

Minutes of Board Meeting Tuesday, August 28, 2018 303 2nd Avenue, S, Suite A, Okanogan, WA. 98840 (TranGO Office)

AttendeesStaff

Cindy Gagne, Mayor, City of Omak Carlene Anders, Mayor, City of Pateros Denise Varner, Council Member, City of Okanogan Brent Timm, TranGO, Operations Manager Tim Rieb, Council Member, City of Brewster Jon Neal, Mayor, City of Oroville Bill Nearants, OCTN, Driver Supervisor Dennis Brown, Mayor, City of Town Matthew Mills, Okanogan Community Member

Kelly Scalf, TranGO, CEO/General Manager Danyell Bellinger, TranGO, Clerk of the Board Mike Foth, TranGO, Driver Supervisor

1. Call to Order and Introductions

Cindy Gagne, Board Chair, called the meeting to order at 5:00 pm

2. Approval of agenda and consent agenda

Carlene Anders moved to approve agenda and consent agenda. Jon Neal seconded motion, and the motion passed unanimously.

Comments by Finance Committee There were no comments by the Finance Committee

A. Minutes:

Carlene Anders moved to approve the minutes from July 9, 2018. Jon Neal seconded motion, and the motion passed unanimously.

B. Voucher:

Carlene Anders moved to approve the vouchers/warrants/electronic payments. Jon Neal seconded the motion, and the motion passed unanimously.

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

Voucher (warrant) Total

Numbers: <u>2644</u> through <u>2778</u> <u>\$77,988.32</u>

Payroll warrant

Numbers: <u>DD1966</u> through <u>DD2009</u> \$59,792.29

Electronic payments

July 11, 2018 through August 17, 2018 \$40,972.36



3. Public Comments

There were no public comments

4. Old Business

There was no Old Business

5. **New Business**

A. Resolution 2018-15: A RESOLUTION AUTHORIZING OKANOGAN COUNTY TRANSIT AUTHORITY ("OCTA") APPROVING A SIX-YEAR TRANSIT DEVELOPMENT PLAN

Jon Neal moved to approve Resolution 2018-15. Seconded by Tim Rieb.

Kelly explained a six-year Transit Development Plan is requirement for OCTA, along with updating it every year. Denise Varner asked about Non-Emergency Services with People for People; who are they and what type of services do they provide. Kelly explained People for People are the Medicaid Broker who contract out for transportation services for non-emergency medical transit needs, and they operate in five counties.

All were in favor of approving Resolution 2018-15, and none were opposed.

B. Resolution 2018-16: A RESOLUTION AUTHORIZINGOKANOGAN COUNTY TRANSIT ATHORITY ("OCTA") ADOPTING THE BUDGET FOR THE FISCAL AND CALENDAR YEAR 2019

Jon Neal moved to approved Resolution 2018-16. Seconded by Tim Rieb.

Kelly highlighted several areas on the 2019 proposed budget, to include:

- Estimated 1.1M in the bank at end of 2018
- Approximately \$400,000 in vehicle replacement account
- After Bus Shelters are in place, fleet personal will be hired for fleet and shelter maintenance
- Fleet Maintenance Vehicle purchase to include equipment to clean and maintain bus shelters
- 2018 approved salary matrix reflected in 2019 salary budget
- Increase of employee benefits reflected in 2019 budget based on estimate from Association of WA Cities Benefit Trust
- 20k increase for purchased transportation from OCTN reflected in 2019 budget
- 3 bus replacements reflected for 2019, with 4 replacements in 2020
- Staff vehicle purchase for cost savings with mileage reimbursements
- 160k in opportunity funds reflected in 2019 budget to improve safety and enhance transportation
- Additional Bus Stop/Route Signage purchase

All were in favor of approving Resolution 2018-16, and none opposed.



C. Discussion: HSTP Update:

Kelly shared with the board a recap of the presentation given by The Athena Group during the last OCOG Meeting.

- Priority to maintain current transportation services
- Okanogan County is a single county RTPO Based on prioritization that will be conducted by the RTPO for projects submitted to the WSDOT Consolidated Grant process and previous funding cycles
 - 3 A Projects will be funded (WSDOT has funded all A ranked projects in the last few cycles
 - o 3 B Projects will compete for funding
 - Operating Projects can apply for 4-year funding. OCTN has 2 existing operating projects, and one capital project that would be considered priority for continuing current service.
 - Based on the updated HSTP, there is a need for additional data to update the needs for expansion both within and outside the county. It makes sense for OCTA to gather that information over the next 2 years and be in place to submit a competitive application in the next cycle.
- D. Discussion: State Sick Leave Policy and possible cost share with employees:
 In 2019, the newly passed legislation requiring a sick leave employee benefit will be implemented by the state. The system is similar to L&I, in that employers and employees pay into the system. For employers with 50 or more employees, there is a required level of employer contribution. With less than 50 employees, there is an exemption for employer participation, but employees are required to contribute. Kelly asked if any of the Board members were aware of what their jurisdictions were doing with regard to voluntary participation by employers. The board would like to have more information about this policy and discuss it at the next meeting.

E. Discussion: Filing to State Auditor for 2017:

Kelly explained that the 2017 Financial Report filing had several errors. Kelly was provided with a draft of the report less than 24 hours before it was submitted to the State Auditor. Since that time, Kelly has met with CliftonLarsonAllen representatives regarding the report and found several errors, which are still being corrected. She expressed concern for the next state audit that will be conducted sometime in late 2019. Due to all the errors that she found in the last filing, she asked for thoughts and opinions about contracting an independent accounting firm to audit 2017 and 2018, estimated at a cost of \$10,000 to \$12,000 each year in order to address any errors.

Suggestion were:

 Request that CLA have an independent audit of their work product (OCTA annual Financial Reports), at their cost, or shared cost



- Engage another firm to conduct an independent audit at our cost
- Research RCW regarding treasurer requirements to determine if we could hire an outside firm for that function or if that is part of the treasurer defined functions.

Kelly will research options and discuss them at the next meeting.

F. General Manager Report:

- CTANW has asked TranGO to host their October membership meeting
- Scott DeTro will attend the next meeting to discuss multi-year contract for CEO/General Manager
- Met with Andrew Denham in Twisp to interview architects for Twisp project
- Will meet with Mike Port, Twisp Airport Manager, to discuss possible space for covered storage for Methow Valley buses
- TranGO will be have a booth at the 2018 Okanogan County Fair
- Buses at local fleet service companies and developing language in contracts for expectations for repair/maintenance time specified in contracts.
- Vanpool additional information: positive financial impact to communities due to federal employees riding vanpool and receiving transportation benefit to cover those costs. Ultimately the personal savings of those riders is likely to be spent locally.

G. Executive Session:

Cindy Gagne called an Executive Session at 5:45pm, for the purpose of discussing possible litigation, with an expected duration of 10 minutes.

Executive Session ended at 5:55 pm

H. Adjourn:

Cindy Gagne, Board Chair, adjourned meeting at 6:08pm.

Appro	ved	on
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Chairperson or Acting Chair

Kelly Scalf, General Manager

Danyell Bellinger, Clerk of the Board