



**Minutes of the Special Board Meeting  
Wednesday, September 8, 2021 – 8:30 a.m.  
303 2<sup>nd</sup> Avenue, S, Suite A, Okanogan, WA. 98840 (TranGO Office)**

**Attendees**

Cindy Gagne, Mayor, City of Omak  
Jon Neal, Mayor, City of Oroville  
Tim Rieb, Council Member, City of Brewster  
Wayne Turner, Council Member, City of Okanogan  
Marylou Kriner, Mayor, City of Tonasket  
Carlene Anders, Mayor, City of Pateros

**Guest**

Bill Nearents, OCTN Bus Driver Supervisor

**Staff**

Brent Timm, Operations Manager  
Jackie Gleason, Finance/HR/Acting Clerk of the Board  
Scott DeTro, TranGO Attorney  
Dan Schafer, CLA Treasurer

**Call to Order and Introductions**

Chairperson Gagne called the meeting to order at 8:35 a.m.

**Approval of Agenda**

Board Member Rieb moved to approve the agenda as presented. The motion was seconded by Board Member Kriner and passed unanimously.

**Discussion/Action: Appointment of Interim General Manager**

Attorney DeTro summarized the draft Employment Agreement being proposed between OCTA and Brent Timm for the position of Interim General Manager. The Employment Agreement would commence on September 8, 2021 and not exceed a 9-month period from this date. Mr. Timm expressed his desire to take the position of Interim General Manager.



**Motion:**

Board Member Rieb moved to appoint Brent Timm as the Interim General Manager for OCTA for a period of no longer than 9-months beginning on September 8, 2021. The motion was seconded by Board Member Kriner and passed unanimously.

**Discussion/Action: Set Salary for Interim General Manager**

The Board discussed the salary for the Interim General Manager. Chairperson Gagne clarified with the Board and Mr. Timm that he would be performing his duties as Interim General Manager as well as his current duties as Operations Manager; both of these positions are classified as exempt and at will.

**Motion:**

Board Member Rieb moved to set the Interim General Manager salary at \$58.23/hr. The motion was seconded by Board Member Neal and passed unanimously.

**Motion:**

Board Member Turner moved to have Chairperson Gagne and Attorney DeTro review the Employment Agreement and negotiate any changes on behalf of the Board with Mr. Timm and authorize Chairperson Gagne to sign the Agreement. The motion was seconded by Board Member Rieb and passed unanimously.

**Personnel Committee Report**

Board Member Neal on behalf of the Personnel Committee reported on an email that was received by six of the Board Members from Kelly Scalf providing her credentials. Attorney DeTro reviewed the email and determined that it would not be treated as a grievance given the email was not prepared as a grievance according to OCTA Policies and Procedures, however, Attorney DeTro stated that the email did warrant a response.

**Discussion/Action: Email Received by a Portion of the Board, from General Manager**

Attorney DeTro shared with the Board a letter he had prepared for Chairperson Gagne to sign in response to Kelly Scalf's email.



**Motion:**

Board Member Neal moved to approve the letter prepared by Attorney DeTro in response to an email sent by Kelly Scalf be sent. The motion was seconded by Board Member Rieb and passed unanimously.

**Adjourn**

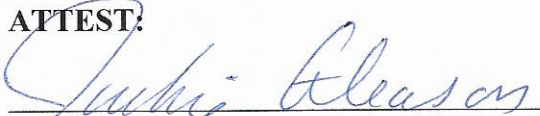
There being no further business to come before the Board, Chairperson Gagne adjourned the meeting at 9:06 a.m.

**APPROVED:**

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

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

**ATTEST:**

  
\_\_\_\_\_  
Jackie Gleason, Acting Clerk of the Board