



Minutes of Regular Board Meeting
Wednesday, April 19, 2023 – 8:30 a.m.
Location: 303 S. 2nd Ave, Suite A, Okanogan, WA

<https://us06web.zoom.us/j/94229007551?pwd=MGJjQlNTbHk2OGJRbzVRMWVHR0VkQT09>

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)
*Denise Varner, Council Member, City of Okanogan
Kelly Hook, Mayor, City of Pateros (joined at 8:37 a.m.)
*Kolo Moser, Council Member, City of Oroville
Aaron Studen, Council Member, Town of Twisp (joined at 8:32 a.m.)
*Don Childers, Council Member, City of Brewster
*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

*These participants attended in person.

Absent: Alisa Weddle, Council Member, City of Tonasket; Wayne Turner, Mayor, City of Okanogan; Sally Ranzau, Mayor, Town of Winthrop

Call to Order and Introductions

Chairperson Cindy Gagne called the meeting to order at 8:30 a.m. and everyone was welcomed.

Approval of Consent Agenda

Motion:

Vice-Chair Andy Hover moved to approve the Consent Agenda. The motion was seconded by Board Member Denise Varner.

- Agenda
- Minutes from March 15, 2023, Regular Meeting



- March 2023 Financial Reports (Income Statement and Balance Sheet)
- March 2023 Payroll and Expense Approval Reports

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

Checks	10093 - 10155	\$102,408.36
Payroll	03/01/2023 – 03/31/2023	\$52,493.74
ACH/EFT/E-Pay	03/01/2023 – 03/31/2023	\$42,724.41
Total		\$197,626.51

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

Public Comment:

There was no public comment at this time.

Old Business

Discussion: Resolution #2023-06 – Terminating and Retaining Financial Services / Investments

Finance/HR Director Jackie Gleason reminded the Board that during the last Board meeting, it was approved to move forward with changes in the long-term investments. This Resolution #2023-06 was subsequently prepared by Attorney Scott DeTro, termination letters were mailed out and it was put on this month’s agenda so the approved Resolution could be recorded in the meeting minutes.

Action: Resolution #2023-07 – Investment of Funds in the Local Government Investment Pool (LGIP)

Motion:

Vice-Chair Hover moved to approve Resolution #2023-07 as presented. The motion was seconded by Board Member Don Childers.

Finance/HR Director Gleason reported this Resolution was regarding short-term investments, whereas Resolution #2023-06 was regarding long-term investments. OCTA’s savings and vehicle reserve accounts at North Cascade Bank will be moved to the LGIP. Also included in the meeting packet was the LGIP Prospectus and Application form which has been completed and prepared for the Board to review.

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



Action: Resolution #2023-08 - Approval of City of Oroville Franchise Agreement

Motion:

Board Member Kolo Moser moved to approve Resolution #2023-08 as presented. The motion was seconded by Vice-Chair Hover.

GM Brent Timm reported the Franchise Agreement was passed by the Oroville City Council on April 4, 2023, which outlines the process to get the shelters in place and maintained. The Agreement was reviewed by both OCTA and the City of Oroville's attorneys. He thanked the Oroville City Council for their support in getting this accomplished.

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

Action: Resolution #2023-09 - Approval of City of Omak Franchise Agreement

Motion:

Board Member Moser moved to approve Resolution #2023-09 as presented. The motion was seconded by Board Member Varner.

GM Timm reported the Franchise Agreement was passed by Omak City Council on April 3, 2023. He stated he has been working with the City of Omak since the beginning and this has been many years in the making. He is very excited to get the shelters completed. This Agreement needs to be signed by Vice-Chair Hover.

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

New Business

Discussion: New Okanogan County Transportation & Nutrition (OCTN) Demand Response Contract

GM Timm reported the new Demand Response Contract with OCTN is due July 1, 2023, and a copy has been provided for the Boards information. The cost has increased by \$393/month, for a total of \$9,432 over 2 years. He has not yet had a chance to meet with OCTN Executive Director, Jennifer Fitzthum, but will do so soon and will gather more details prior to next month's meeting.

Finance/HR Director Gleason stated the \$393 increase has to do with expansion plans, as OCTN runs the Oroville/Tonasket and Okanogan/Pateros routes for OCTA. She also reported Attorney DeTro reviewed this contract.



Action: Resolution #2023-10 - 2023 Certifications and Assurances Form and 5333(b) Labor Letter to WSDOT

Motion:

Vice-Chair Hover moved to approve Resolution #2023-10 as presented. The motion was seconded by Board Member Moser.

GM Timm reported this is the annual Certification and Assurances, including a Labor Letter, which states OCTA will comply with all WSDOT and FTA requirements and labor laws. This has already been reviewed and signed by Attorney DeTro.

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

Action: Resolution #2023-11 – Transit Support Grant Agreement PTD0607

Motion:

Vice-Chair Hover moved to approve Resolution #2023-11 as presented. The motion was seconded by Board Member Childers.

GM Timm reported this Resolution accepts \$73,421 in funding from WSDOT, regarding zero fares for “18 and Under” who currently ride for free. This amount was for just half of the first biennium. The Scope of Work is to “sustain current public transportation service operating and administrative costs”.

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

Action: Bus Shelter Change Order

Motion:

Board Member Moser moved to approve the Bus Shelter Change Order as presented. The motion was seconded by Board Member Childers.

GM Timm reported this change order is for an increase in construction costs of \$10,410, to increase the depth of concrete where shelters will be placed in the City of Omak. This had already been bid out, but it was determined additional concrete and deeper anchors were needed.

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



Action: Facilities Maintenance/Custodian Position

Motion:

Vice-Chair Hover moved to authorize the new position of Facilities Maintenance/Custodian as presented. The motion was seconded by Board Member Kelly Hook.

Finance/HR Director Gleason reported the position description was reviewed by Attorney DeTro and the motion is to accept the position description, however, no salary range has been established yet. She stated OCTA is looking to advertise this position as soon as possible, as there have already been some shelters put in place and others are under construction.

She stated she and GM Timm agreed the position would be listed stating a Commercial Driver License (CDL) with Passenger Endorsement was preferred, but not required. That way the employee could move buses as needed, but not necessarily drive passengers. The potential job duties of the position were discussed.

Chairperson Gagne called for the vote regarding the scope of work for the position; the motion passed unanimously.

The Board began discussing the starting salary for this position but requested to view a current salary matrix before finalizing. They moved on to the next agenda item.

Action: Facilities Maintenance Vehicle Proposal

Motion:

Vice-Chair Hover moved to approve the Facilities Maintenance Vehicle Proposal of purchasing the \$49,540 vehicle from OK Chevrolet as presented. The motion was seconded by Board Member Hook.

GM Timm stated this vehicle would be used by the maintenance position to haul equipment and various tools as needed for the agency. He requested the vehicle be snowplow ready, have a tow package, extra suspension and plans to install a lift gate. It was suggested to possibly have an extra tall canopy to protect the equipment from the weather.

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

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:

GM Timm reported on the following:

- Shelter Placement Projects – He was elated to receive permits from the City of Omak and to have shelters placed in Oroville and Brewster.
- 20-Passenger Buses – The new buses have been received and vinyl has been placed on the first bus, with no vinyl on the windows.
- Tonasket Park and Ride – He is still working on a solution and recently contacted a Tonasket church on the corner of Hwy 20 and Hwy 97. They have agreed to temporarily allow OCTA to use their parking lot as a park and ride.
- Marketing Meeting – OCTA staff met and came up with several marketing ideas. Local area schools were contacted and asked if students would be interested in creating a marketing design, regarding people 18 and under who ride for free. He informed the Board they can expect to provide students with recognition certificates during next month's meeting.

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

Operations Manager Report:

Operations Manager Mike Foth reported on the following:



- Expansion of Services – He is working on developing proposed routes changes and the time needed to drive these routes.

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:

- Finance – She is still working on the 2022 financials to get those as accurate as possible. She and GM Timm met with the State Auditor's Office regarding how to proceed with the 2022 annual report.
- Tyler Tech – GM Timm, Clerk of the Board Paula Brantner-Thomas, and her had a 3-month follow up with Tyler Tech regarding progress and provided feedback.
- Investments – The long-term investment funds have been transferred from Charles Schwab to US Bank.
- Shout out – She thanked Operations Manager Foth and Driver Supervisor Frank Foth for the work they are putting into the route expansions.

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

Discussion of Facilities Maintenance/Custodial Position

Clerk of the Board Brantner-Thomas provided a copy of the June 2022 OCTA Salary Matrix to the Board members who were physically present. The Board continued to discuss the salary and pay range for the new Facilities Maintenance/Custodial position.

Vice-Chair Hover proposed to list the job in the N3 category with a starting wage of \$18.62 per hour and the GM has the discretion to hire between range A and B. The Board agreed. He also mentioned that if a current employee wanted to take this position, their salary could be frozen, rather than taking a pay cut, until they met their current pay range.

Motion:

Vice-Chair Hover moved to remove the N1 position from the current pay scale and to place the new Facilities Maintenance/Custodian position into the N3 pay scale, with a starting wage of \$18.62 per hour. The motion was seconded by Board Member Aaron Studen.

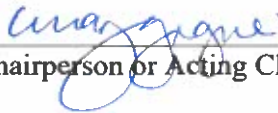
Chairperson Gagne called for the vote; the motion passed unanimously.



Adjourn:

There being no further business to come before the Board, Chairperson Gagne adjourned the meeting at 9:34 a.m.

APPROVED:



Chairperson or Acting Chair



Brent Timm, General Manager

ATTEST:



Paula Brantner-Thomas, Clerk of the Board