

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

March 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, Randy Agnew, Rob Tidd, Jim Fletcher, Erin McCardle, 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, Julie Shipman

Legal Counsel: Erin McCool

Absent / Excused: Marc Straub, Paul Parmley, Kevin Overbay, Travis Hornby

Members of the public: Ken Johannessen (media)

Members of the public via Zoom: Oscar Rodriguez (media)

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:

**Jim Fletcher moved to amend the agenda, moving Item No. 5 to the end of the agenda following the adjournment of the regular meeting.
Erin McCardle seconded the motion.**

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

Motion Carried Unanimously

2. PUBLIC COMMENT

No members of the public offered comment.

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3. CONSENT AGENDA

The following Consent Agenda items were submitted for approval:

3.1 Minutes of the February 18, 2025 board meeting

3.2 Accounts Payable Vouchers from February 1-28, totaling \$2,652,932.47

3.3 Payroll Vouchers from February 1-28, totaling \$974,195.34

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.

Erin McCardle seconded the motion.

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

Motion Carried Unanimously

4. BOARD ADMINISTRATION AND COMMUNICATIONS

4.1 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.

4.2 Board Chair Request to move the April 15, 2025 Board Meeting to Link's Operations Base, 2700 Euclid Avenue in Wenatchee.

Link Transit's monthly Board Meetings are held at Columbia Station, Link's intermodal center, on the third Tuesday of each month. Staff are requesting to change the April 15, 2025 Board Meeting location to Link Transit's Operations Base, located at 2700 Euclid Avenue. The change in meeting location provides an opportunity for Board members to tour the new bus garage facility.

Board Action:

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

Rob Tidd moved to change the location of the April 15, 2025 Board Meeting to Link Transit's Operations Base, 2700 Euclid Avenue, Wenatchee.

Erin McCardle seconded the motion.

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

Motion Carried Unanimously

5. CLOSED SESSION (Meeting agenda was amended by the Board, allowing the closed session to occur after meeting adjournment.)

6. Staff Reports

6.1 TripLink Annual Report

Mobility Coordinator Alyssa Chamberlain provided an update on TRIP-Link, a mileage reimbursement, volunteer driver program designed for individuals living outside the Link Transit service area, but still within Chelan or Douglas County. 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 who need access to employment, school, medical appointments, or shopping; and are unable to drive for themselves can qualify for the program. The program reimburses the

participant, who reimburses the driver. As of December 31, 2024, there were 62 TRIP-Link participants with 3,799 trips and 65,955 miles reimbursed.

6.2 New East Wenatchee Routes

Service Planner Paul Heffernan reported on the agency's effort to take a fresh look at East Wenatchee bus routes to ensure the provision of safe, reliable, and efficient service that promotes access to destinations and quality of life. In September 2024, Link Transit asked for feedback on three potential bus service scenarios that depicted different ideas for what Link Transit service could look like in East Wenatchee. Comments were collected from many individuals, including those who ride the bus and those who don't, about those ideas. Link's proposed service plan is based on a combination of the most-supported ideas from public feedback and is currently planned for implementation in October 2025.

6.3 Link Transit Peer Analysis

Link Transit Data Analyst Joshua Willey provided the Board with a peer analysis report comparing Link Transit's Performance Metrics to the state average and other transit agencies within the Small Urban Category. Small Urban transit agencies provide service to areas with urban populations between 50,000 to 200,000. The report includes 2024 data, as well as information on recent and future growth. The presentation serves as a comprehensive report, outlining Link's strengths and weaknesses compared to agencies of similar size in Washington state.

6.4 Monthly Financial Report

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

Monthly Financial Report February 2025

Background Information:

2024 sales tax

♦ February 2025 sales tax (earned in the month of December 2024)	\$	3,042,565
♦ Over budgeted amount for the month by 20.8%	\$	524,451
♦ YTD sales tax collection	\$	28,996,765
♦ YTD budget amount	\$	27,766,440
♦ Over YTD budgeted amount by 4.4%	\$	1,230,325
♦ Last year's YTD sales tax amount	\$	23,541,089
♦ Over last year's YTD sales tax amount by 23.2%	\$	5,455,676

2025 Operating Budget-to-Actual

♦ Budget year elapsed = 17%	\$	4,961,766
♦ Operating budget spent = 16%	\$	4,847,037
♦ <Over> Under Budgeted Amount	\$	114,729

2025 Capital

♦ Electric Vehicle Chargers – CED Electric	\$	70,430
♦ Tractor w/snowplow – Valley Tractor	\$	43,052
♦ Columbia Station DC Plug-in Chargers – Apple City Electric	\$	62,555

♦ Bus Garage Project -- PLATT	\$	149,872
♦ Bus Garage Project – Day Wireless Systems	\$	62,001
♦ Bus Garage Project – RH2 Engineering	\$	31,259
♦ Bus Garage Project – Rimmer & Roeter	\$	1,222,895
♦ Floor Scrubber – Staples	\$	104,928

Cash Accounts

♦ Cash with Treasurer – 2025 over 2024	\$	2,242,568
♦ Investments – 2025 under 2024	\$	(4,936,870)
♦ Contingencies Reserve – 2025 over 2024	\$	691,667
♦ Vehicle Reserves – 2025 under 2024	\$	(390,254)
♦ FTA Vehicle Reserves – 2025 under 2024	\$	(49,309)
♦ Facility/Equipment Reserves – 2025 over 2024	\$	4,042,753
♦ Sales Tax Refund Reserve – 2024 under 2023	\$	-

6.5 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.

11. 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 p.m.

Minutes Submitted by 
Selina Danko, Clerk of the Board