



Minutes of Board Meeting
Wednesday, November 18, 2020 – 8:30 a.m.
303 2nd 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
Andy Hover, Commissioner, Okanogan County

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 8:31 a.m.

Approval of Consent Agenda

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

- Agenda
- Minutes from October 5, 2020 and October 21, 2020
- Financial Reports
 - September 2020 Financial Reports – OCTA Treasurer
 - October/November 2020 Voucher Certification – OCTA Treasurer
 - September 2020 Investment/Bank Account Balance Report



- Voucher/Warrants:

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

Checks	#7354 #7410	\$66,017.77
Payroll	DD#2863 – DD#2888	\$37,412.17
ACH/EFT/E-Pay		\$28,396.99
Total		\$131,826.93

Public Comment

There was no public comment.

New Business:

Presentation: Methow Valley Citizens Council – Climate Programming

Joshua Porter representing the Methow Valley Citizen's Council was present to discuss the Methow Community Climate Action Plan. Mr. Porter provided a power point presentation outlining the following:

- Process and Goals
- Emissions Study
- Mitigation Recommendations
- Transportation Sector
- Opportunities for Collaborating with TranGO

Discussion: Resolution 2020-24 – A Resolution of the Okanogan County Transit Authority Board of Directors Approving and Adopting the Okanogan County Transit Authority Transit Asset Management Plan-Federal Fiscal Year 2021

Operations Manager Timm explained that the Transit Asset Management Plan was required by the Washington State Department of Transportation (WSDOT) to outline asset maintenance, replacement, and the standards in which an asset must be kept for safety to staff and riders. Timm reported that WSDOT had reviewed the document and now Board approval is needed. He stated that the schedules and mileage reports will be updated prior to final submission.

Discussion: CARES Act Budget

General Manager Scalf presented a draft CARES Act Budget to the Board for review. She explained that this document will be a guide to track COVID-19 expenditures (mostly Operations) and will retro back to the Governor's Emergency Pandemic Declaration. The funds received by OCTA must be spent no later than June 30, 2023.



Discussion: Pandemic Plan

General Manager Scalf presented the Board with a first draft of the Pandemic Plan required by WSDOT. The plan outlines status, check sheets, requirements of staff, training, and public information. She explained that there is currently conflicting information between agencies and she is waiting for guidelines to come from WSDOT to complete the document for their approval.

Committee Reports:

Finance Committee

Executive Session: - Performance of a Public Employee under RCW 42.30.110 (g)

Chairman Gagne adjourned into Executive Session at 9:33 a.m. to discuss Performance of a Public Employee under RCW 42.30.110 (g) for approximately 20 minutes.

Chairman Gagne reconvened into Regular Session at 9:42 a.m., stating on the advice of Attorney DeTro the topic was not defined as an Executive Session item.

There was no action taken.

Board Member Studen stated that he didn't believe that QuickBooks Software was able to function as a government software should. Board Member Ranzau stated that in-house accounting would provide better oversight than an outside accounting firm. Treasurer Campbell reported CliftonLarsenAllen is currently researching software companies and would like to meeting with General Manager Scalf and any Board Members that want to attend. Chairman Gagne and Board Members Studen and Hover volunteered to attend that meeting.

Facilities Committee, Personnel Committee and Planning Committee

No other committee had a report at this time.

General Manager's Report

General Manager Scalf reported to the Board on the following:

- Washington State Department of Transportation (WSDOT) is working with the local Health District on the distribution of a vaccine for essential workers
- WSDOT preformed a virtual review on the Vanpool system
- WSDOT will be conducting monitoring reviews on the CARES Act funding
- Barriers for a the 3 ARBOC buses have been ordered; design for these barriers took longer than the barriers for the other buses



- Bus Shelter Update: General Manager Scalf met with Tonasket Mayor Kriner and two Council Members to look at possible shelter locations. The City of Omak has determined that they need to hold additional meetings with businesses that are affected by the proposed shelter locations before committing to installation
- She is working with an engineer and the building owner to determine options for the office building to increase air flow and ventilation

Adjourn:

There being no further business to come before the Board, Chairman Gagne adjourned meeting at 10:02 a.m.

APPROVED:

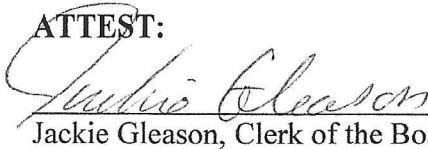


Chairperson or Acting Chair



Kelly Scalf, General Manager

ATTEST:



Jackie Gleason, Clerk of the Board