



Minutes of Regular Board Meeting
Wednesday, December 14, 2022 – 8:30 a.m.
Location: 303 S. 2nd Ave, Suite A, Okanogan, WA

<https://us06web.zoom.us/j/94229007551?pwd=MGJjQlNTbHk2OGJRbzVVMWVHR0VkQT09>

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
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

Guests:

Dan Ireland, Project Manager, SCJ Alliance

*These participants attended in person.

Absent: Alisa Weddle, Council Member, City of Tonasket; Kelly Hook, Mayor, City of Pateros

Call to Order and Introductions

Chairperson Cindy Gagne called the meeting to order at 8:32 a.m.; everyone was welcomed.

Approval of Consent Agenda

Chairperson Gagne reported the following changes to the Consent Agenda:

There are no November Financial Reports or Voucher Certification.



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 Jon Neal.

- Agenda
- Minutes from November 16, 2022, Regular Meeting

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

Public Comment:

There was no public comment at this time.

Old Business

Action: Resolution #2022-34 – Approval of 2023 Budget

Motion:

Commissioner/Vice-Chair Hover moved to approve Resolution #2022-34 as presented. The motion was seconded by Board Member Neal.

Finance/HR Director Jackie Gleason reported she has made all suggestions that had been outlined in previous meetings and asked if there were any questions. There was no further discussion or questions.

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

Action: Resolution #2022-35 - Approval of LeFlore Group Contract for Zero-Emission Fleet Transition Plan

Motion:

Board Member Sally Ranzau moved to approve Resolution #2022-35 as presented. The motion was seconded by Board Member Wayne Turner.

GM Brent Timm reported this resolution was to approve the contract with LeFlore Group for the Zero-Emission Fleet Transition Plan. He worked with Attorney Scott DeTro and owner, Rudy LeFlore, to complete the contract.

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



Action: Resolution #2022-36 - Approval of Shelter Placement Contractor Bid Contract

Motion:

Board Member Turner moved to approve Resolution #2022-36 as presented. The motion was seconded by Commissioner/Vice-Chair Hover.

GM Timm reported there were two bids that came in on time, and one bid was late. Ruddick and Sons, LLC, submitted the lowest bid and met all necessary qualifications, therefore it has been suggested by SCJ Alliance that the agency contract with them.

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

Discussion: Driver Certification Requirements

GM Timm reported the agency still has 3 driver openings and there have been at least 4 applicants who have a CDL, but no passenger endorsement. He proposed the agency drop the passenger endorsement requirement as part of the job description so the agency can do in-house training. If someone was hired without a passenger endorsement, then they could start at a lower wage, possibly 4% lower, until the endorsement was obtained. He reported he was still waiting to hear back from the State regarding the application he submitted over a month ago, to do in-house training. Operations Manager Mike Foth stated there are 2 qualified applicants which he will interview in January and 3-4 others who don't have a passenger endorsement. Actual in-house training hours were discussed for an endorsement versus a CDL.

He also suggested increasing the starting wage for someone with a CDL, as other transit agencies and school districts have a higher starting salary than TranGO. Finance/HR Director Jackie Gleason reported the current starting wage for TranGO drivers is \$19.82 per hour.

GM Timm reported the new vans in Twisp don't require a CDL to be driven, even though the agency requires it. He explained that a CDL is required for vehicles weighing more than 26,000 lbs. or capacity of 16-passengers or more. None of the agency's buses are over 26,000 lbs., however the Ford buses owned by OCTA have a 20-passenger capacity making the CDL mandatory to drive them. Attorney DeTro asked if the CDL requirement was the agency's policy or a job qualification requirement. GM Timm clarified it was a job qualification requirement, not a policy at this point.

Commissioner/Vice-Chair Hover requested GM Timm work on a policy/job qualification requirement amendment and proposed training program. GM Timm stated he will work on that and bring a proposal to the Board in January.



New Business

Action: Resolution #2022-37 - Amendment to OCTN Demand Response for 2021-2023 Biennium Contract

Motion:

Commissioner/Vice-Chair Hover moved to approve Resolution #2022-37 as presented. The motion was seconded by Board Member Neal.

Finance/HR Gleason reported she and OCTN Executive Director, Jennifer Fitzthum, worked on this amendment together. Per the current contract, the agency is paying \$31,277 per month with a proposed 11% increase of \$6,900, totaling \$34,292 per month. This amendment is for 6 months, the rest of the biennium, through June 2023. A new contract will need to be approved before the next biennium, July 1, 2023.

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

Action: Election of Officers

Board Member Turner moved to re-elect Cindy Gagne as Chairperson. This was seconded by Board Member Ranzau. Chairperson Gagne called for the vote; the motion passed unanimously.

Board Member Ranzau moved to re-elect Andy Hover as Vice-Chairman. This was seconded by Board Member Turner. Chairperson Gagne called for the vote; the motion passed unanimously.

Discussion: Committee Assignments

Board Member Turner volunteered as Chair for the Facilities Committee, which was a vacant position. All other Board Members stated they were fine with their committee assignments.

GM Timm stated he will contact Tonasket Mayor Rene Maldonado regarding a representative from their city as Alisa Weddle has not been present for OCTA meetings. Board Member Jon Neal stated on Tuesday he will discuss with the Oroville Council a potential replacement for himself for OCTA and OCOG.

Committee Reports

Finance Committee:

Nothing to report currently.



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:

- Office Location – He received a proposal from Tim Carson, the current building owner, which he will review and report back to the Board in January.
- Website – A company named Revize was selected as OCTA's new website developer. The cost was just under \$15,000 for development and a \$2,400 software annual fee. Attorney DeTro assisted with finalizing the contract. Clerk of the Board Paula Brantner-Thomas has been spearheading this project, which will take approximately 6 months for the design phase.

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

Operations Manager Report:

Operations Manager Mike Foth reported on the following:

- The new buses in Twisp are doing great and customers love them.
- Ridership continues to grow in all areas of the county.



Finance/HR Director's Report

Finance/HR Director Gleason reported on the following:


- 2019-2021 State Audit – They are getting closer to completion, but she had to revise the 2020-2021 Annual Reports again.
- Tyler Tech – She and GM Timm have been working extremely hard on the configuration process and staff training. She will do a parallel for payroll testing next week and plans to go “live” in January.
- Benefits/Medical Insurance – It is open enrollment time and forms were provided to staff if they choose to make any changes.

Board Member Jon Neal thanked everyone for the opportunity to work with them and looks forward to being a new County Commissioner.

Adjourn:

There being no further business to come before the Board, Chairperson Gagne adjourned the meeting at 9:07 a.m.

APPROVED:



Chairperson or Acting Chair



Brent Timm, General Manager

ATTEST:



Paula Brantner-Thomas, Clerk of the Board