



**Minutes of Regular Board Meeting
Wednesday, March 15, 2023 – 8:30 a.m.
Location: 303 S. 2nd Ave, Suite A, Okanogan, WA**

<https://us06web.zoom.us/j/94229007551?pwd=MGJiQlNTbHk2OGJRbzVRMWWVHR0VkOT09>

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 9:21 a.m.)
- *Wayne Turner, Mayor, City of Okanogan
- Kelly Hook, Mayor, City of Pateros
- *Kolo Moser, Council Member, City of Oroville
- Aaron Studen, Council Member, Town of Twisp (joined 8:35)
- *Don Childers, Council Member, City of Brewster
- Sally Ranzau, Mayor, Town of Winthrop
- *Brent Timm, General Manager (GM), TranGO
- *Jackie Gleason, Finance/HR Director, TranGO
- Mike Foth, Operations Manager, TranGO
- Paula Brantner-Thomas, Clerk of the Board, TranGO
- Scott DeTro, Attorney
- Dan Ireland, Project Manager, SCJ Alliance
- Aaron Bonck, Financial Analyst, Time Value Investments

*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. and everyone was welcomed. Don Childers was introduced as the newest Board Member, representing the City of Brewster.

Approval of Consent Agenda

Agenda Changes:

Chairperson Gagne reported a change in the Agenda. The Executive Session will be moved from #6 to #8, following Staff Reports.

Motion:



Board Member Wayne Turner moved to amend and approve the Consent Agenda. The motion was seconded by Board Member Kolo Moser.

- Agenda
- Minutes from February 15, 2023, Regular Meeting
- December 2022, January 2023, and February 2023 Financial Reports
- January and February 2023 Payroll Reports and February 2023 Expense Approval Report

Checks/Payroll: The following checks/payroll/electronic payments were approved for payments:

Checks	10024-10092	\$106,933.07
Payroll	01/2023-02/2023	\$102,210.77
ACH/EFT/E-Pay	02/2023	\$41,863.23
Total		\$251,007.07

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

Public Comment:

There was no public comment at this time.

Old Business

Discussion/Action: Investments

Finance/HR Director Jackie Gleason reported she, GM Brent Timm and Board Member Aaron Studen met to discuss the current short and long-term investments. She put together a proposal which was included in the board packet. She is proposing to keep the current checking account at North Cascade Bank (NCB)/Glacier Bank, move the short-term investments to the WA State Local Government Investment Pool (LGIP) and move long-term investments to Time Value Investments (TVI).

The WA State LGIP is run by the Treasurer’s Office and has been around for over 30 years. OCTA currently has several accounts at NCB, with some accounts being non-interest bearing and others small bearing. She proposes to move the savings and vehicle replacement accounts to the pool, where funds will still be liquid but will gain more interest.

Aaron Bonck, Financial Analyst with TVI, introduced himself and provided information about his agency and services. He suggested the location of where the agency’s securities are held be changed (currently at Charles Schwab) into a more typical provider, such as US Bank, who provides custodial services for a low fee. TVI would assist the agency to move investments to a



more typical type of custodial account. He discussed where TVI receives their profits from and there are no ongoing fees for their services.

In looking at the portfolio itself, which is currently 100% invested in municipal bonds, he suggested diversifying and shifting the composition to reduce risk. In addition, half of the current portfolio is in a tax-exempt municipal bond, therefore receives a lower yield, however OCTA isn't required to pay taxes, therefore it is not the best type of investment.

Regarding insurance, Mr. Bonck explained how the WA State LGIP accounts are protected by the Public Deposit Protection Commission (PDPC) program. Regarding long-term investments, they recommend low-risk investments for public entities to keep funds safe, liquid, and a steady rate of return.

He was thanked for providing information and Mr. Bonck left the meeting at 9 a.m.

Motion:

Board Member Studen moved to have Attorney Scott DeTro prepare a resolution and authorize the Chairperson to sign, to move funds from NCB to the WA State LGIP and from Charles Schwab to TVI, per the investment proposal made by Finance/HR Gleason. The motion was seconded by Board Member Turner.

The Board discussed the process of closing and opening accounts and the transferring of funds.

Amended Motion:

Board Member Studen amended his original motion to also include the following as proposed by Finance/HR Gleason:

- Transfer funds from the savings and vehicle reserve accounts at NCB to the WA State LGIP.
- Terminate services with CLA and BlackRock and close the account at Charles Schwab.
- Open an account with TVI.
- Open an account at US Bank, where the current long-term investments will be transferred to.

The amended motion was seconded by Board Member Turner.

Attorney DeTro confirmed OCTA will need to terminate services with CLA, BlackRock and Charles Schwab. He will prepare resolutions regarding the short and long-term investment changes as proposed, include authorizations for OCTA to send needed closure letters and to retain TVI as OCTA's broker/advisor. Finance/HR Gleason will work with Attorney DeTro in completing this.



Chairperson Gagne called for the vote regarding the original and amended motions; the motions passed unanimously.

Action: Disadvantaged Business Enterprise (DBE) Program / Resolution #2023-01

Motion:

Board Member Turner moved to approve Resolution #2023-01 as presented. The motion was seconded by Board Member Kelly Hook.

GM Timm reminded the Board that having a DBE program was previously discussed, but he was waiting for a review from WSDOT. This is a program that Attorney DeTro developed and meets requirements for FTA. He delegated Finance/HR Gleason as the DBA liaison and any complaints will be referred to him as General Manager.

Attorney DeTro added this program was modeled after what was suggested by WSDOT who then reviewed it but didn't have to approve the program. This program evolves as it is set up and may need to be modified in the future, but for now, it meets the necessary requirements. Dan Ireland, Project Manager with SCJ Alliance, also provided information about the DBE selection process.

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

New Business

Action: SCJ Alliance Shelter Contract Amendment / Resolution #2023-04

Motion:

Board Member Turner moved to approve Resolution #2023-04 as presented. The motion was seconded by Board Member Sally Ranzau.

GM Timm reported this was an amendment to the original contract with SCJ Alliance regarding shelter construction. It takes into account the oversight, and ensures they follow Title VI and ADA requirements. At the time the process was started, it was expected there would be an amendment as the exact total costs were unknown.

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



Action: Disposal of Property Surplus Items / Resolution #2023-05

Motion:

Board Member Hook moved to approve Resolution #2023-05 as presented. The motion was seconded by Board Member Studen.

GM Timm reported this surplus list entails items of no value, not in service or are broken, which are located in TranGO's basement and need to be disposed of.

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

Committee Reports

Finance Committee:

Nothing to report currently as it was already covered during today's meeting.

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:

- Shelter Placement Projects – Construction has begun and there were two shelters constructed in Oroville. They look fantastic and he has received positive feedback. Brewster is next in line to receive a shelter and then Omak.



- 20-Passenger Buses – Buses were expected to arrive at the end of April, but he recently received notice that 4 will be delivered this Friday, March 17th, and the 5th bus will be delivered the following week. They will be inspected, have vinyl lettering put on, and then put into service. OCTA will also need to advertise for more drivers.

He had nothing further to report other than what was included in his Board report.

Board Member Studen asked what will happen to the old buses when they are ready to be surplused. GM Timm stated when they are ready, they will be surplused the same way as other items, via a resolution and board approval as to what they'd like done with them. However, he is not yet ready to surplus them until the expansion is up and running well.

Operations Manager Report:

Operations Manager Mike Foth reported on the following:

- Expansion of Services – He will go over the recent data collected from the expansion survey and report back.

He had nothing further to report other than what was included in his Board report.

Finance/HR Director's Report

Finance/HR Director Gleason reported on the following:

- Processes/Internal Controls – She is working on this as all processes have changed.
- Route Expansion – She budgeted for up to 14 drivers in anticipation of expansion.
- Hiring – They are in the process of creating a new position for shelter maintenance which will go out to the Personnel Committee for review.
- Evaluations – GM Timm had his annual review on March 1st. Also, Vice-Chair/Commissioner Hover provided an alternate evaluation form which will be utilized going forward.
- Training – She attended a WSTA HR Committee training in Leavenworth last week.
- Drug & Alcohol Testing – OCTA is at 100% compliance.

She had nothing further to report other than what was included in her Board report.



Vice-Chair/Commissioner Andy Hover joined the meeting at 9:21 a.m.

Board Member Ranzau asked if there were plans for any more bus shelters in the Methow Valley. GM Timm stated that topic has been under discussion, in specific the westernization requirement for Winthrop. In addition, there may be areas of expansion which will need to be considered.

Board Member Studen asked Operations Manager Foth about the topic of zero fares that was discussed during his recent training. He wondered how many other agencies have gone to zero fare. Mr. Foth stated a large group of agencies have gone to zero fare, but he suggested TranGO continue collecting fares as there is ownership in riding. GM Timm confirmed several larger agencies have gone to zero fare, but he agrees with Operations Manager Foth that if fares are collected, there is ownership in the bus service.

Chairperson Gagne announced the City of Omak will hold an open public meeting for various agencies regarding current city issues on Thursday, March 16, 2023, at 6:00 p.m. at the Omak High School lunchroom. GM Timm reported he would be attending.

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

Motion:

Vice-Chair/Commissioner Hover moved to proceed into Executive Session. The motion was seconded by Board Member Ranzau.

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

Chairperson Gagne entered into Executive Session at 9:30 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 9:40 a.m.

There was no action taken as GM Timm's employee contract was not up for renewal, this was just an evaluation.

Adjourn:

There being no further business to come before the Board, Chairperson Gagne adjourned the meeting at 9:40 a.m.



APPROVED:



Chairperson or Acting Chair



Brent Timm, General Manager

ATTEST:



Paula Brantner-Thomas, Clerk of the Board