

**MINUTES FROM SPECIAL BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
November 20, 2020**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation special board Meeting Minutes November 24, 2020

Chairman Talbott opened the meeting at 4:00PM. Those present were Board Members, Weatherford, Rundell, and Amerein. Dedloff joined via telephone. The meeting was made available via zoom for remote viewing by the public.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Safety and Maintenance Technician Ivan Moreno

Others: Marty Hall board member-elect

Absent: None

B. APPROVAL OF MEETING AGENDA

1. Chuck moved to approve the agenda as presented, Weatherford second, all in favor.

C. APPROVAL OF MINUTES DATED OCTOBER 8TH

Minutes will be presented at the December regular meeting

D. FINANCE REPORT

1) *Budget review 2020* – Steve presented current 2020 financial data. Steve explained that based on where our operating fund balance appeared likely to end that the agency has funds that would not be needed immediately and recommended consideration for these funds to be moved to reserve accounts. Funds at the County Treasurer cannot be invested for earnings unless they are in a reserve fund. He recommended working toward moving the operating reserve closer to a six month contingency and also replace some of the capital reserve funds previously used. He recommended a total of \$100,000 transferred \$60,000 to the operating reserve and \$40,000 to the capital. The board directed management to draft a resolution with the recommended transfers

2) *2021 budget approval* - Steve presented an updated budget for 2021. He explained this one included the vanpool and reserve funds that were not included in the previously presented budget. He noted the changes made to the previously presented operating budget. He explained the budget reflected a 2% COLA to employee wages and the cost of an additional full-time employee. There was a question on this and David stated we would begin the process of looking for a new employee in January. The board recommended management present a budget resolution for the next meeting as presented.

E. GENERAL MANAGERS REPORT

It was noted that the General Manager would need to have his evaluation and contract discussion prior to the meeting. Amerein and Weatherford agreed to be part of that discussion. Talbot noted any anticipated adjustments to his pay be communicated to Finance to adjust the proposed budget for that change prior to the next meeting.

G. UNFINISHED BUSINESS

1) 2% COLA increase (action) - It was noted that the 2% proposal had been budgeted for in the proposed budget. Some light discussion occurred Weatherford moved to approve the proposed 2% COLA to the employee pay schedule, Rundell second, all in favor.

Talbott moved to adjourn the meeting, all in favor.

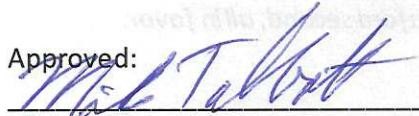
Meeting Adjourned

Submitted By:

**Steve Mertens
Accountant
Transportation Authority Board**

Approved:



**Mike Talbott, Chairman
Transportation Authority Board-**