



**BOARD MEETING AGENDA**

May 17, 2022 | 3:00 PM  
 Columbia Station 3<sup>rd</sup> Floor  
 300 South Columbia Street

	<u>Presented By</u>	<u>Suggested Disposition</u>
<b>1. CALL TO ORDER</b>	Chair Rob Tidd	Quorum Set
<b>2. PUBLIC COMMENT ON NON-AGENDA ITEMS</b> Comments will be heard & are limited to 3 minutes per person	Open "Call"	Information
<b>3. CONSENT AGENDA</b> 3.1 Minutes of the April 19, 2022 Board Meeting 3.2 Accounts Payable & Payroll Vouchers from April 2022	Laura Leon	Action
<b>4. DISCUSSION / ACTION ITEMS</b> 4.1 Approval of Lease Agreement: NorthWestern Trailways 4.2 Approval of Lease Agreement: Depot Café 4.3 Approval to enter into an Interlocal agreement with City of Wenatchee: Maiden Lane	Samantha Miller Samantha Miller Richard DeRock	Action Action Action
<b>5. STAFF REPORTS (verbal reports)</b> 5.1 Human Resources Staffing Monthly Report 5.2 Monthly Financial Report 5.3 Washington State Transit Insurance Pool Risk Profile 5.4 Connecting our Communities: Supergraphics Project 5.5 System Performance Report 5.6 General Manager's Report	Lynn Bourton Brenda Lamb Shawn Larson Selina Danko Richard DeRock Richard DeRock	Information Information Information Information Information Information
<b>6. MEETING ADJOURNMENT</b>	Chair Rob Tidd	Action

Title VI of the Civil Rights Act of 1964, and Title II of the Americans with Disabilities Act of 1990

It is Link Transit's policy to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any federally funded programs and activities. All meeting sites are accessible to persons with disabilities. Accommodations for people with disabilities can be arranged with advance notice. Any person, who wishes to obtain more information, or, who believes his/her Title VI protection has



**MINUTES  
LINK TRANSIT BOARD OF DIRECTORS**

**May 17, 2022**

**3:00 p.m.**

**Columbia Station 3<sup>rd</sup> Floor, 300 South Columbia Street, Wenatchee, WA**

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**ATTENDANCE**

**Board members attending in person:** Chair Rob Tidd, Bob Goedde, Bob Bugert, Joyce Huber, Jim Fletcher, Randy Agnew, Mark Kulaas, Anne Hessburg,

**Board members attending through ZOOM on-line internet program:** Tiffany Gering, Kyle Steinburg

**Link Transit Staff:** Richard DeRock, Nick Covey, Howard Johnson, Lynn Bourton, Ed Archer, Eric West, Brenda Lamb, Justin Brockwell, and Laura Leon

**Legal Counsel:**

**Absent / Excused:** Marc Straub, Michael Buckingham, Paul Parmley

**1. CALL TO ORDER**

Chair Tidd called the meeting to order at 3:00pm. A quorum was established with 9 board members present at that time.

**2. PUBLIC COMMENT**

*(None.)*

Chair Tidd addressed a non-agenda item and announced he would be forming a ByLaw Member Committee to review, address and update Link Transit's Bylaws. General Manger Richard DeRock indicated the regulations of the organization had not been reviewed since 2010. Chair Tidd appointed: Mark Kulaas and Jim Fletcher to serve with him on the committee.

**Kyle Steinburg joined at 3:03pm**

**3. CONSENT AGENDA**

The following Consent Agenda items were submitted for approval:

**2.1 Minutes** of the April 19, 2022 board meeting

**2.2 Accounts Payable Vouchers** from April 1-30, 2022 totaling \$682,160.91

**2.3 Payroll Vouchers** April 1-30, 2022, totaling \$593,019.05

**Board Action:**

There were no requests for corrections or changes to any of the Consent Agenda items.

**Jim Fletcher moved to approve all Consent Agenda business items as presented.**

**Bob Goedde seconded the motion.**

VOTE: All in favor with 10 voting board members present for this vote.

***Motion Carried  
Passed unanimously***

**4. DISCUSSION/ ACTION ITEMS**

**4.1 Approval of Lease Agreement: NorthWestern Trailways**

Contract/Procurement Specialist Samantha Miller presented the board with the recommendation to extend the current lease (which has the option to extend with two (2) additional two (2) year options) with Northwest Trailways through June 30, 2024.

**Board Action:**

**Joyce Huber moved to approve the NorthWestern Trailways agreement option to extend the current lease to June 30, 2024 acting as the first of two (2) additional two (2) year options noted in the original lease.**

**Randy Agnew seconded the motion.**

VOTE: All in favor with 10 voting board members present for this vote.

***Motion Carried  
Passed Unanimously***

**4.2 Approval of Lease Agreement: Depot Café**

Contract/Procurement Specialist Samantha Miller presented the board with the recommendation to approve a lease agreement with the Depot Café for two (2) additional years through June 31, 2024 at the rate of \$100.00 per month plus leasehold tax of \$60.54. The agreement would begin July 1, 2022 and go through June 30, 2024. The agreement presented included an offer of one (1) additional two (2) year option to extend, and one (1) additional one (1) year option to extend.

**Board Action:**

**Randy Agnew moved to extend the lease with the Depot Café as presented.**

**Anne Hessburg seconded the motion.**

VOTE: All in favor with 10 voting board members present for this vote.

***Motion Carried  
Passed Unanimously***

**4.3 Approval to enter into an Interlocal agreement with City of Wenatchee:  
Maiden Lane**

General Manager Richard DeRock noted Link Transit had been working with the City of Wenatchee on improvements on Maiden Lane and indicated that the current designs do not incorporate important southbound transit improvements.

In an effort to ensure those transit improvements are included and are built within the Connecting Washington timeline, DeRock requested authorization to enter into an Interlocal agreement with the City of Wenatchee to contribute \$22,500 towards the cost of a consultant company to refine design work on the Maiden Lane project.

**Board Action:**

**Joyce Huber moved to authorize Link Transit's General Manager to enter into an Interlocal agreement with the City of Wenatchee to contribute \$22,500 towards the cost of a consultant company to refine some design work for the Maiden Lane project.**

**Jim Fletcher seconded the motion.**

VOTE: All in favor with 10 voting board members present for this vote.

***Motion Carried  
Passed Unanimously***

**5. STAFF REPORTS**

***5.1 Human Resources Staffing Monthly Report:***

Administrative Services Manager Lynn Bourton reported on the current recruitment and hiring efforts.

Coach Operators:

As of May 17, 2022 - a total of 73 Coach Operators are able to work

Currently Hiring:

- (1) Vehicle Maintenance Service Worker

Hired:

- Facilities Maintenance Worker
- Travel Trainer
- Parts Person
- 3 Coach Operators

***5.2 Monthly Financial Report***

The Board were provided an overview of Agency's financial activity through April 30, 2022.

**2022 Sales Tax:**

April 2022 sales tax ( <i>earned in the month of February 2022</i> )	\$	1,578,655
◆ Over budgeted amount for the month by 54.2%	\$	555,147
◆ YTD sales tax collection	\$	3,075,804
◆ YTD budget amount	\$	2,150,689
◆ Over YTD budgeted amount by 54.2%	\$	925,114
◆ Last year's YTD sales tax amount	\$	2,542,613
◆ Over last year's YTD sales tax amount by 21.0%	\$	533,191

**2022 Operating Budget-to-Actual:**

◆ Budget year elapsed = 33%	\$	7,235,859
◆ Operating budget spent = 29%	\$	<u>6,288,271</u>
◆ <Over> Under Budgeted Amount	\$	947,588

**2022 Capital:**

◆ Professional services – RH2, Leavenworth Roundabout	\$	23,221
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**2021 Grants:**

◆ Invoiced Consolidated Grants	\$	238,178
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**Cash Accounts:**

◆ Cash w/Treasurer – 2022 over 2021	\$	5,336,379
◆ Investments – 2022 over 2021	\$	4,717,328

◆ Contingencies Reserve – 2022 over 2021	\$	633,334
◆ Vehicle Reserves – 2022 over 2021	\$	701,172
◆ FTA Vehicle Reserves – 2022 under 2021	\$	(17,061)
◆ Facility/Equipment Reserves – 2022 over 2021	\$	2,282,305
◆ Sales Tax Refund Reserve – 2022 over 2021	\$	333,333

**5.3 Washington State Insurance Pool Risk Profile**

Safety Officer Shawn Larson presented the annual risk profile provided by Washington State Transit Insurance Pool (WSTIP) covering auto liability claims from 2016-2020. The presentation compared Link Transit to other transit agencies in the “medium” member group. Please see Attachment A.

**5.4 Connecting our Communities: SuperGraphics Project**

Cristina Barone presented a community visibility campaign where designs (based on the history, geology, stories and people of North Central Washington) would be used on Link Transit vehicles to build excitement and a sense of local ownership around the Link Transit brand. Background on the selection process for the chosen artists was shared and a timeline of the development process was provided.

**5.5 System Performance Report**

This report provides an overview of how the System performed during the past month, which is reflective of how Agency is meeting the annual performance goals that were developed through the annual budgeting process and formally adopted by Board.

April 2022 Fixed Route Ridership Stats:

- Monday – Friday an average of 2996 boardings per day
- Saturday – an average of 1572 boardings per each Saturday
- Sunday – an average of 922 boardings per Sunday

**Paratransit:**

April 2022 Paratransit Ridership Stats:

- Monday – Friday an average of 218boardings
- Saturday - an average of 92 boardings
- Sunday – an average of 65 boardings

**Cost per Hour:**

- \$144.88 cost per hour in April 2022

**Complaints:**

- 8 complaints were reported in April 2022

**Class 1 or higher preventable Collision & Incidents:**

- 0 incidents of collisions occurred in April 2022

**5.6 General Manager's Report**

Richard DeRock shared the following information:

Fuel Gas Prices:

DeRock detailed both the impact on diesel fuel prices and the shortage of the diesel fuel due to the war between Russia and Ukraine.

Electric Vehicles:

The Electric 3 – 35 foot coaches that were supposed to be delivered this month, now have a scheduled delivery date of December 2022. He noted that the gasoline powered vehicles that were ordered in 2021 now have scheduled delivery dates of 2025.

Senator Cantwell Staff: is in the preliminary stages of planning a roundtable discussion with local businesses, the Chamber of Commerce, the City of Wenatchee and Link Transit regarding the effects of gas prices to the public and what electrification could do for the private sector.

Low No Grant – Link Transit is submitting a grant for 22 electric of buses, DeRock requested letters of support from each of the jurisdictions to include with the application.

Pedestrian Bridge – Provided an update on the Regional Mobility Grant for the Pedestrian Bridge and how the State of Washington had allowed for the application to (the Pedestrian Bridge to the Town Toyota Center) move to the final stage.

Triennial Review – DeRock congratulated his Staff for a Perfect score on the Triennial audit. No finding were found. Great job team!

**6. MEETING ADJOURNMENT**

All business listed on the Agenda had been addressed and with no further business to conduct, Chair Tidd adjourned the meeting at 3:56p.m.

Minutes Submitted by Anna Laura Leon  
Anna Laura Leon, Clerk of the Board







# 2021 Risk Profile review

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# Background Information

- 2021 risk profile is based on years 2016-2020
- Only auto liability claims are represented. This means a claim is attached to the event to be included.

## Formula Calculations

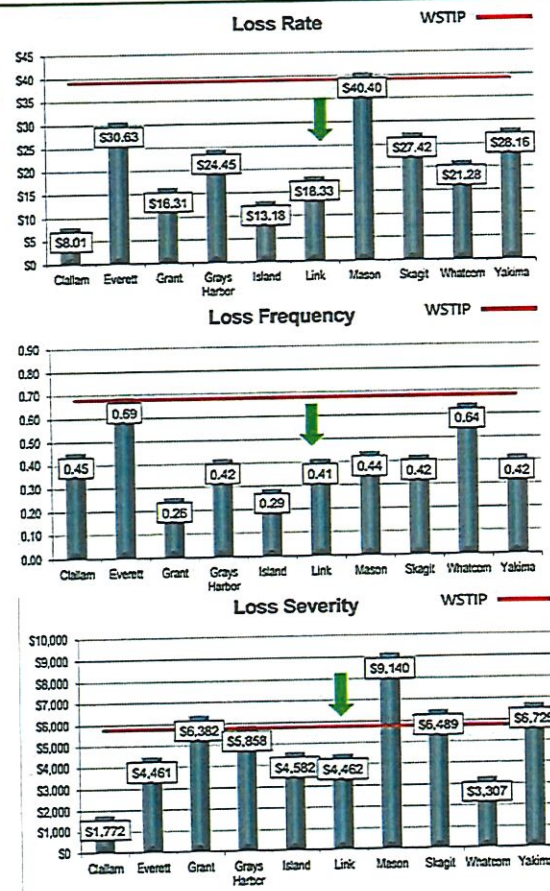
- **Loss Rate**
  - $(\text{losses capped} * 1,000 \text{ miles}) / \text{miles traveled}$
- **Loss Frequency**
  - $(\text{claims} / \text{miles}) * 100,000$
- **Loss Severity**
  - $\text{Losses capped} / \text{Number of claims}$

- Miles driven:
  - Fixed: 9,494,397
  - Para: 1,169,535
  - Admin/main: 461,022
  - Total: 11,124,954
- # of claims:
  - Fixed: 39
  - Para: 12
  - Admin/main: 3
  - Total: 54
- Capped losses
  - Fixed: \$174,007
  - Para: \$44,372
  - Admin/main: \$24,172
  - Total: \$242,551

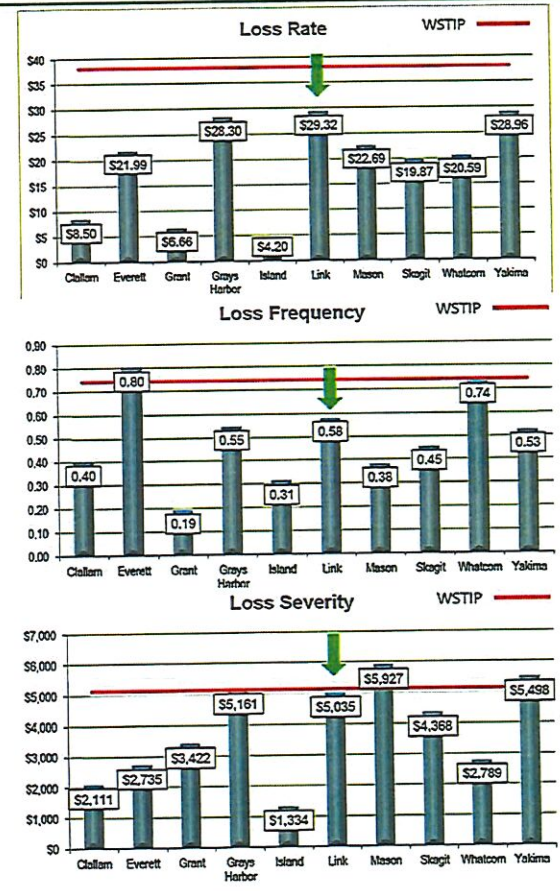


# Fixed route comparison

2021

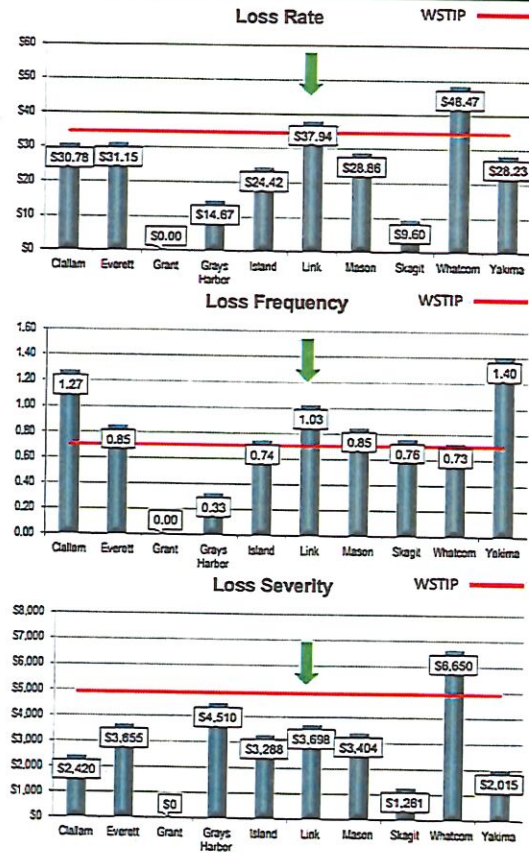


2020

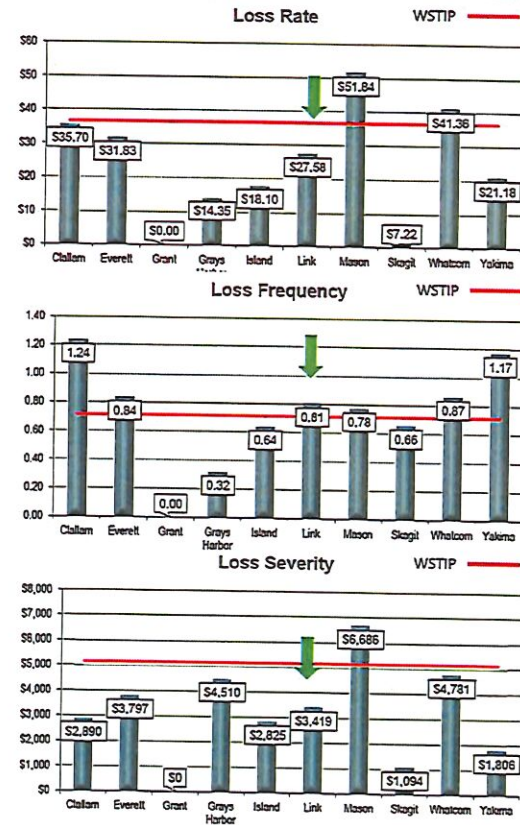


# Paratransit comparison

2021



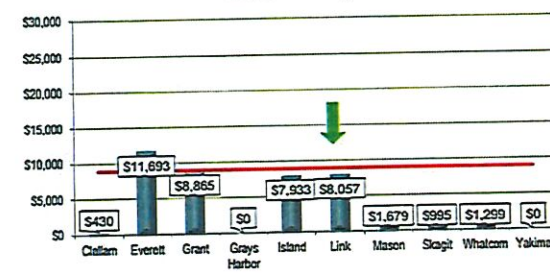
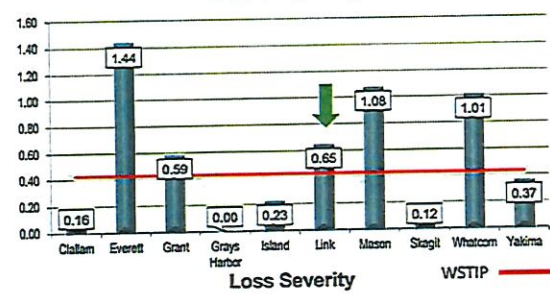
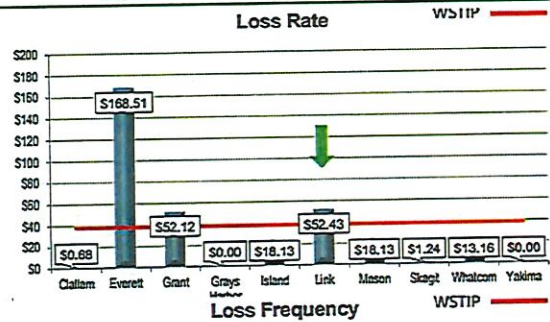
2020



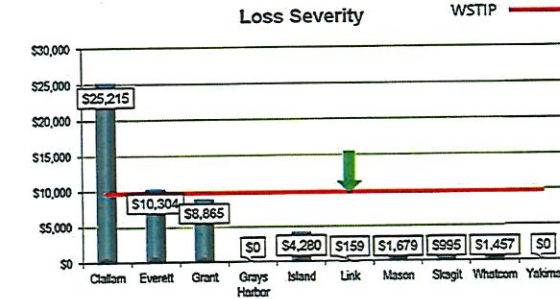
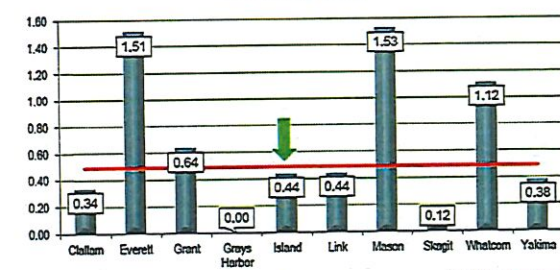


# Admin/Main comparison

2021

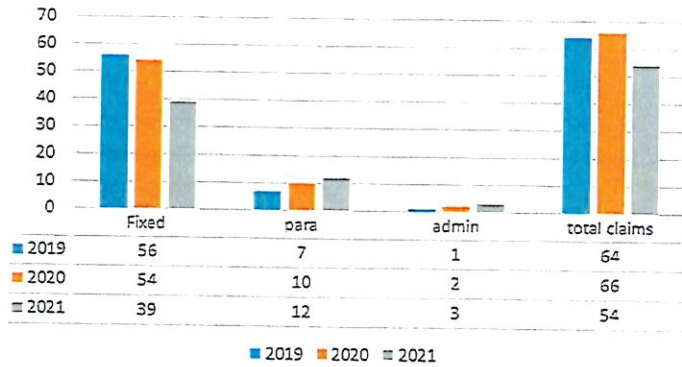


2020

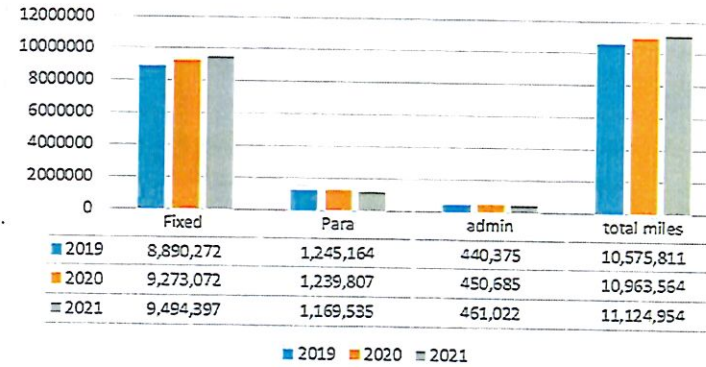


# Trends

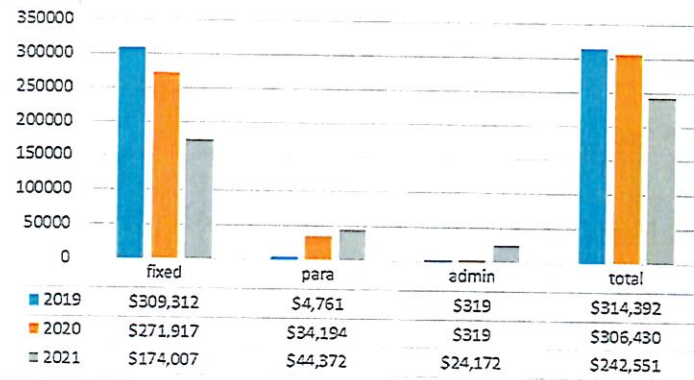
### # of claims



### Miles driven



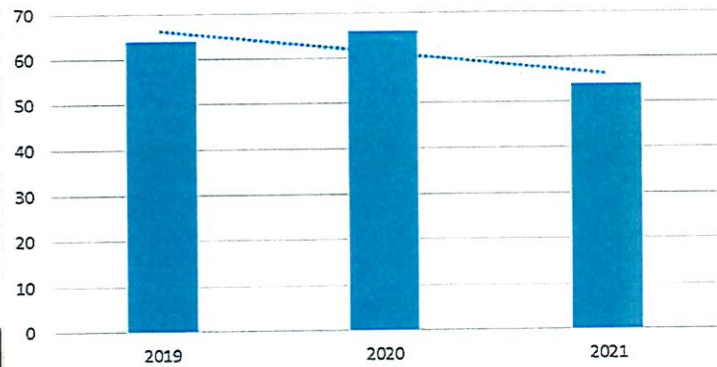
### Capped losses



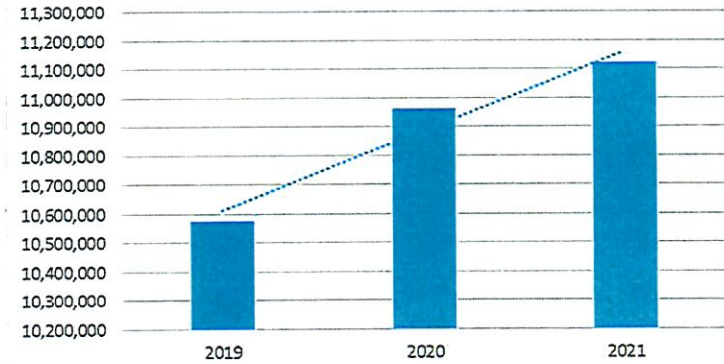


# Link as a whole

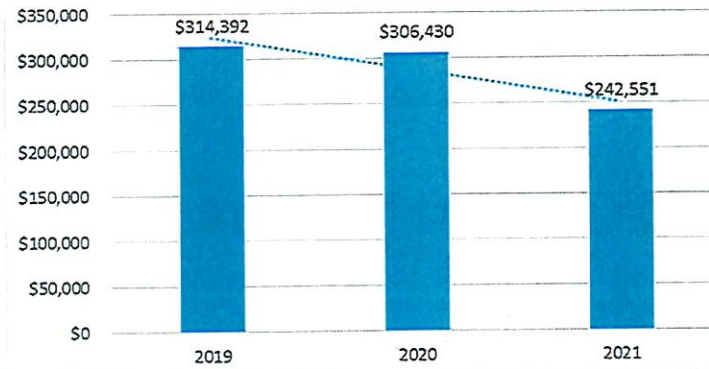
# of claims



Miles driven



capped losses





# Final Thoughts

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- Overall Link is doing good
- Need to keep an eye on Paratransit and analyze further
- This information does not contain all event information

## Laura Leon

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**From:** Laura Leon  
**Sent:** Wednesday, May 11, 2022 4:42 PM  
**To:** 'Cherry Creek Radio (newsvenatchee@cherrycreekradio.com)'; 'Empire Press'; 'KOZI Radio Chelan (kozi@kozi.com)'; 'Leavenworth Echo '; 'NCW Media'; 'NCWLife Channel'; News Koho; 'Sunny FM Radio'; 'Wenatchee World Newspaper (newsroom@wenatcheeworld.com)'  
**Subject:** News Media: May 17, 2022 Link Transit Board Meeting  
**Attachments:** AGENDA, May 17, 2022 Board Meeting -.pdf

Good afternoon,

The monthly business meeting of the Link Transit Board of Directors will be held on **Tuesday May 17, 2022 beginning at 3:00 p.m.** inside the 3<sup>rd</sup> floor conference room at Columbia Station, 300 S. Columbia Street in Wenatchee, WA. This location is ADA accessible and members of the public are welcome.

The meeting agenda is attached for your convenience, and the full electronic Board Packet can be found here: [May 17, 2022](#)

In addition to attending in person, the general public will have access to Link Transit's monthly board meeting via live stream on Facebook – on Link Transit's Official Facebook Page.

Written public comments are always welcome and may be submitted by e-mail to [boardclerk@linktransit.com](mailto:boardclerk@linktransit.com) or by regular U.S. Mail to Board Clerk, 300 S. Columbia St., Wenatchee, WA 98801.

Comments received will be distributed to all board members.

Thank you,

Laura León



### Laura León

Board Clerk | Executive Assistant

(509)664-7608

[lleon@linktransit.com](mailto:lleon@linktransit.com)

300 S. Columbia St, Wenatchee, WA 98801

[www.linktransit.com](http://www.linktransit.com)

## Laura Leon

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**From:** Laura Leon  
**Sent:** Wednesday, May 11, 2022 4:40 PM  
**To:** 'Anne Hessburg (ahessburg@cityofleavenworth.com)'; 'Bob Bugert'; 'Chuck Zimmerman'; 'Erin C. McCool (emccool@omwlaw.com)'; 'Jim Fletcher (mayor@cityofcashmere.org)'; 'Joyce Huber (councilmanjoyce@yahoo.com)'; 'ksteinburg@co.douglas.wa.us'; 'Marc Straub (mstraub@co.douglas.wa.us)'; 'Mark Kulaas'; 'Mayor Bob Goedde (bgoedde@cityofchelan.us)'; 'Mayor Michael Buckingham'; 'Paul Parmley (paul@teamsters760.org)'; 'Randy Agnew'; 'Randy Agnew '; 'Rob Tidd'; 'Tiffany Gering'  
**Cc:** Management  
**Subject:** May 17, 2022 Link Transit Board Meeting  
**Attachments:** AGENDA, May 17, 2022 Board Meeting -.pdf

Good afternoon Board Members,

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The board information packet was mailed out this afternoon via U.S. Priority mail, but the full electronic Board Packet can be found here: [May 17, 2022](#)

The meeting agenda is attached for your convenience. For those members that will join us virtually, please find the Zoom connection details below.

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Comments received will be distributed to all board members.

Thank you and looking forward to having you attend.

Laura

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Join Zoom Meeting

<https://us06web.zoom.us/j/87610722086?pwd=YmxOYm5obGdqbnXU0RTdkeGhkcVlpQT09>

Meeting ID: 876 1072 2086

Passcode: 177789

One tap mobile

+12532158782,,87610722086#,,,,\*177789# US (Tacoma)

+13462487799,,87610722086#,,,,\*177789# US (Houston)

Dial by your location

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## Laura Leon

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**From:** Laura Leon  
**Sent:** Wednesday, May 11, 2022 4:38 PM  
**To:** 'Adina Stains'; Cami Ostrom; 'Chad Daggett'; Deborah Paine; 'Deniese C. Aultman'; 'dominick@digitalmedianorthwest.com'; 'Jac Cates'; Jeff Day; Jessica Bennett; Joe Brouillette; Justin Brockwell; 'Laura Leon (lleon@linktransit.com)'; Maggie Kaminoff; Marisol Aguilar; 'Ray Dobbs (ray.dobbs@nwi.net)'; Ron Hatton; Selina Danko; 'Tamara Cardwell (tcardwell@co.douglas.wa.us)'; Walker Sjolander; 'Wilkins, Jeff (jeff@Chelan-Douglas.org)'  
**Subject:** Public Notice: May 17, 2022 Link Transit Board Meeting  
**Attachments:** AGENDA, May 17, 2022 Board Meeting -.pdf

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Thank you,

Laura León



**Laura León**

Board Clerk | Executive Assistant

(509)664-7608  
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[www.linktransit.com](http://www.linktransit.com)





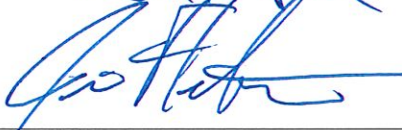
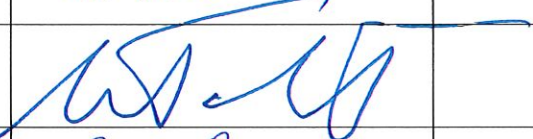



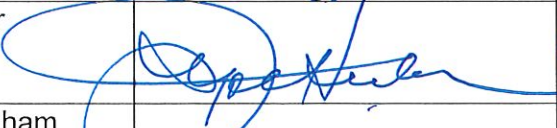


**FILE COPY**

May 17, 2022 3:00 p.m.

Hosted in person and electronically from  
 Link Transit's Columbia Station – 3<sup>rd</sup> Floor  
 300 S. Columbia Street, Wenatchee, WA

**BOARD MEMBER ATTENDANCE ROSTER**

Name & Jurisdiction	Signature – Attendee Or / <b>Conference Call-in</b>	Per Diem Requested (Please Indicated Yes or No)
Rob Tidd East Wenatchee		YES <input checked="" type="radio"/> NO
Bob Goedde Chelan		<input checked="" type="radio"/> YES NO
Jim Fletcher Cashmere		<input checked="" type="radio"/> YES NO
Marc Straub Douglas County	absent +	YES NO
Kyle Steinburg Douglas County	on zoom	YES NO
Tiffany Gering Chelan County	on zoom	YES NO
Bob Bugert Chelan County		YES <input checked="" type="radio"/> NO
Randy Agnew Rock Island		<input checked="" type="radio"/> YES NO
Mark Kulaas Wenatchee		YES <input checked="" type="radio"/> NO
Anne Hessburg Leavenworth		<input checked="" type="radio"/> YES NO
Joyce Huber Waterville		<input checked="" type="radio"/> YES NO
Michael Buckingham Entiat	absent	YES NO
Paul Parmley Union Representative	absent	YES NO


**Link Transit**  
*connecting our communities*  
**PAYROLL WARRANTS**

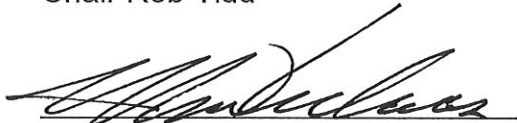
All Payroll is "direct deposit". *Exceptions are for new employees, or, an employee who has made banking changes, or other special circumstance.*

April 1-30, 2022 Payroll Period.  
Direct Deposit Total: \$593,019.05

APPROVED by the Board of Directors of the Chelan Douglas PTBA d.b.a. Link Transit at a board meeting held on the 17th of May 2022.


  
Chair Rob Tidd

  
Randy Agnew

  
Mark Kulaas

absent  
Michael Buckingham

  
Jim Fletcher

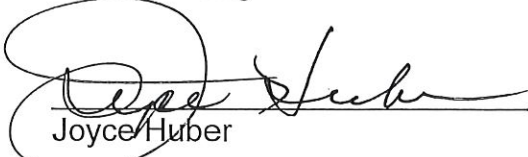
  
Bob Goedde

  
Bob Bugert

  
Kyle Steinburg *on zoom*  
*Bob G. signed twice*

*on zoom*  
Tiffany Gering

  
Anne Hessburg

  
Joyce Huber

absent  
Marc Straub

ATTEST:


  
Laura Leon, Clerk of the Board

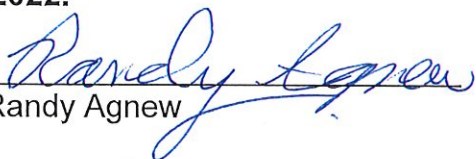



**ACCOUNTS PAYABLE WARRANTS**

April 1-30, 2022 Accounts Payable.  
Check Numbers: **104920-105007, 105008-105093** (including any voided checks).  
Total \$682,160.91

APPROVED by the Board of Directors of the Chelan Douglas PTBA d.b.a. Link Transit at a board meeting held on the 17th of May 2022.


  
Chair Rob Tidd


  
Randy Agnew

  
Mark Kulaas

*absent*  
Michael Buckingham

  
Jim Fletcher

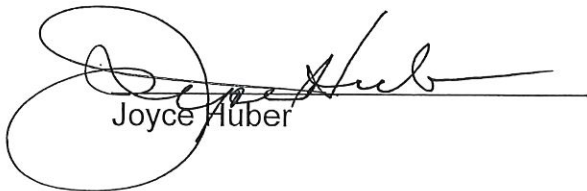
  
Bob Goedde

  
Bob Bugert

*on zoom*  
Kyle Steinburg

*on zoom*  
Tiffany Gering

  
Anne Hessburg

  
Joyce Huber

*absent*  
Marc Straub

ATTEST:  
  
Laura Leon, Clerk of the Board