

**MINUTES OF THE REGULAR BOARD MEETING  
COLUMBIA COUNTY TRANSIT AUTHORITY  
October 8, 2020**

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

Columbia County Public Transportation regular board Meeting Minutes October 8, 2020

Chairman Talbott opened the meeting at 4:15pm. Those present were Board Members, Dedloff, Rundell, and Amerein. Board member Weatherford attended virtually.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Transportation Supervisor Darla Brown,

Absent: None

**B. APPROVAL OF MEETING AGENDA**

Steve requested an additional item D2 regarding a proposed amendment to the 2020 budget. Amerein moved to approve the agenda with the requested addition, Rundell second, all in favor.

**C. APPROVAL OF PRIOR MEETING MINUTES**

1) Approval of minutes dated August 14, 2020 and August 31, 2020. Amerein moved to approve the minutes, Rundell second, all in favor.

**D. FINANCE REPORT**

1. *2021 Preliminary budget* - Steve presented a preliminary budget for 2021. He explained that only the operating fund expenses were presented but the other funds would be presented subsequently. Management would also discuss the budget further and make adjustments as needed to be presented at the next meeting. He recommended a special meeting be held in November to allow for a review period before the final budget was presented.

2. *Proposed 2020 budget amendment* – Steve presented a budget amendment proposal that included expenses to date. He explained that we were not far off from the original budget but that expenses would exceed the budgeted amount in some areas. Many areas looked to be under the budget. Steve asked the board if there was any objections to the reallocating of expenses as determined by management, and there were none.

**E. General Manager Report**

1. *Drug and alcohol program management changes* – David explained the agency currently has a Zero tolerance policy but that we are considering change to a second chance policy as many other transits have such policies and gives employees a chance to seek help. He mentioned Steve would be

moved to the Designated Employer Representative to make a more clean look based on who is in the pool. It will remove notifications of selections to Darla and David who are in the pool.

Board member Dedloff leaves at 4:46

2. *All things HR* – David updated the board on a company we have contacted and have been working with to provide us HR services as needed. They will help us with policies and when problems occur. They are currently involved in helping update our employee handbook.

3. *New Town Bus update* – The New In-Town bus is scheduled to arrive in November. David showed pictures of the bus layout and explained it is laid out better for mobility devices and other challenges in-town. It is a 10-seater but we do not usually see several clients at once on the In-Town bus.

4. *Laserfiche Update* – David gave the board a quick tour of the Laserfiche system and explained that we have been uploading a lot of documents into the system and a variety of agency historic information is being stored there.

5. *WSTIP insurance rates* – David explained that due to the decrease in ridership there has been a decline in transportation miles for our agency and many others. This will likely result in a decline in rates for 2021 as well as a partial refund for 2020.

6. *November Meeting-Special Meeting-Budget* – It was recommended the board hold a special meeting for the purpose of reviewing an updated preliminary budget. The board signaled agreement and requested David work on arranging a time and date for this

## **F. Committee Report**

1. *Ridership comparison 2019/2020 (Darla)* – Darla presented the ridership data to the board. We had 4810 trips in quarter 3 of 2020.

2. *PFP contract (Darla/David)* - David explained that the PFP contract created certain challenges and problems with scheduling and administrative issues. It was noted how our agency is generally funded including tax rate, grants and match, PFP is not a significant part of our revenue and many of the trips were for areas outside of our County and even service area. PFP would still be able to utilize our normal bus service like any other rider.

3. *Surplus report (Megan/Ivan)* – Ivan gave a report on items recently sold via public surplus. This included a Vanpool vehicle. It was noted that when a vehicle or asset used for vanpool is sold the proceeds go to vanpool.

## **G. Unfinished business**

1) *Health insurance coverage increase (action)* – Management requests the board to consider increasing employer portion of monthly health coverage to \$1,100 a month. This is in response to increases in health insurance costs over several years with only minimal increases to the employer portion. This

item is continued from the prior meeting. It was noted that this was included in the preliminary budget proposal earlier presented. Board members each expressed their thoughts and it was noted by some if the cost was available in the budget then they were ok with it. Weatherford moved to increase the employer portion of monthly Health coverage to \$1,100, Rundell second, all in favor.

#### **H. New Business**

*1.2% COLA increase (action)* – Management requested consideration of a 2% Cost of Living Adjustment for all positions on the agency's pay schedule for 2021. There was some discussion on this Talbott suggested this be decided after reviewing a more final version of the budget next month. The board agreed to table a decision for this to the special meeting with the budget review.

*2. Declaration of surplus (action)* – Resolution 2020-6 was presented declaring various CCPT items and assets surplus. Amerein moved to accept resolution 2020-6 regarding the surplus of property, Rundell Second, all in favor.

*3. Fare Free Continuation* – Due to the ongoing pandemic David suggested the board approve the continuation of fare free thru the end of 2020. Amerein moved to approve the continuation of fare free bus service thru December 31, 2020, Rundell second, all in favor.

#### **I. OPEN FORUM**

- The board and management briefly discussed the renewable energy sales and use tax credit and the possibility of some money still needing to be returned for this.

#### **ADJOURNMENT:**

Talbott moved to adjourn the meeting at 5:26, all in favor.

Submitted By:



**Steve Mertens**

**Accountant**

**Transportation Authority Board**

Approved:



**Mike Talbott, Chairman**

**Transportation Authority Board-**

