MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
July 17, 2025

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes July 17, 2025

Chairman Trump opened the meeting at 4:01 PM. Those present were Board Members, Miller, Rundell, Hall, and Dedloff (via phone).

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Maintenance Technician Ivan Moreno, Lead Dispatcher Melissa Lindley, Operations Manager Darla Miller, Dispatcher Alanah White.

Others – None

Absent: None

Approval of agenda: Ocampo asked for changes to the agenda, add: New Business #6 Resolution 2025-1 Transfer of funds, 7 Public records officer announcement, change to #3 grant amount to $121,974. Hall 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 June showing approximately $2.22 million in total funds, including $1.42 million in the general fund, $59,000 in the Van Pool, $40,000 in the capital reserve, and $700,000 in the operating reserve. Steve also discussed grant funding, the final claims have for the biennium have been submitted there is $429,000 to be received from our consolidated grant, have also billed $236,00 toward our capital reserve for the purchase of buses. This money has been received but subsequent to the treasurer report date.

2. 2025 June budget to actual – Steve went over the budget to actual comparison for June. He noted sales tax is right about 50% at the halfway point. Payroll costs are mostly around 50%. Most non-payroll items are also around 50% outside of some line items that have costs billed out early in the year such as subscription services.

C. ACTION ITEMS

1) Approval of minutes dated May 15th – Rundell moved to approve the presented minutes, Miller second, all in favor.

2) Transit development plan - David explained the Transit Development Plan and that it needs to be approved by the board. An open house was offered to the public though no one attended. The plan includes a history of the agency, our service map, discussion on current fare free, vehicle replacement plans and other agency information. David also explained that telematics implementation has been added to this year's plan. Hall moved to approve the CCPT Transit Development Plan, Rundell second, all in favor.

D. NEW BUSINESS

1) WSTIP Grant for front door $5,000 – David explained the front door is mostly complete but some issues came up that will cost us an additional $2,000 beyond the grant funded amount. We are to receive $5,000 from WSTIP for this project. Rundell moved to accept the WSTIP risk management grant for the front door lock system, Hall second, all in favor.

2) WSDOT grant for tire equipment $26,611 – David explained we need approval to receive the WSDOT capital grant for new tire installation and balancing equipment. Hall moved to accept the capital grant for the tire maintenance equipment, Dedloff second, all in favor

3) WSDOT grant for bus replacement $121,974 – David explained we have received capital grant funding from WSDOT to replace bus 16. Bus total cost will be between $200,000 to $250,000. We need approval to accept this funding. Hall moved to accept the WSDOT capital grant bus replacement funding, Dedloff second, all in favor.

4) WSDOT Transit Support grant 2025-2027 budget $288,729 – WSDOT has awarded funding based on a formula considering multiple factors to award transit support funding to operate fare free. We need board approval to accept the funding. Rundell moved to accept the Transit Support Grant Funding for the current biennium, Hall second, all in favor.

5) WSDOT Special Needs 2025-2027 budget $653,352 – WSDOT awarded us funding for Special Needs support. Steve noted that this funding will be utilized as match in our consolidated grant. Hall moved to accept Special Needs funding awarded from WSDOT for the current biennium, Rundell second. All in favor.

6) Resolution 2025-1 Transfer of funds – The proposed transfer is to move $250,000 total with $200,000 to be moved to the capital reserve fund and $50,000 to the operating reserve. Miller moved to approve Resolution 2025-1 transfer of funds, Rundell second, all in favor.

7) Public records officer announcements – David explained that since Ray Brown has retired and is only working part-time, we must appoint a new records officer. Melissa Lindley has been nominated by David. Steve noted we have just received a public record request asking for payroll data of employees.

E. GENERAL MANAGERS REPORT

1) Facility Procurement- Update - David updated the board on the facility procurement status. He has a meeting next week with WSDOT to move forward. There are multiple reports to be completed before we can start the procurement.

2) Valley Transit interlocal agreement update - David explained we have agreed to a service map plan. The plan does cut out some areas we previously dropped off at in Walla Walla. Valley Transit is planning on voting on it in August and we will present for approval subsequent to that. We will put the service maps on our buses. The goal of these plans is to reduce duplication of service.

3) Automatic door opener-front main door update - David explained in addition to the installation of the lock system we are looking at purchasing a camera for the front door.

4) FTA disposition for sold vehicles update - David updated the board on the funding that needed to be returned for the sale of vehicles. Due to changes in the federal guidance, one vehicle sold did not require return of funds, the other was originally thought to be about $6,000 returned but will only be about $1,700 to be returned to WSDOT.

5) Telematics Trial Samsara-Angel Trax – We are currently trying the Angel Trax telematics. The service allows live view options, monitoring of driver behavior, and geo-fencing. Samsara will cost about $16,000 the Angel Trax system would be about $10,000.

F. STAFF REPORTS

1) Ridership report (Darla) – Darla presented ridership numbers to the board. Ridership numbers have been increasing on a year over year basis.

2) Maintenance and Mileage report (Ivan) - Ivan presented data on vehicle mileage and the maintenance cost per mile. In 2024 the total cost was about $39,000. In 2025 thru June, we are already up to about $28,000. This is because several buses needed new rims and wheels.

UNFINISHED BUSINESS

1) No New Business

ADJOURNMENT:

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

Trump adjourned the meeting 5:03.

Submitted By:

Steve Mertens
Accountant
Transportation Authority Board

Approved:

Roger Trump
Transportation Authority Board Chair