

**MINUTES  
LINK TRANSIT BOARD OF DIRECTORS**

**October 15, 2024**

**3:00 p.m.**

**Columbia Station 3<sup>rd</sup> Floor, 300 South Columbia Street, Wenatchee, WA**

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**ATTENDANCE**

**Board members attending in person:** Chair Tiffany Gering, Marc Straub, Randy Agnew, Rob Tidd, Loyd Smith, Paul Parmley, Jim Fletcher, Erin McCardle, Travis Hornby, Kyle Steinburg

**Board members attending through ZOOM on-line internet program:** Anne Hessburg, Renee Swearingen

**Link Transit Staff in person:** Nick Covey, Lynn Bourton, Ed Archer, Justin Brockwell, Cristina Barone, Ron Hatton, Samantha Miller, Selina Danko, Gabby Walker, Paden Osterlund, Deborah Paine.

**Link Transit Staff via Zoom:** John Wold, Cami Ostrom.

**Legal Counsel:** Erin McCool

**Absent / Excused:** Kevin Overbay, Paul Parmley

**1. CALL TO ORDER/APPROVAL OF AGENDA**

Chair Tiffany Gering called the meeting to order at 3 p.m. A quorum was established with nine board members present at that time. Gering requested a motion to amend the agenda to include an executive session after the consent agenda for the purpose of discussing potential litigation with a potential action item to follow.

**Board Action:**

**Marc Straub moved to amend the agenda to include an executive session following the consent agenda.  
Loyd Smith seconded the motion**

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

***Motion Carried Unanimously***

**2. WORKSHOP SESSION – PROPOSED 2025 BUDGET**

Link staff presented the proposed Link Transit operating and capital budgets and two 10-year cash-flow scenarios. The final cash-flow scenario presented at the November board meeting is contingent on the outcome of the November election, specifically what voters decide on Initiative 2117, which would repeal Climate Commitment Act funding.

**3. PUBLIC COMMENT**

No members of the public offered comment.

**4. CONSENT AGENDA**

The following Consent Agenda items were submitted for approval:

**4.1 Minutes** of the September 17, 2024 board meeting

**4.2 Accounts Payable Vouchers** from September 1-30, totaling \$2,260,674.57

**4.3 Payroll Vouchers** from September 1-30, totaling \$837,019.91

**Board Action:**

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

**Erin McCardle moved to approve all Consent Agenda business items as presented.**

**Loyd Smith seconded the motion.**

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

***Motion Carried unanimously***

**5. Executive Session**

**Board Action:**

**Kyle Steinburg moved to go into executive session to consider potential litigation for five minutes**

**Erin McCardle seconded the motion.**

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

***Motion Carried unanimously***

**The Board convened into executive session began at 3:12 p.m.**

**The Board resumed regular session at 3:17 p.m. No action was taken.**

**Board Action:**

**Kyle Steinburg made a motion to authorize up to \$50,000 to settle Link's contract with U.S. Linen.**

**Erin McCardle seconded the motion.**

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

***Motion Carried unanimously***

**6. BOARD ADMINISTRATION AND COMMUNICATIONS**

**6.1 High Five Award – Deborah Paine**

Planning and Development Manager Cristina Barone presented a Link Transit High Five Award to Guest Services Supervisor Deborah Paine. Deborah has worked for Link Transit for nearly 30 years. In her nomination, Barone noted Deborah's consistently strong work ethic and willingness to go above and beyond to meet the needs of Link Transit guests. Link Transit High Five awards recognize an employee, or team of employees for performing an outstanding service or achievement in leadership, safety, customer service, effort, innovation, teamwork, or efficiency improvement. In recognition of the High Five Award, Deborah received a \$50 gift card to a local restaurant.

**6.2 Finance Committee Report**

Board Member Marc Straub provided a summary of the Oct. 3 Finance Committee meeting. The meeting included a presentation by Link staff of the proposed 2025 Link Transit Capital and Operating budgets. Two 10-year cash-flow scenarios were presented as future state funding through the Climate Commitment Act depends on the outcome of the November election and the passage or failure of Initiative 2117. The cash-flow scenario presented in November will reflect what voters decide on the issue.

### **6.3 CEO Report**

#### **6.3a Agency Workplan**

CEO Nick Covey reviewed the agency's 2024 workplan, designed to give Board members a quick overview of the agency's progress in achieving several established goals and objectives.

### **6.4 Board Clerk**

#### **6.4a Resolution 2024-23, updating the location of an agent to receive claims against the agency**

Board Clerk Selina Danko recommended the Board approve Resolution 2024-23 as the current resolutions on file do not reflect the location of the agent appointed by the agency to receive claims. Having appropriate information on file allows Link Transit to respond to claims for damages as, under RCW 4.96.020, the failure of a local governmental entity to comply with the requirements of this section can prevent local governmental entities from raising a defense against a claim.

#### **Board Action:**

**Lloyd Smith moved to approve Resolution 2024-23, updating the location of an agent to receive claims against the agency.  
Jim Fletcher seconded the motion.**

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

***Motion Carried Unanimously***

#### **Board Action rescinding previous resolutions appointing an agent to receive claims:**

**Erin McCardle moved to rescind Resolutions 2001-07 and 2012-06.  
Jim Fletcher seconded the motion.**

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

***Motion Carried Unanimously***

#### **6.4b Distribution of CEO evaluation materials**

Board Clerk Selina Danko told the board that CEO evaluation packets would be distributed to Board members and members of the executive team via email following the board meeting and that paper packets are available upon request. Evaluations are due by Nov. 12. Executive Committee members will review the tabulated results prior to the Nov. 19 Board meeting. Members of the Board will convene into executive session at that meeting to discuss the tabulated results and subsequent Board action is planned to follow the executive session relating to the CEO's meeting of expectations and potential salary increase.

## 7. STAFF REPORTS, DISCUSSION AND ACTION ITEMS

### 7.1 *Monthly Financial Report*

The Board was provided an overview of the Agency's financial activity through September of 2024.

#### Monthly Financial Report September 2024

##### Background Information:

##### 2024 sales tax

◆ September 2024 sales tax (earned in the month of July 2024)	\$	2,601,732
◆ Over budgeted amount for the month by 2.2%	\$	55,300
◆ YTD sales tax collection	\$	15,733,792
◆ YTD budget amount	\$	15,163,757
◆ Over YTD budgeted amount by 3.8%	\$	570,035
◆ Last year's YTD sales tax amount	\$	12,856,216
◆ Over last year's YTD sales tax amount by 22.4%	\$	2,877,576

##### 2024 Operating Budget-to-Actual

◆ Budget year elapsed = 75%	\$	20,953,537
◆ Operating budget spent = 71%	\$	<u>19,803,347</u>
◆ <Over> Under Budgeted Amount	\$	1,150,190

##### 2024 Capital

◆ Bus Garage Phase I – RH2 Engineering	\$	49,659
◆ D-Cams for 6 vehicles – Rosco Vision	\$	18,390
◆ Bus Garage Phase I – Rimmer & Roeter	\$	383,189
◆ Facility Plow Truck – Pat Armstrong Ford	\$	56,050
◆ IT Van – Corwin Ford Tri-Cities	\$	39,503
◆ Bus Garage Phase I – Rimmer & Roeter	\$	373,567

##### Cash Accounts

◆ Cash with Treasurer – 2024 under 2023	\$	(3,507,344)
◆ Investments – 2024 under 2023	\$	(4,293,734)
◆ Contingencies Reserve – 2024 over 2023	\$	662,500
◆ Vehicle Reserves – 2024 over 2023	\$	936,782
◆ FTA Vehicle Reserves – 2024 under 2023	\$	(49,309)
◆ Facility/Equipment Reserves – 2024 over 2023	\$	7,111,797
◆ Sales Tax Refund Reserve – 2024 under 2023	\$	--

### 7.2 Monthly Facilities and Maintenance

#### 7.2a Resolution 2024-24, Washington State Patrol Interlocal

Facilities and Maintenance Manager Ed Archer explained that the Board authorized the execution of the Interlocal Agreement at the September Board Meeting. The Washington State Patrol (WSP) has requested changes to the approved interlocal. Prior to signing, staff are recommending approving Resolution 2024, approving the changes which includes the requirement of finger printing and background checks for Link personnel and contractors on the property without WSP supervision. It also includes a drainage map for planned construction.

**Board Action:**

Kyle Steinburg moved to approve Resolution 2024-24, authorizing the Link Transit CEO to enter into an Interlocal Agreement with the Washington State Patrol for improvements to and use of Washington State Patrol property for the purpose of transit bus driver training.

Randy Agnew seconded the motion.

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

*Motion Carried Unanimously*

**Board Action to rescind previous resolution authorizing interlocal with the Washington State Patrol:**

Erin McCardle moved to rescind Resolution 2024-20.

Randy Agnew seconded the motion.

*Motion Carried Unanimously*

**7.3 Monthly Operations Reports (scorecards)**

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 Board.

**2024 Board Chair Appreciation**

Link Transit CEO Nick Covey expressed appreciation for the leadership provided by outgoing Board Chair Tiffany Gering. Gering was attending her last meeting as Board Chair and member of the Link Transit board.

**8. MEETING ADJOURNMENT**

All business listed on the Agenda had been addressed and with no further business to conduct, Chair Gering adjourned the meeting at 3:48 p.m.

Minutes Submitted by   
Selina Danko, Clerk of the Board

