

**MINUTES  
LINK TRANSIT BOARD OF DIRECTORS**

**August 19, 2025**

**3:00 p.m.**

**Columbia Station 3<sup>rd</sup> Floor, 300 South Columbia Street, Wenatchee, WA**

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**ATTENDANCE**

***Board members attending in person:*** Chair Loyd Smith, Marc Straub, Randy Agnew, Matthew Hepner, Jim Fletcher, Kevin Overbay, Travis Hornby, Shon Smith

***Board members attending through ZOOM on-line internet program:*** Anne Hessburg, Erin McCardle, Renee Swearingen, Paul Downs

***Link Transit Staff:*** Nick Covey, Don Billen (Zoom), Ed Archer (Zoom), Andy Faries, Samantha Miller, Selina Danko, Gabby Walker, Paden Osterlund, Eric West, Julie Shipman, Jennifer Dolge (Zoom), Deborah Paine, John Wold (Zoom)

***Legal Counsel:*** Erin McCool

***Absent / Excused:*** Paul Parmley

**1. CALL TO ORDER/APPROVAL OF AGENDA**

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

McCardle requested a motion to appoint Marc Straub as Chair for the August meeting.

**Board Action:**

**Kevin Overbay made a motion to appoint Marc Straub as Chair of the August meeting of the Link Transit Board of Directors.  
Randy Agnew seconded the motion**

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

***Motion Carried Unanimously***

**Board Action:**

**Randy Agnew made a motion to approve the agenda as presented.  
Jim Fletcher seconded the motion.**

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

***Motion Carried Unanimously***

**Chair Loyd Smith arrived at 3:05 p.m.**

**2. EMPLOYEE RECOGNITION: Retirements**

CEO Nick Covey recognized retiring Marketing & Communications Coordinator Eric West and Guest Services Supervisor Deborah Paine for their time with the agency. Both have served for more than 30 years with Link Transit.

3. **Chair Loyd Smith opened the public hearing for Link Transit's 2025-2030 Transit Development Plan & 2024 Annual Report at 3:08 p.m.**

Planning Manager Don Billen explained that the six-year Transit Development Plan (TDP) and annual report are required by law to be submitted to the Washington State Department of Transportation by September of each year to maintain eligibility for state-allocated funding. The Program of Projects is required each federal fiscal year under federal regulations to maintain eligibility for federal funds. Billen told the Board that the TDP document was prepared consistent with current revenue projections and in anticipation of continued fulfillment of Vision 2020 commitments. The plan projects that between 2025 and 2030 bus route service hours will grow by 30 percent, paratransit and Dial-A-Ride services by 40 percent, and vanpool by 40 percent. The Board will be asked through the strategic planning process to prioritize the timing of continuing to fulfill Vision 2020 commitments for expanded service and supporting capital investments.

**No members of the public provided comment.**

**Chair Smith closed the public hearing at 3:26 p.m.**

4. **DISCUSSION/ACTION ITEMS**

**4.1 Resolution 2025-15: Link Transit's 2025-2030 Transit Development Plan & 2024 Annual Report**

**Marc Straub moved to approve Resolution 2025-15, adopting Link Transit's six-year Transit Development Plan for years 2025-2030 and the 2024 annual report. Kevin Overbay seconded the motion.**

VOTE: All in favor with 12 voting board members present for this vote.

***Motion Carried Unanimously***

5. **PUBLIC COMMENT**

No members of the public provided comment.

6. **CONSENT AGENDA**

The following Consent Agenda items were submitted for approval:

**6.1 Minutes** of the July 15, 2025 board meeting

**6.2 Accounts Payable Vouchers** from July 1-31, totaling \$2,193,701.29

**6.3 Payroll Vouchers** from July 1-31, totaling \$940,435.07

**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.**

**Travis Hornby seconded the motion.**

VOTE: All in favor with 12 voting board members present for this vote.

***Motion Carried Unanimously***

## **7. BOARD ADMINISTRATION AND COMMUNICATIONS**

### **7.1 Strategic Plan Committee Report**

Strategic Plan Board Committee Chair Anne Hessburg provided a summary of the August 11, 2025 committee meeting held via Zoom. Hessburg said that the committee was asked to provide feedback on the current priorities and supporting initiatives.

Priorities include:

- Expanding and optimizing service
- Modernizing facilities and infrastructure
- Improving regional connectivity
- Ensuring a safe and secure transit environment
- Modernizing technology
- Improving customer experience

Next steps include:

- Revising the initiatives to reflect community feedback regarding service to rural areas, intermodal connections, and public outreach
- Incorporating feedback from jurisdiction and stakeholder interviews into the strategic plan
- Seeking committee and Board feedback on the timing of initiatives
- Updating the agency's financial plan to reflect strategic priorities and initiatives.

The final Strategic Plan document is scheduled for Board approval in November.

### **7.2 CEO Report**

CEO Nick Covey shared results from the recent State Roadeo competition held at SeaTac. While none of Link Transit's entries made the podium, all of the agency's entries competed well and showed improvement from previous years. Covey also provided an overview of Link Transit's workplan and the agency's progress in achieving several established goals and objectives.

## **8. DISCUSSION/ACTION ITEMS**

### **8.1 Resolution 2025-16: City of Cashmere Interlocal**

Link Transit Contracts and Procurement Specialist Samantha Miller explained that Link Transit currently uses two transit stops on Mission Avenue in Cashmere and that the City and Link would like to improve pedestrian access and safety to the stops by constructing a sidewalk. The interlocal agreement memorializes the City's granting of Link right-of-way to do sidewalk work and documents the City's obligation to maintain the sidewalk once it is constructed. There is no financial obligation from either party required by this agreement. Funds to support the sidewalk project would come from Link's Stop Renovation Budget.

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**Board Action:**

**Kevin Overbay moved to approve Resolution 2025-16, authorizing the Chief Executive Officer to execute an interlocal cooperation agreement between Link Transit and the City of Cashmere for transit improvements and license for use within the city right-of-way and the right to work in the city right-of-way. Randy Agnew seconded the motion.**

**VOTE:** All in favor with 12 voting board members present for this vote.

***Motion Carried with Jim Fletcher Abstaining***

**8.2 Resolution 2025-18: City of Chelan Interlocal**

Contract and Procurements Specialist Samantha Miller recommended the Board approve an agreement with the City of Chelan that supports three pedestrian improvement projects that support access to transit amenities. The interlocal agreement combines contractual obligations of both Parties for three separate projects in an effort to reduce redundant processes in requesting approval for inter-agency coordination. Link's obligations for and amenities gained from the three City projects are:

- **Lakeside Trail Project** – Contribute approximately \$297,000 for a pedestrian crossing to and from ADA-compliant shelters and pads on Highway 97A in a location that reduces traffic congestion and safety incidents.
- **Sanders Street Pedestrian Improvements Project** – Contribute approximately \$67,000 for ADA-compliant shelters and pads in a location that reduces traffic congestion and safety incidents.
- **Woodin and Center Pedestrian Improvements Project** – Contribute approximately \$95,000 for ADA-compliant pedestrian amenities to increase guest and pedestrian safety on Woodin Avenue. This location will not require installation of a transit shelter.

This agreement will require Link to pay for each of the three projects upon final construction completion.

**Board Action:**

**Marc Straub moved to approve Resolution 2025-18, authorizing the Link Transit CEO to execute an interlocal cooperation agreement with the City of Chelan for the design and construction of transit-related improvements within City of Chelan-related projects in an amount not to exceed \$460,000. Travis Hornby seconded the motion.**

**VOTE:** All in favor with 12 voting board members present for this vote.

***Motion Carried with Erin McCardle Abstaining***

**8.3 Resolution 2025-17: Carry-on Policy Update**

Link Transit Operations Manager Gabby Walker recommended the Board approve the revised Carry-On Policy in anticipation of new routes serving Pangborn Memorial Airport in October. The revised policy allows for luggage sizes to increase from airport carry-on to reasonably sized checked luggage dimensions.

**Board Action:**

**Randy Agnew moved to approve Resolution 2025-17, amending Link Transit's Carry-On Policy to increase the maximum allowed luggage size and clarify carry-on item restrictions.**

**Jim Fletcher seconded the motion.**

**VOTE:** All in favor with 12 voting board members present for this vote.

***Motion Carried Unanimously***

**9. STAFF REPORTS****9.1 Financial Report****Monthly Financial Report July 2025****Background Information:****2025 sales tax**

♦ July 2025 sales tax (earned in the month of May 2025)	\$	2,746,917
♦ Over budgeted amount for the month by 1.8%	\$	47,534
♦ YTD sales tax collection	\$	11,530,795
♦ YTD budget amount	\$	10,846,290
♦ Over YTD budgeted amount by 6.3%	\$	684,505
♦ Last year's YTD sales tax amount	\$	10,572,518
♦ Over last year's YTD sales tax amount by 9.1%	\$	958,277

**2025 Operating Budget-to-Actual**

♦ Budget year elapsed = 58%	\$	17,366,179
♦ Operating budget spent = 57%	\$	<u>16,981,613</u>
♦ <Over> Under Budgeted Amount	\$	384,566

**2025 Capital**

♦ Tire Mount and Balance Machine – Mohawks Lifts LLC	\$	44,466
♦ Bus Garage Project – RH2 Engineering	\$	31,093
♦ Bus Garage Project – Rimmer & Roeter	\$	355,594
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♦ Ops Supervisor Vehicles – Pat Armstrong Ford	\$	36,961
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**Cash Accounts**

♦ Cash with Treasurer – 2025 over 2024	\$	1,411,942
♦ Investments – 2025 over 2024	\$	2,252,846
♦ Contingencies Reserve – 2025 over 2024	\$	545,833
♦ Vehicle Reserves – 2025 under 2024	\$	(713,343)
♦ FTA Vehicle Reserves – 2025 under 2024	\$	(49,309)
♦ Facility/Equipment Reserves – 2025 under 2024	\$	(7,378,143)
♦ Sales Tax Refund Reserve – 2025 under 2024	\$	-

9.2 Scorecard

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 4:02 p.m.

**12. CLOSED SESSION: Labor Matters**

Following the meeting adjournment, Chair Smith called a closed session to discuss labor matters. No action was taken.

Minutes Submitted by   
Selina Danko, Clerk of the Board