



**Minutes of Regular Board Meeting**  
**Wednesday, November 16, 2022 – 8:30 a.m.**  
**Location: 303 S. 2<sup>nd</sup> Ave, Suite A, Okanogan, WA**

<https://us06web.zoom.us/j/94229007551?pwd=MGJjQlNTbHk2OGJRbzVlRMWVHR0VlOT09>

**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  
Kelly Hook, Mayor, City of Pateros  
Sally Ranzau, Mayor, Town of Winthrop (joined at 8:35 a.m.)  
Aaron Studen, Council Member, Town of Twisp (joined at 8:36 a.m.)

**Staff:**

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

**Guests:**

Dan Ireland, Project Manager, SCJ Alliance

\*These participants attended in person.

**Absent:** Alisa Weddle, Council Member, City of Tonasket

**Call to Order and Introductions**

Chairperson Cindy Gagne called the meeting to order at 8:33 a.m.; everyone was welcomed.

**Approval of Consent Agenda**

Chairperson Gagne reported the following changes to the Agenda:

The financial report is for October 2022; nothing received for August or September 2022.



**Motion for Amendment and Approval:**

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

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

- Agenda
- Minutes from October 19, 2022, Regular Meeting
- Financial Reports
  - October 2022 Financial Report
  - October 2022 Voucher Certification
- Voucher/Warrants: The following vouchers/warrants/electronic payment are approved for payments:

Checks	9038-9101	\$100,844.06
Payroll	DD3597-DD3631	\$50,203.76
ACH/EFT/E-Pay		\$40,423.57
Total		\$191,471.39

**Public Comment:**

There was no public comment at this time.

**Old Business**

**Action: Resolution #2022-33 – Repealing Covid-19 Resolutions #2020-04, 2020-05, 2020-06, 2021-08 and 2021-16 and the TranGO Covid-19 Pandemic Plan**

**Motion:**

Commissioner/Vice-Chair Hover moved to approve Resolution #2022-33 as presented. The motion was seconded by Board Member Kelly Hook.

General Manager (GM) Brent Timm stated he worked with Attorney Scott DeTro to complete the Covid-19 repeals. He reported he checked on the Pandemic Plan requirement and learned there never was a requirement for the agency to have one.

Attorney DeTro stated the Washington State of Emergency and previous orders were lifted on October 31, 2022, which allows the agency to repeal the Covid-19 Resolutions and Pandemic Plan. The state Department of Health has issued their own orders, but relates only to medical care facilities, convalescent centers, and correctional facilities.



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

**Discussion: Approval of Request for Qualifications for OCTA Website Development**

GM Timm stated this topic was no longer an Action item, only a Discussion at this time. After input from Attorney DeTro, instead of going through the RFQ/RFP process, he himself has the authority to enter into a Personal Service Contract if the amount is under \$50,000. The agency will do some research on companies and pricing and if the amount goes over and above the limit, he will bring it back to the Board for approval. GM Timm stated there is currently \$30,000 in the budget to update the website and he doesn't believe it would cost that entire amount.

Attorney DeTro confirmed this would be a Personal Service Contract and there is no statutory limitation, however OCTA's Accounting Manual states under the procurement policy, the GM can enter into an agreement if it's \$50,000 or less. If the amount is above \$50,000 then he would need Board approval. The Accounting Manual also states the agency needs to have discussions with one or more firms and then can negotiate a contract. He suggested GM Timm follow the Accounting Manual and if the cost is under \$50,000, he can negotiate, rather than creating an RFQ.

**Action: Zero-Emission Fleet Transition Plan Statements of Qualification**

GM Timm reported Statements of Qualifications (SOQs) were received from 4 different companies and LeFlore Group out of California was ranked the highest. LeFlore had the largest experience with hydrogen which is the direction the agency needs to go. The other SOQs either didn't touch on hydrogen or just briefly acknowledged hydrogen.

**Motion:**

Commissioner/Vice-Chair Hover moved to approve LeFlore Group as the Zero-Emission Fleet Transition Plan contractor. The motion was seconded by Board Member Jon Neal.

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

**Discussion: 2023 Budget Workshop**

A Budget Workshop was held, and questions were asked and answered regarding revenue and expenditures. Finance/HR Director Jackie Gleason will present a final budget at next month's meeting. Commissioner/Vice-Chair Hover thanked Gleason for the way she presented the budget as it was very easy to read.

There was also discussion about moving the investment account to the State Treasurer's Office. Finance/HR Gleason stated the Finance Committee is planning to meet in either January or February 2023 to discuss this option. Gleason was asked to provide copies of the investment statements at the next Board meeting.



### **Committee Reports**

#### **Finance Committee:**

Nothing to report currently.

#### **Facilities Committee:**

Nothing to report currently.

#### **Personnel Committee:**

Commissioner/Vice-Chair Hover stated GM Timm's one year term is coming up in December and per his contract, they have until March to conduct an evaluation. He proposed during the January Board Meeting to discuss how the Board should conduct employee evaluations and what the evaluation should entail, then meet prior to March 1<sup>st</sup> to conduct GM Timm's evaluation.

#### **Planning Committee:**

Nothing to report currently.

#### **Executive Committee:**

Nothing to report currently.

#### **General Manager's Report:**

General Manager Timm reported on the following:

- Engineering Services Update – Bid documents for the Shelter Placement Project have gone out and will be published next week. Attorney DeTro also prepared franchise agreements for the various cities, and he plans to bring this back to the Board for input next month. SCJ Alliance Project Manager, Dan Ireland, reported the project is now online and three plan centers are already reviewing the documents.
- Grants – He received information from the Department of Energy that they want TranGO to participate in a meeting/training with end users from November 29<sup>th</sup> – December 2<sup>nd</sup> at which time they will go over all the qualifications for the grant. He reiterated this is a great partnership with the Okanogan County PUD and recently met with their Commissioners during a workshop and they were highly supportive.
- Accounting Software – He and Finance/HR Gleason have spent many hours in configuration training with Tyler Tech and there is more training to come.



- Buses – 6 new vans/buses were delivered and 3 are in service now in the Twisp/Methow area. There has been positive feedback from riders and drivers, who love them.
- 20-Passenger Buses – 5 new buses were ordered with an anticipated delivery date of mid-late 2023.
- Office Location – He was contacted by the building owner, Tim Carson, who stated Armada is looking for a smaller building and asked if TranGO was interested in occupying the other side of the building. He asked for more information/details so he can present it to the Board.

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

#### **Operations Manager Report:**

Operations Manager Mike Foth was absent from this meeting, however provided a written report.

GM Timm stated there have been struggles with getting maintenance/repairs done on the older buses and only 3 of the 10 buses are running. In order to expand, the buses must get back in service.

#### **Finance/HR Director's Report**

Finance/HR Director Gleason reported on the following:

- Tyler Tech – She and GM Timm have been in non-stop training with the configuration process. They did run one trial payroll series and got it down to within pennies of what the actual payroll was.
- Clark Nuber – They are working hard to get 2022 fixed but are having challenges and are not catching on to how things are split into different departments. They are working on correcting it.
- 2019-2021 State Audit – They concluded with the financial and single audit and are working on the accountability audit. She also had to go back into the SAO database and do more work on 2019-2021 annual reports.
- TNLI Training – She completed the training.
- Hiring – There are still 3 open driver positions. There have been several applicants who have CDL's, but none with a passenger endorsement. GM Timm reported he submitted an application through the state for TranGO to be able to conduct CDL and endorsement training for its employees and is waiting to hear back. Once approved, TranGO staff would



be able to conduct the training and then find a third-party tester to conduct the CDL Pre-Trip and Road Test. This would be a much cheaper option for the agency to conduct their own training rather than send employees to a driver training school.

**Adjourn:**

There being no further business to come before the Board, Chairperson Gagne adjourned the meeting at 9:36 a.m.

**APPROVED:**

  
\_\_\_\_\_  
Chairperson or Acting Chair

  
\_\_\_\_\_  
Brent Timm, General Manager

**ATTEST:**

  
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Paula Brantner-Thomas, Clerk of the Board