

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

June 18, 2024

3:00 p.m.

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

ATTENDANCE

Board members attending in person: Vice Chair Loyd Smith, Marc Straub, Randy Agnew, Rob Tidd, Jim Fletcher, Kevin Overbay, Travis Hornby

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

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, Alyssa Chamberlain, Jessica Huerta

Legal Counsel: Erin McCool

Absent / Excused: Tiffany Gering, Erin McCardle, Paul Parmley, Renee Swearingen, Kyle Steinburg

Members of the public: Chico Goff (Plain), Monique Johnson (Wenatchee), Scott Johnson (Wenatchee), Sara Rolfs (Wenatchee), Stefani Morgan (Chelan), Jennie Dalgas (Chelan), Tona Chacon (Wenatchee), Ana Sanchez (Wenatchee), Oscar Licon (Wenatchee), Ken Johannessen.

1. CALL TO ORDER/APPROVAL OF AGENDA

Vice Chair Loyd Smith called the meeting to order at 3 p.m. A quorum was established with seven board members present at that time.

Board Action:

Rob Tidd moved to approve the agenda as presented.

Travis Hornby seconded the motion.

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

Motion Carried Unanimously

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 May 21, 2024 board meeting

3.2 Accounts Payable Vouchers from May 1-31, totaling \$982,489.96

3.3 Payroll Vouchers from May 1-31, totaling \$868,830.64

Board Action:

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

Marc Straub moved to approve all Consent Agenda business items as presented.

Kevin Overbay seconded the motion.

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

4. BOARD ADMINISTRATION AND COMMUNICATIONS

4.1 CEO Report

Award of surplus vans to nonprofits: Transportation Options Specialist Jessica Huerta reported that staff had awarded five surplus vehicles to nonprofits through the new Link Transit Surplus Van Grant Program. The following organizations received vehicles:

- **Wenatchee Rescue Mission:** five-passenger Dodge Caravan
- **Thrive Chelan Valley (Chelan Teen Center):** 11-passenger Ford Transit
- **The Plain Pantry (Plain Community Church):** five-passenger Dodge Caravan
- **CAFÉ (The Community for the Advancement of Family Education):** 11-passenger Ford Transit
- **Pinnacles Prep/Parque Padrinos:** five-passenger Dodge Caravan

Representatives from the organizations receiving grants were present at the meeting.

The goals of the Surplus Van Grant Program include promoting community development and improving access to essential services by awarding vehicles that have surpassed usefulness for transit, but still could help meet transportation needs of local nonprofits.

Link Transit staff anticipate that there will be 11 vehicles available for the program in 2025.

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.

Strategic planning: Covey informed the Board that the management team was beginning the process of working on a 10-year strategic plan for the agency and that the team would be meeting with the Board Executive Committee and later with the full Board in a workshop format to determine top priorities for the plan before engaging a consulting firm to complete the project by the end of 2025.

5. STAFF REPORTS, DISCUSSION AND ACTION ITEMS

Anne Hessburg joined the meeting at 3:10 p.m.

5.1 Monthly Financial Report

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

Monthly Financial Report May 2024

Background Information:

2024 sales tax

♦ May 2024 sales tax (earned in the month of March 2024)	\$	2,122,634
♦ Over budgeted amount for the month by 2.1%	\$	43,611
♦ YTD sales tax collection	\$	5,714,347
♦ YTD budget amount	\$	5,631,797
♦ Over YTD budgeted amount by 1.5%	\$	82,550
♦ Last year's YTD sales tax amount	\$	4,774,779
♦ Over last year's YTD sales tax amount by 19.7%	\$	939,567

2024 Operating Budget-to-Actual

♦ Budget year elapsed = 42%	\$	11,640,854
♦ Operating budget spent = 39%	\$	<u>10,889,563</u>
♦ <Over> Under Budgeted Amount	\$	751,291

2024 Capital

♦ Bus Garage Phase I – RH2 Engineering	\$	155,018
♦ EW Comfort Station Retainage – G.L. White Construction	\$	14,062
♦ Bus Stops – Pennington Construction	\$	13,007

Cash Accounts

♦ Cash with Treasurer – 2024 under 2023	\$	(2,346,192)
♦ Investments – 2024 under 2023	\$	(5,501,828)
♦ Contingencies Reserve – 2024 over 2023	\$	545,834
♦ Vehicle Reserves – 2024 over 2023	\$	(1,670,052)
♦ FTA Vehicle Reserves – 2024 under 2023	\$	-
♦ Facility/Equipment Reserves – 2024 over 2023	\$	3,773,570
♦ Sales Tax Refund Reserve – 2024 under 2023	\$	-

5.1a Approval of Leandro's Café and Bistro Lease

Link Transit contract specialist Samantha Miller explained that the lessee approved for the Columbia Station Café space at the May 18 Board meeting had changed its name requiring board approval for a lease under the new name: Leandro's Café and Bistro LLC.

Board Action:

Marc Straub moved to authorize Link Transit's CEO to enter into a lease agreement with Leandro's Café & Bistro LLC for the use of the Columbia Station Café space for July 1, 2024 through June 30, 2025, with two options to extend the contract for an additional two years through June 30, 2029.

Kevin Overbay seconded the motion.

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

Motion Carried Unanimously

5.1b Northwestern Stage Lines Lease Extension Option

Link Transit Contract Specialist Sam Miller recommended the board approve the last lease extension option for the current lease agreement with Northwestern Stage Lines for use of the bus stalls off Columbia Street at Columbia Station. Miller explained that Northwestern Stage Lines has been a tenant carrier at Link Transit's Columbia Station since July 1997. Trailways provides intercity bus service for the public to Seattle and Spokane (and in-between points) to connect passengers with Amtrak and Greyhound services.

Board Action:

Randy Agnew moved to authorize Link Transit's CEO to exercise the lease extension option in the current lease agreement with NWSBW, LLC d/b/a Northwestern Stage Lines, Inc. for July 1, 2024 through June 30, 2026.

Jim Fletcher seconded the motion.

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

Motion Carried Unanimously

5.1c Resolution 2024-13 Interlocal with Chelan County/Catholic Charities for use of first-floor Columbia Station space

Staff recommended the Board authorize an interlocal agreement with Chelan County and Catholic Charities Serving Central Washington to provide space for coordinated entry and crisis response at Columbia Station. The agreement would provide a central location for Chelan County's Coordinated Entry Program which supports disadvantaged Link Transit guests and community members within the service area. Members of Catholic Charities' Crisis Response Team will be available to assist with guests experiencing a mental health crisis.

Board Action:

Rob Tidd moved to authorize Link Transit's CEO to enter into an interlocal agreement via Resolution 2024-13 with Chelan County and Catholic Charities serving Central Washington for providing office space for coordinated entry and crisis response at Columbia Station.

Jim Fletcher seconded the motion.

VOTE: 6-0 in favor with eight voting board members present for this vote.

Motion Carried

Kevin Overbay and Marc Straub recused themselves from this vote

5.2 Monthly Facilities and Maintenance Report

Facilities and Maintenance Manager Ed Archer reported on the progress of constructing a new bus barn. Archer reported that bids for the project will be opened July 10 and that the project is expected to cost \$15.3 million, which is under the \$17 million budgeted for the facility. He said the project has generated a significant amount of interest in pre-bid meetings with contractors.

5.3 Monthly Operations Report (Scorecards)

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

5.4 Planning and Development

5.4a Resolution 2024-14 Interlocal with Okanogan County Transit Authority

Staff recommended the Board authorize Link Transit's CEO to enter into an interlocal agreement with TranGO, by Resolution 2024-14, to allow use of the Chelan City Hall stops and coordinated service connections for guests. The Okanogan County Transit Authority (TranGO) is interested in providing a new transit route that would bridge the current gap in service between Chelan and Pateros. TranGO would like to use existing Link Transit bus stops in Chelan to provide convenient connections for riders transferring between transit systems. Link Transit has received requests for this service in the past, and staff believe the new service connection provides a significant benefit to the residents of North Central Washington. The service would operate six days a week (Monday through Saturday). TranGO will partner with Link Transit's marketing department to get the word out about the new service.

Board Action:

Kevin Overbay moved to authorize Link Transit's CEO to enter into an interlocal agreement with the Okanogan County Transit Authority, by Resolution 2024-14, to allow use of the Chelan City Hall stops and to provide a coordinated service connection for guests.

Marc Straub seconded the motion.

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

Motion Carried Unanimously

5.4b July Service Changes

Planning and Development Manager Cristina Barone reported the planned service changes for July. With those changes, Link staff estimate that 78% of the Vision 2020 projects have been completed, resulting in a 21% increase in ridership since December 2023. July's changes include:

- Route 32 (Leavenworth Local) – New service from 11 a.m. to 7 p.m. daily
- Route 122 (Leavenworth Express) – New trip added to Leavenworth on weekdays
- Continued coordination with Manson Parks and participation in outreach activities related to the Leffler Field project
- RFP issued for U.S. Route 2 Enhanced Transit Corridor Study
- WSDOT Regional Mobility Grant application for Hay Canyon Park-and-Ride submitted
- Scope and work plan developed for Comprehensive Bus Stop Plan. The Board will be provided with an update of this work at the July meeting.
- Contractor selected for new bus storage facility

5.4c Rideshare report

Transportation Options Specialist Jessica Huerta reported that Link Transit's Rideshare program has experienced significant growth. Since its inception in February of 2023, the program has grown from three groups to 15. The Rideshare vehicle fleet has grown from 10 to 23 in the past year and staff have Board authorization to purchase seven additional vehicles to support the program. Rideshare enables Link to address transportation gaps for commuters traveling beyond the Chelan-Douglas Transportation Benefit Area and outside of regular service hours. Huerta reported that the vehicles will be outfitted with telematics including outward facing cameras and GPS systems.

5.4d TRIPLink Report

Mobility Coordinator Alyssa Chamberlain provided a report of the progress of Link's volunteer driver reimbursement program (TRIPLink). The service is operated by TranCare, a subcontractor Medicaid Volunteer Agency for non-emergent medical transportation in Chelan, Douglas and Okanogan counties. Individuals who do not own a personal vehicle, need to get to employment, school, medical appointments, or shopping; and are unable to drive for themselves can qualify for the program.

As of December 31, 2023, there were 38 TRIPLink participants with 3,616 trips and 50,755 miles reimbursed. Chamberlain reported that the program currently has 48 enrolled participants.

A cost summary of the program includes:

- Cost per mile: \$1.82
- Cost per trip: \$25.40
- Annual spending: \$92,246

The program is partially funded by a grant from the Washington Department of Transportation for \$75,000 a year through June 30, 2025.

6. MEETING ADJOURNMENT

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

Minutes Submitted by 
Selina Danko, Clerk of the Board