

**MINUTES  
LINK TRANSIT BOARD OF DIRECTORS**

**May 21, 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, Randy Agnew, Loyd Smith, Jim Fletcher, Erin McCardle, Travis Hornby

**Board members attending through ZOOM on-line internet program:** Marc Straub, Anne Hessburg, Rob Tidd, 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, Eric West, Julie Shipman, Brad Rader, Jen Therien, John Therien, Shawn Larson (via Zoom), Jessica Huerta (via Zoom).

**Legal Counsel:** Erin McCool

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

**Members of the public:** Mike Sherer, Ken Johannessen, Melissa Reuter

**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**

Mike Sherer, a resident of Chelan Falls, asked the board to consider establishing a regular bus route from Chelan Falls to the Chelan area to facilitate connections to jobs and shopping. Sherer provided demographic information he had gathered for the community of Chelan Falls to support his ask for bus service including potential locations for bus stops.

**3. CONSENT AGENDA**

The following Consent Agenda items were submitted for approval:

**3.1 Minutes** of the April 16, 2024, board meeting.

**3.2 Accounts Payable Vouchers** from April 1-30, totaling \$1,052,846.91.

**3.3 Payroll Vouchers** from April 1-30, totaling \$816,779.82.

**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.**

**Erin McCardle 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**

### **4.1a Employee Recognition: Brad Rader**

Operations Supervisor Brad Rader was recognized with a High Five award for his extraordinary efforts to resuscitate an unresponsive individual at Link Transit's Columbia Station. Brad performed chest compressions on the individual until emergency services personnel arrived. His quick response was credited with saving the individual's life.

**4.2b Roadeo Competition Results:** Link Transit Road supervisor and Roadeo organizer Jen Therien reported the following results from the May 19 local Roadeo for Link Transit drivers:

- **40-foot division** winners were Scott English (first) and John Dufrane (second).
- **35-foot division** winner was Roberto Torres
- **Body on chassis** winners were Bobby Beason (first) and Aaron Belt (second).

The winners of each division qualify to compete in the state Roadeo competition in August.

Therien also reported that Link's maintenance Roadeo team of Joe Redmon, Humberto Espinoza and John Therien placed third at the regional competition and were able to improve their module scores in a recent international competition. Link's maintenance team will also compete at the state level in August.

### **4.3c Workplan Review**

Nick Covey reviewed the progress the agency has made in achieving the goals outlined in the 2024 workplan designed to show the Board Link's progress in achieving several established goals and objectives.

## **4.2 Board Clerk**

### **4.2a Board Composition Review**

Board Clerk Selina Danko explained that RCW 36.57A.055 requires public transportation benefit areas to review the composition of its governing body every four years and change the composition of the governing body if the change is deemed appropriate. Link Transit last reviewed its board composition out of cycle in October of 2022. Otherwise, Link Transit would have been due for a composition review in 2024. Danko explained that the Board may direct staff to schedule a periodic review of composition meeting in 2024 or instruct staff to plan for a periodic review in 2026, which meets the four-year requirement.

After some discussion, the Board's consensus was to plan for the next periodic review in October of 2026.

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

**5.1 Monthly Financial Report**

Link accountant Paden Osterlund provided the Board with an overview of the agency’s financial activity through April 2024.

**Monthly Financial Report April 2024**

**Background Information:**

**2024 sales tax**

◆ April 2024 sales tax (earned in the month of February 2024)	\$	1,917,648
◆ Over budgeted amount for the month by 6.1%	\$	110,632
◆ YTD sales tax collection	\$	3,591,713
◆ YTD budget amount	\$	3,552,774
◆ Over YTD budgeted amount by 1.1%	\$	38,939
◆ Last year’s YTD sales tax amount	\$	3,012,131
◆ Over last year’s YTD sales tax amount by 19.2%	\$	579,582

**2024 Operating Budget-to-Actual**

◆ Budget year elapsed = 33%	\$	9,312,683
◆ Operating budget spent = 31%	<u>\$</u>	<u>8,721,077</u>
◆ <Over> Under Budgeted Amount	\$	591,606

**2024 Capital**

◆ Rideshare Vehicle – Apple Valley Honda	\$	41,738
◆ Phase I Bus Garage – RH2 Engineering, Inc.	\$	125,282

**Cash Accounts**

◆ Cash with Treasurer – 2024 under 2023	\$	(1,471,071)
◆ Investments – 2024 under 2023	\$	(5,568,304)
◆ Contingencies Reserve – 2024 over 2023	\$	516,667
◆ Vehicle Reserves – 2024 over 2023	\$	(949,678)
◆ FTA Vehicle Reserves – 2024 under 2023	\$	-
◆ Facility/Equipment Reserves – 2024 over 2023	\$	3,357,889
◆ Sales Tax Refund Reserve – 2024 under 2023	\$	-

**5.1a RFQ 2024-01 Columbia Station café space lease**

Link Transit Contract Specialist Samantha Miller explained that staff is recommending the authorization of a new lease for the first-floor Columbia Station café space to the owners of Café Chispa. Miller explained that the previous café space lessees terminated the lease of the first-floor Columbia Station space in February of 2024. After advertising the opportunity, Café Chispa was deemed the most qualified proposer. The rent proposed in the lease is \$64.20 per month as the leasehold tax for the first six months. After six months, the following rent will be applied based on previous monthly gross revenues:

- Base rent (1/1/2025): \$500 plus leasehold tax (currently 12.84%)
- If monthly revenue is \$15,000-\$20,000: rent is \$750 plus leasehold tax
- If monthly revenue is above \$20,000: rent is \$1,000 plus leasehold tax

**Board Action:**

**Jim Fletcher moved to approve the recommendation of staff to authorize the lease of the Columbia Station first-floor café space to the owners of Café Chispa. Randy Agnew seconded the motion.**

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

**5.1b Resolution 2024-12 Procurement Pool Agreements**

Link Transit Contract Specialist Samantha Miller explained that staff have identified Sourcewell and OMNIA as competent and cost-effective sources for future procurements and that to purchase off an out-of-state agency's contract, Link Transit is required to have Board-authorized agreements with Sourcewell and OMNIA. Miller told the Board that staff is recommending the Board authorize Link Transit's CEO to execute an agreement with both Sourcewell and OMNIA Partners allowing Link Transit to purchase from qualifying contracts.

**Board Action:**

**Randy Agnew moved to approve Resolution 2024-12, authorizing the Link Transit's CEO to execute agreements with Sourcewell and OMNIA Partners. Loyd Smith seconded the motion.**

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

**5.2 Monthly Facilities and Maintenance Report**

Facilities and Maintenance Manager Ed Archer provided an update on the progress of new bus barn construction. Archer said he received a preliminary cost estimate of \$18.1 million for the building from RH2 Engineering and said he would be meeting with representatives of the engineering firm to find ways to cut the cost of construction to bring the project within the budgeted \$17 million. Archer said the project would be out for bid May 30 with bid opening June 27. He told the board that it is possible staff will need to call a special board meeting to award the project bid.

**5.3 Monthly Operations Report (Scorecards)**

Operations Manager Gabby Walker reviewed the performance measure slides for the Board. Walker reported that boardings were up 24.5 percent from April of 2023. She pointed out that despite the significant increase in boardings, Link was still achieving its goal of receiving less than 9.3 complaints per month and that the cost per service hour was less than at the same time last year.

**5.4 Planning and Development Report**

Planning and Development Manager Cristina Barone updated the Board on the progress toward completing a U.S. Highway 2 Corridor study. Barone said that staff were in the process of creating a request for proposals for the study that will look at the corridor between Olds Station and Leavenworth. Key factors the study will review include reliability, station, park-and-ride, and bus stop enhancements. The Peshastin into Leavenworth segment of the study area will form a significant portion of the work as Link looks for ways to avoid traffic bottlenecks. Barone pointed out the prep work for the

request for proposals (anticipated for release by mid-June and awarded by the end of August) includes ensuring that projects can be state and federally fundable.

**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 4:43 p.m.

Minutes Submitted by   
Selina Danko, Clerk of the Board