



## **Minutes of Board Meeting**

**February 13, 2017**

**303 2<sup>nd</sup> Ave S, Suite A, Okanogan, WA 98840 (TranGO Office)**

### **Attendees**

Anne Acheson, Mayor, Town of Winthrop  
Denise Varner, City of Okanogan  
Tim Rieb, City of Brewster  
Cindy Gagne, Mayor, City of Omak  
Patrick Plumb, Mayor, City of Tonasket

### **Staff**

Melanie Carroll, TranGO, Clerk of the Board  
Kelly Scalf, TranGO, General Manager/CEO

### **1.) Call to Order and Introductions**

The meeting was called to order by Cindy Gagne, Board Chair, @ 6:02 pm.

### **2.) Approval of agenda and consent agenda**

Kelly Scalf requested an addition to the agenda to discuss a request by the Okanogan Council of Governments (OCOG) to adjust our regular meeting time.

#### **A. Minutes.**

Tim Rieb moved to approve the agenda and consent agenda. Seconded by Anne Acheson.  
The motion passed unanimously.

#### **B. Vouchers.**

Tim Rieb moved to approve the voucher in the amount of \$185,933.50. Seconded by Anne Acheson. The motion passed unanimously.

### **3.) Public Comments**

There were no public comments.

### **4.) Old Business**

#### **A. RESOLUTION 2017-03: A Resolution of the Okanogan County Transit Authority Creating Policies and Procedures for Posting Information on Bulletin Boards Maintained by the Okanogan County Transit Authority.**

Denise Varner moved to approve Resolution 2017-03. Kelly mentioned that Scott DeTro, OCTA's attorney, had made some changes and recommendations to the policies. Scott recommended language that clarified which postings were allowed.  
All were in favor and the motion passed unanimously.



## 5.) New Business –

- A. RESOLUTION 2017-04: A Resolution of the Okanogan County Transit Authority establishing a separate depository bank account at Chase Bank designated as “Working Capital Balance” and establishing a separate depository bank account at Washington Federal Bank designated as “Working Capital Balance”.**

Denise Varner moved to approve Resolution 2017-04. Seconded by Anne Acheson. Kelly explained that as of today, the current depository account exceeds 1 million dollars. CliftonLarsonAllen (CLA) has suggested that we keep this working capital in another FDIC insured bank account, so that it is available to use while we are still growing, rather than depositing it into an investment account. The two accounts requested will keep us in FDIC insured accounts. Kelly stated that the next resolution will address investing an additional 500,000 dollars will go into capital reserve accounts. All were in favor and the motion passed unanimously.

- B. RESOLUTION 2017-05: A Resolution of the Okanogan County Transit Authority Approving and Authorizing certain reserve funds be invested.**

Anne Acheson moved to approve Resolution 2017-05. Seconded by Denise Varner. All were in favor and the motion passed unanimously.

- C. General Manager Report.**

*(See General Manager Report – February 2017)*

Kelly referred to the ridership graphs and vanpool trips that were included with the packet. She stated that all are gaining in ridership for vanpool and everything is pretty consistent. Kelly stated that last year we closed out over \$60k in fares for transit and vanpool

Kelly has noticed that people stick to their valleys when riding the bus. In the spring she would like to send out surveys to see where they are taking the bus and why. Cindy Gagne mentioned that the Rotarians have twelve people that could ride to the elks for their lunch meetings. She stated that they leave from our transfer station at 11:30 am and could catch the bus from Tonasket heading back to Okanogan. Kelly and Melanie stated that they will look into this.

The Driver's Manual has been updated. Kelly stated that she provided a copy of the updated section in with the packet.

Kelly mentioned that there have been staff changes. One driver is transferring their work location. We have an internal posting that closed today to fill the vacated position. She stated that we are also hiring part-time drivers to provide relief throughout the county. Kelly mentioned that we will be recruiting a person to fill an administrative support position currently being developed. Kelly stated that she is planning to evaluate Melanie's job description and adding duties to coordinate maintenance and repair in the facilities.

Cindy stated that people are asking about TranGO now being located in Okanogan and she asked when our Open House will be for the new TranGO Facility. Kelly stated that we haven't set a date for this. She mentioned that it would be nice to have a legislator be able to attend and would like to have things all completed in the facility before it's advertised. Kelly asked that everyone look at the calendar and see what will work. She is thinking the end of April. Cindy suggested incorporating it into Okanogan Days that will be held June 3, 2017. Denise asked if we could provide a Shuttle from Omak to Okanogan Days. Kelly said that we could look into this.

**D. Time Change for Future TranGO Board Meetings.**

Kelly explained to the Board that OCOG meets from 5:00-6:00pm, prior to the regularly scheduled TranGO Board Meetings. OCOG meetings have frequently run a bit late. With the current Regional Transportation Plan update on the OCOG agenda, there is a recognition that OCOG needs additional time for their meetings. They are asking TranGO to start their meeting at 6:30pm to allow additional time for their meeting.

Denise moved that future TranGO Board Meetings be held at 6:30pm on the 2<sup>nd</sup> Monday of every Month. Seconded by Patrick Plumb. All were in favor and the motion passed unanimously.

Cindy asked if TranGO should have an alternate voting member for OCOG. Patrick moved to have Brent Timm be our Representative for OCOG and that changes be made to the Interlocal Agreement and Resolution reflecting this change. Seconded by Denise. All were in favor and the motion passed unanimously.

**6.) Adjourn.**

Cindy Gagne, Board Chair, adjourned the meeting at 6:46 pm.

**Approved on**

ATTEST:

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

  
\_\_\_\_\_  
Kelly Scalf, General Manager

  
\_\_\_\_\_  
Melanie Carroll, Clerk of the Board