

**MINUTES FROM SPECIAL BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
November 04, 2021**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation special board Meeting Minutes November 4, 2021

Vice-Chairman Weatherford opened the meeting at 5:00PM. Those present were Board Members, Weatherford, and Rundell, Dedloff joined via telephone. The meeting was made available via zoom audio remote listening by the public.

Staff present: Finance Manager Steve Mertens, General Manager David Ocampo, Transit Supervisor Darla Miller, and Lead Dispatcher Megan Schmidt

Others:

Absent: Chairmen Chuck Amerein (Excused)

B. APPROVAL OF MEETING AGENDA

1. It was suggested by management to switch the order on the agenda to review C2 before C1. Hall moved to approve the agenda with the suggested order, Rundell second, all in favor.

C. FINANCE REPORT

1) Preliminary Budget review 2022 – Steve presented a proposed budget for 2022 including in a comparative format to prior years. He noted the budget showed all funds. He pointed out some key items such as a conservative sales tax estimate, grants revenues, and total budgeted expenses of 1.41 million in comparison to the prior year 1.35 million budgeted. He also pointed out payroll numbers were based on the proposed salary schedule being presented in the second item on the agenda. A question was asked about retirement expenses budgeted to decline. Steve explained that due to a decrease in the DRS contribution rate the amount to be budgeted would be less. Legal services were also noted as being budgeted much less than prior years. It is expected to decline due to factors such as utilizing an HR firm for personnel questions and possibly exploring restructuring the legal contract. Weatherford asked whether actions was being requested to be taken Steve said no as he wants the board to utilize this time to review and express any concerns and the possibility of slight changes due to items such as payroll tax rate changes.

2) Salary Schedule Restructure - David presented a salary schedule for 2022. He explained we had a professional group conduct a salary study for all positions. This is to update wages to be more competitive in hiring and maintaining staff. Steve discussed the payroll changes on the 2022 proposal to the 2021 schedule. Steve and David explained that we looked to the midpoint of recommended wages and put that at step 5 or 6 for hourly positions. For management we put the assistant management mid-point at step 7, and for the General Manager the midpoint was put at step 10. Steve explained the

difference between budgeted payroll costs with no raise and budgeted with the new schedule was about a \$58,000 difference in the budget. He also noted a 2% COLA would result in a \$13,000 increase comparatively. Weatherford asked if this was something we are looking for action tonight. It was noted we were. Weatherford suggested the board discuss this amongst themselves. It was noted that Zonia had not yet seen the schedule and Weatherford pointed out that Amerein was not available to discuss the item. He advised this item to be tabled until at least 4 out of the 5 board members have had a chance to review it, but stated he would look to approve the schedule that included the GM. The board agreed to table the item and asked Steve to include his spreadsheet showing the cost differences at the next meeting. Zach also noted that the continuation of hazard pay would need to be discussed as well.

E. GENERAL MANAGERS REPORT

F. NEW BUSINESS

3) Executive Session to review the performance of a public employee (RCW 42.30.110(g))

Weatherford announce an executive session beginning at 5:34 to last 15 minutes unless extended.

At 5:49 the meeting resume. No action taken

G. OPEN FORUM

Steve noted when presenting the budget, he will update it with the General Manager's proposed salary.

Weatherford mentioned he asked about employee morale. He wanted employees to know his door is always open.

Weatherford moved to adjourn the meeting, Hall second, all in favor.

Meeting Adjourned

Submitted By:

**Steve Mertens
Accountant
Transportation Authority Board**

Approved:

**Zach Weatherford, Vice-Chairman
Transportation Authority Board-**