

MINUTES
LINK TRANSIT BOARD OF DIRECTORS

June 20, 2023

3:00 p.m.

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

ATTENDANCE

Board members attending in person: Chair Marc Straub, Anne Hessburg, Randy Agnew, Rob Tidd, Joyce Huber, Paul Parmley, Jim Fletcher, Clay Brandenburg, Tiffany Gering, Kevin Overbay, Mark Kulaas

Link Transit Staff: Richard DeRock, Lynn Bourton, Ed Archer, Eric West, Brenda Lamb, Justin Brockwell, Cristina Barone, Ron Hatton, Samantha Miller, Selina Danko, Gabby Walker, Paden Osterlund, Julie Shipman

Legal Counsel: Erin McCool

Absent / Excused: Kyle Steinburg, Bob Goedde

Members of the public: Ted Dowling

1. CALL TO ORDER

Chair Marc Straub called the meeting to order at 3 p.m. A quorum was established with 10 board members present at that time.

Board Action:

Rob Tidd moved to approve the agenda as presented
Clay Brandenburg seconded the motion

VOTE: All in favor with 10 voting board members and 1 non-voting member of the board present for this vote.

Motion Carried Unanimously

2. BOARD MEMBER DECLARATION OF CONFLICT OF INTEREST

Rob Tidd declared a conflict of interest with item 6.2 on the agenda: Award of East Wenatchee Park & Ride change order for ground construction

3. PUBLIC COMMENT ON NON-AGENDA ITEMS

No members of the public provided comment.

4. CONSENT AGENDA

The following Consent Agenda items were submitted for approval:

4.1 Minutes of the May 16, 2023 board meeting

4.2 Minutes of the May 26, 2023 special meeting

4.3 Minutes of the June 2, 2023 special meeting

4.4 Accounts Payable Vouchers from May 1-31, totaling \$1,153,065.23

4.5 Payroll Vouchers from May 1-31, totaling \$983,961.17

Board Action:

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

Joyce Huber moved to approve all Consent Agenda business items as presented.

Rob Tidd seconded the motion.

VOTE: All in favor with 10 voting board members and 1 non-voting member of the board present for this vote.

Motion Carried Unanimously

5. BOARD ADMINISTRATION AND COMMUNICATIONS

5.1 High Five Award nominees were recognized by Chair Straub

Cami Ostrom was nominated by Administrative Services Manager Lynn Bourton for taking on the responsibility of all coach operator recruitment. Her efforts with social media posts, personal engagement with recruits and outreach has resulted in one of the largest classes of new operators Link Transit has experienced in years.

Paul Heffernan was nominated by Planning and Development Manager Cristina Barone for alerting both Link Transit's Management Team and the Washington State Department of Revenue to a discrepancy between Link's actual PTBA boundaries and what is shown on the state's materials. In finding the discrepancy, Paul made use of new skills obtained in Geographic Information Systems (GIS) coursework to help remedy the issue and communicate the correct boundaries to the appropriate people.

5.2 General Board Member Jurisdictional Updates & Reports

Chair Straub invited board members to bring discussion items before the board.

Paul Parmley brought the following items for board discussion:

- Parmley asked the board to consider an audio and video recording policy consistent across all Link Transit vehicles including Rideshare, supervisor, staff and revenue vehicles.

CEO Richard DeRock stated that video and audio recording on staff, supervisor and Rideshare vehicles is a policy decision for the board to consider. He related that confidentiality, cost and data storage capacity need to be weighed in determining what vehicles have audio and video recording capability.

- Parmley asked it if would be possible to enforce a consistent process for public records requestors to follow for public records fulfillment.

Legal Counsel Erin McCool related that Washington State Law requires Link to be responsive to public records requests, even incomplete or informal requests.

5.3 Finance Committee Report: Chair Straub directed board members to information shared in the packet regarding the June Finance Committee.

5.4 CEO Report

CEO Richard DeRock reported the following items:

- Bus charging capacity is a priority in the facility redesign process. Link's newest fleet of electric buses requires a DC fast-charging system, while the existing fleet utilizes AC vehicle charging. This presents a challenge for how space is utilized for charging infrastructure in the new facility and requires charging infrastructure installation for the new buses to charge during construction.
- Staff are planning site visits to public transportation systems with energy storage systems already in place to determine next steps and best practices for meeting the charging demands of the Link Transit fleet. Sites include Martha's Vineyard, Palm Springs, and Snohomish County.
- Link staff are exploring the idea of using Sprung Structure Technology in its facility redesign project. Using this method significantly decreases the cost of building a structure to house Link Transit's growing fleet of vehicles. A site visit to Calgary is planned to determine the viability of building with this technology in Wenatchee.
- Leavenworth Roundabout RFB is out and the expectation is to ask for approval at the July Board Meeting.
- Link Transit held its Bus Rodeo bus driving skills competition June 11. Local winners advancing to the state competition are Abel Moreno (Body on Chassis) and Roberto Torres (35-foot). Bobby Beason placed second in both categories. Scott English was third in the Body on Chassis Category and Abel Moreno was third in the 35-foot competition.
- Link Transit received significant awards in State Consolidated Grant Funding. Funded programs include:
 - Paratransit/Special Needs -- \$2,882,905
 - Mobility Management -- \$240,000
 - Upper Valley Demand Response -- \$112,500
 - TRIP Link -- \$142,500
 - Commuter Routes -- \$1,300,000
 - Dial-A-Ride -- \$218,913.

Total grant award funding is \$4,896,818.

Link Transit expects to hear about federal grant applications by the end of June.

6. DISCUSSION / ACTION ITEMS

6.1 Vehicle Surplus

Maintenance Manager Ed Archer requested authorization from the board to surplus vehicles that have exceeded useful life and have been replaced. The surplus list includes 14 vehicles:

- Four 2012 Mini Vans
- One 2004 15-passenger van
- Two 2017 Ford Transit vans
- Three 2007 40-foot Gillig low-floor buses
- Two 35-foot Gillig low-floor buses
- One 2008 and one 2009 Chevy 1-ton truck

Each vehicle is expected to be sold for \$1,000 to \$3,500.

Board Action:

**Rob Tidd moved to approve putting the vehicles as listed on the surplus list
Joyce Huber seconded the motion.**

VOTE: All in favor with 10 voting board members and 1 non-voting board members present for this vote.

Motion Carried Unanimously

DeRock stated that some of the vehicles may be donated to nonprofit agencies to support community transportation needs.

6.2 Award of East Wenatchee Park & Ride change order for ground construction

Link Staff sought board approval for a change order in Link Transit's contract with the City of East Wenatchee for an amount not to exceed \$99,500 to cover the cost of additional labor and materials necessary to install a wireless vehicle charger and to operationalize the redesigned facility. The recommended change order increases the budget for the project above the budgeted \$750,000. The change order allows the installation of a wireless charging vault in the East Wenatchee Park & Ride while it is under construction.

Board Action:

**Jim Fletcher moved to authorize the change-order request for up to \$99,500 to incorporate unanticipated costs in the East Wenatchee Park & Ride Project
Mark Kulaas seconded the motion.**

VOTE: All in favor with 9 voting board members and 1 non-voting board member present for this vote.

Rob Tidd abstained.

Motion carried with one abstention

Board Action:

**Jim Fletcher moved to approve amending the 2023 budget in an amount up to \$99,500
Randy Agnew seconded**

VOTE: All in favor with 10 voting board members and one non-voting member present for this vote.

Motion carried unanimously

6.3 TRIP-Link Eligibility

Trip-Link is a volunteer driver mileage reimbursement program for persons over 65 or with a disability and living outside the current Link Transit service area. Potential riders without access to transportation in other locations have expressed interest in TRIP-Link service but are currently ineligible because they are not a senior or a person with disability. Link Transit staff recommend the following amendments to the existing TRIP-Link policy:

- Adjust the qualification criteria by allowing the general public outside of Link's fixed route service area (origins and destinations more than ¾ of a mile from a bus stop) who cannot drive themselves to qualify.
- Expand the service area outside the PTBA boundaries within Douglas County to the TRIP-Link service area.

Board Action:

**Jim Fletcher moved to move forward with the program as presented
Randy Agnew seconded the motion.**

VOTE: All in favor with 10 voting board members and 1 non-voting board member present for this vote.

Motion Carried unanimously

6.4 Systems Performance Goals Amendment (Resolution 2023-15)

Last quarter, Link Transit experienced three preventable Class 1 or higher collisions, a significant improvement over the same period last year in which the agency experienced six Class 1 or higher preventable collisions. CEO Richard DeRock recommended amending the Systems Performance Goals through Resolution 2023-15 to change the Class 1 preventable collision standard to "no more than 12." This change allows Link employees to achieve all four incentives for the first quarter instead of three by correcting a clerical error.

Board Action:

**Rob Tidd moved to approve Resolution 2023-15 amending Resolution 2023-05 to change the Class 1 preventable collision and incident standard to no more than 12
Joyce Huber seconded the motion.**

VOTE: All in favor with 10 voting board members and 1 non-voting board member present for this vote.

Motion Carried unanimously

6.5 RFP 2023-01 for 40-foot electric buses

In February of 2023 the Link Transit Board of Directors indicated a desire to demonstrate an advanced design, battery electric bus on Route 21 (Chelan). Link staff issued a request for proposals in May with performance specifications allowing Link Transit to successfully electrify Route 21. Staff is recommending the award of RFP 2023-01 for 6 to 10 40-foot electric buses and chargers to Ebusco North America LLC, in an amount not to exceed \$829,000 per vehicle.

Richard DeRock pointed out that purchasing 10 vehicles allows for the electrification of the Route 22 as well as the Route 21 as current electric vehicle sizes do not have the capacity to meet peak ridership demand on the Route 22. Staff expressed concerns regarding the ability to install sufficient charging infrastructure for the 40-foot buses in time for the vehicle delivery.

The consensus from the board was to continue the action item to the August board meeting. This delay will give staff time to determine the best path forward for charging infrastructure without losing the opportunity to purchase the vehicles at the lowest bid price.

6.6 RH2 Agreement for Bidding and Construction Management of the Leavenworth Roundabout Project

The Link Transit Board of Directors entered into an agreement with RH2 to design the Leavenworth Roundabout on July 19, 2022. Staff recommend amending the contract to include bid review and construction management by RH2 for the Leavenworth Roundabout in an amount not to exceed \$299,306.

Board Action:

Rob Tidd moved to authorize the amendment for bid review and construction management of the Leavenworth Roundabout Project by RH2 in an amount not to exceed \$299,306

Clay Brandenburg seconded the motion.

VOTE: All in favor with 10 voting board members and 1 non-voting board member present for this vote.

Motion Carried Unanimously

8. EXECUTIVE SESSION

8.1 Performance of a Public Employee

Chair Straub stated that an Executive Session was programmed on the Agenda to discuss the performance of a public employee. Legal counsel estimated the closed session would take approximately 15 minutes.

Board Action:

Mark Kulaas moved to convene into an executive session in accordance with RCW 42.30.110(1)(g) to evaluate the performance of a public employee until 4:50 pm.

Anne Hessburg seconded the motion.

VOTE: All in favor with 10 voting members and 1 non-voting member present for this vote.

Motion Carried Unanimously

Executive Session began at 4:35 p.m. and ended at 4:52 p.m. The board announced a two-minute extension at 4:50 pm.

The meeting was reconvened into open public session and then the Board took the following actions:

Board Action:

Mark Kulaas moved to authorize the transfer of all internal authorities of the Link Transit CEO to Nick Covey effective July 1 and for current CEO Richard DeRock to maintain external authorities for the agency through July 18.

Anne Hessburg seconded the motion

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

Motion Carried Unanimously

9. STAFF REPORTS

9.1 Monthly Financial Report

The Board was provided with an overview of the Agency’s financial activity through May 31.

9.2 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 the Board.

9.3 HR Report

Link staff compile this report monthly to inform the Board of Directors on hiring status, open positions, hiring, and retention strategies employed by the Administrative Services Department.

9.4 Complaints/Commendations

This summary of complaints and commendations received from Link guests each month. Provides a tool for Link management and members of the board to gauge how Link services are viewed by those depending on the system for their transportation needs.

10. PUBLIC COMMENT

No members of the public provided comment.

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 4:56 p.m.

Minutes Submitted by 
Selina Danko, Clerk of the Board