

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
May 23, 2018**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes May 23, 2018

Chairman George opened the meeting at 3pm. Those present were Board Members Jackson, Passmore, Talbott and Richard Ells.

Staff present: General Manager Dwight Robanske, Finance Manager Steve Mertens

Others: None

Absent: None

B. COMMENTS FROM INTERESTED CITIZENS:

Chairman George opened the meeting to public comment: None

C. ADDITIONS OR DELETIONS:

Item 7 – Direction given to General Manager

D. DISCLOSURES OF CONFLICT OF INTEREST

None

E. Consent items - Action

Approval of minutes dated April 3th, 2018. Jackson moved to approve the minutes, Talbot second, all in favor.

F. Old business

None

G. New Business

1) *Financial report* – Steve went over the April Treasurer report and Budget to actual position. Steve explained why some of the items were not consistent with one third of the year being completed. He also noted that while payroll coding had been corrected in the system adjustments for the previous miscoding's were made in May and would not be included in April budget to actual balances.

2) *Res 2018-3* – Dwight presented a job description for a part time janitorial assistant. The position would be performed by a special needs individual with the Lillie Rice center. He discussed who the individual would be supervised by and some of the job duties performed. Jackson moved to approve resolution 2018-3 Passmore second, all in favor.

3) *Resolution 2018-2 to amend the 2018 salary schedule to add a pay scale for the part time janitorial assistant.* Dwight explained that this resolution was to add a salary schedule for the just approved part time janitorial position. Talbott moved to approve resolution 2018-2 Jackson second, all in favor.

4) *Resolution 2018-4 to amend the 2018 CCPT budget moving \$25,000 from Capital Reserve Fund to the operating fund.* Dwight explained that the resolution is moving \$25,000 budgeted expenses to the operating fund budgeted expenses as the intended purchases the budgeted amount was supposed to cover was expensed thru the operating fund. Passmore moved to approve resolution 2018-4, Jackson second, all in favor.

5) *Copy Machine Purchase* – Dwight indicated certain concerns with our current copier. Parts for it are no longer made making it difficult if repairs are needed in the future. Also lacks some settings staff would like to use. Dwight has priced out the cost for a new copier with Total Office Concepts as well as has obtained some quotes from other vendors. He found that we could get a color copy rate with Total Office Concepts that would price on a tier system depending how much color was in the document instead of a flat rate for all copies with color. Jackson moved to allow Dwight to move forward with obtaining a new copier, Ells second, all in favor.

6) General Managers Report

- A) *Grant Writing training completed* - Dwight stated that he, Steve and one of our dispatchers, Bruce, had completed the grant writing training and obtained some ideas to use during the grant writing process.
- B) *Summer schedule* – Dwight stated he planned to do the fare free in-town for summer again, but also wanted to try fare free to Walla Walla as well this summer. This would be a way to increase ridership and possibly introduce new people to the system. He noted concerns from staff that it could create difficult situations in particular a high demand for return trips from Walla Walla at the end of the day. Jackson suggested a 6 week trial period for the out of town and the rest of the summer could be revisited based on how those six weeks went. The six weeks would coordinate with the period of time the summer rec. program was operating. The summer rec program had also approached us about providing transportation for their participants. Due to the number we would be unable to do this however if the program utilized a school bus for their own transportation we could provide our demand response service for an overflow of their participants. Dwight also talked about service to Prescott due to the likely high demand of residents wanting to use the Prescott Pool as the Dayton pool would be closed this summer. The board agreed with the free summer fare for in-town, a six week trial on free fare to Walla Walla to start on the 18th of June, and with service to Prescott starting on the 11th.
- C) *Sales tax update* – Dwight explained to the board about sales tax from the pulp mill. He had a discussion with the County Treasurer who had found out from the Department of Revenue that this may be an exempt type project. Some of the board was already aware of the

situation as it related to the County's collection as well and they are communicating with the DOR to find out more about this.

- D) *Vanpool handbook update* – Dwight indicated that this was close to complete, and should resolve the State Auditor's exceptions.
- E) *Regional Mobility Grant application* – Dwight indicated he will apply for expanded service and new buses thru this grant. Our other grant applications would be coming up over the next few months.
- F) *Grant writing class part 2* – Dwight explained that there was a second part to the grant writing class and has convinced the presenter to hold this in Walla Walla hosted by the Port of Walla Walla. All three who attended the first part will attend this second part on July 10th.
- G) *Next board meeting* – The next board meeting will be held July 24th.

7) Added item board direction – The board gave direction to Dwight to create a plan for reorganization based on the recommendations of the consultants and to schedule a special meeting within the next 30 days.

ADJOURNMENT:

At 3:53 George moved to adjourn the meeting, all in favor.

Submitted By:

**Dwight Robanske
Executive Secretary
Transportation Authority Board**

Approved:

**Craig George, Chairman
Transportation Authority Board-**