

**MINUTES OF THE REGULAR BOARD MEETING  
COLUMBIA COUNTY TRANSIT AUTHORITY  
May 15, 2025**

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

Columbia County Public Transportation regular board Meeting Minutes May 15, 2025

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

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

Others – None

Absent: Dedloff, Hall

*Approval of agenda:* Change to budget to actual – report will show April data only. Rundell moved to accept the agenda with the noted amendment, Miller second, all in favor.

*Public Comment:* None

**B. FINANCE REPORT**

1. *Treasurer Report* – Steve presented a treasurer report showing approximately \$2 million in total funds, including \$1.2 million in the general fund, \$62,000 in the Van Pool, \$40,000 in the capital reserve, and \$696,000 in the operating reserve. Steve also discussed grant funding, including \$493,000 received for the fourth quarter of the previous year and \$236,000 available for bus funding.

2. *2025 April budget to actual* – Steve went over April expenses compared to the budgeted. He noted. April's sales tax was at 7.7% of the budgeted amount, while wages were close to the expected 8.3%.

**C. ACTION ITEMS**

1) *Approval of minutes dated March 20<sup>th</sup>* – Rundell moved to approve the presented minutes, Miller second, all in favor.

**D. NEW BUSINESS**

1) *No New Business*

**E. GENERAL MANAGERS REPORT**

1) *Facility Procurement-FTA funds/State funds* - David presented options for a facility procurement project funded by \$1.5 million in FTA grants, which was recently approved. He explained that while proceeding with

federal requirements would be more complex and time-consuming, it would preserve future eligibility for federal grants, whereas choosing only state funding would simplify the process but limit future options. David noted that the current facility could be purchased for under \$900,000, though this would exclude the parking lot, and suggested that maintaining federal compliance would be prudent for long-term growth considerations.

2) *Valley Transit interlocal agreement plan* - David discussed the process of expanding the service area for transit operations. He explains that they need to create an interlocal agreement with Valley Transit, which should have been done earlier. The plan involves presenting the proposed service map to the community first, conducting a survey, and holding open houses to gather input. David mentioned that implementation is likely to occur next year, with the goal of having the plan and survey ready before December to sign the interlocal agreement. He also notes that they are working on defining service limitations in Walla Walla to avoid duplication of services and improve efficiency. Darla discussed the current bus schedule, noting that they make 10-12 trips per day with varying schedules depending on the day. David highlighted the issue with the Walla local agreement, where Walla is adamant about not including Wahi, which caused pushback in the past.

3) *Automatic door opener-front main door* - David explained plans to install an automatic door opener for ADA compliance, costing around \$4,020, with safety features like the ability to lock the door in case of an active shooter. He is working on getting this funded through a risk management grant from WSTIP.

4) *FTA disposition for sold vehicles* - David stated that two federally funded vehicles sold for over \$5,000 must have their proceeds returned to FTA, with only the first \$5,000 retained. He is waiting for WSDOT to calculate the exact amount to be returned for the two sales, which occurred a couple of years ago.

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

1) *No reports*

#### **UNFINISHED BUSINESS**

1) *No New Business*

#### **ADJOURNMENT:**

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

Trump adjourned the meeting 4:39.

Approved:

  
Roger Trump

**Transportation Authority Board Chair**

Submitted By:



**Steve Mertens**

**Accountant**

**Transportation Authority Board**