



Minutes of Board Meeting
Wednesday, February 21st, 2024 – 8:30 a.m.
Location - 303 S. 2nd Ave, Suite A, Okanogan, WA

<https://us06web.zoom.us/j/94229007551?pwd=MGJjQlNTbHk2OGJRbzVRMWWVHR0VkQT09> Or by phone: (253) 215 8782; Meeting ID: 942 2900 7551 / Passcode: 893096

Attendees:

- Andy Hover, Commissioner, Okanogan County (Vice-Chairman)
- *Wayne Turner, Mayor of Okanogan
- Aaron Studen, Council Member, Town of Twisp
- *Don Childers, Council Member, City of Brewster
- *Brent Timm, General Manager (GM), TranGO
- * Crystal Hawley, Clerk of the Board/Facilities Coordinator
- Scott DeTro, Attorney
- Cindy Gagne, Mayor, City of Omak
- *Mike Foth, Operations Manager, TranGO
- Kolo Moser, Council Member, Oroville

*These participants attended in person.

Absent: Alisa Weddle, Council Member, City of Tonasket, Kelly Hook, Mayor of Pateros, Sally Ranzau, Mayor of Winthrop, Jackie Gleason, Finance/HR Director

Call to Order and Introductions

Chairperson Gagne called the meeting to order at 8:30 a.m.

Motion

Okanogan Mayor Turner moved to approve consent agenda:

- a. Agenda
- b. Minutes from January 17, 2024, Regular Meeting
- c. Special Meeting Minutes February 5, 2024
- d. Financial Reports
 - January 2024 Financial Reports (Income Statement and Balance Sheet)
 - January 2024 Payroll Summary Register
 - January 2024 OCTA Accounts Payable Check Report

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

Checks	10777-10803	\$49817.40
Payroll	458-495	\$67,401.12
Bank Drafts		\$75,717.05
Total		\$192,935.57

Motion was seconded. All were in favor. Motion carried.



Old Business

Motion Resolution 2024-03

Okanogan Mayor Turner moved to approve resolution 2024-03 adopting a revised policy and personnel manual. Motion was seconded. All were in favor. Motion was carried unanimously.

Motion Resolution 2024-04

Vice-Chairperson Hover moved to approve resolution 2024-04- amending accounting manual – adding signatory. Motion was seconded. All were in favor. Motion was carried unanimously.

Motion Resolution 2024-05

Vice-Chairperson Hover moved to approve resolution 2024-05- adding additional signatory on NCB account. Motion was seconded. All were in favor. Motion was carried unanimously.

Discussion Transit Connection Between Pateros and Chelan

Operations Manager Foth explained that GM Timm and himself met with Link Transit and discussed TranGO routes meeting with Link Transit in Chelan. They were very accepting of this connection and said that they receive occasional requests for a connection between these two locations as well. Link Transit shared their bus schedules and best meeting times with Operations Manager Foth and GM Timm and their thoughts of the best times that would work to get passengers to and from Wenatchee. Operations Manager Foth is currently putting together several proposed schedules, so he can determine the cost of each, and which would best fit into the long-term service plan. Once finished, he will be able to determine the cost of the route and will send it to the planners at Link Transit for their review.

GM Timm explained that Regional Mobility Grants through WSDOT are currently available that would help fund this project as one of the main purposes of these grants is to increase connections between counties. He also met with WSDOT, and they are incredibly supportive of this connection and understand how high the need is to connect this stretch of highway between Okanogan and Chelan Counties.

New Business

Investments Transfer Process

GM Timm explained that Finance/HR Director Gleason provided a letter explaining the process of transferring investments. In her letter she explained that, during the recent Finance Committee meeting she shared a simple worksheet she set up as one of the internal controls that she used when transferring funds from one account to another.

Near the end of each month, she checks the amount in TranGO's checking account. The Board has instructed her to reduce the amount of the checking account to no more than \$300,000 for operation expenses and payroll for the next month.

By resolution she is required to transfer \$25,575 each month from Okanogan County Transit Authority's checking account to the LGIP Vehicle Reserve Account. This act is to ensure there is adequate funds for purchasing new buses in the future. If there is still an excess of \$300,000 in the checking account, she would move that excess to the LGIP Primary Account.



Finance/HR Director Gleason will provide GM Timm the Transfer of Funds worksheet along with the backup showing beginning and ending balance. GM Timm and herself sign off on this worksheet. Along with this worksheet there are two other opportunities GM Timm must review her work during the given month. GM Timm reviews all the journal entries to do each month prior to her doing bank reconciliations. GM Timm's approval for journal entries is both by reviewing the monthly journal entry register and by going into the financial software and approving her work. Next, after she is finished with the bank reconciliations, GM Timm reviews and initials each one.

Vice-Chairperson Hover asked GM Timm to start having Finance/HR Director Gleason provide an investment of transfer graph each month for the chair-person sign.

The Finance Committee had nothing to report on at this time.

The Personnel Committee reported that they met and went over GM Timm's evaluation. GM Timm received high marks and has done a remarkable job, explained Vice-Chair Hover.

The Planning Committee had nothing to report on at this time.

The Executive Committee had nothing to report on at this time.

Staff Reports

General Manager Timm provided the board with his report. GM Timm was approached a few months ago by the Regional Planning Office of WSDOT inquiring about TranGO providing a transit route serving HUD housing and the Casino on the Colville Reservation. He had an extensive conversation with WSDOT about the history of the PTBA and the Tribe (to make the history short, for those that are not aware, when the PTBA was organized, the tribe opted to not be part of the benefit area, thus forfeiting the desire to be served by the Public Transit). Since the Tribe opted to not be part of the PTBA, He expressed to WSDOT that he did not feel it would be prudent to use our local public funds to pay for this route. Although WSDOT claimed to understand this after our conversation, they asked him if TranGO could produce a cost estimate of a route where WSDOT would provide the funds and they would collaborate with the Tribe to pay for any matching funds for this route. Operations Manager Foth has since planned a route and they will be submitting the total cost of this route to WSDOT and then letting them collaborate with the tribe for any funds that would need to be expended. GM Timm did tell WSDOT that final approval of this agreement would need to be passed through the Board of Directors. If WSDOT can secure funding, this would be brought back to the board for any discussion.

Vice-Chair Hover asked GM Timm to not have WSDOT collaborate with the tribe on TranGO's behalf, but to set up a meeting with the tribal council. He would be willing to go with GM Timm for the meeting.

Operations Manager Foth provided the board with his report.

Motion

Chairperson Gagne moved to go into Executive Session at 9:15 under 42.30.110.(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge



regarding such consideration would cause a likelihood of increased price. Motion was seconded. All were in favor. Motion was carried.

Executive Session ended at 9:27.

Motion

Vice-Chairperson Hover moved to authorize GM Timm to move forward with arranging an environmental assessment and working on a purchase agreement. Motion was seconded. All were in favor. Motion carried.

Adjourn:

There being no further business to come before the Board, Chairperson Gagne adjourned the meeting at 9:33 a.m.

APPROVED:



Chairperson or Acting Chair



Brent Timm, General Manager

ATTEST:



Crystal Hawley, Clerk of the Board/Facilities Coordinator