



Minutes of Board Meeting

May 22, 2017

303 2nd Ave S, Suite A, Okanogan, WA 98840 (TranGO Office)

Attendees

Jon Neal, Mayor, City of Oroville
Denise Varner, City of Okanogan
Anne Acheson, Mayor, Town of Winthrop
Carlene Anders, Mayor, City of Pateros
Cindy Gagne, Mayor, City of Omak
Patrick Plumb, Mayor, City of Tonasket
Tim Rieb, City of Brewster

Staff

Melanie Carroll, TranGO, Clerk of the Board
Kelly Scalf, TranGO, General Manager/CEO
Danyell Bellinger, TranGO, Admin Support

Guests

Greg Wright, WSDOT, Community Liaison

1.) Call to Order and Introductions

The meeting was called to order by Cindy Gagne, Board Chair, @ 6:50 pm.

2.) Approval of agenda and consent agenda

Comments by Finance Committee –

There were no comments or concerns.

A. Minutes.

Patrick Plumb moved to approve the agenda and consent agenda. Seconded by Carlene Anders. The motion passed unanimously.

B. Vouchers.

Patrick Plumb moved to approve the voucher in the amount of \$485,219.53. Seconded by Carlene Anders. The motion passed unanimously.

3.) Public Comments

There were no public comments.

4.) Old Business

There was no old business.



5.) New Business –

A. Resolution 2017-10: A RESOLUTION OF THE OKANOGAN COUNTY TRANSIT AUTHORITY APPROVING AND ADOPTING ADA COMPLIANCE POLICY.

Patrick moved to approve Resolution 2017-10. Seconded by Tim Rieb.

Kelly explained that the compliance policy was written based on a WSDOT template. We currently train all staff on ADA regulation, and provide service in compliance with ADA. She stated that it is a requirement that we have one in place. All were in favor, none opposed.

B. RESOLUTION 2017-11: A RESOLUTION OF THE OKANOGAN COUNTY TRANSIT AUTHORITY APPROVING THE AMENDED INTERLOCAL AGREEMENT WITH OKANOGAN COUNTY REGARDING EMERGENCY SERVICES AND AUTHORIZING THE CHAIRPERSON OF THE OKANOGAN COUNTY TRANSIT AUTHORITY TO EXECUTE THE SAME.

Patrick moved to approve Resolution 2017-11. Seconded by Jon Neal.

Kelly Scalf explained that the Board had approved an Interlocal Agreement in October 2015. We submitted our version of the approved agreement to Emergency Management in October of 2015. When we realized that there had never been any county action on the agreement, we contacted them, and discovered that they couldn't find our agreement. We re-submitted it, and it was reviewed by Maurice Goodall. He had some comments and asked for some additional information. Kelly incorporated those requests into the amended agreement. She stated that the redline version shows the changes and clarifications to the agreement. A contact list, organizational chart and list of costs associated with using our services in an emergency were added. Kelly stated that the fees are set by FEMA, and updated annually. She also added some definition to the training that Emergency Management would provide to our staff, including interaction with command and control during an emergency.

Patrick revisited the fact that we needed emergency management in place before it was even happening during the fires. He stated that it is good to see it thought out more. Patrick explained that he is glad to see this in writing and that having this sort of resource was great for them during fires. Kelly mentioned that this does not need to be only for county wide emergencies. It could also be used on a smaller scale, for a local city, or a facility. Patrick asked Carlene Anders if this had been in place, would it have helped them during the fires? She stated that it probably would have if they could've known sooner. Carlene explained that during evacuation if this had been in place it would have absolutely helped them. Patrick stated that by Pateros going through what they did in 2015, it put things in place for him to get the emergency services going in Tonasket.

All were in favor, none opposed.



C. RESOLUTION 2017-12: A RESOLUTION OF THE OKANOGAN COUNTY TRANSIT AUTHORITY AMENDING POLICY NO. 809A DRUG AND ALCOHOL POLICY.

Patrick moved to approve Resolution 2017-12. Seconded by Denise Varner.

Kelly stated that the only change in this policy is on the last page. It identifies the management staff that are authorized to order reasonable suspicion testing. The three staff qualified include Kelly, Brent Timm, and Mike Foth.

All were in favor, none opposed.

D. General Manager Report

(See June 2017 General Manager Report PowerPoint Slideshow)

Kelly stated that 11 bus shelters have been ordered. They are 5'x7' with a single bench and garbage bins. She explained that we will need to hire someone to do maintenance on these. There will be a total of fifteen shelters by the end of the summer (which includes the 4 given to us by WSDOT). Kelly mentioned that we will post laminated schedules (behind plexiglas) on them. Cindy asked if we know where they are going to be placed. Kelly replied that we will have one on each side of the street by our TranGO Building. There will also be two shelters on Koala and Shumway in Omak. Tonasket's will be located at the PUD and John's Landing. Oroville shelters will be located at Princes. In Pateros they will be either on Commercial Avenue where Appleline stops or on Lakeshore Drive. Brent and Kelly are working on exact locations.

Kelly reported that the vinyl on our bus windows has been peeling off. Kelly stated that Ridgeline is going to be replacing that. Ridgeline said that they had installed the wrong vinyl to begin with and will do it at no charge.

Pictures were shown of the shades that will be going onto interior windows of the building by the end of the month.

Pictures were also shown of promotional items we will give away at Okanogan Days on June 3rd.

Kelly mentioned that we had our WSDOT program monitoring on May 2nd and there were no issues. Kelly is meeting with planners and mayors to review our current passenger pick-up and drop off points, review street improvement plans and discuss possible transit facilities. Kelly stated that we could ask the cities to let us stop traffic in some areas to pick up passengers. She reminded the board members to consider travel in Spokane, on Division, when buses stop to load passengers. There are some locations we are using that are near multiple parking lot entrances. She explained that there are dangers associated with multiple



entrance lots, and we don't want to block other driver's line of sight vision. It is also dangerous for passengers, so Kelly is considering a variety of safety factors for our permanent shelters.

Kelly reminded the Board that our next meeting will be held June 8th and not the 12th due to her approved travel for the CTAA Expo in Detroit, Michigan.

E. Executive Session – Personnel Update


The meeting went into Executive Session at 7:18 pm until 7:32 pm.

6.) Adjourn.


Cindy Gagne, Board Chair, adjourned the meeting at 7:32 pm.

Approved on

ATTEST:


Chairperson or Acting Chair


Kelly Scalf, General Manager


Melanie Carroll, Clerk of the Board