



**Minutes of Board Meeting**  
**Wednesday, August 19, 2020 – 8:30 a.m.**  
**303 2<sup>nd</sup> 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  
Sally Ranzau, Mayor, City of Winthrop  
Tim Rieb, Council Member, City of Brewster  
Carlene Anders, Mayor, City of Pateros

**Guests:**

Jennifer Fitzthum, OCTN General Manager

**Staff:**

Kelly Scalf, General Manager  
Kim Webb, Administrative Assistant  
Sarah Campbell, Treasurer  
Brent Timm, Operations Manager

**Call to Order and Introductions**

Chairman Gagne called the meeting to order at 8:30 a.m.

**Approval of Consent Agenda**

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

- Comments by Finance Committee
  - There were no comments or call-outs by the Finance Committee
- Minutes: July 8, 2020, July 15, 2020 and August 3, 2020
- Financial Report – July 2020 Financial Reports – OCTA Treasurer
- July, August 2020 Voucher Certification – OCTA Treasurer

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

- Voucher/Warrants:

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



Checks	#7183 - #239	\$67,774.92
Payroll	DD#2780 – DD#28132779	\$54,174.74
ACH/EFT/E-Pay		\$54,787.81
Total		\$176,737.47

#### **Public Comment**

There was no public comment.

#### **Old Business:**

None to discuss.

#### **New Business:**

**Discussion: – Six-Year Transit Development Plan:** A Public Hearing is scheduled for 8/27/20 at 1:00. General Manager Scalf reported that the format had changed this year due to WSDOT recommendations. She encouraged sharing the document with local jurisdictions and requesting comments. If additional print copies are needed, please contact the office and we will make them available. General Manager Scalf would like to have it approved at the September meeting.

**Discussion: - Website Design and Desired Functionality:** General Manager Scalf is developing an RFQ for Website development. She feels that especially with COVID-19, it is important to have better public communication tools. This is an opportunity to also create a website that has specific public, staff and board functionality. The public section would include items such as schedules, purchasing bus passes, announcements – specific to the routes used by a particular person, COVID related updates. The staff section could include policy, forms training makeup, benefit information. The Board section could include meeting packets, contact information, committee assignments, etc. General Manager Scalf also indicated that as a public agency, it would be helpful to have all public documents easy to find which reduces public records requests. Board Member Hover stated he wanted to see an online calendar for the Board.

**Discussion: - Office/Building Lease with Marquis, Inc.:** General Manager Scalf provided a draft lease and Scott's comments to said draft.

**Discussion: - 2021 Preliminary Budget Workshop:** Draft Budget does not include Capital budget – only Operations. General Manager Scalf will submit a capital budget separately to the Board for consideration. Ms. Scalf reported that OCTN had received a letter reducing their current biennium (ending June 30, 2021) funding by over \$300,000. After discussion with OCTN, Ms. Scalf reported recommending to OCTN's Executive Director Fitzthum that WSDOT be contacted regarding a possible misunderstanding regarding a mid-biennium estimate of expenses. Based on that request, OCTN's funding was reinstated for the current biennium. The budget assumes; a 13% reduction of tax revenue based on MRSC recommendations; there will be no transit fares in 2021; 2019 was used as the baseline



due to Covid-19 in 2020; expenses of 2019 reflect full operations. General Manager Scalf reported that this is essentially a worst-case scenario of lowest revenue and full costs to be conservative moving through the pandemic. Ms. Scalf asked for budget questions to be emailed to her by the end of the following week. She will answer the questions prior to the September 2<sup>nd</sup> workshop and will include the question and answer (like last year). Board Member Hover asked to see the three prior year's budget to compare to 2021. It was decided that 2017, 2018, 2019 and 2020 would be provided. Board Member Hover asked Treasurer when year-end numbers are finalized each year and monthly? Treasurer Campbell informed the Board that the first quarter of the following year for year-end, and 1 month lag time for monthly. Board Chair Gagne asked for the percent of budget used so far this year – General Manager Scalf stated the report was on the P&L v Budget in the packet. General Manager Scalf stated we are tracking and accounting for both. (I don't know what is referenced here.) I did report that the Treasurer had been asked to set up a separate account for CARES Act funds, and that I would bring a separate budget proposal to the Board for approval. I reported that the guidance from the FTA was to carefully track CARES Act funds, as they were likely to be scrutinized.

#### **General Manager's Report:**

General Manager Scalf reported the following:

Covid – 19 Update. An OCTA employee had a Positive COVID-19 result. General Manager Scalf asked the Board if they would consider additional leave to the current COVID leave approved earlier in the year. She reported that several staff have used their 80 hours or are close to that limit, partially due to testing and the delays in receiving results. Before taking this to the agency attorney, she wanted some feedback. Board Member Hover stated that he would check with the County Health Department to see if OCTA can obtain expedited testing due to being essential workers. Board member Varner asked about unemployment benefits and morale and ethical issues regarding staff income. She also inquired if we are testing all employees as a result of recent Covid "Positive" tests. General Manager Scalf consulted with the Health Department and was told we do not have to quarantine or self-isolate in this instance. Board Chair Gagne inquired as to thermometer checks. General Manager Scalf reported that since so many people are asymptomatic the Health Department does not find this method reliable. The Health Department recommends using face shields along with masks. We require staff wear mask at all times while at work. We are screening riders when they make a reservation and before boarding the bus. A letter went out to staff on Covid-19 updates. A barrier was installed on one bus, planning for more. General Manager Scalf will take the issue to Scott DeTro for a proposal.

The TDP meeting will be via GoToMeeting so the public can participate.

#### **Committee Reports:**

##### **Finance Committee, Facilities Committee, and Personnel Committee**

There were no Finance and Facilities committee reports.

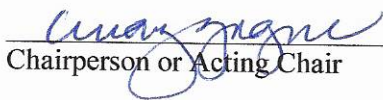


The Personnel Committee reported an update to the Moss Adams Preliminary Report on Kelly Scalf's Leave Audit. Moss Adams has requested additional information from CLA.

**Adjourn:**

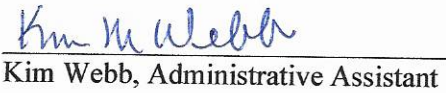
There being no further business to come before the Board, Chairman Gagne adjourned meeting at 9:42 a.m.

**APPROVED:**

  
Chairperson or Acting Chair

  
General Manager Scalf

**ATTEST:**

  
Kim Webb, Administrative Assistant