer and he has agreed.

G. GENERAL MANAGERS REPORT

1. *Budget Hearing Date* – A date in November for a budget hearing is needed. The board discussed a date and decided on November 9th, 2023, at 4:00PM. All in favor. Notifications will be made.

2. *Employee updates* – Megan Schmidt has left the Agency for a position with another transit. We have added two part-time employees, Jason Griffin and Mike Williams. Both already have CDL's. We have also hired Jeff Keating as a full-time employee who also has a CDL. Kellie Skeeter and Karla John have indicated they plan to retire before the end of 2024.

3. *Bus shelter update* – 2 more shelters to be built, 2 completed. People in the community have noticed and communicated this to us.

4. *New bus update* – We are using our new bus but are waiting to get our agency decals on it. David indicated we may be looking at more 24 passenger buses like this in the future.

5. *Rideshare program* – David will take over managing this for the time being since Megan has left. The program is very small currently.

H. STAFF REPORTS

None

I. Unfinished Business

None

ADJOURNMENT:

Miller moved to Adjourn the meeting at 4:42, Rundell second, all in favor.

Submitted By:



Steve Mertens

Accountant

Transportation Authority Board

Approved:



Zack Weatherford

Transportation Authority Board-Chair

