



Minutes of Board Meeting

Wednesday, November 17, 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
Wayne Turner, Council Member, City of Okanogan
Marylou Kriner, Mayor, City of Tonasket
Sally Ranzau, Mayor, Town of Winthrop
Andy Hover, Commissioner, Okanogan County

Guests:

Deanne Konsack, Operations Manager, OCTN
Jennifer Fitzthum, Executive Director, OCTN

Staff:

Brent Timm, Acting General Manager/Operations
Jackie Gleason, Finance/HR Director
Paula Brantner-Thomas, Clerk of the Board
Scott DeTro, Attorney
Mike Foth, Bus Driver Supervisor
Sarah Croskey, CLA Treasurer

Call to Order and Introductions

Chairperson Gagne called the meeting to order at 8:31 a.m.

Approval of Consent Agenda

Board Member Kriner moved to approve the consent agenda. The motion was seconded by Board Member Ranzau and passed unanimously.

- Agenda
- Minutes from October 20, 2021 Regular Meeting and November 3, 2021 Budget Workshop
- Financial Reports
 - September 2021 Financial Reports – OCTA Treasurer



- October/November 2021 Voucher Certification – OCTA Treasurer
- September 2021 Investment/Bank Account Balance Report
- Voucher/Warrants:

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

Checks	#8224 - #8274	\$74,220.85
Payroll	DD3209 – DD3237	\$41,357.86
ACH/EFT/E-Pay		\$36,077.96
Total		\$151,656.67

Public Comment:

There was no public comment at this time.

Old Business:

Action: Resolution #2021-26 – Authorizing the Interim General Manager to make application on behalf of Okanogan County Transit Authority for funding through the 2020 FTA 5339(b) Bus and Bus Facility Program Grant.

Motion:

Board Member Kriner moved to approve Resolution #2021-26 as presented. The motion was seconded by Board Member Studen.

Acting General Manager (AGM) Timm reported that all information that has been submitted to WSDOT for the FTA Bus and Bus Facility Program Grant has been sent to all board members. As has been discussed previously, the submission deadline for this grant is 11/19/2021. WSDOT reported they believe all needed information has been submitted to them from OCTA but there may be more information supplied for any last-minute details.

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

Action: Resolution #2021-27 – Job Descriptions for the Clerk of the Board/Facilities Coordinator and Administrative Support/Customer Service

Motion:

Board Member Kriner moved to approve Resolution #2021-27 as presented. The motion was seconded by Board Member Ranzau.



Finance/HR Director Gleason reported this was discussed prior, it was just a housekeeping item, and wanted to clean up the job descriptions for Clerk of the Board/Facilities Coordinator and Administrative Support/Customer Service positions.

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

Action: Resolution #2021-28 – Repealing Resolution 2017-35 and amending Resolution #2015-25 to change credit card limits and authorized holders

Motion:

Board Member Turner moved to approve Resolution #2021-28 as presented. The motion was seconded by Board Member Hover.

Finance/HR Director Gleason reported review had been completed on the credit card limits and how they were distributed. She confirmed the previous GM's name has been taken off the account and the card was eliminated. Credit card limits were each increased to \$5,000 for the AGM and Finance/HR Director; increased to \$2,000 for the Bus Supervisor and a card will be ordered for the Clerk of the Board with a \$2,000 limit.

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

Action: Park and Ride/Shelter Placement – City of Tonasket

Motion:

Board Member Anders moved to approve the action as presented of the placement of the Park and Ride/Shelter in the City of Tonasket. The motion was seconded by Board Member Hover.

AGM Timm reported he has found a location for a permanent bus shelter/potential Park and Ride on the corner of Western Ave and 6th St. in Tonasket; the City of Tonasket owns the property. He has been working with Mayor Kriner on this project. The proposal is to put in a sidewalk and bus shelter with a current estimated budget total of \$37,600. Tonasket City council approved the project as outlined in the information submitted in the Board Packet and now needs OCTA Board approval to allocate money and begin the project. Mayor Kriner reported it is a great idea for people in outlying areas, great idea for the City and for TranGo and they are working together to get this accomplished. She stated the north end is larger and could possibly get daily riders.

The question was asked if the schedule currently allowed for people to get a ride into Omak for those who work 8am-5pm. AGM Timm stated not yet, but that is one of his next projects and he will be working on that vision to expand services. Currently it is set up so people can arrive in Omak by about 8:30am and leave just after 4:30pm.



Attorney DeTro stated he previously prepared a franchise agreement and wondered if it was signed for this. Finance/HR Director Gleason stated they had talked about it but doesn't believe it was approved. She will look follow up with that.

Board Member Hover thanked AGM Timm for working on this issue as it shows his progress in moving forward with the cities. Chairperson Gagne asked about the future within the project and why are we proceeding with all the stated future phases with the project. AGM Timm reported it had been a struggle with the city council to get it all completed and decided to get the shelter in place first, so there is no wasting of time in moving forward. The Board discussed and would like to continue with all phases with the project, including sidewalk, shelter placement, fenced area for agency parking, and paving the lot for a Park and Ride. Board Member Kriner stated she has been meeting with council and suggested to submit all requests now regarding the project, so council could approve.

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

Discussion: 2022 Preliminary Budget

Finance/HR Director Gleason reported she met with 5 members of the board on 11/03/2021 to discuss the budget. They compared the budgets for 2019-2021 and made minimal changes they asked for. She also reported the Tonasket Park and Ride is listed as a capital item.

She stated the budget is due to be approved by 12/31/2021 and she is still working with CLA on a few minor things. CLA Treasurer Croskey stated she is working with Finance/HR Director Gleason to separate out the capital items. She stated the capital projects such as improvements, the Park and Ride and capital items are dependent on resolutions that were just passed.

Chairperson Gagne asked if the entire Tonasket Park and Ride project was taken on, if that included all entire expenses. AGM Timm stated no it did not, he would have to modify that as the blacktop and fence are additional expenses and were not included in the current estimated expense of \$37,600. He stated this would fit under one of the original goals for TranGO, to enhance the character and vitality of the community.

It was suggested AGM Timm talk with the County Public Works Director who might have suggestions about blacktop/chip sealing or any other county projects that might be close in proximity and could possibly tag on to that project. AGM Timm stated there is one streetlight on the street corner but would need to add additional lights in the parking lot.

Finance/HR Director Gleason reported they are working on the CARES Act grant and CRRSAA grant and will need to do budget amendments for 2020-2021. She will provide that to the board in the near future and the budget may be amended for circumstances as just mentioned previously. Chairperson Gagne stated she appreciated how the budget was laid out.



New Business:

Discussion: OCOG Secretary Position – Minutes/Record Keeping

Finance/HR Director Gleason reported the former GM was secretary by title for OCOG and she herself had been taking minutes and doing the record keeping as Clerk of the Board. Executive Officers will be selected in January and wondered if it should be kept as is.

Members of the board agreed that it should continue as is for consistency and continuity. AGM Timm stated as OCOG involves public transit, he doesn't have a problem continuing. Chairperson Gagne agreed as there is a mutual connection between the two with public transportation. She stated not one particular person has to be assigned, so AGM Timm could delegate to Finance/HR Director Gleason if need be.

Committee Reports:

Finance Committee

Nothing to report at this time.

Facilities Committee

Nothing to report at this time.

Personnel Committee

Nothing to report at this time.

Planning Committee

Board Member Kriner stated the planning committee has not met recently. She suggested to send the proposal for strategic planning to all board members to see what Kelly Johnston with Clarity Consulting is offering regarding her services and then decide if that is the direction the agency wants to go. AGM Timm stated he can reach out to Ms. Johnston and see where she is at and will send a letter to the board.

It was asked how this person was selected. Attorney DeTro stated if it was a private issue, then it wasn't formal, but he could prepare a consultant agreement if needed. Finance/HR Director Gleason stated she would check on that.

Executive Committee

Nothing to report at this time.



Acting General Manager's Report

AGM Timm reported the following:

- CARES Act fund reimbursement requests have been submitted to WSDOT and he is waiting to hear back to make sure they were submitted correctly. CRRSAA funds will be submitted next. He anticipated all to be completed by end of 2021. He has until the end of 2023 to finish but wants to get it done.
- There was an issue with North Cascades National Bank (NCNB) in that the previous GM's personal contact information was still registered. AGM Timm worked with the bank to make sure all personal information was removed from their paperwork and only agency information appears. He also made sure the former GM was removed from everything and had no access to any financial accounts.
- He spoke with OCTN about driver barriers for buses they are running for TranGO, as their buses currently are not equipped with barriers. OCTN doesn't have the funds to purchase them, the cost is around \$2,500, three will be needed, and suggested TranGO provide those funds. TranGO contracts with OCTN for these vehicles and they have already done something similar in the past with bike racks on the buses. Attorney DeTro stated an interlocal agreement could be entered into and the barriers could be loaned to them instead of making a gift. When no longer needed, they could return them to OCTA. It was agreed to come back as an action item at the next meeting. AGM Timm will provide a description of what is needed to Attorney DeTro and Attorney DeTro will prepare as part of a package that will go to Board for December item.

Finance/HR Director's Report

Finance/HR Director Gleason stated she had nothing further to provide other than what was already written.

Appreciation was given by a Board Member to both AGM Timm and Finance/HR Director Gleason for providing written reports ahead of time to review prior to the meetings.

Discussion:

Finance/HR Director Gleason reminded the Board of "Juneteenth", which is now a Federal Holiday, and that some agencies are observing, and some are not. If it is to be observed by TranGO, it would be good to know prior to budget approval so it can be accounted for. It was agreed to be put on the next agenda for action.

Finance/HR Director Gleason also asked if the Board was still interested in retaining Clark Nuber as a third-party auditor for 2021. Troy Rector with Clark Nuber plans to be at the December Board meeting and will provide a presentation of what he has found for 2019/2020. She stated it was only



a “gentle” recommendation to use a third-party auditor and was not required. CLA Treasurer Croskey stated that if Clark Nuber were to continue, they should try and schedule around May 2022 as a way to avoid the Christmas Holiday season but would need to get on their audit schedule. It was agreed to discuss this issue further, if needed, after Mr. Rector’s presentation in December. If it was decided that the agency would not continue with a third-party audit, then the contract simply ends.

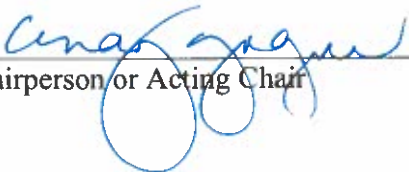
AGM Timm stated he suggests retaining an engineering firm for all OCTA projects in the works. He suggested it to go out for a Request for Qualifications (RFQ). Attorney DeTro agreed that will need to be done.

AGM Timm stated the President signed an infrastructure package, in which includes additional grant funds that will be available for Bus and Bus Facilities. The money should be available in June 2022 at the latest. To be able to include a bus facility in a grant, more planning needs to be done beforehand so everything will be ready to submit once they are available. The facilities committee consists of Board Member Rieb, Board Member Studen and Board Member Hover. It was suggested to scale back on design and look at what is actually needed, not just spend money because it is available. AGM Timm agreed and stated he would match the need to our community. None were opposed to the discussion of a new facility.

Adjourn:

There being no further business to come before the Board, Chairman Gagne adjourned the meeting at 9:38 a.m.

APPROVED:



Chairperson or Acting Chair



Brent Timm, Acting General Manager

ATTEST:



Paula Brantner-Thomas, Clerk of the Board