

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

December 19, 2023

3:00 p.m.

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

ATTENDANCE

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

Board members attending through ZOOM on-line internet program: Anne Hessburg, Rob Tidd

Link Transit Staff: Nick Covey, Lynn Bourton, Ed Archer, Justin Brockwell, Cristina Barone, Ron Hatton, Samantha Miller, Selina Danko, Gabby Walker, Paden Osterlund, Eric West., Shawn Larson

Legal Counsel: Erin McCool

Absent / Excused: Kyle Steinburg

Members of the public: Loyd Smith (Waterville), Travis Hornby (Wenatchee)

1. CALL TO ORDER

Chair Marc Straub called the meeting to order at 3 p.m. A quorum was established with 12 board members present at that time.

Legal Counsel Erin McCool clarified that there would be no action taken during or after the closed session listed as Item 10 on the agenda.

Board Action:

Rob Tidd moved to approve the amended agenda as presented with the notation that there would be no action taken during or after the closed session (Agenda Item No. 10).

Clay Brandenburg seconded the motion.

VOTE: All in favor with 11 voting board members and one non-voting board member present for this vote.

Motion carried unanimously

2. BOARD MEMBER DECLARATION OF CONFLICT OF INTEREST

No board members declared a conflict with any agenda items.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no comment from the public.

4. CONSENT AGENDA

The following consent agenda items were submitted for approval:

4.1 Minutes of the November 21, 2023 board meeting

4.2 Accounts Payable Vouchers from November 1-30, totaling \$1,220,495.08

4.3 Payroll Vouchers from November 1-30, 2023, totaling \$798,993.71

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.

Clay Brandenburg seconded the motion.

VOTE: All in favor with 11 voting board members and one non-voting board member present for this vote.

Motion carried unanimously

5. BOARD ADMINISTRATION AND COMMUNICATIONS

5.1 General Board Member Jurisdictional Updates & Reports

No board members had information to share.

5.2 Meeting time change/2024 chair

With the annual change of Link Board Chair and new board members it is common for boards to discuss a change in meeting time and date. Members of the board discussed possible alternatives to the current time. Board members expressed concerns about long commutes home in the evening, especially in the winter months when there is a possibility of rain or snow. The board consensus was to continue the conversation to January when the full new board is in place. Chair Straub agreed to maintain his role as chair through the month of January.

5.3 CEO Report

Service recognition

CEO Nick Covey recognized the service of the 2023 Board of Directors and noted his appreciation for the Board's guidance throughout the year. Marc Straub was recognized for serving as board chair in 2023. Outgoing board members Bob Goedde (19 years), Joyce Huber (12 years), Clay Brandenburg (one year), and Mark Kulaas (10 years) were recognized for their years of service to the agency.

Taxing boundary issue

A meeting with the Washington State Department of Revenue is scheduled for 2 pm. Dec. 28 to discuss determining a period of relief for uncollected sales taxes in a portion of the Chelan-Douglas Public Transportation Benefit Area due to an error by the state in implementing sales tax collection associated with the annexation of a portion of Douglas County in the Lake Chelan School District. The Department of Revenue was notified in July 1995; however, the department did not implement the tax. This error was not discovered until April 2023. This was fixed by the Department of Revenue as of July 1, 2023.

Accountability Exit Interview

Staff are working with the state auditor's office to schedule an exit interview. Board members are invited and encouraged to attend. The Board Clerk will send out the final meeting time to board members when it is established.

Fixed Route Boardings

Link Transit achieved 965,642 fixed route boardings as of Dec. 14 and is expected to reach the one million mark by the end of 2023.

6. DISCUSSION / ACTION ITEMS

6.1 Request for Qualifications 2023-06: Architectural and Engineering Services for 2024-2026

Link Transit's current general services contract for architectural and engineering services expires December 15, 2023. Link Transit received one proposal from RH2 engineering in response to a procurement issued in October 2023 for architectural and engineering services from 2024 to 2026. Link's evaluation team found RH2's application indicated a strong understanding of Link's needs and are recommending the Board authorize an agreement with the engineering firm.

If approved, this agreement would not limit Link's ability to take larger architectural and engineering projects out for formal procurement.

Board Action:

Kevin Overbay moved to approve Link Transit staff to enter into an agreement with RH2 Engineering for architectural and engineering services for the years 2024-2026 as presented.

Joyce Huber seconded the motion.

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

Motion carried unanimously

6.2 Item

Link Transit awarded the architectural and engineering portion of the facilities redesign project to RH2 Engineering (RH2) and TCF Architecture (TCF) in September of 2022. With the completion of the facility design (Task 1), a new agreement is needed for the design, bid management and construction management services related to the construction of a heated bus garage designed to park battery-electric vehicles during the cold winter months.

Staff recommends that the Board authorize the award of the agreement to RH2 in an amount not to exceed \$950,000 for the design of bid-ready documents, bid-management, and construction-management services for the bus garage.

Board Action:

Kevin Overbay moved to authorize the award of the contract to create bid-ready documents, bid-management, and construction-management services related to the construction of a heated bus garage to RH2 Engineering.

Tiffany Gering seconded the motion.

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

Motion carried unanimously

6.3 Meeting time change/2024 Link Transit Board Chair

This discussion item was tabled until the January meeting.

Emergency Management Partnership

Link Transit Safety Officer Shawn Larson updated the board on Link Transit's active involvement in the Local Emergency Planning Committee's (LEPC) emergency response plan for Chelan and Douglas County. Involvement in the LEPC enables Link Transit staff to coordinate with regional emergency management officials in the event of a disaster scenario that might require temporary shelter or evacuation. Link has entered into an interlocal agreement with Confluence Health to provide emergency evacuation and is on the second-level Mass Casualty Incident notification. The notification allows time for Link leadership to mobilize resources and maximize its emergency response capabilities.

7. STAFF REPORTS

7.1 Monthly Financial Report

The Board was provided an overview of the Agency's financial activity through November 30, 2023.

7.2 Human Resources Report

This report is presented to keep the Board of Directors informed on hiring status, open positions, hiring, and retention strategies employed by the Administrative Services Department.

7.3 System Performance Report (scorecards)

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

7.4 Complaints/Commendations

Link Transit staff generate a summary of complaints and commendations received from guests each month. The information is an important tool for Link management and members of the Board of Directors to gauge how Link services are viewed by those depending on the system for their transportation needs.

7.5 Driver-incident reports

Staff prepare this report monthly to keep the board informed about reports of incidents from drivers regarding rider behavior.

8. EXECUTIVE SESSION RCW 42.30.110(1)(g)

To review the performance of a public employee (CEO review)

Chair Straub stated that an executive session was programmed on the agenda to discuss the performance of a public employee (CEO review). The session was estimated to take approximately 25 minutes.

Board Action:

Mark Kulaas moved to convene into an executive session for approximately 25 minutes to discuss the performance of a public employee.
Clay Brandenburg seconded the motion.

VOTE: All in favor with 11 voting members and 1 non-voting member present for this vote.
Motion carried unanimously

Executive Session began at 3:30 p.m.
At 3:55 p.m. the Board announced a 10-minute extension of the executive session.
At 4:05 p.m. the Board announced a five-minute extension of the executive session.
At 4:10 p.m., the board announced a two-minute extension of the executive session.

The executive session ended at 4:12 p.m.

Rob Tidd left the meeting during the executive session.

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

Board Action:

Mark Kulaas moved that since the CEO had met the expectations of the six-month employment mark that the board is approving the contractual salary increase effective January 1, 2024.
Joyce Huber seconded the motion.

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

9. MEETING ADJOURNMENT

Kevin Overbay moved to adjourn the meeting.
Joyce Huber seconded the motion.

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

All business listed on the agenda had been addressed and with no further business to conduct, Chair Straub adjourned the meeting at 4:30 p.m.

10. CLOSED SESSION RCW 42.320.140(4)(a) Labor Matters
No action was taken during or after the closed session.

Minutes submitted by Selina E. Danko
Selina Danko, Clerk of the Board