

**MINUTES OF THE REGULAR BOARD MEETING  
COLUMBIA COUNTY TRANSIT AUTHORITY  
May 16, 2024**

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

Columbia County Public Transportation regular board Meeting Minutes May 16, 2024

At 4:00 there was lack of quorum and Chairmen Hall indicated no action items could be taken at that time. It was anticipated that another board member would arrive shortly. Hall asked if there was any public comment while we waited. Matthew Branson from the Washington State Transit Insurance Pool (WSTIP) was in attendance and asked to present the 2023 Small Transit Safety Star award that CCPT had won.

*2023 WSTIP Safety Star Award* – Matthew explained the purpose and requirements of the award and that CCPT has won this award amongst our comparable size peers for the last 7 years.

At 4:13 Chairman Hall indicated the meeting would remain in recess until another board member arrived to establish quorum.

At 4:30 board member Rundell arrived establishing quorum

Chairman Hall opened the meeting at 4:34 PM. Those present were Board Members, Hall, Rundell, and Trump.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Darla Miller Transit Supervisor, Dispatcher Melissa Ferrians, Dispatcher Melissa Lindley, Operator Mark Haney

Others – Matthew Branson (WSTIP)

Absent: Miller, Dedloff

**B. FINANCE REPORT**

*1. Treasurer Report* – Steve presented the April 2024 Treasurer report as well as a financial summary. He noted the agency's current fund balance of about \$1,857,000 at year end and some basic financial activity, estimates and remaining grant source funding. It was noted that an approximate \$422,000 has been billed to our consolidated grant but not yet received.

*2. April 2024 Budget to actual review* – Steve went over the budget to actual data through April. Balances with distorted expenses due to cash basis reporting were highlighted. It was noted sales tax revenues are coming in greater than budgeted. Most expense lines appear to be relatively in line with expectations.

**C. ACTION ITEMS**

1) *Approval of minutes dated March 21st, 2024* – Trump moved to approve the presented minutes, Rundell second, all in favor.

2) *Approval of Rideshare vehicle procurement difference* – David explained that after considering all costs of purchasing a new rideshare vehicle we would need to request additional funds from the originally approved \$48,000 from Capital reserves. We are requesting approval of a total up to \$55,000. Rundell moved to increase the cap on the purchase of a Rideshare vehicle up to \$55,000, Trump second, all in favor.

#### **D. NEW BUSINESS**

*Plan of action for additional emergency payroll approval* – David and Steve explained the current individuals able to sign checks as well as the approval of payroll. Currently only David and Marty can sign checks, and David and Steve are the only two able to approve the dual authentication process of electronic payroll. There appears a need for a backup in the case of an emergency. Some discussion on potential solutions for this. Trump moved to add Board member Ryan Rundell to the Columbia County Public Transportation Clearing 3420 from the Bank of Idaho as a signer, Hall second, in favor 2-0 (Rundell abstain).

#### **E. General Managers Report**

1. *Bus shelter damage report* – A child in the community shot out the window of one of our shelters with a BB gun. We filed a police report and talked with the parent. We asked the police to keep the incident on record but did not press charges. In lieu of seeking financial damages, we discussed with the parent and agreed that the child could clean up the shelter area for a month as a form of consequences lesson.

2. *Consolidated grant application plan* – David explained our past capital grant funded purchases and that in the future we will be looking at applying for funding for larger (18 passenger buses). We are also looking at applying for other shop equipment such as a tire balancer and mount.

#### **F. STAFF REPORTS**

1) *Safety Committee update (Melissa F.)* – Melissa read a report on the recent safety committee meeting that was held and the recent actions, purchases and plans to improve workplace safety and comply with related laws.

#### **G. Unfinished Business**

None

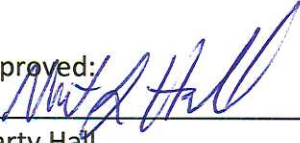
#### **ADJOURNMENT:**

Hall adjourn the meeting 5:12.

Submitted By:



Approved:



Marty Hall

Transportation Authority Board Chair

**Steve Mertens**  
**Accountant**  
**Transportation Authority Board**

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