

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

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes September 18, 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, Dispatcher Alanah White.

Others – None

Absent: Marty Hall, Zonia Dedloff

Approval of agenda: Ocampo asked for changes to the agenda, add: Finance Report #2 No budget to actual but a 2026 preliminary budget. General Managers report will add #5 General Manager contract discussion. 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 August showing approximately \$2.67 million in total funds, including \$1.37 million in the general fund, \$59,000 in the Van Pool, \$478,000 in the capital reserve, and \$755,000 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. There is also \$121,000 capital grant funding available towards the purchase of a new bus, and \$26,611 available for our recently acquired tire equipment.

2. *2025 Preliminary budget* – Steve presented a 2026 preliminary budget over the general fund. It was indicated this was a rough draft primarily showing expected payroll costs for the next year. The budget was made considering anticipated step increases in the year as well as a 3% COLA should the board elect to approve that. Most other expenses lines were left at 2025 levels but would be updated at the November meeting.

C. ACTION ITEMS

1) *Approval of minutes dated July 17th* – Miller moved to approve the presented minutes, Rundell second, all in favor.

2) *CCPT and Valley Transit Interlocal Agreement* - David presented the interlocal agreement with Valley Transit detailing operations within Valley Transits service area. David explained we have been operating recently under their proposed agreement and we now need to approve the agreement. Rundell moved to approve the CCPT and Valley Transit interlocal operating agreement, Miller second, all in favor.

3) *Approval of closure November 29th* – David explained that this is the Saturday after Thanksgiving and the agency typically has low ridership on this day historically. We are asking for unpaid closure f this day. Rundell moved to close the agency on Saturday November 29th, 2025. Roger suggested management put forward a policy to permanently put this day as closed.

4) *Approval of closure December 24th and 31st with pay* – David explained that we are requesting December 24th and 31st to be closed with pay utilizing the policy that allows the board to grant to floating holidays each year at their discretion. It was explained that these days are typically low ridership days each year. There was discussion on making this permanent, Steve stated that his understanding was for these days to be at the discretion of the board and that by permanently selecting these days would just be changing these to agency holidays like any other. Jack suggested as management has the information on ridership, a policy that decided the days by management's determination. Management will look into creating such a policy for the future. Rundell moved to approve the December 24th and 31st as closed with pay, Miller second, all in favor.

D. NEW BUSINESS

1) *Health Insurance Cost Increase (Darla)* – Darla explained that medical benefit cost increase is posed to increase between 9-11%. Dental insurance is expected to increase 5%. Last years increase was about 7.3%.

2) *Bus Procurement (David)* – David explained we are receiving a federal grant for a new bus. He is currently working on the details of what specifications are needed on the vehicle. This will be another 24 passenger bus, but will be a little bit shorter than our other bus with that passenger capacity.

E. GENERAL MANAGERS REPORT

1) *Facility Procurement- Update* - David has attended WSDOT meetings where they are working with him to go through the RFQ and RFP process for the facility purchase and upgrade. This includes surveying and planning process. He hopes to be able to be ready to have this ready for approval in November so we can start the RFQ process.

2) *As per RCW 42.23.040 "remote interest"* - David explained he will be serving as a board member on the Dayton Chamber of Commerce. He is making the board aware of this to ensure there is no appearance of conflict of interest between that board position and his role as General Manager.

3) *AngelTrax Telematics* - David explained we have done two trials and received information from a third vendor regarding camera and telematics systems for the buses. There are a variety of monitoring and safety features within these systems, and we found that AngelTrax would best meet our needs for the price. The cost of the AngelTrax system would be \$15,554.78 plus tax. We applied for a grant through WSTIP to cover half this project. Annually the system would cost \$11,000 for the service. David asked for consideration to

approve this contract. Steve explained the cost would come from the capital reserve fund. Jack suggested we wait until we receive confirmation whether we receive grant funding or not from WSTIP. David said we would know by November.

4) *Vehicle surplus results* - David updated the board on the sales of the surplus vehicles. We sold a Rideshare vehicle for \$25,000 that will go to that fund, and about \$7,500 for bus 15 which will go to the capital reserve fund. We will not need to return any funding to WSDOT.

5) *GM contract* – David is creating a new contract for himself and wants the board involvement in creating this, such as a small committee. It was noted the board may be able to have a performance-based discussion in executive session, but any contract decision would need to be made in open public meeting. Roger offered to work with David on a new contract to present to the board at a subsequent meeting.

F. STAFF REPORTS

1) *Ridership report (Darla)* – Darla presented ridership numbers to the board. Ridership numbers (trips) continue to increase, and we have been at our highest ridership levels since 2015.

2) *New Equipment report (Ivan)* – Ivan discussed the progress on the new tire installation equipment. We have just had electrical outlets installed and are ready to have the equipment installed.

UNFINISHED BUSINESS

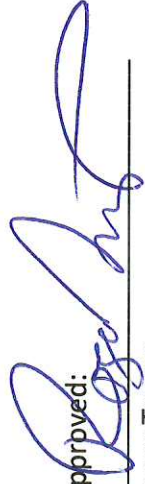
1) *No New Business*

ADJOURNMENT:

It was noted there would be conflicts for the November board meeting and the board discussed an alternative date to hold the meeting. It was motioned by Rundell to hold the meeting on the second Thursday of the month, November 13th 2025, Miller second, all in favor.

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

Trump adjourned the meeting 4:49.

Approved: 

Roger Trump

Transportation Authority Board Chair

Submitted By:



**Steve Mertens
Accountant**

Transportation Authority Board

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