



**Minutes of Board Meeting**  
**Wednesday, October 21, 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  
Aaron Studen, Council Member, Town of Twisp  
Carlene Anders, Mayor, City of Pateros  
Marylou Kriner, Mayor, City of Tonasket  
Sally Ranzau, Mayor, Town of Winthrop  
Tim Rieb, Council Member, City of Brewster  
Jon Neal, Mayor, City of Oroville

**Guests:**

Deanne Konsack, OCTN Operations Director

**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 8:33 a.m.

**Approval of Consent Agenda**

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

- Agenda
- Minutes from September 16, 2020
- Financial Reports
  - August 2020 Financial Reports – OCTA Treasurer
  - September/October 2020 Voucher Certification – OCTA Treasurer
  - August 2020 Investment/Bank Account Balance Report
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- Voucher/Warrants:

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

Checks	#7295 #7353	\$85,975.05
Payroll	DD#2838 – DD#2862	\$38,234.83
ACH/EFT/E-Pay		\$23,662.17
Total		\$147,872.05

**Public Comment**

There was no public comment.

**Old Business:**

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

**Motion:**

Board Member Studen moved to approve Resolution #2020-17 as presented. The motion was seconded by Vice-Chairperson Anders.

General Manager Scalf reported that she had made the changes to the 2021 budget as directed by the Board and the updated 2021 budget was distributed to the entire Board by on September 22, 2020; there has been no more questions or comments submitted to her.

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

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

**Motion:**

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

General Manager Scalf reported that she had corrected the portion of the TDP related to fare collection as requested. Chairperson Gagne stated that she is part of the Planning Committee and the committee recommends that the TDP be adopted as presented. Gagne shared that she and the committee recognized that the TDP is a tool that the State uses, however, the committee feels



that OCTA needs a more strategic planning outlay for future growth. The committee thinks that the TDP is a good outline and plans to use it as the framework when developing a more extensive list of goals and achievements for the future of OCTA.

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

**Action: Resolution #2020-21 FTA 5311 CARES Act Funding – A Resolution Approving the First Amendment to Agreement PTD0196 between the Washington State Department of Transportation and the Okanogan County Transit Authority, and Authorizing the Okanogan County Transit Authority Board Chair to Execute said First Amendment on Behalf of the Okanogan County Transit Authority**

**Motion:**

Vice Chairperson Anders moved to approve Resolution #2020-21 as presented. The motion was seconded by Board Member Kriner.

General Manager Scalf reported OCTA has received a second allocation of FTA 5311 CARES Act funding in the amount of \$363,734. This second amount along with the first allocation brings OCTA to a total of \$727,468 to be used by June 30, 2023 for approved COVID-19 expenses, equipment, and wages.

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

**Action: Resolution #2020-22 – Electronic Signature Policy – A Resolution of the Okanogan County Transit Authority Board of Directors (“OCTA”) Adopting an Electronic Signature Policy Establishing a Method and Process for the Use of Electronic Signature Technology**

**Motion:**

Board Member Studen moved to approve Resolution #2020-22 as presented. The motion was seconded by Board Member Ranzau.

General Manager Scalf reported that the administrative staff has used DocuSign for the trial period and found it to be time saver and it also reduces the redundancy of paperwork and duplicate copies.

Attorney DeTro stated that a new Statute RCW 1.80 was adopted earlier this year to address the issues of electronic signatures.



Board Member Ranzau stated that the Town of Winthrop is using it and have found it to be efficient.

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

**Action: Resolution #2020-23 – A Resolution Approving the First Amendment to Agreement PTD0092 between the Washington State Department of Transportation and the Okanogan County Transit Authority, and Authorizing the Okanogan County Transit Authority Board Chair to Execute Said First Amendment on Behalf of the Okanogan County Transit Authority**

Vice-Chairperson Anders moved to approve Resolution #2020-23 as presented. The motion was seconded by Board Member Neal.

General Manager Scalf reported OCTA received an additional \$300,781 from WSDOT in Rural Mobility Transit Formula Funds. OCTA also receives formula funding designated as Special Needs/Paratransit.

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

### **Committee Reports:**

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

Vice-Chairperson Anders reported that the Personnel Committee is still working extensively on accrual and use of sick leave for General Manager Scalf Employment Agreement; no decisions have been made.

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

General Manager Scalf reported to the Board on the following:

- A letter was recently received by OCTA from an attorney representing a business owner in Tonasket opposing where one of the bus stops is located. Scalf has had conversations with Tonasket Mayor Marylou Kriner; a meeting has been scheduled for the Mayor and Council committee to tour and review other potential locations.
- Scalf has been working with Big Valley Realty on a renewal to retain the ground lease for bus parking at the lot on the corner of Rose Street and 1<sup>st</sup> Avenue in Okanogan. She is currently waiting to hear back from the owner.
- She reported that WSDOT has formed a committee to discuss short-term recovery planning for transits regarding COVID.



- She was contacted by Joshua Porter who works with the Methow Valley Community Council on Climate Programming. He would like to address the Board at their November meeting; the Board was in agreement to add Mr. Porter to the November agenda.
- She stated that the repeal of I-976 regarding \$30 license tabs gives OCTA a reprieve but the issue will most likely appear on the ballot again in the future and she suggests that the Board still needs to prepare for preserving critical services provided by Okanogan County Transportation and Nutrition if funding is cut.

**Adjourn:**

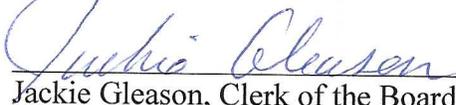
There being no further business to come before the Board, Chairman Gagne adjourned meeting at 8:53 a.m.

**APPROVED:**

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

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

**ATTEST:**

  
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Jackie Gleason, Clerk of the Board