



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

<https://us06web.zoom.us/j/94229007551?pwd=MGJjQlNTbHk2OGJRbzVRMwVHR0VkOT09>

Or by phone: (253) 215 8782; Meeting ID: 942 2900 7551 / Passcode: 893096

Attendees:

Andy Hover, Commissioner, Okanogan County (Vice-Chairman)
*Wayne Turner, Mayor, City of Okanogan
Aaron Studen, Council Member, Town of Twisp
*Don Childers, Council Member, City of Brewster
*Brent Timm, General Manager (GM), TranGO
*Jackie Gleason, Finance/HR Director, TranGO
* Crystal Hawley, Clerk of the Board/Facilities Coordinator
Scott DeTro, Attorney
Cindy Gagne, Mayor, City of Omak
*Mike Foth, Operations Manager, TranGO
John McReynolds, North Valley Hospital
Sally Ranzau, Mayor, Town of Winthrop

*These participants attended in person.

Absent: Alisa Weddle, Council Member, City of Tonasket, Kolo Moser, Oroville Council Member, Kelly Hook, Mayor, City of Pateros

Call to Order and Introductions

Chairperson Gagne called the meeting to order at 8:32 a.m. and introductions were conducted.

Approval of Consent Agenda

- Agenda
- Minutes from October 18, 2023, Regular Meeting
- October 2023 Financial Reports (Income Statement and Balance Sheet)
- October 2023 Payroll and Expense Approval Reports

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

Checks	10557-10614	\$82,373.86
Payroll	326-363	\$61,546.51
Bank Drafts	231-255	\$70,658.79
Total		\$214,579.16



Motion

Mayor Turner moved to approve October 2023 Financials. Motion was seconded. All were in favor. Motion carried.

Public Hearing-2024 Budget

Chairman Gagne opened the public hearing up to staff at 8:34 a.m. Finance/HR Director Gleason went through the budget packet that was provided to the board. Chairman Gagne closed the public hearing to staff and opened the hearing to the public for comment. There was no comment. Chairmen Gagne closed the hearing to the public at 8:40

Motion

Council Member, Aaron Studen moved to approve Resolution 2023-25 for adopting the budget for the fiscal and calendar year of 2024. Motion was seconded. All were in favor. Motion carried.

Motion

Vice-Chair Hover moved to approve Resolution 2023-26 giving Okanogan County Transit Authority amending the salary matrix for employees and provide for a cost-of-living increase. Motion was seconded. All were in favor. Motion was carried.

Old Business

Discussion/Action: Title VI Draft

GM Timm explained that he had made changes to the Title VI Policy/Plan, Ethics Policy, and Harassment Policy. With the Board members being elected officials and committees are made up of them, he just used similar language from other transit agencies' plans. Okanogan County Transit Authority does not currently have non-elected committees but holds open public meetings one time per month and encourages anyone to attend to share comments with the Board of Directors. GM Timm explained that he will provide a resolution to the board next meeting to adopt the policy.

New Business

Motion

Vice-Chair Hover moved to cancel the December 20th TranGO meeting. Motion was seconded. All were in favor. Motion carried.

Discussion/Action: Election of Officers

Motion

Mayor Turner moved to re-elect Cindy Gagne as Chairperson. Chairperson Gagne called for the vote; the motion passed unanimously.

Motion

Mayor Ranzau moved to re-elect Andy Hover as Vice-Chairman. Chairperson Gagne called for the vote; the motion passed unanimously.



Finance Committee:

The finance committee provided the board with their update.

Facilities Committee:

Board Member Turner stated a meeting will be scheduled soon to start discussing facilities.

Personnel Committee:

Vice-Chairperson Hover explained there was nothing to report at this time.

Planning Committee:

Nothing to report.

Executive Committee:

Nothing to report.

General Manager's Report:

GM Timm provided his report to the board.

Operations Manager Report:

Operations Manager Mike Foth provided his report to the board.

Finance/HR Director's Report

Finance/HR Director Gleason reported that Brent, Kim, and herself, with Scott's guidance, have been working on the draft Employee Policy Manual. At this point Scott had done his review (twice). Presently, Brent is working his "formatting" magic on it. Staff will do a final review to get it ready for the Board's first look. Their goal is to have it out to the Board in January.

Insurance Open Enrollment information packets will be going out to employees next week. She attended the driver training sessions to explain the changes and opportunities available to them and their families.

Finance/HR Director Gleason has been working to refine the processes that pertain to her position, mostly those through Tyler Tech. She also has been working to standardize both electronic files and paper files to be ready for the upcoming audit (2022-2023) in 2024.

Adjourn:

There being no further business to come before the Board, Chairperson Gagne adjourned the meeting at 9:03 a.m.

APPROVED:



Chairperson of Acting Chair



Brent Timm, General Manager

ATTEST: 

Crystal Hawley, Clerk of the Board/Facilities Coordinator