

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

January 16, 2024

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, Rob Tidd, Loyd Smith, Paul Parmley, Jim Fletcher, Erin McCardle, Kevin Overbay, Travis Hornby, Kyle Steinburg.

Board members attending through ZOOM on-line internet program: Anne Hessburg joined at 3:27 p.m.

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, Julie Shipman, Walker Sjolander (via Zoom).

Legal Counsel: Erin McCool

Absent / Excused: Tiffany Gering, Renee Swearingen

Members of the public (joined via Zoom): Juanita Ruhnke, Howard Johnson

1. CALL TO ORDER/APPROVAL OF AGENDA

Chair Marc Straub called the meeting to order at 3 p.m. A quorum was established with **nine** voting board members and **one** nonvoting board member present at that time.

Board Action:

Rob Tidd moved to approve the agenda as presented.

Kyle Steinburg seconded the motion.

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

Motion carried unanimously

2. BOARD MEMBER DECLARATION OF CONFLICT OF INTEREST

Kevin Overbay declared a conflict of interest with item 6.4: Interlocal with the Chelan-Douglas Transportation Council (CDTC) as he is a member of the CDTC's governing board. He said he would not be voting on item 6.4.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS

No members of the public made comment.

4. CONSENT AGENDA

The following consent agenda items were submitted for approval:

4.1 Minutes of the December 19, 2023, board meeting

4.2 Accounts Payable Vouchers from December 1-31, 2023, totaling \$906,392.77.
Payroll Vouchers from December 1-31, 2023, totaling \$765,080.96.

Board Action:

There were no requests for corrections or changes to any of the consent agenda items.

Kevin Overbay moved to approve all consent agenda business items as presented.

Rob Tidd seconded the motion.

VOTE: All in favor with nine voting board members and one nonvoting 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 CEO Report

2024 Workplan: CEO Nick Covey reviewed the 2024 workplan. This document is updated monthly and reflects key Link Transit initiatives and focus areas for the fiscal year. It is designed to give board members a quick overview of the agency's progress in achieving several established goals and objectives. He mentioned that new board members Loyd Smith (Waterville), Erin McCardle (Chelan) and Travis Hornby (Wenatchee) participated in a Link Transit orientation and facility tour as part of Link Transit's new board member onboarding process.

2020-2022 Accountability and 2022 Financial Compliance Audit Complete: Covey reported that there were no findings with either of the audits.

February Board Workshop: Covey told the board that the last hour of the February board meeting has been set aside for staff to present to the board regarding the agency's progress in meeting the goals of Vision 2020 and how the loss of the second-tenth of a percent sales tax increase approved by voters in 2019 would impact the agency's ability to continue to deliver on those goals. The board has asked for an action item related to the collection of the second-tenth at its March 19, 2024 meeting.

Initiative 2117 impacts: This initiative, expected to pass in November of 2024, would repeal the Climate Commitment Act. Covey reported that this is expected to cost Link Transit \$3 million a year in its operating budget and will have a significant impact on the Link capital budget, specifically with the agency's ability to use grant funds to purchase new vehicles. Covey said the February workshop will include a Link staff analysis of the impact of the passage of the initiative.

Vision 2020 Update: Covey called on Link's Planning and Development Manager Cristina Barone to report and provide a recap of the agency's Vision

2020 service expansion and improvements. Barone reported the following significant milestones:

- For the first time since 2015, the agency surpassed 1 million fixed-route boardings.
- Link experienced a 15 percent growth in ridership in 2023 with only a one percent increase in revenue hours.
- Staff expect the agency will continue to experience ridership growth as significant service improvements roll out in 2024.
- Vision 2020 service improvements include later evening service, better daytime frequency, commuter express service and supportive infrastructure.
- In January of 2024, Link added 12,500 annual revenue hours with expanded express service, better all-day frequency, new Sunday service to rural areas (Rock Island, Malaga and Waterville) and later evening service.
- Link Transit has delivered 74 percent of its Vision 2020 promise to date and is ahead of schedule based on the six-year delivery timeline with an anticipated completion date of June of 2026.

6. DISCUSSION / ACTION ITEMS

6.1 Board meeting time

With new board members and a new chair presiding in 2024, the Board discussed the potential for a new day and/or time for the Link Transit monthly board meeting.

Anne Hessburg joined the meeting at 3:27 p.m.

Board members discussed the pros and cons of a potential meeting time change and how that would impact in-person meeting attendance and the ability of other members of the board to attend meetings.

Board Action:

Rob Tidd moved to change the monthly meeting time of the Link Transit Board of Directors to 5 to 7 p.m. on the fourth Wednesday of the month.

Travis Hornby seconded the motion.

VOTE: Motion fails with three in favor, six opposed.

Board Action:

Kyle Steinburg moved to keep the meeting as the status quo.

Randy Agnew seconded the motion.

VOTE: Motion passes with seven in favor, two opposed and one abstention.

6.2 Appointment of a 2024 chair, vice chair and committee assignments

Anne Hessburg, the 2023 vice chair, was scheduled to become chair in 2024. Hessburg stated that a 3 p.m. meeting time does not work for her and her new work schedule. She said she feels like the board chair should preside over the meetings in person and that she does not think she can be board chair in 2024.

Board Action:

Travis Hornby moved to nominate Tiffany Gering as Link Transit Board Chair for 2024.

Rob Tidd seconded the motion.

VOTE: Motion passes with seven in favor and two abstentions.

Motion carried

Chair Straub indicated that if Tiffany Gering declines the appointment of chair, that the board would have another discussion regarding the appointment of a 2024 board chair at its February meeting.

Appointment of 2024 Vice Chair: Link Transit's bylaws call for the Board to elect a vice chair at the beginning of the year. The vice chair automatically becomes the new chair at the start of the new year.

Board Action:

Kyle Steinburg moved to nominate Loyd Smith as the Link Transit Vice Chair for 2024.

Randy Agnew seconded the motion.

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

Motion carried unanimously

2024 Committee Assignments:

The board chair has the authority to assign committees. Typical committees include the executive, finance, and facility redesign. Committee members are generally selected by a show-of-hands from the board.

The following standing committee assignments were established:

Finance Committee: Ex Officio Tiffany Gering, Marc Straub, Erin McCardle, Kevin Overbay and Travis Hornby.

Facility Redesign: Ex Officio Tiffany Gering, Randy Agnew, Marc Straub, Anne Hessburg and Rob Tidd.

Executive Committee: Marc Straub, Tiffany Gering and Loyd Smith. The Board Clerk will research whether additional at-large committee members are needed.

6.3 Employee referral program (Resolution 2024-01)

To increase the candidate pool for positions, Link Transit has been providing a referral bonus to current employees who refer new employees. While this has been Link Transit's process, it has not been formalized as policy. Link Staff recommended that the Board formalize the current process of rewarding current employees who refer successful Link job candidates.

Board Action:

Kyle Steinburg moved to approve Resolution 2024-01, authorizing the establishment of a Link Transit employee referral program.

Erin McCardle seconded the motion.

VOTE: All in favor with 10 voting board members present for this vote.

Motion carried unanimously

**6.4 Interlocal with the Chelan-Douglas Transportation Council
(Resolution 2024-02)**

The Chelan-Douglas Transportation Council approached Link Transit to secure a portion of funds for the CDTC's Regional Pathways Master Plan. This study will identify options for non-motorized transportation along four corridors within the Link Transit boundaries. Since the CDTC is also a public entity, Link Transit staff are requesting the Board authorize Link Transit's CEO to enter into an interlocal agreement with the Chelan-Douglas Transportation Council for sharing costs to conduct transportation planning activities in an amount not to exceed \$100,000.

Board Action:

Rob Tidd moved to approve Resolution 2024-02, authorizing Link Transit's CEO to enter into an interlocal agreement with the Chelan-Douglas Transportation Council for the purpose of sharing costs to conduct transportation planning activities in an amount not to exceed \$100,000.

Travis Hornby seconded the motion.

VOTE: Jim Fletcher, Kevin Overbay, Randy Agnew and Kyle Steinburg recused themselves from this vote.

Motion carries with six votes in favor.

7. STAFF REPORTS

7.1 Monthly Financial Report

The Board was provided an overview of the agency's financial activity through December 31, 2023.

7.2 Monthly Human Resources Report

The monthly human resources report is designed to give the board an overview of Link Transit's hiring status including open positions and hiring and retention strategies employed by the Administrative Services Department.

7.3 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 the Board.

7.4 Complaints/Commendations

Link Transit staff generate a summary of complaints and commendations received from Link Transit 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

The Driver Incident Report is a summary of reports from incidents from drivers regarding rider behavior.

7.6 Marketing Report

As part of Link Transit's Marketing and Communications Plan, staff report on a quarterly basis the public-facing, communications and outreach activities that have taken place over the previous quarter.

8. EXECUTIVE SESSION

8.1 Potential Litigation

Chair Straub stated that an executive session was programmed on the agenda to discuss an issue of potential litigation with legal counsel. Legal counsel estimated the closed session would take approximately 10 minutes.

Board Action:

Randy Agnew moved to convene into an executive session for approximately 10 minutes to discuss potential litigation.

Kyle Steinburg seconded the motion.

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

Motion carried unanimously

The executive session began at 4:04 p.m. and ended at 4:14 p.m.

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

Board Action:

Kevin Overbay made a motion to amend the agenda to allow action based on the discussion during executive session.

Travis Hornby seconded the motion.

VOTE: All in favor with 10 voting members present for this vote.

Motion carried unanimously

Board Action:

Kyle Steinburg moved to allow the Link Transit CEO, in conjunction with the board chair, on behalf of the Board of Link Transit to execute a settlement of \$250,000 or more with the Washington State Department of Revenue.

Randy Agnew seconded the motion.

VOTE: All in favor with 10 voting members present for this vote.

Motion carried unanimously

9. CLOSED SESSION

9.1 Labor Matters

Chair Straub stated that a closed session was programmed on the agenda to discuss labor matters with legal counsel. Legal counsel estimated the closed session would take approximately 10 minutes.

Board Action:

Kevin Overbay moved to convene into a closed session not to exceed 10 minutes.

Travis Hornby seconded the motion.

VOTE: All in favor with 10 voting members present for this vote.

Motion carried unanimously

Closed Session began at 4:18 p.m. and ended at 4:28 p.m.

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

Board Action:

Kyle Steinburg moved to approve the settlement offer as presented in closed session.

Randy Agnew seconded the motion.

VOTE: All in favor with 10 voting members present for this vote.

Motion carried unanimously

10. PUBLIC COMMENT

No members of the public made comments.

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 4:32 p.m.

Minutes Submitted by 
Selina Danko, Clerk of the Board