

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
December 18, 2025**



A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes December 18, 2025

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

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo (via zoom), Dispatcher Alana White, Lead Dispatcher Melissa Lindley, Operations Manager Darla Miller.

Others – None

Absent: Dedloff

Approval of agenda: Ocampo asked for changes to the agenda, add: E5 General Managers report – Officer Election Reminder. Hall moved to accept the agenda with the noted amendment, Rundell second, all in favor.

Public Comment: None

B. FINANCE REPORT

1. *Treasurer Report* – Steve presented a treasurer report from November showing approximately \$2.78 million in total funds, including \$1.48 million in the general fund, \$91,310 in the Van Pool, \$454,000 in the capital reserve, and \$762,000 in the operating reserve. We are currently projecting about \$2,695,565 estimated fund balance at year end. Steve also discussed grant funding, available for the biennium including \$2.255 million from the consolidated grant, and \$288,000 from transit support. We have \$26,611 from a capital equipment grant currently billed but not received, and \$121,974 in federal capital funds toward the purchase of a new bus.

C. ACTION ITEMS

1) *Approval of minutes dated November 13th* – Rundell moved to approve the presented minutes, Miller second, all in favor.

2) *Approval of Board Meeting Schedule 2026* - David presented the proposed 2026 board meeting schedule with meeting to be held on the third Thursday of every odd month and an additional meeting in December. Hall moved to approve the 2026 board meeting schedule, Rundell second, all in favor.

3) *Approval of Resolution 2025-03 2026 COLA* – David presented the 2026 proposed salary schedule that includes a 3% COLA to all positions. Rundell moved to approve the proposed 2026 salary schedule including a 3% COLA, Hall second, all in favor.

4) *Approval of Resolution 2025-04 2026 Budget Approval* – Steve presented the proposed 2026 budget. He indicated changes from the preliminary budget from last meeting. He noted a change to sales tax revenue up \$12,000 to \$360,000. Changes to expenses included the costs for the new GM contract, payroll taxes based on new assessed rates, risk pool insurance based on the received policy invoice. The largest change was from the capital reserve where the cost of the new bus was about \$70,000 more than previously budgeted and the purchase of a \$60,000 service vehicle was added to that funds expenses. Currently we are budgeted for a \$79,000 net loss in fund balance all funds combined. There was discussion on buses and the reason for the need for a new bus. Explanation of how the vehicles are used including the Rideshare program was provided. Hall moved to approve Resolution 2025-04 2026 budget, Rundell second, all in favor.

D. NEW BUSINESS

1) *No new business*

E. GENERAL MANAGERS REPORT

1) *RFQ Update* - David received 25 interest responses for the project. Six of those responses were qualified. David explained the next step is selection of the contractor and invited any board member interested to be part of the selection committee. They will provide a 30% plan completion. David has signed the contract for the facility grant.

2) *Personnel Policies Update* – David presented a preliminary draft of the personnel policy handbook he has been updating. There are still some areas highlighted that we are working on.

3) *WSDOT 2024 Summary Report* – David presented a summary of CCPT data that is submitted to WSDOT and compiled with a three year comparison by the Department. He reviewed some of the operational information with the board.

4) *Bus Procurement update* – David updated the board on the status on the new bus purchase. The bus has been ordered and is being assembled. We are expecting it to arrive in June.

5) *Officer Election Reminder* – David reminded the board that officer election for board chair and vice-chair will need happen in January per our bylaws. The board can decide whether to retain current officers or elect a new one.

F. STAFF REPORTS

1) *No Reports*

UNFINISHED BUSINESS

1) *Service Truck discussion* – David talked about the service vehicle we have been looking into purchase. Last meeting the board tabled this item. David is looking for direction regarding the purchase of a new admin vehicle, and the option of the service truck would fill this need and other needs such as carrying equipment to was bus shelter windows and carry tools when responding to a bus breakdown.

ADJOURNMENT:

Hall moved to adjourn the meeting, Miller second, all in favor.

Trump adjourned the meeting 4:53.

Submitted By:



Steve Mertens

Accountant

Transportation Authority Board

Approved:



Roger Trump

Transportation Authority Board Chair

