

**Okanogon County of Governments (OCOG)
Regular Meeting – Monday, April 9, 2018**

Present:

- Andy Hover, County Commissioner
- Barry Freel, Omak Council Member
- Carlene Anders, Pateros Mayor
- Christine Whitney, Colville Tribes Ferry Manager
- Cindy Gagne, City of Omak Mayor
- Danyell Bellinger, OCTA Administrative Support
- Deanne Konsack, OCTN Director of Operations
- Dennis Brown, Tonasket Mayor
- Greg Wright, WSDOT Community Liaison-Intercity
- Jimmer Tillman, PW Director, Elmer City
- Jon Neal, Oroville Mayor
- Kelly Scalf, OCTA General Manager
- Melanie Carroll, OCTA Clerk of the Board
- Nick Manzano, WSDOT Planning Supervisor
- Shawn Davisson, City of Okanogan Public Works
- Sonia Hoffman, Colville Tribes DOT Transit Coordinator
- Soo Ing-Moody, Twisp Mayor

Call to Order

OCOG Chair Soo Ing-Moody called the meeting to order at 5:03pm.

Welcome/Introductions

Those in attendance were asked to introduce themselves and state their agency / jurisdiction.

Approval of the Agenda

No additions/deletions made to the agenda.

Update: Treasurer's Report

Josh Thomson, OCOG Treasurer, was not in attendance.

Update: Secretary's Report

Kelly Scalf, OCOG Secretary, stated she would like to discuss who the lead agency is for the Human Services Transportation Plan (HSTP). She would also like to clarify who contacts are for Okanogan Council of Governments (OCOG) and the Regional Transportation Planning Organization (RTPO).

Update: County Report (5-10 min.)

Andy Hover, Okanogan County Commissioner, explained there have been many washouts with the rainfall in Okanogan County. Particularly, the Loup on Highway 20 has had issues. Andy mentioned that

Okanogan County Commissioner, Chris Branch, has been discussing how a primitive roads study will look. Andy believes this is a part of OCOG's scope of projects. He asked that everyone keep this in mind. As transportation goes, Andy stated that these primitive roads are alternate routes when the main routes go down.

Nick Manzano informed OCOG of potential internal funding available if this should be at the top of OCOG's priority list. Andy clarified that he is not asking to put it on the top of the list. Nick mentioned this could possibly be the first phase of the Emergency Action Plan and would like to keep this discussion going. Nick will follow up with Andy and Chris on this topic.

Approval of Minutes – 03/12/2018

Jon Neal moved to approve the minutes from March 12, 2018. Dennis Brown seconded the motion and it passed unanimously.

Discussion/Action: Purchasing, Ethics and ADA Policies (2017-2019 HSTP Agreement).

Soo explained that the three forms are for the 2017-2019 Human Services Transportation Planning (HSTP) Agreement. She mentioned that the title could change from OCOG to RTPO. Andy asked, procedurally, how to keep OCOG and RTPO separately in meetings or whether that was deemed to be necessary. Soo stated that for the time being, not all jurisdictions have returned signed Interlocal Agreements incorporating RTPO so we are still running under the former OCOG agreement. Once all jurisdictions sign the Interlocal Agreement, OCOG can also function officially as a RTPO. Andy asked for clarification that there is no need to keep the OCOG and RTPO separate if topics are out of scope of one or the other. Nick explained that it is allowable to talk about topics in meetings as OCOG and RTPO without officially switching out of one entity to another. Soo asked if members wished for one policy to cover both organizations. Andy asked about grant funding that comes through as RTPO. Nick confirmed funding is for transportation only and would not be a conflict with other OCOG work. Based on discussions, Soo summarized that it is the group's understanding that there is no need to distinguish between the two entities. Kelly explained that she looks at OCOG and RTPO as one and suggests the title "OCOG/RTPO" in moving forward. The group agreed.

Soo stated she believes the Code of Ethics and ADA Policy included in the packets to be standard but has questions pertaining to the Purchasing Policy. Carlene moved to approve the Ethics Policy and ADA Policy, as is, for the 2017-2019 HSTP Agreement. Andy seconded the motion and it passed unanimously.

In regards to the Purchasing Policy, Soo would like to clean up specific individual titles (i.e. Executive Director). Additionally, Kelly explained she would like to look at Okanogan County's Purchasing Policy to ensure there are no conflicts between the 2 documents. Greg Wright stated he would look around for other agencies' Purchasing Policies and provide OCOG with examples.

Andy would like to strike "petty cash" in the Purchasing Policy, as OCOG does not have this. Nick suggested looking at QUADCO's Purchasing Policy since they are set up the same way as OCOG. All members agreed this was a good idea and suggested it be on next month's agenda. Soo explained that by having QUADCO's example, OCOG can make edits necessary in time.

Discussion/Action: HSTP – Advertisement for Work.

Kelly moved to put the Human Services Transportation Plan (HSTP) out for Request for Qualifications. Jon seconded the motion and it passed unanimously.

Soo clarified that whoever puts the HSTP out for bid is required to collect qualifications. She explained that once these bids are collected, a committee selects the contractor. Kelly stated that she can compile this, but would like Josh Thomson to look it over as the fiduciary. Andy stated that he would speak to Josh and Kelly tomorrow to straighten everything out. Greg pointed out that the starting point for scope of work and budget is on page ten of the 2017-2019 HSTP.

Carlene moved to approve the County Fiscal Sponsor (Josh Thomson) and Okanogan County Transit Authority (Kelly Scalf) work together on advertisement of the HSTP Request for Qualifications. Jon seconded the motion and it passed unanimously.

Roundtable – Brief Members’ Updates (time permitting)

Jon Neal announced that Oroville is working on their airport and TIB grand for \$16k.

Jimmer Tillman announced the construction of the Elmer City street project completion in May 2018, small works roster TIB chip seal project and sewer study.

Shawn Davisson announced that if an agency needs asphalt to let him know. He explained that the local agency performing the work would not fire up unless there is 100 ton. Shawn hopes that Josh will have an OCTC meeting to create conversation on this topic. Soo explained that a call for projects is coming up at OCOG’s next meeting. She would like to add this to next month’s OCOG agenda as a Discussion/Action: Collaboration Request for Hot Mix Asphalt Purchase. Shawn stated it would be nice to have the conversation with everyone. He mentioned that the next OCTC meeting would be April 19, 2018.

Andy Hover announced that the North Cascade smoke jumper base is a state ran airport on private property. He explained the County wants to put money into it, but they have to prove the need to do this work. Andy stated that OCOG may be asked for a letter of support if needed for requests for project funding as it is a project of regional significance.

Greg Wright announced that the grant program has begun. He stated that July 9, 2018 is the call for projects. Greg mentioned that WSDOT has funded \$60 million worth of projects in the last biennium.

Kelly Scalf announced that the Grants Planning Advisory Committee finished their meetings. She explained that one of the major efforts was Operating Mobility Grants will now be done every four years. As an example, Okanogan County Transportation and Nutrition (OCTN) would only have to apply for funds every four years. Kelly stated this would be the first biennium it would occur. She mentioned this dynamic would change ranking procedures as seen in the past. She stated that ranking will take place in December 2018 at the very latest.

Nick Manzano announced that he would like OCOG to think of how to use funds by June 2019. He suggested figuring out what the top two priorities are and defining them. Andy stated that he would like this to be on the agenda for next month.

Deanne Konsack announced that OCTN is expecting the delivery of new buses.

Cindy Gagne announced that the Eng Road project in Omak has been difficult. She also mentioned that the Omak School Board did not pass their levy.

Carlene Anders announced the Arbor Day event in Pateros on April 27, 2018. The theme for this event is “Community Roots”. She mentioned that Pateros is working on trying to come up with recycling solutions and have Eastern Washington become involved with opportunities. Carlene stated that the Pateros School District’s Superintendent resigned. She also spoke on the Love Washington Project and

requested OCOG create a letter of support for this project. Carlene will send materials out to everyone to view. She stated that this is a fundraiser for community start-up of national disaster areas. The goal of this is \$1 million each year. Soo asked Carlene to provide all the information to the Secretary of OCOG to present with next month meeting packet.

Dennis Brown announced that Tonasket is working on storm water from the storm water district in May 2018.

Soo Ing-Moody announced that the Town of Twisp has a large water project beginning this year for the next 3 years. Due to this, she explained there would be lots of construction downtown. Soo mentioned 4 new houses to begin being built for the Methow Housing Trust. As a result of this growth and also increasing demand for public transportation, she is hoping the transit route and bus shelters will be constructed along the corridor.

After all members provided an update, Soo summarized upcoming potential agenda items for the next year. These items are not exclusive, but do include:

1. Discussion/Action: Purchasing Policy (2017-2019 HSTP Agreement) – QUADCO Examples (Nick Manzano)
2. Discussion/Action: Collaboration Request for Hot Mix Asphalt Purchase
3. Discussion: NCSB – Letter of Support
4. Discussion: LOVE WA Fundraising – Letter of Support Request (Carlene Anders)
5. Discussion: Legislation Requests
6. Discussion/Action: \$74,000 Biennial Priorities/Projects
7. Discussion/Action: HSTP – Committee Selection Formation
8. Discussion: Ideas for RTP Projects (use priorities from last year's RTP projects)

Adjournment

There being no further business to come before the Council, Soo adjourned the meeting at 6:01pm.

Approved:



Soo Ing-Moody, OCOG Chair