MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
July 16, 2026

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes July 16, 2026

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.

Others – None

Absent: None

Approval of agenda: Hall motions to accept agenda, Miller second, all in favor.

Public Comment: None

B. FINANCE REPORT

1. Treasurer Report – Steve presented the June month-end treasurer report showing approximately $2.85 million in total funds, including $1.5 million in the general fund, $87,000 in the Van Pool, $489,000 in the capital reserve, and $777,000 in the operating reserve. Steve also discussed grant funding available for the biennium. The operating grant funds from the third biennium quarter were received totaling $456,963. Steve noted sales tax collection was a little higher in the last two months. Steve has also added a comparison of sales tax to prior years on his financial spreadsheet. He noted the first couple months were down a little from the prior year, but collections have picked up since the year has progressed.

2. Budget to actual – Steve went over a budget to actual report detailing the halfway point of the year. Steve noted most lines were around 50% but went over a few line items that were a little off.

C. ACTION ITEMS

1) Approval of minutes dated May 21st – Smith moved to approve the presented minutes, Hill second, all in favor.

D. NEW BUSINESS

1) No new business

E. GENERAL MANAGERS REPORT

1) Employee update – David updated the board on staffing; Victor Luna has joined our team and has been training the last two weeks. We will have another new employee joining us on September 1st.

2) TDP outreach and approval date – David explained every year we must develop a Transit Development Plan. David has completed most of it and presented a draft copy. He explained that we will need to hold a special Meeting with an opportunity for the public to comment. He proposed August 27th for the meeting. The board agreed to hold the special meeting on that date. David will announce an open house on July 24th for the public to come in beforehand and ask questions. As well as a virtual Q&A available through July 31st.

3) Current grant applications – David explained we will be applying for four different grants this next biennium cycle. The first will be our consolidated operating grant which will be for two biennium's (4 years). The second will be an application for federal capital funding to buy a replacement 18-passenger buses. The other grant applications will be thru the state bus and bus facilities program. The first is for an additional In-town bus. This one will be a 14-passenger bus. The second will be for the engineering and planning services grant for our facility acquisition.

F. STAFF REPORTS

1) No reports

UNFINISHED BUSINESS

1) No unfinished business

ADJOURNMENT:

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

Rundell adjourned the meeting 4:24.

Submitted By:

Steve Mertens

Steve Mertens
Accountant
Transportation Authority Board

Approved:

Ryan Rundell

Ryan Rundell
Transportation Authority Board Chair