MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
May 21, 2026

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes May 21, 2026

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

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

Others – None

Absent: None

Approval of agenda: David noted changes to the original agenda with those changes added on the copies presented at the meeting. Changes include the Treasurer report vs. a year end, rideshare agreement update under staff reports and a maintenance update under staff report. Hall moved to accept the agenda as amended, Hill second, all in favor.

Public Comment: None

B. FINANCE REPORT

1. Treasurer Report – Steve presented the April month-end treasurer report showing approximately $2.61 million in total funds, including $1.26 million in the general fund, $87,000 in the Van Pool, $486,000 in the capital reserve, and $773,000 in the operating reserve. Steve also discussed grant funding available for the biennium. The operating grant funds from the third biennium quarter totaling $456,963 have not yet been received. Hall asked about sales tax and how it has looked compared to the prior year. Steve noted the first coupled months of the year were a bit lower, but the last couple of months have looked comparable to the prior year.

2. Annual report update – Steve explained he was in the process of completing the agency's 2025 annual report to be submitted to the State Auditor's Office. He noted he has uploaded the financial data and is currently working on the related schedules. He also explained that the agency had exceeded the federal audit threshold for 2025 and we will be receiving a federal and financial statement audit in the coming months.

C. ACTION ITEMS

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

2) Chair and Co-chair election - David explained that with the recent passing of Chairmen Roger Trump, the bylaws are unclear on who moves into the Chair-role. There was some discussion and it was decided that a vote would be done for the chair and co-chair position. Hall moved that vice-chair, Rundell move into the chair role and Starbuck Mayor Charles Hill to be the vice-chair, Miller second, all in favor.

3) Board approval of CCPT-wide float holidays and closure days – David and Steve explained for the newer board members CCPT policy allows up to two board approved holidays a year. David had determined days of typical low ridership in which we would like to close two of these days would be Saturdays with closure but no holiday, November 28th and December 26th. The other two days were weekdays; December 24th and December 31st, and we are asking for closure with float holiday for the employees. It was suggested closure days, and float holidays be approved separately. Hall moved to give CCPT the authority to close on November 28th and December 26th, Miller second, all in favor. Hill moved to approve agency-wide float holidays for December 24th and December 31st, Miller second, all in favor.

D. NEW BUSINESS

1) No new business

E. GENERAL MANAGERS REPORT

1) Employee update – David updated the board on staffing, one of our dispatchers resigned. We are looking at hiring two driver/dispatchers. One to replace the recent loss and another to replace an employee who has indicated retirement in the coming months. The board was updated on what that is looking like. We have had several applications.

2) Surplus items update – David updated the board on the sale of surplus items. The biggest item was the Ford Edge Vehicle that sold for about $3,200. The proceeds from the sale of the Edge will go to the capital reserve fund, the rest will be added to the general fund.

3) RTPO CPT-HSTP Update – David explained the plan was a combined plan with the other transit agencies in our region. It gives plans for the future including expansion, or capital purchasing. The plan is available to the board and public for input. Once the plan is completed and approved, we will begin the process of applying for the next biennium grants. We believe this will be a four-year application for us again.

4) Website ADA compliance update- David updated the board on the status of the ADA website compliance. We have been working without IT group NexGen and Laserfiche to work on visibility. The visibility in PDF has been the FTA biggest issue.

5) Dayton Walk around update – Ivan and Mark attended the event hosted by this group. We gave a demonstration of wheelchair securement to the group. We also promoted our videos of ADA use directions. Board member Hall had also attended the event for the County and said it was very eye-opening on various issues and challenges that individuals with disabilities may run into around town.

F. STAFF REPORTS

1) Rideshare Agreement update – Ivan went over changes made to the Rideshare agreement and forms completed by the groups.

2) Maintenance Update (Ivan) – Ivan reported with us coming into summer he has ordered summer tires for the fleet. They will be installed next week.

Hall asked what sort of timeframe it takes to get new drivers ready from start to finish to have a driver ready to drive. David and Darla explained it can vary depending on if the employee already has a CDL or not. David says his goal is about 6 weeks.

UNFINISHED BUSINESS

1) No unfinished business

ADJOURNMENT:

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

Rundell adjourned the meeting at 4:39.

Submitted By:

Steve Mertens
Accountant
Transportation Authority Board

Approved:

Ryan Rundell
Transportation Authority Board Vice-Chair