

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

February 18, 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 (arrived at 3:27 p.m.), Randy Agnew, Paul Parmley, Jim Fletcher, Erin McCardle, Travis Hornby, Paul Downs, Shon Smith

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

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: Rob Tidd, Renee Swearingen, Kevin Overbay

Members of the public: Ken Johannessen (media)

Members of the public attending through Zoom on-line internet program: 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 **eight** board members present at that time.

Board Action:

**Jim Fletcher moved to approve the agenda as presented.
Randy Agnew seconded the motion.**

VOTE: All in favor with **eight** 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 January 21, 2025 board meeting

3.2 Accounts Payable Vouchers from January 1-31, 2025, totaling \$3,221,796.12

3.3 Payroll Vouchers from January 1-31, totaling \$953,832.99

Board Action:

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

Erin McCardle moved to approve all Consent Agenda business items as presented.

Randy Agnew 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 High Five Award: Jennifer Therien and Trisha Chang

CEO Nick Covey recognized Jennifer and Trisha, both operations supervisors, for providing life-saving aid to a Link Transit guest.

4.2 Strategic Plan Committee Report

Committee Chair Anne Hessburg provided the Board a summary of the February 10, 2025 Strategic Planning Committee meeting. A request for proposals has been released. A preproposal meeting is slated for 5-6 p.m. February 24. Proposals are due March 14 and proposal evaluations will occur March 20-26. Consultant interviews are scheduled for March 31 with a plan for contract execution to occur in April.

4.3 CEO Report

CEO Nick Covey provided an overview of Link Transit's workplan and the agency's progress in achieving several established goals and objectives.

5. Discussion/Action Items

5.1 Resolution 2025-06, Remote Work Policy

Assistant Administrative Services Manager Julie Shipman explained that updates were needed to the agency's remote work policy to allow for more flexibility for staff members who need the option of working remotely. The changes requested provide a more balanced work environment for employees on a case-by-case basis as determined by their department manager.

Board Action:

Randy Agnew moved to approve Resolution 2025-06, adopting Link Transit's revised Remote Work Policy.

Erin McCardle seconded the motion.

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

Motion Carried Unanimously

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5.2 Resolution 2025-07, 2025 Performance Measures

CEO Nick Covey explained that each year Link Transit establishes four performance goals as an incentive for Link staff to provide services aligned with Link’s mission of providing safe, reliable, and efficient public transportation services. Each goal is worth \$50, for a total of \$200 per quarter for each employee. The proposed Link Transit performance goals are as follows:

2025 Performance Measures		
Goal	Proposed 2025 goals	2024 goals
Ridership	1,349,225	1,123,524
Cost Per Hour	\$166.60	\$170.65
Complaints	No more than 120	No more than 112
Preventable Accidents	No more than 16	No more than 14

Board Action:

Travis Hornby moved to approve Resolution 2025-07, adopting Link Transit’s 2025 Performance Measures.

Erin McCardle seconded the motion.

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

Motion Carried Unanimously

5.3 Resolution 2025-08, Rideshare Policy Update

Link Transit Transportation Options Specialist Jessica Huerta explained that Link Transit’s Rideshare Policy needs updates to align with current standards including adjustments to payment due dates, definition of telematics uses in rideshare vehicles and rephrasing certain sections for clarity.

Board Action:

Randy Agnew moved to approve Resolution 2025-08, adopting Link Transit’s revised Rideshare Policy with the corrected language in the first paragraph on page 13 of the policy to read “We recommend that the rates be paid online by the 5th and/or 15th of each month. Link Transit will not accept cash or checks, as all payments must go through the online portal using a credit or debit card. All reporting must be submitted to Link Transit by the 5th of the month.”

Erin McCardle seconded the motion.

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

Motion Carried Unanimously

5.4 Custodial Worker Addition

Link Transit Administrative Services Manager Julie Shipman explained that with two custodians going on extended leave and bringing the bus garage online, it is necessary to hire an additional custodial worker.

Board Action:

Erin McCardle moved to approve the addition of a custodial worker to Link Transit's staff.

Travis Hornby seconded the motion.

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

Motion Carried Unanimously

6. STAFF REPORTS

6.1 Financial Report

Accountant Paden Osterlund provided an overview of Link Transit's financial activities.

Monthly Financial Report January 2025

Background Information:

2024 sales tax

♦ January 2025 sales tax (earned in the month of November 2024)	\$	2,392,581
♦ Over budgeted amount for the month by 1.9%	\$	44,975
♦ YTD sales tax collection	\$	25,954,200
♦ YTD budget amount	\$	25,248,327
♦ Over YTD budgeted amount by 2.8%	\$	705,873
♦ Last year's YTD sales tax amount	\$	21,406,168
♦ Over last year's YTD sales tax amount by 21.2%	\$	4,548,032

2025 Operating Budget-to-Actual

♦ Budget year elapsed = 8%	\$	2,366,295
♦ Operating budget spent = 8%	\$	<u>2,377,689</u>
♦ <Over> Under Budgeted Amount	\$	(11,394)

2025 Capital

♦ Bus Garage Phase I – Rimmer & Roeter (2024 expense)	\$	1,196,552
♦ Doghouse Motor Sports – Side by Side with Plow	\$	29,396
♦ Wraps for Mission Ridge/Waterville buses – Turbo images	\$	31,646

Cash Accounts

♦ Cash with Treasurer – 2025 over 2024	\$	1,337,670
♦ Investments – 2025 under 2024	\$	(5,707,279)
♦ Contingencies Reserve – 2025 over 2024	\$	750,000
♦ Vehicle Reserves – 2025 under 2024	\$	(663,874)
♦ FTA Vehicle Reserves – 2025 under 2024	\$	(49,309)
♦ Facility/Equipment Reserves – 2025 over 2024	\$	6,695,097

Marc Straub arrived at 3:27 p.m.

6.2 Scorecards

Operations Manager Gabby Walker reviewed the scorecards with the Board, providing an overview of how Link Transit performed during the past month, which is reflective of how the agency is meeting its annual performance goals that were developed through the annual budgeting process and formally adopted by the Board.

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 3:30 p.m.

Minutes Submitted by 
Selina Danko, Clerk of the Board

