



Minutes of Regular Board Meeting
Wednesday, June 21, 2023 – 8:30 a.m.
Location: 303 S. 2nd Ave, Suite A, Okanogan, WA

<https://us06web.zoom.us/j/94229007551?pwd=MGJjQlNTbHk2OGJRbzVRMlVHR0VkQT09>

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
Kelly Hook, Mayor, City of Pateros
Aaron Studen, Council Member, Town of Twisp
*Don Childers, Council Member, City of Brewster
*Brent Timm, General Manager (GM), TranGO
Mike Foth, Operations Manager, TranGO
Jackie Gleason, Finance/HR Manager, TranGO
Paula Brantner-Thomas, Clerk of the Board, TranGO
Scott DeTro, Attorney
Dan Ireland, Project Manager, SCJ Alliance
Rudy LeFlore, Principal, The LeFlore Group
Natalie Freeman, Consultant, The LeFlore Group
Tim Murray, Manager, HTEC
John McReynolds, CEO, North Valley Hospital

*These participants attended in person.

Absent: Alisa Weddle, Council Member, City of Tonasket; Sally Ranzau, Mayor, Town of Winthrop; Kolo Moser, Council Member, City of Oroville

Call to Order and Introductions

Chairperson Cindy Gagne called the meeting to order at 8:30 a.m. and introductions were given.

Approval of Consent Agenda

Motion:

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



- Agenda
- Minutes from May 17, 2023, Regular Meeting
- May 2023 Financial Reports (Income Statement and Balance Sheet)
- May 2023 Payroll and Expense Approval Reports

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

Checks	10229-10322	\$142,318.52
Payroll	05/01/2023 – 05/31/2023	\$52,416.07
ACH/EFT/E-Pay	05/01/2023 – 05/31/2023	\$28,846.44
Total		\$223,581.03

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

Public Comment:

None at this time.

Old Business

Discussion/Presentation: The LeFlore Group – Zero Emission Fleet Transition Plan

Rudy LeFlore, Principal with LeFlore Group, introduced his staff. Tim Murray, Manager of HTEC, provided a power-point presentation regarding the Zero Emission Fleet Transition Plan. Following the presentation, various questions were asked and answered including questions about safety and construction of the decentralized plan. Dan Ireland from SCJ Alliance provided the following link for more information regarding the Douglas County PUD hydrogen production facility <https://douglaspud.org/about-us/hydrogen-facility/> which is within a prospective delivery radius and could be a potential partnership.

Action: Resolution #2023-13 / Amending Resolution 2022-19 - Checking Acct Distributions

Motion:

Board Member Kelly Hook moved to approve Resolution #2023-13 as presented. The motion was seconded by Vice-Chair Hover.

Finance/HR Manager Jackie Gleason reported Resolution 2022-19 states money will be transferred from the savings account to the checking account each month to maintain a minimum balance of \$300,000 for operation expenses. However, since the checking and savings account combination, money now needs to be taken out of that account and put into the short-term investment account with the savings pool.



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

Action: Resolution #2023-14 / Approval of OCTN Demand Response Contract

Motion:

Vice-Chair Hover moved to approve Resolution #2023-14 as presented. The motion was seconded by Board Member Turner.

GM Brent Timm reminded the Board this contract with OCTN is for the next biennium and includes the expansion which will take place in July 2023. OCTN provides TranGO's ADA Demand Response service, in addition to servicing the Okanogan-Pateros route and Oroville-Tonasket route.

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

Action: Resolution #2023-15 / Amending Personnel Policies 202, 204 and 205

Motion:

Board Member Hook moved to approve Resolution #2023-15 as presented. The motion was seconded by Board Member Don Childers.

Finance/HR Gleason reported the policies 202, 204 and 205, regarding internal transfers within the first 12 months of employment, had been reviewed and amended. Language was revised to fit the agency's needs, seniority consideration and time restrictions were removed, except for disciplinary action which could disqualify a transfer.

Attorney Scott DeTro stated he reviewed the policy changes. He also stated the entire Personnel Policies, which were created by the prior GM, were not necessarily developed for TranGO's needs. He suggested a more streamlined manual would be in everyone's best interest and the current policies need to be revised to reduce the complexity and fit the size of the agency. He stated the Personnel Committee would need to discuss this topic further and be involved in the development of a new manual.

Operations Manager Mike Foth asked for clarification regarding internal transfers and seniority. Attorney DeTro clarified that if 2 people were applying for same position, and were equally qualified, then seniority needs to be taken into consideration.

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



Discussion/Action: Twisp Ground Lease Renewal

GM Timm reminded the Board the Twisp Ground Lease was up for renewal and Twisp wanted to double the lease amount, from \$250 to \$500 per month. He reported he attended a Twisp Town Council meeting on May 23rd and asked for justification and reconsideration of the lease amount. A counteroffer of \$335 per month was received from Twisp, which was over the amount authorized by the Board. Landowner Hank Konrad was also contacted about the possibility of leasing property which is adjacent to the current location currently leased by the Town of Twisp. Mr. Konrad agreed to lease the lot to TranGO on a year-to-year basis for \$250 per month.

GM Timm recommended termination of the lease with the Town of Twisp and entering into a new lease agreement with Hank Konrad and Bob Ulrich (who jointly own the land), effective August 1, 2023.

Board Member Aaron Studen wanted the Board to be aware he was not in support of the drastic rate increase, but Twisp Town Council suggested a much higher amount. He also asked if the Board would consider renewing the current contract with Twisp at \$250.00 per month. The Board was not in favor of going back to the Town of Twisp.

Motion:

Vice-Chair Hover moved to approve the termination of the Twisp Ground Lease and enter into a new lease agreement with Hank Konrad and Bob Ulrich. The motion was seconded by Board Member Childers.

Chairperson Gagne called for the vote; Board Member Studen abstained. The motion passed.

New Business

Discussion: Policies and Procedures Revision

GM Timm stated this topic was earlier discussed during today’s meeting, regarding the current Policies and Procedures manual needing to be reviewed and rewritten.

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 – Omak shelters have been installed and there has been positive feedback from the community. The shelter in front of Lincare on South Main St. is currently being constructed which leaves one more shelter to be constructed near Walmart. A Facilities/Maintenance Custodian was hired to clean the shelters. It is important they look nice and professional.
- Expansion – Expansion is ready to move forward next month. The public is excited and wants more, which he hopes to plan for in the near future.
- Staff Recognition – He thanked the current administration staff for all their work on the expansion.

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 excited for the expansion as GM Timm mentioned.
- Ridership – Numbers are 75% of pre-covid ridership, with more than 5,800 riders this year over the same time period last year.

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 – The 2022 Annual Report was submitted on time with a small variance in expenditures; this will be looked into and corrected.
- Human Resources – Two applications were received for the Facilities/Maintenance Custodian position and four applications were received for the driver position. Both positions have been filled.
- Investments –
 - Long Term: Investments were set up in a ladder fashion starting at \$50,000. Per advice from TVI Financial Advisor, Aaron Bonk, she would like to pool these small bonds throughout the year so there is less maintenance and fees to pay. She recommends transferring smaller bonds from non-interest-bearing accounts to an interest-bearing account.
 - Short term: The last savings account with NCB was closed and the checking account remains. US Bank holds the long-term investments and LGIP holds the primary short-term investments and vehicle reserve account.
- Audit – A drug and alcohol audit will take place on June 28th with WSDOT.
- Training - She recently attended training.

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

Adjourn:

There being no further business to come before the Board, Chairperson Gagne adjourned the meeting at 9:45 a.m.

APPROVED:



Chairperson or Acting Chair



Brent Timm, General Manager

ATTEST:



Paula Brantner-Thomas, Clerk of the Board