



**Minutes of the Special Board Meeting**  
**Wednesday, September 2, 2020 – 8:30 pm**  
**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  
Carlene Anders, Mayor, City of Pateros  
Aaron Studen, Council Member, Town of Twisp  
Jon Neal, Mayor, City of Oroville  
Andy Hover, Okanogan County Commissioner

**Guests**

Deanne Konsack, OCTN Operations Manager  
Jennifer Fitzthum, OCTN CEO

**Staff**

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

**Call to Order and Introductions**

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

**Discussion/Action: Resolution #2020-16 – A Resolution of the Okanogan County Transit Authority Approving a Six-Year Transit Development Plan (TDP)**

**Motion:**

Board Member Varner moved to approve Resolution #2020-16 as presented. The motion was seconded by Board Member Hover.



General Manager Scalf explained to the Board that the format of the TDP was changed this year by the Washington State Department of Transportation (WSDOT) and gave a brief overview of the draft presented.

Board Member Varner asked questions related to Table 3 – Performance Measurements and Targets. Varner asked for a breakdown of installed/uninstalled signage and shelters. Operations Manager Timm reported the following:

- There are currently 25 signs in OCTA's possession that need to be installed. Approximately 10 signs have been installed in the Omak area. These signs were installed by the Omak Public Works Department and OCTA reimbursed the City for their costs.
- There are 13 shelters in OCTA's possession that need to be installed. There has been 1 shelter installed in Twisp by their Public Works Department. There are 2 more to be installed in Twisp, 2 to be installed in Oroville, 2 to be installed in Tonasket, 5 to be installed in Omak, 1 or 2 to be installed in Okanogan and 2 to be installed in Brewster. General Manager Scalf explained that there are unique situations in each community that range from needing Council approval, surveys being done, and locations in question.
- Board Member Varner stated that several of the goals have been continued topics of conversation and she suggested having a tracking system for goals and accomplishments and setting the goals based on individual years. She suggested that maybe columns for tracking could be added to the TDP; Scalf will check with WSDOT to make sure adding the columns is acceptable to them.

General Manager Scalf revisited her request for a Planning Committee to be established; stating a committee could be used for the strategic planning needed.

Chairman Gagne confirmed the due date for submission of the TDP was September 1, 2020.

General Manager shared that a public hearing to gather public comment on the draft TDP was held on August 27, 2020 from 1 to 3 pm; there was no public comment received.

Board Member Varner asked that the TDP goal for installation of all signs and shelters should be 2022.





Board Member Varner asked about the disease control measure and asked if we currently had a 90% disinfectant program for the buses and even if COVID-19 issues relaxed would this disinfectant program remain in place. General Manager Scalf responded that a fogging system has been purchased and is in use for OCTA and OCTN buses. She reported that even without COVID-19, there are other communicable diseases including cold and flu season every year. By improving the disinfecting systems, it is possible we could reduce the spread of those in the future, preventing sick employees, and the costs associated. Also, 2 backpack disinfecting machines have been ordered to use in the outlying areas of Oroville/Tonasket and Twisp. She reported that the fogger was very recently received, and we are looking into the possibility of using it in the facility as well. Operation Manager Timm confirmed that all buses are being fogged daily except Oroville, Brewster, and Twisp; those have been done less frequently. Timm reported that the disinfectant used on the buses is Vital Oxide. Board Member Studen requested the product details be emailed to him; Timm will send out that information to all Board Members.

**Amended Motion:**

Board Member Varner moved to amend her previous motion and to move to submit a draft TDP to WSDOT at this time and more thoroughly review the TDP before final approval. Board Member Hover agreed with the amendment and seconded, the motion passed unanimously.

Chairman Gagne asked for volunteers to serve on a Planning Committee to review the TDP. Board Members Varner and Studen agreed to serve; Chairman Gagne agreed to participate as well.

**Discussion/Action: Resolution #2020-17 – A Resolution of the Okanogan County Transit Authority Adopting the Budget for the Fiscal and Calendar Year of 2021**

The Board began discussion on the budget revenue section. General Manager Scalf stated that she was very conservative during this budget process regarding revenues and expenditures because of the continuing pandemic, and the uncertainty of the timeline for returning to full and normal operations.

- Budget revenue projections
- Bus Fare collection – no fares are included for 2021, however she is researching options including an affordable touchless system



- Board Member compensation went up – more meetings have been held related to COVID-19; not sure when this will change
- Board Member Hover mentioned some of the new formatting and thanked Scalf for the changes
- Accounting expense projections were added together; Scalf included costs related to an outside review of financial statements based on her review of 2019, and issues identified by ClarkNuber for 2017 and 2018.
- Legal services – Scalf stated that more questions and requests for information from Attorney DeTro have come from Board Members in 2020 and she has no control over that budget item
- Scalf was asked to explain why the driver's wages were not split into routes on the 2020 actual; she stated that CliftonLarsenAllen had not provided the splits at the time she was working on the budget.
- Payroll taxes for a custodial position; Scalf explained that this position will be hired after the shelters are installed for cleaning, maintenance, and garbage removal. This line item is just an estimate. Board Member Studen asked instead of hiring one person that we check into the cost of local janitorial services
- Scalf stated that the Apple Pi Janitorial bill has been increased due to additional cleaning this year in response to COVID. It is possible that can be reduced if the fogger can be used within the building.
- Training/Meetings have been put on hold for now, but an estimate was included in the budget
- Board Member Hover pointed out that there was just a minimal budget increase from 2019; Hover thanked Scalf for her work on the budget and for implementing the Board's suggestions
- Treasurer Campbell should be forwarding the 2017 and 2018 budgets soon to Scalf for the Board to do a comparison as requested in early August.

Board Member Varner submitted her questions to Scalf in writing; Varner confirmed that Scalf had answered all of her questions related to the budget and thanked her.

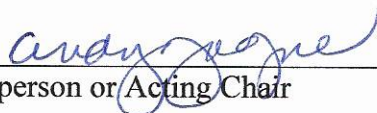
General Manager Scalf reported that she would have a CARES Act budget for the Board at the next meeting.



**Adjourn**

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

**APPROVED:**

  
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Chairperson or Acting Chair

  
\_\_\_\_\_  
Kelly Scalf, General Manager

**ATTEST:**

  
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Jackie Gleason, Clerk of the Board