

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
March 21, 2024**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes March 21, 2024

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

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Maintenance Technician Ivan Moreno, Darla Miller Transit Supervisor, Dispatcher Melissa Ferriars, Dispatcher Melissa Lindley

Others – None

Absent: Miller, Dedloff

B. APPROVAL OF MEETING AGENDA

Trump moved to accept the presented agenda, Rundell second, all in favor.

Public Comment – None

C. FINANCE REPORT

1. *Treasurer Report* – Steve presented the February 2024 Treasurer report as well as a financial summary. He noted the agency's current fund balance of about \$2,100,000 at year end and some basic financial activity, estimates and remaining grant source funding.

2. *February 2024 Budget to actual review* – Steve went over the budget to actual data through February. It was noted that while some expense balances appear high those consist of one-time annual payments and the entire amount shows as we report on a cash basis.

D. ACTION ITEMS

1) *Approval of minutes dated January 18th, 2024* – Rundell moved to approve the presented minutes, Trump second, all in favor.

2) *Approval of Resolution 2024-01* – Trump moved to approve Resolution 2024-1, Rundell second, all in favor.

E. NEW BUSINESS

None scheduled.

Steve asked the board if they would like management to add another board member as a signer of bank accounts at a future meeting. The board thought it would be a good idea.

F. General Managers Report

1. *Bus shelter project update* – David informed the board the shelter project is now complete and are just waiting on the concrete pour for the pads. Pictures of the completed project were provided to the board. We hope another grant cycle will allow us the opportunity to put up more shelters in other locations.

2. *Rideshare update* – David informed the board we have purchased a Toyota Highlander for the Rideshare program to meet the interest in smaller vehicles. The program has reduced the number of riders per vehicle. We hope to purchase another Rideshare vehicle of a similar type with Rideshare program funds.

3. *New bus order update* – We have put in an order for two additional buses. We may look to purchasing larger size buses as some of the runs are getting full. It will be about a year and a half to receive the buses

G. STAFF REPORTS

1) *New employee updates (Darla)* – Darla discussed recent new hires. Connie Eden has started as a new part time driver, she has a CDL already and previous school bus driving experience. Melissa Lindley has been with us for two months and we have moved her into the administrative assistant role.

2) *Fleet maintenance update (Ivan)* – Ivan gave a brief update on maintenance and repairs.


H. Unfinished Business

None

ADJOURNMENT:

Rundell moved to adjourn the meeting 4:45, Trump second all in favor.

Submitted By:



Steve Mertens
Accountant
Transportation Authority Board

Approved:



Marty Hall
Transportation Authority Board Chair