



**Minutes of Regular Board Meeting**  
**Wednesday, August 16, 2023 – 8:30 a.m.**  
**Location - 303 S. 2<sup>nd</sup> Ave, Suite A, Okanogan, WA**

<https://us06web.zoom.us/j/94229007551?pwd=MGJjOjNTbHk2OGJRbzVRMWVHR0VkOT09>

**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  
Kelly Hook, Mayor, City of Pateros  
Aaron Studen, Council Member, Town of Twisp  
Kolo Moser, Council Member, City of Oroville  
\*Don Childers, Council Member, City of Brewster  
\*Brent Timm, General Manager (GM), TranGO  
\*Mike Foth, Operations Manager, TranGO  
\*Jackie Gleason, Finance/HR Manager, TranGO  
Scott DeTro, Attorney  
John McReynolds, CEO, North Valley Hospital

\*These participants attended in person.

**Absent:** Cindy Gagne, Mayor, City of Omak; Alisa Weddle, Council Member, City of Tonasket; Sally Ranzau, Mayor, Town of Winthrop

**Call to Order and Introductions**

Vice-Chairperson Hover called the meeting to order at 8:30 a.m. and introductions were conducted.

**Approval of Consent Agenda**

**Motion:**

Board Member Turner moved to approve the Consent Agenda as presented. The motion was seconded by Board Member Childers.

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



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

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

Checks	10374 – 10438	\$151,738.00
Payroll	07/01/2023 – 07/31/2023	\$65,652.38
ACH/EFT/E-Pay	07/01/2023 – 07/31/2023	\$30,972.15
Total		\$248,362.53

Vice-Chairperson Hover called for the vote; the motion passed unanimously.

**Public Comment:**

None at this time.

**Old Business**

**Discussion: Resolution #2023-16 – Approval of Twisp Ground Lease Agreement**

On July 19, 2023, the Board, at their regular meeting approved a 2-year ground lease with the Town of Twisp for bus parking. The monthly lease amount was increased from \$250/month to \$335/month. Attorney DeTro created Resolution #2023-16 and it was signed by Chairperson Gagne.

**Discussion: Resolution #2023-17 – Amendment of OCTA Salary Matrix**

On July 19, 2023, the Board, at their regular meeting approved a 4% COLA increase for all OCTA employees, retro back to May 28, 2023. As a result of this action taken by the Board Resolution #2023-17 was created to amend the Salary Matrix to show the COLA. Attorney DeTro created Resolution #2023-17 and it was signed by Chairperson Gagne.

**New Business**

**Discussion: Finance/HR Director Annual Employee Evaluation**

Finance/HR Director Gleason shared that her 2 year anniversary was coming up on September 1<sup>st</sup>. She reported she send out an evaluation form to each of the Board Members for their completion, as directed; this was done on August 11, 2023. Each member of the Board was asked to fill out the evaluation and return it to General Manager Timm by September 1<sup>st</sup>.



Vice-Chairperson Hover stated that the Personnel Committee will meet to review the evaluations, discuss them with Gleason prior to the September 20<sup>th</sup> meeting and report back to the full Board.

**Discussion: Public Records Request Policy Revision**

GM Timm reported the Public Records Request Policy had been revised and reviewed by Attorney DeTro. Timm stated that very few changes were made, changes made were removing reference of a previous employee, an address change, and typos.

Vice-Chairperson Hover called out section C(4) asking if requests can only be made to the Clerk of the Board as stated. Attorney DeTro responded that the policy says “should” be requested from the Clerk of the Board, however Hover was correct in stating that a request can be made to any employee of the agency and it is that employee’s responsibility to report the request to the Clerk of the Board. Attorney DeTro stated in the policy we are just trying to funnel the requests to one person.

**Discussion: ADA Policy Revision**

GM Timm reported the ADA Policy had been revised and reviewed by Attorney DeTro. Timm stated that there were only minor changes with the exception of the addition of FTA language regarding bus lifts.

**Discussion: 2023-2028 Draft Transportation Development Plan (TDP)**

GM Timm discussed the 2023-2028 draft TDP that was provided to the Board. Timm read a summary of items set by the Board in their June 2022 workshop that have been accomplished, stating that 2024 items have been checked off as well. Timm shared his pridefulness in his and staffs hard work in moving the agency forward on several longstanding projects.

Vice-Chairperson Hover asked, referring to a summary item, how GM Timm plans to conduct a salary study. Hover’s concern is making sure that TranGO salaries are comparable to other “like” positions and demographic areas. GM Timm stated that he intends to contract with an agency to provide those services and the Board members would have a chance to outline the criteria.

Board Member Studen asked if GM Timm could tell the Board members what the criteria is for the property needed for park and rides. Studen explained that each Board member knows their community best and could help find the property best suited. Timm stated that this item would be on the Facilities Committee agenda for their upcoming meeting.



### **Discussion: Interlocal Agreement with the Okanogan County Emergency Management**

GM Timm reported he had been contacted by the Ed Naillon, the Oroville Mayor regarding help with evacuations during the recent fire that threatened Oroville residents. Timm stated that TranGO would be available to help if needed, however he searched for an interlocal agreement to make those types of needs legal. GM Timm found that an interlocal agreement was sent to Okanogan County in 2015 and never returned to TranGO for finalization. He and Attorney DeTro worked to prepare an interlocal agreement and it has been sent to Maurice Goodall, the County Emergency Management Director for review by him and the County Attorney; Timm expects the agreement to come back to the Board for their review soon.

### **Discussion/Action: Surplus of Old Buses**

GM Timm asked the Board for direction regarding how they would like us to surplus the three (3) 2013 Chevrolet ARBOC Spirit of Mobility 23 3500 White buses as identified below:

- VIN# 1GB3G3BG8D1176741
- VIN# 1GB3G3BG0D1174630
- VIN# 1GB3G3BG3D1175562

Several Board members suggested we use an online auction service to surplus the buses.

### **Motion:**

Board Member Childers moved to surplus the (3) 2013 Chevrolet ARBOC Spirit of Mobility 23 3500 White buses in the most economical way possible for the agency. The motion was seconded by Board Member Turner and passed unanimously.

### **Committee Reports**

#### **Finance Committee:**

Finance/HR Director Gleason stated a meeting will be scheduled soon to start discussing the 2024 budget.

#### **Facilities Committee:**

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

#### **Personnel Committee:**

Vice-Chairperson Hover stated a meeting will be scheduled soon to discuss Finance/HR Director Gleason's evaluations.



**Planning Committee:**

Nothing to report currently.

**Executive Committee:**

Vice-Chairperson Hover stated that a meeting would be scheduled soon to discuss personnel.

**General Manager's Report:**

GM Timm reported on the following:

- Shelter Placement Projects – He is still trying to contact Walmart corporate office to get the final shelter installed. There are a few other locations requesting shelters now, so he will look at purchasing more shelters and getting them placed.
- Expansion – Riders and staff are getting used to the new routes and expanded times. Ridership continues to grow and riders are expressing their appreciation for the expanded routes and times. We are advertising almost daily through our website and social media accounts about delays due to construction or local events and about TranGO in general.
- Grants – He reported that 3 grant award letters have been received in the approximate amount of \$608,456 from WSDOT for the new biennium. Contracts will be brought to the Board for approval as they are received.

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:

- Ridership – He reported that the ridership continues to grow. So far this year we have provided 6,888 rides to passengers.
- Expansion is going well.

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 stated that a Finance Committee meeting needs to be scheduled for some time the middle or end of September to discuss the 2024 budget
- Leases – Our lease with the City of Tonasket for bus parking automatically renews on September 15, 2023, for another year if neither party gives written notice to terminate; there has been no contact from the City
- Human Resources – She announced the resignation of both Benjamin Good and Paula Brantner-Thomas; both left the agency on August 11<sup>th</sup>. Interviews for the Facilities Maintenance/Custodian position were held. Alfredo Gonzales accepted the position; he starts on August 28<sup>th</sup>. Interviews for the Clerk of the Board position will be conducted on August 18<sup>th</sup>.
- Future considerations – She reported several employees have asked if the agency would consider offering a High Deductible/Health Savings Account option for medical insurance. Also, if the Board would consider an upgrade in our current dental insurance plan. She asked the Board if they would be open to her preparing a proposal for both requests; the Board was agreeable to receive a proposal.

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 9:35 a.m.

**APPROVED:**

  
\_\_\_\_\_  
Chairperson or Acting Chair

  
\_\_\_\_\_  
Brent Timm, General Manager

**ATTEST:**

  
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Jackie Gleason, Finance/HR Director