

**MINUTES  
LINK TRANSIT BOARD OF DIRECTORS**

**April 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, Anne Hessburg, Randy Agnew, Rob Tidd, Loyd Smith, Jim Fletcher, Erin McCardle, Renee Swearingen, Kevin Overbay, Travis Hornby, Paul Parmley

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

**Legal Counsel:** Erin McCool

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

**Members of the public:** Ken Johannessen, Melissa Reuter, Amber Hallberg, Ron Cridlebaugh, Kim Hatfield, Sasha Sleiman

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

Chair Tiffany Gering called the meeting to order at 3 p.m. A quorum was established with eight 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 **March 19, 2024** board meeting

**3.2 Accounts Payable Vouchers** from **March 1-31**, totaling **\$862,301.46**.

**3.3 Payroll Vouchers** from **March 1-31**, totaling **\$804,457.98**.

**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 eight voting board members present for this vote.

***Motion Carried Unanimously***

**4. BOARD ADMINISTRATION AND COMMUNICATIONS**

**4.1 CEO Report**

**4.1a Employee Recognition: Jessica Bennett**

CEO Nick Covey and Operations Manager Gabby Walker recognized Jessica Bennet for earning a degree in business from Central Washington University while

working full time for Link Transit. Covey emphasized that Link Transit employees are encouraged to seek out and engage in professional development opportunities.

#### **4.1b Interlocal Agreement Development with Chelan County and North Central Catholic Charities**

CEO Covey invited Chelan County Housing Coordinator Amber Hallberg and North Central Catholic Charities Director Kim Hatfield to present regarding a potential agreement between Link Transit, Chelan County and North Central Catholic Charities to use underutilized first-floor Columbia Station space in which Link Transit would provide a place at Columbia Station to house representatives of the Chelan Douglas Coordinated Entry System. As part of the proposed agreement, Catholic Charities will provide a mental health crisis intervention specialist at Columbia Station.

#### **Renee Swearingen joined the meeting in person at 3:13 p.m.**

Covey reviewed the following additional information with the board:

- **April 25 open house:** Board members are encouraged to attend the event, planned for 5 to 7 p.m. at the Link Transit operations base. Attendees will have an opportunity to tour the operations facility, ask questions and provide input into the agency's plans for the future.
- **Annual report:** Board members were presented with the 2023 Link Transit Annual Report.
- **Washington D.C. trip recap:** Covey reported to the Board regarding the recent trip to the APTA Legislative Conference in Washington D.C. Covey, along with Maintenance and Facilities Manager Ed Archer and Administrative Services Manager Lynn Bourton, attended. The conference included opportunities to meet with federal lawmakers and to petition for transportation-related projects in North Central Washington. Link is requesting discretionary funding for buses and bus chargers.
- **Quarterly Marketing report:** Board members were presented with a compilation of the agency's marketing efforts for the first quarter of the year.
- **April service changes:** The spring service change involved minor tweaks to existing routes to improve on-time performance and improvements to the agency's dial-a-ride services.

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

**5.1 Monthly Finance Report** Link accountant Paden Osterlund provided the Board with an overview of the Agency’s financial activity through March 2024.

**Monthly Financial Report March 2024**

**Background Information:**

**2024 sales tax**

◆ March 2024 sales tax (earned in the month of January 2024)	\$ 1,674,065
◆ Under budgeted amount for the month by -4.1%	\$ (71,693)
◆ YTD sales tax collection	\$ 1,674,065
◆ YTD budget amount	\$ 1,745,758
◆ Under YTD budgeted amount by -4.1%	\$ (71,693)
◆ Last year’s YTD sales tax amount	\$ 1,480,098
◆ Over last year’s YTD sales tax amount by 13.1%	\$ 193,967

**2024 Operating Budget-to-Actual**

◆ Budget year elapsed = 25%	\$ 6,984,512
◆ Operating budget spent = 24%	<u>\$ 6,575,159</u>
◆ <Over> Under Budgeted Amount	\$ 409,353

**2024 Capital**

◆ Bus Garage Project – RH2 Engineering, Inc	\$ 55,598
◆ Staff Vehicle – Apple Valley Honda	\$ 45,338

**Cash Accounts**

◆ Cash with Treasurer – 2024 under 2023	\$ (1,758,481)
◆ Investments – 2024 under 2023	\$ (4,393,148)
◆ Contingencies Reserve – 2024 over 2023	\$ 487,500
◆ Vehicle Reserves – 2024 over 2023	\$ (1,554,420)
◆ FTA Vehicle Reserves – 2024 under 2023	\$ --
◆ Facility/Equipment Reserves – 2024 over 2023	\$ 1,890,459
◆ Sales Tax Refund Reserve – 2024 under 2023	\$ --

**5.1a Supplemental Interlocal Agreement with the City of Leavenworth to reflect roundabout watermain actual cost (Res. 2024-08)**

Link Transit entered into an interlocal agreement with the City of Leavenworth in March of 2023 to add underground water mains to the scope for the Leavenworth Roundabout Project. Contracts Specialist Sam Miller explained that the agreement requires the incorporation of the actual bid into the agreement via supplemental agreement. The bid amount for the water main project came in at \$231,110.96. Miller recommended that the board approve Resolution 2024-08 authorizing an amendment to the interlocal agreement between the City of Leavenworth and Link Transit.

**Board Action:**

**Marc Straub moved to authorize Link Transit’s CEO to enter into a supplemental interlocal agreement between the City of Leavenworth via Resolution 2024-08 to incorporate the cost of adding underground water mains to the original interlocal agreement.**

**Kevin Overbay seconded the motion.**

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

**5.1b Interlocal with the City of Entiat for a park-and-ride project (Res. 2024-09)**

The City of Entiat has plans to construct a park-and-ride on a property encompassed by Entiat River Road, Entiat Way, and State Street at the south end of the City. The City approached Link Transit for a funding contribution to this transportation improvement project along with a request for input and expertise. Staff recommended that the Board adopt Resolution 2024-9, authorizing the CEO to sign an interlocal agreement with the City of Entiat to support the construction of the Entiat Way Park-and-Ride project in an amount not to exceed \$450,000. Link’s contribution to the project has been budgeted for 2024.

**Board Action:**

**Kevin Overbay moved to authorize Link Transit’s CEO to enter into an interlocal agreement with the City of Entiat by Resolution 2024-09 to support the construction of the Entiat Way Park-and-Ride project in an amount not to exceed \$450,000.**

**Travis Hornby seconded the motion.**

VOTE: *Motion carried with eight votes in favor and Renee Swearingen abstaining*

**5.2 Monthly Human Resources Report**

The monthly human resources report is designed to give the board an overview of Link Transit’s hiring status including open positions and hiring, and retention strategies employed by the Administrative Services Department. Administrative Services Assistant Manager Julie Shipman provided the following highlights:

- Link Transit has filled 104 coach operator positions of the 114 operators budgeted for 2024.
- Eleven coach operators are scheduled to begin training April 24 and three candidates have been accepted to the hiring roster for the July training class.
- Link is currently hiring coach operators, a maintenance technician, a maintenance service worker, and an outreach specialist.

**5.2a Assistant Maintenance Manager**

Due to a significant increase in new capital projects, the need to maintain Link Transit’s current facilities (including Columbia Station, Operating Base, and multiple park-and-rides, and the continuing need to improve and maintain the more than 600 bus stops in the system to comply with ADA regulations, staff recommended the Board approve the addition of an assistant maintenance manager position to fill the growing need for management capacity in the

department. The addition of the position would not impact the budget or the number of administrative roles due the elimination of the accounting assistant and training aid positions.

**Board Action:**

**Rob Tidd moved to approve the addition of a maintenance and facilities assistant manager to the Link Transit Staff.**

**Marc Straub seconded the motion.**

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

*Motion carried unanimously*

**5.3 Monthly Facilities and Maintenance Report**

Facilities and Maintenance Manager Ed Archer provided an update on the progress of new bus barn construction. Archer estimated that he should have an engineer's cost estimate for the bus garage project in three weeks. He said that the agency has five different park-and-rides in the works and is expecting delivery of additional electric RIDE vehicles. Two additional diesel-powered vehicles are in the pipeline for delivering service to Waterville and Mission Ridge. Archer is working on a cost analysis of operating with electric versus hydrogen fueling. This report will be presented to the board once it is completed. Link is looking for locations for additional wireless charging infrastructure to continue to build the range of Link's electric fleet.

**5.4 Monthly Operations Report (Scorecards)**

Operations Manager Gabby Walker reviewed the performance measure slides for the Board. Walker noted that overall, the reporting showed Link service moving in a positive direction. Ridership continues to climb with three months of significant system boarding growth in 2024. Collisions and complaints are below the standard the Link board approved for the year. The cost per service hour rose slightly, partly due to a 54 percent increase in demand for the Chelan paratransit service. Walker also presented the operator incident reports, reflecting documentation by Link Transit drivers of incidents occurring in five categories including intoxication, guest dispute, disorderly conduct and when an operator denies a ride to a guest because of an unsafe pickup location or the guest is acting inappropriately.

**Anne Hessburg joined the meeting via Zoom at 3:59 p.m.**

**5.4a DART Policy Update (Res. 2024-10)**

Staff recommended the board adopt Resolution 2024-10, updating Link Transit's dial-a-ride (DART) policies and procedures to better reflect the current DART service. Operations Manager Gabby Walker told the board that the proposed updates will allow for a more productive and efficient DART service.

**Board Action:**

**Rob Tidd moved to adopt Resolution 2024-10, involving a new Link Transit Dial-a-Ride Policy and Procedure; repealing all prior resolutions pertaining to Dial-A-Ride policies, procedures and amendments from 1991 to April 16, 2024.**

**Travis Hornby seconded the motion.**

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

*Motion carried unanimously*

**5.4b Special Services Policy (Res. 2024-11)**

Link Transit often receives special services requests from nonprofits, government agencies, event organizers and private individuals to provide bus service outside of the usual fixed-route and on-demand services generally provided by the agency. Staff recommended the Board adopt Resolution 2024-11, revising Link Transit's current Special Services Policy to provide more in-depth guidance on when special services requests can be granted and establishing a uniform process for reviewing and responding to non-charter special event service requests.

**Board Action:**

**Rob Tidd moved to approve Resolution 2024-11, adopting Link Transit's revised Special Services Policy.**

**Randy Agnew seconded the motion.**

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

***Motion carried unanimously***

**5.5 Planning and Development Department Report**

**April Service Changes:** Planning and Development Manager Cristina Barone reported that recent service changes involved minor schedule tweaks to ensure reliability and the alignment of the Chelan and Leavenworth Dial-a-Ride service to offer same-day trip scheduling.

**On-board survey results:** Barone reviewed the results of a recent on-board survey effort designed to gather basic satisfaction and demographic information about Link riders. Barone explained the report is necessary for grant reporting to the Washington State Department of Transportation and helps staff better identify travel patterns and understand how guests interact with the system.

**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 4:20 p.m.

Minutes Submitted by   
Selina Danko, Clerk of the Board