

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
November 13, 2025**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes November 13, 2025

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

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo (via zoom), Maintenance Technician Ivan Moreno, Lead Dispatcher Melissa Lindley, Operations Manager Darla Miller.

Others – None

Absent: None

Approval of agenda: Ocampo asked for changes to the agenda, remove: Finance Report #2 No budget to actual. Action Item #6. General Managers report will add Procurement RFQ for facility. Rundell moved to accept the agenda with the noted amendments, Miller second, all in favor.

Public Comment: None

B. FINANCE REPORT

1. *Treasurer Report* – Steve presented a treasurer report from October showing approximately \$2.43 million in total funds, including \$1.16 million in the general fund, \$65,140 in the Van Pool, \$445,000 in the capital reserve, and \$760,000 in the operating reserve. Steve also discussed grant funding, available for the new biennium including \$2.686 million from the consolidated grant, \$288,000 from transit support and \$653,000 from the special needs grant.

2. *2026 Budget Hearing* – Steve presented a 2026 preliminary budget for all funds. The budget was made considering anticipated step increases in the year as well as a 3% COLA should the board elect to approve that. Right now we are projecting a \$102,000 fund gain. Some discussion on the various amounts including a small projected loss in the Rideshare program.

C. ACTION ITEMS

1) *Approval of minutes dated September 18th* – Miller moved to approve the presented minutes, Dedloff second, all in favor.

2) *Approval of AngelTrax Telematics* - David explained we received a grant for the AngelTrax telematics program. He is requesting approval for the implementation costing \$15,000 and the continuing annual contract of this program about \$10,000. Our insurance pool is currently discussing whether this will be a

future requirement for vehicles in the pool. Rundell moved to approve the AngelTrax Telematics system, Hall second, all in favor.

3) *Approval to procure new cutaway bus* – David explained we received a federal grant for the purchase of a new bus. This will be a new 20 passenger bus. The total cost of the bus will be \$254,128. Rundell moved to approve the purchase of a new 20 passenger bus, Dedloff second, all in favor,

4) *Request to procure new service truck* – David explained we are requesting approval of a service truck vehicle. The purpose of the vehicle is to haul equipment to wash bus shelters, to use as a maintenance vehicle to carry tools in the event of a bus vehicle, and as an admin vehicle for reviewing safety and route review, and other admin travel. The cost would be funded from our capital reserves in the amount of \$64,764. Steve noted this amount would need to be added to the budget. Trump asked for a motion, no motion was made. Item will be tabled.

5) *Request for Health coverage increase (Darla)* – Darla discussed the increase cost for coverage provided from our health insurance pool. Increase in Kaiser health insurance of 11.6% and an increase in dental coverage of % The cost increase for employee only coverage is over \$100. We are requesting a \$100 a month increase in health coverage per employee from \$1,300 to \$1,400. The total cost of this increase to the agency will be around \$16,000. Miller moved to approve a \$100 a month increase to employees health benefits, Rundell second, all in favor.

6) *Wellness Policy Amendment* – Removed from agenda

7) *PTO amendment: buyout* – David discussed our PTO buyout and suggested an amendment to the policy of buying out an additional 40 hours beyond the current policy limit if the employee meets certain conditions, namely a current balance of 300 hours during the November buyout. This action was tabled.

Miller left the meeting.

8) *GM contract* – at 5:07 the board entered an executive session under RCW 42.30.110(g) to discuss the General Managers performance and review the proposed contract of his continuing employment. The meeting is expected to last 10 minutes.

At 5:18 the regular meeting resumed.

Rundell moved to approve the presented contract, Dedloff second, all in favor. Key financial items of the contract include: the General Manager will move up one step (step 9) on the General Manager pay schedule, the General Manager insurance coverage will include 100% of health, dental and vision coverage for entire family.

D. NEW BUSINESS

1) *No new business*

E. GENERAL MANAGERS REPORT

1) *Procurement: facility RFQ* - David has prepared the request for qualifications for a project engineer for the procurement of the agency facility. The proposals will likely be presented in January.

F. STAFF REPORTS

1) *New Equipment report (Ivan)* - Ivan explained the new tire installation machine equipment is functional.

UNFINISHED BUSINESS

1) *No Unfinished Business*

ADJOURNMENT:

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

Trump adjourned the meeting 5:23.

Submitted By:



Steve Mertens

Accountant

Transportation Authority Board

Approved:



Roger Trump

Transportation Authority Board Chair

