



Minutes of Public Hearing and Regular Board Meeting
Wednesday, August 17, 2022 – 8:30 a.m.
Location: 303 S. 2nd Ave, Suite A, Okanogan, WA

<https://us06web.zoom.us/j/94229007551?pwd=MGJjOjNTbHk2OGJRbzVVMWVHR0VkOT09>

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 (joined at 8:42 a.m.)
- Tim Rieb, Council Member, City of Brewster
- Jon Neal, Mayor, City of Oroville
- Aaron Studen, Council Member, Town of Twisp
- *Alisa Weddle, Council Member, City of Tonasket (joined at 8:50 a.m.)

Staff:

- *Brent Timm, General Manager (GM)
- Mike Foth, Operations Manager
- Jackie Gleason, Finance/HR Director
- Paula Brantner-Thomas, Clerk of the Board

Guests:

- Stacy Short, Signing Director, CLA (joined at 8:47 a.m.)
- Dan Ireland, Project Manager, SCJ Alliance
- Patti Lukas, Co-Owner, Three Fingered Jacks Saloon
- Bill Nearents, Driver Supervisor, OCTN

Absent: Cindy Gagne, Mayor, City of Omak (Chairperson); Scott DeTro, Attorney; Sally Ranzau, Mayor, Town of Winthrop; Sarah Croskey, Treasurer, CLA

*These attendees attended in-person

Call to Order and Introductions

Vice-Chair/Commissioner Andy Hover called the meeting to order at 8:32 a.m. Introductions were given.

Approval of Consent Agenda

Motion:



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

Additions:

Clerk of the Board Paula Brantner-Thomas reported the following additions:

Agenda item #5 – Resolution #2022-21 - A Resolution of the Okanogan County Transit Authority Repealing Resolution #2016-13, Resolution #2017-32 and Resolution #2022-16 and Establishing Updated Vanpool Rates for 12 Passenger Vans and Vanpool Rates for 7 Passenger Mini Vans.

Agenda item #7 – Resolution #2022-22 - A Resolution of the Okanogan County Transit Authority Designating Clark Nuber PS as Treasurer of the Okanogan County Transit Authority Pursuant to RCW 36.57A.130, Authorizing the Chairperson and/or Vice Chairperson to Negotiate and Execute a Professional Services Agreement with Clark Nuber PS and Repealing All Resolutions in Conflict Therewith.

Board Member Rieb moved to include the reported additions. The motion was seconded by Board Member Turner.

Vice-Chair Hover called for the vote twice, including the main motion; the motions passed unanimously.

- Agenda
- Minutes from July 20, 2022, Regular Meeting
- Financial Reports
 - June 2022 Financial Statement (Draft) – OCTA Treasurer
 - July 2022/August 2022 Voucher Certification – OCTA Treasurer
- Voucher/Warrants: The following vouchers/warrants/electronic payment are approved for payments:

Checks	8829-8895	\$110,373.07
Payroll	DD3507-DD3536	\$49,320.22
ACH/EFT/E-Pay		\$44,527.62
Total		\$204,220.91

Public Comment:

There was no public comment at this time.

Public Hearing – 2022-2027 Six-Year Transit Development Plan

Vice-Chair Hover opened the Public Hearing at 8:38 a.m. and requested a staff report.



GM Brent Timm reported the Transit Development Plan (TDP) encompasses the agencies goals for the next 6 years and is updated on a yearly basis. This plan includes items such as the Board Workshop goals, expansion of the agency, the budget to cover the expansion, grants, operations expenditures, etc. The TDP also includes route maps and schedules which are currently in use.

There were no questions from staff.

Vice-Chair Hover closed the Hearing to staff and opened the Hearing to the public at 8:41 a.m.

Public Comment:

There was no public comment or public participation.

Vice-Chair Hover closed the Hearing for public testimony at 8:41 a.m. and opened the Hearing to the Board. There were no questions from the Board.

Action: Resolution #2022-20 - A Resolution of the Okanogan County Transit Authority Approving a Six-Year Transit Development Plan as Required per RCW 35.58.2795

Motion:

Board Member Turner moved to approve Resolution #2022-20 as presented. The motion was seconded by Board Member Aaron Studen.

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

Vice-Chair Hover closed the Public Hearing at 8:43 a.m.

Old Business

Discussion: SCJ Alliance Update

SCJ Alliance Project Manager, Dan Ireland, reported there are two projects underway, which are the various shelter projects in 3 different towns and the Tonasket Park-n-Ride Feasibility Study.

There are 10 proposed shelter locations within Oroville, Omak, and Brewster and all are within the right-of-way. Trash cans are included in the plan, next to each shelter, and TranGO staff will be responsible for trash removal:

- (5) Omak - Koala St. in front of the Family Health Centers; Quince St. behind Safeway; First Ave./Ash St. across from the library; South Main St. in front of Lincare and Omak River Rd. next to Walmart.



- (3) Oroville – Chevron Gas Station; on Main St. in front of the Camry Hotel and Sawtells Rd. at the Oroville Harvest Shelter.
- (1) Brewster – Hospital Way by the hospital.
- (1) Okanogan – behind the TranGO office in the alley.

Mr. Ireland stated the projected budget is \$90,000 and he will meet with the various cities to get input on permitting and make sure everything is in order.

Operations Manager Mike Foth posed the question regarding the shelter in the alley behind the TranGO office, wondering what would happen if the Okanogan Chevron didn't allow the garbage truck to come on their property to access the dumpster. Mr. Ireland stated that was a relevant question and he would research it.

Vice-Chair Hover thanked GM Timm for his work on this project after 6 years of waiting for progression and completion.

Tonasket Board Member Alisa Weddle was introduced as she entered the meeting at 8:50 a.m.

Regarding the Tonasket Park-n-Ride, Mr. Ireland discussed the location on 6th and Western Ave. This is currently a gravel turn around, near the fire station and Bonaparte Creek, and he is working with the city on location of the shoreline. Also, the right-of-way is smaller than what it appears. He will need to discuss with the city the possibility of a 3-way stop for the cross streets.

Operations Manager Foth inquired about the proposed bus transfer location as the way buses were positioned in the diagram, it would require several left turns and entering of cross traffic. GM Timm explained that if the transfer buses were parked inside the Park-n-Ride location, it would take up too much space for other vehicles to utilize the Park-n-Ride.

The proposed Park-n-Ride will accommodate approximately 9 vehicles, including two EV (electric charging) stations and one ADA parking spot. They will include extra lighting and an entrance sign. Future infrastructure needs were discussed for EV parking of cars and future zero-emission buses. There will be a secured gated area to accommodate 3 buses and 2 Vanpool vans and will include a driver rest spot and a portable restroom.

Board Member Weddle stated that everything is looking great, and she is excited for this project.

Discussion: Zero-Emissions Draft Request for Qualifications (RFQ)

GM Timm reminded the Board this topic was discussed at last month's meeting and TranGO received Zero-Emissions grants totaling \$100,000. He has been working with PUD General



Manager (GM), Steve Taylor, to make sure everything is included when they receive the bids. He informed the Board that the PUD GM has some concerns regarding the supply and demand of electricity needed, as each EV charging station is equivalent to 3-5 houses. They will need to make sure the infrastructure is in place and the goals are realistic. The draft was sent to WSDOT and upon final approval and entry in the WSDOT GMS database, he will provide the Board with the final paperwork for approval of the RFQ and acceptance of the contract.

Action: Resolution #2022-21 - A Resolution of the Okanogan County Transit Authority Repealing Resolution #2016-13, Resolution #2017-32 and Resolution #2022-16 and Establishing Updated Vanpool Rates for 12 Passenger Vans and Vanpool Rates for 7 Passenger Mini Vans

Motion:

Board Member Turner moved to approve Resolution #2022-21 as presented. The motion was seconded by Board Member Kelly Hook.

Clerk of the Board Brantner-Thomas reported that the recently passed Resolution #2022-16 stated the Vanpool rate increase would take effect as of the date of passage of the Resolution (which was June 15, 2022), however this did not allow enough time for the Vanpool riders to notify their employers of the rate increase. Therefore, Resolution #2022-21 will change the effective date of the increase to September 1, 2022. GM Timm reported the Vanpool riders are ready to implement the new rates effective September 1, 2022, as they have since spoken with their employers.

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

Discussion/Action: Investments

Finance/HR Director Jackie Gleason reminded the Board that at last month's meeting, there was a motion and amendment made regarding investments. Board Member Studen had moved to move funds from BlackRock to Treasury Bonds, this was seconded by Board Member Hook. Board Member Studen then amended the original motion to include 1.3 million in the transfer, which was seconded by Board Member Hook.

Finance/HR Gleason informed the Board that CliftonLarsenAllen (CLA) has since terminated their accounting contract with TranGO effective September 3, 2022. She requested the Board rescind the previous motion to transfer funds, as no Resolution has been signed yet, and leave the current investments where they are for the time being. She confirmed with CLA's Wealth Advisor, Jamie Fontaine, they can continue to work with TranGO, even though the accounting contract has been cancelled.



Motion:

Board Member Studen moved to accept the recommendations of the Finance/HR Director and keep the current investments where they are. The motion was seconded by Board Member Hook.

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

Vice-Chair Hover suggested to move agenda item #6, Executive Session, to agenda item #9 at the end of the meeting; the Board agreed.

New Business

Discussion: Bus Driver/Operator Commercial Driver's License (CDL) Requirements for Job Description

GM Timm reported the agency's current Bus Driver/Operator job description requires a Class B Commercial Driver's License (CDL) with Passenger Endorsement. However, per the Department of Licensing (DOL), a Class B is only required for vehicles weighing 26,001 lbs. or more. He stated most of TranGO's buses are 14,500 lbs. which only requires a Class C CDL. Regarding the proposed purchase of Trolley's, which are 23,000 lbs. or less, this would also only require a Class C CDL. In addition, other buses they may purchase in the near future won't require a CDL at all. He suggested the job requirement be changed from Class B CDL to a Class C CDL or higher with Passenger Endorsement.

Vice-Chair Hover and Board Member Jon Neal both stated they were ready to move forward and approve changes, based on information GM Timm provided from the DOL flow chart. Finance/HR Director Gleason informed the Board that this question was discussed amongst the Personnel Committee also, and Chairperson Cindy Gagne didn't seem to have a problem either but had inquired on DOL guidelines and CDL requirements based on the weight of the buses.

Motion:

Board Member Hook moved to change the Bus Driver/Operator job description requirement to a Class C CDL or higher with Passenger Endorsement. The motion was seconded by Board Member Neal.

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

There was discussion about adding additional training to the 2023 budget for the possibility of hiring an individual without a CDL and the agency providing them the training and paying for their CDL or Passenger Endorsement. GM Timm stated the agency's attorney would need to draft a contract with specifics regarding repayment if employment ended prior to a 3-year period.



Finance/HR Gleason informed the Board there were two recent applicants for the Bus Driver/Operator position who have CDL's, but no Passenger Endorsement. GM Timm explained that if someone has a current CDL, they can take a Passenger Endorsement test and then wait 14 days for a skills test. He stated it might be an option for the agency to provide the training and a bus for someone to test for the Passenger Endorsement. Vice-Chair Hover stated prior to considering including this training in the 2023 budget, he would first like to see a draft policy regarding the specifics and expectations.

Discussion: Bus Purchases

GM Timm reminded the Board that the buses which were ordered in October are not available and there is no known date as to when they will be. He and Operations Manager Foth have been researching options and found a Lone Star 8 passenger bus, which may be a good option for the various Twisp routes. These buses are much more economical than the 20 passenger buses they currently drive and are ADA accessible with 2 wheelchair spots. In addition, these will be a good addition for expansion in serving outlying areas. These buses can be ordered now with an expected arrival date of 6 months.

Vice-Chair Hover asked if these smaller buses could be used for the Omak/Okanogan routes, instead of the proposed Trolleys. GM Timm explained the ridership from Tonasket and Omak/Okanogan is larger and this type of bus wouldn't fit the agency's needs for those routes.

Board Member Tim Rieb suggested they don't purchase buses with a Dodge frame as parts are expensive. GM Timm stated he plans to meet with the manufacturer at the end of the month and will ask detailed questions. He wanted to inform the Board that this bus is an option as the agency needs to purchase more buses to keep service going.

Discussion: 2022-2026 Transit Asset Management Plan (TAMP) Draft

GM Timm reported the TAMP is due to WSDOT every 4 years. This draft includes addendums, and a copy of the previous, red-lined version was also provided so the Board can see the changes made. The draft has been submitted to WSDOT and is under review with the final version due on October 1, 2022. Next month the final plan will be on the agenda for approval.

Action: Clark Nuber Professional Services Agreement and Resolution #2022-22 – A Resolution of the Okanogan County Transit Authority Designating Clark Nuber PS as Treasurer of the Okanogan County Transit Authority Pursuant to RCW 36.57A.130, Authorizing the Chairperson and/or Vice Chairperson to Negotiate and Execute a Professional Services Agreement with Clark Nuber PS and Repealing All Resolutions in Conflict Therewith

Finance/HR Gleason introduced CLA Signing Director Stacy Short who was present for the meeting. She reminded the Board that on August 4, 2022, CLA gave a 30-day notice and



terminated their accounting agreement. Since that day, she and GM Timm have been working towards obtaining an interim agency until OCTA is completely up and running with Tyler Technology. They decided to use Clark Nuber as OCTA's accounting firm and have provided a copy of the Professional Service Agreement in addition to a Resolution. Clark Nuber is familiar with OCTA as they audited the agency for 3 years in a row.

Ms. Short informed the Board she is leaving CLA within the next 2 months and had offered to extend the contract to 60 days to allow for transition. Finance/HR Gleason stated that was correct but had declined as the agency needed to move as quickly as possible toward a transition. She also reminded everyone CLA terminated the contract at the very beginning of a 3-year audit and since Clark Nuber had audited OCTA several times, they felt they would be the best choice and could transition quickly.

Motion:

Board Member Studen moved to approve Resolution #2022-22 as presented. The motion was seconded by Board Member Turner.

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

Committee Reports

Finance Committee:

Nothing to report currently.

Facilities Committee:

Nothing to report currently. Board Member Rieb stated it would be good to find an architect to draw up some building plans and he will see if he can start working on that.

Personnel Committee:

Vice-Chair Hover stated the committee recently met with Finance/HR Gleason to discuss her one-year evaluation which will be discussed later.

Planning Committee:

Nothing to report currently.

Executive Committee:

Nothing to report currently.



General Manager's Report:

General Manager Timm reported on the following:

- Rural Mobility Grant (WSDOT) – The agency received grants totaling \$318,413 which were originally submitted as a capital grant for the buses that were ordered; however, they have not been received. He was contacted by WSDOT to see if he wanted to do a reappropriation of funds for the next biennium. Therefore, they have decided to move the funds to an operating grant instead, which will secure the funds.

He had nothing further to report other than what was provided in his written Board Report.

Operations Manager Report:

Operations Manager Mike Foth reported on the following:

- Ridership increased from June to July 2022. He provided numbers showing the various towns increases in his Board Report.

Vice-Chair Hover asked if the increase in ridership this time of year was typical and Operations Manager Foth stated yes, that has been typical in years past. GM Timm explained the increase in the Twisp/Methow area was due to seasonal activities, the price of gas and new services to the library. In addition, the HSTP outreach brought community awareness. He stated the agency has seen a substantial increase in ridership coming back from Covid.

He had nothing further to report other than what was provided in his written Board Report.

Finance/HR Director's Report

Finance/HR Director Gleason reported on the following:

- Hiring – In July they advertised internally to replace the Bus Supervisor/Trainer position. There were 3 internal applicants who were interviewed, and Frank Foth was hired for the position. There are current open Bus Driver/Operator positions in Twisp and Okanogan which have been advertised.
- Accounting Conversion Update/Tyler Technologies – she and GM Timm have a meeting with Tyler Technologies this afternoon.
- 2019-2021 Audit – She has received three requests from the auditors for information so far and is working with Sarah Croskey from CLA to get the financial portion to them. They are



- working on the single audit completion as this is the most important to get completed first. There is a State Auditor's Entrance Conference today at 11:30 a.m.
- The Federal government is now requiring a Unique Entity Identifier (UEI) number, which replaces a DUNS number, in order to receive federal grants. Since May, she has been working to obtain this number. WSDOT is aware of the issue and has been trying to assist her. Board Member Jon Neal stated the City of Oroville had the same issue and they were finally able to get it resolved. He will speak with his Clerk to see if she can provide any input.

She had nothing further to report other than what was provided in her written Board Report.

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

Motion:

Board Member Neal moved to move into Executive Session. Board Member Hook seconded the motion.

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

Vice-Chair Hover entered Executive Session at 10:00 a.m. for 15 minutes, to Review the Performance of a Public Employee per RCW 42.30.110(1)(g).

Clerk of the Board Brantner-Thomas announced an extension of the Executive Session at 10:15 a.m. for another 15 minutes.

Vice-Chair Hover reconvened into Regular Session at 10:30 a.m.

Vice-Chair Hover reported Finance/HR Gleason's contract was up for renewal at the end of August. Her current contract listed her wage at \$35.53/hour. He asked if the Board wished to continue with Ms. Gleason's employment agreement.

Motion:

Board Member Studen moved to extend Finance/HR Director Gleason's employment agreement for another 3 years, effective September 1, 2022, with a 4% salary increase effective this same date, with a new hourly wage of \$36.96. He also moved to authorize the Chair to sign the contract. The motion was seconded by Board Member Rieb.


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



Adjourn:

There being no further business to come before the Board, Vice-Chair Hover adjourned the meeting at 10:33 a.m.

APPROVED:



Chairperson or Acting Chair



Brent Timm, General Manager

ATTEST:



Paula Brantner-Thomas, Clerk of the Board