

**MINUTES OF THE REGULAR BOARD MEETING  
COLUMBIA COUNTY TRANSIT AUTHORITY  
July 18, 2024**

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

Columbia County Public Transportation regular board Meeting Minutes July 18, 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), Dispatcher Melissa Ferrians, Dispatcher Melissa Lindley

Others – None

Absent: Dedloff

*Approval of agenda:* Miller 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 June 2024 Treasurer report as well as a financial summary. He noted the agency's current fund balance of about \$2,022,000 at year end and some basic financial activity, estimates and remaining grant source funding. It was noted that an approximate \$448,000 has been billed to our consolidated grant but has not yet been received. We have also billed about \$22,000 to our capital grant for the shah software upgrade.

2. *June 2024 Budget to actual review* – Steve went over the budget to actual data through June. Sales tax revenue is still expected to finish stronger than budgeted. Most expense lines appear to be relatively in line with expectations. Steve explained some line item coding such as facility lease payments has been moved to be in line with BARS requirements.

We have received communication from SAO asking if we could be put at the end of the Federal audit schedule and possibly have this completed past the deadline as we will be a high-risk agency regardless of the audit results due to being a cash-basis agency. We have indicated to them we are ok with that.

**C. ACTION ITEMS**

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

2) *Approval of Drug and Alcohol Policy* – David explained the updates to the policy. This includes the removal of certain positions: General Manager, Operations Manager, and Dispatchers that don't drive from the D&A pool. More specification on second chance policy. Rundell moved to approve the D&A updated policy, Trump second, all in favor.

3) *Approval of updated Organizational Chart* – David changed the job title Transit Supervisor to Operations Manager. Trump moved to approve the updated organizational chart, Miller second, all in favor.

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

*No new business*

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

1. *TDP Approval Special Meeting – August 15th* – David explained we need to hold a Special Meeting to approve the Transit Development Plan as required by the Washington State Department of Transportation. He suggested August 15<sup>th</sup> to hold this meeting.

David explained that he has been in communication with Angie Peters, General Manager from Valley Transit about operating in Walla Walla. It was explained that per RCW we are to avoid duplication of service. Because our service is different than most transit agencies as we are a completely demand response service there are some challenges with this.

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

1) *No staff reports*

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


*None*

#### **ADJOURNMENT:**

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

Hall adjourn the meeting 4:40.

Submitted By:

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

Approved:

  
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**Marty Hall**  
**Transportation Authority Board Chair**