

**MINUTES  
LINK TRANSIT BOARD OF DIRECTORS**

July 16, 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, Rob Tidd, Loyd Smith, Jim Fletcher, Erin McCardle, Kevin Overbay, Travis Hornby.

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

**Link Transit Staff:** Nick Covey, Lynn Bourton, Ed Archer, Justin Brockwell, Cristina Barone, Ron Hatton, Samantha Miller, Selina Danko, Gabby Walker, Paden Osterlund, Julie Shipman, Sergio Rodriguez

**Legal Counsel:** Erin McCool

**Absent / Excused:** Kyle Steinburg, Paul Parmley

**Members of the public in person:** Ken Johannessen, Melissa Reuter. **Via Zoom:** Oscar Rodriguez, Juanita Ruhnke, Walker Sjolander.

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

Chair Tiffany Gering called the meeting to order at 3 p.m. A quorum was established with 10 board members present at that time.

**2. PUBLIC COMMENT**

No members of the public offered comment.

**3. CONSENT AGENDA**

The following Consent Agenda items were submitted for approval:

**3.1 Minutes** of the June 18, 2024 board meeting

**3.2 Accounts Payable Vouchers** from June 1-30, totaling \$1,660,292.22.

**3.3 Payroll Vouchers** from June 1-30 totaling \$863,878.83.

**Board Action:**

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

**Rob Tidd moved to approve all Consent Agenda business items as presented.**

**Loyd Smith seconded the motion.**

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

**Motion Carried Unanimously**

**4. BOARD ADMINISTRATION AND COMMUNICATIONS**

**4.1 CEO Report. Nick Covey provided the following updates:**

**New Assistant Maintenance Manager:** Sergio Rodriguez was promoted from maintenance supervisor to maintenance manager. He started in his new role July 8.

**Wenatchee Fourth of July shuttle:** Link provided 697 rides to individuals attending the Fourth of July fireworks event at Walla Walla Point Park, a 67-percent increase from last year's numbers.

**Rockfest:** Link provided 936 rides to support the 2024 Rock Island Rockfest, representing a significant increase in ridership from the 2023 inaugural event.

**Transportation Improvement Board Appointment:** Link CEO Nick Covey has been appointed to serve on the Washington State Improvement Board (TIB). TIB is an independent state agency, created by the Legislature, that distributes and manages street construction and maintenance grants to 320 cities and urban counties throughout Washington State.

**Low- or No-Emission Grant Program Award:** Link Transit was awarded \$4.5 million from the Federal Transit Administration's Low and No Emission Bus and Bus Facility program. The funding will purchase five new battery-electric vehicles, replacing gas-powered cutaways.

**Excessive heat:** Link Transit's Columbia Station has extended its hours on Saturdays and Sundays during the heat wave, providing a place for guests to get out of the weather and have access to restroom facilities.

**Congressionally Directed Spending Application Status:** Link is still in the running for a Congressionally Directed Spending allocation. If funded, this \$5.1 million grant request would support purchasing additional electric vehicles and charging infrastructure.

**South Sound Intercity Transit Regional Rodeo results:** Link's maintenance team made up of John Therien, Humberto Espinoza and Anthony Realme took third place out of seven teams. Coach operators Bobby Beason, Roberto Torres and Scott English participated, but did not place.

**Marketing dashboard:** The intent of this report is to give the Board of Directors a high-level view of the marketing and communications efforts undertaken to communicate Link Transit services to members of the public. Each board member was provided with a copy of the report.

**Agency workplan:** CEO Covey reviewed Link Transit's progress toward addressing key initiatives and focus areas for the fiscal year.

## **5. STAFF REPORTS, DISCUSSION AND ACTION ITEMS**

### ***5.1 Monthly Financial Report***

The Board was provided with an overview of the agency's financial activity through June 2024.

## Monthly Financial Report May 2024

### Background Information:

#### 2024 sales tax

♦ June 2024 sales tax (earned in the month of April 2024)	\$	2,226,924
♦ Over budgeted amount for the month by 9.9%	\$	201,244
♦ YTD sales tax collection	\$	7,941,271
♦ YTD budget amount	\$	7,657,477
♦ Over YTD budgeted amount by 3.7%	\$	283,794
♦ Last year's YTD sales tax amount	\$	6,492,202
♦ Over last year's YTD sales tax amount by 19.7%	\$	1,449,069

#### 2024 Operating Budget-to-Actual

♦ Budget year elapsed = 50%	\$	13,969,025
♦ Operating budget spent = 47%	\$	<u>13,139,348</u>
♦ <Over> Under Budgeted Amount	\$	829,677

#### 2024 Capital

♦ Bus Garage Phase I – Chelan Co. PUD	\$	382,571
♦ 3 <sup>rd</sup> and Rock Island Park & Ride – InductEV	\$	442,405

#### Cash Accounts

♦ Cash with Treasurer – 2024 under 2023	\$	(323,984)
♦ Investments – 2024 under 2023	\$	(7,191,875)
♦ Contingencies Reserve – 2024 over 2023	\$	575,000
♦ Vehicle Reserves – 2024 over 2023	\$	(61,083)
♦ FTA Vehicle Reserves – 2024 under 2023	\$	-
♦ Facility/Equipment Reserves – 2024 over 2023	\$	4,325,481
♦ Sales Tax Refund Reserve – 2024 under 2023	\$	-

### **5.1a Resolution 2024-15 Procurement Policy Updates/Amendments (Small works & public works, and real property acquisition.**

Contract Specialist Samantha Miller recommended the board approve incorporating Revised Code of Washington 39.04 updated requirements for Small Works and Public Works projects, and 49 Code of Federal Regulations Part 24 requirements for real property acquisition displacement and relocation benefits. The updates allow Link Transit to remain in compliance with current federal and state regulations.

### **Board Action:**

**Marc Straub moved to approve Resolution 2024-15, updating Link Transit's Procurement Policy to incorporate Revised Code of Washington 39.04 and 49 Code of Federal Regulations Part 24 requirements for Small Works, Public Works and real property acquisition displacement and relocation benefits to keep Link in compliance with current federal and state regulations.**

**Kevin Overbay seconded the motion.**

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

*Motion Carried Unanimously*

**5.1b Resolution 2024-16 East Wenatchee Interlocal**

Link staff recommended the Board of Directors approve Resolution 2024-16, authorizing Link Transit's CEO to enter into an interlocal agreement with the City of East Wenatchee to fund six Americans with Disabilities Act-compliant bus stops and pedestrian improvements. Link's share of the project cost will not exceed \$77,000.

**Board Action:**

**Lloyd Smith moved to approve Resolution 2024-16, authorizing Link's CEO to enter into an interlocal agreement with the City of East Wenatchee to fund ADA compliant bus stops and pedestrian improvements in an amount not to exceed \$77,000.**

**Travis Hornby seconded the motion.**

VOTE: 9-0 All in favor with 10 voting board members present for this vote. Rob Tidd recused himself from this vote.

*Motion Carried*

**5.2 Planning and Development**

**5.2a Comprehensive Bus Stop Improvement Plan Staff Report**

Planning and Development Manager Cristina Barone provided an update to the Board on Link's current efforts to develop a prioritized list of amenity and Americans with Disabilities Act (ADA) bus stop improvements. The plan includes the development of bus stop guidelines, ADA accessibility field assessments, bus stop spacing, optimization analysis, development of a community bus stop art program, and an overall strategy for prioritizing bus stop investments. Additional Board of Directors engagement and potential public outreach will occur in early 2025 with the final report set for delivery in May 2025.

**5.3 Monthly Facilities and Maintenance Report**

**5.3a Award of RFB for new bus garage**

Facilities and Maintenance Manager Ed Archer recommended the Board authorize Link Transit staff to award the construction of the bus garage to Rimmer and Roeter Construction, Inc., the lowest responsive and responsible bidder in an amount not to exceed \$13,310,573 which includes a 5 percent contingency. The construction of the bus garage allows Link enough operational space to continue the Vision 2020 expansion, increasing the quality and coverage of service. The budgeted amount for the building is \$17 million and the actual cost is expected to come in at \$15,418,716, saving Link Transit \$1,581,284 in costs related to the construction of the bus barn. Link Transit received eight bids for the bus garage construction.

**Board Action:**

**Travis Hornby moved to authorize Link Transit staff to award the construction of the bus garage to Rimmer and Roeter Construction, Inc. in an amount not to exceed \$13,310,573.**

**Marc Straub seconded the motion.**

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

***Motion Carried Unanimously***

***5.3b RH2 Engineering Contract Management Award for Bus Garage***

Link staff recommended the Board authorize Link Transit's CEO to enter into an agreement with RH2 Engineering for construction management of the bus garage project in an amount not to exceed \$500,000. Allocating construction management to RH2 Engineering allows staff to closely monitor details that are more relevant to their positions and concerns.

**Board Action:**

**Kevin Overbay moved to authorize Link Transit's CEO to enter into an agreement with RH2 Engineering in an amount not to exceed \$500,000 for construction management of the bus garage project.**

**Erin McCardle seconded the motion.**

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

***Motion Carried Unanimously***

***5.3c Café Space Update staff report***

Link Transit Facilities and Maintenance Manager Ed Archer provided an update to the Board regarding the status of the first-floor café space at Columbia Station. Archer explained that Link is exploring options to meet permitting requirements that have stalled the reopening of a restaurant in the space.

***5.4 Monthly Operations Report (Scorecards)***

Link 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 3:40 p.m.

Minutes Submitted by



Selina Danko, Clerk of the Board