

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
January 15, 2026**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes January 15, 2026

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

Approval of agenda: Ocampo asked for changes to the agenda, update: Action item 3 to discussion under unfinished business, no approval at this time. Hall moved to accept the agenda with the noted amendment, Rundell second, all in favor.

Public Comment: None

B. FINANCE REPORT

1. *Treasurer Report Year-End* – Steve presented a year end treasurer report from December 2025 showing approximately \$2.71 million in total funds, including \$1.39 million in the general fund, \$90,925 in the Van Pool, \$455,000 in the capital reserve, and \$764,000 in the operating reserve. Steve also discussed grant funding, available for the biennium, he noted we have billed but have not yet received \$26,611 from a capital equipment grant. Those funds will be recorded in the capital reserve when received.

2. *Budget to actual Year-End* – Steve went over the year-end budget to actual year numbers. He notes sales tax was down about \$60,000 from 2025 receipts. He noted most payroll expenses were relatively in line with budgeted amounts. Most non-payroll lines were also relatively close to budgeted amounts. Overall, the operating fund finished the year under our budget, spending \$1,805,000 vs. the budgeted \$1,841,000.

C. ACTION ITEMS

1) *Approval of minutes dated December 18th* – Miller moved to approve the presented minutes, Rundell second, all in favor.

2) *Approval of CKJT contract negotiations* - David discussed the interview process with engineering firms to plan and design the facility purchase. He had interviewed the most responsive firms. He noted that one firm has previous transit agency experience. David is asking for board approval to begin contract negotiations with them. Hall asked if there is a number we are considering. David explained per WSDOT

we need to come up with our own approximate estimate. The board was presented some documents from the bidder such as their letter of interest, a proposed schedule for the project, and reports on past transit projects they have performed. Miller moved to approve the General Manager to begin negotiations with CKJT regarding the CCPT facility acquisition project, Rundell second, all in favor.

3) *Approval of Service Truck purchase* – David discussed the proposed purchase of a service truck for maintenance and other administrative tasks. He provided the quote on the truck with all accessories and upgrades for \$63,133.24. He noted the vehicle would be paid for by our capital reserves. Steve explained that the agency has an admin vehicle that will need to be replaced sometime soon. Hall moved to approve the purchase of the quoted service truck, Rundell second, all in favor.

D. NEW BUSINESS

1) *Per by-laws voting of new chair and Vice-chair* - Hall nominated Roger Trump to remain as chair and Ryan Rundell to remain as Vice-chair, Miller second, all in favor.

E. GENERAL MANAGERS REPORT

1) *No report*

F. STAFF REPORTS

1) *No Reports*

UNFINISHED BUSINESS


1) *Discussion of CCPT Personnel Policies* – David presented the updated personnel policy manual. There are still some items being worked out. One of those items is to raise minimum weekly hours required to qualify for benefits from 30 to 36. We will bring the updated policy manual to the next board meeting.

ADJOURNMENT:

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

Trump adjourned the meeting 4:49.

Submitted By:



Steve Mertens
Accountant
Transportation Authority Board

Approved:



Roger Trump
Transportation Authority Board Chair