

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

September 17, 2024

3:00 p.m.

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

ATTENDANCE

Board members attending in person: Chair Tiffany Gering, Marc Straub, Randy Agnew, Rob Tidd, Loyd Smith, Jim Fletcher, Renee Swearingen, Kevin Overbay, Travis Hornby.

Board members attending through ZOOM on-line internet program: Erin McCardle, Anne Hessburg

Link Transit Staff: Nick Covey, Lynn Bourton, Ed Archer, Justin Brockwell, Cristina Barone, Selina Danko, Gabby Walker, Paden Osterlund, Eric West, Julie Shipman, Alyssa Chamberlain

Legal Counsel: Erin McCool

Absent / Excused: Kyle Steinburg, Paul Parmley

Members of the public: Ken Johannesen, Jamie Howell, Astrid Flory, Ian Blevins

1. CALL TO ORDER/APPROVAL OF AGENDA

Chair Tiffany Gering called the meeting to order at 3 p.m. A quorum was established with ten board members present at that time.

2. PUBLIC COMMENT

No members of the public provided comments.

3. CONSENT AGENDA

The following Consent Agenda items were submitted for approval:

3.1 Minutes of the August 20, 2024 board meeting

3.2 Accounts Payable Vouchers from August 1-31, 2024 totaling \$917,723.55

3.3 Payroll Vouchers from August 1-31, 2024 totaling \$911,667.19

Board Action:

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

Marc Straub moved to approve the consent agenda as presented.

Kevin Overbay seconded the motion.

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

Motion Carried Unanimously

4. BOARD ADMINISTRATION AND COMMUNICATIONS

4.1 CEO Evaluation Process and Timeline

Chair Gering reviewed the process of board evaluation of Link Transit's CEO. Gering explained that CEO evaluation packets would be distributed following the October Board Meeting with evaluation responses due back by Nov. 12. The executive committee of the board chair, vice chair and previous vice chair will meet from 2 to 3 p.m. November 19

prior to the November board meeting to review the evaluations tabulated by the Board Clerk. An executive session will be held for Board members to discuss the evaluation comments during the Nov. 19 meeting. Board action will be slated following the executive session relating to the CEO's meeting of expectations and potential salary increase.

November 19 board meeting quorum question: Due to a conflict with the Washington State Association of Counties meeting, several members will be absent from the November meeting. Chair Gering asked for a show of hands from board members indicating their plans to attend the November board meeting. Erin McCardle, Jim Fletcher, Rob Tidd, Loyd Smith, Randy Agnew indicated they would be in attendance. Travis Hornby will check his schedule. At least six Board members are needed for a quorum. If there is not a quorum for November, a December meeting will be necessary. Staff have proposed not having a December board due to an anticipated light schedule that month.

4.2 CEO Report

4.2a Workplan

CEO Nick Covey reviewed the agency's progress in achieving 2024 workplan goals. The workplan spreadsheet outlines key Link Transit initiatives and focus areas for the fiscal year. It is designed to give board members a quick overview of progress in achieving established goals and objectives related to new services, policy review, operations, service planning and capital projects.

Renee Swearingen joined the meeting in person at 3:05 p.m.

Anne Hessburg joined the meeting via Zoom at 3:05 p.m.

4.2b "How I Roll" Campaign

Link Marketing Coordinator Eric West presented a series of videos created in partnership with local videographer and storyteller, Jamie Howell. The videos feature community members who regularly use and depend on Link Transit for transportation. The objective of the project is to demonstrate that Link Transit serves individuals from all walks of life and to encourage more members of the community to consider using Link services for daily commutes.

5. STAFF REPORTS, DISCUSSION AND ACTION ITEMS

5.1 Monthly Financial Report

The Board were provided an overview of Agency's financial activity through August 2024

Monthly Financial Report August 2024

Background Information:

2024 sales tax

| | |
|---|---------------|
| ◆ May 2024 sales tax (earned in the month of June 2024) | \$ 2,559,542 |
| ◆ Under budgeted amount for the month by -3.7+% | \$ (97,781) |
| ◆ YTD sales tax collection | \$ 13,132,060 |
| ◆ YTD budget amount | \$ 12,617,324 |
| ◆ Over YTD budged amount by 4.1% | \$ 514,736 |

| | | |
|--|----|------------|
| ◆ Last year's YTD sales tax amount | \$ | 10,697,286 |
| ◆ Over last year's YTD sales tax amount by 22.8% | \$ | 2,434,774 |

2024 Operating Budget-to-Actual

| | | |
|--------------------------------|----|-------------------|
| ◆ Budget year elapsed = 67% | \$ | 18,625,336 |
| ◆ Operating budget spent = 63% | \$ | <u>17,597,426</u> |
| ◆ <Over> Under Budgeted Amount | \$ | 1,027,910 |

2024 Capital

| | | |
|---|----|--------|
| ◆ Phone System Upgrade – Firstline Communications | \$ | 64,490 |
| ◆ Isonas Readers/Trink Strikers – ABP International | \$ | 11,676 |
| ◆ Bus Garage Phase I Water Line – Chelan Co. PUD | \$ | 10,870 |

Cash Accounts

| | | |
|--|----|-------------|
| ◆ Cash with Treasurer – 2024 under 2023 | \$ | (204,485) |
| ◆ Investments – 2024 under 2023 | \$ | (3,691,635) |
| ◆ Contingencies Reserve – 2024 over 2023 | \$ | 633,333 |
| ◆ Vehicle Reserves – 2024 over 2023 | \$ | 1,469,710 |
| ◆ FTA Vehicle Reserves – 2024 under 2023 | \$ | - |
| ◆ Facility/Equipment Reserves – 2024 over 2023 | \$ | 6,030,205 |
| ◆ Sales Tax Refund Reserve – 2024 under 2023 | \$ | - |

5.1a Resolution 2024-19 Interlocal with Chelan County (Easy Street and School Street Roundabout Project.)

Link Planning and Development Manager Cristina Barone recommended the board adopt Resolution 2024-19, authorizing an interlocal agreement in an amount not to exceed \$125,000 for the cost of installing sidewalks and bus pullout improvements at the Easy Street and School Street Intersection Improvement Project. Chelan County has planned construction for this project for the summer and fall of 2026. Barone told the Board that the project supports Link's goals by improving guest access to safe pedestrian pathways associated with bus stops. Including the sidewalk and bus pullout amenities in the Chelan County's existing project supports the efficient use of public funds as the two entities share costs, Barone added.

Board Action:

Rob Tidd moved to adopt Resolution 2024-19, authorizing Link Transit's CEO to enter into an interlocal agreement in an amount not to exceed \$125,000 with Chelan County for sidewalk installation and bus pullouts associated with the Easy Street and School Street Intersection Improvement Project.

Loyd Smith seconded the motion.

VOTE: All in favor with 11 voting board members present for this vote. Vote was 9-0, with Tiffany Gering and Keving Overbay abstaining.

Motion Carried

5.2 Human Resources

5.2a Bus Stop Maintenance Position

Administrative Services Assistant Manager Julie Shipman recommended the Board approve the addition of a Facilities Maintenance I position dedicated to addressing the need for additional garbage pickup and cleaning at bus shelters. Shipman told the board that service increases and the addition of buildings and park-and-ride facilities to the regular maintenance program is a challenge for existing staffing levels. Wages and benefits for the new position would total \$13,500 for the remainder of 2024.

Board Action:

Rob Tidd moved to authorize the addition of a Facilities Maintenance I position to Link Staff.

Loyd Smith seconded the motion.

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

Motion Carried Unanimously

5.3 Monthly Facilities and Maintenance

5.3a Columbia Station Café Lease Addendum

Link Transit CEO Nick Covey asked the board to approve an addendum to the current Columbia Café Lease agreement Leandro's Café, formalizing a delay in rental payments with a plan to revisit the payment and collection of rent on or before January 1 of 2025. City code compliance obstacles have delayed the café's opening.

Board Action:

Randy Agnew moved to authorize an addendum to the current Columba Station Café lease agreement with Leandro's Café, formalizing a delay in rental payments with a plan to revisit payment and collection of rent on or before January 1 of 2025.

Jim Fletcher seconded the motion.

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

Motion Carried Unanimously

5.3b Resolution 2024-20 Interlocal between Link Transit and the Washington State Patrol

Facilities and Maintenance Manager Ed Archer recommended the board approve Resolution 2024-20, authorizing Link Transit 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. Archer reported that staff have been searching for a feasible space to house a year-round coach operator training course. The current course is between the bus canopies and the maintenance base. The one-acre Washington State Patrol property borders Link's Operations base and provides a safer location for operator training. The proposed agreement includes two 10-year extension options. The estimated cost to fence and pave the property is \$800,000. Since the construction of improvements to the property require separate Board approval, Board members can expect additional information related to cost during bid award process.

Board Action:

Rob Tidd moved to authorize Link Transit's 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. Travis Hornby seconded the motion.

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

Motion Carried Unanimously

5.3c Bus Garage Construction Update

Facilities and Maintenance Manager Ed Archer reported that the construction of the new bus garage continues to be on schedule and on budget.

5.4 Planning and Development

5.4a Resolution 2024-21 Service Standards and Performance Monitoring

Planning and Development Manager Cristina Barone recommended the Board approve a new set of service guidelines and performance measures to help guide Link Transit in the future. The new guidelines would replace performance measures last approved in 2013. Barone explained that performance measures describe the process by which existing services are evaluated in terms of on-time performance and ridership productivity. High-performing routes may be candidates for service enhancements, while low-performing routes are examined for potential changes to improve passenger boardings. The new policy defines a process for regular route assessment and remedial action. The new service guidelines serve as a framework for the provision, design, and allocation of routes and schedules. Guidelines are intended to be used with some flexibility and are divided into seven categories including service coverage, access to opportunity, route design, service span, service frequencies, passenger load and vehicle assignment.

Board Action:

Rob Tidd moved to approve Resolution 2024-21, adopting a set of new service standards and performance monitoring measures. Loyd Smith seconded the motion.

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

Motion Carried Unanimously

5.4b Resolution 2024-22 LinkPlus No-Show Policy Update

Mobility Coordinator Alyssa Chamberlain recommended the Board approve an update to the agency's LinkPlus no-show guidelines, which are difficult to explain and cumbersome to administer with suspension increments higher than industry norms. The updated and simplified proposed policy reflects the calendar month and revises the length of suspension to begin at seven days and increase in increments of seven days for subsequent violations within a calendar year beginning January 1, 2025.

Board Action:

**Marc Straub moved to adopt Resolution 2024-22, amending Policy Four of Link Transit's ADA Paratransit Policies and Procedures Manual to provide clarity and to align with industry standard practice.
Kevin Overbay seconded the motion.**

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

Motion Carried Unanimously

5.4c East Wenatchee Redesign Phase I Outreach

Planning and Development Manager Cristina Barone told the board that Link staff have initiated a public outreach process for the redesign of East Wenatchee service to gather feedback about how best to improve service. Staff have developed three service scenarios for public comment. The scenarios represent similar levels of investment and are based on prior survey data, operator input, guest requests, and best practices. Three different scenarios allow Link Transit staff to test different ideas for how best to provide service. The preferred recommendation will combine the best ideas based on public feedback. The timeline for East Wenatchee service redesign implantation follows:

- **Sept 16 to Oct 18:** Public outreach process to gather feedback about service scenarios
- **Nov/Dec 2024:** Use feedback from outreach to develop preferred recommendations
- **Jan/Feb 2025:** Additional outreach and feedback
- **March/Apr 2025:** Finalize recommendations
- **May to Sept 2025:** Implementation planning activities
- **October 2025:** Implement recommendations

5.5 Monthly Operations Report (Scorecards)

Operations Manager Gabby Walker reviewed the agency's scorecards that measure system performance with the Board.

6. MEETING ADJOURNMENT

All business listed on the Agenda had been addressed and with no further business to conduct, Chair Gering adjourned the meeting at 4:02 p.m.

Minutes Submitted by 
Selina Danko, Clerk of the Board