

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

January 21, 2025

3:00 p.m.

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

ATTENDANCE

Board members attending in person: Chair Loyd Smith, Marc Straub, Randy Agnew, Rob Tidd, Paul Parmley, Jim Fletcher, Kevin Overbay, Paul Downs, Shon Smith

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

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

Legal Counsel: Erin McCool

Absent / Excused: Erin McCardle, Travis Hornby

Members of the public: Allison Podlich (Orondo), Cameron Kamphaus (Orondo School District), Kim Hatfield (Orondo), Ken Johannesen (media).

Members of the public via Zoom: Shawn Larson, Bob Smith.

1. CALL TO ORDER/APPROVAL OF AGENDA

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

Board Action:

Rob Tidd moved to approve the agenda as presented.

Jim Fletcher seconded the motion.

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

Motion Carried Unanimously

Anne Hessburg joined the meeting at 3:02 p.m.

2. PUBLIC COMMENT

Allison Podlich of Orondo and Cameron Kamphaus (Orondo School District Transportation and Facilities Director) addressed the Board regarding the possibility of restoring service to the east side of the Columbia River between Chelan and Orondo. Having this service available during certain hours would enable Orondo students to participate in sports programs in Chelan. Currently, the Orondo School District transports students to Chelan, but parents have to pick up their student/athletes after sports practice, limiting the number of students who could participate in the after-school partnership.

3. CONSENT AGENDA

The following Consent Agenda items were submitted for approval:

- 3.1 Minutes** of the November 19, 2024 board meeting
- 3.2 Accounts Payable Vouchers** from November 1-30, totaling \$2,458,121.55
- 3.3 Accounts Payable Vouchers** from December 1-31, totaling \$3,482,604.96
- 3.4 Payroll Vouchers** from November 1-30, totaling \$935,701.92
- 3.5 Payroll Vouchers** from December 1-31, totaling \$841,495.44

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.
Marc Straub 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 Employee Recognition – Pedro Barrera High Five Award

CEO Nick Covey presented a High Five Award to operations Supervisor Pedro Barrera. Barrera was recognized for going above and beyond in showing kindness and compassion to Link Transit guests. High Five awards recognize an employee or team of employees for performing an outstanding service or achievement in leadership, safety, customer service,

4.2 CEO Report

4.2a 2025 Link Transit Workplan

CEO Nick Covey reviewed the 2025 workplan spreadsheet outlining key Link Transit initiatives and focus areas for the fiscal year. The workplan is designed to give board members a quick overview of the agency's progress in achieving several established goals and objectives.

5. DISCUSSION/ACTION ITEMS

5.1 Appointment of 2025 Vice Chair/2026 Chair

At the start of each year, the Link Transit Board of Directors elects a vice chair that automatically becomes the board chair the following year. The vice chair fills in when the chair is absent. The vice chair is elected by the voting members of the board. The term of office is typically from January 1 of a year to December 31 of the same year.

Board Action:

Randy Agnew nominated Shon Smith and Rob Tidd nominated Erin McCardle to serve as 2025 Vice Chair and 2026 Chair of the Link Transit Board of Directors.

Erin McCardle was named the vice chair by a 5-4 vote.

Marc Straub, Kevin Overbay, Randy Agnew and Paul Downs voting in favor of Shon Smith.

Jim Fletcher, Shon Smith, Rob Tidd, Renee Swearingen and Anne Hessburg voting in favor of Erin McCardle.

5.2 Appointment of a third member to the Link Transit Executive Committee

The executive committee is made up of the Board Chair, Vice Chair and immediate past chair. Since the 2024 chair no longer sits on the Board, the Board may appoint a third member to the committee.

Board Action:

Kevin Overbay moved to nominate Marc Straub to fill the vacant position on the executive committee.

Randy Agnew seconded the motion.

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

Motion Carried unanimously

5.3 Finance and Strategic Plan Committee Assignments

The finance and strategic plan committees are typically filled by Board members interested in the subject matter. The Board Chair is considered an ex-officio member of all standing committees. Committee members should be limited to five or fewer members to avoid the formation of a quorum. The finance committee meets as needed to review items brought by staff that have a potential budgetary impact. The committee then provides a report and recommendations to the full board at the regularly scheduled monthly meeting. Link staff recommend the formation of a Strategic Plan Committee. The committee will meet once a month with the goal of working with a consultant to craft a 10-year strategic plan by the end of 2025.

The following individuals will serve on the Finance Committee:

Board Member
Loyd Smith – ex officio
Shon Smith
Paul Downs
Jim Fletcher
Renee Swearingen

The following individuals will serve on the Strategic Plan Committee:

Board Member
Loyd Smith – ex officio
Anne Hessburg (Chair)
Marc Straub
Rob Tidd

5.4 Resolution 2025-01 Appointment of an alternate to sit on the Chelan Douglas Transportation Council (CDTC)

Because the previous appointee to serve as alternate to the CDTC is no longer employed by Link Transit, it is necessary to appoint a new alternate. Staff are recommending the appointment of Link Transit Maintenance and Facilities Manager Ed Archer as alternate and maintaining CEO Nick Covey as the voting member of the CDTC.

Board Action:

Kevin Overbay moved to approve resolution 2025-01, designating CEO Nick Covey as a voting representative and appointing Link Transit Maintenance and Facilities Manager Ed Archer to serve as an alternate on the Chelan Douglas Transportation Council.

Marc Straub seconded the motion.

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

5.5 Resolution 2025-02 Bylaw review and update

Link Transit's existing bylaws, originally adopted in 1992 and revised multiple times, require an update and consolidation into a single, comprehensive document for improved accessibility and clarity.

Board Action:

Randy Agnew moved to approve resolution 2025-02, adopting bylaws for the Chelan-Douglas Public Transportation Benefit Area.

Rob Tidd seconded the motion.

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

5.6 Resolution 2025-03 Carry-On Policy Revision

New folding cart restrictions in Link Transit's Carry-On Policy, due to take effect in February 2025, could create an issue for low-income or unhoused individuals. Staff are recommending the Board authorize partnering with social services agencies to help process requests for carts, ensure eligibility and assist with distribution. The new carry-on policy for fixed-route and paratransit services establishes 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.

Board Action:

Kevin Overbay moved to approve resolution 2025-03, adopting Link Transit's Carry-On items Policy for fixed-route and Paratransit Services.

Rob Tidd seconded the motion.

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

5.7 Resolution 2025-04 Revised Internal Marketing Program

Staff recommended the following updates to Link Transit's internal marketing policy:

- Winners of High Five and Safe Act awards are eligible for a \$75 to \$100 gift card. This is an increase from the previous amount of \$25-\$50.
- Star Performers are nominated once a year, are eligible to receive a \$200 gift card (increased from \$100) and are eligible to attend the entire Washington State Public Transportation Conference (previous winners only attended the Wall of Fame Banquet). A maximum of two Link Transit employees may win the award each year. The number of eligible employees is decreased from four to two due to the Wall of Fame Banquet accepting only two honorees per agency.

Board Action:

Marc Straub moved to approve resolution 2025-04, adopting Link Transit's Updated Internal Marketing Program and Policy.

Kevin Overbay seconded the motion.

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

Motion Carried Unanimously

5.8 Resolution 2025-05 Chelan Douglas Regional Port Authority Interlocal

Representatives of the Chelan Douglas Regional Port Authority reached out to Link Transit staff regarding reaching an agreement to share the cost of a feasibility study of property located at 91 Wapato Way in Manson, Washington. Staff are recommending the Board support the study agreement in an amount not to exceed \$25,000.

Board Action:

Rob Tidd moved to approve resolution 2025-05, authorizing Link Transit's CEO to enter into an interlocal agreement with the Chelan Douglas Regional Port Authority for the purpose of conducting a feasibility study of the 91 Wapato Way, Manson, Washington property in an amount not to exceed \$25,000.

Marc Straub seconded the motion.

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

Motion Carried Unanimously

5.9 Resolution 2025-06 Remote Work Policy Revision

This item was tabled and will appear as an action item at the February 2025 meeting.

6. STAFF REPORTS

6.1 Bus Barn Construction Update

Facilities and Maintenance Manager Ed Archer provided an update of progress on the construction of the new bus garage.

6.2 Hiring Report

Assistant Administrative Services Manager Julie Shipman provided an update of Link Transit's hiring status. The report is designed to keep the Link Transit Board of Directors informed on hiring status, open positions, hiring and retention strategies employed by the Administrative Services Department.

6.3 Scorecards

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.

6.4 Financial Report(s)

Monthly Financial Report November 2024

Background Information:

2024 sales tax

◆ November 2024 sales tax (earned in the month of September 2024)	\$	2,735,642
◆ Over budgeted amount for the month by 9.2%	\$	231,486
◆ YTD sales tax collection	\$	21,041,671
◆ YTD budget amount	\$	20,432,314
◆ Over YTD budgeted amount by 3%	\$	609,357
◆ Last year's YTD sales tax amount	\$	17,323,031
◆ Over last year's YTD sales tax amount by 21.5%	\$	3,718,640

2024 Operating Budget-to-Actual

◆ Budget year elapsed = 92%	\$	25,609,878
◆ Operating budget spent = 87%	\$	<u>24,431,695</u>
◆ <Over> Under Budgeted Amount	\$	1,178,183

2024 Capital

◆ Bus Garage Phase I – Rimmer & Roeter	\$	1,199,429
◆ Goodwin Road Sidewalk – Chelan County Treasurer	\$	59,717
◆ CS First-Floor Renovations – G.L. White	\$	31,646
◆ One facility plow truck – Northwest Snow	\$	14,238
◆ Leavenworth Roundabout – KRCI	\$	69,006
◆ Rideshare Vehicles – Apple Valley Honda	\$	42,292
◆ Electric Chargers – Viridia Solutions	\$	33,105
◆ Electric Chargers – RH2 Engineering	\$	11,407

Cash Accounts

◆ Cash with Treasurer – 2024 over 2023	\$	2,186,988
◆ Investments – 2024 under 2023	\$	(4,530,022)
◆ Contingencies Reserve – 2024 over 2023	\$	720,833
◆ Vehicle Reserves – 2024 over 2023	\$	21,934
◆ FTA Vehicle Reserves – 2024 under 2023	\$	(49,309)
◆ Facility/Equipment Reserves – 2024 over 2023	\$	8,601,665
◆ Sales Tax Refund Reserve – 2024 under 2023	\$	-

Monthly Financial Report December 2024

Background Information:

2024 sales tax

◆ December 2024 sales tax (earned in the month of October 2024)	\$	2,519,949
◆ Over budgeted amount for the month by 2.1%	\$	51,542

◆ YTD sales tax collection	\$	23,561,620
◆ YTD budget amount	\$	22,900,721
◆ Over YTD budgeted amount by 2.9%	\$	660,899
◆ Last year's YTD sales tax amount	\$	19,415,809
◆ Over last year's YTD sales tax amount by 21.4%	\$	4,145,811

2024 Operating Budget-to-Actual

◆ Budget year elapsed = 100%	\$	27,938,049
◆ Operating budget spent = 96%	\$	<u>26,780,116</u>
◆ <Over> Under Budgeted Amount	\$	1,157,933

2024 Capital

◆ Bus Garage Phase I – Rimmer & Roeter	\$	1,496,368
◆ Bus Pull Out Improvements – City of East Wenatchee	\$	97,900
◆ Four (4) Fixed-Route Cutaways – Northwest Bus Sales	\$	1,040,746
◆ Bus Garage Phase I – RH2 Engineering, Inc	\$	17,581

Cash Accounts

◆ Cash with Treasurer – 2024 over 2023	\$	1,280,602
◆ Investments – 2024 under 2023	\$	(5,687,360)
◆ Contingencies Reserve – 2024 over 2023	\$	750,000
◆ Vehicle Reserves – 2024 over 2023	\$	(992,791)
◆ FTA Vehicle Reserves – 2024 under 2023	\$	(49,309)
◆ Facility/Equipment Reserves – 2024 over 2023	\$	7,778,430
◆ Sales Tax Refund Reserve – 2024 under 2023	\$	-

7. MEETING ADJOURNMENT

All business listed on the agenda had been addressed and with no further business to conduct, Chair Smith adjourned the meeting at 4:21 p.m.

Minutes Submitted by 
Selina Danko, Clerk of the Board

