



Minutes of Regular Board Meeting
Wednesday, September 20, 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
- Kolo Moser, Council Member, City of Oroville
- *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

*These participants attended in person.

Absent: Mike Foth, Operations Manager, TranGO; Alisa Weddle, Council Member, City of Tonasket; Sally Ranzau, Mayor, Town of Winthrop,

Call to Order and Introductions

Chairperson Gagne called the meeting to order at 8:30 a.m. and introductions were conducted.

Approval of Consent Agenda

- Agenda
- Minutes from August 16, 2023, Regular Meeting
- August 2023 Financial Reports (Income Statement and Balance Sheet)
- August 2023 Payroll and Expense Approval Reports

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

Checks	10439-10505	\$155,512.24
Payroll	08/2023 251-288	\$62,058.98
Bank Drafts	08/01/2023 – 08/31/2023	\$51,501.95
Total		\$269,073.17



Motion:

Board Member Turner moved to approve the consent agenda as presented. The motion was seconded by Board Member Childers. Chairperson Gagne called for the vote; the motion passed unanimously.

Public Comment:

There were no comments made.

Old Business

Public Hearing- 2023-2028 Six-Year Transit Development Plan (TDP)

Chairman Gagne opened the Public Hearing. GM Timm explained his testimony for the 2023-2028 Six-Year Transit Development Plan (TDP) for Resolution 2023-21. We have implemented some significant changes in TDP over the past few years as we have expanded services and expanded times and routes. He is looking forward to maintaining and expanding the services they provide throughout the county to help meet the ongoing transportation needs of the residents of Okanogan County. He expressed the struggles everyone shares as consumer prices continue to increase.

Chairman Gagne closed the Public Hearing to staff and opened the hearing to the public. There was no public comment. Chairman Gagne closed the public comment to the public and opened it to the Board.

Motion: 2023-2028 Six-Year Transit Development Plan (TDP)- Resolution 2023-21

Board Member Childers moved to approve Resolution 2023.21 2023-2028 Six-Year Transit Development Plan (TDP)-Motion was seconded by Board Member Turner. All were in favor. Motion carried unanimously.

Chairman Gagne closed the Public Hearing.

Motion: Resolution 2023.19-Public Records Request Policy Revision

Board Member Childers moved to approve Resolution 2023.19 authorizing a Public Records Request Policy Revision. Motion was seconded by Board Member Turner. All were in favor. Motion carried unanimously.

Motion: Resolution 2023.20- ADA Policy Revision

Vice-Chair Hover moved to approve Resolution 2023.20 authorizing an ADA Policy Revision. Motion was seconded by Board Member Moser. All were in favor. Motion carried unanimously.

New Business

Discussion: Employees' Benefit

Vice-Chair Hover explained Okanogan County employees have a composite insurance plan. The insurance premium is based on the average risk profile of a group rather than the risk profile of an individual policyholder.



Finance/HR Director Gleason voiced her concern about insurance deductibles increasing for the employee to cover another employee's family. She believes changing over to a composite insurance plan might not be in the best interest of everyone.

Vice-Chair Hover directed Finance/HR Director Gleason to research options for possible insurance policies and Deferred Compensation Plans.

Chairman Gagne confirmed the reason OCTA was wanting to find ways research these items was to enhance employee benefits to retain employees.

Vice-Chair Hover was thinking of giving employees a 5% COLA. Chairman Gagne thought between 3%-6% would be fair.

Vice-Chair Hover directed Finance/HR Director Gleason to create a spreadsheet of the cost comparison of 4% and 5% wage increases.

Finance Committee:

A meeting will be scheduled soon to start discussing the 2024 budget. Next week the Committee will be discussing the budget and reserve funds and will report to the Board in October.

Facilities Committee:

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

Personnel Committee:

Vice-Chairperson Hover would like a meeting to be scheduled next week to discuss Finance/HR Director Gleason's evaluations.

Planning Committee:

Nothing to report currently.

Executive Committee:

Nothing to report currently.

General Manager's Report:

GM Timm reported on the following:

- General Transit Feed Specification (GTFS) Data – Starting next year in 2024, the FTA will be requiring all transit agencies to provide all route data over the internet. This requires a lot of computer coding that would allow computers to understand and interpret TranGO routes and schedules. GM Timm had completed this report a few years ago with old routes, but with the recent route expansion, this had to be completed all over again and resubmitted over Google Transit. GM Timm recruited TranGO driver, Nicole Miller, to take on this leadership role for the agency.
- Vanpool Van Incident – GM Timm received a public complaint of an incident that occurred with one of the vanpools vans. The complainant stated there was a teenager driving the van around the Safeway parking lot. After investigating the incident, he determined one of the vanpool driver's



daughters had stolen the Van. GM Timm has taken the driving privileges away from the driver and ordered GPS trackers to be placed in all our vans.

- Budget – Finance/HR Director Gleason, Operations Manager Forth, and GM Timm have met and have started reviewing and working on the preliminary review of the budget for 2024.
- Expansion – Riders and staff are getting used to the new routes and expanded times. Ridership continues to grow, and riders are expressing their appreciation for the expanded routes and times.
- Shelter Placement Projects – GM Timm is still trying to contact Walmart Corporate Office to get the final shelter installed. There are a few other locations requesting shelters now, so he will look at purchasing more shelters and getting them placed.

Operations Manager Report:

Operations Manager Mike Foth was not present.

Finance/HR Director's Report

Finance/HR Director Gleason reported on the following:

- Finance – Staff has started working on the 2024 budget.

Budget Timeline:

- Set Finance Committee Meeting between the September and October Board Meetings.
 - First draft to the Board at the October Board Meeting
 - Public Hearing and Board review at the November Meeting
 - Approval at the December Board Meeting
- Investments- Finance/HR Manager, Gleason explained that she was not happy with US Bank long-term investments compared to LGIP short-term investments.

She had nothing further to report other than what was included in her Board Report.

Motion- Executive Session

Vice-Chairperson Hover moved to go into Executive Session under RCW 42.30.110.(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee at 9:20 a.m. inviting Council Members, Childers, Hook, Turner, Gagne, Moser, Studen and Attorney DeTro, for fifteen minutes. Council Member Childers seconded the motion. All were in favor. Motion carried unanimously.

The Executive Session was extended at 9:35 a.m. for an estimate of 15 minutes.

The Executive Session ended at 9:45 a.m. with no action taken.

Vice-Chair Hover requested that GM Timm schedule an Excessive Committee Meeting for next Friday at 8:00 a.m. and Finance/HR Director Gleason to schedule a Personal Committee Meeting at 9:00 a.m. on the same day.




Council Member, Studen was concerned that the Winthrop Mayor has not been attending any of the board meetings and wanted to see if the board would like Winthrop to provide an alternate to attend. Chairman Gagne stated she would reach out to Winthrop's Mayor.

Adjourn:

There being no further business to come before the Board, Chairperson Gagne adjourned the meeting at 9:50a.m.

APPROVED:



Chairperson or Acting Chair



Brent Timm, General Manager

ATTEST:



Crystal Hawley, Clerk of the Board/Facilities Coordinator