

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

June 17, 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, Matthew Hepner, Jim Fletcher, Erin McCardle, Renee Swearingen, Kevin Overbay, Travis Hornby, Paul Downs, Shon Smith

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

Legal Counsel: Erin McCool

Absent / Excused: Anne Hessburg, Paul Parmley

Members of the public: Fred Smith (Zoom)

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:

**Marc Straub moved to approve the agenda as presented.
Kevin Overbay seconded the motion.**

VOTE: All in favor with 11 voting board members present for this vote.

Motion Carried Unanimously

2. EMPLOYEE RECOGNITION: Star Performers

Coach Operator Ashley Brandfas and Accounting Specialist Joe Rodriguez were recognized as Link Transit star performers. Each received a gift certificate for \$200, a designated parking spot for a year and a chance to attend the Washington State Transit Association State Conference where they will be honored at the Washington State Department of Transportation's Wall of Fame Banquet. Both were nominated by their peers for their commitment to the Link Transit values of guest service, safety, efficiency, innovation and teamwork. Star performers are recognized once a year.

3. PUBLIC HEARING: Rideshare fare increase

Board Chair Loyd Smith opened the public hearing at 3:06 p.m. and announced the hearing would start with a presentation from staff, followed by public testimony and questions from the Board. Transportation Options Specialist Jessica Huerta recommended the Board approve a Rideshare fare increase to support the continued growth and long-term stability of the program. The proposed new structure reflects a per-person monthly rate based on participants' roundtrip daily mileage.

No members of the public offered testimony regarding the proposed increase.

Chair Smith closed the public hearing at 3:29 p.m.

4. DISCUSSION/ACTION ITEMS

4.1 Resolution 2025-12 Rideshare Policy Amendment: Fare increases

Board Action:

Travis Hornby moved to approve Resolution 2025-12, amending Link Transit's Rideshare Policy to include a fare increase.
Erin McCardle seconded the motion.

VOTE: The motion passed 10-1 with 11 voting board members present for this vote.

Motion Carried

5. CLOSED SESSION: Labor Matters

Board Action:

Randy Agnew moved for the Board to go into closed session for a period of 30 minutes to discuss labor matters.
Marc Straub seconded the motion.

VOTE: All those in favor with 11 voting board members present for this vote.

Motion Carried Unanimously

Board Chair Loyd Smith announced the Board was convening in a closed session to discuss labor matters at 3:30 p.m. He said the board would return to regular session after 30 minutes or 4 p.m. The closed session was subsequently extended 10 minutes. The Board returned to regular session at 4:10 p.m. No action was taken.

6. PUBLIC COMMENT

No members of the public provided comment.

7. CONSENT AGENDA

The following Consent Agenda items were submitted for approval:

- 7.1 Minutes** of the May 20, 2025 board meeting
- 7.2 Accounts Payable Vouchers** from May 1-31, totaling \$2,157,959.10
- 7.3 Payroll Vouchers** from May 1-31, totaling \$954,208.79

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 11 voting board members present for this vote.

Motion Carried Unanimously

8. BOARD ADMINISTRATION AND COMMUNICATIONS

8.1 Strategic Plan Committee Report

Link Planning Manager Don Gillen provided an update on Link Transit's strategic planning process. Strategic plan committee members met via Zoom with Heidi Ganum of Transpo Group on June 9 for a discussion focused on the development of the Transit Development Plan and its integration with Link Transit's strategic plan. Billen reported on the progress, noting the decision to merge the two documents and the current phase of gathering information from jurisdictional partners.

The project is progressing on time and is scheduled for Board approval in November 2025. Billen noted that the overall goals of strategic planning development were to maintain current service and assets while completing Vision 2020 and planning for future growth.

Seven strategic priorities have been identified including:

- Expanding and optimizing services to continue to meet the community's evolving needs
- Maintaining and modernizing facilities and infrastructure to support effective and cost-efficient operations
- Improving regional connectivity
- Ensuring a safe and secure transit environment
- Attracting, developing, and retaining a skilled workforce
- Modernizing technology and customer experience
- Planning strategically for long-term success and community growth

Next steps in the strategic planning process include stakeholder interviews, draft plan development, Board review and approval of the final plan.

8.2 CEO Report

CEO Nick Covey provided the following information updates for the Board's consideration:

- **Washington State Department of Transportation Consolidated Grant Award:** Link was recently notified of a funding award for the Lake Chelan Dial-A-Ride service expansion (\$482,500), TRIP-Link volunteer driver reimbursement program (\$192,600) and seasonal service to Mission Ridge (\$52,000).
- **Leandro's Café subsidy:** Covey asked the Board to consider the possibility of subsidizing the café at Columbia Station while work continues to upgrade the facility to enable the owners to offer a more diverse menu.

9. Discussion/Action Items

9.1 Vehicle Purchase Price Increase Authorization

Link Transit Contract and Procurement Specialist Samantha Miller explained that Link staff were notified by bus manufacturer BYD/RIDE on May 30, 2025 of a pending price adjustment to a previously approved bus order to account for potential tariff surcharges on imported bus components. The purchase of the five 30-foot electric buses was approved by the Board in November of 2024 for a total amount not to exceed \$5,230,085 plus applicable sales taxes. Miller recommended the Board approve the new purchase price in an amount not to exceed \$5,590,085

plus applicable sales taxes. This new purchase price reflects an additional \$360,000 in potential tariff charges.

Board Action:

Kevin Overbay moved to authorize the price adjustment of five Buy America compliant 30-foot electric buses from BYD/RIDE for actual tariffs paid in an amount not to exceed \$360,000 for a resulting total price not to exceed \$5,590,085 plus applicable sales taxes.
Travis Hornby seconded the motion.

VOTE: All in favor with 11 voting board members present for this vote.

Motion Carried Unanimously

**9.2 Resolution 2025-13 City of East Wenatchee Interlocal Authorization:
Columbia Station Security**

Contract and Procurement Specialist Samantha Miller recommended the Board authorize the Link Transit CEO to enter into an interlocal agreement with the City of East Wenatchee for police presence at Columbia Station to increase public safety.

Board Action:

Marc Straub moved to authorize the Link Transit CEO to enter into an interlocal agreement with the City of East Wenatchee for police presence at Columbia Station.
Erin McCardle seconded the motion.

VOTE: All in favor with 11 voting board members present for this vote.

Motion Carried Unanimously

9.3 Columbia Station Café Contract Extension

Contract and Procurement Specialist Samantha Miller recommended the Board authorize the Link Transit CEO to execute the first extension option for two years in the current lease agreement with Leandro's Café & Bistro from July 1, 2025 to June 30, 2027. Miller told the Board that the current relationship between Link Transit and the café is strong and has been well received by guests and staff. Miller said the Café provides a vital service that has proven difficult to replace.

Board Action:

Kevin Overbay moved to authorize the Link Transit CEO to execute the first extension option for two years in the current lease agreement with Leandro's Café & Bistro for July 1, 2025 through June 30, 2027.
Renee Swearingen seconded the motion.

VOTE: All in favor with 11 voting board members present for this vote.

Motion Carried Unanimously

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10. STAFF REPORTS

10.1 Financial Report

Monthly Financial Report June 2025

Background Information:

2025 sales tax

♦ May 2025 sales tax (earned in the month of March 2025)	\$	2,439,217
♦ Over budgeted amount for the month by 12%	\$	261,618
♦ YTD sales tax collection	\$	6,467,289
♦ YTD budget amount	\$	5,862,317
♦ Over YTD budgeted amount by 10.3%	\$	604,972
♦ Last year's YTD sales tax amount	\$	5,714,347
♦ Over last year's YTD sales tax amount by 13.2%	\$	752,942

2025 Operating Budget-to-Actual

♦ Budget year elapsed = 42%	\$	12,404,414
♦ Operating budget spent = 41%	\$	<u>12,077,854</u>
♦ <Over> Under Budgeted Amount	\$	326,560

2025 Capital

♦ Bus Garage Phase Project– Rimmer & Roeter	\$	120,651
♦ Bus Garage Phase Project– Rimmer & Roeter	\$	1,208,767
♦ Bus Garage Phase Project– RH2 Engineering	\$	35,358
♦ WSP Property Training Facility – RH2 Engineering	\$	6,158
♦ C.S. PRV Valve Replacement & Backflow – Bruggman Mechanical	\$	17,641
♦ Bus Wraps for nine 30-foot BYD Buses and Chargers – Turbo Images	\$	9,300
♦ Electrical Vehicle Chargers – Viridia Solutions	\$	4,364

Cash Accounts

♦ Cash with Treasurer – 2025 over 2024	\$	497,482
♦ Investments – 2025 over 2024	\$	889,091
♦ Contingencies Reserve – 2025 over 2024	\$	604,167
♦ Vehicle Reserves – 2025 over 2024	\$	487,286
♦ FTA Vehicle Reserves – 2025 under 2024	\$	(49,309)
♦ Facility/Equipment Reserves – 2025 under 2024	\$	(3,533,852)
♦ Sales Tax Refund Reserve – 2025 under 2024	\$	-

10.2 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.

11. MEETING ADJOURNMENT

All business listed on the agenda had been addressed and with no further business to conduct, Chair Smith asked for a motion to adjourn the meeting at 5:13 p.m.

Board Action:

Kevin Overbay moved to adjourn the regular meeting of the Link Transit Board of Directors.

Marc Straub seconded the motion.

VOTE: All in favor with 11 voting board members present for this vote.

Motion Carried Unanimously

Minutes Submitted by 
Selina Danko, Clerk of the Board