



Minutes of Board Meeting

Wednesday, January 19, 2022 – 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 (Chairperson)
Andy Hover, Commissioner, Okanogan County (Vice-Chairman)
Wayne Turner, Council Member, City of Okanogan
Kelly Hook, Mayor, City of Pateros
Sally Ranzau, Mayor, Town of Winthrop
Tim Rieb, Council Member, City of Brewster
Jon Neal, Mayor, City of Oroville
Aaron Studen, Council Member, Town of Twisp

Guests:

Deanne Konsak, Operations, OCTN
Bill Nearents, Driver Supervisor, OCTN
Tom Moore, Senior Consultant, Clarity Consulting

Staff:

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

*Council Members Tim Rieb, Jon Neal and Aaron Studen joined the meeting at 8:33 a.m.

*Guest Deanne Konsak joined the meeting at 8:36 a.m.

*Guest Bill Nearents joined the meeting at 8:50 a.m.

*Vice-Chairman Andy Hover left the meeting at 9:49 a.m.

Call to Order and Introductions

Chairperson Cindy Gagne called the meeting to order at 8:30 a.m. Introductions were given.

Approval of Consent Agenda

Board Member Sally Ranzau moved to approve the consent agenda. The motion was seconded by Vice-Chairman Andy Hover and passed unanimously.



- Agenda
- Minutes from December 15, 2021, Regular Meeting
- Financial Reports
 - December 2021/January 2022 Voucher Certification – OCTA Treasurer
- Voucher/Warrants:

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

Checks	8362-8449	\$294,505.33
Payroll	DD3271-DD3303	\$47,150.96
ACH/EFT/E-Pay		\$37,597.14
Total		\$379,253.43

Public Comment:

There was no public comment at this time.

Old Business

Action: Resolution #2022-01 - A Resolution of the Okanogan County Transit Authority Approving and Adopting an Exposure Control Plan Regarding Occupational Exposure to Bloodborne Pathogens

Motion:

Vice-Chairman Andy Hover moved to approve Resolution #2022-01 as presented. The motion was seconded by Board Member Jon Neal.

Acting General Manger (GM) Brent Timm explained the Exposure Control Plan (ECP) was a mandatory policy required to be put in place by Labor & Industries (L&I). It involves the buses, cleaning of the buses and/or possible exposure of office personnel.

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

Action: Resolution #2022-02 – A Resolution of the Okanogan County Transit Authority Adopting a New Policy No. 601B - Hepatitis B Vaccination, of the Okanogan County Transit Authority Policy and Procedure Manual



Motion:

Vice-Chairman Andy Hover moved to approve Resolution #2022-02 as presented. The motion was seconded by Board Member Sally Ranzau.

Acting GM Timm explained this policy went along with the ECP, which was required by L&I. They agency must offer a Hepatitis B Vaccine, at no cost to the employee, for any staff with a potential to exposure. Staff can choose to receive or decline the vaccine. If they decline, then a declination form must be signed.

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

Action: Resolution #2022-03 A Resolution of the Okanogan County Transit Authority Approving the Contract for Personal Services Between Clarity Consulting Partners, LLC and Okanogan Transit Authority, and Authorizing the Chairperson of Okanogan County Transit Authority to Execute the Same

Motion:

Vice-Chairman Andy Hover moved to approve Resolution #2022-03 as presented. The motion was seconded by Board Member Jon Neal.

Acting GM Timm reported he and Board Member/Planning Committee Chairman Wayne Turner met with Senior Consultant Tom Moore from Clarity Consulting regarding a Strategic Planning Workshop, which was discussed at the last Board meeting. Tom Moore reviewed the proposed Scope of Work and stated the contract is currently in place through the end of June 2022, however, he is flexible and can extend that date if the Board wishes.

Chairperson Gagne agreed the in-person Workshop date could be further discussed as the contract provides flexibility.

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

Action: Vanpool payments

Acting GM Timm reminded the Board that back in September 2021, he reported there were 3 months, January – March 2021, where OCTA was unable to collect \$2,348.64 in Vanpool rider fares due to an error on the part of OCTA. Per request of the Board, he wrote a letter requesting payment, but did not receive payment. He then submitted formal letters to TRANserve and US Army Corp of Engineers in September 2021, however, has not received a response.

Vice-Chairman Hover suggested Acting GM Timm consult with Attorney Scott DeTro or the County Treasurer as this bill is still owed to the agency. Attorney DeTro stated he will follow up



with Timm and will try to exhaust all reasonable options to collect this payment. Timm will report back to the Board at the next meeting.

Discussion: Committee Assignments

Chairperson Cindy Gagne informed the Board there was a vacant position on the Personnel and Planning Committees which could be filled by the new Board Members. Board Member Kelly Hook volunteered for the Personnel Committee. Chairperson Gagne stated the vacancy on the Planning Committee will be saved for new Tonasket Board Member.

Executive Session: To Evaluate the Qualifications of an Applicant for Public Employment – RCW 42.30.110 (1) (g)

Chairperson Gagne adjourned into Executive Session at 9:00 a.m. for approximately 15 minutes to Evaluate the Qualifications of an Applicant for Public Employment – RCW 42.30.110 (1) (g).

Chairperson Gagne reconvened into regular session at 9:15 a.m.

Vice-Chairman Andy Hover moved to hire Brent Timm as General Manager (GM) for TranGO and enter contract negotiations with him. The timeline is subject to a re-write of the current GM contract with a start date of 6 months from the date of his initial appointment as interim. Council Member Tim Rieb seconded the motion.

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

The Personnel Committee will meet next week to prepare a contract and then negotiate terms of the agreement with Timm. He again stated the official start date would be 6 months after his initial appointment as interim, which would be March 08, 2022. Finance/HR Director Jackie Gleason reported the job position was posted as “salary depends on experience”.

The Board discussed the current salary matrix for the General Manager, and all agreed they were comfortable with this range.

New Business

Action: Resolution #2022-04 – A Resolution of the Okanogan County Transit Authority Approving a Consolidated Grant Program Capital Grant Agreement (#PTD0512) with the Washington State Department of Transportation and Authorizing the Chairperson of Okanogan County Transit Authority to Execute the Same



Motion:

Board Member Jon Neal moved to approve Resolution #2022-04 as presented. The motion was seconded by Board Member Sally Ranzau.

Finance/HR Director Gleason reminded the Board that Acting GM Timm had previously submitted a request to purchase 5 buses, totaling \$461,665.95. She reported WSDOT Formula Funds were received in July and August of 2021 with a Scope of Work totaling \$318,413 and the remaining balance will come from OCTA funds.

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

Action: Request for Qualifications (RFQ) for Engineering Services

Council Member Jon Neal moved to approve a Request for Qualifications (RFQ) for Engineering Services for TranGO. Vice-Chairman Andy Hover seconded the motion.

Acting GM Timm explained this RFQ is to retain engineering services for the 2022 year for completion of the Park-N-Ride in Tonasket and bus shelters throughout the County. He stated Attorney DeTro reviewed this RFQ and added insurance requirements to the document.

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

Committee Reports

Finance Committee:

Committee Chairman Aaron Studen reported the following:

- The Committee met with Sarah Croskey and Amy Allred from CliftonLarsenAllen (CLA) accounting firm on January 14, 2022.
- OCTA had allotted \$3,000 per month in the budget for accounting expenses, however, most recently CLA had billed \$12,000 and additional months were billed extremely high also. CLA had not provided an explanation for their billing, other than indicating it was for “catch up” work. Amy Allred with CLA stated she will do some further research and get back to OCTA by the end of this week.
- Financial Statements are being left in DRAFT form and are not completed in a timely manner. He stated this was not the first time these concerns had been addressed with CLA and the Committee was looking at exploring other accounting options and would reach out to the Okanogan County Treasurer to see what the agency’s requirements/options were.



- The Committee discussed the possibility of Finance/HR Director Jackie Gleason taking on some of CLA's responsibilities and saving the organization and taxpayers money. He mentioned an example of printing of checks as this could be done in-house.

Sarah Croskey with CLA stated she and Gleason had discussed a better Purchase Order (PO) process and to move away from paper, which would allow for more efficiency. Gleason stated they had talked about Bill.com which is an option, but she needed to make sure all systems were integrated. Croskey stated Bill.com syncs with QuickBooks. Croskey stated there is also the possibility of changing software as TranGO may be too large for QuickBooks.

Croskey also clarified the Financial Statements remain in DRAFT form until their audit is complete. She stated they can issue FINAL Statements, but if they find any adjustments that need to be made at the time of the audit, then they have to re-issue a new statement which would be an additional cost.

Vice-Chairman Hover informed the Board that the Okanogan County Treasurer's Office is the designated Treasurer for OCTA, and they have designated CLA as OCTA's Treasurer. If OCTA decides to start handling more internally, then the Okanogan County Treasurer would need to be OCTA's Treasurer.

It was agreed that Acting GM Brent Timm, Finance/HR Director Jackie Gleason, Vice-Chairman/Okanogan County Commission Andy Hover and Finance Committee Chairman Aaron Studen would meet at 2 p.m. today with the County Treasurer to discuss the agency's requirements/options. Committee Members Jon Neal and Sally Ranzau stated they would not be available.

Facilities Committee:

Committee Chairman Tim Rieb stated the decision on type of facility and location needed to be made. In addition, they need to consider the option of retaining the current building and possibly keeping it as an administration building and securing property elsewhere for a maintenance facility building.

Chairperson Gagne stated this would be a great topic for a Workshop and felt it would be important for the general public to provide feedback also. She asked that Acting GM Timm send out a list to everyone showing property availability.

Personnel Committee:

Committee Member Jon Neal reported the only new issue was the hiring of a General Manager.



Planning Committee:

Committee Chairman Wayne Turner reported he and Acting GM Timm met with Tom Moore from Clarity Consulting which had already been discussed in today's meeting.

Executive Committee:

Nothing to report at this time.

Acting General Manager's Report:

Acting General Manager Brent Timm reported the following:

- He received the Title VI Policy back which was given to Attorney DeTro who provided feedback and will be on next month's Agenda.
- Finalization of the L&I Industrial Hygienist corrections, which was completed today.

He had nothing else to report other than what was included in his Board report. He thanked the Board and stated he looked forward to working more with everyone on an individual basis.

Finance/HR Director's Report

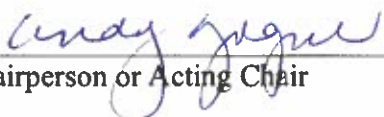
Finance/HR Director Jackie Gleason reviewed her report earlier provided to the Board.

Acting GM Timm added that regarding the Long-Term Care Act, he heard it may be delayed until July 2023, but will wait until the Legislature decides what to do before changing employee collections. He stated it would be easier to reimburse employees rather than collecting retroactively.

Adjourn:

There being no further business to come before the Board, Chairman Gagne adjourned the meeting at 9:53 a.m.

APPROVED:



Chairperson or Acting Chair



Brent Timm, Acting General Manager

ATTEST:



Paula Brantner-Thomas, Clerk of the Board