

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
February 14, 2020**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes February 14, 2020

Chairman Talbott opened the meeting at 9:00am. Those present were Board Members, Weatherford, Rundell, Ells, and Amerein.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Transportation Supervisor Darla Brown, Dispatcher Megan Schmidt, Safety and Maintenance Technician Ivan Moreno

Others: Leanne Peters, County Clerk of the board

Absent: None

B. APPROVAL OF MEETING AGENDA

Rundell moved to approve the agenda, Amerein second, all in favor.

C. APPROVAL OF PRIOR MEETING MINUTES

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

D. FINANCE REPORT

1) *Treasurer report* - Steve presented the treasurer reports ending December 2019 and January 2020. He noted the fund balance of the agency \$1,157,945.85. He also presented other data noting that the fourth quarter grant claim of \$287,699 has not yet been received. He estimates a renewable energy tax credit liability of about \$252,000.

2. Other Accounting Projects – Steve noted that other upcoming projects included the annual report and working on changes to areas in the SAO audit recommendations. David added that we have been in contact with Valley Transit regarding an HR audit and evaluation of our processes. Possibly we would start a contract with them to provide some HR support to our agency.

E. Committee reports

Staff reports

a. *Darla ridership reports* - Darla presented ridership numbers to the board. She noted that the recent numbers have stayed stable. Mike asked how Saturday is working out financially? Darla

explained how the buses operate on that day. Steve indicated that funding was added in the expansion grant to provide for that service.

b. Darla training reports- Darla attended an HR training that was great. She also attended an amazing accident investigation training, that focused on ways to make a better outcome. Megan and Kelly attended a weeklong dispatcher training.

c. Darla incident report - There was an incident (low speed collision) in Starbuck. Darla was able to utilize what she recently learned from her accident investigations training. WSTIP was very happy with the report sent.

d. Megan vanpool/dispatch report - Megan indicated she is becoming accustomed to the vanpool program. She stated she contacted Columbia Pulp who was interested but could not get enough employees interested. We are waiting to hear from WSDOT on VP 202. We will also be re-evaluating the cost in February. On the dispatch she stated there is currently a good atmosphere, and we have helped individuals during the bad weather.

e. IVAN vanpool GPS Telematics - Ivan explained that the GPS have been activated on all the vanpool vehicles.

f. Ivan maintenance report - Buses will need summer tire, we are using continental on a government contract for tires. These will cost \$800-\$900 for a set and balance.

General Manager Report

a. New phone setup for office - David is looking at a new phone system with better features such as direct lines, improved call list, call forwarding. He believes it should drop the overall cost based on quotes he has received.

b. Lawsuit summary - A Public records act case that was brought against us has been thrown out. It was dismissed with prejudice.

c. Fare free for months of June-August - David asked if the board would consider fare free this summer as we have in past summers. Amerein moved to approve fare free summer for the months of June, July and August, Rundell second, all in favor.

d. Employee insurance benefits discussion - David brought up the topic of employer sponsored coverage options for employee benefits. Including increase of employer portion or percentage of coverage options. There was noted from the board concerns with I-976. It was recommended by Amerein and Talbot for the topic to be brought up later in the year when more information about the initiative and its effects is available.

F. Unfinished business

1) None

G. New Business

1. *Approval of POL-500-2 Employee standby pay* - David presented a drafted policy regarding standby pay for individuals required to be on call for emergency's like the recent flood to be paid a flat amount for that day. The board wanted clarification on what an emergency is. It was recommended to change the policy to state "When Columbia County declares an emergency" Amerein moved to accept the policy with the recommended statement added, Ells second, all in favor.

2. *Approval of POL-500-3 CDL/Physical-Reimbursement* - David and Steve explained that currently and for the last several years it has been practice to reimburse employees for the cost of CDL physicals. There is no policy specifying this or the frequency in which it is reimbursed or paid. Depending on a driver's health a physical may be required every year or only every two years. This policy would allow for the reimbursement of these physicals but only once every two years for each employee. Amerein moved to approve Policy 500-3, Rundell second, all in favor.

3. *Approval revision of Drug & Alcohol policy* - This revision updated new language from the FTA and specifies which employees are required to be tested at CCPT. Amerein moved to approve the revised policy, Ells second, all in favor.

4. *Resolution 2020-1 Approval of Surplus list* - David presented a list of surplus items which included a lot of tablets that we have recently upgraded. Rundell moved to approve the presented surplus listing, Amerein second, all in favor.

H. OPEN FORUM

- Rundell commented that he really appreciated all the work and support the agency provided during the recent flood.
- Discussion on future next meetings. Rundell moved to change the regular meeting times to 4:00 PM, Amerein second, all in favor.

ADJOURNMENT:

Talbott moved to adjourn the meeting at 10:20, all in favor.

Submitted By:



Steve Mertens

Accountant

Transportation Authority Board

Approved:



Mike Talbott, Chairman

Transportation Authority Board-