

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

November 19, 2024

3:00 p.m.

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

ATTENDANCE

Board members attending in person: Randy Agnew, Rob Tidd, Loyd Smith, Jim Fletcher, Travis Hornby

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

Link Transit Staff: Nick Covey, Lynn Bourton, Ed Archer, Justin Brockwell, Shawn Larson, Alyssa Chamberlain, Ron Hatton, Samantha Miller, Selina Danko, Gabby Walker, Paden Osterlund, Julie Shipman

Legal Counsel: Erin McCool

Absent / Excused: Tiffany Gering, Marc Straub, Paul Parmley, Kevin Overbay, Kyle Steinburg

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 7 board members present at that time.

Board Action:

**Rob Tidd moved to amend the agenda to include Action Item 6.95 Authorizing the Link Transit CEO to execute necessary amendments to the Café lease and to include Item 4.2 Presentation from the City of Rock Island.
Travis Hornby seconded the motion.**

VOTE: All in favor with six 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 October 15, 2024 board meeting

3.2 Accounts Payable Vouchers from October 1-31, totaling \$1,613,439.58

3.3 Payroll Vouchers from October 1-31, totaling \$865,041.51

Anne Hessburg joined the meeting at 3:01 p.m.

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.
Randy Agnew seconded the motion.**

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

4. BOARD ADMINISTRATION AND COMMUNICATION

4.1 CEO Report: Nick Covey reported that ridership for October was the highest it had been since 1999 with more than 117,000 boardings, putting Link Transit at more than one million boardings for the year and on track to surpass its goal of 1.2 million boardings for 2024.

4.2 Presentation from the City of Rock Island: Rock Island Mayor Randy Agnew presented Nick Covey with a thank you placard honoring Link Transit’s work shuttling attendees to and from the City of Rock Island’s Rockfest event.

Renee Swearingen joined the meeting at 3:04 p.m.

5. PUBLIC HEARING

5.1 Public Hearing: Link Transit’s Proposed Operating & Capital Budget for Fiscal Year 2025.

Vice Chair Loyd Smith opened the public hearing for Link Transit’s Operating and Capital Budget for Fiscal Year 2025. Finance Manager Justin Brockwell and CEO Nick Covey presented the 2025 proposed Operating and Capital Budget, explaining that an operating and capital budget needs to be adopted to authorize expenditures in 2025. The proposed 2025 Operating Budget is \$29,770,593 and the proposed 2025 Capital Budget is \$36,237,406. The budget allows Link Transit to continue to expand service to the levels approved in the voter-approved Vision 2020 Ballot Measure and Service Plan, as well as acquire the vehicles necessary to meet the commitments of those two plans.

No members of the public offered comment.

5.2 Public Hearing: Link Transit’s 2025-2027 Title VI Program.

Mobility Specialist Alyssa Chamberlain provided an overview of Link Transit’s 2025-2027 Title VI Plan. The plan incorporates updated demographic data and enhanced practices to ensure compliance with federal non-discrimination guidelines. The updated plan supports Link Transit’s commitment to equitable service and Title VI compliance, ensuring that all transit services are accessible, non-discriminatory, and inclusive.

No members of the public offered comment.

6. Discussion/Action Items

6.1 Adoption of Link Transit’s Operating and Capital Budget for Fiscal Year 2025, Resolution 2024-25

Board Action:

Jim Fletcher moved to approve Resolution 2024-25, adopting Link Transit's Operating and Capital Budget for Fiscal Year 2025.

Rob Tidd seconded the motion.

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

Motion Carried Unanimously

6.2 Adoption of Link Transit's 2025-2027 Title VI Plan and Program

Board Action:

Travis Hornby moved to approve Resolution 2024-26, adopting Link Transit's 2025-2027 Title VI Plan and Program.

Jim Fletcher seconded the motion.

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

Motion Carried Unanimously

6.3 Adoption of Link Transit's revised Records Management Policy, Resolution 2024-27

Board Clerk Selina Danko explained that it is necessary to update Link Transit's Records Management Policy to incorporate new procedures for managing both physical and digital records, in compliance with state and federal requirements. With the number of physical records swiftly filling up Link Transit's storage space and the convenience of digitizing physical records, staff are proposing an update to the records management policy that includes a process for scanning and tossing non-archival physical records and an indexing system to ensure the longevity and accessibility of digital records.

Board Action:

Randy Agnew moved to approve Resolution 2024-27, adopting Link Transit's Revised Records Management Policy.

Jim Fletcher seconded the motion.

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

Motion Carried Unanimously

6.4 Adoption of Link Transit's revised Public Transportation Agency Safety Plan, Resolution 2024-28

Safety Officer Shawn Larson explained that it was necessary for the agency to update its Public Transportation Agency Safety Plan to maintain eligibility for certain grant funds from the Federal Transit Administration. The Safety Plan provides the framework to provide safe transportation to the communities Link Transit serves.

Board Action:

Rob Tidd moved to approve Resolution 2024-28, adopting Link Transit's Revised Public Transportation Safety Plan.

Travis Hornby seconded the motion.

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

6.5 Adoption of Link Transit's revised Drug and Alcohol Policy, Resolution 2024-29

Assistant Administrative Services Manager Julie Shipman recommended the board approve Link Transit's revised Drug and Alcohol Policy to maintain compliance with federal and state regulations and to fulfill grant funding program requirements. The amended policy supports Link Transit's goals of maintaining a compliant, safe, and drug-free work environment, which aligns with both operational safety standards and grant funding prerequisites. The amended policy is a continuation of efforts to meet evolving federal and state requirements and includes a Drug and Alcohol Procedure Manual to improve clarity and procedural effectiveness.

Board Action:

Travis Hornby moved to approve Resolution 2024-29, adopting Link Transit's Revised Drug and Alcohol Policy.

Rob Tidd seconded the motion.

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

6.6 Adoption of Link Transit's revised Carry-On Policy, Resolution 2024-30.

Operations Manager Gabby Walker explained that there is a need to establish clear, standardized guidelines for carry-on items to address safety concerns, prevent operational delays, and ensure that passengers understand the limitations regarding item size, weight and content. The revised policy clarifies expectations for passengers and minimizes disruptions caused by excessive or unsafe carry-on items. It supports customer service goals of the agency by maintaining a consistent experience across transit services.

Board Action:

Randy Agnew moved to approve Resolution 2024-30, adopting Link Transit's Revised Carry-On Policy.

Jim Fletcher seconded the motion.

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

6.7 Purchase of five BYD/RIDE vehicles

Contract specialist Samantha Miller explained that four of Link Transit's electric bus fleet are approaching the end of useful life. Staff secured federal grant funds for a portion of the replacement cost for these vehicles. After planning and research, staff have found suitable replacements for these vehicles and are recommending the Board authorize the purchase of five 30-foot electric buses from BYD/RIDE in an amount not to exceed \$4,723,785, and the purchase of vehicle-mounted charging pads for the five buses from InductEV in an amount not to exceed \$506,300, for a combined total of \$5,230,085 plus applicable sales tax.

Board Action:

Rob Tidd moved to authorize the purchase of five 30-foot electric buses from BYD/RIDE in an amount not to exceed \$4,723,785, and the purchase of vehicle-mounted charging pads for the five buses from InductEV in an amount not to exceed \$506,300, for a combined total of \$5,230,085 plus applicable sales tax as replacement vehicles for the current fleet.

Travis Hornby seconded the motion.

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

Motion Carried Unanimously

6.8 Vehicle Surplus

Maintenance and Facility Manager Ed Archer explained that Link Transit has an agreement with Lake Chelan Community Hospital to provide paratransit service in the Chelan and Manson service area. The hospital needs a replacement van to provide the service, and Link staff are requesting authorization to transfer ownership of a 2018 Ford Transit to LCCH to help the hospital provide the required service. Link is required to provide complimentary paratransit service for those who qualify under the ADA and live within ¼-mile of the fixed-route service that Link provides between Chelan and Manson. Contracting with LCCH satisfies Link's paratransit requirements at a much-reduced cost.

Board Action:

Jim Fletcher moved to authorize the transfer of ownership of a 2018 Ford Transit vehicle to the Lake Chelan Community Hospital.

Randy Agnew seconded the motion.

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

Motion Carried Unanimously

6.9 Cancellation of the December 17, 2024 Board meeting

Link Transit CEO Nick Covey requested the Board cancel the December 17 Board meeting due to lack of agenda items.

Board Action:

Rob Tidd moved to cancel the December 17 Board meeting due to lack of agenda items.

Travis Hornby seconded the motion.

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

Motion Carried Unanimously

6.95 Authorizing the CEO to execute necessary amendments to the café lease

Link Transit CEO Nick Covey explained that this action would help achieve some solutions to provide limited food options for guests using Columbia Station without taking it to the Board until ongoing issues are resolved regarding the ability to serve a more robust menu.

Board Action:

Rob Tidd moved to authorize the Link CEO to execute the necessary amendments to the café lease.

Travis Hornby seconded the motion.

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

Motion Carried Unanimously

7. EXECUTIVE SESSION

7.1 RCW 42.30.110 (1)(g) Review the performance of a public employee (annual CEO evaluation)

Vice Chair Smith stated that an Executive Session was programmed on the agenda to review the performance of a public employee. Smith estimated the session should take 15 minutes.

Board Action:

Travis Hornby moved to convene into an executive session for approximately 20 minutes to discuss the performance of a public employee.

Jim Fletcher seconded the motion.

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

Motion Carried Unanimously

Chair Smith indicated the Board would return to regular session at 3:53 p.m.

The board returned to regular session at 3:53 p.m. and took the following action:

7.2 CEO Evaluation Follow-Up

Board Action:

Rob Tidd moved to authorize an increase in the Link Transit CEO’s base compensation wage by seven percent and that the Board Chair execute the amendment to the CEO compensation package.

Travis Hornby seconded the motion.

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

Motion Carried Unanimously

8. Staff Reports

8.1 Financial Report

Monthly Financial Report for October 2024

Background Information:

2024 sales tax

♦ October 2024 sales tax (earned in the month of August 2024)	\$	2,572,236
♦ Under budgeted amount for the month by -7%	\$	(192,164)
♦ YTD sales tax collection	\$	18,306,029
♦ YTD budget amount	\$	17,928,157

◆ Over YTD budgeted amount by 2.1%	\$	377,872
◆ Last year's YTD sales tax amount	\$	15,199,944
◆ Over last year's YTD sales tax amount by 20.4%	\$	3,106,085

2024 Operating Budget-to-Actual

◆ Budget year elapsed = 83%	\$	23,281,708
◆ Operating budget spent = 79%	\$	<u>22,099,589</u>
◆ <Over> Under Budgeted Amount	\$	1,182,119

2024 Capital

◆ Bus Garage Phase I – Rimmer & Roeter	\$	587,996
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Cash Accounts

◆ Cash with Treasurer – 2024 under 2023	\$	(852,710)
◆ Investments – 2024 under 2023	\$	(4,794,390)
◆ Contingencies Reserve – 2024 over 2023	\$	691,667
◆ Vehicle Reserves – 2024 over 2023	\$	530,887
◆ FTA Vehicle Reserves – 2024 under 2023	\$	(49,309)
◆ Facility/Equipment Reserves – 2024 over 2023	\$	8,989,181
◆ Sales Tax Refund Reserve – 2024 under 2023	\$	-

8.2 Scorecard

This report provides 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 the Board.

8.3 Bus Garage Construction Progress: Maintenance and Facilities Manager Ed Archer reported that construction was two and a half weeks behind, but that the contractor had plans to make up the time once the concrete pad was poured. Travis Hornby asked for a photo/video report for the Board at its January meeting.

9. MEETING ADJOURNMENT

All business listed on the agenda had been addressed and with no further business to conduct, Chair Smith adjourned the meeting at 4:08 p.m.

Minutes Submitted by 
Selina Danko, Clerk of the Board

