



**Minutes of Regular Board Meeting
 Wednesday, October 18, 2023 – 8:30 a.m.
 Location - 303 S. 2nd Ave, Suite A, Okanogan, WA**

<https://us06web.zoom.us/j/94229007551?pwd=MGJjQlNTbHk2OGJRbzVRMWVHR0VkOT09>

Or by phone: (253) 215 8782; Meeting ID: 942 2900 7551 / Passcode: 893096

Attendees:

- *Andy Hover, Commissioner, Okanogan County (Vice-Chairman)
- *Wayne Turner, Mayor, City of Okanogan
- Kelly Hook, Mayor, City of Pateros
- Aaron Studen, Council Member, Town of Twisp
- *Don Childers, Council Member, City of Brewster
- *Brent Timm, General Manager (GM), TranGO
- *Jackie Gleason, Finance/HR Director, TranGO
- * Crystal Hawley, Clerk of the Board/Facilities Coordinator
- Scott DeTro, Attorney
- Cindy Gagne, Mayor, City of Omak
- *Mike Foth, Operations Manager, TranGO
- John McReynolds
- *These participants attended in person.

Absent: Alisa Weddle, Council Member, City of Tonasket; Sally Ranzau, Mayor, Town of Winthrop, Kolo Moser, Oroville Council Member

Call to Order and Introductions

Chairperson Gagne called the meeting to order at 8:32 a.m. and introductions were conducted.

Approval of Consent Agenda

- Agenda
- Minutes from September 20, 2023, Regular Meeting
- September 2023 Financial Reports (Income Statement and Balance Sheet)
- September 2023 Payroll and Expense Approval Reports

Checks/Payroll: The following checks/payroll/electronic payments were approved for payments:

| | | |
|-------------|-------------------------|--------------|
| Checks | 10506-10555 | \$93,444.00 |
| Payroll | 09/2023 289-325 | \$61,546.51 |
| Bank Drafts | 09/01/2023 – 09/30/2023 | \$49,643.87 |
| Total | | \$204,634.38 |



Public Comment:

There were no comments made.

Motion-

Mayor Turner moved to approve September 2023 Financials. Motion was seconded. All were in favor. Motion carried.

Motion-

Vice-Chair Hover moved to approve the consent agenda. Motion was seconded. All were in favor. Motion carried.

Old Business

Discussion: Medical Insurance

Finance/HR Director Gleason provided her report on medical insurance.

Motion-

Vice-Chair Hover moved to approve and provide dental and vision for employee's families at no additional cost to the employees. Motion was seconded. All were in favor. Motion carried.

Budget Timeline:

- First draft to the Board at the October Board Meeting,
- Public Hearing and Board review November Board Meeting
- Approval at the December Board Meeting

Investments

At the Finance meeting on September 28th, they discussed a plan to maximize the interest we are receiving through our long-term investments and short-term investments.

Human Resources

GM Manager and Finance/HR Director Gleason attended an online meeting with WSDOT representatives from the Drug/Alcohol Program regarding Oral Fluid Testing. It seemed to be a premature meeting since they don't have testing facilities identified and they don't seem to have policies and procedures lined out either. It is coming and she hopes it's easier for our driver's schedules and more cost effective.

Attorney Scott DeTro provided comments on the draft Employee Policy Manual; Brent, Kim, and herself have a meeting set for October 20th to collectively review the manual and get it ready for the Board.

New Business

Motion-

Wayne moved to approve resolution 2023-18 to surplus certain buses belonging to OCTA. Motion was seconded. All were in favor. Motion carried.

Discussion: Title VI Draft

GM Timm explained that he had made changes to the Title VI Policy/Plan, Ethics Policy, and Harassment Policy. With the Board members being elected officials and committees are made



up of them, he just used similar language from other transit agencies' plans. He read the proposed changes- Minority Representation on Committees. Okanogan County Transit Authority does not currently have non-elected committees but holds open public meetings one time per month and encourages anyone to attend to share comments with the Board of Directors.

Motion-

Vice-Chair Hover moved to approve Resolution 2023- 22 A Resolution of the Okanogan County Transit Authority Approving a Consolidated Grant Program Operating Grant Agreement (#PTD0913) with the Washington State Department of Transportation and Authorizing the Chairperson of Okanogan County Transit Authority to Execute the Same. Motion was seconded. All were in favor. Motion carried.

Motion-

Vice-Chair Hover moved to approve Resolution 2023-23 A Resolution of the Okanogan County Transit Authority Approving a Consolidated Grant Program Operating Grant Agreement (#PTD0914) with the Washington State Department of Transportation and Authorizing the Chairperson of Okanogan County Transit Authority to Execute the Same. Motion was seconded. All were in favor. Motion carried.

Finance Committee:

The finance committee provided the board with their update. The Finance Committee met on September 28th to review the "very" preliminary 2024 budget.

Facilities Committee:

Board Member Turner stated a meeting will be scheduled soon to start discussing facilities.

Personnel Committee:

Vice-Chairperson Hover explained that the committee met to discuss Finance/HR Director Gleason's evaluation. Ms. Gleason has been doing a great job.

Motion

Wayne moved to authorize the 4% pay increase based on Finance/HR Director Gleason's evaluation contract. Motion was seconded. All were in favor. Motion carried.

Planning Committee:

Nothing to report currently.

Executive Committee:

The committee discussed General Manager

Motion- Resolution 2023-24

Wayne moved to approve resolution 2023-24 to amend employment agreement with Brent Timm for the position of General Manager and authorize the chairman to sign the amendment on behalf of the Okanogan County Transit Authority. Motion was seconded. All were in favor. Motion carried.

General Manager's Report:

GM Timm reported on the following:



- Shelter Placement Projects – Walmart/Home Depot – Still no word from Walmart Corporate Office. He had sent out an example of our Licensing Agreement with Three Rivers Hospital. He was hoping this would help them realize that we are serious about taking care of our shelters and bus stops.
- Attending Public/Community Meetings – We are still attending chamber meetings as well as other community meetings; the Tonasket Chamber is having organizational issues now, and he has volunteered to step in and help get them organized and be the secretary for the time being.
- Maintenance Vehicle – There has been a small change in the vehicle situation. There have been no regular cab vehicles being built all year by GM and will not for the foreseeable future. He has been working with Ok Chevrolet in Tonasket, who was approved to order the pickup through. They had an opportunity to order a double cab pickup for \$3,000 over the amount that was originally approved, and I told her to go ahead and submit the order. When they receive notice of allocations, they have less than 24 hours to accept the allocation and order a vehicle or they will lose the allocation until another one becomes available.
- WSDOT 2021-2023 Administrative Site Visit – Included in the Board packet is the letter from WSDOT regarding our site visit from the previous biennium. There are a few things we need to address: Title VI Plan, Ethics Policy, and Harassment Policy.
 - Title VI Plan – This was just completed last year. There is language in the FTA Circular that states we must have a racial breakdown of any transit related, non-elected boards or committees listed to encourage participation of minorities. Mr. DeTro and he have spoken and have come with the interpretation that this would entail committees where we would solicit participation from the public, such as a citizen's advisory committee.
 - Ethics Policy & Harassment Policy – There is specific language the FTA/WSDOT is looking for on these two policies. The good news is that we are currently working on revising all our policies. We will make sure to include the needed language in the WSDOT Consolidated Grants Guidebook they are looking for.
- Paratransit/Special Needs Formula Grant/Sales Tax Equalization Formula Grant - \$170,109 – WSDOT Contract on agenda for approval – PTD0914. Scope of work is for operating expenses necessary to operate, manage, and maintain public transportation services/day-to-day operations.
 - Transit Support Grant – \$438,347 – WSDOT Contract on agenda for approval – PTD0913. Scope of work is for operating expenses necessary to operate, manage, and maintain public transportation services/day-to-day operations.
- Budget – Finance/HR Director Gleason and GM Timm discussed the budget at length and feel we have a good grasp on the numbers. Our preliminary budget will be presented at the board meeting next week for your input.
- General Transit Feed Specification (GTFS) Data – The Google team has finally reviewed our GTFS data. There are a few small changes that need to be completed, which should be made within the next couple of weeks. Once everything is complete, it will be available on all internet formats for route/map planning.



Operations Manager Report:

Operations Manager Mike Foth provided his report to the board. He attended an operations manager meeting in Sequim, the main speaker was Tony Cloud who presented on Aggression vs Violence and knowing the difference and how to address the two properly. The meeting was very informative, and he'll present it to the drivers when the opportunity arises.

Finance/HR Director's Report

Finance/HR Director Gleason reported on the following:

Finance:

The Finance Committee met on September 28th, to review the "very" preliminary 2024 budget. I've continued to fine tune the budget for review at our upcoming meeting.

Budget Timeline:

- First draft to the Board at the October Board Meeting,
- Public Hearing and Board review November Board Meeting
- Approval at the December Board Meeting

Investments:

At the Finance meeting on September 28th, we discussed a plan to maximize the interest we are receiving through our long-term investments and short-term investments. Aaron, Committee Chair, will be explaining more at the upcoming meeting.

Human Resources


GM Timm and Finance/HR Director Gleason attended an online meeting with WSDOT representatives from the Drug/Alcohol Program regarding Oral Fluid Testing. It seemed to be a premature meeting since they don't have testing facilities identified and they don't seem to have policies and procedures lined out either. It is coming and I hope it's easier for our driver's schedules and more cost effective.

Attorney Scott DeTro commented on the draft Employee Policy Manual; Brent, Kim, her have a meeting set for October 20th to collectively review the manual and get it ready for the Board.

Adjourn:

There being no further business to come before the Board, Chairperson Gagne adjourned the meeting at 10:10 a.m.

APPROVED:



Chairperson or Acting Chair



Brent Timm, General Manager

ATTEST:



Crystal Hawley, Clerk of the Board/Facilities Coordinator

