



Minutes of Board Meeting

Wednesday, June 15, 2022 – 8:30 a.m.

Location: 303 S. 2nd Ave, Suite A, Okanogan, WA

<https://us06web.zoom.us/j/94229007551?pwd=MGJjQINTbHk2OGJRbzVRMWVHR0VkQT09>

Or by phone: (253) 215 8782; Meeting ID: 942 2900 7551 / Passcode: 893096

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

Jon Neal, Mayor, City of Oroville

Aaron Studen, Council Member, Town of Twisp

Sally Ranzau, Mayor, Town of Winthrop

Staff:

*Brent Timm, General Manager (GM)

Mike Foth, Operations Manager

Jackie Gleason, Finance/HR Director

Paula Brantner-Thomas, Clerk of the Board

Scott DeTro, Attorney

Absent: Rene Maldonado, Mayor, City of Tonasket; Tim Rieb, Council Member, City of Brewster; Sarah Croskey, CLA Treasurer

*These attendees attended in-person

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 Jon Neal moved to approve the Consent Agenda as presented. The motion was seconded by Board Member/Vice-Chair Andy Hover.

Board Member/Vice-Chair Hover requested in the future to see Visa credit card statements detailing charges each month. Finance/HR Director Jackie Gleason stated she will get that information and provide to the board members.



General Manager (GM) Brent Timm informed the Board the agency has not received any financial statements from CLA since the beginning of the year; only V-certs have been provided. CLA has not provided an answer as to why they haven't been provided. Finance/HR Gleason stated she had emailed CLA Treasurer Sarah Croskey specific questions about various things, including this issue, and has never received a response. In addition, CLA might not be using the Chart of Accounts.

Board Member/Vice-Chair Hover asked Attorney Scott DeTro if there was a contract with CLA specifying their scope of work. Attorney DeTro stated there was an engagement letter which was generic, but this also included a detailed scope of work, and this is one of the tasks that CLA was required to complete. It was requested that Attorney DeTro send a letter to CLA reminding them of their responsibilities and that they are not fulfilling their duties per the specified scope of work.

Motion:

Board Member/Vice-Chair Hover moved for Attorney DeTro to send a letter to CLA with the concerns mentioned above. The motion was seconded by Board Member Neal.

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

Motion:

Chairperson Gagne called for the vote to pass the Consent Agenda; the motion passed unanimously.

- Agenda
- Minutes from May 18, 2022, Regular Meeting
- Financial Reports
 - May 2022/June 2022 Voucher Certification – OCTA Treasurer
- Voucher/Warrants: The following vouchers/warrants/electronic payment are approved for payments:

Checks	8694-8750	\$112,713.84
Payroll	DD3442-DD3474	\$45,753.51
ACH/EFT/E-Pay		\$26,503.68
Total		\$184,971.03

Public Comment:

There was no public comment at this time.



Old Business

Discussion: Resolution #2022-xx - A Resolution of the Okanogan County Transit Authority Board of Directors Establishing a Policy for Outstanding Accounts Receivables and Delegating Authority to the General Manager or Finance/HR Director to Write-Off Certain Outstanding Accounts Receivables and to Retain a Collection Agency as provided in RCW 19.16.500

GM Timm reminded everyone this proposed resolution was discussed last month, and he had additional information regarding certain fees. It was suggested there be a handling/NSF fee of \$40 and a late fee of \$15. There had also been discussion about raising the amount the GM and/or Finance/HR Director could write off from \$500 to \$1,000 and increasing the minimum write off amount of \$9.99. Chairperson Gagne stated she is a professional debt collector and as TranGO is a public entity, she suggested to keep the write off amount low.

The consensus agreed to have a handling/ NSF fee of \$40, a late fee of 1% per month, to leave the minimum write off amount of \$9.99 and to leave the amount the GM and/or Finance/HR Director could write off at \$500.

Motion:

Board Member/Vice-Chair Hover moved to finalize a resolution with the amounts discussed above. The motion was seconded by Board Member Sally Ranzau.

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

Discussion: Vehicle Replacement Account

Board Member/Finance Committee Chairman Aaron Studen reported the Finance Committee met and discussed transferring funds on a regular basis based on depreciation of vehicles into the vehicle replacement account. The idea was to estimate how much it will cost to replace these vehicles at the end of service life and spread it out over the useful life of the vehicle, so there are enough funds to replace them. He stated the Committee recommends a transfer of funds on a quarterly basis.

GM Timm stated he just learned they will be increasing the price of vehicles between 50-70%. The committee discussed an additional 10% increase in the current price of \$160,000 which would total \$176,000 per vehicle, \$8,800 per quarter or \$2,934 per month, for future inflation. There are buses on order now, but they won't be received for another 1-2 years. GM Timm also informed the Board the agency will receive \$318,000 from a Regional Mobility Grant fund for buses already on order.



Finance/HR Gleason stated she also discussed investments options with the CLA wealth advisor regarding the current \$1.3 million that is in the account, and it appears the best option is a US Treasury bill. There are options of monthly and quarterly investments or longer term.

It was agreed to have a CLA wealth advisor present at the next board meeting to discuss this matter further and explain the best option. In addition, the Board requested to have a resolution drafted and ready to be finalized with blank spaces for “xxx amount of dollars for xxx amount of time period (monthly or quarterly)”, retroactive to January 1, 2022. Finance/HR Gleason stated a budget amendment would need to be completed as only \$47,000 was budgeted.

New Business

Action: Resolution #2022-14 - A Resolution of the Okanogan County Transit Authority Establishing Fare Rates for Cash Payment at the Time of Bus Boarding, Establishing a Zero Fare Policy for Passengers 18 Years of Age and Younger, and Repealing Resolution No. 2016-11

Motion:

Board Member/Vice-Chair Hover moved to approve Resolution #2022-14 as presented. The motion was seconded by Board Member Studen.

GM Timm stated the resolution clears up language for names of routes and includes legislative language for 18 years and under to ride fare free. Currently fares are \$1/boarding for age 7+ and 6 and under ride free. If a zero-fare policy for 18 and under is in place, the agency would receive \$73,000 in grant funding this year which is far more than the agency would receive from fares. A requirement for this funding is to serve 18 and under for free, to track ridership for 18 and under and make sure the money is supporting vulnerable populations.

The question was asked about language in the resolution and how the agency determines if someone was a veteran. GM Timm explained the patron would provide a copy of their Military DD214, or some other form of military identification, and then receive a 50% discount off a purchased pass. This pass could be a punch pass or unlimited monthly pass. He stated there is no way to verify veteran status for a single trip paid in cash upon boarding.

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

Action: Resolution #2022-15 – A Resolution of the Okanogan County Transit Authority Repealing No. 2018-17 and Adopting an Updated Salary Matrix for Employees of Okanogan County Transit Authority



Motion:

Board Member Studen moved to approve Resolution #2022-15 as presented. The motion was seconded by Board Member/Vice-Chair Hover.

Board Member/Vice-Chair/Personnel Committee Chair Hover reported the Personnel Committee met and discussed the large rate of inflation and cost of living increase. The committee settled on a 4% Cost of Living Adjustment (COLA) increase for all employees, except contracted employees. There is \$831,942 in the 2022 budget for labor and even with a 4.5% increase, it would have been under budget. Contracted employees were not included in the COLA as it would be up to the Board to renegotiate those amounts.

Chairperson Gagne pointed out the salary matrix provided listed “exempt” employees, but not “contract” employees, and the Operations Manager is an exempt position. Operations Manager Mike Foth asked Board Member/Vice-Chair/Personnel Committee Chair Hover to clarify that all non-contracted employees would receive a COLA increase. Board Member/Vice-Chair/Personnel Committee Chair Hover stated yes, that is what they agreed upon.

Finance/HR Gleason then stated the Committee had discussed a COLA increase starting June 1, 2022, except for the General Manager Timm and Finance/HR Director Gleason who are contracted employees and Operations Manager Foth as he was in probation status. Operations Manager Foth then asked for a clarification in the Policy and Procedures manual as to why the COLA increase did not pertain to him, whether he was on probation or not. GM Timm informed the Board the Policy and Procedures manual did not address a COLA increase during probationary period.

Chairperson Gagne stated as a matter of clarification for the salary matrix, should COLA come into play while on probation or when probation ends. Board Members Kelly Hook and Wayne Turner believed a COLA increase should be included whether someone was on probation or not. Attorney DeTro stated he didn’t believe a probation period should affect salary and they should get the COLA increase.

Board Member/Vice-Chair/Personnel Committee Chair Hover apologized as he thought the Operations Manager position was a contracted position. He suggested they adopt a pay scale for this position with a 4% increase as it is not contracted. Several other Board Members stated they also believed this position was contracted. Finance/HR Gleason stated she did forward a “revised” salary matrix to the board members to reflect the 4% COLA increase for the Operations Manager position.

The question was posed as to why the Finance/HR position was listed on the salary matrix, yet it is a contracted position and GM Timm’s position is also contracted and not on the salary matrix. Finance/HR Gleason stated she included that as she is in a non-exempt position, paid hourly. Chairperson Gagne suggested they add “contracted” wording to GM Timm and Finance/HR Gleason’s positions on the salary matrix.



GM Timm explained his position was contracted to be removed from the salary matrix. Attorney DeTro reported he reviewed Finance/HR Gleason's contract which lists a set hourly pay amount but does not include a step increase every year.

Board Member/Vice-Chair/Personnel Committee Chair Hover stated he wanted to make it clear that the 4% COLA increase was intended for all non-contracted employees. The question arose about "exempt" employees and it was clarified that even when someone is in an exempt position, they are still paid by the hour. GM Timm also clarified that exempt employees are not eligible for overtime.

The Board agreed to a 4% COLA for all employees except contracted employees, effective June 1, 2022.

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

Action: Resolution #2022-16 – A Resolution of the Okanogan County Transit Authority Repealing Resolution No. 2016-13 and Resolution 2017-32 and Establishing Update Van Pool Rates for 12 Passenger Vans and Vanpool Rates for 7 Passenger Mini Vans

Motion:

Board Member/Vice-Chair Hover moved to approve Resolution #2022-16 as presented. The motion was seconded by Board Member Kelly Hook.

GM Timm reported he and Finance/HR Gleason reviewed current vanpool rates and agreed they needed to be increased due to rising costs of maintenance, tires, gas, etc. The rates listed on the proposal are per passenger, with current vans running either 4 or 5 days per week.

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

Discussion: Proposal to Amend Resolution #2016-17 – Increase the Maintenance Amount of the DBA OCTAR (Checking Account) at North Cascades Bank

Board Member/Finance Committee Chair Studen reported funds must be transferred to an operations account for ongoing expenses and currently only \$225,000 is allowed to be transferred. However, at times there is a need to transfer more money, but that would have to be approved monthly. Therefore, they are proposing to increase the allowed amount, so approval is not required each time.

Finance/HR Gleason asked to change the language in the resolution from "shall be" to "not to exceed". She informed the Board that currently she takes the V-cert total approved at each board meeting and transfers that amount from the savings to checking, however sometimes that amount does go above the \$225,000. Board Member Studen also requested to change the wording to



“authorizes”, not “authorized”. It was agreed to finalize a resolution and bring back at next month’s meeting.

Discussion: Zero-Emission Fleet Transition Plan WSDOT Grant Application

GM Timm reported he emailed the Board last week regarding a WSDOT funding opportunity which was released May 24th, due June 9th and he should hear back just after July 1st. He stated vary rarely do they release funding opportunities for planning purposes and the FTA now requires a zero-emissions fleet transition plan. He reported he requested \$100,000 from this grant as a feasibility plan will need to be performed, along with an infrastructure study and they will need to work hand in hand with the PUD.

Board Member/Vice-Chair Hover stated the Commissioners met with USDA last week and it was suggested they begin to gather grant applications for electric charging stations. GM Timm stated the zero-emissions fleet transition plan will be the start of all that and believed it may be shared with the cities as TranGO takes the lead. Also, this will allow them to determine the infrastructure that will be needed. They will need to hire a consultant to look at what will fit under the zero-emission plan and the costs to commence, county wide. GM Timm was thanked for seeking out an applying for this grant.

Committee Reports

Finance Committee:

Committee Chairman Studen reported this had previously been discussed.

Facilities Committee:

Nothing to report currently.

Personnel Committee:

Committee Chairman Hover reported this had already been discussed.

Planning Committee:

Committee Chairman Wayne Turner reported he and GM Timm met with Tom Moore from Clarity Consulting and finalized the agenda for this Friday’s Board Workshop at the Omak Elks Lodge.

Executive Committee:

Nothing to report currently.



General Manager's Report:

General Manager Timm reported the following:

- Engineering Services Update – He provided a report from SCJ Alliance and is working with the City of Tonasket and their engineering firm who submitted a request for 3 EV charging stations.
- Facility Needs – He met with Roni Holder-Diefenbach from Economic Alliance who is researching available real estate for sale.
- TranGO had a computer malfunction; the server crashed and lost all data. They are working on a data restore and some has been retrieved, but not all.
- He met with Tonasket Mayor Rene Maldonado about attending TranGO meetings, but he is unable to attend at this time. Mayor Maldonado will see if a City Council Member can take his place.

GM Timm had nothing further to report other than what was provided in his written Manager's Board Report.

Operations Manager Report:

Operations Manager Mike Foth reported the following:

- He has been very pleased with Jess Ford who is now working on TranGO vehicles. GM Timm also reported Jess Ford has worked TranGO in as a priority.

Finance/HR Director's Report

Finance/HR Director Gleason reported on the following:

- Accounting Conversion Update/Tyler Technologies – They are now through the first phase and are working on the second phase.
- TNLI Program – This is a leadership program she's attending and just finished session 3.
- Employee Resignation – Driver Georgia Nelson resigned May 9, 2022, for personal reasons.

Finance/HR Director Gleason had nothing further to report other than what was provided in her written Finance/HR Director Board Report.



Board Member/Vice-Chair Hover asked if the agency was hiring anyone for Operation Manager Foth's old position as Bus Supervisor. GM Timm stated he had not planned to hire anyone for that position until the agency started to expand their routes. This was decided as a cost savings and everything was currently being covered by him, Operations Manager Foth and the extra drivers as back-up.

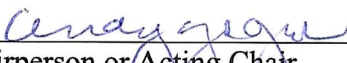
Chairperson Gagne stated she believed the Bus Supervisor position would have been backfilled and would like the position to be filled as the agency should constantly be looking to expand. Board Member/Vice-Chair Hover agreed and stated he wanted to have the Operations Manager work on expanding routes and have as many routes available as possible. GM Timm explained there was an issue with resources as the agency has no extra buses to expand services and increase routes. Board Member/Vice-Chair Hover stated it was the Operations Manager job is to make sure the current routes are the most efficient and wondered if these routes could be tailored to ensure that happens. He stated as the agency has the resources to fund the Bus Supervisor position, it should be filled. Operations Manager Foth stated if the agency postponed hiring of the Bus Supervisor for 2-4 years until the new buses arrive, this will impact the current drivers and would be neglectful.

Board Member Studen asked if it was possible to hire a part-time Supervisor for now, then expand to full time when more buses arrive. Operations Manager Foth stated the only way a part time Supervisor might work, was if they hired an internal driver who could do both functions. Chairperson Gagne suggested a Personnel Committee meeting be held for further discussion. Board Member Turner suggested this topic be discussed during this Friday's Board Workshop, before going to the committee. The Board agreed.


Adjourn:

There being no further business to come before the Board, Chairperson Gagne adjourned the meeting at 10:06 a.m.

APPROVED:




Chairperson or Acting Chair



Brent Timm, General Manager

ATTEST:



Paula Brantner-Thomas, Clerk of the Board