



**Minutes of Regular Board Meeting
Wednesday, October 19, 2022 – 8:30 a.m.
Location: 303 S. 2nd Ave, Suite A, Okanogan, WA**

<https://us06web.zoom.us/j/94229007551?pwd=MGJjQlNTbHk2OGJRbzVlRMWVHR0VkcQT09>

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, Mayor, City of Okanogan
Jon Neal, Mayor, City of Oroville
Aaron Studen, Council Member, Town of Twisp

Staff:

Brent Timm, General Manager (GM)
Jackie Gleason, Finance/HR Director
Mike Foth, Operations Manager
Paula Brantner-Thomas, Clerk of the Board
Scott DeTro, Attorney

Guests:

Shareen Corlett, Treasurer, Clark Nuber
Dan Ireland, Project Manager, SCJ Alliance

Absent: Tim Rieb, Council Member, City of Brewster; Kelly Hook, Mayor, City of Pateros; Alisa Weddle, Council Member, City of Tonasket; Sally Ranzau, Mayor, Town of Winthrop

Call to Order and Introductions

Chairperson Cindy Gagne called the meeting to order at 8:34 a.m.; everyone was welcomed.

Approval of Consent Agenda

Motion:

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

- Agenda
- Minutes from September 21, 2022, Regular Meeting
- Financial Reports



- July 2022 Financial Report
- August 6, 2022, to September 30, 2022, Check Register-Customer Transaction Detail Report (V-Cert)
- Voucher/Warrants: The following vouchers/warrants/electronic payment are approved for payments:

Checks	8896-9037	\$208,022.40
Payroll	DD3537-DD3596	\$96,789.73
ACH/EFT/E-Pay		\$67,903.68
Total		\$372,715.81

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

Public Comment:

There was no public comment at this time.

Executive Session: To Review the Performance of a Public Employee – RCW 42.30.110 (1)(g)

Motion:

Commissioner/Vice-Chair Hover moved to move into Executive Session. Board Member Turner seconded the motion.

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

Chairperson Gagne entered Executive Session at 8:37 a.m. for 10 minutes, to Review the Performance of a Public Employee per RCW 42.30.110(1)(g).

Chairperson Gagne reconvened into Regular Session at 8:47 a.m.

Old Business

Action – OCTA Employee Contract

Commissioner/Vice-Chair Hover presented a copy of the most recent draft contract for Finance/HR Director Jackie Gleason. The Board decided to leave the contract as is regarding Ms. Gleason reporting to the Board, however agreed to a 4% yearly increase, over the next 3 years. Effective September 1, 2022, through August 31, 2023, her hourly rate will be \$36.95, then a 4% increase September 1, 2023, and again September 1, 2024. She will also receive all Board approved Cost of Living Adjustment (COLA) raises for non-contracted employees. Attorney Scott DeTro informed the Board the terms and conditions are the same as the previous contract and the only



changes are the two salary increases during the term and the provision for COLAs. This contract replaces the previous contract.

Motion:

Board Member Jon Neal moved to approve the contract as presented. The motion was seconded by Board Member Aaron Studen.

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

Action: Resolution #2022-28 - A Resolution of the Okanogan County Transit Authority Amending Resolution No. 2021-24 to Approve a New Price Agreement for the Order and Purchase of Certain Transit Buses for the use by the Okanogan County Transit Authority

Motion:

Commissioner/Vice-Chair Hover moved to approve Resolution #2022-28 as presented. The motion was seconded by Board Member Turner.

GM Brent Timm reminded the Board that back in October 2021, they approved the purchase of 5 buses in amt of \$92,333.19 each. Since then, Ford cancelled this order and increased their pricing to \$135,805.02 per bus. He explained there is currently 1.539 million in the vehicle reserve account, but \$839,550 has been spoken for with the recent purchase of 6 new vans. If the Board approves this new pricing, it will leave a balance of just over \$21,000 in the reserve account. He also reminded everyone there will be regular monthly transfers of \$25,575 to this account to build this reserve back up.

GM Timm explained it would be approximately 5 more years until more vehicles would be needed, after the purchase of these 5 buses. With the new vans arriving next week, that allows for expansion of services and the agency won't need to replace vehicles in the next few years. The expected delivery date is unknown, and it could be 2-4 years before they arrive; but if they aren't ordered now, it will be longer than that. He also stated that no money would need to be put down prior to delivery of the buses.

Chairperson Gagne asked if there was any way to secure this new pricing. GM Timm stated no, there was no way to guarantee the price as Ford could decide to back out of the contract. However, Ford has committed to put a certain number of chassis on the line and once the agency's order is attached to a VIN number and is assigned, then Ford is obligated to keep the contracted price.

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

Action: Resolution #2022-29 - A Resolution of the Okanogan County Transit Authority Board of Directors Approving the Project Manual and Cost Estimates for the Okanogan



County Transit Authority Shelter Placement Project and Authorizing the General Manager to Proceed with the Competitive Bidding Process for Such Project

Motion:

Commissioner/Vice-Chair Hover moved to approve Resolution #2022-29 as presented. The motion was seconded by Board Member Turner.

GM Timm reported this Resolution is regarding the bus shelter placement project to go out for bid and the proposed project expense range is \$75,000-125,000. He stated Attorney DeTro is reviewing the bid documents to make sure the agency complies with all requirements and the procurement process. This does not include the Tonasket Park-n-Ride.

SCJ Alliance Project Manager, Dan Ireland, stated there will be a 3-week bid period, then they will review the responses and provide the Board with a list of results and recommendations. He is open to thoughts and feedback. There was discussion regarding using a small works roster or a sealed bid; Attorney DeTro stated either one could be used.

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

Action: Resolution #2022-30 – A Resolution of the Okanogan County Transit Authority Board of Directors Approving the American Rescue Plan (ARP) Operating Grant Agreement with the Washington State Department of Transportation and Authorizing the Chairperson of Okanogan County Transit Authority to Execute the Same

Motion:

Board Member Neal moved to approve Resolution #2022-30 as presented. The motion was seconded by Commissioner/Vice-Chair Hover.

Finance/HR Gleason stated this Resolution was regarding the acceptance of ARPA funds which will be used for operating expenses.

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

Action: Resolution #2022-31 – A Resolution of the Okanogan County Transit Authority Board of Directors Approving the Consolidated Grant Program Operating Grant Agreement with the Washington State Department of Transportation and Authorizing the Chairperson of Okanogan County Transit Authority to Execute the Same

Motion:



Board Member Turner moved to approve Resolution #2022-31 as presented. The motion was seconded by Commissioner/Vice-Chair Hover.

GM Timm stated this was a grant the agency received from WSDOT which was planned to be used towards bus purchases. However, since the buses haven't been received, it will be changed to an operating grant instead of a capital grant so the funds totaling \$329,345.00 won't be forfeited.

Chairperson Gagne asked if the prior Resolution accepting the funds needed to be repealed. Attorney DeTro stated he didn't realize there was an existing grant acceptance. Clerk of the Board Paula Brantner-Thomas reviewed prior Resolutions and informed the Board that Resolution #2022-04 originally accepted those funds. Attorney DeTro stated he would revise the current Resolution #2022-31 and insert language to repeal Resolution #2022-04.

Amended Motion:

Commissioner/Vice-Chair Hover moved to amend the original motion to authorize Attorney DeTro to add language in Resolution #2022-31 to repeal Resolution #2022-04. The amended motion was seconded by Board Member Turner.

Chairperson Gagne called for the vote twice, including the original motion; both motions passed unanimously.

New Business

Discussion/Action: Resolution #2022-32 - A Resolution of the Okanogan County Transit Authority Amending the Salary Matrix for the Employees of Okanogan County Transit Authority

Motion:

Board Member Neal moved to approve Resolution #2022-32 as presented. The motion was seconded by Board Member Studen.

Commissioner/Vice-Chair Hover stated when the Board last adopted the salary matrix, it included a COLA and hourly salary ranges were listed for the Finance/HR position. However, the Finance/HR position is a contracted position, so that position needs to be removed from the matrix. Finance/HR Gleason also reported that minimum wage is increasing to \$15.74/hour, so she included that new hourly rate in the matrix also, along with step increases.

The Board agreed to list the effective date on the Resolution as of today.

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



Discussion: Draft Request for Proposals (RFP) for OCTA Website Development

GM Timm stated this draft proposal is to update the OCTA website. The current website is very cumbersome and there have been many questions from the public on how to navigate it.

There was discussion as to whether this should be an RFP or Request for Qualifications (RFQ). SCJ Alliance Project Manager, Dan Ireland, stated an RFP and RFQ are distinctly different and if you don't yet know the specifics for the website or have a specific scope, then an RFQ should be used first to determine who is the most qualified. Once a company is selected, then they can work on the specific details and cost.

GM Timm thanked Mr. Ireland for his feedback and stated he will change the draft to an RFQ and present it to the Board next month.

Discussion: 2023 Proposed Budget

Finance/HR Gleason reported she and GM Timm met with the Finance Committee to discuss the 2023 budget. She noted the budget was increased for fuel expenses. She asked the Board if they wanted to include additional funds for employee "training" to obtain a Commercial Driver's License (CDL). She stated the agency is struggling to hire drivers and still has 3 open driver positions and one on-call employee recently resigned.

The estimated cost to obtain a CDL is \$3,995, but there may be additional costs associated for other expenses and/or testing. She proposed adding \$12,000 to the budget to train 3 positions. Operations Manager Mike Foth suggested budgeting \$15,000 just in case there was an increase in the cost. The Board discussed having a contract in place regarding repayment of the CDL licensing cost if the employee left prior to a certain time period.

There was discussion about increasing the expected revenue and that nothing had been put in the capital budget for land acquisition as the Committee thought it wasn't necessary at this time, but it had been discussed.

Finance/HR Gleason was thanked for her work and the way the budget format was presented. It was requested she present the budget in excel format during the Budget Workshop, to allow for easy changes. The Board agreed to conduct the Budget Workshop during the Regular Board Meeting, November 16th, with final budget approval during the December Regular Meeting.

It was proposed the December Board Meeting be moved to December 14th, due to the Holidays. The Board agreed.



Discussion: 2021-2023 WSDOT Transit Support Grant

GM Timm reported the agency received an award letter from WSDOT informing a Transit Support Grant totaling \$73,421 was awarded; however, the contract has not yet been received.

Committee Reports

Finance Committee:

Finance Committee Chairman Studen reported that aside from the budget, the Committee discussed reviewing the agency's investment accounts. They plan to discuss this further during the next Finance Committee meeting, possibly early next year.

Facilities Committee:

Nothing to report currently.

Personnel Committee:

Nothing to report currently.

Planning Committee:

Nothing to report currently.

Executive Committee:

Nothing to report currently.

General Manager's Report:

General Manager Timm reported on the following:

- Accounting Software – He has participated in approximately 30 hours of training with Tyler Tech in the past 2 weeks.
- CliftonLarsenAllen – He and Finance/HR Gleason met with Sarah Croskey and Amy Allred from CLA yesterday. CLA agreed OCTA should not pay for their time with their attorney. They also discussed additional state auditor's costs due to late and wrong submissions by CLA and those may possibly be written off. Nothing has been finalized yet, but he hopes to have more explanation at next month's meeting.



- Zero-Emissions Fleet Transition Plan – A PUD grant application has been submitted and OCTA was listed as partner for a hydrogen plant feasibility study, regarding a zero-emission fleet. This is a great partnership opportunity. He will be attending an upcoming meeting with other Transit agencies in November and hopes to learn more. There was discussion about electric/battery issues compared to hydrogen.
- Attorney DeTro is working on repealing the agency’s prior emergency proclamations which will be presented at next month’s Board meeting.

He had nothing further to report other than what was provided in his written Board Report.

Operations Manager Report:

Operations Manager Mike Foth reported on the following:

- There has been a tremendous increase in ridership all throughout the county over the past several months. He reviewed the percentage of increase for each route.
- He submitted route change ideas which the Board appreciated. The question was asked if there has been any development in providing transportation to various county-wide events or the local ski hill, etc. GM Timm stated if the agency advertises a special route as part of a regular schedule, then they can include a special event. However, this has not been possible for the past few years due to a lack of buses. He would like to do this effectively and efficiently in the future once bus needs are met.

Finance/HR Director’s Report

Finance/HR Director Gleason reported on the following:

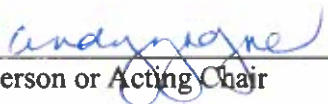
- Hiring – There are still 3 open driver positions.
- Tyler Tech – She completed Phase 2 of the training and is working on Phases 3 and 4.
- Clark Nuber – They are working on getting August and September Financial Statements to us.
- 2019-2021 State Audit – The audit is going well. The accountability audit was not lumped together with the other two audits so there will be an additional \$14,500 audit expense.
- TNLI Training – She finished the last training session and is working on a presentation of her project, which will be accounting. She thanked the Board for allowing her to participate in this training opportunity.



Adjourn:

There being no further business to come before the Board, Chairperson Gagne adjourned the meeting at 10:03 a.m.

APPROVED:



Chairperson or Acting Chair



Brent Timm, General Manager

ATTEST:



Paula Brantner-Thomas, Clerk of the Board