MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
March 19, 2026

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes March 19, 2026

Vice-Chairman Rundell opened the meeting at 4:00 PM. Those present were Board Members, Hill, and Hall.

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

Others – None

Absent: Jack Miller

Approval of agenda: Hall moved to accept the agenda as presented, Hill second, all in favor.

Public Comment: None

B. FINANCE REPORT

1. Treasurer Report – Steve presented the February month-end treasurer report showing approximately $2.42 million in total funds, including $1.07 million in the general fund, $90,431 in the Van Pool, $484,000 in the capital reserve, and $768,000 in the operating reserve. Steve also discussed grant funding, available for the biennium, he noted the $26,611 from a capital equipment grant has been received. The operating grant funds from the second biennium quarter totaling $439,558 were received in March and not included in the February fund balance total.

Chairmen Roger Trump joined the meeting during the report at 4:05, he asked Vice-Chair Rundell to continue to lead the meeting.

2. Budget to actual – Steve went over the thru February budget to actual numbers. He noted sales tax was strong compared to budget numbers. The board was reminded of certain annual expenses like insurance and subscription service that are paid at the beginning of the year but would have no subsequent expense. He noted most payroll expenses were relatively in line with budgeted amounts.

C. ACTION ITEMS

1) Approval of minutes dated January 19th – Trump moved to approve the presented minutes, Hall second, all in favor.

2) Approval of Resolution 2026-1 Succession Policy - David has created a succession plan for the General Manager and Finance Manager positions. The purpose of the plan was to provide direction to the board should the individual in those positions become incapacitated or unable to perform their duties for any reason. Chairmen Trump has signed up for and been given access to online banking for our accounts in the event either position is unavailable to process employee payroll checks. Legal counsel has been consulted on the plan. Hall moved to approve Resolution 2026-1 Management succession plan, Hill second, all in favor.

3) Approval of Resolution 2026-2 CCPT Personnel Policies – David has completed the final draft of the updated personnel policies. A summary of the changes made is included. The biggest change was the definition of full-time employees eligible for benefits, which now requires 36 hours instead of the previous 30. Hall moved to approve Resolution 2026-2 CCPT updated Personnel Policies, Hill second, all in favor.

4) Approval of Resolution 2026-3 Surplus List – Ivan presented the board with a list of surplus items no longer needed. Hill moved to approve Resolution 2026-3 Surplus List, Hall second, all in favor.

D. NEW BUSINESS

1) No new business

E. GENERAL MANAGERS REPORT

1) GM health update – David is undergoing significant health treatment. The board was updated on what that is looking like.

2) Consolidated grant application – This summer we will be working on our operating and capital grant applications. It appears we will be able to apply for two biennium's (4-years) again though it is still being discussed. In the capital grant application, we will be applying for funding for 2 new buses to give the agency a better spare ratio.

3) Facility Procurement Update – David gave an update on the facility procurement project. He is working on a contract with the selected engineering firm, he hopes to bring a contract forward at the next board meeting.

4) Service Truck and bus procurement update- David updated the board on the status of the vehicles we are purchasing, both vehicles are expected to arrive in July.

5) RTPO CPT-HSTP update – The group had been reviewing transit agencies services, partnerships and needs. Our agency was included in this review.

6) Website ADA Compliance – David explained the ADA compliance issues on our website; we are working with NexGen our IT support group to address these issues.

7) Dayton Walk Around – David had met with this group who has been mapping out blocks in the City that are not in ADA compliance. They are wanting management from our agency to walk around with them. Further, they wanted to know how our agency handles ADA issues. We have created videos to show users how to schedule an ADA ride. We plan to show this group a demonstration of our services in regard to ADA.

F. STAFF REPORTS

1) Safety Committee Report (Melissa F.) – Melissa gave a report on the things the safety committee has been working on:

- Flood Preparedness Plan, including staging buses
- Addressed parking lot potholes
- Improved building safety – Cleaned storage room for better access to the breaker
- Updated the monthly building inspection schedule
- Worked on the SHAPP
- Created videos on using our service for ADA riders
- Plans to more securely post our parking lot 5MPH signs

2) Angel Trax Report (Ivan) – Ivan reported he has installed all surveillance cameras purchased for the vehicles. A few of them are having some issues he is currently addressing.

UNFINISHED BUSINESS

1) No unfinished business

ADJOURNMENT:

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

Rundell adjourned the meeting 5:04.

Submitted By:

Steve Mertens

Steve Mertens
Accountant
Transportation Authority Board

Approved:

Ryan Rundell

Ryan Rundell
Transportation Authority Board Vice-Chair