



**Minutes of Board Meeting
Wednesday, April 20, 2022 – 8:30 a.m.**

<https://us06web.zoom.us/j/94229007551?pwd=MGJiQlNTbHk2OGJRbzVVMWVHR0VkOT09>
Or you may join by phone: (253) 215 8782; Meeting ID: 942 2900 7551 / Passcode: 893096

Attendees:

Cindy Gagne, Mayor, City of Omak (Chairperson)
Wayne Turner, Council Member, City of Okanogan
Kelly Hook, Mayor, City of Pateros
Tim Rieb, Council Member, City of Brewster
Jon Neal, Mayor, City of Oroville
Aaron Studen, Council Member, Town of Twisp

Absent: Andy Hover, Commissioner, Okanogan County (Vice-Chairman); Rene Maldonado, Mayor, City of Tonasket; Sally Ranzau, Mayor, Town of Winthrop

Guests:

Deanne Konsack, Operations Director, OCTN

Staff:

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

*Board Member Kelly Hook joined the meeting at 8:43 am

*All participants attended this meeting virtually

Call to Order and Introductions

Chairperson Cindy Gagne called the meeting to order at 8:37 a.m. Introductions were given.

Approval of Consent Agenda

Finance/HR Director Jackie Gleason brought to the Board's attention that the February 2022 Financial Reports and Investment/Bank Account Balances Report had not yet been received from CLA as they were still working on accrual.



Board Member Jon Neal moved to approve the Consent Agenda as presented. The motion was seconded by Board Member Tim Rieb.

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

- Agenda
- Minutes from March 16, 2022, Regular Meeting
- Financial Reports
 - March 2022/April 2022 Voucher Certification – OCTA Treasurer
- Voucher/Warrants: The following vouchers/warrants/electronic payment are approved for payments:

Checks	8564-8633	\$126,945.36
Payroll	DD3365-DD3409	\$65,349.88
ACH/EFT/E-Pay		\$67,526.90
Total		\$259,822.14

Public Comment:

There was no public comment at this time.

Old Business

Action: Engineering Services Statement of Qualifications (SOQ)

Motion:

Board Member Jon Neal moved to approve the Engineering Services Statement of Qualifications (SOQ) as presented. The motion was seconded by Board Member Tim Rieb.

General Manager (GM) Brent Timm reported the agency received three SOQ’s which were scored by the Facilities Committee and the highest score went to SCJ Alliance. SCJ Alliance has done various other local projects and his proposal is they enter into a contract with them.

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

Discussion: Strategic Planning Board Workshop Venue, June 17, 2022

GM Timm informed the Board he included a list of venue proposals with his Board Report for the June 17, 2022, Strategic Planning Board Workshop. The Board agreed to an in-person meeting with central County location being preferential. The Board agreed on a venue at the 12 Tribes Casino in Omak, WA.



New Business

Action: Resolution #2022-12 - A Resolution of the Okanogan County Transit Authority Authorizing the General Manager to Execute the Federal Fiscal Year 2022 Certifications and Assurances for FTA Assistance Programs and the Chairperson to Execute a Certification Letter to the Washington State Department of Transportation

Motion:

Board Member Jon Neal moved to approve Resolution #2022-12 as presented. Board Member Wayne Turner seconded the motion.

GM Timm reported the Certifications and Assurances are required by WSDOT when funding is received from FTA. The letter of Certification states the agency will meet all requirements no matter what funding is received, but the agency is not held responsible for Certifications we are not required to do. The Certifications and Assurances has been reviewed by Attorney Scott DeTro and he has already signed the attorney portion.

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

Action: Resolution #2022-13 – A Resolution of the Okanogan County Transit Authority Board of Directors Repealing Resolution No. 2020-19

Motion:

Board Member Wayne Turner moved to approve Resolution #2022-13 as presented. Board Member Jon Neal seconded the motion.

Attorney DeTro reported he has been reviewing emergency Resolutions which had been approved for Covid related issues. One Resolution allowed the former GM to be able to grant additional Covid leave as needed to protect other employees in the workplace. Resolution #2020-19 has language for mandated Covid leave and the portion requesting to be repealed is the portion allowing the GM to grant additional Covid leave. He stated he is still going through the rest of the Covid resolutions to see which others can also be repealed, but this is the one to start with.

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

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:

Nothing to report at this time

Executive Committee:

Nothing to report at this time.

General Manager's Report:

General Manager Brent Timm reported the following:

- The Okanogan Bus Stop was moved to the alley behind TranGO which has gone well.
- Facility Needs – We have outgrown our current location for office space and are lacking privacy. As we will now have an Engineer, he would like to work with the Facilities Committee to start making plans for a future facility.
- HSTP is underway with SCJ Alliance.
- Clarity Consulting – Tom Moore has contacted several Board Members for their input, and he will present at the next Board meeting.
- Transit Support Grants is a part of the new Washington Move Forward, which entails Zero Fare for persons 18 and under. He and Finance/HR Director Gleason are involved in a sub-committee to determine certain requirements that must be met. Zero Fare must be in place by October 2022 to qualify for additional funding.
- Accounting Software – Contract with Tyler Industries was signed.
- Federal Mask Mandate for transportation was lifted April 18, 2022. The FTA is no longer enforcing a mask mandate, and neither is TranGO. Masks will still be provided for drivers and passengers who would like to use them.
- Operations Manager – Mike Foth was offered the position and accepted. He will be added to future Board Agendas to provide staff reports to the Board.

Finance/HR Director's Report

Finance/HR Director Jackie Gleason reported on the following:



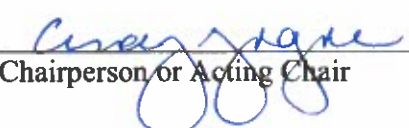
- Hiring of Operations Manager - interviewed 3 applicants and as GM Timm mentioned, Mike Foth was hired.
- Department of Retirement Systems – Retirement Status Verification Forms are due from Board Members as soon as possible. She is still waiting for forms from 3 people.
- CliftonLarsenAllen – She asked Sarah Croskey with CLA to provide an update. Croskey reported the Clark Nuber report was wrapped up in tandem just prior to the Board Report. The only thing left in the budget amendment is the 2020 annual filing and notes to financial statements which explain the variances or lack of variances. It is now in signer review. Regarding the accrual to cash conversion, tomorrow they will make a copy of the live file and are hoping to get things finalized for review within 2 weeks.
- Accounting Software – Tyler Industries fully executed contract was received on April 18, 2022. The Purchasing Module was also added which increased the estimate slightly.
- She attended various trainings in March, including an in-person TNLI Leadership Program and will have one more session to attend virtually on May 5, 2022.
- She was unable to attend any Chamber Meetings in March due to other trainings she attended.
- 1st Quarter Snapshots – Investment and Sales Tax Revenue Comparison

Operations Manager Mike Foth reported that starting Thursday, April 28, 2022, the agency will start having monthly training meetings again. On this month's agenda is the Omak Chief of Police who will discuss general public safety and being a good witness. Operations Manager Foth also thanked GM Timm for his introduction.

Adjourn:

There being no further business to come before the Board, Chairman Gagne adjourned the meeting at 9:02 a.m.

APPROVED:



Chairperson or Acting Chair



Brent Timm, General Manager

ATTEST:



Paula Brantner-Thomas, Clerk of the Board