

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
October 21st, 2019**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes October 21, 2019

Chairman Talbott opened the meeting at 5:30pm. Those present were Board Members, Weatherford, Rundell and Amerein.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Transit Supervisor Darla Brown, Dispatcher Bruce Goodell, Safety Maintenance Technician Ivan Moreno, Operator/Dispatcher Kellie Skeeter, Operators Clara Suchodolski & Ray Johnson

Others: Gerald Pulliam citizen

Absent: Board member Dick Ells

B. ADDITIONS OR DELETIONS TO AGENDA

Steve asked to remove item D1 from the agenda.

C. APPROVAL OF PRIOR MEETING MINUTES

1) Approval of minutes dated September 24, 2019. Weatherford moved to approve the minutes, Rundell second, all in favor.

D. FINANCE REPORT

1) *Treasurer report* – Item removed

2) *Audit report* – Steve informed the board the auditors from the State Auditor's Office have been onsite and auditing. They had held an entrance conference earlier that day with Steve and David that Chairman Talbot had also attended. A few items have come up some of which management is aware of and communicated to the auditors as areas where some work is needed.

E. Committee reports

Staff reports

a. Darla Statistical data - Darla presented some of the statistical numbers as of October 21 showing that the months boarding's were up about 700 and up about 70 passengers.

b. Darla training updates – Darla talked about her attendance at a weeklong training for supervisors put on by WA State Transit Insurance Pool. Her and Steve also attended a training with

Association of WA cities with various seminars, Bruce attended a vanpool training, and Ivan attended a vehicle maintenance training.

c. Ivan Lift Update – Ivan and David explained to the board how we will not be able to use the purchased lift from Twin Transit. The lift only cost \$1 but we have some costs sunk into transporting it. In order to take full advantage of it to perform tire rotations and such it would need about \$6,000-\$7,000 in modifications. Lift technologies who are storing it for us has offered a \$2,500 credit for the lift and a cost of about \$8,600 for a newer lift to be installed. Other rough estimates range from \$11,000 – \$14,000 but did not include any credit for current lift. We will need to get more quote information.

d. Ivan Maintenance Tracking Software – Currently we are using Gardatek, however the integrity of the system from transferring over from several computers has created problems within the program and there is no longer support for it. Ivan described the Manager Plus system he has been looking at. We are allowed 14 users for \$135 a month with this system. Another quote from a company called Fiix is about \$60 per driver per month. We will continue evaluating these and research other options.

e. Ivan vanpool GPS telematics - We currently have no GPS in our buses. We have been offered one as a trial for 24.99 from a company called Linuxup. We will try it in one bus for a while to test it. We currently have some inaccuracy in mileage reporting of buses as well as vanpools, an area the auditors have been talking to us about. This system looks like it could help solve this. We would like to move forward with his trial. Chuck moves to purchase a GPS from Linuxup on a trial basis, Zac second, all in favor.

General Manager Report

a. PFP Rate Increase – David explained to the board a new board member orientation program he would like to create so board members can get a feel of our operation when they start. This would start with a short bus ride on our in-town bus, a tour of our facility, a brief description of the agency history and employees roles, and sent of with a copy of the employee manual. The board was in agreement with David that this would be a good program and indicated he move forward with it.

b. Update on bus 8 – David told the board bus 8 has been sold at auction for \$910. We are working on getting the title transferred from WSDOT as this had not been when the bus had met its 5 years of service requirement.

F. Unfinished business

None

G. New Business

1) Removal of Thomas Craig George and Merle Jackson as bank signees – David explained that these two individuals were still listed on some of our Homestreet bank accounts and we need board approval to remove them. Rundell moved to remove Thomas Craig George and Merle Jackson from all Homestreet bank accounts, Amerein second, all in favor.

2. *No Show policy* – David presented a new rider no show policy. The policy gave guidance on when individuals could be removed from the schedule or suspended from scheduling rides due to excessive no show. Amerein moved to approve the No Show Policy, Weatherford second, all in favor.

H. OPEN FORUM

- Gerald Pulliam had concerns he wanted to share with management and the board. There was a lot of discussion on the matter, but his primary concerns were: pick-up time, the consistency of the bus’s arrival at this time and communication of this, the impact of early release, and wait time particularly in cold weather for minors.

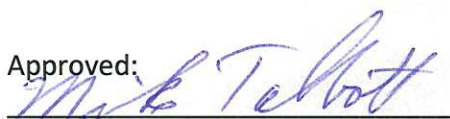
Management gave an explanation of how pick-up times and no shows work. An explanation was also given that as a demand response system our routes sometimes get deviated and can cause delays in pickup time. The board made some comments on consideration of the type of service we provide. Weatherford explained that everybody’s in the same boat with our service as it is public transportation. Amerein furthered that our service is not the same as a school bus and requires a certain amount of flexibility. Weatherford continued sometimes the bus is on time and sometimes it is late.

The Next meeting was scheduled for November 25th, 2019.

ADJOURNMENT:

Talbott moved to adjourn the meeting at 6:21 all in favor.

Approved:



Mike Talbott, Chairman
Transportation Authority Board-

Submitted By:



Steve Mertens
Accountant
Transportation Authority Board