

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
December 19, 2024**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes December 19, 2024

Chairman Hall opened the meeting at 4:00 PM. Those present were Board Members, Hall, Rundell, Trump, and Dedloff (via phone).

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo (Via Zoom), Operations Manager Darla Miller, Maintenance Technician Ivan Moreno, Dispatcher Alana White, Dispatcher Melissa Lindley, operator Ray Brown

Others – None

Absent: Miller

Approval of agenda: David noted that a change in the finance report #2 should be titled 2025 budget review instead of "Budget to actual" Trump moved to accept the agenda with the noted amendment, Rundell second, all in favor.

Public Comment: Hall asked if there was any public comment, none.

B. FINANCE REPORT

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

2. *October 2024 preliminary budget* – Steve went over the proposed budget in comparison to the current and prior years. Steve explained the changes that he had made since he presented the proposed budget in November. Estimated expenses decreased due to lower L&I and employment security rates as well as an employee who was budgeted for full time but will be working as part time. The budget estimates show \$2,224,139 in revenue and \$1,884,987 in expenses for the general fund.

3. *SAO audit update* – David noted that we held an exit conference for the accountability audit. There were no findings or management letters, but SAO made some exit item recommendations, including making sure the board gives official approval on purchases over \$25,000 consistent with our policy, creating a policy on payroll ETF changes stating what is required to make a change, and making sure compensation policies during emergencies such as covid are clearly stated.

C. ACTION ITEMS

1) *Approval of minutes dated September 19th and November 14th* – Rundell moved to approve the presented minutes, Trump second, all in favor.

2) *Approval of closure with pay for December 24th and 31st* – David explained that our policy allows for the board to approve up to two additional paid days off annually. The agency has not utilized these days in some years but is proposing closure on December 24th and 31st as they are historically very low ridership days when we have remained operating. Rundell moved for agency closure with pay on December 24th and 31st in accordance with agency handbook, Dedloff second, all in favor. (Trump abstain for consideration of conflict)

3) *Approval of Board Meeting 2025 Schedule* – David presented the 2025 board meeting schedule. Noting seven scheduled board meetings including the November budget review meeting. Dedloff moves to approve the 2025 board meeting schedule, Rundell second, all in favor.

4) *Approval of Resolution 2024-4 2025 COLA* – Some discussion between the board on what the City and County are doing comparatively. Rundell moved to approve Resolution 2024-4 2025 COLA in the amount of 3%, Dedloff second, all in favor (Trump abstain for consideration of conflict).

5) *Approval for health benefits increase coverage* – The agency is asking for an increase in employee health benefits from \$1,100 a month to \$1,300 a month. There was some discussion on this, including if we provide HRA benefits and the plans we offer. Rundell moved to approve the employee health benefits increase to \$1,300 a month, Dedloff second, all in favor (Trump abstain for consideration of conflict).

6) *Approval of Resolution 2024-5 Budget Approval* – Dedloff moved to approve resolution 2024-5 2025 budget approval, Rundell second, all in favor.

D. NEW BUSINESS

1) *No new business*

E. GENERAL MANAGERS REPORT

1) *Facility Procurement* – David explained WSDOT put the funding for these projects on hold until the next biennium begins. They have provided us with a list of items we will need to complete leading up to this.

2) *Grant applications progress* – David has applied for capital grants to obtain another 24-passenger bus as well as tire installation equipment. Approvals will be awarded in July 2025.

1) *Officer election reminder* – David reminded the board that our bylaws state that elections for board chair and vice chair will need to be done in January.

F. STAFF REPORTS

1) *Fleet report (Ivan)* – Ivan gave an update on the spending on fleet maintenance and repairs for the year.

ADJOURNMENT:

Trump moved to adjourn the meeting, Dedloff, all in favor.

Hall adjourn the meeting at 5:00pm.

Approved:


Marty Hall

Transportation Authority Board Chair

Submitted By:



Steve Mertens

Accountant

Transportation Authority Board

