

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

July 15, 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, Jim Fletcher, Erin McCardle, Kevin Overbay, Travis Hornby, Shon Smith

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

Link Transit Staff: Nick Covey, Don Billen, Ed Archer, Justin Brockwell, Andy Farias, Samantha Miller, Selina Danko, Gabby Walker, Paden Osterlund, Eric West, Julie Shipman, Josh Willey, Alyssa Chamberlain

Legal Counsel: Kaitlin Schilling

Absent / Excused: Matthew Hepner, Paul Parmley, Renee Swearingen, Paul Downs

Members of the public via Zoom: Howard Johnson, Juanita Ruhnke

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:

**Kevin Overbay moved to accept the agenda as presented.
Travis Hornby seconded the motion.**

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

Motion Carried

2. EMPLOYEE RECOGNITION – High Five Awards

Board Clerk Selina Danko provided High Five award information. Link Transit High Five awards recognize an employee (or team of employees) for performing an outstanding service or achievement in leadership, safety, customer service, effort, innovation, teamwork, or efficiency improvement. Outstanding achievement is defined as an act or action that has yielded a substantial and obvious benefit to Link Transit and/or its guests.

2.1 Ravinn Johnson was nominated for the High 5 Award in recognition of his dedication, hard work, and team spirit. He has gone above and beyond by volunteering his time on days off to assist with the installation of the AVAIL system on nine new RIDE buses and the removal of equipment from older vehicles—critical work that supports the agency's operational goals. Ravinn is known for being a dependable and hardworking team member who consistently puts in the extra effort to get the job done. While his loud personality and playful sense of humor are well known around the shop, his positive attitude and ability to connect with colleagues make him a valued part of the team. His

willingness to step up when needed and his commitment to supporting Link Transit's mission are appreciated by his coworkers and supervisors.

2.2 Paul Heffernan Special transportation requests at Link Transit are coordinated by Service Planner Paul Heffernan. When a recent request came in to provide transportation for those attending the recent Decker Sisters' Memorial Service at Rocky Reach Dam, Paul was tasked with orchestrating a complex response. This effort required coordination with multiple agencies, including Emergency Management, Chelan County PUD, and the Washington State Department of Transportation. Simultaneously, Paul communicated with the Decker family and close friends to ensure their needs were met with care and sensitivity.

3. PUBLIC COMMENT

No members of the public offered comment.

4. CONSENT AGENDA

The following Consent Agenda items were submitted for approval:

4.1 Minutes of the June 17, 2025 board meeting

4.2 Accounts Payable Vouchers from June 1-30, totaling \$10,588,052.75.

4.3 Payroll Vouchers from June 1-30, totaling \$949,270.19.

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 eight voting board members present for this vote.

Motion Carried

Board member Shon Smith arrived at 3:03 p.m.

5. BOARD ADMINISTRATION AND COMMUNICATIONS

5.1 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.

6. Discussion/Action Items

6.1 Day Wireless Radio Contract

Link Transit Contract and Procurement Specialist Samantha Miller explained that Link was notified that its current radios will become obsolete by the end of 2025 and require an upgrade. Staff considered upgrading existing radios, purchasing new radios, and leasing. Leasing directly from Day Wireless was determined to be the most cost- and time-efficient option for the agency. Miller recommended the board authorize the execution of a five-year Airtime Inclusive Bundle radio lease agreement with Day Wireless at a monthly cost of \$5,965.50 and a projected five-year cost of \$357,930. With approximately five months remaining in 2025, staff anticipate up to \$29,827.50 in 2025 expenses for this item. Any overages in the 2025 Informational Technology Operating Budget will be absorbed in the operating budget with no budget amendment necessary.

Board Action:

Erin McCardle moved to authorize the Chief Executive Officer, or designee, to execute a five-year Airtime Inclusive Bundle radio lease agreement with Day Wireless at a current monthly cost of \$5,965.50, for a total projected five-year cost of \$357,930, as outlined in the action agenda summary dated July 15, 2025. Travis Hornby seconded the motion.

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

Motion Carried

6.2 Resolution 2025-14, Hay Canyon Property Surplus

Link Transit Facilities and Maintenance Manager Ed Archer explained that Link Transit owns a 2.48-acre parcel at 5816 Sunburst Lane in Cashmere, Washington, which has been short-platted into two lots: Lot No. 1 (1.89 acres) and Lot No. 2 (.59 acres). Lot No. 1, located adjacent to Hay Canyon Road, is not required for future operational use. Archer recommended the Board adopt Resolution 2025-14, declaring Lot No. 1 of the Hay Canyon Short Plat as surplus property to enable its future sale or transfer of the property. Archer added that this action supports Link Transit's goals to responsibly manage assets and pursue strategic land use that aligns with current and future operational needs. Surplusing Lot No. 1 provides potential revenue and reduces maintenance obligations for property not critical to Link's mission. The appraised value of Lot No. 1 is \$535,000.

Board Action:

Marc Straub moved to adopt Resolution No. 2025-14, declaring Lot No. 1 of the Hay Canyon Short Plat, located at 5816 Sunburst Lane in Cashmere, Washington, as surplus to the needs of Link Transit. Kevin Overbay seconded the motion.

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

Motion Carried

7. Staff Reports

Board member Shon Smith left the meeting at 3:41 p.m.

7.1 Mobility Summit Debrief

Link Transit Mobility Coordinator Alyssa Chamberlain provided information and feedback from the recent mobility summit organized by the NCW Transportation Collaborative – of which Link Transit is a lead agency. Chamberlain explained that the purpose of the Mobility Summit was to support the development of the Human Services Transportation Plan (HSTP), strengthen regional collaboration, and elevate community voices—particularly from rural and underserved areas. Discussions focused on identifying transportation gaps, sharing successful strategies, and exploring cross-sector partnerships to improve access, equity, and mobility for vulnerable populations. The event emphasized that while Link Transit plays a key leadership role, sustainable solutions require shared responsibility across multiple sectors. Recommendations for expanded Link services will be considered in the context of the Link Strategic Plan now in development.

7.2 Performance Measures Report

Link Transit Data Analyst Joshua Willey explained that the purpose of this report is to give a status update on how Link's services are performing as compared to the Service Guidelines and Performance Measures policy that was adopted by the Board of Directors in 2024. Willey's presentation information included a summary/review of the established performance measures and a service guideline report card showing how Link's services are performing against the established measures. Regular reports for the Board will be provided with similar information in the future.

7.3 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.

Board member Kevin Overbay left the meeting at 3:46 p.m.

7.4 Financial Report

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

Monthly Financial Report June 2025 for the July 15, 2025 Board meeting

Background Information:

2025 sales tax

♦ June 2025 sales tax (earned in the month of April 2025)	\$	2,316,590
♦ Over budgeted amount for the month by 1.4%	\$	32,000
♦ YTD sales tax collection	\$	8,783,879
♦ YTD budget amount	\$	8,146,907
♦ Over YTD budgeted amount by 7.8%	\$	636,972
♦ Last year's YTD sales tax amount	\$	7,941,271
♦ Over last year's YTD sales tax amount by 10.6%	\$	842,608

2025 Operating Budget-to-Actual

♦ Budget year elapsed = 50%	\$	14,885,297
♦ Operating budget spent = 49%	\$	<u>14,481,552</u>
♦ <Over> Under Budgeted Amount	\$	403,745

2025 Capital

♦ Bus Garage Project – RH2 Engineering	\$	40,563
♦ Bus Garage Project – Rimmer & Roeter	\$	966,791
♦ ABB Depot Chargers – BYD/RIDE	\$	602,925
♦ Nine 30-foot Buses – BYD/RIDE	\$	8,018,300
♦ Air Brake Training Board – L&L Fabricating	\$	17,641

Cash Accounts

♦ Cash with Treasurer – 2025 over 2024	\$	5,309,125
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♦ Investments – 2025 under 2024	\$	(2,303,755)
♦ Contingencies Reserve – 2025 over 2024	\$	574,999
♦ Vehicle Reserves – 2025 under 2024	\$	(1,427,809)
♦ FTA Vehicle Reserves – 2025 under 2024	\$	(49,309)
♦ Facility/Equipment Reserves – 2025 under 2024	\$	(5,261,442)
♦ Sales Tax Refund Reserve – 2025 under 2024	\$	-

Board member Randy Agnew requested the addition of a year-to-date revenue reporting column in the monthly financial reporting to 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 3:50 p.m.

Minutes Submitted by 
Selina Danko, Clerk of the Board

