



**Minutes of Regular Board Meeting**  
**Wednesday, January 18, 2023 – 8:30 a.m.**  
**Location: 303 S. 2<sup>nd</sup> Ave, Suite A, Okanogan, WA**

<https://us06web.zoom.us/j/94229007551?pwd=MGJjQlNTbHk2OGJRbzVhR0VHR0VkQT09>

**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) (joined at 8:35 a.m.)

\*Wayne Turner, Mayor, City of Okanogan

Kolo Moser, Council Member, City of Oroville

Aaron Studen, Council Member, Town of Twisp

Sally Ranzau, Mayor, Town of Winthrop (joined at 8:41 a.m.)

Kelly Hook, Mayor, City of Pateros

\*Brent Timm, General Manager (GM)

Mike Foth, Operations Manager

\*Jackie Gleason, Finance/HR Director

Paula Brantner-Thomas, Clerk of the Board

Scott DeTro, Attorney

Dan Ireland, Project Manager, SCJ Alliance (joined at 8:35 a.m.)

\*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 8:30 a.m.; everyone was welcomed, and introductions were given.

**Approval of Consent Agenda**

**Motion:**

Board Member Wayne Turner moved to approve the Consent Agenda. The motion was seconded by Board Member Kelly Hook.

- Agenda
- Minutes from December 14, 2022, Regular Meeting
- Financial Reports



November 2022 Financial Reports  
November 2022 Voucher Certification

- Voucher/Warrants: The following vouchers/warrants/electronic payment are approved for payments:

Checks	9102-9192	\$1,080,311.90
Payroll	DD3632-DD3663	\$49,161.53
ACH/EFT/E-Pay		\$58,067.82
Total		\$1,187,541.25

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

**Public Comment:**

There was no public comment at this time.

**Old Business**

**Action: Driver Job Description Requirements**

**Motion:**

Board Member Aaron Studen moved to approve the Driver Job Description Requirements as presented. The motion was seconded by Board Member Turner.

General Manager (GM) Brent Timm reported he received approval from the state for OCTA to provide their own Commercial Driver License (CDL) training for new hires. The change in the driver job description would notate it is preferred the applicant have a CDL and Passenger Endorsement, but the agency can train someone if they don't. There are also other minor verbiage changes in the description. When a driver job is advertised, it will state "preference" will be given for someone with a CDL and Passenger Endorsement.

Chairperson Gagne asked if there is a plan in place detailing how the training will be conducted. GM Timm stated most CDL training is already being provided during driver training and he provided the details to the state which was approved. OCTA will have to train the employee and then the employee goes for testing, which costs \$250. One benefit of OCTA providing training is there is a local trainer, OK CDL Training, who will be able to test the new drivers.

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



**Discussion: Contracted Employee Evaluation Process**

GM Timm reminded the Board it was previously mentioned during the November 2022 meeting to further discuss the contracted employee evaluation process during the January 2023 meeting. The current contracted employees are the General Manager and Finance/HR Director positions.

Vice-Chair/Commissioner Andy Hover stated OCTA's current contracted employee evaluation process is complex and he would like it more streamlined. He would like to send a few draft evaluation forms to the Board by the middle of next week for review. It can then be decided who conducts the evaluation, either the entire Board or a Committee, and then take the average score and review it with the employee. This evaluation could also entail an improvement plan, if needed, for certain goals that might need to be accomplished. The Board agreed to streamline the process.

GM Timm also agreed and stated he would like to see feedback from the Board regarding the direction the agency would like to head. He stated per his contract, his evaluation must be completed by the end of March 2023 or things will continue status quo. Vice-Chair/Commissioner Hover stated he will work on sending out drafts and Finance/HR Director Jackie Gleason volunteered to assist Hover with this.

**Discussion: Building Lease**

GM Timm reported he received a letter from OCTA's building owner, Tim Carson, regarding the current lease and the possibility of leasing or purchasing the entire building if Armada moves out of the other side. As there had been a previous discussion of purchasing the building, he didn't know if the Board wanted to discuss this further. Vice-Chair/Commissioner Hover stated there needs to be a discussion to decide which direction the agency is going.

GM Timm informed the Board that if the entire building was leased, the rent amount would double, yet the building size isn't doubling. He stated he planned to have the building inspected and appraised at which time they could do comparisons of other office buildings to make sure OCTA is not over or underpaying.

Board Member Studen questioned how this related to the agency's long-term plan to purchase property and build an administrative office and operations/maintenance facility at one location. He wondered if this option replaced the original plan or if this option was just temporary and if it was just temporary, then the agency needs to make sure it could release the building in the future if needed. GM Timm stated either way, the lease would need to be extended as it ends in 2025 and there is not enough time to purchase and build before the end date. He agreed there needs to be more discussion around this matter, decide the future direction of the agency and have a good plan moving forward.

The Board agreed for the Facility Committee to meet prior to next month's meeting to discuss things further.



Board Member Studen requested that GM Timm put together, with input from staff, a matrix of advantages and disadvantages of purchasing the building vs. leasing it and pros and cons of having Administration and Operations/Maintenance at separate locations.

SCJ Alliance Project Manager, Dan Ireland, offered to prepare a sketch and scale of potential possibilities for a new building if there were parcels of interest. Vice-Chair/Commissioner Hover reminded the Board to consider avoiding certain city parcels and not taking away the tax base from the cities. He stated the agency should look at property the city could annex if they wanted, yet be close to amenities, such as the county shop. GM Timm stated he will work on this and present it to the Board.

### **New Business**

#### **Action: Resolution #2023-01 - Disadvantaged Business Enterprise Program**

#### **Motion:**

Vice-Chair/Commissioner Hover moved to approve Resolution #2023-01 as presented. The motion was seconded by Board Member Hook.

GM Timm reported the Disadvantaged Business Enterprise Program (DBE) is a requirement from the state if the agency uses state funds. The DBE is extremely complex and was prepared by Attorney Scott DeTro. GM Timm suggested the agency have a Liaison Officer, either himself or Finance/HR Gleason, who is responsible for implementing the plan and questions can be addressed to that person.

Attorney DeTro stated there was no adopted DBE program previously and as the agency is a recipient of WSDOT funds, there needs to be a plan in place. He stated there is already a model program which he started with and revised to fit the agency's needs. He tried to make the DBE as compact as possible but would like the DBE to be streamlined even more as OCTA is a smaller agency. He stated the agency would need a Liaison Officer who will need to be familiarized with the program requirements and a Reconsideration Official. Both would be agency employees but can't be the same person, and WSDOT must approve the program also. Attorney DeTro mentioned the various responsibilities of the Officer which entails a significant amount of work. He stated the program is comprehensive and complex. Once the program is ready for final adoption then the GM can appoint the needed positions.

SCJ Alliance Program Manager Ireland wanted to clarify that not all WSDOT funds require this program. He stated typically this program is required for receipt of federal money, but it depends on the specific source. He stated it doesn't always apply as there are state funds that also come through WSDOT. He stated he would be more than willing to help the agency with this.



Vice-Chair/Commissioner Hover asked Attorney DeTro if this Resolution was ready to pass today. Attorney DeTro stated it could be passed and then sent to Project Manager Ireland for review and if there were proposed changes, the Resolution could be amended and make sure required language is implemented as need be.

Chairperson Gagne called for the vote; the motion was opposed.

### **Committee Reports**

#### **Finance Committee:**

Nothing to report currently.

#### **Facilities Committee:**

Nothing to report currently.

#### **Personnel Committee:**

Nothing to report currently. Vice-Chair/Commissioner Hover stated he will send out draft evaluations to the Board Members next week.

#### **Planning Committee:**

Nothing to report currently.

#### **Executive Committee:**

Nothing to report currently.

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

General Manager Timm reported on the following:

- Shelter Placement Projects – He is still working with Dan Ireland from SCJ Alliance on this project. The contract went out to Rudnick and Sons. He is still working on the Franchise agreements and some cities are questioning the terms, which he will bring back to the Board. He did receive a Licensing Agreement from Three Rivers Hospital which will be on the agenda next month.
- Accounting Software – He and Finance/HR Gleason have spent many, many hours in training and Gleason also spent numerous hours in configuration. It is a great system yet quite complicated, and it will take a little time to learn all the ins/outs.



- 9-Passenger Buses – All buses have been put into service. He is working on gathering data to start the implementation of expanded services.
- Staff Recognition – He highlighted some employees in his Board Report who go above and beyond, and he wanted to bring this to the Board’s attention.
- Board Orientation – He will plan a time to meet with new Board Member, Kolo Moser, who replaced Jon Neal.

Board Member Studen asked if GM Timm had plans of doing any public relations (PR) regarding changing/expanding routes and listening to the public’s needs. GM Timm stated some PR had been done but plans to do much more. He stated he has been careful with his wording regarding the “planning” of expansion and has not given the public any definitive locations. He plans to gather data first and then put firm plans in place. Board Members Studen and Hover thanked the agency for getting input on expansion. Expanding services has been the expressed desire from the Board and they look forward to seeing the planning and implementation of expansion.

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

Operations Manager Mike Foth stated he, GM Timm and Administrative Assistant Kim Webb are working on gathering data from the public regarding their needs for expansion.

#### **Finance/HR Director’s Report**

Finance/HR Director Gleason reported on the following:

- Tyler Tech – Both she and GM Timm have spent many hours with Tyler Tech. They went live January 3<sup>rd</sup> and completed one successful payroll with minor glitches. Clerk of the Board Paula Brantner-Thomas handles accounts payable and is building a file which will be processed January 23<sup>rd</sup>. Clark Nuber is finishing up with December 2022 financials/payables.
- 2019-2021 State Audit – The audit Exit Conference will be held January 25<sup>th</sup>. They have not mentioned anything about findings, only management letters.
- New Hires – The agency hired 2 drivers, Tyler Lemons started January 9<sup>th</sup> and Jeffrey Lewis starts January 23<sup>rd</sup>. Both have their CDL and Passenger Endorsements.
- Investments – CLA Wealth Advisor Jamie Fontaine couldn’t attend this meeting. Finance/HR Gleason has some proposed changes which will come before the Board in




either February or March and hopefully Ms. Fontaine can attend. She plans to set up a Finance Committee meeting regarding the proposed changes. There was the discussion of the \$240,000 loss this past year and the possibility of investing in more secured funds and the state pool.

Board Member Turner reported he had a discussion with the Okanogan Building Official regarding the building collapse down the street from TranGO, which affects the alley (which is currently closed). He was informed that until they get the roof off the side loading wall, the alley won't be reopened.

**Adjourn:**

There being no further business to come before the Board, Chairperson Gagne adjourned the meeting at 9:22 a.m.

**APPROVED:**

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

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

**ATTEST:**

  
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Paula Brantner-Thomas, Clerk of the Board