



Minutes of Board Meeting

Wednesday, April 21, 2021 – 8:30 a.m.

<https://global.gotomeeting.com/join/259126837>

United States: 1(224)501-3412- **Access Code:** 259-126-837

Attendees:

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

Guests:

Deanne Konsack, Operations Manager, OCTN
Kate Tollefson, WSDOT Regional Liaison

Staff:

Kelly Scalf, CEO/GM
Jackie Gleason, Clerk of the Board
Scott DeTro, Attorney
Brent Timm, Operations Manager
Mike Foth, Driver Supervisor
Kim Webb, Administrative Assistant

Call to Order and Introductions

Chairman Gagne called the meeting to order at 8:33 a.m.

Approval of Consent Agenda

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

- Agenda
- Minutes from March 17, 2021 and April 2, 2021
- Financial Reports



- February 2021 Financial Reports – OCTA Treasurer
- March/April 2021 Voucher Certification – OCTA Treasurer
- February 2021 Investment/Bank Account Balance Report

- Voucher/Warrants:

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

Checks	#7664 - #7740	\$83,995.06
Payroll	DD3000 - DD3023	\$38,744.94
ACH/EFT/E-Pay		\$23,800.15
Total		\$146,540.15

Treasurer Campbell was unable to attend the meeting, however, Chairperson Gagne relayed an email Ms. Campbell sent saying “I had no concerns for the board on the financial information to be presented. If there are any questions or concerns regarding the annual financial statement engagement letter, please direct those to Stacy Short”.

Public Comment

There was no public comment.

Old Business:

Action: Resolution 2021-08 – A Resolution of the Okanogan County Transit Adopting the TranGO COVID-19 Pandemic Plan

Motion:

Board Member Neal moved to approve Resolution #2021-08 as presented. The motion was seconded by Board Member Hover.

General Manager Scalf stated the Pandemic Plan is a requirement of WSDOT and a work in progress based on changing health requirements.

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



Action: Resolution 2021-12 – A Resolution of the Okanogan County Transit Authority Authorizing Reinvestment of Certain Designated Reserve Funds

Motion:

Board Member Varner moved to approve Resolution #2021-12 as presented. The motion was seconded by Board Member Hover.

General Manager Scalf reported that there are five investments that are maturing in 2021, the first one maturing in July, and the board needs to decide if they want to reinvest these funds. The investments are comprised of Operations Reserves, Capital Facilities Reserves, and Capital Equipment Reserves. Scalf explained to the Board that the three investment accounts are not reflected in the current budget and board approval is required to spend reserves. There is also a vehicle depreciation cash account at NCB.

The Capital Equipment Investment account was developed prior to the Depreciation Cash Account being started and may no longer be necessary. Scalf reported that there are potential equipment purchases that would not be rolling stock, including maintenance equipment.

The Board requested that a Charles Schwab representative come to a future board meeting to advise them of their options. General Manager Scalf reported that the funds invested at Charles Schwab are managed by BlackRock and asked for clarification on which representatives the Board wanted to see at the next meeting. They indicated they wanted a representative of BlackRock.

The Board requested a projection of capital equipment needed in the next 5 years.

Board Member Studen stated that he supports having a smaller amount of cash on hand and most funds being invested. He shared that municipal bonds can be sold if there was an emergency need of cash.

Chairman Gagne called for the vote; the motion failed and the item was tabled until the next meeting.

Action: Resolution 2021-13 – A Resolution of the Okanogan County Transit Authority Adopting a Revised Americans with Disabilities Act Policy

Board Member Varner moved to approve Resolution #2021-13 as presented. The motion was seconded by Board Member Rieb.

Attorney DeTro reported that our policy needed to be updated to meet WSDOT standards and requirements. General Manager Scalf worked with DeTro to develop a version of the policy that contained fewer “legal terms” and made the document easier to read.



Chairman Gagne called for the vote; the motion unanimously

Discussion: Okanogan County Transit Authority Policy and Procedures Manual

Attorney DeTro reminded the Board that they had passed a resolution adopting Policy 201A at their 03/17/21 meeting (Resolution #2021-10), and directed him and General Manager Scalf to work together to make edits consistent with the boards directions. General Manager Scalf had brought forward her concerns related to requiring a complaint being made in writing versus verbally and that policy 201A and 903A contained conflicting procedures.

Attorney DeTro was directed to align the Procedures section in Policy 201A with the Procedures section in Policy 903A. It was suggested that the procedures in 903A could be used for 201A or there could be a reference in 201A to follow the procedures in 903A.

Motion:

Board Member Hover moved to direct General Manager Scalf and Attorney DeTro to make the appropriate changes to Policies 201A and 903A as outlined by the Board. The motion was seconded by Vice-Chairperson Anders and passed unanimously.

Action: Resolution 2021-14 – A Resolution Authorizing the Okanogan County Transit Authority to Enter into an Engagement Letter between the Okanogan County Transit Authority and CliftonLarsenAllen LLP, and Further Authorizing the Okanogan County Transit Authority Board Chair to Execute Said Engagement Letter

Motion:

Board Member Hover moved to approve Resolution #2021-14 approving the Engagement Letter for CliftonLarsenAllen's (CLA) annual compilation services for 2020 and authorize the Chairperson to sign. The motion was seconded by Board Member Rieb.

Attorney DeTro reported to the Board that many of the same changes that were requested and made in last year's engagement letter are also incorrect in this letter.

Board Member Hover moved to amend his previous motion to read, approve the Engagement Letter for CliftonLarsenAllen's annual compilation services for 2020 subject to recommendation of legal counsel approval and authorize the Chairperson to sign. The amended motion was seconded by Board Member Kriner and passed unanimously.

**Board Member Neal left the meeting at 9:38 a.m.



Discussion: Phased Expansion of Operations/Full Occupancy

General Manager Scalf gave a brief overview of the Board's discussion from the 03/17/21 meeting:

- Vaccines were available to transit staff as of 03/17/21. She reminded the Board that we have no right to ask staff if they have been vaccinated. Some staff are volunteering their status. She reported that there are at least 3 staff members that have received a first dose and scheduled for a second dose. She also reminded the Board that according to the CDC, a person is considered "fully vaccinated" two weeks after their last vaccine dose. At this time, she is unaware of any staff member that meets that criteria.
- She also reported that although Lauri Jones had reported at the last meeting that she anticipated all of our staff could be vaccinated the following week, that turned out to be untrue.
- At some point after the last meeting, the single-dose Johnson and Johnson vaccine had been put on hold.
- She and Operations Manager Brent Timm sent out notices to staff regarding their eligibility and the Boards desire to open up operations as of 04/26/21

Chairperson Gagne shared with the Board that she had a conversation with Link Transit General Manager Richard DeRock. Gagne stated that out of 170 employees there were 13 cases of COVID and none of them were traced back to the buses. They have plexiglass barriers wrapped around the drivers; they are no longer fogging the buses because the residue was unfavorable and instead, they are disinfecting by hand twice a day. They have also installed ionization systems on the buses which cost approximately \$250,000. She reported that Link is back at 100% on all of their routes.

The Board discussed:

- General Manager Scalf indicated that she had considered sending multiple health documents to the Board to review, but instead she asked the Board about the COVID-19 Hazard Assessments that had been conducted in their jurisdictions. Three Board members indicated they had no knowledge of that.
- General Manager Scalf reminded the Board that the time between routes were significant, up to 2 hours in outlying areas, which is why reservations had been the choice for customer service. The Board feels it is time to ramp up business and add buses if necessary and to just get going and back to normal. General Manager Scalf reported that



we are limited to the 10 vehicles we currently have. It takes 6 months to build and deliver a bus. She is concerned about passengers waiting at a stop for another bus for up to 2 hours, if the current bus is at capacity.

- Board Member Varner asked if General Manager Scalf would be conducting another anonymous survey to find out who has been vaccinated; Scalf confirmed she would.
- Chairperson Gagne and Board Member Varner stated that their City Halls are fully open
- Attorney DeTro advised the Board to open up as safely and fully as possible following the guidelines, indicating that there are potential liabilities.
- Vice-Chairperson Anders asked for feedback on their comfort level with opening up from the Operations Manager, Driver Supervisor and WSDOT. Timm replied that he feels that we are able to follow guidelines, ridership will increase, and he feels comfortable opening. Bus Supervisor Foth replied to the same question stating that staff is ready to get back to “normal” according to guidelines and the public wants us open.
- Timm and Foth will work out a plan.
- Kate Tollefson, WSDOT Regional Liaison stated that larger systems have the higher frequency service, so are probably not the closest comparison for us. She stated she would check with smaller transits like Island to see what they are doing. She could run the Pandemic Policy by their Safety Oversight person Andrew Royer. She suggested that she, General Manager Scalf and Mr. Royer meet.
- General Manager brought up her concern over security issues related to driver safety denying transportation if the bus is at full capacity. She reminded the Board that larger systems have the ability to have Transit Security Officers at stops to assist drivers with those issues.
- The Board directed General Manger Scalf and staff to fully open up on 04/26/21.

Committee Reports:

Finance Committee

Nothing to report at this time.

Facilities Committee

Nothing to report at this time.



Personnel Committee

The committee met on 04/09/21 and from that meeting General Manager Scalf prepared a draft for the committee to review; they will set a follow up meeting soon.

Planning Committee

Nothing to report at this time.

Executive Committee

Nothing to report at this time.

General Manager's Report

General Manager Scalf reported the following:

- She met with the Personnel Committee on 04/02/21 and 04/09/21
- She sent out WSDOT billing
- The National Transit Data report was submitted. There will be monthly reporting required as well
- She received a letter stating that OCTA will be receiving approximately \$1.1 million in additional Cares Act Funds
- Attended FTA Covid Training
- Met with CLA on 03/29/21
- Met with Clark Nuber on 04/08/21
- Received her first Covid shop on 04/14/21
- Met with WSDOT regarding HSTP funding
- She sent out one Paratransit application
- She contacted an architect regarding building occupancy standards
- She reported that three interviews have been conducted and ads are out for both full-time and part-time driver's positions
- Posted FTA signage for passengers showing allowable masks
- Board Member Varner asked if she had scheduled an Open Line interview; Scalf stated not at this time because she has been busy
- Only the Okanogan and Brewster Chambers have responded to her request to address their boards related to surveys
- She attended the Local Planning meeting which allowed her to connect with all of the social service agencies in the area

Board Member Hover asked that a link to the survey on the OCTA website be sent to him so he can get it put on the Okanogan County Website.



Adjourn:

There being no further business to come before the Board, Vice-Chairman Anders adjourned meeting at 10:24 a.m.

APPROVED:

Anders Anders
Chairperson or Acting Chair

Kelly Scalf
Kelly Scalf, General Manager

ATTEST:

Jackie Gleason
Jackie Gleason, Clerk of the Board