

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

A. CALL TO ORDER AND ROLL CALL:

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

Chairman Hall opened the meeting at 4:00 PM. Those present were Board Members, Hall, Rundell, Miller and Trump.

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

Others – None

Absent: Dedloff

Approval of agenda: Trump moved to accept the agenda as presented, 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 August 2024 Treasurer report as well as a financial summary. He noted the agency's current fund balance of about \$2,323,000 at year end and some basic financial activity, estimates and remaining grant source funding.

2. *August 2024 Budget to actual review* – Steve went over the budget to actual data through August. Most expense lines appear to be relatively in line with expectations.

C. GENERAL MANAGERS REPORT

1) *Grant Applications* – We have applied for capital funding currently going through WSDOT for ranking. The request is for a new bus more ADA able as well as a request for tire installing equipment. It likely won't be until about May we hear the results of grant awards.

2) *PTO policy amendments* – David explained the updates to the policy. The policy adds an additional 3 days Annual Leave (PTO) when an individual reaches 20+ years of service. Currently PTO step increases top out at 15 years. The buyout policy would also change requiring instead of a 40-hour consecutive paid time off, five consecutive non-worked days including weekends.

3) *Revised Job Descriptions* – David explained some changes were necessary to job descriptions. This includes declassifying certain positions as safety sensitive, correct PTO terms, and combining driving and dispatching job description into one description instead of two for employees hired to do both.

4) *Safety Plan* – David explained we have a safety plan though it has never been approved by the board.

D. ACTION ITEMS

1) *Approval of minutes dated July 15th, and Special Meeting – August 15th* – Rundell moved to approve the minutes as presented, Trump second, all in favor.

2) *PTO Amendments Approval* – Rundell moved to approve the amendments to the PTO policy, Trump second, all in favor.

3) *Revised Job Descriptions* – Roger requested to table for more review of the changes, all agreed.

4) *Approval of Resolution 2024-2 Safety Plan* – Rundell moved to approve Resolution 2024-2, Miller second, all in favor.

E. NEW BUSINESS

1) *Payroll process discussion* – Steve explained the current payroll timing as bi-monthly. There has been management discussion on whether the agency should change to monthly payroll with a mid-month draw. Discussion on the benefits and the drawbacks were discussed. The board indicated they are fine with whatever option works best for management and employees. David stated that if we decided to make a change we would seek board approval in December.

F. STAFF REPORTS

1) *Ridership update (Darla)* – Ridership in 2024 has exceeded 2023 ridership every month so far except June and July, those months were likely down due to us not providing transportation for The Club as we did in prior years. We have been very busy with transportation demand.

2) *New Employee hires (Darla)* – We have hired two new employees Karen Lockard and Alanah White. Both have been hired as operator/CSR (customer service rep). We are a little heavy in staffing right now but we had a recent retiree, another employee will retire in November and yet another will retire in January of 2025.

3) *Maintenance and Rideshare (Ivan)* – Ivan discussed maintenance numbers and updated on the status of vehicle maintenance.

4) *Safety Committee (Melissa F.)* – Safety committee had a meeting back in May. We have noticed an increase in mobility devices being used by passengers. Our best practice is to try to keep each bus to 1 wheelchair at a time however we are finding we are needing to transport 2 chairs at a time frequently. We have done a recent building inspection for safety issues. We have updated the SHAP that the board just approved. Safety is our highest priority at CCPT.

ADJOURNMENT:

Rundell moved to approve the chair to sign all passed action items, Trump second, all in favor.

Ivan informed the board passenger Tyler Cooper has asked to be reinstated from suspended service. He has the right to appeal the suspension with the board.



Hall adjourn the meeting 5:18.

Approved:



Marty Hall
Transportation Authority Board Chair

Submitted By:

Steve Mertens
Accountant
Transportation Authority Board

