

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

May 16, 2023

3:00 p.m.

**Columbia Station 3rd Floor, 300 South Columbia Street, Wenatchee, WA
& Electronically through Zoom**

ATTENDANCE

Board members attending in person: Chair Marc Straub, Anne Hessburg, Randy Agnew, Rob Tidd, Joyce Huber, Bob Goedde, Jim Fletcher, Clay Brandenburg, Kevin Overbay, Mark Kulaas, Kyle Steinburg.

Board members attending through ZOOM on-line internet program:

Absent / Excused: Tiffany Gering

Legal Counsel: Erin McCool

Link Transit Staff: Richard DeRock, Nick Covey, Gabby Walker, Lynn Bourton, Ed Archer, Brenda Lamb, Justin Brockwell, Samantha Miller, Cristina Barone, Ron Hatton and Selina Danko, Roberto Torres, Joe Brouillette, Paden Osterlund, Julie Shipman, Jessica Huerta, Andy Farias

Other attendees: Gary Buchanan (The Prothman Company)

1. CALL TO ORDER

Chair Marc Straub called the meeting to order at 3 p.m. A quorum was established with 11 board members present at that time.

Chair Straub asked the board to approve the agenda with the following amendments:

1. Move the executive session (Item 7) to under 5.7 (CEO Report)
2. Move action item 8.1 (authorization to confirm CEO candidate interest) to after the staff reports (9.6)

Board Action:

Kevin Overbay moved to approve the amended agenda

Rob Tidd seconded the motion

VOTE: All in favor with 11 voting board members present for this vote.

Motion Carried Unanimously

2. BOARD MEMBER DECLARATION OF CONFLICT OF INTEREST

No board members mentioned a conflict of interest.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments.

4. CONSENT AGENDA

The following Consent Agenda items were submitted for approval:

4.1 Minutes of the April 18, 2023 board meeting

4.2 Accounts Payable Vouchers from April 1-30, totaling \$1,012,148.62

4.3 Payroll Vouchers from April 1-30, totaling \$636,858.01

Board Action:

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

Rob Tidd moved to approve all Consent Agenda business items as presented.

Anne Hessburg seconded the motion.

VOTE: All in favor with 11 voting board members present for this vote.

Motion Carried

5. BOARD ADMINISTRATION & COMMUNICATION

5.1 30-year safe-driving award – Roberto Torres

Link Transit tracks preventable/recordable/chargeable accident-free service and rewards drivers for consecutive and/or cumulative accident-free years of driving. Coach Operator Roberto Torres is the second Link Transit operator to achieve the significant milestone of 30 years of accident-free driving. Board Chair Marc Straub presented Torres with a plaque for achieving this milestone. Link Transit CEO Richard DeRock stated that Torres would receive a check for \$150 from the Washington State Transit Insurance Pool for his achievement.

5.2 Retirement Recognition – Joe Brouillette

Link Transit employee Joe Brouillette was recognized for 26 years of service to the agency. Brouillette is retiring May 31, 2023.

5.3 Board member meeting notes

Legal Counsel Erin McCool reminded Board members that notes used for agency business or that are shared among board members related to agency business should be turned into the board clerk for retention.

5.4 Finance Committee Report

Chair Straub reviewed highlights from the Finance Committee meeting held May 4, 2023:

- The committee recommends the board authorize Link staff to purchase nine 30-foot BYD electric vehicles.
- Work on the shelter pad improvement on Euclid Avenue has begun to improve pedestrian access and safety.
- A change order for the Third & Rock Island Park & Ride project will result in an additional cost of \$30,000.

5.5 Facilities Redesign Committee Report

The Facilities Redesign Committee was formed in January of 2023 to assist with the process of redesigning and adding existing bus storage and administrative workspace.

The project has two goals:

- Build enough bus storage and charging infrastructure to support Link Transit's growing fleet of electric vehicles in a covered, heated, and safe environment.
- House as many Link Transit administrative staff as possible in one building

Board committee member Randy Agnew reported that staff are exploring several options, some of which are contingent on grant funding, with the understanding that it is necessary to complete the construction of some type of bus storage in the next 18-24 months to accommodate the anticipated delivery date of electric vehicles.

5.6 Board Executive Search Committee

Current Link Transit CEO Richard DeRock is retiring in August of 2023. The Link Transit board Executive Search Committee has engaged a hiring firm, The Prothman Company, to assist with the recruitment of qualified applicants. Committee members conducted in-person interviews with three of the fifteen initial applicants and hosted a meet & greet session open to Link employees and members of the public. Five members of the board are serving on the search committee including: Anne Hessburg, Marc Straub, Kevin Overbay, Randy Agnew and Rob Tidd. Straub expressed that it was a great process and thanked his fellow committee members for helping in the efforts to hire Link's next executive.

5.7 CEO report

Richard DeRock reported to the board the following:

- The Washington State Department of Revenue has acknowledged an error in correctly recording sales tax collection boundaries for the Chelan-Douglas Public Transportation Benefit Area by not annexing the portion of the Lake Chelan School District situated in Douglas County. The agency is taking steps to correct the error and a negotiated settlement for back payment of uncollected sales taxes is expected.
- Link Transit is participating in a demonstration of a new electric paratransit vehicle (e-Jest) made by a Turkish manufacturer starting June 19, 2023. The test driving allows the agency to doublecheck the range of the vehicle and obtain operator feedback.
- Agency staff are working with legal counsel to establish a protocol for managing left/cached items on Link Transit property.
- DeRock reported that Link staff are actively seeking to collaborate with local social service agencies, city, and county representatives to tap into resources for individuals on agency property that may be affected by homelessness, drug use or are experiencing mental health issues. The agency has hired additional security and janitorial staff to help mitigate the impact of these issues.
- Two of six air conditioning units are out on the third floor of Columbia Station. Repair parts were ordered six months ago and there is no definitive date for delivery. DeRock reported that Link may have to replace the units rather than wait for a replacement part.
- Link has set an all-time ridership record for the third month in a row, recording nearly 94,000 boardings in April.

6. DISCUSSION / ACTION ITEMS

6.1 Link Transit Procurement Policy (Resolution 2023-13)

Legal Counsel has identified a conflict between the recently approved authorization levels in procurement policy and the approval matrix in the procurement policy document. Staff recommends that the Board approve a resolution conforming the approval matrix to the policy limits adopted by the Board in February 2023. The existing approval authority authorized through Resolutions 2023-04 & 2023-10 allow the CEO/General Manager & Chief of Staff to approve up to \$100,000 pretax. The proposed

approval authority authorized through Resolution 2023-13 allows the CEO and Chief of Staff to approve up to the formal threshold of \$250,000 pre-tax.

Board Action:

**Kyle Steinburg moved to approve Resolution 2023-13
Kevin Overbay seconded the motion.**

VOTE: All in favor with 11 voting board members present for this vote.

Motion Carried

6.2 Non-Bargaining employee equalization

Recent changes to the three-year Collective Bargaining Agreement with unionized staff have led to equity issues between the bargaining unit and non-bargaining work groups. Staff is recommending the following changes to the non-bargaining unit's benefit package:

- Decrease the employee medical premium cost share from 90 percent/10 percent to 95 percent/five percent effective June 1, 2023.
- Implement a longevity premium of 2.5 percent for employees who have completed 20 years of service effective June 1, 2023.
- Provide weekend premiums of \$600 for employees who have Saturday and Sunday workdays or \$300 for employees who have Saturday or Sunday workdays and work 75 percent of their schedule per quarter. This would be effective beginning the third quarter July 1 through September 30, 2023.

The total impact on the budget for all three items is \$78,000.

Board Action:

**Joyce Huber moved to approve the non-bargaining unit equity plan as presented.
Clay Brandenburg seconded the motion.**

VOTE: All in favor with 11 voting board members present for this vote.

Motion Carried

6.3a & b E Transit Vehicle Purchase Interlocal Agreement with the Arizona Department of Administration (Resolution 2013-14) & E Transit vehicle purchase authorization.

To purchase off another state's joint procurement program, Link Transit is required to have an interlocal agreement with the other state. Staff have identified the State of Arizona Department of Administration (ADOA) joint vehicle purchase agreement as an appropriate and cost-effective source for needed paratransit vehicles. Link has federal grant money available to purchase these vehicles that expires in September. These vehicles will be used for paratransit. Staff is recommending the approval of Resolution 2013-14 and the purchase of three E-transit vehicles through the ADOA contract in an amount not to exceed \$314,199.

Board Action:

Kyle Steinburg moved to approve the interlocal agreement with the Arizona Department of Administration (Resolution 2023-14) for the purpose of purchasing the E-transit vehicles.

Joyce Huber seconded the motion.

VOTE: All in favor with 11 voting board members present for this vote.

Motion Carried Unanimously

6.4 Authorization to purchase (9) 30-foot BYD K7M-ER electric buses

Staff is requesting board approval to order (9) BYD K7M-ER electric buses off the State of Washington Department of Enterprise Services Contract for a total not to exceed \$9,025,350.54 plus applicable tax. Link will pay for the vehicles using state Green Transportation Program grant funds and a local match of \$3,052,632.54. The new vehicles will replace cutaways in the fleet that will be at the end of their useful life prior to the delivery of the new buses.

Board Action:

Randy Agnew moved to authorize staff to move forward in purchasing the nine electric BYD coaches as presented.

Kyle Steinburg seconded the motion.

VOTE: All in favor with 11 voting board members present for this vote.

Motion Carried Unanimously

6.5 Link Transit Marketing & Communications Plan

Planning and Development manager Cristina Barone went over the highlights of the Link Transit Marketing and Communications plan. Priority projects of the plan include employee recruitment, zero fare awareness, electric bus promotion and the conduction of an on-board survey.

Board Action:

Rob moved to approve and adopt the Marketing & Communications Plan with the understanding that this is a living document and will be updated and modified annually as goals, priorities and opportunities shift over time.

Kyle Steinburg seconded the motion.

VOTE: All in favor with 10 voting board members present for this vote. (Joyce Huber was absent for this vote.)

Motion Carried Unanimously

7. EXECUTIVE SESSION

7.1 Qualifications of an applicant for public employment

Chair Straub stated that an Executive Session was programmed on the Agenda to discuss qualifications of an applicant for public employment. Straub indicated the executive session would take approximately 20 minutes.

Board Action:

Kyle Steinburg moved to convene into an executive session for approximately 20 minutes to discuss Qualifications of an applicant for public employment.

Anne Hessburg seconded the motion.

VOTE: All in favor with 11 voting members present for this vote.

Motion Carried Unanimously

Executive Session began at 3:50 p.m. and was scheduled to end at 4 p.m. The board reconvened in regular session at 4 pm to announce the executive session would be extended to 4:10 pm.

The board reconvened into regular session at 4:10 pm. No action was taken during the executive session.

Chair Straub asked for a motion to amend the agenda to move item 8.1 (authorization to confirm CEO candidate interest) to come before item 6 on the agenda.

Board Action:

Kyle Steinburg moved to amend the agenda to move item 8.1 to occur before item 6.

Randy Agnew seconded the motion.

VOTE: All in favor with 11 voting members present for this vote.

Motion Carried Unanimously

8. Action

8.1 Authorization to confirm CEO candidate interest

Motion Carried Unanimously

Board Action:

Rob Tidd moved to accept the recommendation of the CEO search committee authorizing you (Marc Straub) as chair to prepare a letter of offer using internal and contracted resources i.e. Prothman Associates to negotiate a contract for approval by the board to include the following parameters:

- **The salary not to exceed \$200,000**
- **A severance package not to exceed 3 months salary**
- **Relocation costs not to exceed \$25,000**
- **Temporary housing to be made available at a cost not to exceed \$2,500 per month for a term not to exceed 6 months**
- **The deadline for acceptance is the end of the day Friday, May 19, 2023 with a starting date no later than July 10.**

Clay Brandenburg seconded the motion.

Rob Tidd amended his motion extending the deadline for acceptance to 5 pm Pacific Standard Time Monday, May 22, 2023.

Clay Brandenburg indicated his support for the amendment and maintained his second to the motion.

VOTE: All in favor with 11 voting board members present for this vote.

Motion Carried Unanimously

9. STAFF REPORTS

9.1 Scorecards

Staff reported that a mistake was made on the scorecards. There were actually eight complaints, not ten

9.2 Monthly financials

9.3 Capital Projects

9.4 HR Report

9.5 Complaints/commendations

9.6 July Service Adjustments

10. PUBLIC COMMENT

There were no comments from the public.

11. MEETING ADJOURNMENT

All business listed on the agenda had been addressed and with no further business to conduct, Chair Straub adjourned the meeting at 4:54 p.m.

Minutes Submitted by 
Selina Danko, Clerk of the Board