



View the meeting live stream:
<https://us06web.zoom.us/j/87052393481>
 Webinar ID: 870 5239 3481
 Listen by phone: (253) 215 8782

BOARD MEETING AGENDA
 October 18, 2022 | 3:00 PM
 Columbia Station 3rd Floor
 300 South Columbia Street

	<u>Presented By</u>	<u>Suggested Disposition</u>
1. CALL TO ORDER **Continuance** The regular monthly business meeting will be <i>paused</i> or “ <i>continued</i> ” until the conclusion of a special multijurisdictional meeting that has been scheduled to review the structure of the current board of the Chelan-Douglas PTBA d.b.a Link Transit.	Board Clerk Laura Leon	Quorum Set Of the Multi-Jurisdictional Leaders
2. LINK TRANSIT BOARD BUSINESS MEETING	Chair Tidd	Quorum of Link board members
3. PUBLIC COMMENT ON NON-AGENDA ITEMS Comments will be heard & are limited to 3 minutes per person	Open “Call”	Information
4. CONSENT AGENDA 4.1 Minutes of the September 20, 2022 Board Meeting 4.2 Minutes of the Special Meeting State Auditor Exit Interview 4.3 Accounts Payable & Payroll Vouchers from September 2022	Laura Leon	Action
5. DISCUSSION / ACTION ITEMS 5.1 Awarding RFB 2022-10, Tires and Related Services 5.2 Amendment to Award RFQ 2022-04, Link Transit Facilities Redesign	Sam Miller Nick Covey	Action Action
6. STAFF REPORTS (verbal reports) 6.1 Human Resources Staffing Monthly Report 6.2 Monthly Financial Report 6.3 Momentum Dynamics Organization Restructure 6.4 Capital Project Updates 6.5 System Performance Report 6.6 General Manager’s Report	Lynn Bourton Brenda Lamb Richard DeRock Nick Covey Richard DeRock Richard DeRock	Information Information Information Information Information Information
7. MEETING ADJOURNMENT	Chair 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 been violated, may file a complaint with Link Transit's Title VI Coordinator at 509-664-7600.

Revised October 18, 2022

WENATCHEE WORLD
PO BOX 1511
WENATCHEE WA 98807-1511
(509) 663-5161

ORDER CONFIRMATION (CONTINUED)

Salesperson: LEGAL

Printed at 10/10/22 15:28 by ctugw-wc

Acct #: 546879

Ad #: 567485

Status: New

PUBLIC NOTICE

Notice is hereby given that a special multi-jurisdictional meeting has been called to provide members of the county legislative authorities and a representative of each city within the Chelan-Douglas Public Transportation Benefit Area (Link Transit) to discuss and review the composition of the Link Transit governing board.

This meeting will be held in conjunction with the Monthly scheduled Board of Directors Meeting on Tuesday October 18, 2022 at 3:00pm at Link Transit Columbia Station Board Room in Wenatchee, WA 98801.

The purpose of the special meeting will be for the Board to take action on the following item:

TO REVIEW THE STRUCTURE OF THE CHELAN-DOUGLAS PBTB d.b.a. LINK TRANSIT BOARD OF DIRECTORS. RCW 36.57A.055

The terminology action as used herein shall mean deliberate, discuss, consider, review, evaluate, make collective decision or take a vote on the above listed item.

Any person may appear at the date, time, and place set forth herein above and observe the action(s) of the Board of Directors. Public testimony will be accepted during the meeting and can also be submitted by e-mail to 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. The Board reserves the right to ask staff questions regarding the above items. The Board reserves the right to ask staff questions regarding the above items.

Dated this 12th day of October 2022

Laura León, Board Clerk
Link Transit

WENATCHEE WORLD
PO BOX 1511
WENATCHEE WA 98807-1511
(509)663-5161

ORDER CONFIRMATION

Salesperson: LEGAL

Printed at 10/10/22 15:28 by ctugw-wc

Acct #: 546879

Ad #: 567485

Status: New

LINK TRANSIT (LEGALS)
2700 EUCLID AVE
WENATCHEE WA 98801

Start: 10/13/2022 Stop: 10/13/2022
Times Ord: 1 Times Run: ***
ELSTD 2.00 X 4.79 Words: 244
Total ELSTD 9.58
Class: Q8501 EMPIRE LEGAL ADVERTISITNG
Rate: LEGAL Cost: 86.22
Affidavits: 1

Contact: NICK COVEY
Phone: (509)664-7611
Fax#:
Email: boardclerk@linktransit.com
Agency:

Ad Descript: PUBLIC NOTICE NOTICE IS H
Given by: *
P.O. #:
Created: ctugw 10/10/22 15:24
Last Changed: ctugw 10/10/22 15:28

PUB ZONE EDT TP RUN DATES
EP A 3 S 10/13

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

(CONTINUED ON NEXT PAGE)

WENATCHEE WORLD
PO BOX 1511
WENATCHEE WA 98807-1511
(509) 663-5161

ORDER CONFIRMATION (CONTINUED)

Salesperson: LEGAL

Printed at 10/10/22 15:20 by ctugw-wc

Acct #: 546879

Ad #: 567481

Status: New WHOLD WHOI

PUBLIC NOTICE

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Dated this 12th day of October 2022

Laura León, Board Clerk
Link Transit

WENATCHEE WORLD
PO BOX 1511
WENATCHEE WA 98807-1511
(509) 663-5161

ORDER CONFIRMATION

Salesperson: LEGAL

Printed at 10/10/22 15:20 by ctugw-wc

Acct #: 546879

Ad #: 567481

Status: New WHOLD

LINK TRANSIT (LEGALS)
2700 EUCLID AVE
WENATCHEE WA 98801

Start: 10/13/2022 Stop: 10/13/2022
Times Ord: 1 Times Run: ***
WSTD 2.00 X 3.44 Words: 244
Total WSTD 6.88
Class: W8500 LEGAL ADVERTISING
Rate: LEGAL Cost: 174.20
Affidavits: 1

Contact: NICK COVEY
Phone: (509) 664-7611
Fax#:
Email: boardclerk@linktransit.com
Agency:

Ad Descript: PUBLIC NOTICE NOTICE IS H
Given by: *
P.O. #:
Created: ctugw 10/10/22 15:14
Last Changed: ctugw 10/10/22 15:18

PUB ZONE EDT TP RUN DATES
WW A 3 S 10/13
WWO A 3 S 10/13

AUTHORIZATION

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Name (print or type)

Name (signature)

(CONTINUED ON NEXT PAGE)

Laura Leon

From: Laura Leon
Sent: Tuesday, October 18, 2022 12:47 PM
To: 'Cherry Creek Radio (news@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: Revised Agenda - October 18, 2022
Attachments: b. AGENDA, October 18, 2022 Board Meeting - v1.pdf

Good afternoon,

A revision has been made to the agenda for this afternoon's monthly business meeting. Please find the most updated version attached for your convenience.

All links on the website have been updated and the full packet can be found here: [October 18, 2022](#).

As a reminder, in addition to attending in person, the general public will have access to Link Transit's monthly board meeting via:

- Live stream webinar: <https://us06web.zoom.us/j/87052393481>
Webinar ID: 870 5239 3481
- Listen by phone: (253)215-8782

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Laura León

Board Clerk | Executive Assistant

(509)664-7808
lleon@linktransit.com
300 S. Columbia St. Wenatchee, WA 98801
www.linktransit.com

Laura Leon

From: Laura Leon
Sent: Tuesday, October 18, 2022 12:48 PM
To: Adina Bruketta; Cami Ostrom; 'Chad Daggett'; 'Christopher Carlson'; 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: Revised Agenda - October 18, 2022
Attachments: b. AGENDA,October 18, 2022 Board Meeting - v1.pdf

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Laura Leon

From: Laura Leon
Sent: Wednesday, September 28, 2022 8:35 PM
To: 'Cherry Creek Radio (newswenatchee@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)'; Adina Bruketta; 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)'
Cc: Management; 'Anne Hessburg (ahessburg@cityofleavenworth.com)'; 'Bob Bugert'; 'Clay Brandenburg (cbrandenburg@entiatwa.us)'; '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: Revised Notice and Agenda - Special Multi-jurisdictional Meeting
Attachments: SPECIAL Board Meeting Noticev1.pdf; a. AGENDA of Oct 18, 2022 PTBA Board Review.pdf



DATE: September 28, 2022
TO: News Media and General Public
FROM: Laura Leon, Executive Assistant & Clerk of the Board
PHONE: 509-664-7608
REGARDING: Notice of a Special multi-jurisdictional Meeting

Notice is hereby given that a special multi-jurisdictional meeting has been called to provide members of the county legislative authorities and a representative of each city within the Chelan-Douglas Public Transportation Benefit Area (Link Transit) to discuss and review the composition of the Link Transit governing board.

This meeting will be held in conjunction with the Monthly scheduled Board of Directors Meeting on **Tuesday October 18, 2022 at 3:00pm at Link Transit Columbia Station Board Room in Wenatchee, WA 98801.**

The purpose of the special meeting will be for the Board to take action on the following item:

- TO REVIEW THE STRUCTURE OF THE CHELAN-DOUGLAS PBTA d.b.a. LINK TRANSIT BOARD OF DIRECTORS. RCW 36.57A.055

The terminology "action" as used herein shall mean deliberate, discuss, consider, review, evaluate, make collective decision or take a vote on the above listed item.

Please find the complete agenda here: [October 18, 2022 Board Review](#)

Any person may appear at the date; time; and place set forth herein above and observe the action(s) of the Board of Directors. Public testimony will be accepted during the meeting and can also be submitted by e-mail to 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. The Board reserves the right to ask staff questions regarding the above items. The Board reserves the right to ask staff questions regarding the above items.

Dated this 28th Day of September 2022

Laura Leon, Board Clerk

Link Transit



Laura León

Board Clerk | Executive Assistant

(509)864-7608

lleon@linktransit.com

300 S. Columbia St. Wenatchee, WA 98801

www.linktransit.com

Laura Leon

From: Laura Leon
Sent: Wednesday, September 28, 2022 5:26 PM
To: Management; 'Anne Hessburg (ahessburg@cityofleavenworth.com)'; 'Bob Bugert'; 'Clay Brandenburg (cbrandenburg@entiatwa.us)'; '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: Notice of Special Meeting - REVIEW THE STRUCTURE OF THE LINK TRANSIT BOARD OF DIRECTORS RCW 36.57A.055
Attachments: SPECIAL Board Meeting Notice.pdf



DATE: September 28, 2022
TO: News Media and General Public
FROM: Laura Leon, Executive Assistant & Clerk of the Board
PHONE: 509-664-7608
REGARDING: Notice of a "Special" Link Transit Board Meeting

Notice is hereby given that a "Special Meeting" of the Link Board of Directors will be held in conjunction with the Monthly scheduled Board of Directors Meeting on **Tuesday October 18, 2022 at 3:00pm at Link Transit Columbia Station Board Room in Wenatchee, WA 98801.**

The purpose of the special meeting will be for the Board to take action on the following item:

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Laura Leon

From: Laura Leon
Sent: Wednesday, September 28, 2022 5:25 PM
To: Adina Bruketta; 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: Notice of Special Meeting - REVIEW THE STRUCTURE OF THE LINK TRANSIT BOARD OF DIRECTORS RCW 36.57A.055
Attachments: SPECIAL Board Meeting Notice.pdf



DATE: September 28, 2022
TO: News Media and General Public
FROM: Laura Leon, Executive Assistant & Clerk of the Board
PHONE: 509-664-7608
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Laura Leon

From: Laura Leon
Sent: Friday, October 14, 2022 4:12 PM
To: ksteinburg (ksteinburg@co.douglas.wa.us); Marc Straub (mstraub@co.douglas.wa.us)
Subject: October 18, 2022 Special Meeting and Monthly Board Meeting
Attachments: a. AGENDA of Oct 18, 2022 PTBA Board Review.pdf; b. AGENDA, October 18, 2022 Board Meeting.pdf

Douglas County Commissioners,

I originally sent this out this message below to the entire Board membership, and received a bounce back from your email addresses. I have reduced the number of attachments, and would appreciate if you can confirm you receiving this. Thank you! Laura Leon

Enclosed with this month's board information packet is a copy of the agenda for the special public meeting that has been called to review the composition of the Board of Directors of the Chelan Douglas Public Transportation Benefit Area d.b.a. Link Transit. This special meeting has been scheduled for 3:00 p.m., Tuesday, October 18, 2022 and it will be held inside Columbia Station's 3rd floor boardroom.

By Statute, RCW 36.57A.050, and RCW 36.57A.055 Members of the county legislative authority and the elected representative of each city have been invited to attend this special meeting.

You will note on the Agendas, the Clerk of the Link Transit Board will call the special meeting to review the PTBA board structure to order. Upon conclusion of the special PTBA review meeting, the regular monthly business meeting of the Link Transit Board of Directors will reconvene to address the agency's regular business matters as listed on the agenda.

The meeting(s) agenda(s) and the Board packet can be found here: [October 18, 2022](#)

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Should you have any questions, please do not hesitate to contact me.

Thank you,

Laura



Laura León

Board Clerk | Executive Assistant

509.664.7608

lleon@linktransit.com

300 S. Columbia St, Wenatchee, WA 98801

www.linktransit.com

Laura Leon

From: Laura Leon
Sent: Friday, October 14, 2022 4:03 PM
To: Management; 'Anne Hessburg (ahessburg@cityofleavenworth.com)'; 'Bob Bugert'; 'Chuck Zimmerman'; 'Clay Brandenburg (cbrandenburg@entiatwa.us)'; '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: October 18, 2022 Special Meeting and Monthly Board Meeting
Attachments: a. AGENDA of Oct 18, 2022 PTBA Board Review.pdf; b. AGENDA, October 18, 2022 Board Meeting.pdf; October 18, 2022 Electronic Board Packet.pdf

Link Board Members,

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Thank you,

Laura


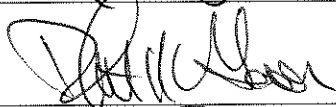

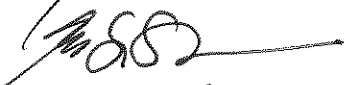
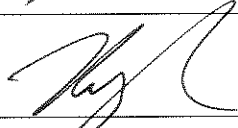
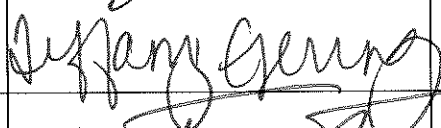

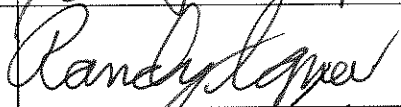
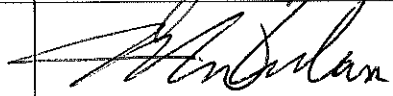

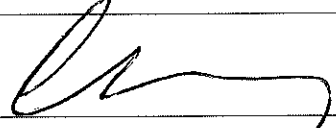
Link Transit
connecting our communities
BOARD MEETING

FILE COPY

October 18, 2022 3:00 p.m.

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

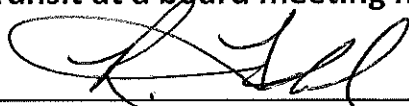
BOARD MEMBER ATTENDANCE ROSTER


Name & Jurisdiction	Signature – Attendee Or / Conference Call-in	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		YES <input checked="" type="radio"/> 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	on zoom	<input checked="" type="radio"/> YES NO
Clay Brandenburg Entiat		<input checked="" type="radio"/> YES NO
Paul Parmley Union Representative	absent -	YES NO

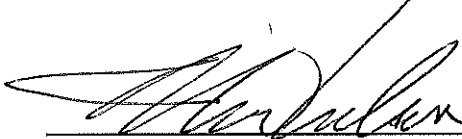



**September 1-30, 2022 Accounts Payable (including any voided checks).
106241-106366, 106368-106472: \$1,305,048.42**


APPROVED by the Board of Directors of the Chelan Douglas PTBA d.b.a. Link Transit at a board meeting held on the 18th of October 2022.



Chair Rob Tidd

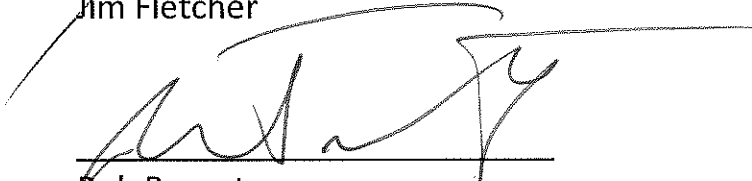

Randy Agnew

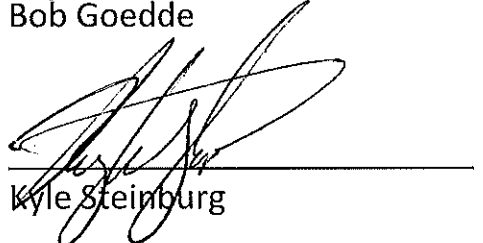

Mark Kulaas

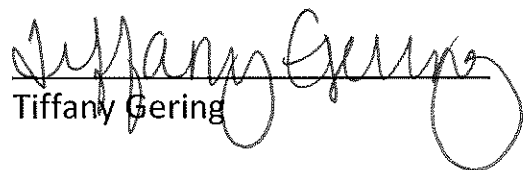

Clay Brandenburg

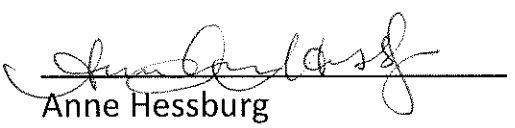

Jim Fletcher

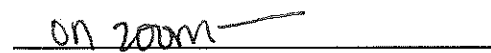

Bob Goedde

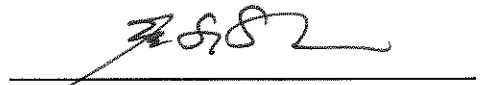

Bob Bugert


Kyle Steinburg


Tiffany Gering


Anne Hessburg


Joyce Huber


Marc Straub

ATTEST: 
Laura Leon, Clerk of the Board

Link Transit

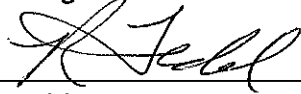
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PAYROLL WARRANTS

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

September 1-30, 2022 Payroll Period.
(including any voided checks). 106367, 106473-106476
Direct Deposit Total: \$687,983.00

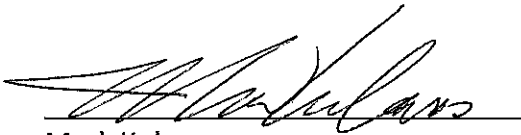
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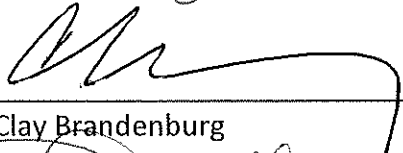
Chair Rob Tidd



Randy Agnew



Mark Kulaas



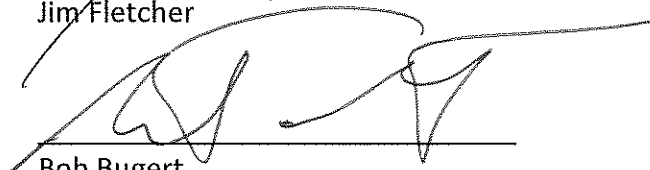
Clay Brandenburg



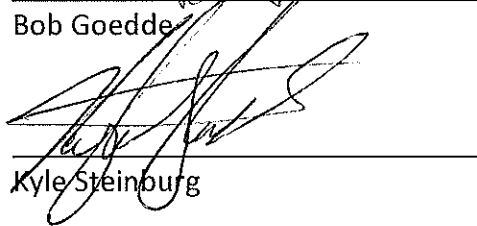
Jim Fletcher



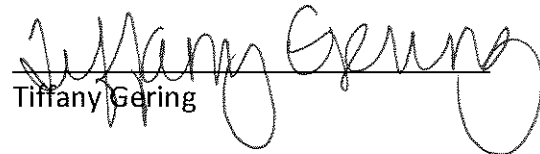
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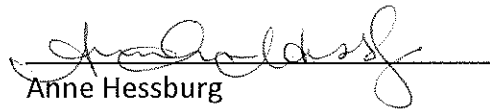
Bob Bugert



Kyle Steinburg

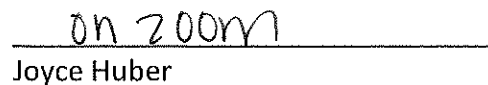


Tiffany Gering

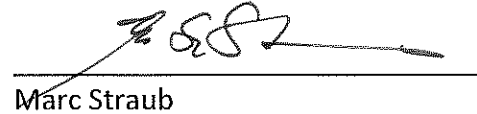


Anne Hessburg

on zoom



Joyce Huber



Marc Straub

ATTEST:



Laura Leon, Clerk of the Board

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

October 18, 2022

3:00 p.m.

Columbia Station 3rd Floor, 300 South Columbia Street, Wenatchee, WA

ATTENDANCE

Board members: *Councilman Joyce Huber, Commissioner Bob Bugert, Commissioner Tiffany Gering, Commissioner Kyle Steinburg, Councilman Clay Brandenburg, Councilman Anne Hessburg, Commissioner Bob Goedde, Mayor Jim Fletcher, Commissioner Marc Straub, Commissioner Dan Sutton, Mayor Randy Agnew, Mayor Jerrilea Crawford, Mayor Frank Kuntz, and Commissioner Kevin Overbay*

Link Transit Staff: Nick Covey, Howard Johnson, Lynn Bourton, Cristina Barone, Ed Archer, Eric West, Brenda Lamb, Samantha Miller, Justin Brockwell, and Laura Leon

Legal Counsel: Erin McCool,

Absent / Excused: Paul Parmley

1. CALL TO ORDER

The meeting was called to order at 3:04 p.m. A quorum was established with 12 jurisdictional members present at that time.

The Board Clerk stated that at this point in time the regular business meeting of the Link Transit Board of Directors was effectively "continued/paused" until the conclusion of the special multi-jurisdictional meeting. Upon completion and adjournment of this special meeting to review the structure of the local PTBA board, the Link Transit board meeting would be reconvened to address the regular business matters of the transit agency.

The Link Transit board meeting was continued at 3:52 p.m.

2. LINK TRANSIT BOARD BUSINESS MEETING

Chair Rob Tidd reconvened the regular business meeting at 3:54 p.m. which proceeded with a quorum of twelve (12) Link Transit board members present.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS

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

No public comments were given.

4. CONSENT AGENDA

The following Consent Agenda items were submitted for approval:

4.1 Minutes of the September 20, 2022 board meeting

4.2 Minutes of the September 29, 2022 State Auditor Exit Interview

4.3 Accounts Payable Vouchers from September 2022, totaling **\$1,305,048.42**
Payroll Vouchers from September 2022, totaling \$687,983.00

Board Action:

Mayor Agnew moved to approve all Consent Agenda business items as presented. Commissioner Straub seconded the motion.

VOTE: All in favor with 12 voting members present for this vote.

Motion Passed Unanimously

5. DISCUSSION / ACTION ITEMS

5.1 Awarding RFB 2022-10, Tires and Related Services

Contract Specialist Samantha Miller recommended the Board award the lowest responsive bidder to RFB 2022-10. Miller noted the contract in discussion, did include an option of a one (1) year extension through December 31, 2026.

Board Action:

Commissioner Steinburg moved to award Contract No. 2022-10 to Commercial Tires as the lowest responsive bidder for Tires and Related Services, effective January 1, 2023 through December 31, 2025.

Mayor Agnew seconded the motion.

VOTE: All in favor with 12 voting members present for this vote.

Motion Passed Unanimously

5.2 Amendment to Award RFQ 2022-04, Link Transit Facilities Redesign

Link Transit issued a Request for Qualifications (RFQ) for a redesign and expansion of all facilities, and Engineering Firm RH2 was awarded the bid with a dollar amount not to exceed \$150,000 for phase one. As this was a Request for Qualifications a dollar amount was not appropriate to award and clarification from Chief of Staff Nick Covey and RH2 Principal Eric Howe was provided. Both Howe and Covey explained the need to amend the award and increase the amount to an estimated cost of \$199,789 to be able to complete phase one of the design.

Board Action:

Commissioner Steinburg moved to approve the increase in cost from \$150,000 to \$199,789 to complete phase one of Link Transit's Facility redesign.

Commissioner Marc Straub seconded the motion.

VOTE: All in favor with 12 voting members present for this vote.

Motion Passed Unanimously

6. STAFF REPORTS

6.1 Human Resources Staffing Monthly Report

Administrative Services Manager Lynn Bourton reported the recruitment and hiring efforts for the month of September-October 2022. A total of 80 rostered Coach Operators, with 77 full time operators available to work.

6.2 Monthly Financial Report

2022 Sales Tax:

◆ September 2022 sales tax	\$	2,154,083
(Earned in the month of July 2022)		
◆ Over budgeted amount for the month by 79.4%	\$	953,553
◆ YTD sales tax collection	\$	13,381,482
◆ YTD budget amount	\$	9,666,797
◆ Over YTD budgeted amount by 38.4%	\$	3,714,695
◆ Last year's YTD sales tax amount	\$	11,428,382
◆ Over last year's YTD sales tax amount by 17.1%	\$	1,953,100

2022 Grants: 5307 Operating Grant – reimburse in November – December
Consolidated 3rd Quarter - \$309,179

2022 Operating Budget-to-Actual:

◆ Budget year elapsed = 75%	\$	16,280,684
◆ Operating budget spent = 70%	\$	<u>15,282,268</u>
◆ <Over> Under Budgeted Amount	\$	998,415

2022 Capital:

◆ Bird Netting	\$	84,700
◆ Seal Coating – Parking Lots	\$	36,270
◆ Bus Shelters	\$	112,500
◆ Roundabout - professional services – RH2	\$	12,343
◆ (6) Six Ride Share Vehicles	\$	242,605

Cash Accounts:

◆ Cash w/Treasurer – 2022 over 2021	\$	5,596,770
◆ Investments – 2022 over 2021	\$	2,319,375
◆ Contingencies Reserve – 2022 over 2021	\$	1,300,000
◆ Vehicle Reserves – 2022 over 2021	\$	2,080,608
◆ FTA Vehicle Reserves – 2022 under 2021	\$	(17,061)
◆ Facility/Equipment Reserves – 2022 over 2021	\$	4,787,870
◆ Sales Tax Refund Reserve – 2022 over 2021	\$	750,000

6.3 Momentum Dynamics Organization Restructure

Richard DeRock provided a summary of the organizational restructure of Momentum Dynamics.

6.4 Capital Projects Updates

Chief of Staff Nick Covey provided an update on the Capital Projects. Please see Attachment A.

Erin McCool was excused at 4:40pm

6.5 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:

September 2022 Fixed Route Ridership Stats:

- o Monday – Friday an average of 3,202 boardings per day
- o Saturday – an average of 1,648 boardings per day.
- o Sunday – an average of 1,065 boardings per day

- o **Paratransit:**

September 2022 Paratransit Ridership Stats:

- o Monday – Friday an average of 209 daily boardings,
- o Saturday – an average of 106 boardings
- o Sunday – an average of 83 boardings

Cost per Hour:

- o Cost per hour was \$166.86 for both fixed-route and Paratransit in September 2022

Complaints:

- o 3 complaints were reported in September 2022
- o **Class 1 or higher preventable collisions**
 - o 0 – class 1 preventable collision occurred in September 2022

6.6 General Manager's Report

Richard DeRock gave the following report:

No report.

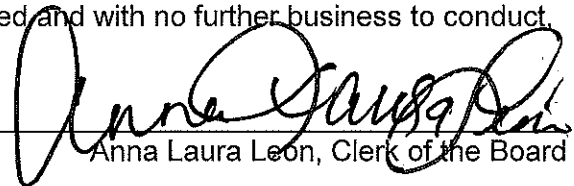
Good of the order:

Transportation Options and innovative nontraditional services to provide access to the community were briefly discussed. Protocol for Trespassing vehicles on Link Transit property was shared.

7. MEETING ADJOURNMENT

All business listed on the Agenda had been addressed and with no further business to conduct, Chair Tidd adjourned the meeting at 5:06 p.m.

Minutes Submitted by


Anna Laura Leon, Clerk of the Board

Link Transit
connecting our communities

October 1-31, 2022 Accounts Payable (including any voided checks). 106477-106586, 106588-106677: \$712,328.02

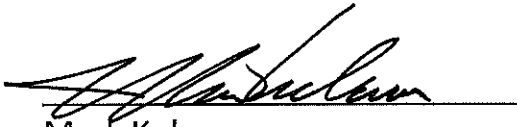
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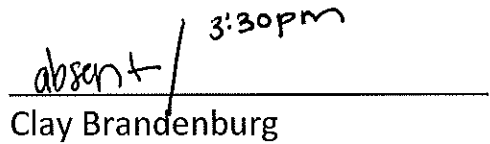


Randy Agnew



Mark Kulaas

absent / 3:30pm

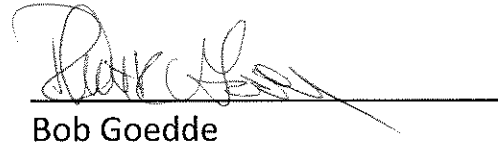


Clay Brandenburg

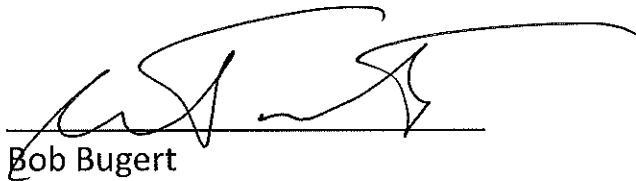
on zoom



Jim Fletcher



Bob Goedde




Bob Bugert

absent

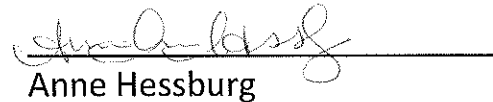


Kyle Steinburg

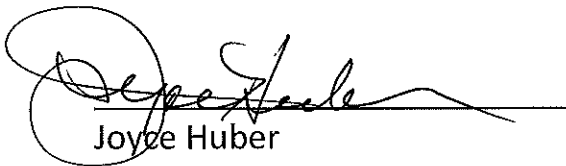
absent



Tiffany Gering

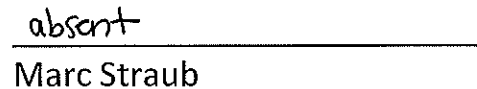


Anne Hessburg



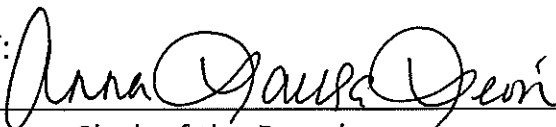
Joyce Huber

absent



Marc Straub

ATTEST:



Laura Leon, Clerk of the Board

Link Transit

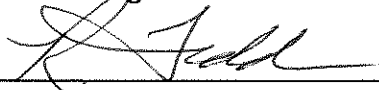
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PAYROLL WARRANTS

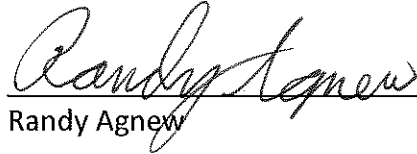
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October 1-31, 2022 Payroll Period.
(including any voided checks). 106587
Direct Deposit Total: \$655,689.71

APPROVED by the Board of Directors of the Chelan Douglas PTBA d.b.a. Link Transit at a board meeting held on the 15th of November 2022.



Chair Rob Tidd



Randy Agnew



Mark Kulaas

absent / 3:30pm

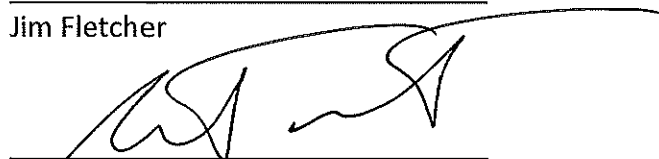
Clay Brandenburg

on zoom

Jim Fletcher



Bob Goedde



Bob Bugert

absent

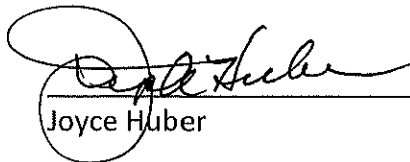
Kyle Steinburg

absent

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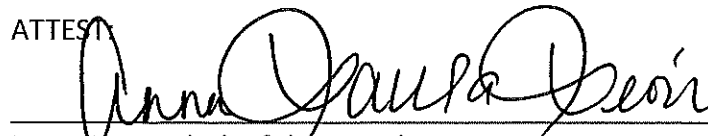


Joyce Huber

absent

Marc Straub

ATTEST



Laura Leon, Clerk of the Board