



Special Meeting of the Board of Columbia County Public
Transportation
Port of Columbia Conference Room

November 13, 2018

A. *Call Meeting to Order-Roll Call*

The meeting was called to order by Chairmen Craig George at 3:00 pm.

Present were: Mike Talbot, Merle Jackson, Norm Passmore, and by CCPT attorney Seann Munford.

Also Present: Steve Mertens (Accountant), David Ocampo (Safety, and Maintenance Coordinator), Bruce Goodell (Lead dispatcher), Darla Brown (Lead Dispatcher), Melissa Ferrians (Operator) a reporter for the Waitsburg Times.

B. *Additions or Deletions*

None

C. *Disclosures Of Conflict Of Interest*

None

D. *Old Business*

1. *Executive session – personnel*

Craig George announced the board would go into executive session to discuss personnel issues with agency legal counsel at 3:00 to last 20 minutes. Regular session reconvened at 3:20

2. *WSTIP Board discussion*

It was noted that Tony Menke would be attending the Washington State Transit Insurance Pool meeting. George announced consideration to have Tony attend as the agency representative at the meeting. Talbot moved to appoint Tony Menke as WSTIP representative, Jackson seconded, all in favor. Steve noted to the board that he had already signed up to attend that meeting, George said that was ok and he could still attend. Steve asked for confirmation that Tony Menke would be the CCPT voting member for all WSTIP business at this meeting and George confirmed he would be.

3. *POLICY & PROCEDURES: update*

Craig George stated that the attorneys are still reviewing the policy and procedures, no action needed on this item at this time.

4. Temporary job duties & assignments

Craig George noted this item should have been listed as new job descriptions. George asked the attending employees if everyone had signed the new job descriptions approved at the September board meeting. All in attendance indicated they had.

5. Other – Staff questions, citizen comments, etc.

George thanked staff for their efforts during the time without an executive officer. He stated he was pleased to see the buses still out getting people place to place.

George opened the floor up to those in the audience for questions:

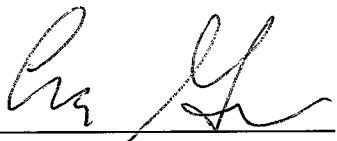
Steve asked about the upcoming regular meeting scheduled for Tuesday November 20th. The board discussed this and noted it would be unlikely to get a quorum on this date. The board agreed to move the meeting to the 27th.

Steve asked about the budget stating there is no executive officer but this needs to be prepared and approved. George indicated that he should attempt to prepare it himself and they will review it at the November 27th bard meeting.

It was asked about the 24th and the 31st if agency wide operations could be shut down using the agency board approved two annual floating holidays. The board gave an informal approval but stated it should be added to the next regular meeting agenda.

It was asked if staff could request a COLA & Medical benefits increase to be voted on by the board. Steve indicated that a 2% annual COLA was budgeted for per the grant application. The board indicated to put the information together including the annual budget so they could make consideration of this item at the November 27 meeting. Talbot indicated to get the budget out ahead of time so they can review it.

6. Adjourn 3:38



Craig George, Chairman

Attest: 
Steve Mertens, Accountant