

**MINUTES OF THE REGULAR BOARD MEETING  
COLUMBIA COUNTY TRANSIT AUTHORITY  
March 19, 2019**

**A. CALL TO ORDER AND ROLL CALL:**

Columbia County Public Transportation regular board Meeting Minutes March 19, 2019

Chairman George opened the meeting at 1:00pm. Those present were Board Members, Ells, Talbot, Rundell and Amerein.

Staff present: Finance Manager Steve Mertens, Interim General Manager David Ocampo, Supervisor Darla Brown and dispatcher Bruce Goodell. Dispatcher Kellie Skeeter and operators Mark Haney and Melissa Ferrians

Others: None

Absent: None

**B. ADDITIONS OR DELETIONS TO AGENDA**

None

**C. APPROVAL OF PRIOR MEETING MINUTES**

1) Approval of minutes dated February 19, 2019. Ells moved to approve the minutes, Talbot second, all in favor.

**D. FINANCE REPORT**

1) Treasurer report - Steve presented the treasurer report ending January 2019, noting the fund balance of the agency. It was mentioned that The DOR had contacted the agency regarding a \$91,000 business tax credit - sales tax money that would need to be paid back to the state. A small discussion about this occurred.

2) Budget to actual - Steve presented the budget to actual report as of the end of January. Steve noted a few items that made this look a little skewed but stated that the budget looked otherwise relatively on track the first month.

3) Transit authority budget information - Steve gave a small presentation on budget requirements for a transit authority. Information from the cash basis BARS manual was utilized to aid in this. The main points stated that a transit has very limited requirements but that preparing and monitoring a budget is still good practice.

**E. Committee reports**

## ***Staff reports***

a. Bus 16 accident - Darla informed the board that bus 16 was struck by a motorist who slipped on the ice during the recent cold weather. The motorist was uninsured. Sabin the local shop would need 3-4 months to complete the repairs, we have contacted Schetky who could have it done in a week and would be going that route. We are working with WSTIP on the claim side of this.

b. Closure days discussion - Due to the cold weather and winter storms we had to limit service over the last month including two days cancelled, 2 days delayed service, and 2 days closing early.

c. Operations Manual - Bruce stated he is making progress on the manual with a draft copy to be completed for the management team by the end of April

## ***General Manager report***

a. Meeting times and locations - David suggested changing regular meeting times and locations if not completely then at least occasionally to allow participation by other transit employees who have shown interest in attending and wanted to learn more about the process. The board was receptive to this. There was then discussion on trying to move the following meeting to a later time including possibly changing the date however due to conflicts the board would not be able to gather a quorum and the meeting would still be held at its regular date and time. The board then considered the following meeting in May and decided on a date of May 21 at 6:00 P.M.

b. Employee handbook- David explained how we have received a copy of the handbook legal counsel Tony Menke had been working on, that was primarily a copy of Valley Transits with some changes to fit our agency. We would begin working on this internally comparing it line by line with our own and also need to obtain other small transits for comparison. Valley Transit has some significant differences to our agency such as a fixed route system and collective bargaining units that make aspects of their handbook not a complete fit to our agency.

c. Van surplus procedure - In our previous meeting some Vanpool vans were declared surplus. We need to get the decals off and then can put them on the surplus website.

d. New bus update - We have ordered 2 new buses from the capital grant we were awarded which should be in production on April 15th. The expected delivery timeframe is late fall.

e. Vanpool coordinator assignment - David announced Bruce would be performing vanpool coordinator duties. He has already been performing several of the functions of this and would take on the other duties associated with it.

## **F. Unfinished business**

1) *General Manager search discussion* - Melissa Ferrians presented a letter on behalf of staff members suggesting the board seriously consider David for the position of permanent General Manager. There was discussion on the position and the current management setup. Mike had concerns of burning

out David if the current setup remains too long. Chuck stated concerns of missing out on hiring a suitable maintenance person while the GM search goes on, Ryan asked whether there would be issues within the current committee if one individual was elevated and not the rest. The board will discuss this further at the next meeting.

2) Legal representation discussion - Craig and David had a phone conversation with Tony Menke. He has agreed to remove the \$500 base fee from his monthly charges. He has presented a new contract that the agency can terminate at anytime.

#### **G. New Business**

1) *Election of Board Chair and Vice-Chair* - Craig announced it was time for the election of a new board chair and vice-chair, there was a bit of discussion on this. Amerein nominates Talbot as Board Chair Ells second, all in favor. Amerein nominates Ells as Vice-Chair, Ells nays (motion failed). Talbot nominates Amerein as vice-chair Ells second, all in favor.

2) *Fare free for out of town and in town service June 1 - August 31* - David explained that we would like to offer free fare service from June to August, we are looking at ways to increase ridership and intend to more aggressively put the word out regarding the free fare than in past summers. Amerein moves to approve free fare service from June thru August, Rundell second, all in favor.

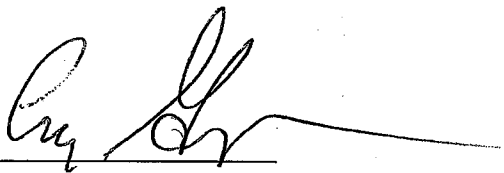
#### **H. OPEN FORUM**

- The board asked questions about the Facebook page and the online traffic we are receiving as well as managing the page. David explained that we have received a great number of views and people reached from the page. He noted Megan and Ray Brown are managing the page with his help.

#### **ADJOURNMENT:**

George moved to adjourn the meeting at 2:08, all in favor.

Approved:



Craig George, Chairman  
Transportation Authority Board-

Submitted By:



Steve Mertens  
Accountant  
Transportation Authority Board