



## Minutes of Board Meeting

January 8, 2018

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

### Attendees

Jon Neal, Mayor, City of Oroville  
Tim Rieb, Council Member, City of Brewster  
Carlene Anders, Mayor, City of Pateros  
Denise Varner, Council Member, City of Okanogan  
Aaron Studen, Council Member, Town of Twisp  
Andy Hover, Commissioner, Okanogan County  
Cindy Gagne, Mayor, City of Omak

### 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  
Dennis Brown, City of Tonasket  
Deanne Konsack, OCTN, Operations Manager

### 1.) Call to Order and Introductions

The meeting was called to order by Cindy Gagne at 6:40pm.

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

Carlene Anders moved to approve the agenda and consent agenda. Seconded by Jon Neal. All were in favor, and the motion passed.

### Comments by Finance Committee –

There were no comments by the Finance Committee

#### A. Minutes.

Carlene moved to approve the minutes from November 13, 2017. Seconded by Jon. All were in favor and the motion passed.

#### B. Vouchers.

Carlene moved to approve the below voucher/warrants/electronic payments. Seconded by Jon. All were in favor and the motion passed unanimously.

The following voucher/warrants/electronic payments are approved for payment:

Voucher (warrant) Total

numbers: 4848 through 4980 \$ 207,818.98

Payroll warrant

numbers: DD1716 through DD1776 \$ 74,168.64

Electronic payments



dates: November 14, 2017 through January 8, 2018 \$ 43,483.25

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

There were no public comments.

### **4.) Old Business –**

#### **A. Kelly Scalf Evaluation.**

It was mentioned that the evaluation committee consisted of Jon Neal, Tim Rieb and Aaron Studen. Jon stated that he will write something up and get it to Tim and Aaron within a week. Kelly asked if there was anything in her evaluation that was going to hold up her employment agreement that is on the Agenda for this meeting. Jon stated no.

### **5.) New Business –**

#### **A. Election of TranGO Officers.**

Kelly stated that according to our Bylaws, elections are held during the December meeting and the officers operate for one year. She mentioned that Carlene had been elected as Vice-Chair at our last meeting due to Patrick Plumb no longer being on our Board. Okanogan County Transit Authority (OCTA) Attorney, Scott DeTro, said that we need to vote on both positions for 2018. Kelly explained to the board that there are two positions in our Bylaws, a Chair and Vice-Chair.

Denise moved to nominate Cindy Gagne as the Chair and Carlene Anders as the Vice-Chair of OCTA. Seconded by Dennis Brown. All were in favor, none opposed. The motion passed.

#### **B. RESOLUTION 2018-01: A RESOLUTION OF THE OKANOGAN COUNTY TRANSIT AUTHORITY APPROVING A NEW EMPLOYMENT AGREEMENT WITH THE GENERAL MANAGER AND AUTHORIZING THE CHAIRPERSON TO EXECUTE SUCH EMPLOYMENT AGREEMENT ON BEHALF OF OKANOGAN COUNTY TRANSIT AUTHORITY.**

Tim Rieb moved to approve Resolution 2018-01. Seconded by Jon Neal. Kelly stated that they have the original agreement dated 2014 and an update to that with the strike-outs. Kelly mentioned that she had a discussion with Cindy Gagne. After his discussion the agreement was sent to OCTA Attorney, Scott DeTro, to make changes to the contract. There are blank lines allowing for the Board to make these choices. Kelly mentioned that after the evaluation is done there will be a conversation about salary. This has been left out so it could be adjusted annually or back to October 2017. She explained that the initial contract had her earning six weeks every year until PERS policies were established for the staff. This had never been established for Kelly. She asked the Board how this should continue.

Scott removed references to the first two years of employment because they no longer applied. Scott also added language around performance evaluations being done. There was a discussion about how amendments are done to the contract to address compensation. Cindy explained that she would like to have a timeline in Section 7. Carlene mentioned that she feels like a 30 day window is not okay. She believes it should be more like a 45 day



window. Denise asked to change to “completed and presented to the board in the month of September”.

The Board agreed that on Pages one and four it should say October 1<sup>st</sup>, 2017. Kelly pointed out that in Section 4, A. her salary is currently at \$96,600.00. If this goes up it will amend the salary effective October 1, 2017. Andy stated that it does not state it is retroactive unless it is changed by the Board. Andy asked how this salary is determined. Kelly explained that it was negotiated. Carlene asked what our fiscal year is for OCTA. Kelly replied that it is by calendar year. Carlene explained that if we go retroactive issues may come up in payroll. Kelly mentioned that we are two months out before they can close the books for 2017. Denise suggested that for the July 2018 meeting agenda have an item to appoint the committee assigned for the evaluation so it can be done on time. It was agreed on that in Section 7 it should state “completed by September”.

In Section 10, Paid Leave, Kelly stated that it has been accruing at 20 hours per month. She explained that she has not been using all of this time and only using it as staff would be able to with the accrual they have. It was decided by the Board that it would be kept at 20 hours per month.

It was decided by the Board that Section 10, C and D need to be changed to October 1, 2017. Tim moved to amend and accept the additions and deletions and fill in the blanks on the Employment Agreement. Seconded by Jon. All were in favor, none opposed. The motion passed.

Kelly stated that she will make these changes and send over to Cindy to sign, as Resolution 2018-01 states that can be done.

**C. RESOLUTION 2018-02: A RESOLUTION OF THE OKANOGAN COUNTY TRANSIT AUTHORITY APPROVING THE INTERLOCAL AGREEMENT OF THE OKANOGAN COUNCIL OF GOVERNMENTS WHICH FORMS A REGIONAL TRANSPORTATION PLANNING ORGANIZATION, AUTHORIZING THE CHAIRPERSON OF OKANOGAN COUNTY TRANSIT AUTHORITY TO SIGN SUCH INTERLOCAL AGREEMENT, AND DESIGNATING THE REPRESENTATIVES WHO SHALL BE VOTING MEMBERS.**

Andy moved to table this resolution until the corrected document is brought back to us from OCOG. None opposed. The vote on this will happen in February 2018.

**D. A RESOLUTION OF THE OKANOGAN COUNTY TRANSIT AUTHORITY AMENDING THE SALARY MATRIX FOR EMPLOYEES OF OKANOGAN COUNTY TRANSIT AUTHORITY.**

There was a discussion about this resolution. The Board requested additional information, and took no action.

**E. RESOLUTION 2018-03: A RESOLUTION OF THE OKANOGAN COUNTY TRANSIT AUTHORITY AMENDING POLICY NO. 809A.**





Andy moved to approve Resolution 2018-03. Seconded by Denise. Andy asked if this is consistent with State Laws. Kelly explained that this is Federal. She also assured the Board that the drivers were provided with a copy of the new testing panel information at the last In-Service Training/Meeting.

Jon asked if there is a standard applied to our drivers. Kelly stated that this law is brand new. Drivers can be tested at any time. She reminded the Board that there is a last chance policy in place that had previously been approved by the Board. Kelly mentioned that if it is a prescribed medication it can become a dicey situation. She also mentioned that there are likely issues with this new requirement, but it is what the USDOT requires. As time goes by, we and other agencies will see how it all works out.

All were in favor, none opposed. The motion passed.

**F. RESOLUTION 2018-04: A RESOLUTION OF THE OKANOGAN COUNTY TRANSIT AUTHORITY APPROVING AND ADOPTING THE REVISED AND UPDATED ACCOUNTING MANUAL OF FINANCIAL MANAGEMENT POLICIES AND PROCEDURES DATED 1/8/18.**

Andy moved to approve Resolution 2018-04. Seconded by Denise. Kelly stated that going through the audit there were cash handling issues identified. This policy clarification is intended to help ensure that anyone counting cash is completing all of the forms correctly and completely.

All were in favor, none opposed. The motion passed.

**G. General Manager Report.**

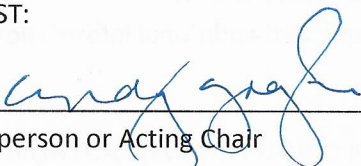
Kelly stated that she did not have a General Manager Report as she has been spending time on the audit. The auditors will do an exit interview with the Board. CliftonLarsonAllen (CLA) is doing revisions to 2015 and 2016 financials. Almost every percentage was off in their initial reporting. Kelly explained to the Board that CLA will be paying for all of the revisions to these financials.

**6.) Adjourn.**

Cindy Gagne, Board Chair, adjourned the meeting at 8:07pm.

**Approved on**

ATTEST:

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

  
\_\_\_\_\_  
Kelly Scaff, General Manager



Melanie Carroll

Melanie Carroll, Clerk of the Board

EX-100-14

United States  
Department of Justice

