



**FILE COPY**

**BOARD MEETING AGENDA**

August 16, 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>	Laura Leon	Action
3.1 Minutes of the July 19, 2022 Board Meeting		
3.2 Accounts Payable & Payroll Vouchers from July 2022		
<b>4. BOARD ADMINISTRATION &amp; COMMUNICATIONS</b>		Information
4.1 Employee Recognitions: 30 Years of Safe Driving	Howard Johnson	
4.2 Safe Act Award		
4.3 Star Performer Award	Laura Leon	
<b>5. BOARD COMMITTEES (verbal)</b>		Information
4.1 Finance Committee Report	Mark Kulaas	
<b>6. PUBLIC HEARING</b>		Information
Link Transit's 2022-2027 Transit Development Plan (TDP) and 2021 Annual Report	Cristina Barone	
<b>7. DISCUSSION / ACTION ITEMS</b>		
7.1 Resolution 2022-05, Approving Link's 2022-2027 TDP and 2021 Annual Report	Cristina Barone	Action
7.2 Temporary Staff-Shortage Service Reductions	Cristina Barone	Action
7.3 Award amendment to RFB 2022-06, Procurement and Installation of Bird Netting	Samantha Miller	Action
7.4 RFB 2022-08, Paratransit Vehicle Procurement	Samantha Miller	Action
7.5 RFB 2022-11 , Malaga HWY / South Wenatchee Road Project	Samantha Miller	Action
<b>8. STAFF REPORTS (verbal reports)</b>		
8.1 Human Resources Staffing Monthly Report	Lynn Bourton	Information
8.2 Monthly Financial Report	Brenda Lamb	Information
8.3 System Performance Report	Richard DeRock	Information
8.4 General Manager's Report	Richard DeRock	Information
<b>9. MEETING ADJOURNMENT</b>	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

AFFP

Ad # 543349 Ad text :

# Affidavit of Publication

NOTICE OF PUBLIC HEARING  
RE: Opportunity for Public Comment on Link Transit's Six Year  
Transit Development Plan (TDP) for years 2022 - 2027 and  
2021 Annual Report

STATE OF WASHINGTON } SS  
COUNTY OF DOUGLAS }

Notice is hereby given that a public hearing will be held as part of the Link Transit board meeting on Tuesday, August 16, 2022 beginning at 3:00 p.m., at Link Transit's Columbia Station in the 3rd floor conference room, 300 Columbia Street in Wenatchee, Washington.

The Douglas County Empire Press is a legal newspaper published in Douglas County, Washington, and approved as such by the Superior Court of said County and State. Serving the county of Douglas.

The Public Hearing will be held to receive testimony on The Draft Transit Development Plan: 2022-2027, and 2021 Annual Report. A copy of the TDP document is available to view at [www.linktransit.com](http://www.linktransit.com) or it can be requested to be received through regular U.S. mail by calling 509-664-7608. A copy of this document will also be available for public inspection beginning August 1, 2022 at: Link Transit Columbia Station, Guest Services, 300 S Columbia St, Second Floor, Wenatchee, Washington, 98801

That said newspaper was regularly issued and circulated on those dates.

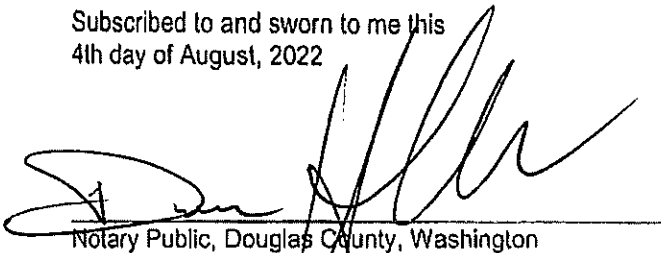
Public review and comment on Link's proposed 2022-2027 TDP and the 2021 Annual Report is encouraged. Written comments will be accepted through August 15, 2022 and will be submitted to the Link Transit Board for consideration as part of their decision-making process. Written comments can be submitted by e-mail to [boardclerk@linktransit.com](mailto:boardclerk@linktransit.com) or by regular USPS mail to: Board Clerk, 300 South Columbia Street, Wenatchee, WA 98801. Please call Link Transit at 664-7608 if you need a foreign language or sign language interpreter for the public hearing, or to request a copy of the proposal in an alternative format.

08/04/2022

Dated this 29th day of July 2022  
Anna Laura Leon, Clerk of the Board  
Link Transit

Subscribed to and sworn to me this  
4th day of August, 2022

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

  
Notary Public, Douglas County, Washington

My commission expires: 8/30/25

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 believes his/her Title VI protection has been violated, may file a complaint with Link Transit's Title VI Coordinator at 509-664-7600.

546879 543349  
LINK TRANSIT (LEGALS)  
2700 EUCLID AVE  
WENATCHEE WA 98801



AFFP

Ad # 543285 Ad text :

# Affidavit of Publication

NOTICE OF PUBLIC HEARING  
RE: Opportunity for Public Comment on Link Transit's Six Year  
Transit Development Plan (TDP) for years 2022 - 2027 and  
2021 Annual Report

STATE OF WASHINGTON ) SS  
COUNTY OF CHELAN )

The Wenatchee World is a legal newspaper published in the Chelan County, Washington, and approved as such by the Superior Court of said County and State. Serving the counties of Chelan, Douglas, Grant & Okanogan.

Notice is hereby given that a public hearing will be held as part of the Link Transit board meeting on Tuesday, August 16, 2022 beginning at 3:00 p.m., at Link Transit's Columbia Station in the 3rd floor conference room, 300 Columbia Street in Wenatchee, Washington. The Public Hearing will be held to receive testimony on The Draft Transit Development Plan: 2022-2027, and 2021 Annual Report. A copy of the TDP document is available to view at [www.linktransit.com](http://www.linktransit.com) or It can be requested to be received through regular U.S. mail by calling 509-664-7608. A copy of this document will also be available for public inspection beginning August 1, 2022 at: Link Transit Columbia Station, Guest Services, 300 S Columbia St, Second Floor, Wenatchee, Washington, 98801

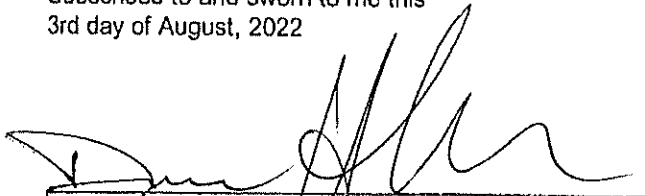
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08/03/2022

Subscribed to and sworn to me this  
3rd day of August, 2022

Dated this 29th day of July 2022  
Anna Laura Leon, Clerk of the Board  
Link Transit

  
\_\_\_\_\_  
Notary Public, Chelan County, Washington

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

My commission expires: 8/30/25

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546879 543285

LINK TRANSIT (LEGALS)  
2700 EUCLID AVE  
WENATCHEE WA 98801



## Laura Leon

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**From:** Laura Leon  
**Sent:** Thursday, August 11, 2022 8:25 PM  
**To:** Management; 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  
**Subject:** August 16, 2022 Link Transit Board Meeting  
**Attachments:** AGENDA, August 16, 2022 Board Meeting.pdf

Good evening,

The monthly business meeting of the Link Transit Board of Directors will be held on **Tuesday, August 16, 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.

A public hearing will be held as part of the monthly board business meeting to provide the Board an opportunity to hear comments from members of the public regarding Link Transit's proposed Transit Development Plan (TDP) for years 2022-2027.

The public notice regarding the proposed TDP document is available for members of the public to view on Link's website [www.linktransit.com](http://www.linktransit.com).

The board information packet was mailed out today and after today's Finance Committee Meeting, a revision to the agenda was made.

The updated meeting agenda is attached for your convenience, and the full electronic Board Packet can be found here: [August 16, 2022](#)

In addition to attending in person, the general public will have access to Link Transit's monthly board meeting via:  
a.) Live stream webinar:

<https://us06web.zoom.us/j/87052393481>

b.) Live stream on Facebook – on Link Transit's Official Facebook Page and/or

can

c.) Listen by phone: (253)215-8782

Members of the public have been encouraged to send their public comments 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. All comments received will be distributed to all board members.

Thank you,

Laura

## Laura Leon

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**From:** Laura Leon  
**Sent:** Thursday, August 11, 2022 8:21 PM  
**To:** Adina Bruketta; Cami Ostrom; 'Chad Daggett'; Deborah Paine; '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: August 16, 2022 Link Transit Board Meeting and Public Hearing  
**Attachments:** AGENDA, August 16, 2022 Board Meeting.pdf

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Thank you,

Laura

## Laura Leon

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**From:** Laura Leon  
**Sent:** Thursday, August 11, 2022 8:19 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: August 18, 2022 Link Transit Board Meeting  
**Attachments:** AGENDA, August 16, 2022 Board Meeting.pdf

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The meeting agenda is attached for your convenience, and the full electronic Board Packet can be found here: [August 16, 2022](#)

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Thank you,

Laura Leon



### Laura León

Board Clerk | Executive Assistant

(509)664-7608

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

300 S. Columbia St. Wenatchee, WA 98801

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











August 16, 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

**FILE COPY**

**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		YES <input checked="" type="radio"/> NO
Kyle Steinburg Douglas County		YES <input checked="" type="radio"/> NO
Tiffany Gering Chelan County	absent +	YES NO
Bob Bugert Chelan County	absent +	YES NO
Randy Agnew Rock Island		<input checked="" type="radio"/> YES NO
Mark Kulaas Wenatchee		YES <input checked="" type="radio"/> NO
Anne Hessburg Leavenworth	in person -	<input checked="" type="radio"/> YES NO
Joyce Huber Waterville	zoom	<input checked="" type="radio"/> YES NO
Michael Buckingham Entiat	absent	YES NO
Paul Parmley Union Representative		YES <input checked="" type="radio"/> NO

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

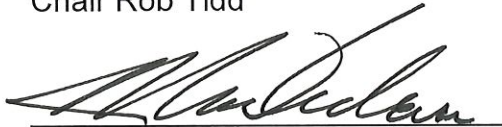
All Payroll is "direct deposit". *Exceptions are for new employees, or, an employee who has made banking changes, or other special circumstance.*

**July 1-31, 2022 Payroll Period. 1105763, 105847-105851**  
(including any voided checks).  
**Direct Deposit Total: \$622,678.69**

**APPROVED** by the Board of Directors of the Chelan Douglas PTBA d.b.a. Link Transit at a board meeting held on the 19th of July 2022.

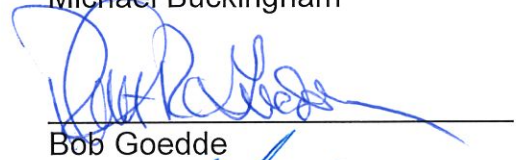
  
Chair Rob Tidd

  
Randy Agnew


  
Mark Kulaas

  
Michael Buckingham

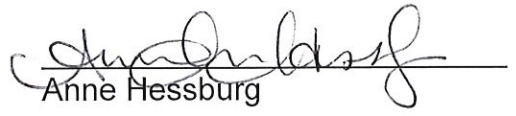
  
Jim Fletcher


  
Bob Goedde


  
Bob Bugert

  
Kyle Steinburg

  
Tiffany Gering

  
Anne Hessburg

  
Joyce Huber

  
Marc Straub

ATTEST:  
  
Laura Leon, Clerk of the Board



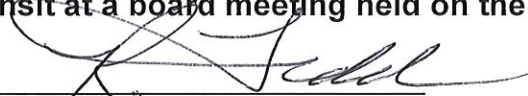


**ACCOUNTS PAYABLE WARRANTS**

July 1-31, 2022 Accounts Payable.

Check Numbers: **105647-105711, 105712-105762, 105764-105846** (including any voided checks) total **\$705,867.93**

APPROVED by the Board of Directors of the Chelan Douglas PTBA d.b.a. Link Transit at a board meeting held on the 19th of July 2022.

  
Chair Rob Tidd

  
Randy Agnew

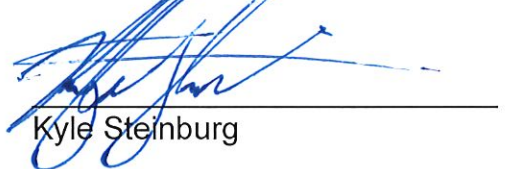
  
Mark Kulaas

absent  
Michael Buckingham

  
Jim Fletcher

  
Bob Goedde


absent  
Bob Bugert

  
Kyle Steinburg

absent  
Tiffany Gering

  
Anne Hessburg

via zoom  
Joyce Huber

  
Marc Straub

ATTEST:  
  
Laura Leon, Clerk of the Board



**BOARD MEETING**

**August 16, 2022 3:00 p.m.**

**Hosted Electronically from**

**Link Transit's Columbia Station – 3<sup>rd</sup> Floor**

**300 S. Columbia Street, Wenatchee, WA**

Additional public access to view and listen to the proceedings of the meeting will be live stream through Zoom, and listen by phone at (253)215-8782, Webinar ID: 870 5239 3481

**PUBLIC ATTENDANCE**

Name	Community	
1. Della Juarez	Gardner Terrace	Wen.
2. Robert Aris	Cashmere.	Benton Co.
3. Sandra Lopez	Cash, Wenatchee.	(509) 264-1484
4.		
5.		
6.		
7.		
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9.		
10.		
11.		
12.		

**MINUTES  
LINK TRANSIT BOARD OF DIRECTORS**

**August 16, 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:*** Kyle Steinburg, Marc Straub, Jim Fletcher, Anne Hessburg, Rob Tidd, Bob Goedde, Randy Agnew, Mark Kulaas, and Paul Parmley

***Board members attending through the Zoom Webinar:*** Joyce Huber

***Link Transit Staff:*** Nick Covey, Eric West, Mark Bruggman, Jose Torres, Cristina Barone, Brenda Lamb, Jessica Huerta, Howard Johnson, Samantha Miller, Ed Archer, and Justin Brockwell.

***Absent / Excused:*** Bob Bugert, Tiffany Gering, and Michael Buckingham

**1. CALL TO ORDER**

Chair Rob Tidd called the meeting to order at 3:02 p.m. A quorum was established with 9 board members present at that time.

**2. PUBLIC COMMENT**

*(Comments are heard; speakers are limited to 5-minutes per person)*

Dalla Farah, Wenatchee

Spoke against the route 5 changes, implemented as part of the July 11, 2022 Phase I Service Plan.

Demetria Lopez, Wenatchee

Spoke against the route 5 changes, implemented as part of the July 11, 2022 Phase I Service Plan.

***Acting Chair Tidd proceeded to open the Public Hearing as agenda item 3, and presented the Consent Agenda as item 4.***

**3. PUBLIC HEARING**

Acting Chair Tidd opened the public hearing at 3:10 p.m. The purpose of the public hearing is to provide the Board an opportunity to hear public comment on the Agency's proposed six-year Transit Development Plan (TDP) for years 2022-2027, which includes the 2021 Annual Report.

The six-year annual TDP document must be submitted to the Washington State Department of Transportation by early September of each year. The annual TDP document outlines the major projects, services, and associated facility and equipment needs for the coming 6-years, based on an agency's current service structure.

Planning and Development Manager Cristina Barone provided an overview of the TDP document.

**Public Comment on the 2022-2027 TDP & 2021 Annual Report**

None received.

Chair Tidd closed the public hearing at **3:19p.m.**

**4. CONSENT AGENDA**

The following Consent Agenda items were submitted for approval:

**3.1 Minutes** of the July 19, 2022 board meeting

**3.2 Accounts Payable Vouchers** from July 1-31, 2022, totaling \$705,867.93

**3.3 Payroll Vouchers** from July 1-31, 2022, totaling \$ 622,678.69

**Board Action:**

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

**Randy Agnew moved to approve all Consent Agenda business items as presented.**

**Anne Hessburg seconded the motion.**

VOTE: All in favor with 9 voting board members present for this vote.

***Motion Carried  
Passes Unanimously***

**5. BOARD ADMINISTRATION AND COMMUNICATIONS**

**5.1 Employee Recognition: 30 Years of Safe Driving**

Coach Operator Jose Torres was recognized as Link Transit's first employee to have reached 30 years of accident-free Safe Driving.

**5.2 Safe Act Award**

Coach Operator Marc Bruggman was recognized for assisting a guest in receiving paramedic assistance when he noticed the individual was exhibiting abnormal symptoms; His awareness and fast actions saved his passenger.

**5.3 Star Performer Award**

Outreach Specialist Selina Danko, and Coach Operator Jared Howard were recognized as the January – July 2022 Star Performers.

**6. BOARD COMMITTEE REPORTS**

**6.1 Finance Committee**

In the absence of Finance Chair Randy Agnew, board member Mark Kulaas provided the Finance Committee Report.

**7. OLD BUSINESS**

**7.1 Inflation and Retention Incentive**

Lynn Bourton and Nick Covey presented on the tabled item sharing the challenges of both hiring and retaining employees. Bourton shared information from research she had conducted and received from local agencies/companies in the region and other state wide transit authorities on how they were addressing the issue. Bourton asked for guidance and direction from the Board of Directors on the topic.

Discussion ensued.

**Board Action:**

Anne Hessburg moved to approve that effective January 5, 2023, all employees employed continuously from August 1, 2022 through December 31, 2022 receive a onetime retention incentive of \$2500 and new employees hired between August 1, 2022 and December 31, 2022 receive a onetime hiring incentive of \$2000.

Mark Kulaas seconded the motion.

VOTE: 4 in favor, 6 against, with 10 voting board members present for this vote.

*Motion failed.*

(Steinburg, Fletcher, Goedde, Straub, Agnew, Huber)

**8. DISCUSSION / ACTION ITEMS**

**8.1 Resolution 2022-05, Approving Link's 2022-2027 TDP and 2021 Annual Report**

Discussion took place on the TDP document earlier presented by Planning and Development Manager Cristina Barone.

Staff presented Resolution 2022-05 for the Board's consideration. The Resolution formalized the approval and adoption of the 2022-2027 TDP document as presented.

**Board Action:**

Mark Kulaas moved to adopt Resolution 2022-05, *Approving Link's 2022-2027 TDP and the 2021 Annual Report as presented.*

Randy Agnew seconded the motion.

VOTE: All in favor with 9 voting board members present for this vote.

*Motion Carried  
Passed Unanimously*

**8.2 Temporary Staff Shortage Service Reductions**

Cristina Barone reported on the difficulty to hire Transit Operators and indicated the need of an additional 6 full time operators to be able to operate the full Link Transit service schedule that was implemented in July of 2022.

Due to the shortage of staff, a temporary service reduction for the next operator bid cycle: October 3, 2022 through January 2, 2023 was recommended.

The proposed October 2022 service revisions included the following:

- **Alignment change:** Route 4, 7, and 9
- **Frequency reduction:** Route 3, 4, 5, and 9 (reduce weekday frequency from 30 to 60 minutes)
- **Service suspension:** Route 20, 26, 32, and 34

**Anne Hessburg was excused at 4:32pm**

Barone provided mitigation efforts that staff is exploring to aid the guests that may be affected by the service revisions, which included expanding eligibility for the TRIP-Link service and exploring other partnerships and travel reimbursement programs.

Discussion ensued.

**Board Action:**

**Jim Fletcher moved to implement a temporary service reduction for the period of October 3, 2022 through January 2, 2023.**

**Marc Straub seconded the motion.**

VOTE: The motion passed with 8 voting board members present for this vote.

***Motion Carried  
Passed Unanimously***

***8.3 Award Amendment to RFB 2022-06, Procurement and Installation of Bird Netting***

An amendment to the previously awarded RFB 22022-06 was presented by Contract Specialist Samantha Miller. Miller reported the amendment included two change orders to the contract with Sprague Pest Solutions in the amounts of \$13,038.95 and \$2,063.40 totaling \$15,102.35 for the additional required materials, labor and taxes.

**Board Action:**

**Randy Agnew moved to approve the amendment that includes two change orders with Sprague Pest Solutions in the amounts of \$13,038.95 and \$2,063.40 totaling \$15,102.35 for the additional required materials, labor and taxes.**

**Kyle Steinburg seconded the motion.**

VOTE: The motion passed with 8 voting board members present for this vote.

***Motion Carried  
Passed Unanimously***

***8.4 RFB 2022-08, Paratransit Vehicle Procurement***

Contracts Specialist Sam Miller presented the challenges the Link Transit staff has had acquiring Paratransit Vehicles due to the impact of the pandemic and chip shortage and explained the need and desire to acquire the vehicles planned for both this year and next for a total of 10 vehicles.

**Board Action:**

**Jim Fletcher moved to approve Link Transit to enter into an agreement with Schetky Northwest Sales, Inc. for the procurement of 10, rear wheelchair lift equipped, Dodge Ram Van based, paratransit vehicles.**

**Mark Kulaas seconded the motion.**

VOTE: The motion passed with 8 voting board members present for this vote.

***Motion Carried  
Passed Unanimously***

***8.5 RFB 2022-11, Malaga Hwy/ South Wenatchee Road Project***

Link Transit in coordination with RH2 Engineering Services prepared a request to the public for bids to improve and construct a bus turn-around lane to allow the safe entry to the Malaga/Alcoa Highway allowing for Route 1 to extend service to Boodry Street in South Wenatchee. A request for bids was released and Samantha Miller, Contract Specialist, recommended to award the lowest responsive bidder.

**Board Action:**

Kyle Steingburg moved to award the lowest responsive bidder, Smith Excavation in the amount of \$167,381.00 to complete the Malaga Hwy/ South Wenatchee road project.

Marc Straub seconded the motion.

VOTE: The motion passed with 8 voting board members present for this vote.

***Motion Carried  
Passed Unanimously***

**9. STAFF REPORTS**

**9.1 Human Resources Staffing Monthly Report**

Administrative Services Manager Lynn Bourton reported the recruitment and hiring efforts for the month of July-August 2022. Bourton reported having a total of 86 full time Coach Operators on the roster as of August 1, 2022. six (6) of those drivers are out on extended leave, one (1) resigned due to medical reasons, (4) are still training for a total of 76 'driving ready and able to work' Coach Operators.

Current Open Positions:

(1)Facilities Worker position

(1) Training Aide Position

Bourton finalized her report by indicating both the Human Resources and Marketing department, had worked with Howell at the Moon productions to develop TV ad placements and continue to the recruitment efforts for Coach Operators. The advertisements would be released in the upcoming weeks for both local and regional channels.

**9.2 Monthly Financial Report**

Brenda Lamb provided an overview of Agency's financial activity through July 31, 2022.

**2022 Sales Tax:**

◆ July 2022 sales tax (earned in the month of May 2022)	\$	1,858,222
◆ Over budgeted amount for the month by 15.1%	\$	243,857
◆ YTD sales tax collection	\$	8,900,249
◆ YTD budget amount	\$	6,739,463
◆ Over YTD budgeted amount by 32.1%	\$	2,160,786
◆ Last year's YTD sales tax amount	\$	7,967,606
◆ Over last year's YTD sales tax amount by 11.7%	\$	932,643

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

◆ Budget year elapsed = 58%	\$	12,662,754
◆ Operating budget spent = 53%	\$	<u>11,468,864</u>
◆ <Over> Under Budgeted Amount	\$	1,193,890

**2022 Capital:**

◆ Bird Netting	\$	1,955
◆ (2) Two VMWare Servers	\$	7,874
◆ Roundabout - professional services – RH2	\$	14,880

**2021 Grants:**

◆ 2021 5307 Grant \$ 141,638

**Cash Accounts:**

◆ Cash w/Treasurer – 2022 over 2021 \$ 1,554,580  
◆ Investments – 2022 over 2021 \$ 6,670,160  
◆ Contingencies Reserve – 2022 over 2021 \$ 1,033,333  
◆ Vehicle Reserves – 2022 over 2021 \$ 1,134,162  
◆ FTA Vehicle Reserves – 2022 under 2021 \$ (17,061)  
◆ Facility/Equipment Reserves – 2022 over 2021 \$ 3,749,512  
◆ Sales Tax Refund Reserve – 2022 over 2021 \$ 583,333

**9.3 System Performance Report**

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

**Ridership:**

July 2022 Fixed Route Ridership Stats:

- Monday – Friday an average of 2996 boardings per day.
- Saturday – an average of 1639 boardings
- Sunday – an average of 1024 boardings

**Paratransit:**

July 2022 Paratransit Ridership Stats:

- Monday – Friday an average of 240 daily boardings
- Saturday – an average of 100 boardings
- Sunday – an average of 75 boardings

**Cost per Hour:**

- Cost per hour was \$150.84 for both fixed-route and Paratransit in July 2022

**Complaints:**

- 7 complaints were reported in July 2022

**Class 1 or higher preventable collisions**

- 0 – class 1 preventable collision occurred in July 2022

**9.4 General Manager's Report**

Regional Mobility Grant and Capital Development Planner position

Link Transit applied early for the Regional Mobility grant for the pedestrian bridge project that would connect Maple Street to the Town Toyota Center.

Link Transit withdrew the application due to the high cost estimates. The Department of Transportation asked Link Transit to reconsider for not enough applications were submitted for the funds that were available. DeRock indicated the need to be prepared with projects, and the new position of the Capital Development Planner would be able to aid Link Transit to be able to take advantage and maximize opportunities with competitive grants.

The No-Lo Grant:

Link Transit had applied for 22 electric busses and received notification that Link Transit had not been awarded.



**10. MEETING ADJOURNMENT**

All business listed on the Agenda had been addressed and with no further business to conduct, Chair Tidd adjourned the meeting at 5:18 p.m.

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