



Minutes of Board Meeting

Wednesday, March 16, 2022 – 8:30 a.m.

<https://zoom.us/j/94229007551?pwd=MGJiQlNTbHk2OGJRbzVRMWWVHR0VkOT09>

Or you may join 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, Council Member, City of Okanogan
Kelly Hook, Mayor, City of Pateros
Sally Ranzau, Mayor, Town of Winthrop
Aaron Studen, Council Member, Town of Twisp
Jon Neal, Mayor, City of Oroville

Guests:

Deanne Konsak, Operations Director, OCTN

Staff:

Brent Timm, Acting General Manager/Operations
Jackie Gleason, Finance/HR Director
Mike Foth, Bus Supervisor
Scott DeTro, Attorney
Amy Allred, CLA Treasurer

Call to Order and Introductions

Chairperson Cindy Gagne called the meeting to order at 8:34 a.m.

Approval of Consent Agenda

Vice-Chair Hover moved to approve the Consent Agenda as amended to include an Executive Session to review the performance of an employee (RCW 42.30.110(1)(g)). The motion was seconded by Board Member Ranzau and passed unanimously.

- Agenda
- Minutes from February 16, 2022, Regular Meeting

- Financial Reports
 - January 2022/February 2022 Voucher Certification – OCTA Treasurer



- Voucher/Warrants: The following vouchers/warrants/electronic payment are approved for payments:

Checks	8504-8563	\$81,973.67
Payroll	DD3334 – DD3364	\$45,652.73
ACH/EFT/E-Pay		\$39,350.04
Total		\$166,976.44

Public Comment:

There was no public comment at this time.

Old Business

Action: Resolution #2022-07 – A Resolution of the Okanogan County Transit Authority Approving the Interagency Data Sharing Agreement between the Okanogan County Transit Authority and the Office of the Washington State Auditor, and Authorizing the Chairperson of the Okanogan County Transit Authority to Execute the Same

Motion:

Board Member Studen moved to approve Resolution #2022-07 as presented. The motion was seconded by Vice-Chair Hover.

General Manager Timm stated that the draft agreement from the State Auditor’s Office (SAO) had been reviewed by Attorney DeTro. Attorney DeTro stated that he had worked with the SAO on the agreement and that the agreement is required by state law.

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

Action: Resolution #2022-08 - A Resolution of the Okanogan County Transit Authority Amending the Final Budget for the Fiscal and Calendar Year of 2020

Motion:

Vice-Chair Hover moved to approve Resolution #2022-08 as presented. The motion was seconded by Board Member Ranzau.

Finance Director Gleason reported that when the Cares Act 5311 Operating Grant funds were awarded in 2020 the revenue was never properly applied to the 2020 Budget. This amendment will give the accountant direction to revise the 2020 Annual Report.



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

Action: Resolution #2022-09 - A Resolution of the Okanogan County Transit Authority Amending the Final Budget for the Fiscal and Calendar Year of 2021

Motion:

Vice-Chair Hover moved to approve Resolution #2022-09 as presented. The motion was seconded by Board Member Studen.

Finance Director Gleason reported that when the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) funds were awarded in 2021 the revenue was never properly applied to the 2021 Budget. This amendment will give the accountant the direction needed from the Board to report the 2021 Annual Report correctly in May.

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

Action: Resolution #2022-10 - A Resolution of the Okanogan County Transit Authority Ratifying the Employment Agreement with Brent Timm for the Position of General Manager

Motion:

Board Member Neal moved to approve Resolution #2022-10 as presented. The motion was seconded by Board Member Ranzau.

Attorney DeTro reported that he, Chairperson Gagne, and Vice-Chair Hover worked through contract negotiations with General Manager Timm. The contract was fully executed and effective March 7, 2022, however the ratification by the Board was necessary. Vice-Chair Hover reported that the wage rate that was discussed by the Board was changed because the amount was lower than what General Manager Timm was making as Interim; the wage rate was set equal to the interim rate.

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

Discussion: Clifton Larsen Allen (CLA) Engagement Letter/Master Services Agreement with OCTA

Attorney DeTro has been working with the CLA legal team on revisions on the 2022 Master Services Agreement; according to DeTro the Scope of Work was acceptable with no changes, but there were a few items in sections 7 and 8 that were concerning to him.



In section 7, paragraph 3, Attorney DeTro brought to the Board's attention that CLA is unwilling to be liable for attorney fees. Section 7, paragraph 4, refers to claims for damages and the cap that CLA wants included. Section 8, Governing Laws, Jurisdictions, and Venue could not be agreed upon and was stricken and the document was renumbered.

Discussion: Engineering Services Statement of Qualifications (SOQ)

General Manager Timm informed the Board that he had received 3 SOQs for Engineering Services. He sent copies and rating forms out to the Facilities Committee and Chairperson Gagne; he is waiting for those ratings to be completed and returned.

Discussion: OCTA Potential Accounting Software Programs

Board Member Studen reported to the Board that he, General Manager Timm and Finance Director Gleason had identified two software companies that would meet the needs of OCTA for finance and payroll; Springbrook and Tyler Technologies. They had also attended demonstrations for both software systems. Board Member Studen stated that while both software systems would accommodate OCTA's needs, the group is recommending contracting with Tyler Technologies.

General Manager Timm stated that he was extremely impressed by the interactive features that could be utilized for employees and Board Members.

Finance Director Gleason stated that although she was initially looking at Springbrook as the right fit for OCTA, she could not deny that Tyler Technologies took efficiency and overall thoughtfulness to the need of the user to a higher level.

New Business:

Action: Resolution #2022-11 - A Resolution of the Okanogan County Transit Authority Approving the Master Services Agreement, Outsourcing Payroll Statement of Work and Outsourcing Compilation Statement of Work Between CliftonLarsenAllen, LLP and Okanogan County Transit Authority and Authorizing the Chairperson of the Okanogan County Transit Authority to Execute the Same

Motion:

Vice-Chair Hover moved to approve Resolution #2022-11 as presented. The motion was seconded by Board Member Ranzau.



Attorney DeTro asked the Board if they were willing to accept any exposure related to the proposed cap on recuperating damages as he explained previously in the meeting. In his opinion the chance of an issue is minimal.

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

Action: Engineering Services Statement of Qualifications (SOQ)

Motion:

Board Member Studen moved to table this item until the April meeting so that General Manager Timm can continue gathering the ratings from the committee. The motion was seconded by Vice-Chair Hover and passed unanimously.

Action: OCTA Potential Accounting Software Programs

Motion:

Vice-Chair Hover moved to approve the purchase of Accounting Software from Tyler Technologies. The motion was seconded by Board Member Studen.

Finance Director Gleason asked if the motion could be amended to include the authorization to have the Chairperson sign the contract after legal review.

Vice-Chair Hover and Board Member Studen agree to the suggested amendment.

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

Executive Session – Review the Performance of an Employee – RCW 42.30.110 (1)(g)

Chairperson Gagne adjourned into Executive Session at 9:25 a.m. for approximately 15 minutes for the review of the performance of an Employee.

Chairperson Gagne reconvened into Regular Session at 9:38 a.m.

Vice-Chair Hover reported that there were no deficiencies or concerns related to the job performance of Finance/HR Director Jackie Gleason.

Motion:

Board Member Ranzau moved to direct Vice-Chair Hover to prepare a letter stating there were



no deficiencies or concerns related to the job performance of Finance/HR Director Gleason and that this letter be placed in Ms. Gleason's personnel file. The motion was seconded by Vice-Chair Hover and passed unanimously.

Committee Reports

Finance Committee:

Board Member Studen raised the question to the Board of whether they thought that having CLA convert the accounting system from accrual to cash starting in January 2022 would be cost effective or whether the conversion should be made at the beginning of 2023 along with the change of software systems. The Board agreed that it would be best if the audit of 2022/ 2023 were based on the same accounting process.

Facilities Committee:

Nothing to report at this time

Personnel Committee:

Vice-Chair mentioned Finance Director Gleason's 6-month trial period evaluation.

Planning Committee:

Board Member Turner reported that Tom Moore with Clarity Consulting had sent out an email to Board Members and key staff requesting they set up an appointment for a short interview regarding the direction the interviewee would like to see OCTA go in the future. This is part of the research Mr. Moore is doing for the offsite planning meeting in May.

Executive Committee:

Nothing to report at this time.

General Manager's Report:

General Manager Brent Timm reported the following:

- Tonasket Shelter Placement/Park and Ride
- Okanogan Bus Stop
- WSDOT Site Visit



- Facilities Committee – Possible facility/maintenance site locations and available grant funds
- Human Services Transportation Plan
- OCOG/RTPO Administrative Support Position
- Clarity Consulting – Offsite meeting
- Washington State Legislative Session – Upcoming discussions related to grants that could benefit OCTA
- New Board Member Orientation
- The mask mandate has been extended until April 18, 2022
- Contacted Attorney DeTro about rescinding the Covid Resolutions and Policies
- Vanpool Payments – Working on a Bad Debt Policy
- Hybrid Board meetings - We have the equipment in the Board Room to hold hybrid meetings if that is what the Board would like to do
- He will be out of the office the week of 04/04 – 04/08/22 on vacation

New Items:

- Chamber of Commerce Outreach
- Attending City Council Meetings

Requests of the Board:

- Professional Training on the ESRI (ArcGIS Software)
- Professional Membership Dues – Rotary Club

Motion:

Board Member Studen moved to approve payment for General Manager Timm to participate in the ESRI ArcGIS Software training and to pay for his membership dues for the Rotary Club. The motion was seconded by Board Member Ranzau and passed unanimously.

Finance/HR Director's Report

Finance/HR Director Jackie Gleason reported on the following:

- Budget Amendments
- Hiring process of an Operation's Manager
- Pending Department of Retirement Systems requirements
- CLA Engagement Letter/Scope of Work
- Investments
- Accounting Conversion/Software Search
- Training – Drug and Alcohol Program/Reporting System 03/01 and Department of Retirement Systems – Interactive Reporting in ERA 03/09

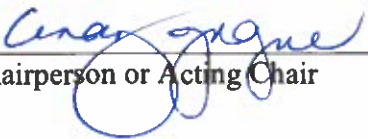


- TNLI Leadership Program
- Winthrop Chamber Meeting
- A poll will be sent out to make sure the current meeting date and time is still working well for Board Members

Adjourn:

There being no further business to come before the Board, Chairman Gagne adjourned the meeting at 10:02 a.m.

APPROVED:



Chairperson or Acting Chair



Brent Timm, Acting General Manager

ATTEST:



Jackie Gleason, Finance/HR Director