

**COLUMBIA COUNTY CITIZEN TRANSIT ADVISORY COMMITTEE AND
STATEWIDE TRANSPORTATION IMPROVEMENT FUND COMMITTEE
MEETING MINUTES**

Meeting Date: May 21, 2024

Time: 4:00 P.M.

Place: Columbia County Transit, St. Helens, OR

Present: Karen MacKenzie, Marty Rowe, Dennis Spitze, Pam Heimuller

Absent: Denise Watson

Staff: John Dreeszen, Transit Director

Guests: Alta Lynch (virtual), Bob Swarthmore (virtual)

Call to Order (CCRTAC): Chair MacKenzie called the meeting to order at 4:00 P.M.

Approval of April 16, 2024 Meeting Minutes: The Committee approved the April 16, 2024 meeting minutes unanimously.

Public Comments: The Committee paused for public comment, and none was given.

Service & Performance Survey: Mr. Dreeszen shared the updated proposed survey form with the Committee. This version, distilled to one side of one 8 ½" x 11" page will be used in a "soft" survey whereby the survey is promoted on our website, our Facebook page, and through newspaper ads as a fillable form or website link that respondents can access and complete on a paperless basis.

The Committee reviewed and discussed the survey questions, again noting concern over managing expectations in light of budget constraints. The Committee agreed with the final selection of questions and with the soft survey approach.

Proposed 2024-25 Transit Budget: All committee members received a copy of the proposed 2024-25 Transit budget which will be presented to the Columbia County Budget Committee. The Transit budget shows that fiscal year 2023 ended with a surplus of \$735,000 which Mr. Dreeszen explained is primarily STIF funds that has not yet been spent or is being used as reserve. It is projected that there will be a surplus of \$939,000 at the end of fiscal year 2024.

Scheduling & Staffing: Mr. Dreeszen provided a staffing update to the Committee. The hiring process is underway for a new Utility Worker/Bus Washer with hopes of filling the position within the next month. The Transit Program Manager position will be posted and publicized beginning July 1st, with hopes of filling the position by September 1st. This will be just in time to begin planning and grant applications for the coming biennium.

Committee Round Table: The committee discussed the Transit budget and the separate funding sources that go into the overall budget total.

Adjourn: The meeting adjourned at 4:41 P.M.