

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
August 26, 2019**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes August 26, 2019

Chairman Talbott opened the meeting at 5:00pm. Those present were Board Members, Rundell and Amerein.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Transit Supervisor Darla Brown, Dispatcher Bruce Goodell

Others:

Absent: Board member Zac Weatherford and Dick Ells

B. ADDITIONS OR DELETIONS TO AGENDA

David proposed G1 *TDP adoption* be changed to resolution 2019-7 Amerein moved to accept the agenda with this change, Rundell second, all in favor

C. APPROVAL OF PRIOR MEETING MINUTES

1) Approval of minutes dated July 22nd, 2019. Rundell pointed out that G5 was missing the motion and approval. All agreed it was missing and should be added.

Rundell moved to approve the minutes with the addition of the motion information on G5, Amerein second, all in favor.

D. FINANCE REPORT

1) *Treasurer report* - Steve presented the treasurer report ending July 2019, noting the fund balance of the agency \$820,544.

2) *Budget* – Steve presented the board with a budget to actual that also showed proposed changes to the original budget. He noted at this time it was in a rough draft form and right now changes are close to netting out between revenues and expenses except for the sales tax credit return of more than \$89,000. He encouraged the board to review the current draft and he would present an updated one once he and David could review the numbers closer.

E. Committee reports

Staff reports

a. Darla Statistical data - Darla presented some of the statistical numbers noting ridership trips were up from the same period last year. She also informed the board that after some discussion with the School District they plan to use our service for transporting athletes between Dayton and Waitsburg.

b. Darla Training Updates – Darla informed the board Ivan completed his CDL drive test and is ready to drive. Her and David are getting caught up on management training. Darla, David, Steve and Bruce all attended the Washington State Transit Association annual conference and attended sessions on a variety of topics. David was part of a group that a lead a seminar.

General Manager Report

a. Update of Laserfiche and training for implementation - David informed the board we had received the scanners for the Laserfiche system and will be receiving training on how to create folders and integrate the system into our operations. Laserfiche will allow the agency to electronically file our documents and help identify records for both staff operational use and for requests from the public.

b. Update on new buses – David told the board we have been informed by the vendor that the 2 buses ordered will not be ready until March. They were originally scheduled to be in this fall. The buses themselves are complete but a hold up with the subcontractor converting the bus to low emissions. The vendor has asked us to accept them as they are now and get the conversion done later. Because these buses are being funded with federal dollars, we will not accept them until the conversion is done.

c. Update on bus 8 – David reminded the board that bus 8 has already been deemed surplus but was being used as a spare for the time being. It has finally died and needs likely extensive repairs. We are going to either sell it or part it and auction it off. David noted that bus 14 was found to have some passenger rating issues with too many seats that we have taken care of.

d. Fare Rate Revision – David presented the new rates and indicated in most cases the rates will go down a small amount. However, a small increase for one-way riders as the fare would be the same for a one-way or roundtrip, and senior daily fare of \$1.00 for local rides would change to \$1.00 each boarding (all riders). It was noted that some of the reason for these changes was to increase efficiency in collection of fares. The changes will go into effect September 1, 2019. Talbott stated we should get the word out on these changes as soon as possible. Amerein moved to approve the rates as presented, Rundell second, all in favor.

F. Unfinished business

1) Buyback policy discussion – A final policy was not ready at this time however the board discussed the annual leave cap for employees and seemed favorable of a 480 cap on leave. Amerein moved for a 480 cap, Rundell second, all in favor.

Steve said we will need to approve the entire policy at the next meeting but will now have direction on what the board would like to see in terms of the cap.

G. New Business

1) *Adoption of TDP years 2019-2024 Resolution 2019-7* – David presented the Resolution and Transit Development Plan to the board. Amerein moved to approve the resolution as presented, Rundell second, all in favor.

2) *Review of two current policies* – David presented policies on age restrictions and inclement weather. There was some brief discussion on the policies. Amerein moved to approve the updated policies Rundell second, all in favor.


H. OPEN FORUM

- The board decided another monthly regular meeting was needed and scheduled the next meeting for September 24, 2019 at 5:30 P.M.
- The board also decided a special meeting for purposes of an executive session to discuss litigation would also be necessary sooner than the regular meeting. This was set for September 9, 2019.

ADJOURNMENT:

Talbott moved to adjourn the meeting at 5:30, all in favor.

Submitted By:



Steve Mertens
Accountant
Transportation Authority Board

Approved:



Mike Talbott, Chairman
Transportation Authority Board-