

**MINUTES  
LINK TRANSIT BOARD OF DIRECTORS**

**August 20, 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, Jim Fletcher, Kevin Overbay, Travis Hornby

**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, Eric West

**Link Transit staff via Zoom:** Cami Ostrom

**Legal Counsel:** Erin McCool

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

**Members of the public in person:** Ken Johannessen, Juan Loeza, Jon Davies, Angie Ervin, Amber Hallberg.

**Members of the public via Zoom:** Juanita Ruhnke, Oscar Rodriguez

**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.

**2. PUBLIC COMMENT ON NON-AGENDA ITEMS**

No members of the public offered public comment.

**3. CONSENT AGENDA**

The following Consent Agenda items were submitted for approval:

**3.1 Minutes** of the July 16, 2024 board meeting

**3.2 Accounts Payable Vouchers** from July 1-31, totaling \$1,486,961.58

**3.3 Payroll Vouchers** from July 1-13, totaling \$854,519.59.

**Board Action:**

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

**Jim Fletcher moved to approve all Consent Agenda business items as presented.**

**Travis Hornby seconded the motion.**

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

***Motion Carried Unanimously***

#### **4. PUBLIC HEARING Link Transit's 2024-2029 Transit Development Plan (TDP) and 2023 Annual Report. The hearing was opened by Board Chair Tiffany Gering at 3:05 p.m.**

Link Transit Planning and Development Manager Cristina Barone explained that the six-year Transit Development Plan (TDP) and annual report are required by Washington State law to be submitted to the Washington Department of Transportation (WSDOT) by September of each year to maintain eligibility for state-allocated funding. The Program of Projects (POP) is required each federal fiscal year under federal regulations to maintain eligibility for federal funds. The annual TDP document outlines the major projects and services, and associated facility and equipment needs for the coming six years. The TDP reflects recommendations from the adopted Transit Study and projects identified as part of Vision 2020, including several capital projects.

The POP identifies planned grant applications that will be submitted for federally funded transportation grant programs in federal fiscal year 2025. The 2023 Annual Report is a review of projects, major equipment and facility improvements and final expenditures that the agency has made over the past year.

No members of the public offered comments.

The public hearing was closed at 3:13 p.m.

#### **5. BOARD ADMINISTRATION AND COMMUNICATIONS**

##### ***5.1 CEO Report***

##### ***5.1a Employee Recognition – Star Performers***

Link Transit Board Clerk Selina Danko presented Link Supervisor Jennifer Therien and Coach Operator Martin Price with Star Performer awards for outstanding work from January through June of 2024. Star performers are nominated by their teammates for demonstrating their commitment to Link's principles of guest service, safety, efficiency, innovation and teamwork. Both individuals received a \$100 gift card to a local dining establishment, a designated parking spot and a chance to attend the Washington State Transportation Conference.

##### ***5.1b Chelan County Coordinated Entry Program Update***

Chelan County Homeless Program Manager Amber Hallberg and Coordinated Entry Lead Angie Ervin provided an update of the organization's work since occupying first-floor space at Columbia Station. The program currently serves about 60 individuals a week. Successes include housing 15 families, nine with permanent housing. The program connects individuals facing homelessness and housing insecurity with community resources including housing.

**5.1c Agency Workplan:** CEO Nick Covey provided the board with an overview of Link business including policy updates, service development and capital projects.

Anne Hessburg joined the meeting at 3:26 p.m.

## 6. STAFF REPORTS, DISCUSSION AND ACTION ITEMS

### 6.1 Planning

#### 6.1a Resolution 2024-17, Link Transit's 2024-2029 TDP and 2023 Annual Report

#### Board Action:

Marc Straub moved to approve Resolution 2024-17, adopting Link Transit's 2024-2029 Transit Development Plan and 2023 Annual Report.

Loyd Smith seconded the motion.

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

***Motion Carried Unanimously***

### 6.2 Human Resources

#### 6.2a Res. 2024-18, amending Link Transit's personnel policy related to remote work, shared leave and compensatory/flex time.

Administrative Services Manager Lynn Bourton recommended the Board approve a new Remote Work Policy as a temporary option for individuals in eligible positions. Eligibility criteria may include the business need for the employee to work remotely, duration of the request, qualifying reason, nature of job, and the ability to meet job requirements remotely. Bourton also recommended the board approve the removal of shared and compensatory time from the personnel policy. Recent changes in Washington State law, specifically Washington State Paid Sick Leave and Paid Family Leave provide coverage for family and medical situations that Link's Shared Leave Policy was created to assist with. Link's management team is recommending removing the option to take overtime as comp time and to ensure that all hours worked over 40 in a work week are paid out at time and one-half for eligible employees.

#### Board Action:

Rob Tidd moved to approve Resolution 2024-18 amending Link Transit's Personnel Policy related to remote work, shared leave and compensatory/flex time.

Jim Fletcher seconded the motion.

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

***Motion Carried Unanimously***

### 6.3 Monthly Financial Report

Link accountant Paden Osterlund provided the Board with an overview of the Agency's financial activity through July 31, 2024.

#### Monthly Financial Report July 2024

##### Background Information:

##### 2024 sales tax

♦ July 2024 sales tax (earned in the month of May 2024)	\$	2,631,248
♦ Over budgeted amount for the month by 14.3%	\$	328,723
♦ YTD sales tax collection	\$	10,572,518
♦ YTD budget amount	\$	9,960,002
♦ Over YTD budgeted amount by 6.1%	\$	612,516
♦ Last year's YTD sales tax amount	\$	8,444,341
♦ Over last year's YTD sales tax amount by 25.2%	\$	2,128,176

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

♦ Budget year elapsed = 58%	\$	16,297,195
♦ Operating budget spent = 54.8%	\$	<u>15,305,398</u>
♦ <Over> Under Budgeted Amount	\$	991,797

##### 2024 Capital

♦ Bus Garage Phase I – RH2 Engineering	\$	148,983
♦ Record Retention Room – R & D General Contracting	\$	14,987
♦ Four Paratransit Cutaway Vehicles – Model 1	\$	500,356

##### Cash Accounts

♦ Cash with Treasurer – 2024 under 2023	\$	(2,070,604)
♦ Investments – 2024 under 2023	\$	(3,673,665)
♦ Contingencies Reserve – 2024 over 2023	\$	604,167
♦ Vehicle Reserves – 2024 over 2023	\$	2,674,102
♦ FTA Vehicle Reserves – 2024 under 2023	\$	--
♦ Facility/Equipment Reserves – 2024 over 2023	\$	4,936,005
♦ Sales Tax Refund Reserve – 2024 under 2023	\$	--

### 6.4 Monthly Facilities and Maintenance Report

Operations Manager Ed Archer reported on the progress of the bus barn construction including the selection of a paint scheme which includes beige and green accents with a dominant grey color. Doors will be white, and the roof will be off-white. The existing structures at Ops Base will be repainted to match the new bus garage. Concrete for the building should be poured by the end of October. The project remains on budget.

Archer also provided a brief update on the Columbia Station café space. He said he is hiring a mechanical engineer to help Link staff better understand what is needed to provide the ventilation required to operate a dishwasher and/or oven. Once the cost of upgrading the facility is better understood, the information will be brought to the Board for consideration and next steps.

### 6.5 Monthly Operations Reports (Incidents, scorecards, complaints)

Operations Manager Gabby Walker provided 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.

**10. MEETING ADJOURNMENT**

All business listed on the agenda had been addressed and with no further business to conduct, Chair Gering adjourned the meeting at 4:14 p.m.

Minutes Submitted by   
Selina Danko, Clerk of the Board

