

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

September 16, 2025

3:00 p.m.

Columbia Station 3rd Floor, 300 South Columbia Street, Wenatchee, WA

ATTENDANCE

Board members attending in person: Chair Loyd Smith, Randy Agnew, Matthew Hepner, Jim Fletcher, Erin McCardle, Travis Hornby, Paul Downs, Shon Smith

Absent / Excused: Marc Straub, Anne Hessburg, Renee Swearingen, Kevin Overbay

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, Jennifer Dolge, Jose Cuevas

Legal Counsel: Erin McCool

Members of the public: Ramon Cuevas, Eloisa Cuevas, Angel Cuevas, Adriana Cuevas.

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:

Shon Smith moved to approve the agenda with an amendment to add an executive session to discuss potential litigation to occur as item 4.5 following the scheduled closed session.

Jim Fletcher seconded the motion.

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

Motion Carried unanimously

2. EMPLOYEE RECOGNITION: Star Performer Jose Cuevas

CEO Nick Covey reported that Jose Cuevas was receiving a High Five award for stopping his bus to assist a two-year-old who had wandered away from home. Cuevas spotted the toddler during his route and kept the child safe until the child's parent came to get him.

3. PUBLIC COMMENT

No members of the public offered comment.

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4. CLOSED SESSION: Labor Matters

Board Action:

Erin McCardle moved to go into closed session for 20 minutes to discuss labor matters.

Shon Smith seconded the motion.

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

Motion Carried Unanimously

The Board began the closed session at 3:05 p.m. and resumed regular session at 3:25 p.m.

No Action was taken.

4.5 EXECUTIVE SESSION: Potential Litigation

Board Action:

Randy Agnew moved to go into executive session for 5 minutes to discuss potential litigation.

Jim Fletcher seconded the motion.

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

Motion Carried Unanimously

The Board began the executive session at 3:28 p.m. and resumed regular session at 3:33 p.m.

No Action was taken.

5. CONSENT AGENDA

The following Consent Agenda items were submitted for approval:

5.1 Minutes of the August 19, 2025 board meeting

5.2 Accounts Payable Vouchers from August 1-31, totaling \$982,259.88

5.3 Payroll Vouchers from August 1-31, totaling \$997,959.71

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.

Jim Fletcher seconded the motion.

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

Motion Carried Unanimously

6. BOARD ADMINISTRATION AND COMMUNICATIONS

6.1 CEO Report

Nick Covey provided an overview of Link Transit's workplan and the agency's progress in achieving several established goals and objectives.

7. Discussion/Action Items

7.1 Resolution 2025-19 Rescinding Break-Through Benefits Resolution

Contract and procurement specialist Samantha Miller recommended the Board rescind Resolution 2008-17 as there is no supporting evidence that the Section 125 Cafeteria Plan must be governed by resolution. Rescinding the resolution gives staff the authority, consistent with Procurement Policy thresholds, to internally manage this process.

Board Action:

Travis Hornby moved to approve Resolution 2025-19, rescinding Resolution 2008-17, granting staff the authority to manage Section 125 Cafeteria Plan in accordance with procurement policy thresholds.

Randy Agnew seconded the motion.

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

Motion Carried Unanimously

7.2 Go USA Contract Extension

Link Transit's contract for driver and operations staff uniforms with Go USA expires Dec. 31, 2025. Staff recommended the board authorize the Link Transit CEO to exercise the two-year extension to the contract.

Board Action:

Erin McCardle moved to authorize Link Transit's CEO to exercise the two-year extension option with Go USA, Inc. for January 1, 2026 through December 31, 2027.

Randy Agnew seconded the motion.

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

Motion Carried Unanimously

7.3 Resolution 2025-20 interlocal with the Washington State Department of Transportation: Easy Street Park-and-Ride

CEO Nick Covey recommended the Board approve the agreement with the Washington State Department of Transportation to complete maintenance at the Easy Street Park-and-Ride location. The agreement would allow Link Transit to pay WSDOT for the work while the two agencies craft a long-term agreement for the management and upkeep of the park-and-ride.

Board Action:

Jim Fletcher moved to table this item to allow staff time to work with legal counsel to gather additional information.

Travis Hornby seconded the motion.

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

Motion Carried Unanimously

8. Staff Reports

8.1 Financial Report

Monthly Financial Report for August 2025

Background Information:

2025 sales tax

♦ August 2025 sales tax (earned in the month of June 2025)	\$	2,718,172
♦ Over budgeted amount for the month by 3.5%	\$	92,352
♦ YTD sales tax collection	\$	14,248,967
♦ YTD budget amount	\$	13,472,109
♦ Over YTD budgeted amount by 5.8%	\$	776,858
♦ Last year's YTD sales tax amount	\$	13,132,060
♦ Over last year's YTD sales tax amount by 8.5%	\$	1,116,907

2025 Operating Budget-to-Actual

♦ Budget year elapsed = 67%	\$	19,847,062
♦ Operating budget spent = 65%	\$	<u>19,373,758</u>
♦ <Over> Under Budgeted Amount	\$	473,304

2025 Capital

♦ Bus Garage Project – RH2 Engineering	\$	13,056
♦ Bus Garage Project – Rimmer & Roeter	\$	144,150
♦ Sanders Street Bus Stop – RH2 Engineering	\$	6,236
♦ Turbo Images – Bus wraps for 30' BYDs	\$	13,200

Cash Accounts

♦ Cash with Treasurer – 2025 under 2024	\$	(146,852)
♦ Investments – 2025 over 2024	\$	2,986,275
♦ Contingencies Reserve – 2025 over 2024	\$	516,667
♦ Vehicle Reserves – 2025 over 2024	\$	352,849
♦ FTA Vehicle Reserves – 2025 under 2024	\$	(49,309)
♦ Facility/Equipment Reserves – 2025 under 2024	\$	(8,861,289)
♦ Sales Tax Refund Reserve – 2025 under 2024	\$	-

8.2 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.

9. MEETING ADJOURNMENT

All business listed on the agenda had been addressed and with no further business to conduct, Chair Smith adjourned the meeting at 4:05 p.m.

Minutes Submitted by



Selina Danko, Clerk of the Board

