

**MINUTES OF THE REGULAR BOARD MEETING  
COLUMBIA COUNTY TRANSIT AUTHORITY  
November 14, 2024**

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

Columbia County Public Transportation regular board Meeting Minutes November 14, 2024

Chairman Hall opened the meeting at 3:59 PM. Those present were Board Members, Hall, Rundell, Miller, 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

Others – None

Absent: Dedloff

*Approval of agenda:* David noted 2 changes to the agenda; prior meeting minutes are not complete, and the addition of Item #2 under General Manager “Facility Procurement” Trump moved to accept the agenda with the noted amendments, 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 October 2024 Treasurer report as well as a financial summary. He noted the agency’s current fund balance of about \$2,117,000 at year end and some basic financial activity, estimates and remaining grant source funding, we have about \$1,376,000 of operating grant funding.

2. *October 2024 preliminary budget* – Steve went over the proposed budget in comparison to the current and prior years. Preliminary estimates show \$2,251,00 in revenue and \$1,915,000 in expenses for the general fund. It was noted certain items such as payroll taxes may be adjusted for the final budget when the new rate is provided. Several other questions were asked about the types of expenses included in certain line items and those were explained.

3. *SAO audit update* – David noted that an exit conference for the financial and federal part of our audit is scheduled for next week. They are still working on the accountability audit.

**C. GENERAL MANAGERS REPORT**

1) *COLA discussion* – We are planning on proposing a 3% COLA to the 2025 salary schedule for next year. The preliminary budget was prepared with this increase.

2) *Facility Procurement* – David explained that the procurement of our facility was put on pause due to the uncertainty of whether I-2117 would pass, eliminating revenues used to fund these types of projects. Since the initiative failed, we should receive an award letter around July 2025. We are expected to be awarded 1.5 million for the purchase of the building, additional land and possibly upgrades to the facility.

#### **D. ACTION ITEMS**

1) *Approval of minutes dated September 19th* – Cancelled, moved to next meeting.

2) *Approval of closure for November 30th* – David asked for the agency to be closed on November 30<sup>th</sup> during the Thanksgiving weekend due to historically low ridership when we have operated on this day, and to ensure all employees can have the whole holiday off. This would be an unpaid holiday. Rundell moved to approve the agency closure on November 30<sup>th</sup>, Miller second, all in favor.

3) *Approval of Resolution 2024-3 vehicle surplus* – David explained bus 15 is probably on its last leg and with the new incoming buses we would like to surplus this bus. We would also like to surplus a van from the rideshare fleet. Ivan explained that there have been problems that Corwin has been unable to diagnose. Trump moved to approve Resolution 2024-3 Vehicle Surplus, Dedloff second, all in favor.

#### **E. NEW BUSINESS**

1) *No new business*

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

1) *Chamber Banquet (Darla)* – Darla explained that several employees attended the banquet, where we saw General Manager David Ocampo awarded Employee of the Year.

#### **E. UNFINISHED BUSINESS**

1) *Job Descriptions* – Darla reminded the board we discussed the changes of job descriptions the previous meeting but tabled the item so some of the board members could get a chance to read them. Rundell motioned to approve the presented job descriptions, Trump second, all in favor.

#### **ADJOURNMENT:**

Ivan informed the board one of the new buses outside has been having a heating issue but the cause has been determined so we can move forward with the acceptance of the new buses.

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



Hall adjourn the meeting 4:55.

Submitted By:

Approved:

  
Marty Hall

**Transportation Authority Board Chair**

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

