

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

May 20, 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, Jim Fletcher, Erin McCardle, Kevin Overbay, Travis Hornby, Paul Downs, Shon Smith

Link Transit Staff: Nick Covey, Lynn Bourton, Ed Archer, Justin Brockwell, Ron Hatton, Selina Danko, Gabby Walker, Paden Osterlund, Andy Farias, Julie Shipman

Legal Counsel: Erin McCool, John Lee (via Zoom)

Absent / Excused: Paul Parmley, Renee Swearingen, Matthew Hepner, Anne Hessburg, Randy Agnew

Members of the public: Juanita Ruhnke (Wenatchee), Linda Parker (Wenatchee), Ken Johannessen (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 eight board members present at that time.

Board Action:

Marc Straub moved to amend the agenda to move the Closed Session to Item 3 following public comment.

Kevin Overbay seconded the motion.

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

Motion Carried Unanimously

2. PUBLIC COMMENT

Juanita Ruhnke complemented Link Transit's Link Plus paratransit service and its drivers.

3. CLOSED SESSION

Chair Smith announced that the Board would convene in closed session for a period of 30 minutes – returning to regular session at 3:34 p.m. The closed session was extended for a period of 20 minutes and ended at 3:54 p.m. No action was taken.

4. CONSENT AGENDA

The following Consent Agenda items were submitted for approval:

4.1 Minutes of the April 15, 2025 board meeting

4.2 Accounts Payable Vouchers from April 1-30, totaling \$2,056,270.05

4.3 Payroll Vouchers from April 1-30, totaling \$909,727.81

Board Action:

Paul Downs asked that the minutes be corrected to show he was absent from the April meeting. Kevin Overbay asked the Accounts Payable Disbursement List comment column for the \$7,252.95 line item for the City of Entiat be corrected to reflect an expense for the Entiat Park-and-Ride.

Jim Fletcher moved to approve all Consent Agenda business items with the corrected Board attendance and Accounts Payable Disbursement List comment column.

Erin McCardle seconded the motion.

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

Motion Carried Unanimously

5. BOARD ADMINISTRATION AND COMMUNICATIONS***5.1 New Board member from the City of East Wenatchee***

CEO Nick Covey introduced Matthew Hepner as the new Board member from the City of East Wenatchee. Hepner replaces Rob Tidd, who recently resigned from his position on the East Wenatchee City Council.

5.2 Strategic Plan Committee Report

Board Clerk Selina Danko reported that Transpo Group, the consultant firm hired to facilitate Link Transit's strategic planning process, is gathering information and interviewing key staff to develop a clear vision and set of goals. The next step in the process includes a 5 p.m. June 9 Board Committee meeting via Zoom and ongoing work to:

- Develop an overall framework for the plan and identify the process, coordination, and data needed for the updates. This will include the planning processes of jurisdictional partners.
- Pull together the data needed for the plan.
- Capture the priorities and supporting initiatives that should be represented in the plan.

Additional work includes the building and classification of a stakeholder list and subsequent key stakeholder interviews, the development of a slide deck reflecting the May 2025 Mobility Summit outcomes for the Transit Development Plan (TDP), and the finalization of priorities with the goal of a summer workshop to finalize priorities and TDP framework.

5.3 Employee Recognition

CEO Nick Covey recognized Lynn Bourton's 34 years of service with the agency and invited members of the Board to join an informal reception following the Board meeting to honor the retirement of Bourton, Link's longest serving employee.

5.4 Planning Manager Introduction

Covey introduced the Board to Link Transit's new planning manager Don Billen. Billen comes to the agency with more than 25 years of experience with Sound Transit in positions of increasing responsibility, most recently as executive director of planning, environment and project development.

5.5 CEO Report

Covey provided an overview of Link Transit's workplan and the agency's progress in achieving several established goals and objectives. He mentioned the need to increase security at Columbia Station due to some recent incidents. Additionally, Covey requested feedback on whether staff should continue to prepare a hiring report for the Board packet. The Board consensus was to discontinue the practice of creating a hiring report for the Board packet. Staff were asked to bring any issues related to hiring back to the Board as needed.

6. Discussion/Action Items

6.1 Resolution 2025-11, CDTC Interlocal Renewal

Link staff recommended the Board authorize Link Transit's Chief Executive Officer to enter into an Interlocal Agreement Amendment with Chelan-Douglas Transportation Council by Resolution 2025-11, continuing the state and federally mandated area-wide transportation planning. The current 10-year CDTC Governance Agreement has provided federally mandated area-wide transportation planning since 2015. Staff propose the Board approve the agreement for renewal to continue the mandated transportation planning coordination for an additional 10-years, automatically renewing in 2035.

Board Action:

Jim Fletcher moved to approve Resolution 2025-11, authorizing the Link Transit CEO to sign an amended and restated 10-year interlocal cooperation agreement with the Chelan-Douglas Transportation Council.

Kevin Overbay seconded the motion.

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

Motion Carried Unanimously

6.2 Vehicle Surplus Authorization – 11 vehicles

Link staff recommended the Board authorize Link Transit staff to surplus the following vehicles:

- Nine - 2019 Champion low-floor 14-passenger cutaways.
 - Vehicle numbers: 513, 514, 515, 516, 517, 518, 519, 520, and 521
 - Estimated fair-market value is \$6,000 each
- One – 2005 – 30-foot Gillig low-floor bus
 - Vehicle number: 311
 - Estimated fair-market value - \$10,000
- One - 2018 Ford Transit
 - Vehicle number: 713
 - Estimated fair-market value - \$5,000

Board Action:

Marc Straub moved to authorize Link Transit staff to surplus the following 11 vehicles that have exceeded their useful life and have been replaced:

- **Nine 2019 Champion low-floor 14-passenger cutaway vehicles**
- **One 2005 Gillig 30-foot low-floor bus**

■ **One 2018 Ford Transit**

Erin McCardle seconded the motion.

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

Motion Carried Unanimously

7. Staff Reports

7.1 Link Transit accountant Paden Smith delivered the Financial Report with the following details:

Monthly Financial Report May 2025

Background Information:

2025 sales tax

♦ April 2025 sales tax (earned in the month of February 2025)	\$	1,744,952
♦ Under budgeted amount for the month by -11.3%	\$	(222,353)
♦ YTD sales tax collection	\$	4,028,072
♦ YTD budget amount	\$	3,684,719
♦ Over YTD budged amount by 9.3%	\$	343,353
♦ Last year's YTD sales tax amount	\$	3,591,713
♦ Over last year's YTD sales tax amount by 12.1%	\$	436,359

2025 Operating Budget-to-Actual

♦ Budget year elapsed = 33%	\$	9,923,531
♦ Operating budget spent = 32%	\$	<u>9,636,109</u>
♦ <Over> Under Budgeted Amount	\$	287,422

2025 Capital

♦ Entiat Park-&-Ride – RH2 Engineering	\$	7,253
♦ Bus Garage Project – RH2 Engineering	\$	66,151
♦ Bus Garage Project – Rimmer & Roeter	\$	1,046,577
♦ Bus Garage Project – RH2 Engineering	\$	43,920
♦ WSP Property Training Facility – RH2 Engineering	\$	9,041
♦ WSP Property Training Facility – Column Software	\$	148
♦ Hay Canyon Park-&-Ride – RH2 Engineering	\$	4,727
♦ Hay Canyon Park-&-Ride – A Central	\$	1,254

Cash Accounts

♦ Cash with Treasurer – 2025 under 2024	\$	(1,097,949)
♦ Investments – 2025 over 2024	\$	712,442
♦ Contingencies Reserve – 2025 over 2024	\$	633,333
♦ Vehicle Reserves – 2025 over 2024	\$	179,919
♦ FTA Vehicle Reserves – 2025 under 2024	\$	(49,309)
♦ Facility/Equipment Reserves – 2025 under 2024	\$	(1,304,007)
♦ Sales Tax Refund Reserve – 2025 under 2024	\$	--

7.2 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.

8. MEETING ADJOURNMENT

All business listed on the Agenda had been addressed and with no further business to conduct, Chair Smith adjourned the meeting at 4:34 p.m.

Minutes Submitted by 
Selina Danko, Clerk of the Board

