

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

April 15, 2025

3:00 p.m.

Link Transit Operations Base, 2700 Euclid Avenue, Wenatchee

ATTENDANCE

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

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, Josh Willey

Legal Counsel: Erin McCool

Absent / Excused: Erin McCardle, Paul Downs

Members of the public:

1. CALL TO ORDER/APPROVAL OF AGENDA

Chair Loyd Smith called the meeting to order at 3 p.m. A quorum was established with 11 board members present at that time.

Board Action:

**Travis Hornby moved to approve the agenda as presented.
Marc Straub seconded the motion.**

VOTE: All in favor with 10 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 March 18, 2025 board meeting

3.2 Accounts Payable Vouchers from March 1-31, totaling \$1,928,056.05

3.3 Payroll Vouchers from March 1-31, totaling \$877,128.15

Board Action:

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

Travis Hornby 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 Strategic Plan Committee Report

Committee Chair Anne Hessburg reported that the committee authorized Link staff to begin negotiations to hire Transpo Group to manage the Link Transit strategic planning process. Link staff subsequently entered into a formal contractual agreement, allowing Transpo to start the data collection and analysis stage of the project.

4.2 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.

4.3 Proclamation 2025-01 Establishing the Spirit of Lynn Bourton Scholarship Award

Nick Covey explained that Lynn Bourton, Link's longest serving employee and second hire, will retire at the end of May and staff wish to memorialize Lynn's 34 years of dedicated service in a way that is appropriate for her contributions to the agency. Covey recommended the Board approve Proclamation 2025-01, formally establishing the scholarship program and recognizing Lynn's legacy with the agency.

Board Action:

Kevin Overbay moved to approve Proclamation 2025-01, Establishing the Spirit of Lynn Bourton Scholarship Award.

Marc Straub seconded the motion.

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

Motion carried unanimously

4.4 Resolution 2025-09 Amending Link Transit's Internal Marketing Policy to include the Spirit of Lynn Bourton Scholarship Award

Nick Covey asked the Board to approve adding the Spirit of Lynn Bourton Scholarship Award to Link Transit's Internal Marketing Policy.

Board Action:

Rob Tidd moved to approve Resolution 2025-09 Amending Link Transit's Internal Marketing Policy to include the Spirit of Lynn Bourton Scholarship Award.

Travis Hornby seconded the motion.

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

Motion carried Unanimously

5. Discussion/Action Items

5.1 Vehicle Purchase: Six gas-powered cutaways

Link Transit Procurement Specialist Samantha Miller recommended that the Board authorize the purchase of six gas-powered cutaway buses from Model1 in an amount not to exceed \$768,162 plus applicable sales tax. The purchase of these vehicles allows Link's coach operators to transport guests safely and reliably by expanding the fleet in alignment with increased service in October.

Board Action:

Rob Tidd moved to authorize Link Transit staff to purchase six gas-powered cutaway buses from Model1 in an amount not to exceed \$768,162 plus applicable sales taxes.

Jim Fletcher seconded the motion.

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

Motion carried unanimously

5.2 Resolution 2025-10 East Wenatchee Interlocal Agreement – Valley Mall Parkway Shuttle

Link staff recommended the Board authorize Link Transit's Chief Executive Officer to enter into an interlocal agreement with the City of East Wenatchee for transit improvements and license for use of a portion of Wenatchee Vally Mall Parkway near 9th Street NE within the City right-of-way. A stop at this location increases safe pedestrian and ADA access to transit amenities.

Board Action:

Randy Agnew moved to approve Resolution 2025-10, authorizing the Link Transit CEO to enter into an interlocal agreement with the City of East Wenatchee for transit improvements and license for use of a portion of Wenatchee Valley Mall Parkway near 9th Street NE.

Marc Straub seconded the motion.

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

Motion Carried 9-0, with Rob Tidd recusing

6. Staff Reports

6.1 Financial Report

Monthly Financial Report for March 2025

Background Information:

2025 sales tax

♦ March 2025 sales tax (earned in the month of January 2025)	\$	2,283,120
♦ Over budgeted amount for the month by 32.9%	\$	565,706
♦ YTD sales tax collection	\$	2,283,120
♦ YTD budget amount	\$	1,717,414

♦ Over YTD budged amount by 32.9%	\$	565,706
♦ Last year's YTD sales tax amount	\$	1,674,065
♦ Over last year's YTD sales tax amount by 36.4%	\$	609,055

2025 Operating Budget-to-Actual

♦ Budget year elapsed = 25%	\$	7,442,648
♦ Operating budget spent = 24%	\$	<u>7,171,509</u>
♦ <Over> Under Budgeted Amount	\$	271,139

2025 Capital

♦ Bus Stop Improvements – RH2 Engineering, Inc.	\$	2,472
♦ Bus Garage Project – A Central	\$	1,100
♦ Bus Garage Project – RH2 Engineering	\$	54,472
♦ Bus Garage Project – Rimmer & Roeter	\$	865,089

Cash Accounts

♦ Cash with Treasurer – 2025 over 2024	\$	565,864
♦ Investments – 2025 under 2024	\$	(1,793,182)
♦ Contingencies Reserve – 2025 over 2024	\$	662,500
♦ Vehicle Reserves – 2025 under 2024	\$	(195,732)
♦ FTA Vehicle Reserves – 2025 under 2024	\$	(49,309)
♦ Facility/Equipment Reserves – 2025 over 2024	\$	2,189,953
♦ Sales Tax Refund Reserve – 2025 under 2024	\$	-

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 3:43 p.m. at which time the Board convened into a closed session to discuss labor matters.

Minutes Submitted by Selina L. Danko

Selina Danko, Clerk of the Board