



Minutes of Board Meeting

Wednesday, July 15 2020 – 8:30 a.m.

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

Attendees:

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

Guests:

Deanne Konsack, OCTN Operations Director
Jennifer Fitzthum, OCTN General Manager

Staff:

Kelly Scalf, General Manager
Jackie Gleason, Clerk of the Board
Scott DeTro, Attorney
Sarah Campbell, Treasurer
Brent Timm, Operations Manager

Call to Order and Introductions

Chairman Gagne called the meeting to order at 8:31 a.m.

Approval of Consent Agenda

Board Member Neal moved to approve the consent agenda as presented. The motion was seconded by Board Member Varner and passed unanimously.

- Comments by Finance Committee
 - There were no comments or call-outs by the Finance Committee
- Minutes: June 2, 2020 and June 17, 2020
- Financial Report – May 2020 Financial Reports – OCTA Treasurer
- June 2020 Voucher Certification – OCTA Treasurer

Treasurer Campbell reported that there was nothing out of the ordinary to report to the Board.



General Manager Scalf discussed the Investment Account report provided to the Board. Scalf stated that the Investment portion of the report was not split into departments, it was lumped together from the initial establishment of the investment; she asked if the Board would like to see that split. Board Member Studen stated that he felt there was no need to separate the investments, he was just happy to see the investments and bank account totals. General Manager Scalf explained the need to have Treasurer Campbell provide her with the amounts for 2019 and 2020 that need to be moved into the Vehicle Reserve Account for vehicle depreciation. As reported by Clark Nuber in their audit, there should have also been an amount in 2018 that was adjusted; this leaves the Vehicle Reserve Account currently showing an incorrect balance.

- Voucher/Warrants:

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

Checks	#7134 - #7182	\$90,530.50
Payroll	DD#2751 – DD#2779	\$36,463.43
ACH/EFT/E-Pay		\$11,356.27
Total		\$138,350.20

Public Comment

There was no public comment.

Old Business:

Action: Resolution #2020-08 – A Resolution of the Okanogan County Transit Authority on the Subjects of Establishing a Small Public Works Roster Process to award Public Works Contracts, a Consulting Services Roster for Architectural, Engineering, and other Professional Services, and a Vendor Roster for Goods and Services not Related to Public Works Contracts

Motion:

Board Member Hover moved to approve Resolution #2020-08 as presented. The motion was seconded by Vice-Chairman Anders.

General Manager Scalf reported joining this Municipal Research Service Center program can only be done May 1st or December 1st of each year. The Board was reminded that the Finance Committee had researched this item and recommended passage at an earlier Board Meeting.

Chairman Gagne called for the vote; the motion passed unanimously.

Action: Resolution #2020-14 – A Resolution of the Okanogan County Transit Authority Repealing the Current Policy and Procedure Manual and Adopting a Revised Policy and Procedure Manual



Motion:

Board Member Studen moved to approve Resolution #2020-14 as presented. The motion was seconded by Board Member Rieb.

General Manager Scalf, provided a recap from last month's meeting for the Board regarding Policies 302 - Performance Evaluations and 502 - Vacations of the Policy and Procedure Manual. Date of hire will serve as an employee's anniversary date in relations to leave accrual. A Performance Evaluation will be done 6 months after the date of hire or the end of the employee's probationary period, at which time the employee will be considered for a wage increase. The employee will then have a Performance Evaluation annually from that date on.

Chairman Gagne called for the vote; the motion passed unanimously.

Action: Resolution #2020-15 – A Resolution of the Okanogan County Transit Authority Approving and Adopting an Amended Section to the Okanogan County Transit Authority Accounting Manual-Financial Management Policies and Procedures Entitled “Budgeting”

Motion:

Board Member Neal moved to approve Resolution #2020-15 as presented. The motion was seconded by Board Member Studen.

General Manager Scalf, provided a recap from last month's meeting for the Board regarding the Accounting Policy – Budget section:

Policy Statement – Added “*A Preliminary budget shall be prepared for inclusion with the Transportation Development Plan no later than September 1, each year and the Final budget shall be approved by the Board no later than December 31, each year.*”

Policy Implementation – Added “*The budget process should start in July of each year as soon as the agency treasure has the financial reports completed through June 30. The Finance Committee will work through July and August holding no fewer than 2 full Board budget workshops. A reasonable draft will be prepared for inclusion in the Transportation Development Plan, due September of each year. A final budget will be prepared and approved no later than December 31 of each year.*”

All references to CliftonLarsonAllen were changed to “agency treasurer.”

Chairman Gagne called for the vote; the motion passed unanimously.

New Business:

Discussion: – Continuing Discussion of I-976 Potential Impacts on OCTN – Current Service and Possible Transportation Models – Priorities



General Manager Scalf shared the following with the Board:

OCTN's schedules and services – Appointments, food bank, grocery shopping, various basic needs – all are high priorities and highly needed – 4 buses typically run these services, reservation are supposed to be made 24-hours in advance - Costs for rides are \$2.00 in town and \$4.00 out of town

Colville Tribes and OCTN work together on the route that provides services from Okanogan/Omak to Grand Coulee. The Tribe owns the bus and OCTN handles operations. A rider can go from Okanogan/Omak to Spokane using OCTN's service, People for People from Grand Coulee to Davenport and Special Mobility Services (SMS) from Davenport to Spokane. While OCTN doesn't operate the legs from Grand Coulee to Spokane, both OCTA and OCTN staff help people get the information they need to make reservations. Funding has been on-going through State Consolidated Grants.

OCTN provides long distance rides to Omak and to Wenatchee once a month (no long-distance rides have been provided since COVID-19 restrictions). OCTN Operations Manager Konsack stated that this service is very much needed. They can provide transportation for up to 12 passengers; they need at least 4 riders or 2 with medical appointments for a trip.

OCTA currently financially supports OCTN through the Demand Response Agreement in the amount of \$375,324 annually. OCTN provides drivers for the fixed routes from Tonasket to Oroville and from Okanogan to Pateros. OCTA also provides all drivers training each month consisting in part, of safety topics, ADA requirements, social issues, wheelchair tiedown procedures and other procedures required in their day-to-day operations.

She reported that there are currently three types of funding sources, Federal Transit Administration (FTA) 5310 and 5311 grants and State Consolidated Grants. The FTA Grant 5310 requires 20% matching funds and 5311 requires dollar for dollar matching funds; often the State helps with matching funds on the 5311 grants.

The Okanogan County Coordinated Public Transit – Human Services Transportation Plan (HSTP) was updated in 2018; General Manager Scalf reviewed with the Board the priorities that were outlined in the plan. This plan has to be developed in order to be eligible to apply for State grants. State Rural Mobility Grants are available for rural agencies with a population up to 100,000. Currently OCTA receives approximately \$400,000 from the Special Needs Paratransit Program per biennium.

She stated that as we are developing the 2021 budget the Board will need to set priorities for at least 6 months of funding OCTN if necessary (the biennium ends June 30, 2021). The next steps would be to establish a cost, Scalf recommended a per hour cost for both OCTN and OCTA so that the Board can consider all services currently provided. Each agency will most likely have to trim costs. General Manager Scalf and OCTN General Manager Fitzthum will work together to come up with those costs for the next meeting.



The Board set the next two meetings as budget workshops; Chairman Gagne asked that the regular agenda be kept small to allow the Board to work on the budget.

- August 19, 2020 (regular meeting) at 8:30 a.m.
- September 2, 2020 (special meeting) at 8:30 a.m.

Committee Reports:

Finance Committee, Facilities Committee, and Personnel Committee

There were no committee reports.

General Manager's Report

General Manager Scalf reported to the Board on the following:

She has a call in to Marquis regarding the lease on the building we are in; the lease is up December 31, 2020. She has proposed extending the lease for 3 to 5 years

She has been researching options for increasing the ventilation in the office

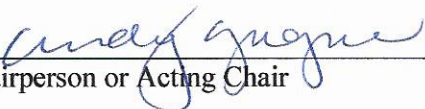
She is currently reviewing the 2019 Financial Statements presented by CliftonLarsenAllen

Board Member Varner invited everyone to join the City of Okanogan's Council meeting (virtually) on Tuesday, July 21, 2020 at 7:00 pm for a Confluence Health Presentation. She will provide Clerk Gleason information to forward to the Board.

Adjourn:

There being no further business to come before the Board, Chairman Gagne adjourned meeting at 9:47 a.m.

APPROVED:


Chairperson or Acting Chair


Kelly Scalf, General Manager

ATTEST:


Jackie Gleason, Clerk of the Board