



**Minutes of Board Meeting
Wednesday, February 16, 2022 – 8:30 a.m.**

<https://zoom.us/j/5675986383?pwd=ck11cm1WMTIDR3NlVFhINmlTVXQ3UT09>

Phone (253) 215 8782; Meeting ID: 567 598 6383 / Passcode: 879865

Attendees:

Cindy Gagne, Mayor, City of Omak (Chairperson)
Andy Hover, Commissioner, Okanogan County (Vice-Chairman)
Wayne Turner, Council Member, City of Okanogan
Kelly Hook, Mayor, City of Pateros
Sally Ranzau, Mayor, Town of Winthrop
Tim Rieb, Council Member, City of Brewster
Aaron Studen, Council Member, Town of Twisp
Rene Maldonado, Mayor, City of Tonasket

Guests:

Deanne Konsak, Operations Director, OCTN
Bill Nearents, Driver Supervisor, OCTN

Staff:

Brent Timm, Acting General Manager/Operations
Jackie Gleason, Finance/HR Director
Paula Brantner-Thomas, Clerk of the Board
Mike Foth, Bus Supervisor
Scott DeTro, Attorney
Sarah Croskey, CLA Treasurer

*Board Members Kelly Hook and Sally Ranzau joined the meeting 8:36 a.m.

Call to Order and Introductions

Chairperson Cindy Gagne called the meeting to order at 8:31 a.m. Introductions were given.

Approval of Consent Agenda

Vice-Chairman Andy Hover moved to add an item to the Agenda: Executive Session - To Review the Performance of a Public Employee - RCW 42.30.110 (1)(g) and to approve the Consent Agenda. The motion was seconded by Board Member Wayne Turner.

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



- Agenda
- Minutes from January 19, 2022, Regular Meeting
- Financial Reports
 - November 2021/December 2021 Financial Reports - OCTA Treasurer
 - January 2022/February 2022 Voucher Certification – OCTA Treasurer
 - November 2021/December 2021 Investment/Bank Account Balances Report
- Voucher/Warrants: The following vouchers/warrants/electronic payment are approved for payments:

Checks	8450-8503	\$86,815.89
Payroll	DD3304-DD3333	\$47,043.29
ACH/EFT/E-Pay		\$41,294.41
Total		\$175,153.59

Public Comment:

There was no public comment at this time.

Old Business

Action: Resolution #2022-05 – A Resolution of the Okanogan County Transit Authority Approving and Adopting the Okanogan County Transit Authority Title VI Policy and Title VI Plan for the Federal Transit Administration Title VI Complaint Procedures

Motion:

Vice-Chairman Andy Hover moved to approve Resolution #2022-05 as presented. The motion was seconded by Board Member Sally Ranzau.

Acting General Manger (GM) Brent Timm explained this is the Title VI Anti-Discrimination Policy which covered many of the deficiencies in the biennium site review for 2019-2020 by WSDOT. The policy has been rewritten and some sections were added. The policy includes a Limited English Proficiency (LEP) plan and implementation plan, as well as community outreach, transit service standards, and justification for service.

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

Action: Contract Negotiation for General Manager

Vice-Chairman Hover moved to authorize the Chair to sign the employment contract with Acting GM Brent Timm after it is fully negotiated. The motion was seconded by Board Member Tim Rieb.



Newly appointed Board Member Renee Maldonado requested clarification about the hiring process. Chairman Hover explained the agency had two options: 1). An internal hire, which they prefer to do, or 2). An external hire if there were no appropriate internal applicants. He informed Maldonado the General Manager (GM) position was posted internally and Brent Timm, who had been the Acting GM, was the only applicant. A hiring committee completed the questioning and selection process and the Board then selected Timm.

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

Discussion: Current Accounting Services and Future Needs

Finance/HR Director Jackie Gleason discussed the memo she had previously sent to the Board, dated February 10, 2022, regarding the accounting overview and discussed pros and cons as previously mentioned:

- All research done with the Okanogan County Treasurer, Deputy Treasurer, the Okanogan County Auditor and Attorney Scott DeTro indicated no problems in bringing the accounting in-house.
- She researched reverting the accounting to cash basis, rather than accrual, and on February 11, 2022, she and Acting GM Timm met with Clifton Larsen Allen (CLA) current Treasurer Sarah Croskey and explained they had been researching this option. They discussed switching to cash basis back to the first of this year and also discussed software programs. Gleason stated she has 8 years of experience working with Springbrook/Bias software system so is considering that program.
- Regarding OCTA's current investment funds, she was not clear if those would continue with CLA; investments have not been part of the conversations to date.

Finance/HR Director Gleason asked if the Board Members agreed to bring the accounting in house and converting from accrual to cash basis, going back to the beginning of 2022.

Board Member/Finance Committee Chair Aaron Studen stated even though there would be an initial cost of purchasing a software program, he believed bringing the accounting in-house would be made up in the long run by not having to pay a third party. Board reports would be easier to interpret which will result in simplicity and in-house accounting will also produce a cleaner State audit. He stated the Finance Committee agreed this would be best and would like the support of the Board to move forward.

Board Members Tim Rieb, Kelly Hook and Wayne Turner stated they were all in support of bringing the accounting in-house.



Vice-Chairman Hover stated the Board appeared to agree to bring the accounting in-house and asked if Gleason could provide a timeline of implementation, quotes for 3 various software packages, and budgetary issues prior to the next Board meeting. Gleason agreed and stated she would also provide a feasible timeline of when to begin running parallel with CLA.

It was recommended to check with other agencies who could provide feedback on the software programs they are using. Acting GM Timm stated he has a spreadsheet listing the various software programs used by all transit agencies which will be beneficial. Gleason stated she had spoken with other Clerks who are using Springbrook/Bias and is leaning in that direction. Board Member Wayne Turner stated Okanogan City uses Visions, which they like, however rates have increased this year as it was purchased by another company. Gleason stated she had networked with other clerks over the years and felt that program fell a little short of what she would like.

Council/Finance Committee Member Sally Ranzau recommended Gleason consider classes or workshops she could attend for further direction and instruction. Acting GM Timm agreed that once a software program was chosen, it would be beneficial for her to attend training. It was also mentioned that it would be beneficial for others working in accounts payable and accounts receivable to attend training also, not just Gleason. Gleason agreed cross-training would be helpful for final financials and internal controls.

Chairperson Cindy Gagne asked Gleason to include a training module cost overview for the next Board meeting. She also thanked CLA for their work and appreciated this professional procedure.

Discussion: Strategic Planning Board Workshop with Clarity Solutions

Acting GM Timm reported that he met with Tom Moore of Clarity Solutions, and they began to outline preworkshop items and timelines. Moore is preparing interview questions for the Board and staff and will present those questions to the Chair and Planning committee ahead of time. Acting GM Timm asked if the Board could agree on a specific month and day of the week for an 8-hour workshop, which may be held either in person, virtually or a hybrid session.

Most of the Board agreed that April or early May 2022 would be a good time for the seminar, with Friday being the day of preference. Acting GM Timm will work with Tom Moore to determine an exact date and will keep the Board informed.

Executive Session: To Discuss Potential Litigation to which OCTA may Become a Party - RCW 42.30.110(1)(i)

Vice-Chairman Hover moved to invite Acting GM Brent Timm and Attorney Scott DeTro into the Executive Session meeting. Board Member Sally Ranzau seconded the motion.

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



Chairperson Gagne adjourned into Executive Session at 9:17 a.m. for approximately 20 minutes to Discuss Potential Litigation to which OCTA may Become a Party - RCW 42.30.110(1)(i).

Chairperson Gagne reconvened into regular session at 9:37 a.m.

Vice-Chairman Hover asked Finance/HR Director Gleason to check with the County Auditor for information regarding gifting of public funds.

Executive Session: To Review the Performance of a Public Employee RCW 42.30.110(1)(g)

Chairperson Gagne adjourned into Executive Session at 9:40 a.m. for approximately 20 minutes to Review the Performance of a Public Employee RCW 42.30. 110(1)(g)

Chairperson Gagne reconvened into regular session at 9:55 a.m.

New Business

Action: Resolution #2022-06 – A Resolution of the Okanogan County Transit Authority Adopting a Fixed Asset/Capitalization Policy

Motion:

Vice-Chairman Hover moved to approve Resolution #2022-06 as presented. Board Member Tim Rieb seconded the motion.

Finance/HR Director Gleason stated this was a housekeeping issue and after talking with CLA Treasurer Sarah Croskey, they discovered the agency hadn't adopted a Fixed Asset/Capitalization Policy. She worked with Attorney DeTro to develop the policy and it will be placed in the accounting manual when that is completed.

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

Committee Reports

Finance Committee:

Nothing to report at this time

Facilities Committee:

Nothing to report at this time



Personnel Committee:

Nothing to report at this time

Planning Committee:

Nothing to report at this time

Executive Committee:

Nothing to report at this time.

Acting General Manager's Report:

Acting General Manager Brent Timm reported the following:

- He thanked the Board for passing the Title VI policy to clear up the deficiencies of the WSDOT Site Review.
- In the current Legislative Session, there is a large transportation plan that is being discussed. To be eligible for some of these funds, the agency would need to have a fare policy in place stating anyone under the age of 18 would ride for free. This plan would make approximately \$190,000 available to OCTA yearly. This would encourage younger riders to use public transit.
- He met and had a great Board Orientation with Tonasket's new Mayor Renee Maldonado and is looking forward to meeting with Pateros's new Mayor Kelly Hook to provide him with the same Board Orientation.
- He looks forward to having the General Manager contract signed and finalized to move forward and could then focus on the open Operations position.
- There is a National Transit Database (NTD) report which reports all statistics to the State and FTA. He will work with Finance/HR Director Gleason to make sure all financial records are correct and submitted by the March 24th deadline.



Finance/HR Director's Report

Finance/HR Director Jackie Gleason reported on the following:

- Jamie Fontaine from CLA provided an overview of investments through the end of December 2021 which was provided to the Board. On February 2, 2022, additional funds were transferred to them.
- The Long-Term Cares fund tax will not take effect until July 2023. Collections were refunded to employees as of February 11, 2022.
- On February 3, 2022, OCTA received 1.157 million dollars from CRRSAA grant funds which will trigger a single audit as the deposit was over the limit.
- W2's and 1099's were issued by CLA on January 31, 2022.
- She completed contract reviews regarding OCTN files, Marquis Holding and CLA.

Adjourn:

There being no further business to come before the Board, Chairman Gagne adjourned the meeting at 10:08 a.m.

APPROVED:



Chairperson or Acting Chair



Brent Timm, Acting General Manager

ATTEST:



Paula Brantner-Thomas, Clerk of the Board