



**Minutes of Regular Board Meeting**  
**Wednesday, January 17, 2024 – 8:30 a.m.**  
**Location - 303 S. 2<sup>nd</sup> Ave, Suite A, Okanogan, WA**

<https://us06web.zoom.us/j/94229007551?pwd=MGJjQjQNTbHk2OGJRbzVRMwVHR0VkJOT09>

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

**Attendees:**

\*Andy Hover, Commissioner, Okanogan County (Vice-Chairman)  
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, Administer of North Valley Hospital  
Kolo Moser, Council Member, Oroville  
Dan Ireland, Project Manager, SCJ Alliance

\*These participants attended in person.

**Absent:** Alisa Weddle, Council Member, City of Tonasket; Sally Ranzau, Mayor, Town of Winthrop, Kelly Hook, Mayor of Pateros, Wayne Turner, Mayor of Okanogan

**Discussion: Connecting Services- Rodney Reinbold**

Mr. Reinbold explained that he had written to the state and determined that there are no competing certificate holders along Highway 97. There are no legal obstacles to extending TranGO's service into Chelan and the practice is specifically approved by RCW 39.34.085. TranGO could operate a bus between Chelan and Pateros twice per day or simply extend their service to Chelan. This would eliminate the medical service bus because it would no longer be needed. TranGO would also get people to and from the airport in Wenatchee.

Don Childers, Council Member, City of Brewster arrived via Zoom at 9:05 a.m., making a quorum.

**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 November 15, 2023, Regular Meeting



- November & December 2023 Financial Reports (Income Statement and Balance Sheet)
- November & December 2023 Payroll and Expense Approval Reports

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

Checks	10615-10776	\$356,204.31
Payroll	364-457	\$162,051.54
Bank Drafts	275-302	\$122,741.84
Total		\$640,997.69

**Public Comment:**

There were no comments made.

**Motion**

Brewster Council Member, Childers moved to approve November & December 2023 Financials. Motion was seconded. All were in favor. Motion carried.

**Motion**

Vice-Chair Hover moved to direct General Manager, Timm, to do a cost analysis on a bus route from Pateros to Chelan three times daily. Motion was seconded Oroville Council Member, Kolo Moser. All were in favor. Motion carried.

**Old Business**

**Motion**

Twisp Council Member Studen moved to approve Resolution 2024-001, a resolution to approve the revised Okanogan County Transit Authority Title VI Policy Title VI Plan for the Federal Transit Administration Title VI Complaint Procedures. Motion was seconded Vice-Chair Hover. All were in favor. Motion carried.

**Discussion: Medical Insurance**

Finance/HR Director Gleason explained that Navia Benefit Solutions needed a signed service agreement NAVIA and Okanogan County Transit Authority. The chairman has signed the agreement, so the board needs to ratify her action.

**Motion**

Vice-Chair Hover moved to ratify and approve the chairman to sign the agreement between Navia Benefit Solutions and Okanogan County Transit Authority. Motion was seconded. All were in favor. Motion carried.

**Motion**

Vice-Chair Hover moved to replace Committee Chairperson, Wayne Turner and add Don Childers as the Committee Chairperson and keep Board Member on the Executive Committee left open. Motion was seconded. All were in favor. Motion carried.

**New Business**



**Discussion: Personnel Policies**

General Manager Timm explained that Jackie, Kim, and himself have spent a lot of time working on the new Policy Manual. Mr. DeTro has reviewed the policies, and the manual is ready for Board review. This has been a huge project, but the draft simplifies the language to what employees will be able to understand. There has been some great discussion as a Management Team throughout the process and realize there will be some revisions as they continue.

Vice-Chairperson Hover would like a draft resolution for the policy created for the next meeting.

**Finance Committee:**

Finance/HR Director Gleason explained that Operation Manager Foth had found an error on Resolution 2023-26 exhibit A and asked for directions on what needed to be done. After discussion, Chairperson Gagne requested that Resolution 2023-26 be amended with a new resolution.

**Motion**

Vice-Chairperson moved to approve Resolution 2024-02 amending Resolution 2023-26 exhibit A. Motion was seconded. All were in favor. Motion carried.

**Facilities Committee:**

There was nothing to report at this time.

**Personnel Committee:**

Vice-Chairperson Hover asked if GM Timm could email the dates for staff evaluations.

**Planning Committee:**

There was nothing to report at this time.

**Executive Committee:**

There was nothing to report at this time.

**General Manager's Report:**

GM Timm reported on the following:

- **Leadership Training** – Staff continue to implement different strategies to help shift some of the leadership throughout the agency. As mentioned in previous reports, as an office staff we read/or are reading "The 7 Habits of Highly Effective People" by Stephen Covey. Then it was recommended to him to read another book, "Turn This Ship Around" by David Marquet. It has been rather enjoyable to make small changes and see the dynamics change and everyone step up and take on the personal responsibility of different roles in their position. This is something staff will continue to implement! If there are any recommendations for leadership books, please pass them along.
- **Legislative Session** – As you are all aware, it is legislative session time in Olympia. There are some hot topic items being discussed this session that have the potential to impact transit. As you may all be aware, the Climate Commitment Act has the potential to reduce funding to our agency; this is where the Transit Support Grant are funded which funds the zero-fares for 18 and



younger, among other items. There is also a House Bill and companion Senate Bill that would have an impact on how our Board of Directors is made up by adding two additional board members that I will be keeping an eye on, HB 2191 & SB 6185. Both are in Committee right now.

**Operations Manager Report**

Operation Manager Foth explained that ridership has increased 33% from a year ago.

He has signed up for the Transit's Next Leader Institute (TNLI) this is a regional leadership program sponsored by WSTA. He is looking forward to the training to better himself and to assist the company in any way he can. The program spans many months.

Freddie continues to do a great job keeping the shelters clean and to remove snow for the passenger's comfort at the shelters.

He has started the smaller group training meetings to not interfere with our routes for our passengers and it seems to be going well.

**Finance/HR Director Report**

Open Enrollment/Employee Insurance – Finance/HR Director Gleason explained, It's taken a lot of her time to get employees to get paperwork back to her regarding the changes and new offerings that were made by the Board. We had about 50% of our employees take advantage of the paid family dental and vision plans. We had 4 employees take advantage of the option of the High Deductible Medical Plan with the Health Savings Account.

**Adjourn:**

There being no further business to come before the Board, Chairperson Gagne adjourned the meeting at 9:40 a.m.

**APPROVED:**

  
\_\_\_\_\_  
Chairperson or Acting Chair

  
\_\_\_\_\_  
Brent Timm, General Manager

**ATTEST:**

  
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Crystal Hawley, Clerk of the Board/Facilities Coordinator