

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

March 21, 2023

3:00 p.m.

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

ATTENDANCE

Board members attending in person: Chair Marc Straub, Jim Fletcher, Tiffany Gering, Kyle Steinburg, Clay Brandenburg, Mark Kulaas, Joyce Huber, Rob Tidd, Randy Agnew.

Board members attending through ZOOM on-line internet program: Anne Hessburg, Bob Goedde

Link Transit Staff: Samantha Miller, Justin Brockwell, Lynn Bourton, Ron Hatton, Nick Covey, Gabby Walker, Howard Johnson, Ed Archer, Brenda Lamb, Cristina Barone, Maggie Kaminoff, Jessica Huerta, Selina Danko, Richard DeRock, Eric West

Legal Counsel: Erin McCool

Board members absent / excused: Kevin Overbay, Paul Parmley

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 members were notified of a slight change to the posted agenda as there is no longer a need for a closed session on the agenda regarding labor matters. Administrative Services Manager Lynn Bourton reported that the union contract mediation process was complete and that board members should expect to see a labor contract document to consider at the April Link Transit Board of Directors meeting.

Board Action:

Jim Fletcher moved to approve the amended agenda, removing the closed session.

Rob Tidd seconded the motion.

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

Motion Carried unanimously

2. BOARD MEMBER CONFLICT OF INTEREST

No board members declared a conflict of interest with any agenda items.

Board Action:

Jim Fletcher moved to approve the Accounts Payable and Payroll Vouchers for Feb. 1-28 business as presented.

Rob Tidd seconded the motion.

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

Motion Carried Unanimously

CEO Richard DeRock reported that he had received a phone call from board member Randy Agnew about the minutes related to the recording of the motion to adopt Resolution 2023-04 (new purchasing policies) from the February Board of Directors meeting. Link staff reached out to board member Rob Tidd, the board member who made the motion, who concurred with Randy Agnew that the verbiage of his motion did not match what was captured in the minutes related to establishing purchasing standards for staff. The minutes recorded a lower standard than what the motion intended. DeRock reported that Link staff are happy with either set of limits, but would like clarification from the board.

Board discussed adhering to a more formal approach to stating and restating motions to ensure all are clear on the intent and verbiage of motions.

Board Action:

Rob Tidd moved to rescind Resolution 2023-04, Clay Brandenburg seconded the motion.

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

Motion Carried Unanimously

Board Action:

Joyce Huber moved to adopt Resolution 2023-10, adopting new Link Transit Procurement Policies consistent with federal and state rules, rescinding all prior resolutions pertaining to procurement policies, procedures and amendments thereof, from 1991 to March 21, 2023. Kyle Steinburg seconded the motion.

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

Motion Carried Unanimously

Board Action:

Randy Agnew moved to accept the corrected minutes from the February 21, 2023 Link Transit Board of Directors meeting. Kyle Steinburg seconded the motion.

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

Motion Carried Unanimously

5. BOARD ADMINISTRATION AND COMMUNICATIONS

5.1 Finance Committee Report – Mark Kulaas

Wage and Class Study: Finance Committee member Mark Kulaas reported that the committee recommends Link Transit staff engage a firm to conduct a wage and class study for the agency. Link typically conducts a study every three years. The last study was conducted in 2021 – so doing one now is slightly ahead of the established schedule. The finance committee supports starting this process a little earlier due to the volatility of the hiring environment to ensure Link continues to be competitive in the marketplace.

Carbon Credit Vendor Agreement: The finance committee supports Link Transit entering in to a formal agreement with the Washington State Transit Association Carbon Credit Agreement group that allows members to take advantage of the funds available for accredited carbon credit beneficiaries.

Finance Committee Agenda Items: Kulaas recommended that staff present only items to the finance committee that have a direct impact/effect on the Link Transit budget and that additional board committees may need to be formed to address capital projects and other topics.

5.2 CEO Search Committee Report Marc Straub

Chair Straub related that there are currently seven applicants and shared the hiring timeline with board members:

- **March 6, 2023:** Position was posted
- **March 13, 2023:** Direct mailing sent
- **April 16:** Position closes
- **Weeks of April 17 & 24:** Prothman will screen applications and interview top candidates
- **Week of May 1:** Prothman staff will be at Link Transit for a work session to review semifinalists and to design final interviews
- **Weeks of May 15 and 22:** Final interviews will be held

Chair Straub asked for consensus from the board about the process and how it would work. Board members were supportive of the hiring outline. Assuming the applicants are agreeable, Chair Straub indicated the board would like to host an open house to provide an opportunity for the candidates to interact with board members and the public. It was suggested this open house should occur the evening before the hiring decision so candidates were not expected to travel to Wenatchee more than once.

5.3 October APTA EXPO attendance Oct. 8-11 Orlando, FL

APTA Expo is held every three years and is a unique opportunity to get a sense of the scale of the public transportation industry. CEO DeRock said he recommends board members attend and that priority be given to board members

who have not previously attended. Link Transit has funds budgeted for five board members to attend. Hotels open up for reservation in April and the rooms go quickly, so it is important to know which board members will plan to attend. Rob Tidd, Randy Agnew, Marc Straub, Anne Hessburg and Bob Goedde all expressed interest in attending.

5.4 Employee Retirements

Operations Manager Howard Johnson (28 years) and Mobility Coordinator Maggie Kaminoff (10 years) were recognized for their service to Link Transit.

5.5 CEO's Report

CEO DeRock reported that a deer had jumped into the side of a Link Transit vehicle providing service to Waterville, causing substantial damage. No injuries were reported. The incident occurred March 21. DeRock shared that Link Transit vehicles typically strike 2-3 deer a month.

5.6 March 23 Board workshop

Chair Straub encouraged board members to attend the workshop and to review the packet ahead of time. All board members indicated they plan to attend. Joyce Huber requested to have the public comment read into the March 21 board meeting record emailed to all board members before the meeting.

Conflict of Interest: Board member Rob Tidd indicated a conflict of interest with items 6.1 and 6.2 on the agenda and declared his intent to recuse himself from voting on those two action items.

6. DISCUSSION / ACTION ITEMS

6.1 East Wenatchee Comfort Station Bid Award: Staff is recommending that the board authorize Link Transit to award RFB 2023-03 to the lowest responsive bidder for the construction of the East Wenatchee Comfort Station in an amount not to exceed the bid amount plus a 10 percent change order contingency. The comfort station will be constructed on Link Transit property located at 3rd and Rock Island Road in East Wenatchee. The project is a high priority in order to give coach operators access to restrooms during all hours of service in East Wenatchee.

G.L. White Construction was the lowest responsive bidder at \$150,720.45, \$4,000 under the engineering estimate for the project and \$50,000 under the original estimate before going out for bid. Staff is asking the board to award \$165,792.50 to the project, which includes a 10 percent change order contingency.

Board Action:

Joyce Huber moved to award RFB 2023-03 for construction of the East Wenatchee comfort station as presented for an amount not to exceed \$165,792.50 to construct the East Wenatchee comfort station.

Clay Brandenburg seconded the motion.

Discussion was held regarding the potential to save money by purchasing modular units for these types of facilities. Staff indicated that modular units had been explored, but there were not significant cost savings for this particular project.

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

Motion Carried

Motion passes unanimously with one abstention by Rob Tidd

6.2 Easement agreement with the City of East Wenatchee (Resolution 2023-06)

Staff is requesting the board approve Resolution 2023-06, granting the City of East Wenatchee access to Link Transit's 3rd and Rock Island Road property in East Wenatchee to construct sidewalks.

Board Action:

Randy Agnew moved to approve Resolution 2023-06 authorizing Link Transit's CEO to sign a non-exclusive easement for the East Wenatchee 3rd Street SE and Rock Island Road Property owned by Link Transit granting the City of East Wenatchee pedestrian access and right of ingress and egress during construction and maintenance of sidewalk improvements, landscaping, electrical utilities and lighting.

Joyce Huber seconded the motion.

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

Motion Carried

Motion passes unanimously with one abstention by Rob Tidd

6.3 Leavenworth/Icicle/Hwy 2 Roundabout Interlocal Agreement with the City of Leavenworth

Link Transit is leading the Leavenworth Roundabout Project on Highway 2. The City of Leavenworth has expressed interest in adding underground water mains at the location in conjunction with Link Transit's Project.

Board Action:

Mark Kulaas moved to approve Resolution 2023-09 authorizing Link Transit to enter into an interlocal agreement with the City of Leavenworth to allow an underground water main to the Leavenworth Roundabout Project and to authorize the CEO or his designee to sign the interlocal agreement.

Rob Tidd seconded the motion.

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

***Motion Carried
Motion carries unanimously***

**6.4 Updating Link's policy documents to reflect change in title
(Res. 2023-07)**

During its February meeting, the Link Transit board agreed to change the title of Link Transit's General Manager to Chief Executive Officer. Since numerous Link Transit policy and procedural documents refer to the general manager, it is necessary for the aboard to approve a resolution indicating that any and all references to the general manager in policy and procedure documents shall be deemed to refer to the CEO.

Board Action:

Clay Brandenburg moved to approve Resolution 2023-07 changing the title of Link Transit's executive from General Manager to Chief Executive Officer in all Link Transit's policies and procedures as these documents are routinely updated.

Joyce Huber seconded the motion.

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

Motion passes unanimously

Motion Passes Unanimously

6.5 Authorizing Link Transit to enter into a carbon credit agreement with the Washington State Transportation Assoc. (Resolution 2023-08)

Link Transit's investment in electric vehicles, chargers and energy efficiency tasks have created significant carbon credits under the Washington State's Clean Fuel Standard Program. In order to monetize these credits, Link Transit needs to enter the Washington State carbon market. Authorizing Link Transit to participate in the Washington State Transit Association Carbon Pool allows Link staff to efficiently monetize the investment Link Transit has undertaken in its vehicle electrification and energy management efforts. This action should result in an ongoing revenue stream of \$300,000 per year. There is a fee of \$948 per year for participating agencies due to the Washington State Department of Ecology.

Board Action:

Rob Tidd moved to approve Resolution 2023-08 authorizing Link Transit's CEO to enter into a member services agreement with the Washington State Transit Association (WSTA) for participation in the WSTA Carbon Credit Aggregation Pool.

Joyce Huber seconded the motion.

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

Motion carries unanimously

7.

7.1 TRIP-Link

Link Transit Planning and Development manager Cristina Barone reported for Mobility Coordinator Maggie Kaminoff. TRIP-Link is a rider-focused volunteer driver program that has minimal infrastructure and costs less to operate than other volunteer driver model services. TRIP-Link is for seniors and persons with disabilities living outside Link Transit's current service areas in rural Chelan and Douglas counties and who are unable to access any other type of transportation.

The Link Transit Board of Directors approved a budget for the program in 2021. The TRIP-Link Volunteer Driver program was developed based on the TRIP Volunteer Driver program with the Independent Living Program in Riverside, CA. The service area for the Link program was determined to be outside of Link's service area within Chelan County and within the school districts of Douglas County.

An RFP was presented to the community in 2021 and awarded to TranCare, est. 1969, a Non-Emergency Medical Transportation broker that has been providing volunteer driver services to Medicaid eligible residents.

TranCare began training and outreach for TRIP-Link in February of 2022. Services began in March of 2022 and the initial mileage reimbursement was provided in April of 2022.

In October of 2022, fixed routes to Orondo and Ardenvoir (Entiat River Road) were suspended due to lack of ridership. TRIP-Link expanded its eligibility criteria to accommodate those needing to get to jobs and essential services. Plain and Lake Wenatchee criteria were similarly expanded.

Staff continue to monitor the success of the program and will recommend expansion or eligibility updates as needed or identified. As of February 2023, there are 30 riders participating in the program.

CEO DeRock suggested the service may provide Link Transit a way to offer transportation options to the general public where fixed route is not practical to operate. He emphasized that safeguards would be in place to keep people from taking advantage of the program.

7.2 Scorecards

In the future, the system performance scorecard slides will be provided for the board in the board packet. Staff will be available if there are questions, but will

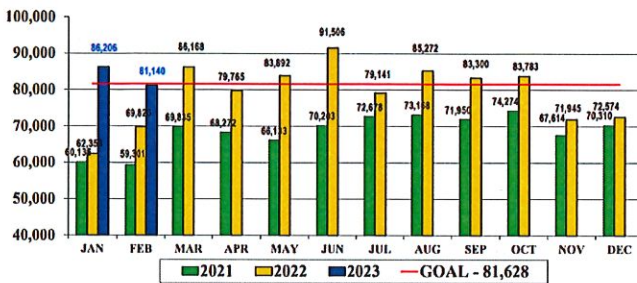
not report extensively on the scorecard slides unless a board member requests an in-person report. The Scorecard presentation was delivered in person for this month's meeting due to the extensive paring down of the slides from previous presentations. The current slides reflect the Link Transit incentives and all Link Transit boardings including Rideshare and Paratransit.

Mark Kulaas requested a report by route either quarterly or semiannually.

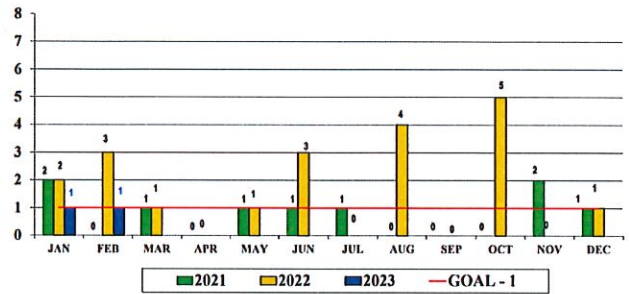
CEO DeRock pointed out that Link Transit's operating costs related to per ride costs are lower than the national average

Link Transit Scorecard Report

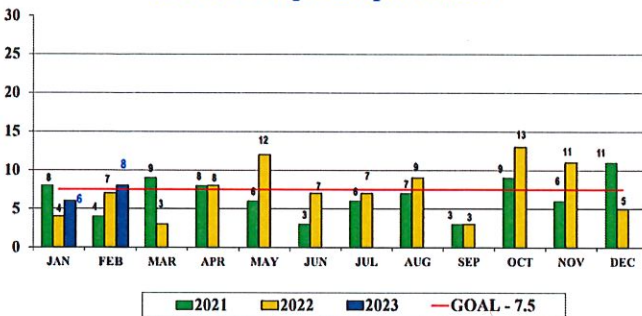
Total Boardings



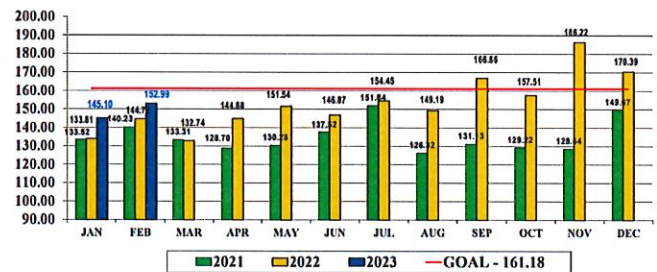
Class 1 or Higher Preventable Collisions & Incidents



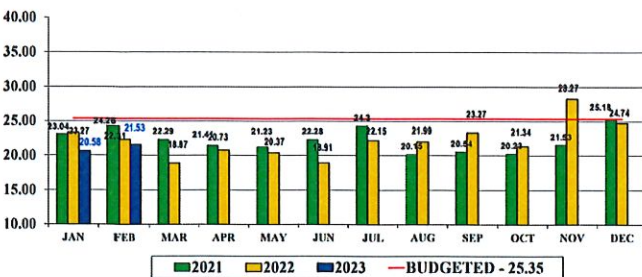
Combined Fixed & Paratransit Service Complaints per Month



Combined Fixed & Paratransit Cost per Service Hour



Combined Fixed & Paratransit Cost per Boarding



7.3 Rideshare report by Link Transit Rideshare Coordinator Jessica Huerta

Link Transit officially launched a Rideshare program in February of 2023 with multiple groups originating throughout Chelan and Douglas counties.

Link Transit has six vehicles on the road and two more vehicles are committed, with two additional drivers due to pick up vehicles by the end of March. There are currently 25 participants enrolled in the program. Thirty-four are expected by the end of March. The program will be at capacity by the end of March.

Current Active Link Transit rideshares:

Group 1010: Originates in Wenatchee, stops in Orondo, and commutes to Wells Dam
Group 1011: Originates in Cashmere, stops in Wenatchee, and commutes to Wells Dam
Group 1012: Originates in Chelan, commutes to Wells Dam
Group 1013: Originates in East Wenatchee, and commutes to Wells Dam
Group 1014: Originates in Wenatchee, stops in Chelan, commutes to Chief Joseph Dam
Group 1015: Originates in Coulee City, stops in Mansfield, commutes to Chief Joseph Dam

Other demands:

Active outreach is ongoing to determine additional Rideshare demands and vehicle needs. Employers such as Blue Start Growers, Manson Growers and other orchardists have shown interest in the program.

Board members asked about the geographic area served by Link Transit's program and how much of the Rideshare program exists outside of the taxing district and questioned whether Link should be providing services outside of its taxing area even if the policy is to provide Rideshare to all of Chelan and Douglas counties (part of Douglas County is outside of Link's service area). CEO DeRock asked for the board to consider offering official guidance going forward regarding service area for Link's Rideshare program as demand indicates additional vehicles are needed and staff is looking to apply for grants to increase the Rideshare fleet.

Board members also asked about the potential of cost sharing with employers when providing Rideshare services.

7.4 Monthly Board Packet Materials

Brenda Lamb reported that Link financial reports cannot always be delivered the Wednesday morning before the board meeting because completion of the reports are contingent to having financial information from Chelan and Douglas counties.

Chair Straub pointed out that the request was made by the board in an effort to streamline board meetings with the expectation that all directors would spend time reviewing packet materials prior to the meeting. Having the materials

Wednesday morning allows each director more time to look at all of the items in the board packet.

Direction from the board is to send out financial information a day or two after the bulk of the board packet is sent to board members on the months of the year when the entire board packet cannot be sent out Wednesday morning.

7.5 Monthly Financials (Written report in March Board Packet)

7.6 Capital Projects (Written report in March Board Packet)

7.7 HR Report (Written report in March Board Packet)

7.8 Wage and Class Study (Written report in March Board Packet)

8. EXECUTIVE SESSION

8.1 Potential Litigation

Chair Straub stated that an Executive Session was on the Agenda to discuss an issue of potential litigation with legal counsel. Legal counsel estimated the closed session would take approximately 10 minutes and no further action was expected after the executive session.

Board Action:

Mark Kulaas moved to convene into an executive session in accordance with RCW 42.30.110(1)(i) to discuss matters related to potential litigation for approximately 10 minutes. Legal counsel is present. The board will reconvene at 4:49 pm.

Rob Tidd seconded the motion.

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

Motion Carried

Executive Session began at 4:39 p.m. and ended at 4:49 p.m.

The meeting was reconvened into open public session at 4:49 pm.

9. PUBLIC COMMENT

No public comment was entered into the record.

Director Steinburg voiced his support for staff members to include information in the board packet for board members to review before the board meeting. He further stated that in-person presentations of the same materials in the staff report were not necessary and that board members had an opportunity to ask questions related to the packet materials. There was general consensus from board members that this was the desired process going forward.

8. MEETING ADJOURNMENT

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

Minutes Submitted by 
Selina Danko, Clerk of the Board