



Minutes of Regular Board Meeting
Wednesday, May 17, 2023 – 8:30 a.m.
Location: 303 S. 2nd Ave, Suite A, Okanogan, WA

<https://us06web.zoom.us/j/94229007551?pwd=MGJjQlNTbHk2OGJRbzVRMWVHR0VkcQT09>

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
*Kolo Moser, Council Member, City of Oroville
*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
Kim Webb, Administrative Assistant, TranGO
Scott DeTro, Attorney
John McReynolds, CEO, North Valley Hospital

*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; Aaron Studen, Council Member, Town of Twisp; Kelly Hook, Mayor, City of Pateros

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 Kolo Moser.

- Agenda
- Minutes from April 19, 2023, Regular Meeting



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

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

Checks	10156 - 10228	\$806,673.97
Payroll	04/01/2023 – 04/30/2023	\$51,171.29
ACH/EFT/E-Pay	04/01/2023 – 04/30/2023	\$28,530.89
Total		\$886,376.15

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

Public Comment:

North Valley Hospital CEO, John McReynolds, was present and stated the hospital is working on making transportation a priority and wanted to attend the meeting to be supportive of our agency.

Old Business

Action: Resolution #2023-12 – Salary Matrix Amendment

Motion:

Board Member Moser moved to approve Resolution #2023-12 as presented. The motion was seconded by Vice-Chair Hover.

Finance/HR Director Jackie Gleason reminded the Board this was follow up from last month’s meeting, as it was agreed to amend the salary matrix for the Facilities Maintenance/Custodial position by eliminating the N1 position and making this position an N3.

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

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

GM Timm reminded the Board it was mentioned during last month’s meeting that OCTN submitted the next biennium contract, which starts in July, and there was an increase of \$393 per month. He has since spoken with the OCTN Executive Director who clarified this is all inclusive and the increase includes expansion of services. GM Timm explained OCTN receives funding from the WSDOT Consolidated Grant Program. TranGO has 2 routes that are contracted with OCTN, Oroville-Tonasket and Okanogan-Pateros, and OCTN uses their own buses and drivers.



In addition, OCTN provides ADA Paratransit services for TranGO as needed. The contract will be presented to the Board next month for approval.

Vice-Chair Hover stated Lauri Jones from the Okanogan County Public Health submitted a grant request to the state regarding transportation of individuals and may have questions about services. GM Timm stated he will get in touch with Ms. Jones.

Discussion: Graphic Design Contest

TranGO Administrative Assistant, Kim Webb, informed the Board a request was sent to area High Schools for graphic designs on the “18 and Under Ride Free” initiative. TranGO received 6 responses between Okanogan and Tonasket. Two winners were selected, one from each High School. She and GM Timm will be going to the High Schools to present a certificate to the winners and goodie bags to all the participants. The submissions will be posted on TranGO’s website and the newspapers. A slideshow of the entries was presented to the Board.

New Business

Discussion: Internal Employee Transfer Policy Amendment

Finance/HR Gleason reported the agency’s current policy regarding employee transfers needs to be amended. It currently states an employee must be with the agency for 1 year before they can be considered for a transfer. There may be current employees who are interested in transferring to an open position that is closer to their hometown, and it doesn’t seem just that they must wait 12 months before consideration. After further review of the policies, there were also numerous changes that need to be made regarding wording and some policies conflicted with one another.

The question was asked why this policy was created in the first place. GM Timm explained that when policies were first brought in, they were policies from another transit agency which were molded to try and fit TranGO’s needs. This specific clause had nothing to do with the agency appointing a change in duty station prior to 12 months, it was specifically regarding employees who couldn’t ask for a transfer prior to 12 months.

Attorney DeTro confirmed the original set of policies were from another transit agency, and the prior GM worked with Sumit Law to develop them. He stated a lot of the policies don’t fit TranGO’s criteria and they have been trying to mold some of the policies to fit OCTA. As issues arise, they identify the changes that need to be made.

Finance/HR Gleason will work with Attorney DeTro on amending this policy.



Discussion: Twisp Ground Lease Renewal

GM Timm informed the Board the Twisp ground lease is up for renewal and will take effect July 1, 2023. The current lease is yearly at \$250 per month and Twisp City Council is now proposing a 2-year lease with an increase to \$500 per month. He informed the Board of Twisp’s justification for the increase.

It was agreed the 100% increase was not justifiable for the amount of space utilized by TranGO. Vice-Chair Hover suggested GM Timm call the Town of Winthrop and County Public Works for other potential locations. The Board agreed to have GM Timm negotiate the terms of the contract.

Motion:

Vice-Chair Hover moved to authorize GM Timm to negotiate the terms of the ground lease contract with the Town of Twisp for a 2-year contract at \$300 per month. The motion was seconded by Council Member Denise Varner.

Amended Motion:

Vice-Chair Hover moved to amend his original motion to include “no more than” \$300 per month. The motion was seconded by Council Member Varner.

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 glad to report the Omak shelter construction started this week. There will be an additional shelter at the Civic League Park, near the 4-way stop.
- Zero-Emission Fleet Transition Plan – In the GM Board Report, he included the 2nd phase of the plan. The last page of the plan is intriguing and shows that electrification is not feasible for TranGO, as it would cost an astronomical amount of money.
- Tonasket Park and Ride – He met with a Tonasket City Council member and has a short-term solution with a local church. He will work with Attorney DeTro to develop a formal agreement. He is still working on a long-term solution.
- Records Retention Software – Archiving is now in place for TranGO's social media accounts, email and cell phones which will be beneficial for certain public records requests.
- Attending Public/Community Meetings – TranGO staff have been attending various public and community meetings. It has been beneficial to be in the community to answer questions and talk about expansion plans.

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 has finalized his portion of expansion routes and times. TranGO staff will review his plan and then it will be finalized.
- Ridership – Ridership has increased, but it is still not up to the volume it was pre-Covid.

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 finance numbers in preparation for an annual report to be completed.
- Human Resources – Two interviews for the Facilities Maintenance/Custodial position are scheduled for Thursday, May 18th. Driver ads have been posted; however, she has not received many applications from people with both a CDL and passenger endorsement.
- Investments – Regarding long-term investments, everything was changed over from Charles Schwab to TVI. On 04/21/23, just over \$542,000 was invested in a 3-year Bond at 3.95% interest. Regarding the short-term investments, on 04/28/23 everything was changed over from NCB to LGIP. The 04/30/23 LGIP statement showed the 2 accounts had gained nearly \$1,600 in interest in 2 days. Vice-Chair Hover thanked Finance/HR Gleason for her work on the investments.

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

GM Timm informed the Board that as money was transferred out of NCB, he received a call from NCB's CEO who offered to match the LGIP interest rate. The CEO was informed a decision had already been made and the funds were to be transferred out. GM Timm stated if the Board would like to invite the CEO to a meeting for a presentation, to let him know, otherwise things will remain as they are.

Adjourn:

There being no further business to come before the Board, Chairperson Gagne adjourned the meeting at 9:13 a.m.

APPROVED:


Chairperson or Acting Chair


Brent Timm, General Manager

ATTEST:


Paula Brantner-Thomas, Clerk of the Board