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Meeting ID: 813 7649 7949 Passcode: 694835

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BOARD MEETING AGENDA

October 21, 2025 | 3:00 PM

Columbia Station 3rd Floor

300 South Columbia Street

	<u>Presented By</u>	<u>Suggested Disposition</u>
1. CALL TO ORDER	Chair Lloyd Smith	Action
2. EMPLOYEE RECOGNITION 2a. High Five Award: Joe Rodriguez 2b. High Five Award: Josh Willey	Nick Covey	Recognition
3. WORKSHOP SESSION - Proposed 2026 Budget	Justin Brockwell Don Billen Nick Covey	Information/Discussion
4. PUBLIC COMMENT Comments are limited to 3 minutes per person.	Open "Call":	Information
5. CONSENT AGENDA 5.1 Minutes of the September 16, 2025 Board Meeting 5.2 Accounts Payable Vouchers from September 1-30, 2025 5.3 Payroll Vouchers from September 1-30, 2025	Board Clerk	Action
6. BOARD ADMINISTRATION & COMMUNICATIONS 6.1 CEO Report	Nick Covey	Information
6.2 Annual CEO Evaluation Process: Distribution of evaluation materials	Board Clerk	Information

Title VI of the Civil Rights Act of 1964, and Title II of the Americans with Disabilities Act of 1990

It is Link Transit's policy to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any federally funded programs and activities. All meeting sites are accessible to persons with disabilities. Accommodations for people with disabilities can be arranged with advance notice. Any person, who wishes to obtain more information, or, who believes his/her Title VI protection has been violated, may file a complaint with Link Transit's Title VI Coordinator at 509-664-7600.



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7. DISCUSSION/ACTION ITEMS

7.1 Commercial Tire Contract Extension	Samantha Miller	Action
7.2 Resolution 2025-20, Interlocal Agreement with Chelan County for use of Columbia Station office space/facilitation of cart distribution program	Samantha	Action
7.3 Bus Garage Contingency Funds	Samantha	Action
7.4 Purchase of four 40-foot Electric Buses and 5 ABB Chargers from BYD/RIDE	Samantha	Action
7.5 Vehicle Surplus	Ed Archer	Action
7.6 Hay Canyon Purchase	Nick	Action
7.7 Resolution 2025-21: Link Transit Safety Plan Update	Shawn Larson	Action

8. STAFF REPORTS

8.1 Surplus Van Grant Program Update	Chris Clark	Information
8.2 Monthly Financial Report	Paden Osterlund	
8.3 Scorecards	Gabby Walker	

9. MEETING ADJOURNMENT

Chair Smith

10. CLOSED SESSION No action will be taken

Chair Smith

Discussion

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Link Transit
connecting our communities
BOARD OF DIRECTORS
October 21, 2025 Board Meeting
STAFF REPORT SUMMARY

TO: Link Transit Board of Directors
FROM: Nick Covey
SUBJECT: Link Transit High Five Awards – Joe Rodriguez and Josh Willey

Issue / Purpose

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.

Background

See attached nomination forms.

Anticipated Follow-up

In recognition of the High Five Award, employees receive a gift card to a fine dining establishment of their choice.

Attachments

Nomination forms



EMPLOYEE AWARD NOMINATION FORM

Nominator Information:

Date: 10-07-2025

Your Name: Jennifer Therien Phone: 509-699-896

You are an (circle one): Employee Rider Board Member LTAC Member

Nominee Information: On October 2nd, 2025, Joe Rodriguez noticed that I was not doing well as we met in the hallway at Link Operations. Joe immediately asked if I was ok and I replied no I am having Chest Pains. Joe walked with me until I collapsed to the floor in the hallway. He called 911 and got the ambulance on the way. Joe not only called for medical aid, but he also called my husband. Joe let me know that he was going to get help so someone could meet the ambulance out front. Joe came right back and stayed with me and was a great support in a very scary time. I am profoundly grateful to him for noticing that something was wrong and making sure that I received medical aid right away.

Thank you to Joe, it is not enough, so I am nominating Joe for this High Five Award.

Name of Nominee: Joe Rodriguez

Nominee's Work Title: Accounting Assistant

High-five Award – This award recognizes an employee (or a team of employees) who has performed an outstanding service or achievement in any one of the following areas: Leadership, Safety, Customer Service, Effort, Innovation, Teamwork, and Efficiency Improvements. Outstanding achievement is defined as an act or action that has yielded substantial and obvious benefits to Link Transit and/or it's "Guests".

Key behaviors that describe the merits of this award include reliability, responsiveness, people oriented (actively demonstrate an interest in the wellbeing of others), leadership, teamwork, and cheerfulness.

Such behaviors or actions may include:

- an employee who has demonstrated leadership and problem-solving action that has helped prevent a disaster or performed a lifesaving action.
- an employee who continually demonstrates an outstanding work ethic and commitment to excellence through their ongoing positive attitude and performance.

Individual employees as well as project teams are eligible for this award.

Please detail your reasons for nominating this employee below:



EMPLOYEE AWARD NOMINATION FORM

Nominator Information:

Date: 10.17.2025

Your Name: Paul Heffernan Phone: 509.664.7668

You are an (circle one): Employee Rider Board Member LTAC Member

Nominee Information:

Name of Nominee: Josh Willey

Nominee's Work Title: Transit Analyst

High-five Award – This award recognizes an employee (or a team of employees) who has performed an outstanding service or achievement in any one of the following areas: Leadership, Safety, Customer Service, Effort, Innovation, Teamwork, and Efficiency Improvements. Outstanding achievement is defined as an act or action that has yielded substantial and obvious benefits to Link Transit and/or it's "Guests".

Key behaviors that describe the merits of this award include reliability, responsiveness, people oriented (actively demonstrates an interest in the wellbeing of others), leadership, teamwork, and cheerfulness.

Such behaviors or actions may include:

- an employee who has demonstrated leadership and problem-solving action that has helped prevent a disaster or performed a lifesaving action.
- an employee who continually demonstrates an outstanding work ethic and commitment to excellence through their ongoing positive attitude and performance.

Individual employees as well as project teams are eligible for this award.

Please detail your reasons for nominating this employee below:

I would like to nominate Josh Willey for his extraordinary efforts in managing the Link Transit Rideshare program while the full-time position was awaiting fulfillment.

Josh, with assistance from partners in the Finance, and Maintenance Departments, has been instrumental in re-organizing the Rideshare program. He has created several new tools and initiatives that have significantly improved the efficiency of the program while increasing accountability from participants.

He has done all this while still maintaining and thriving in his tasks as Data Analyst. His work was vital in helping to create the 2 new bus routes in East Wenatchee this year.

Josh's positive attitude, strong work ethic, and unwavering willingness to help others in the organization make him a true asset to Link Transit and our community.



WORKSHOP SESSION

October 21, 2025

A workshop session will be held as part of the Regular monthly business meeting of the Link Transit Board of Directors.

Review Proposed Link Transit 2026 Budget

Reference Documents:

** 2026 Budget Summary Documents

Link Transit 2026 Operating Revenue Projections

Operating Revenues:	2025		2025		2026		Budget to Actual		Budget to Budget	
	Budget		Year End Projection		Budget		\$	%	\$	%
Sales Tax	\$ 29,740,932		\$ 30,930,000	4.0%	\$ 32,631,150		\$ 1,701,150	5.5%	\$ 2,890,218	9.7%
Federal Grants	3,820,578		3,815,519		3,910,907		95,388	2.5%	90,329	2.4%
5307 Formula Funding	1,764,749		1,762,413		1,806,473					
5307 STIC Funding	2,055,828		2,053,106		2,104,434					
DOT Grants	4,462,285		4,414,523		4,611,934		197,411	4.5%	149,649	3.4%
5311 Grants										
- Commuter Service	712,500		712,500		775,000		62,500	8.8%	62,500	8.8%
- Leavenworth DART	54,625		54,625		56,250		1,625	3.0%	1,625	3.0%
- Chelan DART	270,978		175,353		241,250		65,897	37.6%	(29,728)	-11.0%
- SkiLink Seasonal Service	-		13,000		26,000		13,000	100.0%	26,000	100.0%
5310 Grant - (Mobility Management)	113,000		113,000		120,000		7,000	6.2%	7,000	6.2%
TRIP-Link Grant	83,775		83,775		96,300		12,525	15.0%	12,525	15.0%
Special Needs Grant	1,441,453		1,488,209		1,534,966		46,757	3.1%	93,513	6.5%
Transit Support Grant	1,785,954		1,774,061		1,762,168		(11,893)	-0.7%	(23,786)	-1.3%
Interest Income	500,000		1,000,000		700,000		(300,000)	-30.0%	200,000	40.0%
Investment Interest	450,000		950,000		650,000					
Sales Tax Interest	50,000		50,000		50,000					
Leases	12,000		12,000		12,000		-	0.0%	-	0.0%
Trailways	12,000		12,000		12,000					
Café - Columbia Station	-		-		-					
Other/Non-Transportation	107,500		70,000		110,000		40,000	57.1%	2,500	2.3%
Clean Fuels Program	85,000		45,000		85,000					
Misc Income	15,500		18,000		18,000					
WSTIP Grant	7,000		7,000		7,000					
Fares	20,000		60,000		85,000		25,000	41.7%	65,000	325.0%
Rideshare Fares	20,000		60,000		85,000					
Total Operating Revenue	\$ 38,663,294		\$ 40,302,042		\$ 42,060,991		\$ 1,758,949	4.4%	\$ 3,397,697	8.8%

Link Transit 2026 Operating Budget Summary

	2025		2026		Budget-vs-Projection		Budget-vs-Budget	
	Budget	Year End Projection	Budget	Budget	\$	%	\$	%
Beginning Cash	\$ 15,919,305	\$ 15,960,114	\$ 20,122,058					
Revenues:								
Sales Tax	\$ 29,740,932	\$ 30,930,000	\$ 32,631,150	\$ 1,701,150	5%	\$ 2,890,218	10%	
Federal 5307 Formula Funding	3,820,578	3,815,519	3,910,907	95,388	3%	90,329	2%	
Operating Grants	4,462,284	4,414,523	4,611,934	197,411	4%	149,650	3%	
Interest	500,000	1,000,000	700,000	(300,000)	-30%	200,000	40%	
Lease Revenue	12,000	12,000	12,000	-	0%	-	0%	
Miscellaneous	107,500	70,000	110,000	40,000	57%	2,500	2%	
Fares	20,000	60,000	85,000	25,000	42%	65,000	325%	
Total Revenues	\$ 38,663,294	\$ 40,302,042	\$ 42,060,991	\$ 1,758,949	4%	\$ 3,397,697	9%	

Expenses:								
Operations	\$ 14,765,287	\$ 15,079,660	\$ 16,627,739	\$ 1,548,079	10%	\$ 1,862,452	13%	
Administration	674,599	698,344	712,649	14,305	2%	38,050	6%	
Board of Directors	90,230	61,962	130,934	68,972	111%	40,704	45%	
Finance	773,569	760,761	800,252	39,491	5%	26,683	3%	
Computer Systems	1,474,054	1,322,175	1,504,050	181,875	14%	29,996	2%	
Administrative Services	1,112,722	1,064,403	1,222,273	157,870	15%	109,551	10%	
Property/Liability Insurance	1,020,500	1,014,496	1,165,000	150,504	15%	144,500	14%	
Planning	1,066,562	850,955	1,930,811	1,079,856	127%	864,249	81%	
Marketing	1,375,055	1,040,444	941,758	(98,685)	-9%	(433,297)	-32%	
Facilities Maintenance	1,548,257	1,374,687	2,018,543	643,857	47%	470,286	30%	
Vehicle Maintenance	5,869,758	5,972,212	6,511,194	538,982	9%	641,436	11%	
Total Expenses	\$ 29,770,593	\$ 29,240,098	\$ 33,565,203	\$ 4,325,105	15%	\$ 3,794,610	13%	
Excess Revenues Over Expenses:	\$ 8,892,701	\$ 11,061,944	\$ 8,495,788					

Ending Operating Cash Before Transfers			
	\$ 24,812,006	\$ 27,022,058	\$ 28,617,846
Transfer to Contingency Fund	(400,000)	(400,000)	(500,000)
Transfer to Vehicle Reserve	(5,500,000)	(5,500,000)	(3,500,000)
Transfer to Facility Reserve	(1,000,000)	(1,000,000)	(3,500,000)
Transfer to Sales Tax Refund	-	-	1,000,000
Ending Operating Cash	\$ 17,912,006	\$ 20,122,058	\$ 22,117,846

Performance Goals for 2026

Based on Fully Allocated Costs

	Fully Allocated Costs	2025 Actual Service Hrs	2026 Service Hrs	Change in Service Hours	% Change
Fixed Route	\$ 23,487,466	136,100	145,000	8,900	6.5%
Demand Response	\$ 9,457,114	54,800	63,000	8,200	15.0%
Rideshare	\$ 620,623	7,600	8,700	1,100	14.5%
Total	\$ 33,565,203	198,500	216,700	18,200	9.2%

2026 Goals	Cost Per Hour	Cost Per Passenger	Boardings Per Revenue Hour	2025 Boardings	2026 Boardings	
Fixed Route	\$ 161.98	\$ 16.92	10.18	1,303,000	1,388,200	6.5%
Demand Response	\$ 150.11	\$ 71.92	2.29	114,400	131,500	14.9%
Rideshare	\$ 71.34	\$ 22.99	3.41	23,500	27,000	14.9%
Total Boardings				1,440,900	1,546,700	

Link Transit 2025 vs 2026 Operating Expenses by Category

	2025 Budget	2025 Year-End Projection	2026 Budget	Budget-vs-Projection		Budget-vs-Budget		% of Total Budget
				\$	%	\$	%	
Operating Expenses by Category:								
Wages	\$ 13,158,138	\$ 13,300,307	\$ 14,486,926	\$ 1,186,619	9%	\$ 1,328,787	10%	43%
Benefits	9,662,113	9,599,494	10,534,872	935,377	10%	872,758	9%	31%
Subtotal - Personnel	\$ 22,820,252	\$ 22,899,801	\$ 25,021,797	\$ 2,121,996	9%	\$ 2,201,546	10%	75%
Services	\$ 1,882,668	\$ 1,595,280	\$ 2,440,048	\$ 844,768	53%	\$ 557,380	30%	7%
Materials/Supplies	2,677,922	2,624,916	3,388,722	763,806	29%	710,800	27%	10%
Utilities	477,980	442,163	626,230	184,067	42%	148,250	31%	2%
Property/Liability Insurance	1,020,500	1,014,496	1,165,000	150,504	15%	144,500	14%	3%
Taxes	9,500	6,485	9,500	3,015	46%	-	0%	0%
Purchased Transportation	190,000	60,912	135,000	74,088	122%	(55,000)	-29%	0%
Miscellaneous Expenses	671,071	573,762	751,806	178,044	31%	80,735	12%	2%
Leases/Rentals	20,700	22,282	27,100	4,818	22%	6,400	31%	0%
Subtotal - Operating & Maintenance	\$ 6,950,341	\$ 6,340,297	\$ 8,543,406	\$ 2,203,109	35%	\$ 1,593,065	23%	25%
Total Operating Expenses	\$ 29,770,593	\$ 29,240,098	\$ 33,565,203	\$ 4,325,105	15%	\$ 3,794,610	13%	100%

Link Transit 2026 Capital Budget

Project Descriptions	Funding Source		Capital Budget	Actual Spent	2026 Capital Budget
	Grants	Reserves			
Capitalization Threshold \$5,000					
Carried Over or Approved from 2025					
Rock Island Park and Ride	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 1,000,000
Entiat Park & Ride	-	500,000	500,000	9,031	490,969
Scope & Bid to Recoat Operations Base & Columbia Station	-	100,000	100,000	9,209	90,791
WSP Property Training Facility	-	1,200,000	1,200,000	23,804	1,176,196
Café HVAC Improvements	-	250,000	250,000	15,296	234,704
Operations Facility Expansion Design	-	400,000	400,000	-	400,000
Five (5) 30' BYD/RIDE Buses	4,462,500	1,647,100	6,109,600	-	6,109,600
Total Carry Over from 2025	\$ 4,462,500	\$ 5,097,100	\$ 9,559,600	\$ 57,340	\$ 9,502,260
Facilities Projects & Equipment:					
Lakeside Trail Bus Stop Improvements - City of Chelan ILA	\$ -	\$ 298,000	\$ 298,000	\$ -	\$ 298,000
Sanders St Bus Stop Improvements - City of Chelan ILA	-	77,016	77,016	10,016	67,000
Woodin St & Center St Bus Stop Improvements - City of Chelan ILA	-	95,000	95,000	-	95,000
City of East Wenatchee TIB Grant Project Contribution	-	100,000	100,000	-	100,000
Easy Street Park and Ride	-	50,000	50,000	-	50,000
Bus Stop Improvements	-	750,000	750,000	-	750,000
Real-time Next Bus Information Signage	-	100,000	100,000	-	100,000
Columbia Station Elevator Electronics Upgrade	-	110,000	110,000	-	110,000
Total Facilities Projects & Equipment:	\$ -	\$ 1,580,016	\$ 1,580,016	\$ 10,016	\$ 1,570,000
Vehicles & Equipment:					
Five (5) 300 kW DC Chargers & Two (2) 2500 Amp Switchgear	\$ 1,615,106	\$ 285,019	1,900,125	\$ -	\$ 1,900,125
Five (5) DART Cutaways	-	1,100,000	1,100,000	-	1,100,000
Five (5) Rideshare Vehicles	-	240,000	240,000	-	240,000
Three (3) Community Van Program Vehicles	-	144,000	144,000	-	144,000
Columbia Station Plug-in Bus Charging	-	850,000	850,000	-	850,000
I/O Multitplex Trainer	-	35,000	35,000	-	35,000
Engine Training Module	-	35,000	35,000	-	35,000
Fuel Dispensing System Upgrade	-	75,000	75,000	-	75,000
Total Vehicles & Equipment:	\$ 1,615,106	\$ 2,764,019	\$ 4,379,125	\$ -	\$ 4,379,125
Total 2026 Capital Budget Requests:	\$ 6,077,606	\$ 9,441,135	\$ 15,518,741	\$ 67,356	\$ 15,451,385

Link Transit
Operating Cash Flow Projections
For Years 2026 - 2035

	2025 Projection	2026 Budgeted	2027 Projection	2028 Projection	2029 Projection	2030 Projection	2031 Projection	2032 Projection
Beginning Operating Cash	\$ 15,960,114	\$ 20,122,058	\$ 22,117,846	\$ 15,594,711	\$ 11,467,877	\$ 12,927,976	\$ 13,660,375	\$ 13,595,885
Operating Revenues	40,302,042	42,060,991	43,888,154	45,784,576	47,785,137	49,895,563	52,121,898	54,470,517
	2.8%	4.4%	4.3%	4.3%	4.4%	4.4%	4.5%	4.5%
Operating Expenses	(28,695,098)	(32,300,203)	(35,411,289)	(37,886,410)	(40,524,038)	(43,334,165)	(46,328,389)	(49,517,890)
Service Expansion	(545,000)	(1,265,000)	(500,000)	(525,000)	(551,000)	(579,000)	(608,000)	(766,000)
Operating Expenses	(29,240,098)	(33,565,203)	(35,911,289)	(38,411,410)	(41,075,038)	(43,913,165)	(46,936,389)	(50,283,890)
(Increase) Decrease in Annual Expenses	(2,184,313)	(4,325,105)	(2,346,086)	(2,500,121)	(2,663,629)	(2,838,126)	(3,023,224)	(3,347,501)
	8.1%	14.8%	7.0%	7.0%	6.9%	6.9%	6.9%	7.1%
Net Surplus or (Deficit)	11,061,944	8,495,788	7,976,865	7,373,166	6,710,099	5,982,399	5,185,510	4,186,627
Ending Operating Cash Before Transfers	27,022,058	28,617,846	30,094,711	22,967,877	18,177,976	18,910,375	18,845,885	17,782,511
Transfers to Contingency Reserve	(400,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)
Transfers to Vehicle Reserve	(5,500,000)	(3,500,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)
Transfers to Facility Reserve	(1,000,000)	(3,500,000)	(10,000,000)	(7,000,000)	(750,000)	(750,000)	(750,000)	(750,000)
Transfers to Sales Tax Refund Reserve	-	1,000,000	-	-	-	-	-	-
Total Transfers to Reserve Accounts	(6,900,000)	(6,500,000)	(14,500,000)	(11,500,000)	(5,250,000)	(5,250,000)	(5,250,000)	(5,250,000)
Total Ending Operating Cash	20,122,058	22,117,846	15,594,711	11,467,877	12,927,976	13,660,375	13,595,885	12,532,511
Contingency Reserve	5,090,000	5,590,000	6,090,000	6,590,000	7,090,000	7,590,000	8,090,000	8,590,000
Vehicle Reserve	2,561,454	1,650,335	1,722,970	3,435,970	5,928,970	7,896,970	7,946,970	14,863,470
Facility & Equipment Reserve	6,129,354	4,666,694	2,598,629	1,848,629	848,629	848,629	848,629	848,629
Sales Tax Refund Reserve	1,000,000	-	-	-	-	-	-	-
Total Ending Reserve Balances	\$ 14,780,808	\$ 11,907,029	\$ 10,411,599	\$ 11,874,599	\$ 13,867,599	\$ 16,335,599	\$ 16,885,599	\$ 24,302,099
Total Ending Cash	\$ 34,902,866	\$ 34,024,875	\$ 26,006,310	\$ 23,342,476	\$ 26,795,575	\$ 29,995,974	\$ 30,481,484	\$ 36,834,611

PROPOSED 2026 OPERATING & CAPITAL BUDGET

Presented to Link Transit's Finance Committee
October 9, 2025



2026 Planned Expanded Service

	2025 Actual	2026	Change in	%
	Service Hrs	Service Hrs	Service Hours	Change
<i>Fixed Route</i>	136,100	145,000	8,900	6.5%
<i>Demand Response</i>	54,800	63,000	8,200	15.0%
Total	190,900	208,000	17,100	9.0%

2026 Operating Budget Revenue Overview

■ Sales Tax — 5.5% increase over 2025 YE projection	\$32,631,150
■ Grants	\$ 8,522,841
■ Fares — Rideshare	\$ 85,000
■ Other	<u>\$ 822,000</u>
Total	\$42,060,991 or 8.8%

2026 Operating Budget Proposal Overview

- Goal of 5.5% increase or less (excluding service expansion expenses)
- Assumptions:
 - Wage increases:
 - 2.5% GWI for Bargaining Unit
 - Proposed 2.5% GWI for non-Bargaining Unit staff
 - Benefit increases:
 - Medical Insurance = 5% (placeholder)

2026 Budgetary Needs for Expanded Service

- 15 additional FTEs (12 Coach Operators)
- Contracted Services
- Materials/Supplies – Fuel, Tires, Maintenance Supplies
- Utilities – Facilities Expansion, Electric Bus Charging
- Property/Liability Insurance – More Miles, Property, Employees

Service Expansion Expenses – Additional FTEs

- 2025 Board approved:
 - Additional Custodian
- 2026 Budget
 - Additional Training Coordinator
 - Additional Maintenance Technician
 - 12 additional Coach Operators

Custodian	\$ 82,000
Training Coordinator	123,000
Maintenance Technician	104,000
12 Coach Operators	1,265,000
	\$ 1,574,000

Service Expansion Expenses – Services

Community Van Program Coordinator Stipend	\$	26,000
Drug & Alcohol/Pre-employment Testing		20,000
	\$	46,000

Service Expansion Expenses – Material/Supplies

Diesel	\$	50,000
Gas		25,000
Rideshare Gas		20,000
Revenue Vehicle Maintenance		125,000
Tires		75,000
	\$	295,000

Service Expansion Expenses – Utilities

Bus Garage Utilities	\$	20,000
Electricity - Bus Charging		77,000
	\$	97,000

Service Expansion Expenses – P&L Insurance

P&L Insurance	\$	111,000
	\$	111,000

Service Expansion Expenses – Purchased Transportation

LCCH Service	\$ 20,000
	\$ 20,000

Total Service Expansion Expenses

Additional FTEs			\$ 1,574,000
Services			46,000
Materials/Supplies			295,000
Utilities			97,000
P&L Insurance			111,000
Purchased Transportation			20,000
	Total		\$ 2,143,000

Notable Non-Expansion Expenses

Part-time Dispatcher (Stop-gap)	\$	39,000
CEO Recruitment		20,000
Salary Structure Review		15,000
Leadership Training Consultant		25,000
Board Member Travel - APTA Expo		20,000
On-board Survey		30,000
APTA Paratransit Peer Review		50,000
TAM Plan Consultant		50,000
Security Expense - Police Presence at Col Stn		227,000
Bus Stop ADA Compliance Improvements		200,000
Total	\$	676,000

Proposed Operating Budget

■ Total 2025 Operating Budget	\$29,770,593
■ Proposed 2026 Operating Budget	<u>\$33,565,203</u>
■ Budget to Budget Increase	\$ 3,794,610 or 12.7%
■ 2026 Expansion Expenses	\$ 2,143,000
■ Budget to Budget Increase less Expansion Expenses	\$ 1,651,610 or 5.5%

Capital Budget Proposal

■ Total 2026 Capital Budget Proposal	<u>\$ 15,451,385</u>
■ Carry over	\$ 9,502,260
■ Facility Maintenance Projects	\$ 1,570,000
■ Vehicles & Equipment	\$ 4,379,125
■ Less Grants	<u>\$ (6,077,606)</u>
■ Total Local Funds	\$ 9,373,779

Transfers to Reserves

▪ Contingency Reserve	\$ 500,000
▪ Vehicle Reserve	\$ 3,500,000
▪ Facility Reserve	\$ 3,500,000
▪ Sales Tax Refund Reserve (close)	<u>\$ (1,000,000)</u>
▪ Total Transfers	\$ 6,500,000

Financial Summaries

- 2026 Operating Revenue Summary
- 2026 Operating Budget Summary
- 2026 Operating Expenses by Category
- 2026 Capital Budget
- 2025-2035 10 Year Cash-flow Projection



Link Transit
connecting our communities

Strategic Plan Update

Board of Directors

October 17, 2025

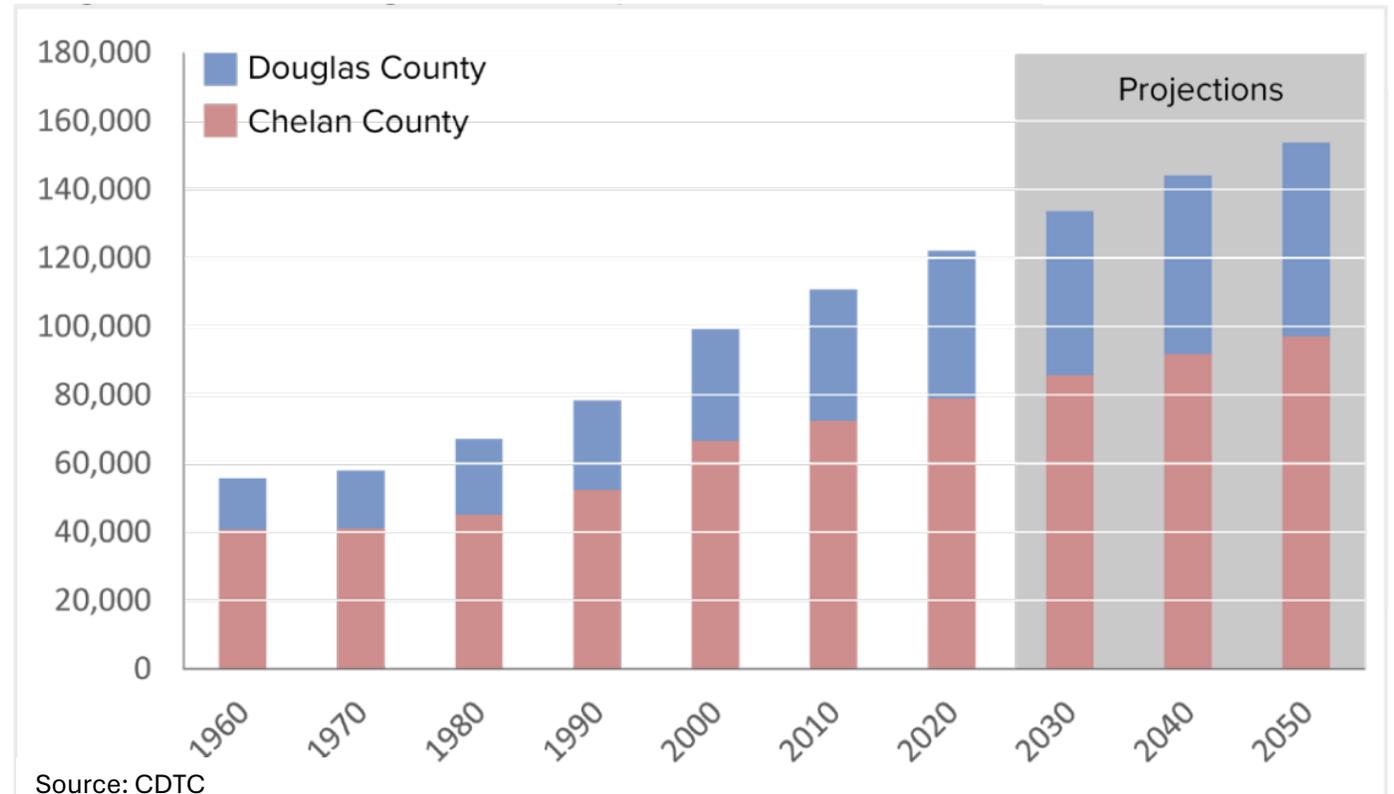
Proposed Strategic Priorities

- 
1. Expand and optimize services
 2. Modernize facilities and infrastructure
 3. Improve regional connectivity
 4. Ensure a safe and secure transit environment
 5. Modernize technology
 6. Improve customer experience

Planning context

- Vision 2020 nearing completion
- Region continues to grow

Regional population growth



Finishing Vision 2020

- Rural service
- Evaluate later service
- Some park-and-ride and stop improvement projects



IMPROVE, EXPAND
AND INVEST IN
PUBLIC TRANSIT

Lake Wenatchee/Plain
Explore alternative service models
for implementation mid-2022



Responding to Changing Growth Patterns

- More multi-family housing
- Potential expansion of urban growth area

Development trends: Half of new housing is multi-family

	Single Family Households		Multi-Family Households		All Households
	Total	Percent	Total	Percent	Total
Chelan County	943	33%	1,845	67%	2,788
Douglas County	1,298	70%	533	30%	1,831
Both Counties	2,241	49%	2,378	51%	4,619

Source: CDTC

Today's Network

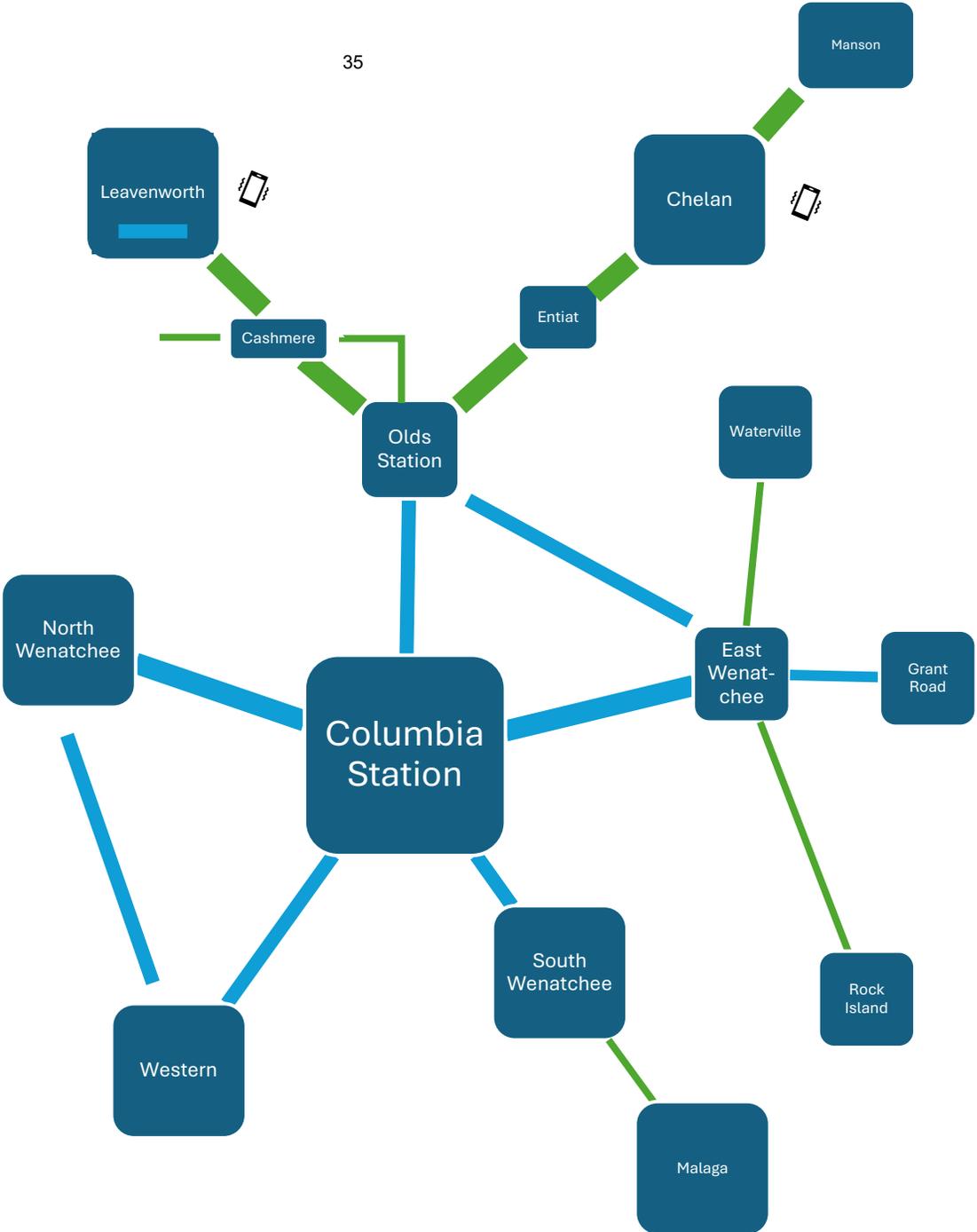
 = DART

Urban Frequency

-  30 min
-  15 min

Regional Frequency

-  >60 min
-  30-60 min



2035 Network

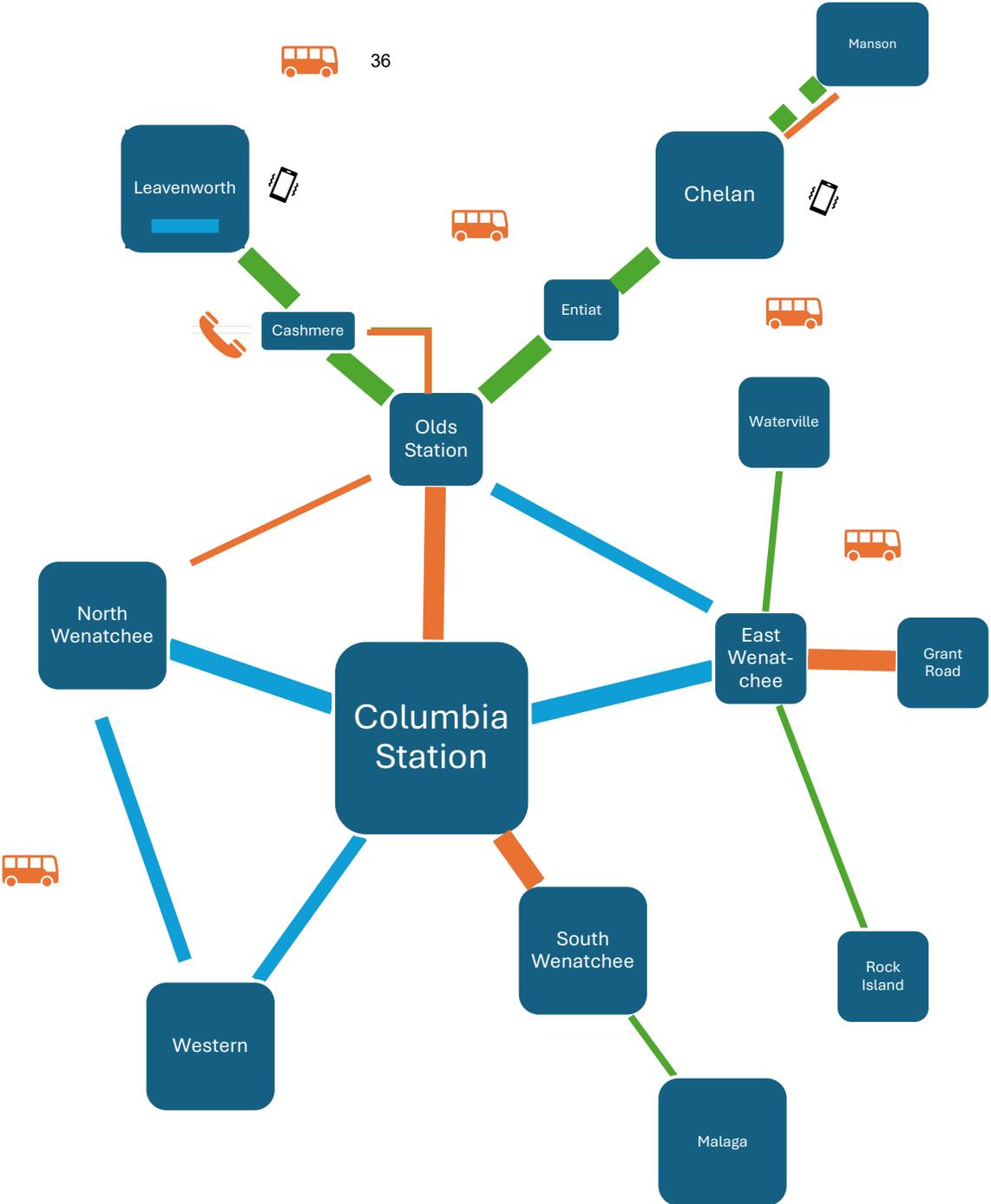
 = DART

Urban Frequency

-  30 min
-  15 min

Regional Frequency

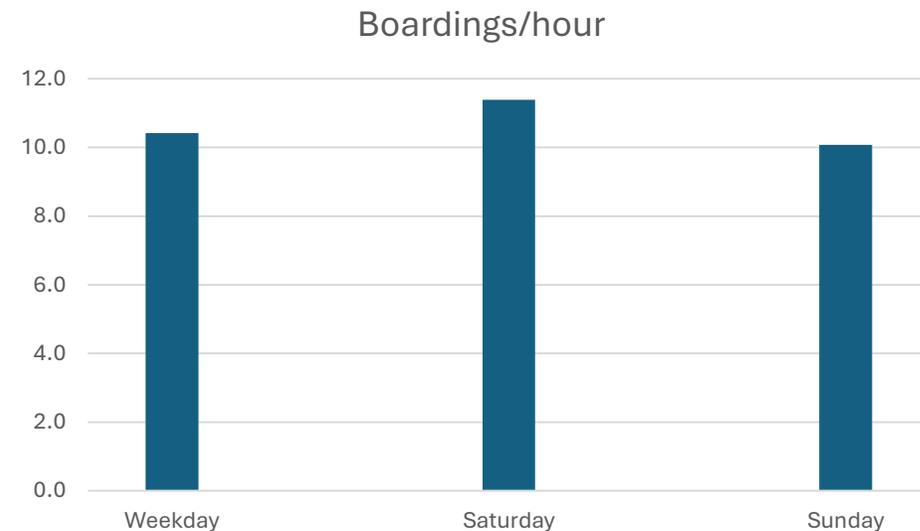
-  >60 min
-  30-60 min



Meeting Demand for More Weekend and Evening Service

- Weekend urban route hours are limited to 8-10 hours but productivity is high
- High ridership regional and urban routes are productive on the last two trips of the day

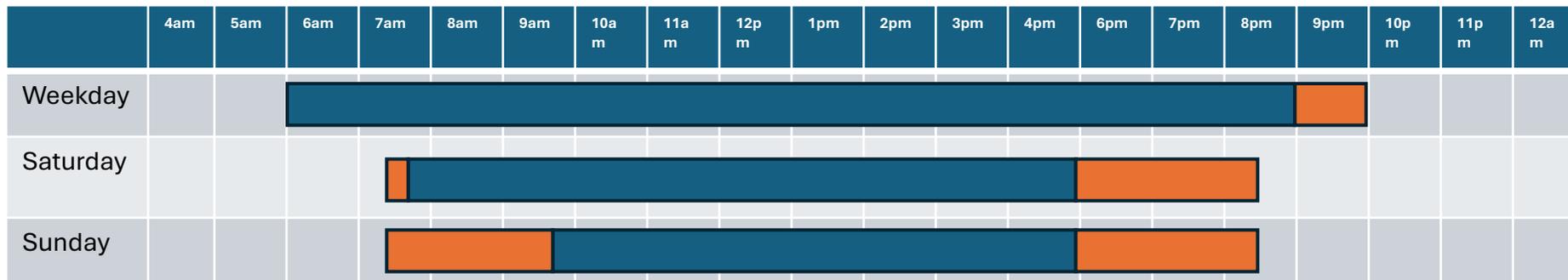
Productivity by Day of Week



Urban Hours of Service: Today

	4am	5am	6am	7am	8am	9am	10a m	11a m	12p m	1pm	2pm	3pm	4pm	6pm	7pm	8pm	9pm	10p m	11p m	12a m	
Weekday			Service																		
Saturday				Service																	
Sunday						Service															

Urban Hours of Service: 2035

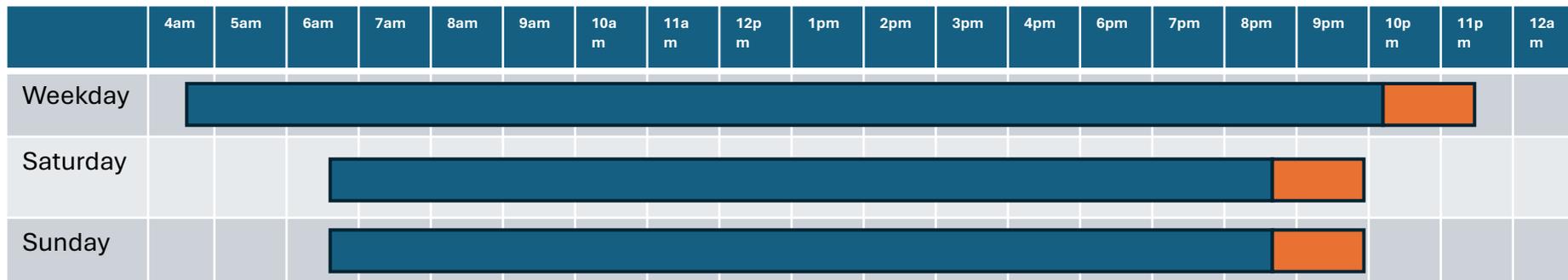


Trips could be added to routes where ridership data indicates demand for earlier and/or later service

Regional Hours of Service: Today

	4am	5am	6am	7am	8am	9am	10a m	11a m	12p m	1pm	2pm	3pm	4pm	6pm	7pm	8pm	9pm	10p m	11p m	12a m
Weekday	[Service hours bar from 4am to 9pm]																			
Saturday			[Service hours bar from 7am to 8pm]																	
Sunday			[Service hours bar from 7am to 8pm]																	

Regional Hours of Service: 2035

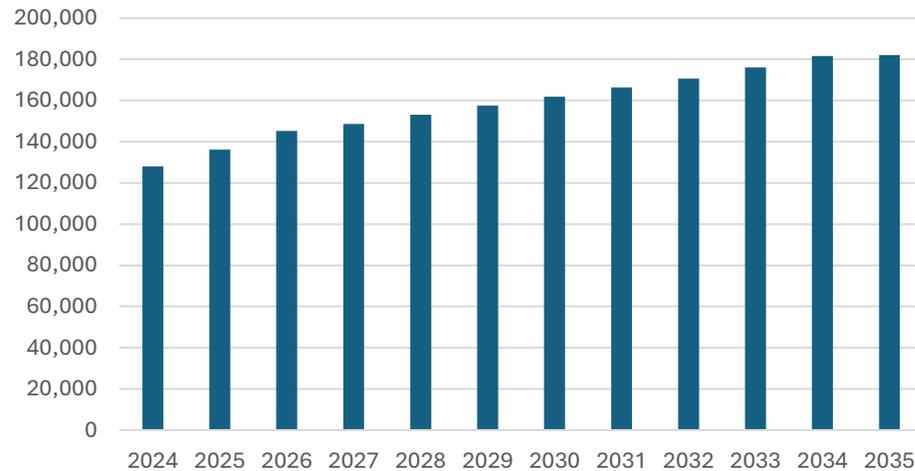


Trips could be added to routes where ridership data indicates demand for earlier and/or later service

Estimated Fixed & Deviated Route Service Hours

One-third more service

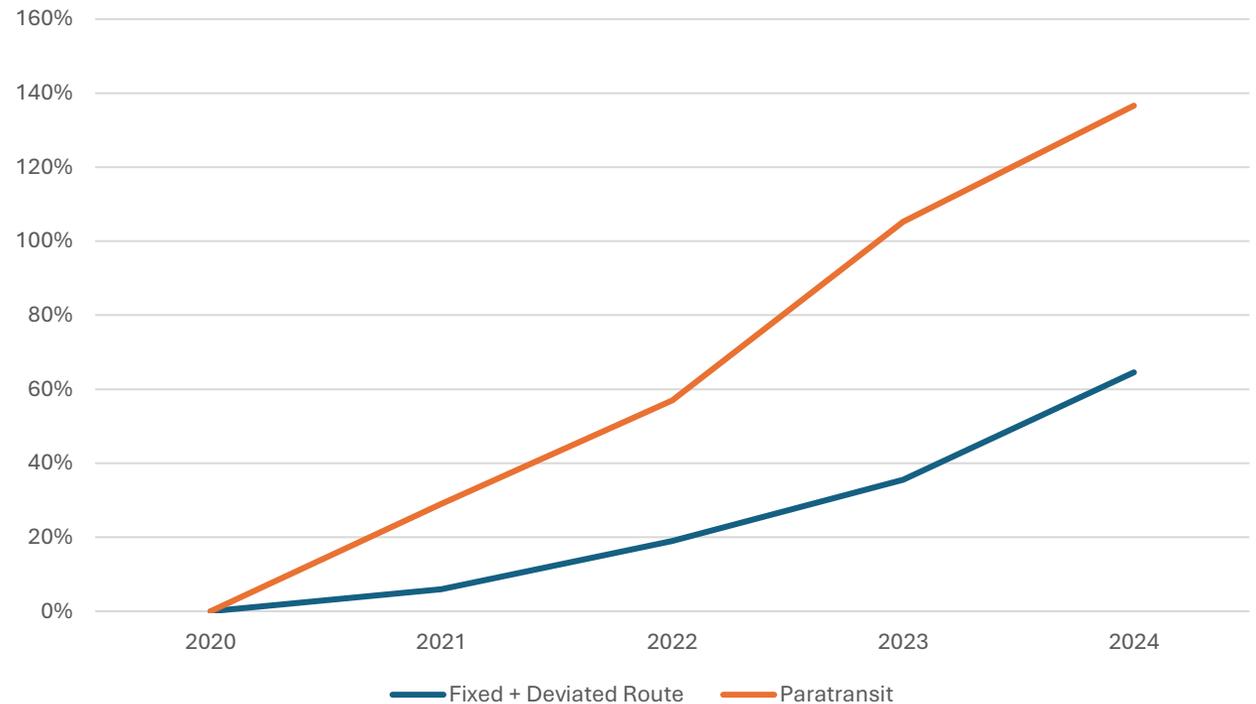
Annual Service Hours – 2.5% growth per year



Managing Rapid LinkPlus Growth

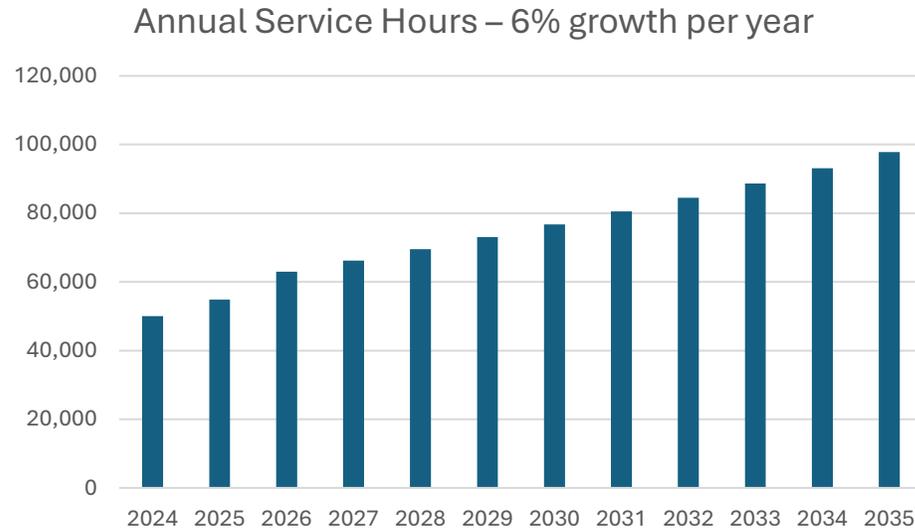
- Demand response growing twice as fast as fixed route service demand
- Agency needs a sustainable growth trajectory to ensure service is there for those who need it
- LinkPlus peer review planned

Cumulative Growth Rates for Average Weekday Service



Estimated Demand Response Resources

Projected 75%+ increase in service



- Critical community service
- Peer review to examine high rate of growth and options to ensure long-term sustainability



Looking Ahead

- November '25– Board considers adopting strategic priorities
- Q1-Q3 '26 - Planning studies and public outreach
 - LinkPlus peer review
 - Park-and-ride demand study
 - Pilot new rural service
 - Public outreach regarding community vans, zone service, and other models for low density rural areas
 - Service network plan – frequency, hours, service areas
 - Begin to develop route specific detail based on public input
- August '26 - Board considers annual Transit Development Plan



Link Transit
connecting our communities



CONSENT AGENDA

October 21, 2025

- 1) September 16, 2025 meeting minutes
- 2) Accounts Payable Warrants September 1-30, 2025
- 3) Payroll Warrants from September 1-30, 2025

All matters listed within the Consent Agenda have been distributed to the Board for reading and study. They are routine and are enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

**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.

(This section intentionally left blank)

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



Financial Reports

September 1-30, 2025

ACCOUNTS PAYABLE WARRANTS

Accounts payable total: \$1,691,666.75

Check Numbers:

116046-116133; 116135-116233

(Including any voided checks)

September 1-30, 2025

PAYROLL WARRANTS & DIRECT DEPOSIT

Payroll total: \$956,552.94

ACH & Check Numbers 116037-116045; 116134



September 2025 Warrant Registers

Attached for your consideration are the Warrant Registers and Payroll Registers for September 2025

Significant non-monthly and non-standard costs include:

Amount	Warrant Number	Description
\$14,155.86	116093	Halverson's Auto Body - Accident Repair
\$10,816.00	116115	Seattle's Finest - Police Presence
\$10,612.00	116157	Howell at the Moon - Marketing Video Production
\$13,659.79	116187	Transpo - TDP & Strategic Plan Development
\$30,535.81	116192	Axe Fire & Security - Fire System Upgrade
\$29,927.12	116213	RH2 Engineering - Bus Garage
\$768,228.35	116228	Model 1 Commercial - 6 Paratransit Cutaways

September 30, 2025			
Summary of			
Date of	Accounts Payable Warrants	Check	Amount
Check	Payroll Warrants	Number	
	PR-Direct Deposit		
September 5, 2025	Payroll Warrants	116037 - 116045, ACH	485,681.66
September 8 - 11, 2025	Warrants Payable	116046 - 116133	633,517.43
September 19, 2025	Payroll Warrants	116134, ACH	470,871.28
September 22 -29, 2025	Warrants Payable	116135 -116233	1,058,149.32
			<u>\$ 2,648,219.69</u>

Payroll Check Register

Check Date: 09/05/2025

Employee No	Department	Name	Check No	Net Pay	Ach Net Pay
206	50	JEFF BALAURO	00116037	\$1,079.18	\$0.00
219	10	BOBBY BEASON	00116038	\$825.83	\$0.00
263	10	ASHLEY D BRANDFAS	00116039	\$615.37	\$0.00
384	10	GABRIEL J CUEVAS	00116040	\$348.50	\$0.00
598	10	MIGUEL FARIAS	00116041	\$864.58	\$0.00
704	10	THERON A GARCIA	00116042	\$180.68	\$0.00
745	10	ELIZABETH GUZMAN	00116043	\$164.20	\$0.00
1562	10	TOTO O'REILLY	00116044	\$148.76	\$0.00
2065	10	ROBERTO TORRES	00116045	\$906.38	\$0.00
105	10	WESLEY H ABBEY	NoCheck	\$0.00	\$2,721.97
109	10	RICHARD P ALBERT	NoCheck	\$0.00	\$2,400.20
147	10	JEFFREY ALLSHOUSE	NoCheck	\$0.00	\$308.96
151	10	TYLER ALLSTOT	NoCheck	\$0.00	\$1,705.61
138	10	BULMARO AMBROCIO HERRERA	NoCheck	\$0.00	\$1,883.11
139	50	OMAR AMBROCIO VASQUEZ	NoCheck	\$0.00	\$2,559.65
155	50	ED ARCHER	NoCheck	\$0.00	\$5,883.99
155	50	ED ARCHER	NoCheck	\$0.00	\$3,998.21
159	11	DOMINIC ASHMORE	NoCheck	\$0.00	\$1,658.20
161	16	MIKE ASPEN	NoCheck	\$0.00	\$2,014.75
161	16	MIKE ASPEN	NoCheck	\$0.00	\$2,196.21
162	11	JACOB AUSTIN	NoCheck	\$0.00	\$3,009.55
206	50	JEFF BALAURO	NoCheck	\$0.00	\$3,198.87
201	49	SHJON S BALAURO	NoCheck	\$0.00	\$1,557.76
203	10	LORELEI BARNES	NoCheck	\$0.00	\$2,140.61
140	45	YERANIA M BARRERA-AGUILAR	NoCheck	\$0.00	\$1,665.13
214	11	PEDRO A BARRERA-BLANCO	NoCheck	\$0.00	\$2,501.00
219	10	BOBBY BEASON	NoCheck	\$0.00	\$2,777.10
234	10	SHAMYIA M BECERRA	NoCheck	\$0.00	\$2,519.59
233	10	STEVEN C BECK	NoCheck	\$0.00	\$1,974.06
232	10	MICHAEL BELL	NoCheck	\$0.00	\$3,230.52
235	10	JONATHAN BELLO	NoCheck	\$0.00	\$826.00
236	30	KIMBERLY BELT	NoCheck	\$0.00	\$1,851.81
237	10	LUIS R BELTRAN	NoCheck	\$0.00	\$2,290.59
224	11	JESSICA R BENNETT	NoCheck	\$0.00	\$2,696.32
241	40	DONALD BILLEN	NoCheck	\$0.00	\$3,712.31
243	16	JULIE A BILLER	NoCheck	\$0.00	\$2,379.56
228	10	JOSE BLANCO	NoCheck	\$0.00	\$2,015.83
258	10	GRANT BOWEN-PICARD	NoCheck	\$0.00	\$2,404.87
278	10	JAMES P BRADY	NoCheck	\$0.00	\$597.22
278	10	JAMES P BRADY	NoCheck	\$0.00	\$699.19
263	10	ASHLEY D BRANDFAS	NoCheck	\$0.00	\$3,022.61

Employee No	Department	Name	56	Check No	Net Pay	Ach Net Pay
269	10	THOMAS E BRAUN		NoCheck	\$0.00	\$2,058.95
272	30	JUSTIN C BROCKWELL		NoCheck	\$0.00	\$1,817.58
218	10	SCOTT P BROWN		NoCheck	\$0.00	\$2,328.40
271	10	TONYA R BROWNING		NoCheck	\$0.00	\$3,088.82
1979	45	ADINA J BRUKETTA		NoCheck	\$0.00	\$2,127.91
279	10	ASTRID O BULL		NoCheck	\$0.00	\$2,394.66
223	10	PATRICK B BURNS		NoCheck	\$0.00	\$1,808.71
296	45	SHAAID BUSTOS SALGADO		NoCheck	\$0.00	\$1,936.16
312	10	THOMAS T CAMPBELL		NoCheck	\$0.00	\$1,850.50
309	10	JESUS CAPI		NoCheck	\$0.00	\$1,790.76
310	11	LEONARD J CARUSO		NoCheck	\$0.00	\$2,914.97
306	10	JUAN CASTRO		NoCheck	\$0.00	\$2,249.19
328	40	ALYSSA L CHAMBERLAIN		NoCheck	\$0.00	\$2,118.17
332	10	JOHN J CHAMBERS		NoCheck	\$0.00	\$2,230.73
331	11	TRISHA A CHANG		NoCheck	\$0.00	\$2,818.98
344	10	CHRISTOPHER R CLARK		NoCheck	\$0.00	\$2,128.28
352	16	KRISTY E COCKRUM		NoCheck	\$0.00	\$2,492.78
365	20	NICK COVEY		NoCheck	\$0.00	\$4,794.93
366	11	RAMON D COX		NoCheck	\$0.00	\$3,064.74
368	10	GARY L CRANWELL		NoCheck	\$0.00	\$1,215.01
381	50	AARON R CRUTCHER		NoCheck	\$0.00	\$3,019.78
384	10	GABRIEL J CUEVAS		NoCheck	\$0.00	\$2,371.70
386	10	JOSE L CUEVAS		NoCheck	\$0.00	\$3,057.26
406	10	BRANDON E DANIEL		NoCheck	\$0.00	\$2,031.51
409	20	SELINA I DANKO		NoCheck	\$0.00	\$2,271.40
425	11	JEFF A DAY		NoCheck	\$0.00	\$3,494.01
454	10	DIANA P DENHAM		NoCheck	\$0.00	\$2,160.20
465	10	GARY A DOERSCHLAG		NoCheck	\$0.00	\$2,153.77
467	45	JENNIFER M DOLGE		NoCheck	\$0.00	\$3,779.02
487	10	JOHN G DUFRANE		NoCheck	\$0.00	\$1,515.30
485	10	STEPHANIE L DURRANT		NoCheck	\$0.00	\$1,877.03
502	16	JOSHUA J EMMONS		NoCheck	\$0.00	\$1,833.60
1428	10	TYLER-ANNE M EMMONS		NoCheck	\$0.00	\$1,815.33
509	10	SCOTT P ENGLISH		NoCheck	\$0.00	\$1,960.92
575	50	JESUS H ESPINOZA		NoCheck	\$0.00	\$2,175.84
577	10	RODOLFO ESPINOZA		NoCheck	\$0.00	\$1,899.38
577	10	RODOLFO ESPINOZA		NoCheck	\$0.00	\$171.46
576	50	ANIVAN ESTRADA		NoCheck	\$0.00	\$1,925.67
581	16	ROBERT L EVERETT		NoCheck	\$0.00	\$2,427.97
605	10	DOMINIC M FABIAN		NoCheck	\$0.00	\$2,632.24
597	31	ANDRES G FARIAS		NoCheck	\$0.00	\$2,604.84
598	10	MIGUEL FARIAS		NoCheck	\$0.00	\$2,335.13
608	10	ROBERT W FERGUSON		NoCheck	\$0.00	\$1,522.18
620	31	DYLAN J FIORINI		NoCheck	\$0.00	\$2,958.50
640	10	TINA M FISHER		NoCheck	\$0.00	\$2,060.81

Employee No	Department	Name	57	Check No	Net Pay	Ach Net Pay
556	49	DOUG D FOLAND		NoCheck	\$0.00	\$1,173.46
677	10	JUAN A FUENTES		NoCheck	\$0.00	\$2,439.30
704	10	THERON A GARCIA		NoCheck	\$0.00	\$2,792.32
729	10	MIKA R GINGERICH		NoCheck	\$0.00	\$2,296.16
754	10	TROY A GONZALEZ		NoCheck	\$0.00	\$3,173.29
734	10	SEAN P GORMAN		NoCheck	\$0.00	\$2,056.95
759	11	EMILY T GREEN		NoCheck	\$0.00	\$2,728.87
739	10	CARLOS U GUTIERREZ		NoCheck	\$0.00	\$2,401.03
744	10	JUAN CARLOS GUTIERREZ-BRAVO		NoCheck	\$0.00	\$2,556.79
745	10	ELIZABETH GUZMAN		NoCheck	\$0.00	\$3,340.55
778	50	RIGOBERTO GUZMAN		NoCheck	\$0.00	\$1,920.45
788	10	DOUGLAS A HALL		NoCheck	\$0.00	\$2,047.69
781	10	JOHNNY D HARMON		NoCheck	\$0.00	\$1,867.31
773	40	PAUL T HEFFERNAN		NoCheck	\$0.00	\$2,064.95
828	10	RAUL HERNANDEZ		NoCheck	\$0.00	\$2,011.16
764	10	MICHAEL J HERRERA		NoCheck	\$0.00	\$2,352.83
772	50	DUSTIN L HERRON		NoCheck	\$0.00	\$1,684.25
775	10	JEREMIAH R HODGES		NoCheck	\$0.00	\$1,970.66
782	10	AMANDA M HOWARD		NoCheck	\$0.00	\$1,875.13
799	10	TINA M JAHR		NoCheck	\$0.00	\$1,531.84
1008	10	MICHAEL A JARBEAU		NoCheck	\$0.00	\$1,252.03
1028	10	JONATHAN E JOHNSON		NoCheck	\$0.00	\$1,206.05
1029	50	RAVINN A JOHNSON		NoCheck	\$0.00	\$3,134.78
1033	50	CHAUNCEY L JONASSEN		NoCheck	\$0.00	\$3,292.60
1075	10	DOUGLAS G JOSEPH		NoCheck	\$0.00	\$1,958.27
1128	40	PETER W KAPPLER		NoCheck	\$0.00	\$1,954.19
1139	10	HERBERT S KHANTIOK		NoCheck	\$0.00	\$2,383.15
1134	50	ROBERT J KIRK		NoCheck	\$0.00	\$3,133.53
1175	10	STEPHANNIE D KUNTZ		NoCheck	\$0.00	\$2,153.11
1227	50	DEVIN R LARSON		NoCheck	\$0.00	\$2,495.56
1208	49	KYLE S LARSON		NoCheck	\$0.00	\$2,142.94
1207	35	SHAWN A LARSON		NoCheck	\$0.00	\$3,008.63
1236	10	CLARK G LEWIS		NoCheck	\$0.00	\$1,951.25
1196	10	ROBERT A LEWIS		NoCheck	\$0.00	\$1,141.82
1196	10	ROBERT A LEWIS		NoCheck	\$0.00	\$2,209.94
1237	10	DAVID L LIEN		NoCheck	\$0.00	\$1,220.59
1253	10	RONALD L LYMAN		NoCheck	\$0.00	\$2,284.29
1352	10	DIEGO A MANRRIQUEZ		NoCheck	\$0.00	\$1,976.38
1291	10	JUAN P MARTINEZ		NoCheck	\$0.00	\$2,160.60
1294	10	ALEXANDER L MAYO		NoCheck	\$0.00	\$2,931.79
1302	10	JERAD L MCCULLOUGH		NoCheck	\$0.00	\$1,828.12
1343	50	MAX W MCEACHERN		NoCheck	\$0.00	\$1,888.43
1290	49	MEGAN S MCKENZIE		NoCheck	\$0.00	\$1,358.29
1353	45	LUKAS R MEEKER		NoCheck	\$0.00	\$2,856.69
1436	50	ALBARO MELENDREZ		NoCheck	\$0.00	\$2,159.37

Employee No	Department	Name	58	Check No	Net Pay	Ach Net Pay
1439	10	ROBERTO MELENDREZ MENDOZA		NoCheck	\$0.00	\$1,924.84
1356	10	PEDRO MELENDREZ		NoCheck	\$0.00	\$2,074.07
1351	10	OSCAR MENDOZA		NoCheck	\$0.00	\$2,076.55
1350	10	MOISES MERCADO		NoCheck	\$0.00	\$2,529.74
1438	11	ROSS E MILLER		NoCheck	\$0.00	\$2,001.89
307	30	SAMANTHA L MILLER		NoCheck	\$0.00	\$1,851.77
1355	10	CEDAR B MINGO		NoCheck	\$0.00	\$3,621.52
1400	10	CLINTON H MOON		NoCheck	\$0.00	\$1,515.48
1420	10	ABEL MORENO		NoCheck	\$0.00	\$2,761.13
1422	10	DAVID C MORIN		NoCheck	\$0.00	\$1,134.61
1427	10	CRAIG J MORRIS		NoCheck	\$0.00	\$2,013.51
1423	10	TAWNEE M MOSIER		NoCheck	\$0.00	\$2,137.68
1434	16	JORDAN MUNDAY		NoCheck	\$0.00	\$2,402.33
1440	35	DAWSON E MURREN		NoCheck	\$0.00	\$2,732.81
1456	10	TIMOTHY B NORRIS		NoCheck	\$0.00	\$2,004.08
1564	10	ELI A OLIVARES		NoCheck	\$0.00	\$2,570.44
1566	10	OMAR OLIVARES VARGAS		NoCheck	\$0.00	\$2,528.99
1562	10	TOTO O'REILLY		NoCheck	\$0.00	\$2,484.76
1563	30	PADEN OSTERLUND		NoCheck	\$0.00	\$2,769.26
1561	35	CAMI L OSTROM		NoCheck	\$0.00	\$2,352.47
1634	49	MONICA PEREZ DE GUERRERO		NoCheck	\$0.00	\$1,428.30
1632	10	CESAR PEREZ GUTIERRES		NoCheck	\$0.00	\$2,093.19
1619	10	ARTURO J PEREZ JIMENEZ		NoCheck	\$0.00	\$1,910.68
1636	10	RHONDA J PEREZ		NoCheck	\$0.00	\$2,572.23
1662	49	JONATHAN POLLOCK		NoCheck	\$0.00	\$1,890.15
148	10	JESSICA POLLOW		NoCheck	\$0.00	\$2,372.33
1678	10	VICTOR W PORROVECCHIO		NoCheck	\$0.00	\$3,052.46
1680	10	MARTIN K PRICE		NoCheck	\$0.00	\$2,652.00
1822	11	BRAD R RADER		NoCheck	\$0.00	\$2,753.81
1825	50	ANTHONY D REALME		NoCheck	\$0.00	\$4,074.82
1850	10	MONTI A REALME		NoCheck	\$0.00	\$1,410.68
1826	50	JOSEPH J REDMON		NoCheck	\$0.00	\$3,208.04
1833	16	RANDY R REQUA		NoCheck	\$0.00	\$2,439.38
1835	10	DANIEL REYES		NoCheck	\$0.00	\$2,129.55
1831	10	HECTOR J REYNA		NoCheck	\$0.00	\$2,423.75
1837	50	EMILY REYNOLDS		NoCheck	\$0.00	\$1,899.88
1862	10	ROBIN ROBBINS		NoCheck	\$0.00	\$2,746.72
1863	10	TAWNYA R ROCKNEY		NoCheck	\$0.00	\$1,483.52
1875	30	JOSE A RODRIGUEZ		NoCheck	\$0.00	\$1,837.03
1869	50	SERGIO RODRIGUEZ LEMUS		NoCheck	\$0.00	\$3,146.82
1877	10	SALVADOR RODRIGUEZ VIDAL, JR.		NoCheck	\$0.00	\$2,163.48
1866	10	ALEJANDRO RODRIGUEZ-CORTEZ		NoCheck	\$0.00	\$2,514.60
1878	10	DAVID M ROSE		NoCheck	\$0.00	\$2,203.20
1876	50	ARMANDO RUIZ		NoCheck	\$0.00	\$2,783.30
1916	10	MAHER J SADIA		NoCheck	\$0.00	\$2,496.15

Employee No	Department	Name	59	Check No	Net Pay	Ach Net Pay
1900	10	MARTIN SALGADO		NoCheck	\$0.00	\$1,991.90
1901	50	JESSE A SALMON		NoCheck	\$0.00	\$1,974.38
1919	49	JUANITA L SANDBERG		NoCheck	\$0.00	\$2,024.36
1931	10	ALEXIS SANTILLAN VALDEZ		NoCheck	\$0.00	\$1,842.90
1929	49	ERIC SCHELL		NoCheck	\$0.00	\$1,906.89
1933	50	TRISTAN L SCOTT		NoCheck	\$0.00	\$1,692.86
1553	10	RICHARD E SEBEK		NoCheck	\$0.00	\$1,978.48
1600	45	DEBORAH K SETON PAINE		NoCheck	\$0.00	\$9,056.39
1600	45	DEBORAH K SETON PAINE		NoCheck	\$0.00	\$3,198.34
1944	35	JULIE Y SHIPMAN		NoCheck	\$0.00	\$3,277.27
1967	10	CHARLES B SIX		NoCheck	\$0.00	\$2,535.29
1953	35	WALKER A SJOLANDER		NoCheck	\$0.00	\$1,726.50
1947	16	MICHELLE SLATER		NoCheck	\$0.00	\$2,500.50
1969	10	BG D SMITH		NoCheck	\$0.00	\$2,756.96
1968	10	DAYLON R SMITH		NoCheck	\$0.00	\$1,813.99
1963	49	JEFF M SMITH		NoCheck	\$0.00	\$3,135.84
1959	35	JODY C SMITH		NoCheck	\$0.00	\$2,886.77
1975	50	MIGUEL A SOLACHE		NoCheck	\$0.00	\$1,983.14
1986	10	DEANNA B SPENCER		NoCheck	\$0.00	\$1,940.56
1984	10	GARTH J STREETER		NoCheck	\$0.00	\$2,109.75
1660	11	JENNIFER M THERIEN		NoCheck	\$0.00	\$3,040.34
1661	50	JOHN J THERIEN		NoCheck	\$0.00	\$3,165.38
2028	16	TINA M THORPE		NoCheck	\$0.00	\$2,199.06
2022	50	JIM L TIPPENS		NoCheck	\$0.00	\$3,105.38
2041	10	RUTH J TOLER		NoCheck	\$0.00	\$2,077.25
2058	10	JAIME S TORRES		NoCheck	\$0.00	\$2,078.44
2060	10	JOSE TORRES		NoCheck	\$0.00	\$2,461.20
2065	10	ROBERTO TORRES		NoCheck	\$0.00	\$2,150.26
2295	10	TONY J VALESON		NoCheck	\$0.00	\$2,157.67
2299	10	PEDRO VERA GOMEZ		NoCheck	\$0.00	\$1,747.36
2303	50	JOSEPH D WAGNER		NoCheck	\$0.00	\$1,922.58
2307	11	SARAH G WALKER		NoCheck	\$0.00	\$3,775.29
2333	45	ERIC R WEST		NoCheck	\$0.00	\$3,248.19
2352	35	KRYSTAL WHITEHALL		NoCheck	\$0.00	\$2,061.32
2351	40	JOSHUA WILLEY		NoCheck	\$0.00	\$1,971.94
2350	10	JAMES F WILSON, JR		NoCheck	\$0.00	\$2,410.35
2370	31	JOHN C WOLD		NoCheck	\$0.00	\$2,521.55
2347	50	MATTHEW WRIGHT		NoCheck	\$0.00	\$2,687.14
2398	10	DAVID W YEAST		NoCheck	\$0.00	\$2,206.58
Total					\$5,133.48	\$480,548.18
Grand Total					\$485,681.66	

Accounts Payable Disbursement List

Vendor #	Name	Check #	Date	Amount	Voided	Comments
156	AFLAC	00116046	9/8/2025	\$246.24	<input type="checkbox"/>	SUPPLEMENTAL INSURANCE
1665	CLUB LINK	00116047	9/8/2025	\$880.00	<input type="checkbox"/>	MEMBERSHIP DUES
2301	DEPT OF SOCIAL & HEALTH	00116048	9/8/2025	\$1,331.00	<input type="checkbox"/>	CHILD SUPPORT
3632	HRA VEBA TRUST	00116049	9/8/2025	\$11,100.00	<input type="checkbox"/>	VEBA CONTRIBUTIONS
5420	LEGALSHIELD	00116050	9/8/2025	\$49.85	<input type="checkbox"/>	EMPLOYEE SERVICES
4169	Lincoln National Life Insurance Co	00116051	9/8/2025	\$6,707.33	<input type="checkbox"/>	INSURANCE PREMIUMS
3680	MISSIONSQUARE 303576	00116052	9/8/2025	\$19,974.21	<input type="checkbox"/>	DEFERRED COMP CONTRIBUTIONS
4822	NW ADMIN. TRANSFER ACCT	00116053	9/8/2025	\$336,272.00	<input type="checkbox"/>	MEDICAL INS-TEAMSTERS
6146	TEAMSTERS	00116054	9/8/2025	\$7,356.00	<input type="checkbox"/>	UNION DUES
7346	WESTERN CONF OF TEAMSTER	00116055	9/8/2025	\$23,594.84	<input type="checkbox"/>	PENSION FUNDS
4177	LINK - P Card Account	00116056	9/9/2025		<input checked="" type="checkbox"/>	TRAVEL, COMP SUPPLIES
4177	LINK - P Card Account	00116057	9/9/2025		<input checked="" type="checkbox"/>	TRAVEL, COMP SUPPLIES
4177	LINK - P Card Account	00116058	9/9/2025		<input checked="" type="checkbox"/>	TRAVEL, COMP SUPPLIES
4177	LINK - P Card Account	00116059	9/9/2025		<input checked="" type="checkbox"/>	TRAVEL, COMP SUPPLIES
4177	LINK - P Card Account	00116060	9/9/2025		<input checked="" type="checkbox"/>	TRAVEL, COMP SUPPLIES
4177	LINK - P Card Account	00116061	9/9/2025		<input checked="" type="checkbox"/>	TRAVEL, COMP SUPPLIES
4177	LINK - P Card Account	00116062	9/9/2025		<input checked="" type="checkbox"/>	TRAVEL, COMP SUPPLIES
4177	LINK - P Card Account	00116063	9/9/2025		<input checked="" type="checkbox"/>	TRAVEL, COMP SUPPLIES
4177	LINK - P Card Account	00116064	9/9/2025		<input checked="" type="checkbox"/>	TRAVEL, COMP SUPPLIES
4177	LINK - P Card Account	00116065	9/9/2025		<input checked="" type="checkbox"/>	TRAVEL, COMP SUPPLIES
4177	LINK - P Card Account	00116066	9/9/2025		<input checked="" type="checkbox"/>	TRAVEL, COMP SUPPLIES
4177	LINK - P Card Account	00116067	9/9/2025		<input checked="" type="checkbox"/>	TRAVEL, COMP SUPPLIES
4177	LINK - P Card Account	00116068	9/9/2025	\$45,389.83	<input type="checkbox"/>	TRAVEL, COMP SUPPLIES
134	A & E AUTO GLASS LLC	00116069	9/11/2025	\$435.20	<input type="checkbox"/>	AUTO GLASS
194	A & I Distributors	00116070	9/11/2025	\$915.92	<input type="checkbox"/>	MAINT SUPPLIES
405	A CENTRAL	00116071	9/11/2025	\$597.07	<input type="checkbox"/>	FENCE PANELS/CHAIN LIN
453	AAA Fire Protection Inc.	00116072	9/11/2025	\$0.00	<input checked="" type="checkbox"/>	FIRE PROTECTION
487	ASHLEY BRANDFAS	00116073	9/11/2025	\$58.21	<input type="checkbox"/>	TRAVEL
750	Big Belly Solar, LLC	00116074	9/11/2025	\$812.61	<input type="checkbox"/>	WASTE DISPOSAL
313	BULMARO AMBROCIO HERRERA	00116075	9/11/2025	\$200.00	<input type="checkbox"/>	UNIFORM REIMB
1031	BYD COACH & BUS LLC	00116076	9/11/2025	\$528.08	<input type="checkbox"/>	MAINT SUPPLIES
1500	CHELAN CO PUD	00116077	9/11/2025	\$16,997.26	<input type="checkbox"/>	UTILITIES
1520	CHELAN CO TREASURER	00116078	9/11/2025	\$1,137.64	<input type="checkbox"/>	EASY & SCHOOL ST PROJECT
411	Cintas Corporation	00116079	9/11/2025	\$3,939.23	<input type="checkbox"/>	UNIFORMS
480	Cintas Corporation No. 2- Do Not U	00116080	9/11/2025	\$0.00	<input checked="" type="checkbox"/>	FIRST AID PRODUCTS
4155	CITY OF LEAVENWORTH	00116081	9/11/2025	\$209.10	<input type="checkbox"/>	UTILITIES

Vendor #	Name	Check #	Date ₆₁	Amount	Voided	Comments
1664	CITY OF WENATCHEE	00116082	9/11/2025	\$5,526.01	<input type="checkbox"/>	UTILITIES
4826	COLEMAN OIL COMPANY	00116083	9/11/2025	\$47,762.37	<input type="checkbox"/>	FUEL
1820	COMMERCIAL TIRE	00116084	9/11/2025		<input checked="" type="checkbox"/>	TIRES
1820	COMMERCIAL TIRE	00116085	9/11/2025	\$18,489.12	<input type="checkbox"/>	TIRES
2080	CUMMINS INC	00116086	9/11/2025	\$4,224.48	<input type="checkbox"/>	MAINT SUPPLIES
2290	DEPARTMENT OF LICENSING	00116087	9/11/2025	\$294.75	<input type="checkbox"/>	NEW VEHICLE LICENSE
297	DOUGLAS COUNTY PUD	00116088	9/11/2025	\$2,225.00	<input type="checkbox"/>	UTILITIES
2398	EASTERN CASCADE DISTRIBUTI	00116089	9/11/2025	\$947.83	<input type="checkbox"/>	JANITORIAL
2780	FEDERAL EXPRESS	00116090	9/11/2025	\$13.96	<input type="checkbox"/>	PRIORITY MAIL
3005	GILLIG LLC	00116091	9/11/2025	\$1,276.44	<input type="checkbox"/>	MAINT SUPPLIES
3040	GO USA INC.	00116092	9/11/2025	\$481.28	<input type="checkbox"/>	UNIFORMS
3290	HALVERSONS AUTO BODY INC.	00116093	9/11/2025	\$14,155.86	<input type="checkbox"/>	BUS BODY REPAIR
3648	HOLADAY'S CUSTOM MUFFLER	00116094	9/11/2025	\$190.58	<input type="checkbox"/>	MAINT SUPPLIES
3652	HOME DEPOT	00116095	9/11/2025	\$115.82	<input type="checkbox"/>	FAC SUPPLIES
3721	INLAND NORTHWEST CINEMEDI	00116096	9/11/2025	\$925.00	<input type="checkbox"/>	ADVERTISING
2944	JONES & BARTLETT LEARNING	00116097	9/11/2025	\$4,341.14	<input type="checkbox"/>	TRAINING MATERIALS
496	JUAN A FUENTES	00116098	9/11/2025	\$200.00	<input type="checkbox"/>	UNIFORM REIMB
4070	LAKE CHELAN HOSPITAL	00116099	9/11/2025	\$5,040.00	<input type="checkbox"/>	CHELAN SENIOR TRIPS
2953	LGS GROUP AUTOMATIVE TECH	00116100	9/11/2025	\$102.52	<input type="checkbox"/>	MAINT SUPPLIES
4179	LOCAL TEL COMMUNICATIONS	00116101	9/11/2025	\$1,330.46	<input type="checkbox"/>	COMPUTER PROGRAMING
3800	NAPA Auto Parts	00116102	9/11/2025		<input checked="" type="checkbox"/>	MAINT SUPPLIES
3800	NAPA Auto Parts	00116103	9/11/2025	\$896.19	<input type="checkbox"/>	MAINT SUPPLIES
4922	ODP BUSINESS SOLUTIONS LLC	00116104	9/11/2025	\$1,899.53	<input type="checkbox"/>	OFFICE SUPPLIES
1873	O'REILLY AUTO PARTS / CSK	00116105	9/11/2025		<input checked="" type="checkbox"/>	MAINT SUPPLIES
1873	O'REILLY AUTO PARTS / CSK	00116106	9/11/2025	\$2,754.29	<input type="checkbox"/>	MAINT SUPPLIES
3820	PAT ARMSTRONG FORD	00116107	9/11/2025	\$626.24	<input type="checkbox"/>	MAINT SUPPLIES
495	PAT MCDANIEL	00116108	9/11/2025	\$40.00	<input type="checkbox"/>	REIMBURSEMENT
5291	PLATT	00116109	9/11/2025	\$484.89	<input type="checkbox"/>	LIFT EQUIPMENT
5777	RH2 ENGINEERING, INC	00116110	9/11/2025	\$929.75	<input type="checkbox"/>	ENGINEERING SERVICES
3695	Ricoh USA Inc.	00116111	9/11/2025	\$1,965.56	<input type="checkbox"/>	PRINTING
4601	Roberto Melendrez	00116112	9/11/2025	\$163.63	<input type="checkbox"/>	UNIFORM REIMB
5623	ROMAINE ELECTRIC	00116113	9/11/2025	\$469.12	<input type="checkbox"/>	AUTO PARTS
5588	ROY'S LAWN CARE & SNOWPLO	00116114	9/11/2025	\$3,427.20	<input type="checkbox"/>	LANDSCAPING
476	Seattle's Finest	00116115	9/11/2025	\$10,816.00	<input type="checkbox"/>	PROFESSIONAL SERVICES
2176	Sterling	00116116	9/11/2025	\$444.68	<input type="checkbox"/>	BACKGROUND CHECK
6005	TACOMA SCREW PRODUCT	00116117	9/11/2025	\$486.79	<input type="checkbox"/>	MAINT SUPPLIES
6171	THERMO FLUIDS, INC	00116118	9/11/2025	\$565.00	<input type="checkbox"/>	WASTE SUBSTANCES
2818	TINA FISHER	00116119	9/11/2025	\$71.65	<input type="checkbox"/>	UNIFORM REIMB

Vendor #	Name	Check #	Date ₆₂	Amount	Voided	Comments
5861	TK ELEVATOR	00116120	9/11/2025	\$2,505.54	<input type="checkbox"/>	ELEVATOR SERVICE
6256	TOTAL FILTRATION SERVICES, I	00116121	9/11/2025	\$5,381.08	<input type="checkbox"/>	MAINT SUPPLIES
25	TOWN CHRYSLER JEEP DODGE	00116122	9/11/2025	\$128.18	<input type="checkbox"/>	MAINT SUPPLIES
1458	TOWNSQUARE MEDIA, INC.	00116123	9/11/2025	\$1,184.85	<input type="checkbox"/>	ADVERTISING
456	TRANSIT	00116124	9/11/2025	\$870.40	<input type="checkbox"/>	SOFTWARE
399	UCS, LLC	00116125	9/11/2025	\$390.00	<input type="checkbox"/>	DRUG & ALCOHOL TESTING
6481	ULINE	00116126	9/11/2025	\$129.23	<input type="checkbox"/>	SHIPPING SUPPLIES
3100	W W GRAINGER INC	00116127	9/11/2025	\$143.60	<input type="checkbox"/>	MAINT SUPPLIES
6980	WASTE MANAGEMENT OF WAS	00116128	9/11/2025	\$1,805.08	<input type="checkbox"/>	UTILITIES
537	WAXIE SANITARY SUPPLY	00116129	9/11/2025	\$958.96	<input type="checkbox"/>	JANITORIAL
7130	WENATCHEE VALLEY CHAMBER	00116130	9/11/2025	\$1,100.00	<input type="checkbox"/>	MEMBERSHIP DUES
7547	WESCO PAINT & EQUIP SUPPL	00116131	9/11/2025	\$1,228.11	<input type="checkbox"/>	MAINTENANCE SUPPLIES
7375	WEX BANK	00116132	9/11/2025	\$4,425.21	<input type="checkbox"/>	FUEL PRODUCTS
7660	ZUMAR INDUSTRIES INC	00116133	9/11/2025	\$852.43	<input type="checkbox"/>	FAC MAINT SUPPLIES
Total:				\$633,517.43		

Payroll Check Register

Check Date: 09/19/2025

Employee No	Department	Name	Check No	Net Pay	Ach Net Pay
1566	10	OMAR OLIVARES VARGAS	00116134	\$2,079.34	\$0.00
105	10	WESLEY H ABBEY	NoCheck	\$0.00	\$2,564.75
109	10	RICHARD P ALBERT	NoCheck	\$0.00	\$2,018.39
147	10	JEFFREY ALLSHOUSE	NoCheck	\$0.00	\$581.79
151	10	TYLER ALLSTOT	NoCheck	\$0.00	\$2,319.40
138	10	BULMARO AMBROCIO HERRERA	NoCheck	\$0.00	\$2,051.55
139	50	OMAR AMBROCIO VASQUEZ	NoCheck	\$0.00	\$2,770.25
155	50	ED ARCHER	NoCheck	\$0.00	\$3,998.21
159	11	DOMINIC ASHMORE	NoCheck	\$0.00	\$1,389.23
161	16	MIKE ASPEN	NoCheck	\$0.00	\$2,212.97
162	11	JACOB AUSTIN	NoCheck	\$0.00	\$3,014.48
206	50	JEFF BALAURO	NoCheck	\$0.00	\$3,216.13
201	49	SHJON S BALAURO	NoCheck	\$0.00	\$1,420.67
203	10	LORELEI BARNES	NoCheck	\$0.00	\$2,436.17
140	45	YERANIA M BARRERA-AGUILAR	NoCheck	\$0.00	\$1,429.92
214	11	PEDRO A BARRERA-BLANCO	NoCheck	\$0.00	\$2,773.93
219	10	BOBBY BEASON	NoCheck	\$0.00	\$3,581.11
234	10	SHAMYIA M BECERRA	NoCheck	\$0.00	\$1,076.64
233	10	STEVEN C BECK	NoCheck	\$0.00	\$2,121.31
232	10	MICHAEL BELL	NoCheck	\$0.00	\$2,275.41
235	10	JONATHAN BELLO	NoCheck	\$0.00	\$976.28
236	30	KIMBERLY BELT	NoCheck	\$0.00	\$2,033.68
237	10	LUIS R BELTRAN	NoCheck	\$0.00	\$2,190.29
224	11	JESSICA R BENNETT	NoCheck	\$0.00	\$2,952.66
241	40	DONALD BILLEN	NoCheck	\$0.00	\$3,713.93
243	16	JULIE A BILLER	NoCheck	\$0.00	\$2,590.30
228	10	JOSE BLANCO	NoCheck	\$0.00	\$2,228.36
258	10	GRANT BOWEN-PICARD	NoCheck	\$0.00	\$2,384.95
263	10	ASHLEY D BRANDFAS	NoCheck	\$0.00	\$2,681.15
269	10	THOMAS E BRAUN	NoCheck	\$0.00	\$2,290.44
272	30	JUSTIN C BROCKWELL	NoCheck	\$0.00	\$1,710.65
218	10	SCOTT P BROWN	NoCheck	\$0.00	\$2,175.34
271	10	TONYA R BROWNING	NoCheck	\$0.00	\$3,123.50
1979	45	ADINA J BRUKETTA	NoCheck	\$0.00	\$2,117.31
279	10	ASTRID O BULL	NoCheck	\$0.00	\$1,707.06
223	10	PATRICK B BURNS	NoCheck	\$0.00	\$1,293.69
296	45	SHAAID BUSTOS SALGADO	NoCheck	\$0.00	\$1,942.30
312	10	THOMAS T CAMPBELL	NoCheck	\$0.00	\$1,808.85
309	10	JESUS CAPI	NoCheck	\$0.00	\$2,108.87
310	11	LEONARD J CARUSO	NoCheck	\$0.00	\$2,914.57
306	10	JUAN CASTRO	NoCheck	\$0.00	\$2,363.31

Employee No	Department	Name	64	Check No	Net Pay	Ach Net Pay
328	40	ALYSSA L CHAMBERLAIN		NoCheck	\$0.00	\$2,328.18
332	10	JOHN J CHAMBERS		NoCheck	\$0.00	\$2,371.54
331	11	TRISHA A CHANG		NoCheck	\$0.00	\$2,826.38
344	10	CHRISTOPHER R CLARK		NoCheck	\$0.00	\$1,920.97
352	16	KRISTY E COCKRUM		NoCheck	\$0.00	\$2,068.96
365	20	NICK COVEY		NoCheck	\$0.00	\$4,822.59
366	11	RAMON D COX		NoCheck	\$0.00	\$3,069.68
381	50	AARON R CRUTCHER		NoCheck	\$0.00	\$2,787.60
384	10	GABRIEL J CUEVAS		NoCheck	\$0.00	\$2,251.46
386	10	JOSE L CUEVAS		NoCheck	\$0.00	\$2,764.02
406	10	BRANDON E DANIEL		NoCheck	\$0.00	\$1,734.49
409	20	SELINA I DANKO		NoCheck	\$0.00	\$2,693.19
425	11	JEFF A DAY		NoCheck	\$0.00	\$3,496.48
454	10	DIANA P DENHAM		NoCheck	\$0.00	\$2,371.67
465	10	GARY A DOERSCHLAG		NoCheck	\$0.00	\$2,029.95
467	45	JENNIFER M DOLGE		NoCheck	\$0.00	\$3,780.64
487	10	JOHN G DUFRANE		NoCheck	\$0.00	\$1,770.47
485	10	STEPHANIE L DURRANT		NoCheck	\$0.00	\$2,251.17
502	16	JOSHUA J EMMONS		NoCheck	\$0.00	\$2,011.37
1428	10	TYLER-ANNE M EMMONS		NoCheck	\$0.00	\$2,052.96
509	10	SCOTT P ENGLISH		NoCheck	\$0.00	\$2,238.70
575	50	JESUS H ESPINOZA		NoCheck	\$0.00	\$1,731.46
577	10	RODOLFO ESPINOZA		NoCheck	\$0.00	\$2,124.61
576	50	ANIVAN ESTRADA		NoCheck	\$0.00	\$1,744.07
581	16	ROBERT L EVERETT		NoCheck	\$0.00	\$2,209.14
605	10	DOMINIC M FABIAN		NoCheck	\$0.00	\$2,813.55
597	31	ANDRES G FARIAS		NoCheck	\$0.00	\$2,895.59
598	10	MIGUEL FARIAS		NoCheck	\$0.00	\$2,713.87
608	10	ROBERT W FERGUSON		NoCheck	\$0.00	\$1,504.64
620	31	DYLAN J FIORINI		NoCheck	\$0.00	\$3,261.97
640	10	TINA M FISHER		NoCheck	\$0.00	\$1,962.16
556	49	DOUG D FOLAND		NoCheck	\$0.00	\$1,848.47
677	10	JUAN A FUENTES		NoCheck	\$0.00	\$2,252.10
704	10	THERON A GARCIA		NoCheck	\$0.00	\$3,371.75
729	10	MIKA R GINGERICH		NoCheck	\$0.00	\$2,174.44
754	10	TROY A GONZALEZ		NoCheck	\$0.00	\$2,366.11
734	10	SEAN P GORMAN		NoCheck	\$0.00	\$2,156.98
759	11	EMILY T GREEN		NoCheck	\$0.00	\$2,751.07
739	10	CARLOS U GUTIERREZ		NoCheck	\$0.00	\$2,615.37
744	10	JUAN CARLOS GUTIERREZ-BRAVO		NoCheck	\$0.00	\$2,292.31
745	10	ELIZABETH GUZMAN		NoCheck	\$0.00	\$2,780.55
778	50	RIGOBERTO GUZMAN		NoCheck	\$0.00	\$2,112.07
788	10	DOUGLAS A HALL		NoCheck	\$0.00	\$2,302.66
781	10	JOHNNY D HARMON		NoCheck	\$0.00	\$2,558.22
773	40	PAUL T HEFFERNAN		NoCheck	\$0.00	\$2,287.76

Employee No	Department	Name	65	Check No	Net Pay	Ach Net Pay
828	10	RAUL HERNANDEZ		NoCheck	\$0.00	\$2,228.65
764	10	MICHAEL J HERRERA		NoCheck	\$0.00	\$2,613.00
772	50	DUSTIN L HERRON		NoCheck	\$0.00	\$1,848.44
775	10	JEREMIAH R HODGES		NoCheck	\$0.00	\$2,215.68
782	10	AMANDA M HOWARD		NoCheck	\$0.00	\$2,107.58
799	10	TINA M JAHR		NoCheck	\$0.00	\$1,744.94
1008	10	MICHAEL A JARBEAU		NoCheck	\$0.00	\$1,307.11
1028	10	JONATHAN E JOHNSON		NoCheck	\$0.00	\$1,405.97
1029	50	RAVINN A JOHNSON		NoCheck	\$0.00	\$2,646.18
1033	50	CHAUNCEY L JONASSEN		NoCheck	\$0.00	\$2,940.54
1075	10	DOUGLAS G JOSEPH		NoCheck	\$0.00	\$2,145.97
1128	40	PETER W KAPPLER		NoCheck	\$0.00	\$2,144.69
1139	10	HERBERT S KHANTIOK		NoCheck	\$0.00	\$2,404.84
1134	50	ROBERT J KIRK		NoCheck	\$0.00	\$3,444.83
1135	10	TAMIE C KIRK		NoCheck	\$0.00	\$1,029.89
1175	10	STEPHANIE D KUNTZ		NoCheck	\$0.00	\$2,418.46
1227	50	DEVIN R LARSON		NoCheck	\$0.00	\$2,258.25
1208	49	KYLE S LARSON		NoCheck	\$0.00	\$1,949.39
1207	35	SHAWN A LARSON		NoCheck	\$0.00	\$3,011.05
1236	10	CLARK G LEWIS		NoCheck	\$0.00	\$2,752.82
1196	10	ROBERT A LEWIS		NoCheck	\$0.00	\$2,332.72
1237	10	DAVID L LIEN		NoCheck	\$0.00	\$1,942.78
1253	10	RONALD L LYMAN		NoCheck	\$0.00	\$2,132.32
1352	10	DIEGO A MANRRIQUEZ		NoCheck	\$0.00	\$2,242.83
1291	10	JUAN P MARTINEZ		NoCheck	\$0.00	\$2,531.48
1294	10	ALEXANDER L MAYO		NoCheck	\$0.00	\$2,406.27
1302	10	JERAD L MCCULLOUGH		NoCheck	\$0.00	\$2,133.80
1343	50	MAX W MCEACHERN		NoCheck	\$0.00	\$2,077.11
1290	49	MEGAN S MCKENZIE		NoCheck	\$0.00	\$1,498.47
1353	45	LUKAS R MEEKER		NoCheck	\$0.00	\$2,856.70
1436	50	ALBARO MELENDREZ		NoCheck	\$0.00	\$2,366.39
1439	10	ROBERTO MELENDREZ MENDOZA		NoCheck	\$0.00	\$2,226.45
1356	10	PEDRO MELENDREZ		NoCheck	\$0.00	\$2,102.46
1435	10	HUGO MENDOZA		NoCheck	\$0.00	\$1,190.28
1351	10	OSCAR MENDOZA		NoCheck	\$0.00	\$1,879.87
1350	10	MOISES MERCADO		NoCheck	\$0.00	\$2,900.14
1438	11	ROSS E MILLER		NoCheck	\$0.00	\$2,011.75
307	30	SAMANTHA L MILLER		NoCheck	\$0.00	\$2,018.57
1355	10	CEDAR B MINGO		NoCheck	\$0.00	\$3,225.50
1420	10	ABEL MORENO		NoCheck	\$0.00	\$2,753.25
1422	10	DAVID C MORIN		NoCheck	\$0.00	\$1,290.37
1427	10	CRAIG J MORRIS		NoCheck	\$0.00	\$2,074.96
1423	10	TAWNEE M MOSIER		NoCheck	\$0.00	\$2,387.66
1434	16	JORDAN MUNDAY		NoCheck	\$0.00	\$2,216.37
1440	35	DAWSON E MURREN		NoCheck	\$0.00	\$2,740.21

Employee No	Department	Name	66	Check No	Net Pay	Ach Net Pay
1456	10	TIMOTHY B NORRIS		NoCheck	\$0.00	\$2,200.48
1564	10	ELI A OLIVARES		NoCheck	\$0.00	\$2,331.26
1562	10	TOTO O'REILLY		NoCheck	\$0.00	\$1,967.28
1563	30	PADEN OSTERLUND		NoCheck	\$0.00	\$2,770.87
1561	35	CAMI L OSTROM		NoCheck	\$0.00	\$2,557.71
1634	49	MONICA PEREZ DE GUERRERO		NoCheck	\$0.00	\$1,569.59
1632	10	CESAR PEREZ GUTIERRES		NoCheck	\$0.00	\$2,371.97
1619	10	ARTURO J PEREZ JIMENEZ		NoCheck	\$0.00	\$2,227.52
1636	10	RHONDA J PEREZ		NoCheck	\$0.00	\$2,429.64
1662	49	JONATHAN POLLOCK		NoCheck	\$0.00	\$1,582.14
148	10	JESSICA POLLW		NoCheck	\$0.00	\$2,560.93
1678	10	VICTOR W PORROVECCHIO		NoCheck	\$0.00	\$3,199.18
1680	10	MARTIN K PRICE		NoCheck	\$0.00	\$3,253.24
1822	11	BRAD R RADER		NoCheck	\$0.00	\$2,743.94
1825	50	ANTHONY D REALME		NoCheck	\$0.00	\$2,326.72
1825	50	ANTHONY D REALME		NoCheck	\$0.00	\$3,163.09
1850	10	MONTI A REALME		NoCheck	\$0.00	\$1,135.20
1826	50	JOSEPH J REDMON		NoCheck	\$0.00	\$3,206.50
1833	16	RANDY R REQUA		NoCheck	\$0.00	\$2,642.04
1835	10	DANIEL REYES		NoCheck	\$0.00	\$2,370.11
1831	10	HECTOR J REYNA		NoCheck	\$0.00	\$2,621.70
1837	50	EMILY REYNOLDS		NoCheck	\$0.00	\$2,086.14
1862	10	ROBIN ROBBINS		NoCheck	\$0.00	\$2,535.54
1863	10	TAWNIA R ROCKNEY		NoCheck	\$0.00	\$2,159.07
1875	30	JOSE A RODRIGUEZ		NoCheck	\$0.00	\$2,017.60
1869	50	SERGIO RODRIGUEZ LEMUS		NoCheck	\$0.00	\$3,151.75
1877	10	SALVADOR RODRIGUEZ VIDAL, JR.		NoCheck	\$0.00	\$1,972.34
1866	10	ALEJANDRO RODRIGUEZ-CORTEZ		NoCheck	\$0.00	\$2,522.95
1878	10	DAVID M ROSE		NoCheck	\$0.00	\$2,257.89
1876	50	ARMANDO RUIZ		NoCheck	\$0.00	\$3,051.10
1916	10	MAHER J SADIA		NoCheck	\$0.00	\$1,998.50
1900	10	MARTIN SALGADO		NoCheck	\$0.00	\$3,436.77
1901	50	JESSE A SALMON		NoCheck	\$0.00	\$2,172.23
1919	49	JUANITA L SANDBERG		NoCheck	\$0.00	\$1,589.23
1931	10	ALEXIS SANTILLAN VALDEZ		NoCheck	\$0.00	\$2,394.87
1929	49	ERIC SCHELL		NoCheck	\$0.00	\$2,083.89
1933	50	TRISTAN L SCOTT		NoCheck	\$0.00	\$1,859.63
1553	10	RICHARD E SEBEK		NoCheck	\$0.00	\$2,311.71
1944	35	JULIE Y SHIPMAN		NoCheck	\$0.00	\$3,277.27
1967	10	CHARLES B SIX		NoCheck	\$0.00	\$2,182.59
1953	35	WALKER A SJOLANDER		NoCheck	\$0.00	\$1,907.09
1947	16	MICHELLE SLATER		NoCheck	\$0.00	\$2,303.18
1969	10	BG D SMITH		NoCheck	\$0.00	\$2,648.62
1968	10	DAYLON R SMITH		NoCheck	\$0.00	\$1,564.39
1963	49	JEFF M SMITH		NoCheck	\$0.00	\$3,128.44

Employee No	Department	Name	67	Check No	Net Pay	Ach Net Pay
1959	35	JODY C SMITH		NoCheck	\$0.00	\$2,911.43
1975	50	MIGUEL A SOLACHE		NoCheck	\$0.00	\$1,905.73
1986	10	DEANNA B SPENCER		NoCheck	\$0.00	\$2,185.32
1984	10	GARTH J STREETER		NoCheck	\$0.00	\$1,952.98
1660	11	JENNIFER M THERIEN		NoCheck	\$0.00	\$3,045.27
1661	50	JOHN J THERIEN		NoCheck	\$0.00	\$2,673.30
2028	16	TINA M THORPE		NoCheck	\$0.00	\$2,427.98
2022	50	JIM L TIPPENS		NoCheck	\$0.00	\$3,106.62
2041	10	RUTH J TOLER		NoCheck	\$0.00	\$2,320.00
2058	10	JAIME S TORRES		NoCheck	\$0.00	\$2,337.94
2060	10	JOSE TORRES		NoCheck	\$0.00	\$2,618.24
2065	10	ROBERTO TORRES		NoCheck	\$0.00	\$2,149.87
2295	10	TONY J VALESON		NoCheck	\$0.00	\$2,374.79
2299	10	PEDRO VERA GOMEZ		NoCheck	\$0.00	\$1,636.85
2303	50	JOSEPH D WAGNER		NoCheck	\$0.00	\$1,740.53
2307	11	SARAH G WALKER		NoCheck	\$0.00	\$3,777.75
2333	45	ERIC R WEST		NoCheck	\$0.00	\$3,218.00
2352	35	KRYSTAL WHITEHALL		NoCheck	\$0.00	\$2,251.67
2351	40	JOSHUA WILLEY		NoCheck	\$0.00	\$2,147.99
2351	40	JOSHUA WILLEY		NoCheck	\$0.00	\$2,583.09
2350	10	JAMES F WILSON, JR		NoCheck	\$0.00	\$2,679.22
2370	31	JOHN C WOLD		NoCheck	\$0.00	\$2,798.05
2347	50	MATTHEW WRIGHT		NoCheck	\$0.00	\$2,426.19
2398	10	DAVID W YEAST		NoCheck	\$0.00	\$2,489.05

Total **\$2,079.34** **\$468,791.94**

Grand Total **\$470,871.28**

Accounts Payable Disbursement List

Vendor #	Name	Check #	Date	Amount	Voided	Comments
134	A & E AUTO GLASS LLC	00116135	9/22/2025	\$348.16	<input type="checkbox"/>	AUTO GLASS
194	A & I Distributors	00116136	9/22/2025	\$1,349.52	<input type="checkbox"/>	MAINT SUPPLIES
4637	ABC COMPANIES	00116137	9/22/2025	\$2,726.33	<input type="checkbox"/>	MAINT SUPPLIES
184	ALL DOORS & HARDWARE CO	00116138	9/22/2025	\$49.78	<input type="checkbox"/>	CHANGE LOCKS/COL STAT
131	AMB TOOLS & EQUIPMENT	00116139	9/22/2025	\$3,643.07	<input type="checkbox"/>	MAINT SUPPLIES
231	Avail Technologies Inc.	00116140	9/22/2025	\$435.00	<input type="checkbox"/>	CAD/AVL
465	Axe Fire & Security	00116141	9/22/2025	\$1,305.60	<input type="checkbox"/>	FIRE ALERT EQUIPMENT
1908	CED - CONSOLIDATED ELECTR	00116142	9/22/2025	\$321.60	<input type="checkbox"/>	FAC MAINT SUPPLIES
411	Cintas Corporation	00116143	9/22/2025	\$4,814.51	<input type="checkbox"/>	UNIFORMS
469	Cintas Fire	00116144	9/22/2025	\$577.73	<input type="checkbox"/>	FIRE PROTECTION
1663	CITY OF EAST WENATCHEE	00116145	9/22/2025	\$9,296.11	<input type="checkbox"/>	BUS PULLOUT PROJECT
4826	COLEMAN OIL COMPANY	00116146	9/22/2025	\$46,653.58	<input type="checkbox"/>	FUEL
2080	CUMMINS INC	00116147	9/22/2025	\$776.14	<input type="checkbox"/>	MAINT SUPPLIES
2301	DEPT OF SOCIAL & HEALTH	00116148	9/22/2025	\$1,331.00	<input type="checkbox"/>	CHILD SUPPORT
317	DOUGLAS COUNTY SEWER DIS	00116149	9/22/2025	\$62.78	<input type="checkbox"/>	UTILITIES
316	EAST WENATCHEE WATER DIST	00116150	9/22/2025	\$57.56	<input type="checkbox"/>	UTILITIES
366	ERIN McCARDLE	00116151	9/22/2025	\$70.00	<input type="checkbox"/>	BOARD PER DIEM
2780	FEDERAL EXPRESS	00116152	9/22/2025	\$38.29	<input type="checkbox"/>	PRIORITY MAIL
3005	GILLIG LLC	00116153	9/22/2025	\$311.48	<input type="checkbox"/>	MAINT SUPPLIES
3040	GO USA INC.	00116154	9/22/2025		<input checked="" type="checkbox"/>	UNIFORMS
3040	GO USA INC.	00116155	9/22/2025	\$1,531.12	<input type="checkbox"/>	UNIFORMS
3652	HOME DEPOT	00116156	9/22/2025	\$1,300.36	<input type="checkbox"/>	FAC SUPPLIES
3850	HOWELL AT THE MOON PRODU	00116157	9/22/2025	\$10,612.00	<input type="checkbox"/>	AUDIO/VISUAL PRODUCTION
3756	I/O CONTROLS CORPORATION	00116158	9/22/2025	\$2,086.78	<input type="checkbox"/>	SIGNAGE
3700	InPrint Printing	00116159	9/22/2025	\$495.22	<input type="checkbox"/>	PRINTING
3735	INTRATEM	00116160	9/22/2025	\$610.00	<input type="checkbox"/>	ACCOUNT MAINTENANCE
2850	JIM FLETCHER	00116161	9/22/2025	\$70.00	<input type="checkbox"/>	BOARD PER DIEM
4072	LANGUAGE LINE SERVICES	00116162	9/22/2025	\$579.70	<input type="checkbox"/>	INTERPRETING SVCS
4170	LINK ADVANCE TRAVEL	00116163	9/22/2025	\$819.00	<input type="checkbox"/>	TRAVEL REIMBURSEMENT
367	LOYD SMITH	00116164	9/22/2025	\$70.00	<input type="checkbox"/>	BOARD PER DIEM
3680	MISSIONSQUARE 303576	00116165	9/22/2025	\$18,183.65	<input type="checkbox"/>	DEFERRED COMP CONTRIBUTIONS
3800	NAPA Auto Parts	00116166	9/22/2025		<input checked="" type="checkbox"/>	MAINT SUPPLIES
3800	NAPA Auto Parts	00116167	9/22/2025	\$1,737.31	<input type="checkbox"/>	MAINT SUPPLIES
4815	NORTH CASCADES HEATING	00116168	9/22/2025	\$136.00	<input type="checkbox"/>	MAINT ON HVAC EQUIP
4922	ODP BUSINESS SOLUTIONS LLC	00116169	9/22/2025	\$609.10	<input type="checkbox"/>	OFFICE SUPPLIES
4920	OGDEN MURPHY WALLACE, P.L.	00116170	9/22/2025	\$10,662.80	<input type="checkbox"/>	LEGAL SERVICES

Vendor #	Name	Check #	Date ⁶⁹	Amount	Voided	Comments
1873	O'REILLY AUTO PARTS / CSK	00116171	9/22/2025		<input checked="" type="checkbox"/>	MAINT SUPPLIES
1873	O'REILLY AUTO PARTS / CSK	00116172	9/22/2025	\$1,664.38	<input type="checkbox"/>	MAINT SUPPLIES
375	OUTFRONT MEDIA	00116173	9/22/2025	\$2,750.00	<input type="checkbox"/>	ADVERTISING
4940	OXARC INC	00116174	9/22/2025	\$437.85	<input type="checkbox"/>	MAINT CHEMICALS
4439	PACIFIC SECURITY	00116175	9/22/2025	\$0.00	<input checked="" type="checkbox"/>	SECURITY
3820	PAT ARMSTRONG FORD	00116176	9/22/2025		<input checked="" type="checkbox"/>	MAINT SUPPLIES
3820	PAT ARMSTRONG FORD	00116177	9/22/2025	\$1,126.57	<input type="checkbox"/>	MAINT SUPPLIES
495	PAT MCDANIEL	00116178	9/22/2025	\$40.00	<input type="checkbox"/>	REIMBURSEMENT
457	Paul Downs	00116179	9/22/2025	\$70.00	<input type="checkbox"/>	BOARD PER DIEM
63	RAPID7 LLC	00116180	9/22/2025	\$1,045.52	<input type="checkbox"/>	SOFTWARE UPDATES
3695	Ricoh USA Inc.	00116181	9/22/2025	\$311.23	<input type="checkbox"/>	PRINTING
5678	S&W IRRIGATION	00116182	9/22/2025	\$157.08	<input type="checkbox"/>	FAC SUPPLIES
5649	SAFETY-KLEEN	00116183	9/22/2025	\$1,459.60	<input type="checkbox"/>	OIL PRODUCTS
5945	STATE AUDITOR'S OFFICE	00116184	9/22/2025	\$5,564.00	<input type="checkbox"/>	PROFESSIONAL SERVICES
6005	TACOMA SCREW PRODUCT	00116185	9/22/2025	\$588.32	<input type="checkbox"/>	MAINT SUPPLIES
25	TOWN CHRYSLER JEEP DODGE	00116186	9/22/2025	\$294.84	<input type="checkbox"/>	MAINT SUPPLIES
467	TRANSCO GROUP USA INC	00116187	9/22/2025	\$13,659.79	<input type="checkbox"/>	PROFESSIONAL SERVICES
134	A & E AUTO GLASS LLC	00116188	9/26/2025	\$136.00	<input type="checkbox"/>	AUTO GLASS
405	A CENTRAL	00116189	9/26/2025	\$1,371.81	<input type="checkbox"/>	FENCE PANELS/CHAIN LIN
4637	ABC COMPANIES	00116190	9/26/2025	\$1,749.67	<input type="checkbox"/>	MAINT SUPPLIES
210	Auto B Clean	00116191	9/26/2025	\$1,901.48	<input type="checkbox"/>	BUS WASH GOODS
465	Axe Fire & Security	00116192	9/26/2025	\$30,535.81	<input type="checkbox"/>	FIRE ALERT EQUIPMENT
750	Big Belly Solar, LLC	00116193	9/26/2025	\$482.55	<input type="checkbox"/>	WASTE DISPOSAL
1200	CASCADE NATURAL GAS	00116194	9/26/2025	\$155.25	<input type="checkbox"/>	UTILITIES
4826	COLEMAN OIL COMPANY	00116195	9/26/2025	\$6,090.15	<input type="checkbox"/>	FUEL
2080	CUMMINS INC	00116196	9/26/2025	\$790.38	<input type="checkbox"/>	MAINT SUPPLIES
1325	DAY WIRELESS SYSTEMS	00116197	9/26/2025	\$2,317.66	<input type="checkbox"/>	RADIO EQUIPMENT
2768	FERGUSON ENTERPRISES, INC	00116198	9/26/2025	\$51.40	<input type="checkbox"/>	MAINT SUPPLIES
3005	GILLIG LLC	00116199	9/26/2025	\$191.33	<input type="checkbox"/>	MAINT SUPPLIES
3652	HOME DEPOT	00116200	9/26/2025	\$126.03	<input type="checkbox"/>	FAC SUPPLIES
3802	Jody Smith	00116201	9/26/2025	\$344.59	<input type="checkbox"/>	REIMBURSEMENT
3960	KEYHOLE SECURITY CENTER	00116202	9/26/2025	\$627.12	<input type="checkbox"/>	FAC MAINT SUPPLIES
2953	LGS GROUP AUTOMATIVE TECH	00116203	9/26/2025	\$546.34	<input type="checkbox"/>	MAINT SUPPLIES
4339	MATCO TOOLS	00116204	9/26/2025	\$75.03	<input type="checkbox"/>	MAINTENANCE TOOLS
3800	NAPA Auto Parts	00116205	9/26/2025	\$503.07	<input type="checkbox"/>	MAINT SUPPLIES
4825	NORCO, INC.	00116206	9/26/2025	\$27.90	<input type="checkbox"/>	WELDING MATERIALS
4815	NORTH CASCADES HEATING	00116207	9/26/2025	\$2,764.54	<input type="checkbox"/>	MAINT ON HVAC EQUIP
4922	ODP BUSINESS SOLUTIONS LLC	00116208	9/26/2025	\$194.67	<input type="checkbox"/>	OFFICE SUPPLIES

Vendor #	Name	Check #	Date 70	Amount	Voided	Comments
1873	O'REILLY AUTO PARTS / CSK	00116209	9/26/2025	\$319.84	<input type="checkbox"/>	MAINT SUPPLIES
4439	PACIFIC SECURITY	00116210	9/26/2025	\$28,238.06	<input type="checkbox"/>	SECURITY
3820	PAT ARMSTRONG FORD	00116211	9/26/2025	\$25.31	<input type="checkbox"/>	MAINT SUPPLIES
5291	PLATT	00116212	9/26/2025	\$1,076.96	<input type="checkbox"/>	LIFT EQUIPMENT
5777	RH2 ENGINEERING, INC	00116213	9/26/2025	\$29,927.12	<input type="checkbox"/>	ENGINEERING SERVICES
5761	Selina Danko	00116214	9/26/2025	\$20.98	<input type="checkbox"/>	REIMB SUPPLIES
5940	STAN'S MERRY MART	00116215	9/26/2025	\$32.61	<input type="checkbox"/>	MISC SUPPLIES
2176	Sterling	00116216	9/26/2025	\$4.58	<input type="checkbox"/>	BACKGROUND CHECK
6005	TACOMA SCREW PRODUCT	00116217	9/26/2025	\$39.92	<input type="checkbox"/>	MAINT SUPPLIES
7320	THE WENATCHEE WORLD	00116218	9/26/2025	\$1,975.00	<input type="checkbox"/>	ADVERTISING
399	UCS, LLC	00116219	9/26/2025	\$325.00	<input type="checkbox"/>	DRUG & ALCOHOL TESTING
6640	VERIZON WIRELESS	00116220	9/26/2025	\$3,349.35	<input type="checkbox"/>	CELL PHONES
537	WAXIE SANITARY SUPPLY	00116221	9/26/2025	\$479.48	<input type="checkbox"/>	JANITORIAL
7547	WESCO PAINT & EQUIP SUPPL	00116222	9/26/2025	\$205.03	<input type="checkbox"/>	MAINTENANCE SUPPLIES
411	Cintas Corporation	00116223	9/29/2025	\$1,970.62	<input type="checkbox"/>	UNIFORMS
4826	COLEMAN OIL COMPANY	00116224	9/29/2025	\$8,320.36	<input type="checkbox"/>	FUEL
3005	GILLIG LLC	00116225	9/29/2025	\$171.52	<input type="checkbox"/>	MAINT SUPPLIES
3040	GO USA INC.	00116226	9/29/2025	\$1,010.49	<input type="checkbox"/>	UNIFORMS
601	MODEL1 COMMERCIAL VEHICLE	00116227	9/29/2025		<input checked="" type="checkbox"/>	MAINT SUPPLIES
601	MODEL1 COMMERCIAL VEHICLE	00116228	9/29/2025	\$768,228.35	<input type="checkbox"/>	MAINT SUPPLIES
1873	O'REILLY AUTO PARTS / CSK	00116229	9/29/2025	\$393.25	<input type="checkbox"/>	MAINT SUPPLIES
4953	Pacific Power Product	00116230	9/29/2025	\$69.70	<input type="checkbox"/>	MAINT SUPPLIES
3820	PAT ARMSTRONG FORD	00116231	9/29/2025	\$250.92	<input type="checkbox"/>	MAINT SUPPLIES
252	POINTE PEST CONTROL	00116232	9/29/2025	\$326.40	<input type="checkbox"/>	PEST CONTROL - BUSES
5995	SUMMIT LAW GROUP	00116233	9/29/2025	\$7,565.23	<input type="checkbox"/>	LEGAL SERVICES
Total:				\$1,058,149.32		



Link Transit
connecting our communities
BOARD OF DIRECTORS
October 21, 2025 Board Meeting
STAFF REPORT SUMMARY

TO: Link Transit Board of Directors
FROM: Nick Covey, CEO
SUBJECT: 2025 Workplan

Issue / Purpose

The 2025 workplan spreadsheet included in the board packet outlines key Link Transit initiatives and focus areas for the fiscal year. It is designed to give board members a quick overview of the agency's progress in achieving several established goals and objectives.

Background and categories

1. New Service:

This section of the workplan highlights Link Transit's commitment to expanding and enhancing public transportation services through Vision 2020 and supported by a 2019 voter-approved two-tenths sales tax increase. The reporting in this section includes the development and implementation of innovative programs or initiatives that address the evolving needs of the community.

2. Administration and Board of Directors

The focus of this area is internal governance, organizational development and board-related activities including strategic planning, policy review and development, committee service and the annual CEO evaluation.

3. Operations

The operations department of the agency represents the majority of Link Transit employees, including coach operators. A key goal of the department in 2025 is to adopt a new code of conduct and trespass policy.

4. Planning

Link's planning staff focus on long-term strategies for service development and delivery. An additional focus is finding and forming collaborative partnerships. Key 2025 objectives include completing a bus stop ADA compliance plan, updating the agency's performance standards and launching a redesign of East Wenatchee bus service.

5. Capital

Link has identified several capital projects for completion or partial completion in 2025 including:

- A new, enclosed bus barn with charging infrastructure to support a growing electric fleet.
- Development of Washington State Patrol property to house a new bus driver training facility.

Anticipated Follow-up

This spreadsheet will be updated monthly and presented to the Board in the packet and referenced in the CEO report portion of the Board of Directors' meeting

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Planning												
Bus Stop Plan									Board Report			
Performance Standards Update							Review					
East Wenatchee Service	Public Outreach		Design and Schedule					Runcut		New Service		
TDP to Board					Work on TDP							
Strategic plan	Board Committee	RFQ for consultant	Interview Qualified Consultants	Board Committee/ Hire Consultant/ Dept Interviews		Board committee will meet monthly						
Maintenance												
Bus stop upgrades				Repair Willkommen/DOT/lot								
Capital												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bus Garage Complete Construction						*						
WSP Property					Bid	Construction						
Café Improvements							Bid					
Guest Services Security												
Guest Services & 2nd Floor Columbia Stn												
Operations Base Expansion										Moved to 2026		
Park and Ride Lots												
Entiat Park & Ride							Moved to 2026					
Hay Canyon P&R												
Design	Design											
Subdivide			Subdivide									
	List upper property for sale											
Rock Island P&R												
Finalize Design					Final Design							
Go out for Bid							2026					
Construct 2026									2026 Project			
Manson Canceled												
Pedoi Str Lot	Site Design and Feasibility Study (\$25,000)											
Partner with Port to Purchase Lot					Estimated cost \$375,000 to \$415,000							
Leffler Field	Work with Manson Parks											



Link Transit
connecting our communities
BOARD OF DIRECTORS
October 21, 2025 Board Meeting
STAFF REPORT SUMMARY

TO: Link Transit Board of Directors
FROM: Selina Danko, Board Clerk
SUBJECT: Annual CEO Evaluation Packets

Issue / Purpose

Packets for the annual review of the Link Transit CEO will be distributed by email (using a Survey Monkey tool) on Wednesday, October 22. Paper packets are also available upon request.

Background

The packet includes the current CEO job description, the evaluation tool, and data reporting on the agency's achievements related to the Board-approved 2025 System Performance Goals.

Anticipated Follow-up

A Survey Monkey tool has been created to ease the process of providing this important feedback, but paper packets are available upon request. The Survey Monkey Tool will automatically stop receiving responses after November 7. The Board Clerk will compile the anonymous results and present to the executive committee (Loyd Smith, Marc Straub and Erin McCardle) prior to the November 18 regular meeting of the Board of Directors. An executive session will be held during the regular Board meeting for Board members to discuss the evaluation comments. Board action will be slated following the executive session relating to the CEO's meeting of expectations and potential salary increase.



Link Transit
connecting our communities
BOARD OF DIRECTORS
October 21, 2025 Board Meeting
“ACTION AGENDA” ITEM – SUMMARY REPORT

TO: Link Transit Board of Directors
 FROM: Samantha Miller, Contract/Procurement Specialist
 SUBJECT: Extending the Tires and Related Services Contract with Commercial Tire

Issue

Link Transit’s current contract for fleet tires expires December 31, 2025. This contract with Commercial Tire allows for a one-year extension that has yet to be exercised.

Recommendation

Authorize Link Transit’s CEO to exercise the one-year extension option in the current Tires and Related Services Contract with Commercial Tire for January 1, 2026, through December 31, 2026.

Support of Goals

This action supports the Agency’s goals to keep the bus system safe by providing high quality tires and related services.

Alternatives Considered

Staff can choose to resolicit a Request for Bids (RFB) for the goods and services. However, Staff recommends exercising the one-year extension of the current contract.

Impact on Budget (Capital / Operating)

Funds for the tires & related services will be allocated in the 2026 Operating Budget.

Background

Link Transit has competitively bid for tires and related services since 1992 and found that this process has helped to control the cost, quality and availability of the products and services that Link Transit requires to maintain its fleet effectively.

For RFB 2022-10, Tires & Related Services, Link Transit received a total of three bids from (1) Pumps Tire (formerly GCR Tires), (2) Commercial Tires, and (3) Tire Factory. Link Transit found all Bids to be competitively priced and relatively close in cost. Commercial Tires was the lowest Responsive & Responsible bidder.

Staff have provided the following information on their performance during this current contract period:

- There have been no negative comments on performance, and their customer service has been more than sufficient.

Attachments

- ◆ Addendum 1 – Commercial Tire
- ◆ 2023-2025 Tire Contract – Commercial Tires

Addendum 1

Exercise One (1) Year Option to Extend Contract No. 2022-10

This First Addendum (“Addendum 1”) is entered into agreement this date by and between Chelan-Douglas Public Transportation Benefit Area d/b/a Link Transit (“Link Transit”) and Commercial Tire Service, Inc. (“Commercial Tire”), for the following contract extension.

1. This Addendum is to exercise a one (1) year extension to Contract No. 2022-10, the “Contract”, which provides tires and related services to Link Transit for one (1) additional year as stated in the Contract, Section 6. This Addendum will begin January 1, 2026, and terminate December 31, 2026.

2. Except as modified by this Addendum 1, the Parties affirm and ratify all terms and conditions of the Contract. In the event of a conflict between the terms of the Contract, and this Addendum 1, the terms and conditions associated with this Addendum 1 shall control.

Link Transit

Commercial Tire

Nick Covey, CEO

Date: _____

Date: _____

AGREEMENT NO. 2022-10

This Agreement is entered into effective the 1st day of January, 2023, by and between Chelan-Douglas Public Transportation Benefit Area, a public entity organized and existing under the laws of the State of Washington (hereinafter "Link Transit"), and Commercial Tire (hereinafter "Contractor").

Link Transit and the Contractor agree as follows:

1. All performance by Contractor shall comply with the requirements set forth in Link Transit's Request for Bid No. 2022-10 and Contractor's response thereto which by this reference are made parts of this Agreement.
2. All contractual provisions set forth in Washington State Department of Transportation Federal Transit Administration Circular 4220.1F, dated Nov.1, 2008-Rev. April 14, 2009, (hereinafter "FTA Circular"), are incorporated herein by this reference. In the event of a conflict with other provisions contained in this Agreement, the provisions of the FTA Circular shall apply. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any Link Transit requests that would cause Link Transit to be in violation of the FTA Circular.
3. Link Transit agrees to pay Contractor for services and products delivered pursuant to this Agreement according to the pricing as represented by the Contractor in Contractor's Response to Link Transit's Request for Bid No. 2022-10.
4. Link Transit shall pay Contractor within twenty (20) days of receipt by Link Transit of a detailed invoice that has been reviewed and approved for payment by Link Transit.
5. This Agreement shall commence on the effective date identified above herein and shall continue until the 31st day of December, 2025.
6. Link Transit reserves the right to negotiate an extension of this contract for a period of one (1) year upon termination of the original three (3) year agreement.
7. Link Transit may terminate this Agreement at any time with or without cause by providing a 30-day prior written notice to Contractor.
8. The Contractor shall comply with all applicable federal, state, and local laws and regulations as the same exist now or may hereafter be amended.

- 9. This Agreement shall be construed in accordance with the Laws of the State of Washington and venue for any dispute arising under the terms of or in connection with this Agreement, shall be in the Chelan County Superior Court. In the event of litigation arising under the terms of or in connection with this Agreement, each party shall pay its own attorneys' fees and costs.
- 10. This Agreement and all obligations arising hereunder shall not be sold, assigned or transferred by either party without the prior written consent of the other party to this Agreement.
- 11. It is intended that each provision of this Agreement be viewed as separate and divisible and if any provision is held to be invalid, the remaining provisions shall continue in full force and effect.
- 12. Notices to be given pursuant to this Agreement shall be given in writing and shall be deemed properly given if actually received by the party for whom the notice was intended, or if sent by registered or certified mail, postage prepaid, to the intended party at the addresses listed below for giving notices.

The terms of this Agreement were approved by **Link Transit** on the _____ day of _____, 2022.



 Link Transit Signature

Chief of Staff/Finance Manager

 Title

Address for Giving Notices:

Link Transit
 Attn: Samantha Miller
 2700 Euclid Avenue
 Wenatchee, WA 98801

The terms of this Agreement are approved by **Contractor** on the 6th day of October, 2022.



 Contractor Signature

Regional Sales Manager

 Title

Address for Giving Notices:

Commercial Title

205 F St. SW

Quincy, wa 98848



Link Transit
connecting our communities
BOARD OF DIRECTORS
October 21, 2025 Board Meeting
“ACTION AGENDA” ITEM – SUMMARY REPORT

TO: Link Transit Board of Directors
 FROM: Samantha Miller, Contracts/Procurement Specialist
 SUBJECT: Interlocal Agreement with Chelan County for use of Columbia Station Office Space and Facilitation of Cart Distribution Program

Issue

Link Transit entered into an interlocal agreement for the Columbia Station first-floor office space use, and Coordinated Entry (CE) and Cart Programs in June of 2024 with Chelan County and Catholic Charities. Catholic Charities has since terminated their participation in the Agreement and Cart Program.

Recommendation

Authorize Link Transit’s CEO to enter into an Interlocal Agreement with Chelan County, by Resolution 2025-20, for providing Coordinated Entry and Cart Distribution at Columbia Station.

Support of Goals

This agreement provides a central location for the CE and Cart Programs that support our most disadvantaged guests within the service area.

Alternatives Considered

Staff do not have any recommended alternatives.

Impact on Budget (Capital / Operating)

Minimal, this agreement will require Link Transit to pay for the same elements as stipulated in the original interlocal agreement with the County and Catholic Charities.

Background

Northwest Trailways has leased the office on the 1st floor of Columbia Station from August 1, 1997 to July 31, 2021, along with three (3) bus stalls off Columbia Street. In July 2021, Northwest Trailways closed their office due to financial and staffing challenges. TranCare, who is the local Medicaid broker and administers Link Transit’s TRIP-Link program, leased the space to administer the program then moved to their main office in the Sunnyslope area of Wenatchee.

The County proposed the office space in Columbia Station be the new location for the Coordinated Entry Program. The office space has since been occupied by Chelan County in accordance with Resolution 2024-13 and the Interlocal Agreement authorized in June of 2024.

The proposed Agreement grants Link Transit the power to share the cost of any future security needed to support the CE Program. Staff feel these cost-sharing clauses are reasonable and favorable to Link Transit.

Attachments

- ◆ Resolution 2025-20
- ◆ Interlocal Agreement for Coordinated Entry and Crisis Response
 - ◆ Exhibit A – Floor Plans
 - ◆ Exhibit B – SOP Cart Program



RESOLUTION 2025-20

A RESOLUTION AUTHORIZING THE CEO TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN CHELAN COUNTY AND LINK TRANSIT FOR USE OF OFFICE SPACE TO PROVIDE COORDINATED ENTRY SERVICES

WHEREAS; Link Transit is a Washington public transportation benefit area organized under RCW 36.57A to provide safe, reliable, and equitable public transportation services to the residents of Chelan and Douglas Counties; and

WHEREAS, Chelan County provides Coordinated Entry (CE) services to unhoused and disadvantaged populations within Chelan and Douglas Counties; and

WHEREAS, Link Transit owns and operates Columbia Station, located at 300 South Columbia Street, Wenatchee, Washington, which includes available office space suitable for locating community-based social service programs; and

WHEREAS, both parties recognize the value and efficiency of co-locating CE Services at Columbia Station to improve accessibility for vulnerable community members who already rely on public transportation; and

WHEREAS, Link Transit has further expressed an interest in supplying carts compliant with Link's Carry-On Policy to eligible riders and designating Chelan County to manage program eligibility and distribution, thereby removing barriers to mobility for disadvantaged populations; and

WHEREAS, the attached interlocal agreement provides that Link Transit will make office space available at Columbia Station at no cost to Chelan County, purchase and deliver eligible carts, and provide security and janitorial services, while Chelan County will provide staff, furnishings, and cart program management; and

WHEREAS, RCW 39.34 (the Interlocal Cooperation Act) authorizes public agencies to enter into cooperative agreements to make efficient use of their powers by enabling them to cooperate with other local government agencies; and

WHEREAS, the Link Transit Board of Directors finds that entering into this Interlocal Agreement will advance community partnerships, improve access to social services, and further the agency's mission of equitable and inclusive public transportation.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of Link Transit hereby approves the attached Interlocal Agreement for Coordinated Entry with Chelan County.

BE IT FURTHER RESOLVED that this resolution supersedes and replaces any prior resolutions or parts of resolutions that are inconsistent with the provisions set forth herein.

ADOPTED by the Board of Directors of Link Transit at a properly convened meeting thereof held on the 21st day of October 2025.



CHELAN-DOUGLAS PUBLIC TRANSPORTATION BENEFIT AREA AUTHORITY

By Board Chair Loyd Smith

The undersigned certifies that the foregoing Resolution was passed by the affirmative vote of _____ *voting* Board members of the Link Transit Board of Directors at a properly convened meeting of the Board at which a quorum of _____ *voting and* _____ *non-voting* Board members were present.

Selina Danko, Clerk of the Board

Return Address:

Ron Cridlebaugh
 Chelan County
 400 Washington Street, Suite 201
 Wenatchee, WA 98801

The information contained in this boxed section is for recording purposes only pursuant to RCW 36.18 and RCW 65.04, and is not to be relied upon for any other purpose, and shall not affect the intent of the warranty contained in the document itself.

Document Title:	INTERLOCAL AGREEMENT
Grantor(s):	CHELAN COUNTY, WASHINGTON
Grantee(s):	Chelan Douglas Public Transportation Benefit Area d/b/a LINK TRANSIT, a Washington municipal corporation
Legal Description:	N/A
Assessor's Tax Parcel ID:	N/A

Filed with the Auditor pursuant to RCW 39.34.040
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**INTERLOCAL AGREEMENT
 FOR COORDINATED ENTRY AND CRISIS RESPONSE**

THIS INTERLOCAL AGREEMENT is entered into between Chelan County (“County”), a Washington municipal corporation, and Chelan Douglas Public Transportation Benefit Area d/b/a Link Transit (“Link”), a public transportation benefit area.

WHEREAS, Link owns real property located at 300 South Columbia Street, Wenatchee, WA 98801 (“Columbia Station”) that includes office space; and

WHEREAS, the County provides Coordinated Entry Services (“CE Services”) to disadvantaged and unhoused populations in Chelan and Douglas Counties; and

WHEREAS, Link has available space at Columbia Station and desires to provide space for the County to provide CE Services; and

WHEREAS, the County desires to locate certain CE Services at Columbia Station to provide services to disadvantage individuals; and

WHEREAS, for mutual benefits the Parties agree that it is convenient and economical for Link to provide that office space at no charge to the County to locate their CE Services staff at Columbia Station; and

INTERLOCAL AGREEMENT Chelan County and Link Transit

WHEREAS, Link redefined the allowable dimensions of carts carried onto Link vehicles in the Carry-on Policy in January of 2025; and

WHEREAS, Link and the County agree there is need for carts to be made available at a reduced or zero cost to the most vulnerable of the ridership to ensure all can utilize the public transportation system, on the terms set out below; and

WHEREAS, Link has expressed interest in supplying carts to riders who meet the program eligibility requirements; and

WHEREAS, the County has expressed interest in program management of cart distribution; and

NOW, THEREFORE, in consideration of the mutual benefits contained herein, the Parties agree as follows:

1. Purpose and Scope.

1.1 The purpose of this Interlocal Agreement is to effectuate the provision of CE Services to the disadvantaged and unhoused population in Chelan and Douglas Counties that congregate at Columbia Station. Additionally, this Interlocal Agreement provides for the management and provision of a program to deliver carts to the disadvantaged and unhoused riders of Link's services that will be impacted by the referenced change in the carry-on policy revision related to the allowable cart dimensions.

1.2 Link agrees to:

1.2.1 Provide, at no cost to the County, office space as depicted on the attached Exhibit A, which is incorporated by this reference, in the lower level of the Columbia Station Building for CE Services. Link reserves the right to use the under-stair storage in the office space that is being provided. Link will provide two security officers, provide janitorial services, and provide utilities with the exception of telephone and internet. At all times relevant to this Interlocal Agreement, including termination, Link shall be the sole owner of Columbia Station. Link shall not be responsible for providing any office furnishings, infrastructure, or building alterations necessary to facilitate the purposes of this Interlocal Agreement.

1.2.2 Purchase, assemble, and deliver carts compliant with Link's Carry-On policy to Columbia Station's storage units under the stairs located on the first floor, at no cost to the County.

1.2.3 Notify the County of cart price changes for accurate collection of funds during program management. The make, model, price, and exact dimensions of the carts may change over the life of the contract.

1.2.4 Notify the County of changes to the Cart Program Standard Operating Procedures, the 'SOP', **attached Exhibit B, which is incorporated by this reference**, which shall be updated as needed.

1.3 The County agrees to:

1.3.1 Provide CE Services to unhoused and at-risk individuals in need of accessing federal, state or local assistance. The County will provide its staff with internet, telephone, office supplies and office furnishings. Minimum office hours for Chelan County staff will be 8:00am to 5:00pm. The County will reimburse Link for one third of the cost for an additional security officer if needed for safety and building coverage. Any additional improvements or modifications to the office space shall require written approval from Link.

1.3.2 Manage the Cart Program in accordance with the SOP.

1.3.3 Determine eligibility, issue carts, notify Link of need for cart restocking, record and report distributions, inventory levels, and any program details or changes to Link.

1.3.4 Distribute inventory and distribution reports to Link on a monthly basis.

2. Duration and Termination.

2.1 This Interlocal Agreement, after first being executed by the Parties, shall become effective upon the date of filing with the Chelan County Auditor.

2.2 This Interlocal Agreement shall remain in effect until terminated by agreement of all Parties, or by any Party as provided in this Agreement.

2.2 Any Party may terminate this Interlocal Agreement by giving sixty (60) days' written notice thereof to the other Party. The 60-day period shall be deemed to start on the date of receipt of notice. The Notice or agreement for termination must be filed with the Chelan County Auditor. The County shall vacate the office space in Columbia Station within 60 days of receiving notice of termination of this Interlocal Agreement from any Party.

3. Administration.

The following shall be the Parties' authorized representatives and contact persons for administration of this Agreement, communication, and service of all notices, except service of process:

For the County:

Homeless Program Supervisor
 400 Douglas St. Ste. 201
 Wenatchee, WA 98801
 Phone: (509)667-6685
 Email: madison.calloway@Co.chelan.wa.us

For Link:

Customer Experience Supervisor
 300 S. Columbia St.
 Wenatchee, WA 98801
 Phone: (509)662-1155
 Email: guestservices@linktransit.com

4. Financing and Budget.

4.1 Each Party is responsible for its own budget necessary to facilitate the purposes of this Agreement.

5. Amendment.

This Interlocal Agreement may only be amended by a writing signed by the Parties and following the same formalities as the original, including the requirement for filing with the County Auditor.

6. Records.

Each Party shall maintain and make available for inspection, review, and audit the books, records, documents and other materials related to its performance under this Interlocal Agreement and as required by the Interlocal Agreement.

7. Legal Relations.

7.1 The Parties agree that the relation between the Parties shall be at all times under this Interlocal Agreement as an independent contractor. Employees of Link are and will remain employees of Link and Employees of the County are and will remain employees of the County.

7.2 Each Party shall defend, indemnify and hold the other Party, their officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with any negligent, reckless or intentional act of or negligent or reckless failure to act by the party or any of its agents, employees, independent contractors in the performance of this Interlocal Agreement.

7.3 In the event that a dispute arises regarding any matter addressed in or related to this Interlocal Agreement and before any other action, the Parties agree to first attempt to resolve the dispute by a face-to-face

meeting, or by a telephone call, between the Parties' authorized representatives. The Parties agree to participate in a good faith negotiation to resolve any such dispute.

- 7.4 This Agreement shall be governed by the laws of the state of Washington.
- 7.5 The Chelan County Superior Court shall be the sole proper venue for any and all suits brought to enforce or interpret the provisions of this Interlocal Agreement.
- 7.6 If any legal action or other proceeding is brought for the enforcement of this Interlocal Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Interlocal Agreement, each party shall pay its own attorney's fees and costs incurred in that action, arbitration or proceeding.
- 7.7 The County shall notify Link when informational tables from partnering agencies and non-profits are being setup near the CE Services office at least three (3) business days in advance. Link reserves the right to deny approval of such tables that interfere with the normal and customary business operations of Link. All applicable subcontractors and partners shall agree to section 7.2 of this Interlocal Agreement by operating or conducting business at Columbia Station.

8. Applicable Laws.

The Parties, in performance of this Interlocal Agreement, shall abide by all applicable federal, Washington State and local laws, statutes, codes, ordinances, regulations, and rules.

9. Interpretation and Order of Precedence.

- 9.1 This Agreement has been submitted to the scrutiny of the Parties and their counsel, and it shall be given a fair and reasonable interpretation in accordance with its words, without consideration or weight given to its being drafted by any Party or its counsel.

9.2

10. Waiver of Breach.

The waiver by any Party of the breach of any provision of this Agreement by another Party must be in writing and shall not operate or be construed as a waiver of any subsequent breach by such other party.

11. No Assignment.

No Party may assign its rights under this Interlocal Agreement, unless agreed to in a writing executed by authorized representatives of each Party. In the absence of a written agreement, any attempted assignment shall be void and shall constitute a material breach of this Interlocal Agreement.

12. Incorporated Documents and Terms.

The following are incorporated into this Interlocal Agreement by reference:

- 12.1 Applicable federal, Washington State, and local laws, statutes, codes, ordinances, regulations, and rules;
- 12.2 Exhibits A and B; and
- 12.3 The recitals contained in the preamble to this Interlocal Agreement.

13. Entire Agreement.

- 13.1 This Interlocal Agreement contains all the terms and conditions agreed upon by and between the Parties.
- 13.2 This Interlocal Agreement may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall be identical and constitute one and the same Interlocal Agreement.
- 13.3 No other understandings, oral or otherwise, regarding the subject matter of this Interlocal Agreement shall be deemed to exist or to bind any of the parties hereto.

14. Severability.

In the event any term or condition of this Interlocal Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Interlocal Agreement are declared severable.

IN WITNESS WHEREOF, the parties hereby have executed this Agreement on the dates below.

INTERLOCAL AGREEMENT Chelan County and Link Transit

BOARD OF CHELAN COUNTY COMMISSIONERS

Shon Smith, Chairman

Kevin Overbay, Commissioner

Brad Hawkins, Commissioner

Attest: Anabel Torres

Approved as to form:

Clerk of the Board

Deputy Prosecuting Attorney

Date: _____

Date: _____

CHELAN DOUGLAS PUBLIC TRANSPORTATION BENEFIT AREA DBA LINK TRANSIT

Nick Covey, CEO
Link Transit

Date: _____

Attest: Selina Danko

Approved as to form:

Clerk of the Board

General Counsel, Link Transit

Date: _____

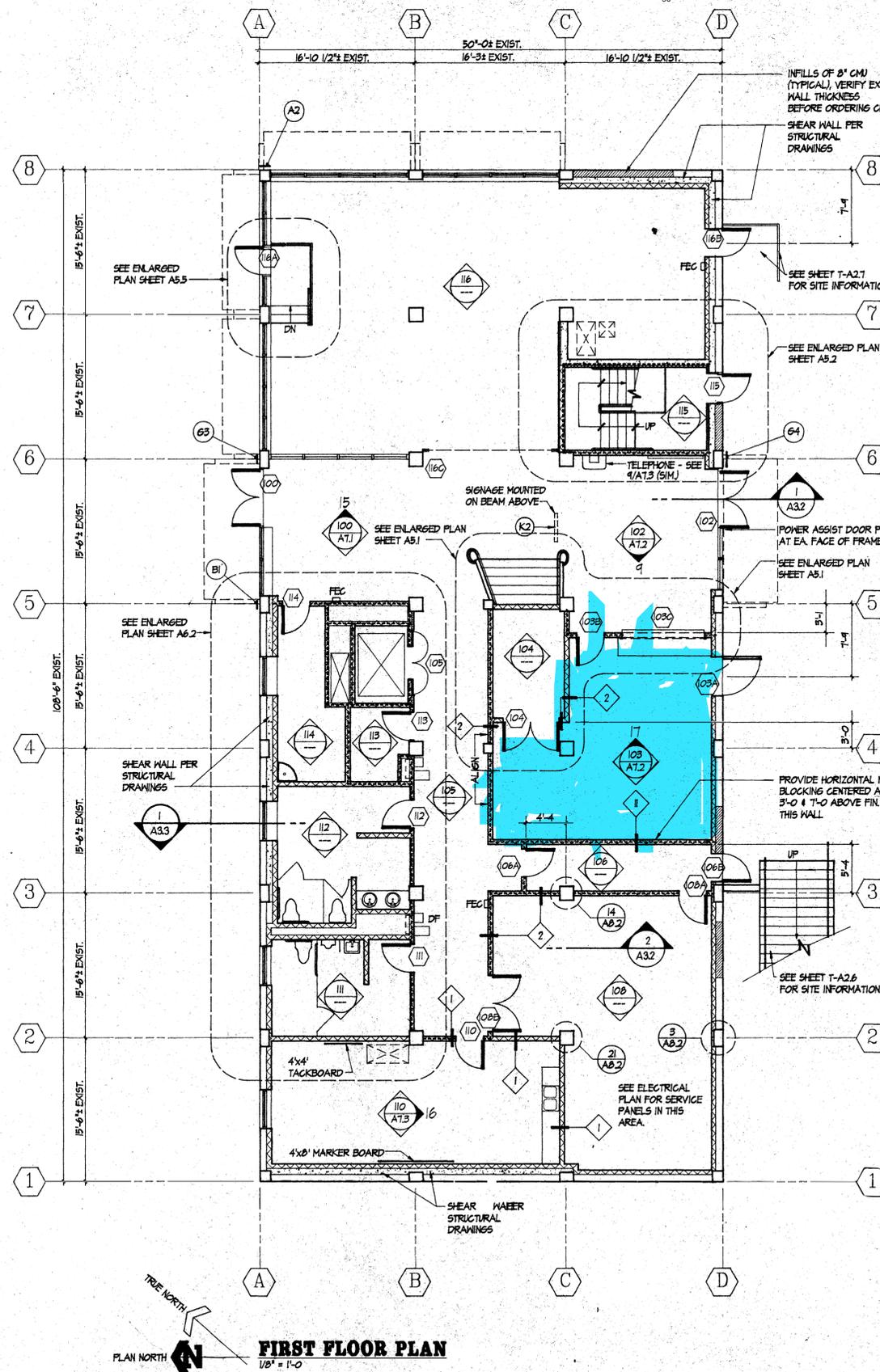
Date: _____

FIRST FLOOR ROOM SCHEDULE

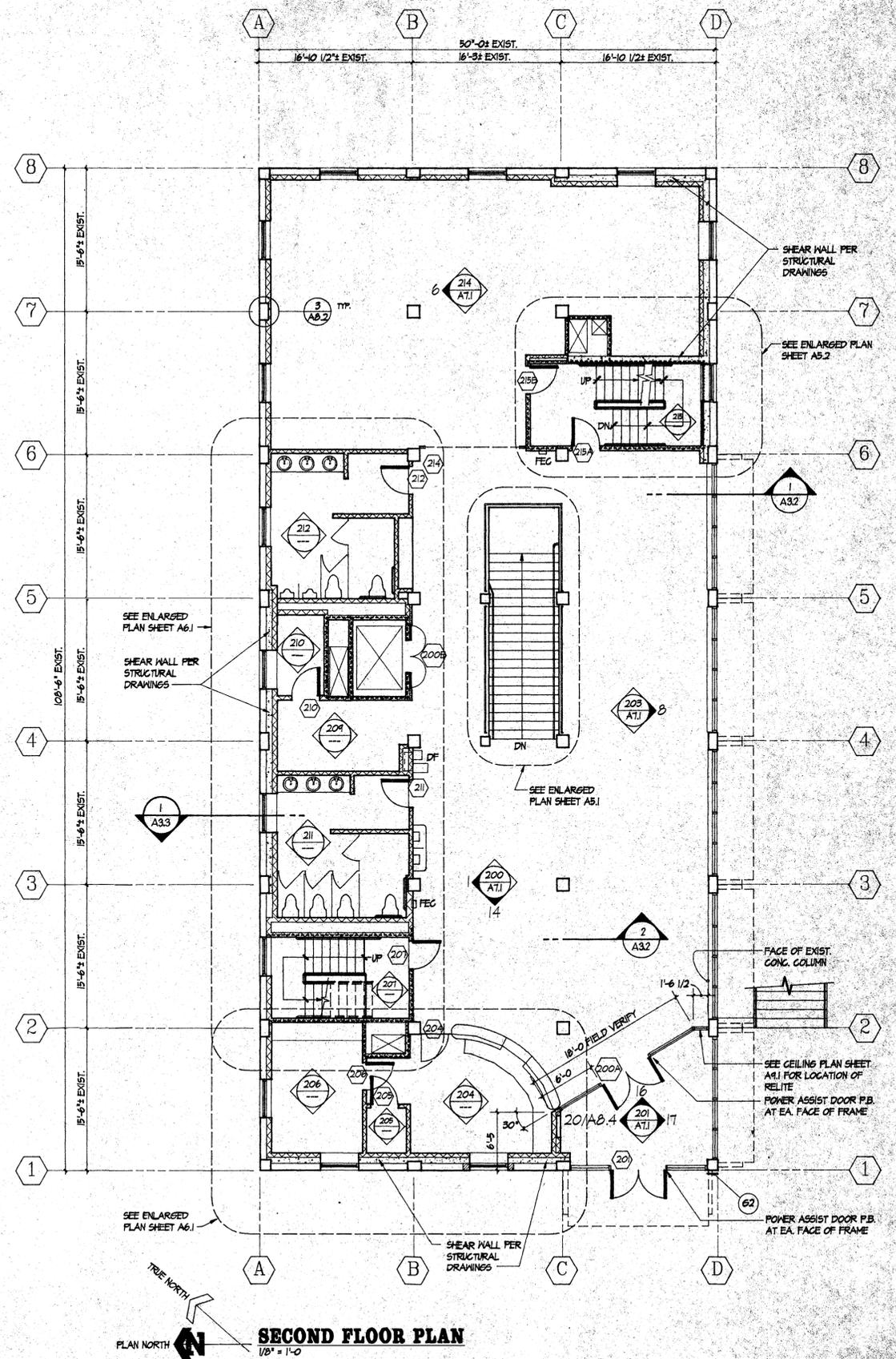
- | | |
|---------------------|---------------------------|
| 100 LOBBY | 111 MEN'S RESTROOM |
| 102 LOBBY | 112 WOMEN'S RESTROOM |
| 103 PACKAGE EXPRESS | 113 ELEVATOR MACHINE ROOM |
| 104 CLOSET | 114 JANITOR |
| 105 CORRIDOR | 115 STAIR #2 |
| 106 CORRIDOR | 116 LEASED CAFE |
| 108 MAINTENANCE | |
| 110 DRIVER'S LOUNGE | |

SECOND FLOOR ROOM SCHEDULE

- | | |
|----------------------|----------------------|
| 200 LOBBY | 210 MECHANICAL ROOM |
| 201 VESTIBULE | 211 WOMEN'S RESTROOM |
| 203 SEATING AREA | 212 MEN'S RESTROOM |
| 204 CUSTOMER SERVICE | 214 LEASED SPACE |
| 205 LOST & FOUND | 215 STAIR #2 |
| 206 OFFICE | |
| 207 STAIR #3 | |
| 209 CORRIDOR | |



FIRST FLOOR PLAN
1/8" = 1'-0"



SECOND FLOOR PLAN
1/8" = 1'-0"

The DOH Associates, PS
Architects and Planners

A Professional Service Corporation
600 Dacres Building, Wenatchee, Washington 98801 (800) 982-2781

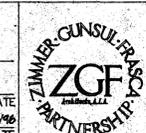


NO	DATE	APPR	REVISIONS

Approved By _____

FRG
DRAWN BY
GAB/FRG
CHECKED BY

DATE
6/21/98
DATE



**CHELAN-DOUGLAS INTERMODAL
TRANSPORTATION CENTER**
FIRST and SECOND FLOOR PLANS

JOB NO. 90394.04 DATE 06/28/96 A23

Cart Program – S.O.P.

Cart Program Distribution and Reporting

PURPOSE

To ensure consistency when distributing and reporting on the Cart Program. The program is to assist those folks who could not otherwise afford to obtain a folding shopping cart that meets the size requirements spelled out in Link Transit's Carry-on Policy.

1. Distributing a Cart:

a. Guest presents one of the Link Transit Carry-on Cards. (There are 3)



Cart Assistance Program

Need assistance obtaining an approved cart?



Guest Name: _____

Guest declares low/fixed income.

Guest declares homeless/insecurely housed.

Today's Date: _____ Staff Initials: _____



- i. Fill out the Cart Program Attestation Document (CPAD)
- ii. Attach the Card to the document
- iii. Update the Distribution Log/spreadsheet
- iv. Update the Inventory Log/spreadsheet
- v. File the CPAD along with the Card the guest brought.

b. The guest does not present one of the three Link Transit Carry-on Cards.

- i. Fill out the CPAD
- ii. Update the Distribution Log/Spreadsheet
- iii. Update the Inventory Log/Spreadsheet
- iv. File the CPAD.

2. If payment for the cart is required:

- a. Indicated on the CPAD is they participant is to pay 50% or 100% of the cost of the cart.
- b. Send the Guest with the CPAD or Walk the guest-to-Guest Services.
 - i. Guest Services will take payment and staple the receipt to the CPAD.
- c. The participant returns to CC with the CPAD and proof of payment.
- d. Distribute the cart to the participant

3. Ordering More Carts

- a. When the inventory gets to 3 or fewer, it's time to order more carts.
- b. Email CartProgram@linktransit.com to request additional carts.
 - i. A Link Staff member will contact procurement to have them assembled and delivered by Facilities to _____ on the first floor of Columbia Station.

4. Monthly Reporting:

- a. Email the Distribution Log/spreadsheet and Inventory Log/spreadsheet to CartProgram@linktransit.com
- b. At the Monthly Meeting
 - i. Bring a printout of the Distribution Log and the corresponding CPADs

The following folks are part of the group email CartProgram@linktransit.com:

Gabrielle Walker – Link Transit
Jake Austin – Link Transit
Jennifer Therien – Link Transit
Pedro Barrera – Link Transit
Trisha Chang – Link Transit
Ross Miller – Link Transit
Ramon Cox – Link Transit
Sam Miller – Link Transit
Deborah Paine – Link Transit



BOARD OF DIRECTORS
October 21, 2025 Board Meeting
“ACTION AGENDA” ITEM – SUMMARY REPORT

TO: Link Transit Board of Directors
 FROM: Samantha Miller & Ed Archer
 SUBJECT: Increasing Bus Garage Contingency Funds

Issue

RCW 82.08.816 (expired July 1, 2025) specifically exempted electric vehicle batteries and infrastructure from incurring sales taxes. Based on the RCW language, Link’s project advertisement solicited bids that excluded sales taxes for the entire bus garage project. After discussions with the Department of Revenue, it was determined that some of this project would not qualify for tax exemption status. The contractor, Rimmer and Roeter, and Link Transit staff worked with the Department of Revenue to determine the actual exempt status for the project.

The anticipated sales tax for the Bus Garage Construction project is estimated to be \$150,000. Staff is requesting an additional \$100,000 to be included in the contingency fund to cover any shortfall due to the sales tax issue.

Recommendation

Authorize an \$100,000 increase in contingency funds for the construction of the Bus Garage, with a construction total not to exceed \$13,410,573 to Rimmer & Roeter Construction, Inc.

Support of Goals

Link Transit’s goal is to provide safe, quality service to the communities we serve. The construction of this Bus Garage will allow Link enough operational space to continue the Vision 2020 expansion, increasing the quality and coverage of service.

Alternatives Considered

No recommended alternatives.

Impact on Project Budget (Capital / Operating)

Total Project Budget: \$17,000,000

Actual Estimated Cost: \$15,472,390

Under Budget: \$1,527,610

Estimated Rimmer & Roeter Cost Breakdown: (\$13,410,573)

- \$12,676,736 - Rimmer & Roeter bid amount
- \$633,837 for 5% contingency
- \$100,000 for contingency increase requested above

Background

Construction is currently projected to finish in late November or December of 2025. The bid awarded to Rimmer & Roeter was 7.5% under the initial Engineer’s Estimate. Staff anticipate the requested increase of \$100,000 to the contingency funds will cover any additional costs, including the unforeseen

sales tax. The total cost is still not calculated, however staff anticipate coming in close to under the approved budget with the inclusion of the additional \$100,000.

Attachments

- ◆ None



BOARD OF DIRECTORS
October 21, 2025 Board Meeting
“ACTION AGENDA” ITEM – SUMMARY REPORT

TO: Link Transit Board of Directors
 FROM: Sam Miller, Contract/Procurement Specialist
 SUBJECT: Purchase of Four 40-Foot Electric Buses and Five ABB Chargers from BYD/RIDE

Issue

Staff secured a Washington State Green Transportation Grant for four 40-foot battery-electric buses and five ABB vehicle chargers, which will pay for approximately 54% of the costs in the attached quotes. Staff is requesting Board authorization to purchase the buses and chargers from BYD/RIDE from the Department of Enterprise Systems contract #06719.

Recommendation

Authorize the purchase of four (4) 40-foot electric buses and five (5) ABB chargers from BYD Coach & Bus LLC in an amount not to exceed \$5,819,581.68, plus applicable sales tax, pending DES approval.

Support of Goals

The purchase of these vehicles and chargers will allow Coach Operators to transport guests safely & reliably by increasing the number of available vehicles in the fleet.

Alternatives Considered

Staff do not recommend postponing this purchase due to the state’s grant timeline.

Impact on Budget (Capital / Operating)

The WSDOT Green Transportation Grant of \$3,400,000 will reimburse approximately 54% of the total cost requested above. Funds will be allocated in the 2026 and 2027 Capital Budgets as no payment is required before delivery and acceptance of the vehicles and chargers.

Background

These vehicles will be purchased through the DES contract and are projected to deliver in 16 months from the date of purchase. Chargers are expected to deliver in 2026.

Buses: \$1,215,237.42 (per vehicle) – includes shipping
 Chargers: \$191,726.40 (per charger) – includes shipping and all components needed

Staff anticipate paying sales tax on these vehicles due to the electric vehicle sales tax changes effective 7/1/2025. The quotes show potential taxes for vehicles and chargers of up to \$512,123.19.

Procurement Staff reviewed the attached bus quote and determined it to be fair & reasonable when compared to the Independent Cost Analysis performed on October 13, 2025.

Attachments

- BYD.RIDE Quote – Buses
- BYD.RIDE Quote – Chargers

RIDE BYD Coach & Bus LLC, d/b/a RIDE Coach & Bus

"Real Innovation Delivered with Excellence"

3465 E. Foothill Blvd, 2nd Floor
Pasadena, CA 91107
Phone: (626) 770-4678

Quotation For:
LINK Transit

Quotation

DATE 10/14/2025
Quotation # JY06132025LT-K9-2

Quotation Validity: 30 days * see note
Quotation valid until: 11/13/2025

Prepared by: JJ Zhang

Comments or Special Instructions: None

SALES PERSON	SHIP DATE	F.O.B Point	TERMS
Jason Yan	Estimated 12-18 Months After Spec Finalization	Wanatchee, WA	Net 30

ITEM #	QTY	DESCRIPTION	UNIT PRICE (USD)	TOTAL AMOUNT (USD)
1	4	RIDE 40' K9MD (Washington State Contract # 06719-01) - Battery Capacity Nameplate 505 kWh/Usable 455 kWh - DC SAE J1772 Design; Charger not included	\$ 1,100,000.00	\$ 4,400,000.00
2	4	Add-ons (see separate sheet)	\$ 98,096.42	\$ 392,385.68
3	4	Delivery Fee	\$ 7,987.00	\$ 31,948.00
4	4	InductEV - Installation & Commissioning - Material to be provided by customer - Same design as PO#10049054-000 - Commissioning up to 10 hrs per bus (estimated) - Additional hours, if required, will be charged separately.	\$ 9,154.00	\$ 36,616.00
Subtotal			\$	4,860,949.68

Estimated Sales Tax (8.8%)	\$ 427,763.57
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Total (USD)	\$ 5,288,713.25
--------------------	------------------------

***NOTE:**

- Potential tax exemption may be applied (https://dor.wa.gov/sites/default/files/2022-02/sn_19_ElectricVehicleBuses.pdf)
- Add-ons pricing is estimated and may be adjusted after specification finalization.
- PO acceptance is needed from RIDE before PO execution.
- Seller shall reserve the right to adjust the Purchase Price and charge Buyer accordingly to reflect all or a portion of the existing or hereafter levied import duties and tariffs, fees, assessments, charges, and any other taxes, however designated, related to the importation of the equipment and manufacturing supply chain.
- Bus acceptance and payment will be based solely on the buses meeting the agreed specifications and acceptance requirements, excluding any IEV-related scopes. Any delay or issue involving the IEV product or installation will not affect or delay the acceptance or payment of the buses.

Quotation For:

LINK Transit

Quotation Valid Until: 11/13/2025

Add on List

Add on #	Description	Qty per Bus	Unit Price (USD)	Extended Price per Bus (USD)
1	Hot Start	1	delete (requested by customer)	delete (requested by customer)
2	Auxiliary Heating /Water Defroster - diesel heater	1	\$ 11,082.06	\$ 11,082.06
3	Exterior - Customized Paint	1	delete	delete
4	Bike Rack - Sportworks - Apex 2 FAT, Black	1	\$ 3,305.47	\$ 3,305.47
5	Tires + Wheel - Two front tires to be Michelin tires	1	\$ 1,564.54	\$ 1,564.54
6	Tires + Wheel - Four rear tires to be GOODYEAR Endurance TSD 305/70 R22.5	1	\$ 3,671.16	\$ 3,671.16
7	Angel Trax Camera System	1	\$ 8,210.85	\$ 8,210.85
8	Driver's Seat - USSC 9110-80330801720121-03B1	1	\$ 670.96	\$ 670.96
9	ITS - Avail - Installation and Materials - On-site comissioning included by Avail - Same design as PO#10049054-000	1	\$ 57,256.98	\$ 57,256.98
10	Battery - Optima Battery P/N 850-160- Model # D31T (2PCS)	1	Included	Included
11	Heated Mirrors - 2 mirrors per bus (Hadley)	1	\$ 573.80	\$ 573.80
12	Flooring - Altro - Transflor, Chroma, Quattro 2775	1	Included	Included
13	American Seating Insight	1	deleted	deleted
14	Seating Fabric - All - Camira P/N EHR309	1	deleted	deleted
15	Q-Straint - 4 Position	1	Included	Included
16	Destination Sign - White Color - IO CONTROLS	1	\$ 1,571.40	\$ 1,571.40
17	InductEV - 300kW Vehicle Receiver Kit w/ FOD Cameras - 4-Pad Inductive Receiver + Display 1-Year Warranty	1	delete	deleted
18	USSC UV PHI	1	deleted	deleted
19	Ster Gemini Passenger Seating - Nuvant Match Plus Azul Oscuro #1745419 vinyl	1	\$ 10,189.20	\$ 10,189.20
			TOTAL (USD)	\$ 98,096.42



BYD Coach & Bus LLC, d/b/a RIDE Coach & Bus

Build Your Dreams

3465 E. Foothill Blvd, 2nd Floor
Pasadena, CA 91107
Phone: (626) 770-4678

Quotation For:
LINK Transit, WA

Quotation

DATE 10/15/2025
Quotation # JY06162025LINK-ABB-3

Quotation Validity: 30 days * see note
Quotation valid until: 11/14/2025
Prepared by: JJ Zhang

Comments or Special Instructions: None

SALES PERSON	SHIP DATE	Delivery Term	TERMS
Jason Yan	30-32 weeks ARO	Wenatchee, WA	Net 30

ITEM #	QTY	DESCRIPTION	UNIT PRICE (USD)	TOTAL AMOUNT (USD)
1	5	ABB HVC300KW 4:1 Power Cabinet, 480V input *The system include 5-year of Connected Services – Charger Connect and Web Solution for Monitoring and Operations. Non Buy America Compliant Model	\$ 180,352.80	\$ 901,764.00
2	5	4x HVC ChargeDock NA, CCS1 250A 9.5mts (20 in total) Note: This ChargeDock is for ceiling mounting, and it is not possible to use it with a pedestal	Included	Included
3	5	HVC 360 stainless steel power cabinet foundation to install on existing floor. Includes side cover panels and grommet plate. Note: the metal base is mandatory for each HVC360 power cabinet.	Included	Included
4	5	Onsite Commissioning Fee per HVC300-4 (includes four DCB) Includes 2 hours of drive time by technician - remote sites may incur an additional travel-time surcharge.	\$ 5,244.00	\$ 26,220.00
5	1	Basic Charger 101 Training Purpose: To get high level understanding of charger technology Duration: 4-8 hours (classroom + visit charger in smaller groups) Audience: General users, site operators, and stakeholders Class size: up to 8 attendees Location: End User / Owner / Operator location – Equipment must be present Content: -Fundamentals of DC charging and influencing factors on charging speed -Basic operation: how to perform a charge session -Overview of hardware and safety measures (including emergency procedures) -Introduction to backend monitoring tools and user profiles Travel time and expenses included	\$ 12,000.00	\$ 12,000.00
6	5	Freight per each HVC Power Cabinet. Unloading of the goods is not included	\$ 1,581.60	\$ 7,908.00
7	20	Freight per each HVC Depot Box. Unloading of the goods is not included.	\$ 429.60	\$ 8,592.00
8	5	Freight per each accessory including pedestals, ground metal foundations. Unloading of the goods is not included.	\$ 429.60	\$ 2,148.00
			Subtotal	\$ 958,632.00

Estimated Sales Tax (8.8%)	\$ 84,359.62
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Total (USD)	\$ 1,042,991.62
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***NOTE:**
 1. Potential tax exemption may be applied (https://dor.wa.gov/sites/default/files/2022-02/sn_19_ElectricVehicleBuses.pdf)
 2. Payment Term: Equipment: 30% upon confirmation of PO and 70% upon shipment of the Equipment. Services: 100% upon delivery.
 3. PO will be issued and governed by Washington State Contract # 06719-01
 4. Seller shall reserve the right to adjust the Purchase Price and charge Buyer accordingly to reflect all or a portion of the existing or hereafter levied import duties and tariffs, fees, assessments, charges, and any other taxes, however designated, related to the importation of the equipment and manufacturing supply chain.



BOARD OF DIRECTORS
October 21, 2025, Board Meeting
“ACTION ITEM” AGENDA SUMMARY

TO: Link Transit Board of Directors
 FROM: Ed Archer, Maintenance Manager
 SUBJECT: Proposed Vehicle Surplus List

Issue

Staff are requesting Board approval to surplus two vehicles that have exceeded their useful life and have been replaced.

Recommendation

Authorize the surplus of the following vehicles:

Two – mini vans numbered:

1. 428 a 2018 dodge caravan Vin #2C7WDGBG9JR188027
 2. 430 a 2018 dodge caravan Vin#2C7WDGBG4JR188033
- Estimated fair-market value - \$5,000 to \$10,000 per vehicle

Support of Goals

Once a vehicle has reached the end of its useful life or is no longer needed, the vehicle or equipment is considered surplus. The surplus of vehicles increases the efficiency of staff who no longer need to maintain and service vehicles that are no longer useful

Alternatives Considered

None.

Impact on Budget (Capital / Operating)

Link Transit anticipates receiving between \$5,000 and \$10,000 per vehicle. These funds will be put back into the general fund.

Background

As vehicles reach their useful life they are replaced with newer, more efficient vehicles. Link Transit's Surplus Policy states that Board approval must be obtained for any surplus property with an estimated value or combined estimated value of \$5,000 or more.

Link Transit may use multiple avenues to surplus these vehicles including Booker Auctions, (a vehicle broker), GovDeals.com (an online approved auction site), transfer to other government agencies, transfer to a non-profit, or scrap the vehicle if it is no longer in working order. These two vehicles will likely be transferred to a non-profit.



Link Transit
connecting our communities
BOARD OF DIRECTORS
October 21, 2025 Board Meeting
“ACTION AGENDA” ITEM – SUMMARY REPORT

TO: Link Transit Board of Directors
FROM: Nick Covey
SUBJECT: Hay Canyon Property

Issue

Link Transit purchased 2.17 acres in Hay Canyon for \$710,000 in 2022 for the use of a future park-and-ride lot. The original intent was to carve off the amount of land needed for the park-and-ride and sell the remaining portion. The land was subdivided into two lots, .28 acres for the park-and-ride lot and 1.89 acres for surplus. The 1.89 acres was appraised for a value of \$535,000. An offer has been submitted for \$545,000, less closing costs.

Recommendation

Staff recommend accepting the offer of \$545,000, less closing costs for the sale of the Hay Canyon property.

Support of Goals

Selling unused land is a benefit to Link. There will be no future costs for maintenance and fencing and the remaining portion of the land allows for a future park-and-ride lot serving the citizens of Chelan County.

Alternatives Considered

Keep the land, which is not needed for any future expansion of services. This is not recommended, there is no future need of this land for Link Transit.

Impact on Budget (Capital / Operating)

Link Transit will net approximately \$505,000, which will be put into Link’s facility reserve account.

Background

Link Transit looks for opportunities to provide safe park-and-ride lots for Link Transit guests. Staff have determined that this is a good location for a park-and-ride lot to better serve Cashmere. A preliminary design has been developed and as Link continues to grow, this lot will be developed to serve our guests on Route 22, serving Cashmere and Leavenworth.

Attachments

◆ none

**COUNTEROFFER ADDENDUM
TO REAL ESTATE PURCHASE AND SALE AGREEMENT**

All terms and conditions of the offer (Real Estate Purchase and Sale Agreement) dated October 09, 2025, 1
concerning 5816 Sunburst Ln Cashmere WA 98815 (the "Property"), 2
Address City State Zip
by Whats The Plan LLC, as Buyer 3
and the undersigned Chelan Douglas PTBA INC, as Seller 4
are accepted, except for the following changes. 5

The Purchase Price shall be \$ 545,000.00 6

Other. 8

Subject to Link Transit Board approval on or before 10/21/2025. If board does not approve, transaction will be 9
terminated and earnest money will be refunded to buyer. 10

Feasibility period shall be 45 days and start from board approval. 11

Closing shall be on or before ~~12/01/2025~~ 12/15/25 12

 NC 10/11/25 13

 AS 10/10/25 14

 DF 10/10/25 15

This counteroffer shall expire at 9:00 p.m. on 10/11/2025 (if not filled in, two days after it is delivered), 27
unless it is sooner withdrawn. Acceptance shall not be effective until a signed copy is received by the counterofferor, 28
their broker or at the licensed office of their broker. If this counteroffer is not so accepted, it shall lapse and the 29
Earnest Money shall be refunded to Buyer. 30

All other terms and conditions of the above offer are incorporated herein by reference as though fully set forth. 31

 Nick Covey 10/10/25
Signature Date

Signature Date

 Amy Skelton 10/10/25
Signature Date

 Dan Ford 10/10/25
Signature Date

Form 25
Vacant Land PSA
Rev. 8/24
Page 1 of 6

VACANT LAND PURCHASE AND SALE AGREEMENT
Specific Terms

©Copyright 2024
Northwest Multiple Listing Service
ALL RIGHTS RESERVED

- Date: October 09, 2025 MLS No.: 2416746 Offer Expiration Date: 10/10/2025
- Buyer: Whats The Plan LLC A limited liability company
Buyer Buyer Status
- Seller: Chelan Douglas PTBA INC
Seller Seller
- Property: Legal Description attached as Exhibit A. Tax Parcel No(s): 241932310370
5816 Sunburst Lane Cashmere Chelan WA 98815
Address City County State Zip
- Purchase Price: \$ 535,000.00 Five Hundred Thirty-Five Thousand U.S. Dollars
- Earnest Money: \$ 100,000.00 U.S. Dollars; Delivery Date 3 days after mutual acceptance
To be held by Buyer Brokerage Firm; Closing Agent; In the form of a Promissory Note (included as an Addendum)
- Default: (check only one) Forfeiture of Earnest Money; Seller's Election of Remedies
- Title Insurance Company: CW Title and Escrow Aimee Tibbits
- Closing Agent: Fig Title and Escrow Leslie Riggs
Company Individual (optional)
- Closing Date: on or before 1/8/26; Possession Date: on Closing; Other
- Services of Closing Agent for Payment of Utilities: Requested (attach NWMLS Form 22K); Waived
- Charges/Assessments Levied Before but Due After Closing: assumed by Buyer; prepaid in full by Seller at Closing
- Seller Citizenship (FIRPTA): Seller is; is not a foreign person for purposes of U.S. income taxation
- Subdivision: The Property: must be subdivided before _____; is not required to be subdivided
- Feasibility Contingency: Expires 90 days after mutual acceptance; Satisfied/Waived
- Information Verification Period: Expires 14 days after mutual acceptance; Satisfied/Waived
- Agency Disclosure: Buyer represented by: Buyer Broker; Buyer/Listing Broker (limited dual agent); unrepresented
Seller represented by: Listing Broker; Listing/Buyer Broker (limited dual agent); unrepresented
- Buyer Brokerage Compensation: % 2.5 ; 2.5 Addendum for Buyer Credit
(a) Seller's Offer (if any) (b) Amount to be Paid by Seller
- Addenda: 22D(Optional Clauses) 22EF(Funds Evidence) 22K(Utilities) 22T(Title Contingency)

See Form 36 - Counteroffer Addendum

22E, Exhibit A/Legal Description Environmental Disclaimer

Amy Skelton 10/09/2025
Buyer Signature Date

Dan Ford _____
Buyer Signature Date

Nick Covey 10/10/2025
Seller Signature Date

Seller Signature Date

Buyer Address

Seller Address

City, State, Zip

City, State, Zip

Buyer Phone No. Fax No.

(509) 860-0130
Seller Phone No. Fax No.

Buyer E-mail Address

Seller E-mail Address

Engel & Voelkers Mercer Island 5496
Buyer Brokerage Firm MLS Office No.

Laura Mounter Real Estate 562
Listing Brokerage Firm MLS Office No.

Chris Ohta 114499
Buyer Broker (Print) MLS LAG No.

Lauren Romig 125130
Listing Broker (Print) MLS LAG No.

(206) 232-2405 (509) 470-1479 (206) 299-3000
Firm Phone No. Broker Phone No. Firm Fax No.

(509) 665-9200 (509) 433-1935
Firm Phone No. Broker Phone No. Firm Fax No.

mercercislandcontracts@gmail.com
Firm Document E-mail Address

office@lauramounter.com
Firm Document E-mail Address

chris.ohta@evrealestate.com
Buyer Broker E-mail Address

lromig@lauramounter.com
Listing Broker E-mail Address

129720 23010776
Buyer Broker DOL License No. Firm DOL License No.

111465 1961
Listing Broker DOL License No. Firm DOL License No.

VACANT LAND PURCHASE AND SALE AGREEMENT
General Terms

a. **Purchase Price.** Buyer shall pay to Seller the Purchase Price, including the Earnest Money, in cash at Closing, unless otherwise specified in this Agreement. Buyer represents that Buyer has sufficient funds to close this sale in accordance with this Agreement and is not relying on any contingent source of funds, including funds from loans, the sale of other property, gifts, retirement, or future earnings, except to the extent otherwise specified in this Agreement. The parties shall use caution when wiring funds to avoid potential wire fraud. Before wiring funds, the party wiring funds shall take steps to confirm any wire instructions via an independently verified phone number and other appropriate measures.

b. **Earnest Money.** Buyer shall deliver the Earnest Money by the Delivery Date listed in Specific Term No. 6 (2 days after mutual acceptance if not filled in) to the party holding the Earnest Money (Buyer Brokerage Firm or Closing Agent). If sent by mail, the Earnest Money must arrive at Buyer Brokerage Firm or Closing Agent by the Delivery Date. If the Earnest Money is held by Buyer Brokerage Firm and is over \$10,000.00 it shall be deposited into an interest bearing trust account in Buyer Brokerage Firm's name provided that Buyer completes an IRS Form W-9. Interest, if any, after deduction of bank charges and fees, will be paid to Buyer. Buyer shall reimburse Buyer Brokerage Firm for bank charges and fees in excess of the interest earned, if any. If the Earnest Money held by Buyer Brokerage Firm is over \$10,000.00 Buyer has the option to require Buyer Brokerage Firm to deposit the Earnest Money into the Housing Trust Fund Account, with the interest paid to the State Treasurer, if both Seller and Buyer so agree in writing. If Buyer does not complete an IRS Form W-9 before Buyer Brokerage Firm must deposit the Earnest Money or the Earnest Money is \$10,000.00 or less, the Earnest Money shall be deposited into the Housing Trust Fund Account. Buyer Brokerage Firm may transfer the Earnest Money to Closing Agent at Closing. If all or part of the Earnest Money is to be refunded to Buyer and any such costs remain unpaid, the Buyer Brokerage Firm or Closing Agent may deduct and pay them therefrom. The parties instruct Closing Agent to provide written verification of receipt of the Earnest Money and notice of dishonor of any check to the parties and Brokers at the addresses and/or fax numbers provided herein.

Upon termination of this Agreement, a party or the Closing Agent may deliver a form authorizing the release of Earnest Money to the other party or the parties. The party(s) shall execute such form and deliver the same to the Closing Agent. If either party fails to execute the release form, a party may make a written demand to the Closing Agent for the Earnest Money. Pursuant to RCW 64.04.220, Closing Agent shall deliver notice of the demand to the other party within 15 days. If the other party does not object to the demand within 20 days of Closing Agent's notice, Closing Agent shall disburse the Earnest Money to the party making the demand within 10 days of the expiration of the 20 day period. If Closing Agent timely receives an objection or an inconsistent demand from the other party, Closing Agent shall commence an interpleader action within 60 days of such objection or inconsistent demand, unless the parties provide subsequent consistent instructions to Closing Agent to disburse the earnest money or refrain from commencing an interpleader action for a specified period of time. Pursuant to RCW 4.28.080, the parties consent to service of the summons and complaint for an interpleader action by first class mail, postage prepaid at the party's usual mailing address or the address identified in this Agreement. If the Closing Agent complies with the preceding process, each party shall be deemed to have released Closing Agent from any and all claims or liability related to the disbursal of the Earnest Money. If either party fails to authorize the release of the Earnest Money to the other party when required to do so under this Agreement, that party shall be in breach of this Agreement. For the purposes of this section, the term Closing Agent includes a Buyer Brokerage Firm holding the Earnest Money. The parties authorize the party commencing an interpleader action to deduct up to \$750.00 for the costs thereof. The parties acknowledge that RCW 64.04.220 requires the court to award the Closing Agent its reasonable attorneys' fees and costs associated with an interpleader action.

c. **Condition of Title.** Unless otherwise specified in this Agreement, title to the Property shall be marketable at Closing. The following shall not cause the title to be unmarketable: rights, reservations, covenants, conditions and restrictions, presently of record and general to the area; easements and encroachments, not materially affecting the value of or unduly interfering with Buyer's reasonable use of the Property; and reserved oil and/or mining rights. Seller shall not convey or reserve any oil and/or mineral rights after mutual acceptance without Buyer's written consent. Monetary encumbrances or liens not assumed by Buyer, shall be paid or discharged by Seller on or before Closing. Title shall be conveyed by a Statutory Warranty Deed. If this Agreement is for conveyance of a buyer's interest in a Real Estate Contract, the Statutory Warranty Deed shall include a buyer's assignment of the contract sufficient to convey after acquired title. If the Property has been short platted, the Short Plat number is in the Legal Description.

d. **Title Insurance.** Seller authorizes Buyer's lender or Closing Agent, at Seller's expense, to apply for the then-current ALTA form of standard form owner's policy of title insurance from the Title Insurance Company. If Seller previously received a preliminary commitment from a Title Insurance Company that Buyer declines to use, Buyer shall pay any cancellation fees owing to the original Title Insurance Company. Otherwise, the party applying for title insurance shall pay any title cancellation fee, in the event such a fee is assessed. The Title Insurance Company shall send a copy of the preliminary commitment to Seller, Listing Broker, Buyer and Buyer Broker. The preliminary commitment, and the title policy to be issued, shall contain no exceptions other than the General Exclusions and Exceptions in said standard form and Special Exceptions consistent with the Condition of Title herein provided. If title cannot be made so insurable prior

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to the Closing Date, then as Buyer's sole and exclusive remedy, the Earnest Money shall, unless Buyer elects to waive such defects or encumbrances, be refunded to Buyer, less any unpaid costs described in this Agreement, and this Agreement shall thereupon be terminated. Buyer shall have no right to specific performance or damages as a consequence of Seller's inability to provide insurable title.

e. Closing and Possession. This sale shall be closed by the Closing Agent on the Closing Date. "Closing" means the date on which all documents are recorded and the sale proceeds are available to Seller. If the Closing Date falls on a Saturday, Sunday, legal holiday as defined in RCW 1.16.050, or day when the county recording office is closed, the Closing Agent shall close the transaction on the next day that is not a Saturday, Sunday, legal holiday, or day when the county recording office is closed. Buyer shall be entitled to possession at 9:00 p.m. on the Possession Date. Seller shall maintain the Property in its present condition, normal wear and tear excepted, until Buyer is provided possession. Buyer reserves the right to walk through the Property within 5 days of Closing to verify that Seller has maintained the Property as required by this paragraph. Seller shall not enter into or modify existing leases or rental agreements, service contracts, or other agreements affecting the Property which have terms extending beyond Closing without first obtaining Buyer's consent, which shall not be unreasonably withheld.

f. Section 1031 Like-Kind Exchange. If either Buyer or Seller intends for this transaction to be a part of a Section 1031 like-kind exchange, then the other party shall cooperate in the completion of the like-kind exchange so long as the cooperating party incurs no additional liability in doing so, and so long as any expenses (including attorneys' fees and costs) incurred by the cooperating party that are related only to the exchange are paid or reimbursed to the cooperating party at or prior to Closing. Notwithstanding the Assignment paragraph of this Agreement, any party completing a Section 1031 like-kind exchange may assign this Agreement to its qualified intermediary or any entity set up for the purposes of completing a reverse exchange.

g. Closing Costs and Prorations and Charges and Assessments. Seller and Buyer shall each pay one-half of the escrow fee unless otherwise required by applicable FHA or VA regulations. Taxes for the current year, rent, interest, and lienable homeowner's association dues shall be prorated as of Closing. Buyer shall pay Buyer's loan costs, including credit report, appraisal charge and lender's title insurance, unless provided otherwise in this Agreement. If any payments are delinquent on encumbrances which will remain after Closing, Closing Agent is instructed to pay such delinquencies at Closing from money due, or to be paid by, Seller. Buyer shall pay for remaining fuel in the fuel tank if, prior to Closing, Seller obtains a written statement from the supplier as to the quantity and current price and provides such statement to the Closing Agent. Seller shall pay all utility charges, including unbilled charges. Unless waived in Specific Term No. 11, Seller and Buyer request the services of Closing Agent in disbursing funds necessary to satisfy unpaid utility charges in accordance with RCW 60.80 and Seller shall provide the names and addresses of all utilities providing service to the Property and having lien rights (attach NWMLS Form 22K Identification of Utilities or equivalent).

Buyer is advised to verify the existence and amount of any local improvement district, capacity or impact charges or other assessments that may be charged against the Property before or after Closing. Seller will pay such charges that are or become due on or before Closing. Charges levied before Closing, but becoming due after Closing shall be paid as agreed in Specific Term No.12.

h. Sale Information. Listing Broker and Buyer Broker are authorized to report this Agreement (including price and all terms) to the Multiple Listing Service that published it and to its members, financing institutions, appraisers, and anyone else related to this sale. Buyer and Seller expressly authorize all Closing Agents, appraisers, title insurance companies, and others related to this Sale, to furnish the Listing Broker and/or Buyer Broker, on request, any and all information and copies of documents concerning this sale.

i. Seller Citizenship and FIRPTA. Seller warrants that the identification of Seller's citizenship status for purposes of U.S. income taxation in Specific Term No. 13 is correct. Seller shall execute a certification (NWMLS Form 22E or equivalent) under the Foreign Investment In Real Property Tax Act ("FIRPTA") and provide the certification to the Closing Agent within 10 days of mutual acceptance. If Seller is a foreign person for purposes of U.S. income taxation, and this transaction is not otherwise exempt from FIRPTA, Closing Agent is instructed to withhold and pay the required amount to the Internal Revenue Service. Seller shall pay any fees incurred by Buyer related to such withholding and payment.

If Seller fails to provide the FIRPTA certification to the Closing Agent within 10 days of mutual acceptance, Buyer may give notice that Buyer may terminate the Agreement at any time 3 days thereafter (the "Right to Terminate Notice"). If Seller has not earlier provided the FIRPTA certification to the Closing Agent, Buyer may give notice of termination of this Agreement (the "Termination Notice") any time following 3 days after delivery of the Right to Terminate Notice. If Buyer gives the Termination Notice before Seller provides the FIRPTA certification to the Closing Agent, this Agreement is terminated and the Earnest Money shall be refunded to Buyer.

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- j. **Notices and Delivery of Documents.** Any notice related to this Agreement (including revocations of offers or counteroffers) must be in writing. Notices to Seller must be signed by at least one Buyer and shall be deemed delivered only when the notice is received by Seller, by Listing Broker, or at the licensed office of Listing Broker. Notices to Buyer must be signed by at least one Seller and shall be deemed delivered only when the notice is received by Buyer, by Buyer Broker, or at the licensed office of Buyer Broker. Documents related to this Agreement, such as NWMLS Form 17C, Information on Lead-Based Paint and Lead-Based Paint Hazards, Public Offering Statement or Resale Certificate, and all other documents shall be delivered pursuant to this paragraph. Buyer and Seller must keep Buyer Broker and Listing Broker advised of their whereabouts in order to receive prompt notification of receipt of a notice.
Facsimile transmission of any notice or document shall constitute delivery. E-mail transmission of any notice or document (or a direct link to such notice or document) shall constitute delivery when: (i) the e-mail is sent to both Buyer Broker and Buyer Brokerage Firm or both Listing Broker and Listing Brokerage Firm at the e-mail addresses specified on page one of this Agreement; (ii) Buyer Broker or Listing Broker provide written acknowledgment of receipt of the e-mail (an automatic e-mail reply does not constitute written acknowledgment); or (iii) if a party is unrepresented, the e-mail is sent directly to the party's e-mail address specified on page one of this Agreement. At the request of either party, or the Closing Agent, the parties will confirm facsimile or e-mail transmitted signatures by signing an original document.
- k. **Computation of Time.** Unless otherwise specified in this Agreement, any period of time measured in days and stated in this Agreement shall start on the day following the event commencing the period and shall expire at 9:00 p.m. of the last calendar day of the specified period of time. Except for the Possession Date, if the last day is a Saturday, Sunday or legal holiday as defined in RCW 1.16.050, the specified period of time shall expire on the next day that is not a Saturday, Sunday or legal holiday. Any specified period of 5 days or less, except for any time period relating to the Possession Date, shall not include Saturdays, Sundays or legal holidays. If the parties agree that an event will occur on a specific calendar date, the event shall occur on that date, except for the Closing Date, which, if it falls on a Saturday, Sunday, legal holiday as defined in RCW 1.16.050, or day when the county recording office is closed, shall occur on the next day that is not a Saturday, Sunday, legal holiday, or day when the county recording office is closed. When counting backwards from Closing, any period of time measured in days shall start on the day prior to Closing and if the last day is a Saturday, Sunday or legal holiday as defined in RCW 1.16.050, the specified period of time shall expire on the next day, moving forward, that is not a Saturday, Sunday or legal holiday (e.g. Monday or Tuesday). If the parties agree upon and attach a legal description after this Agreement is signed by the offeree and delivered to the offeror, then for the purposes of computing time, mutual acceptance shall be deemed to be on the date of delivery of an accepted offer or counteroffer to the offeror, rather than on the date the legal description is attached. Time is of the essence of this Agreement.
- l. **Integration and Electronic Signatures.** This Agreement constitutes the entire understanding between the parties and supersedes all prior or contemporaneous understandings and representations. No modification of this Agreement shall be effective unless agreed in writing and signed by Buyer and Seller. The parties acknowledge that a signature in electronic form has the same legal effect and validity as a handwritten signature.
- m. **Assignment.** Buyer may not assign this Agreement, or Buyer's rights hereunder, without Seller's prior written consent, unless the parties indicate that assignment is permitted by the addition of "and/or assigns" on the line identifying the Buyer on the first page of this Agreement.
- n. **Default.** In the event Buyer fails, without legal excuse, to complete the purchase of the Property, then the following provision, as identified in Specific Term No. 7, shall apply:
 - i. **Forfeiture of Earnest Money.** That portion of the Earnest Money that does not exceed five percent (5%) of the Purchase Price shall be forfeited to the Seller as the sole and exclusive remedy available to Seller for such failure.
 - ii. **Seller's Election of Remedies.** Seller may, at Seller's option, (a) keep the Earnest Money as liquidated damages as the sole and exclusive remedy available to Seller for such failure, (b) bring suit against Buyer for Seller's actual damages, (c) bring suit to specifically enforce this Agreement and recover any incidental damages, or (d) pursue any other rights or remedies available at law or equity.
- o. **Professional Advice and Attorneys' Fees.** Buyer and Seller are advised to seek the counsel of an attorney and a certified public accountant to review the terms of this Agreement. Buyer and Seller shall pay their own fees incurred for such review. However, if Buyer or Seller institutes suit against the other concerning this Agreement, or if the party holding the Earnest Money commences an interpleader action, the prevailing party is entitled to reasonable attorneys' fees and expenses.
- p. **Offer.** This offer must be accepted by 9:00 p.m. on the Offer Expiration Date, unless sooner withdrawn. Acceptance shall not be effective until a signed copy is received by the other party, by the other party's broker, or at the licensed

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- office of the other party's broker pursuant to General Term j. If this offer is not so accepted, it shall lapse and any Earnest Money shall be refunded to Buyer. 162 163
- q. Counteroffer.** Any change in the terms presented in an offer or counteroffer, other than the insertion of or change to Seller's name and Seller's warranty of citizenship status, shall be considered a counteroffer. If a party makes a counteroffer, then the other party shall have until 9:00 p.m. on the counteroffer expiration date to accept that counteroffer, unless sooner withdrawn. Acceptance shall not be effective until a signed copy is received by the other party, the other party's broker, or at the licensed office of the other party's broker pursuant to General Term j. If the counteroffer is not so accepted, it shall lapse and any Earnest Money shall be refunded to Buyer. 164 165 166 167 168 169
- r. Offer and Counteroffer Expiration Date.** If no expiration date is specified for an offer/counteroffer, the offer/counteroffer shall expire 2 days after the offer/counteroffer is delivered by the party making the offer/counteroffer, unless sooner withdrawn. 170 171 172
- s. Agency Disclosure.** Buyer Brokerage Firm, Buyer Brokerage Firm's Designated Broker, Buyer Broker's Branch Manager (if any) and Buyer Broker's Managing Broker (if any) represent the same party that Buyer Broker represents. Listing Brokerage Firm, Listing Brokerage Firm's Designated Broker, Listing Broker's Branch Manager (if any), and Listing Broker's Managing Broker (if any) represent the same party that the Listing Broker represents. All parties acknowledge receipt of the pamphlet entitled "Real Estate Brokerage in Washington." 173 174 175 176 177
- t. Brokerage Firm Compensation.** Seller and Buyer shall pay compensation in accordance with any listing or compensation agreement to which they are a party. The Listing Brokerage Firm's compensation shall be paid as specified in the listing agreement. The compensation offered by Seller to the Buyer Brokerage Firm, if any, is set forth in Specific Term No. 18(a), and if there is any inconsistency between the Buyer Brokerage Firm compensation offered and the description of the offered compensation stated in Specific Term No. 18(a), the terms shall be as set forth in the published offer. Seller shall pay the Buyer Brokerage Firm compensation set forth in Specific Term No. 18(b). Seller and Buyer hereby consent to Listing Brokerage Firm or Buyer Brokerage Firm receiving compensation from more than one party. Seller and Buyer hereby assign to Listing Brokerage Firm and Buyer Brokerage Firm, as applicable, a portion of their funds in escrow equal to such compensation and irrevocably instruct the Closing Agent to disburse the compensation directly to the Firm(s). In any action by Listing or Buyer Brokerage Firm to enforce this paragraph, the prevailing party is entitled to court costs and reasonable attorneys' fees. Seller and Buyer agree that the Firms are intended third-party beneficiaries under this Agreement. 178 179 180 181 182 183 184 185 186 187 188 189
- u. Subdivision.** If the Property must be subdivided, Seller represents that there has been preliminary plat approval for the Property and this Agreement is conditioned on the recording of the final plat containing the Property on or before the date specified in Specific Term No. 14. If the final plat is not recorded by such date, this Agreement shall terminate and the Earnest Money shall be refunded to Buyer. 190 191 192 193
- v. Feasibility Contingency.** Unless satisfied/waived, Buyer shall have the time period set forth in Specific Term No. 15 to verify the suitability of the Property for Buyer's intended use, including whether the Property can be platted, developed and/or built on (now or in the future) and what it will cost to do so. Buyer should not rely on any oral statements concerning this made by Seller, Listing Broker or Buyer Broker. Buyer should inquire at the city or county, and water, sewer or other special districts in which the Property is located. Buyer's inquiry should include, but not be limited to: building or development moratoriums applicable to or being considered for the Property; any special building requirements, including setbacks, height limits or restrictions on where buildings may be constructed on the Property; whether the Property is affected by a flood zone, wetlands, shorelands or other environmentally sensitive areas; road, school, fire and any other growth mitigation or impact fees that must be paid; the procedure and length of time necessary to obtain plat approval and/or a building permit; sufficient water, sewer and utility and any service connection charges; and all other charges that must be paid. Buyer and Buyer's agents, representatives, consultants, architects and engineers shall have the right, from time to time during and after the feasibility contingency, to enter onto the Property and to conduct any tests or studies that Buyer may need to ascertain the condition and suitability of the Property for Buyer's intended purpose. Buyer shall restore the Property and all improvements on the Property to the same condition they were in prior to the inspection. Buyer shall be responsible for all damages resulting from any inspection of the Property performed on Buyer's behalf. Seller shall cooperate with Buyer in obtaining permits or other approvals Buyer may reasonably require for Buyer's intended use of the Property; provided that Seller shall not be required to incur any liability or expenses in doing so. If Buyer does not give notice of disapproval on or before the time period set forth in Specific Term No. 15, this feasibility contingency shall conclusively be deemed satisfied. If Buyer gives timely notice of disapproval, then this Agreement shall terminate and the Earnest Money shall be refunded to Buyer. The Feasibility Contingency Addendum (NWMLS Form 35F), if included in the Agreement, supersedes the Feasibility Contingency in Specific Term No. 15 and this General Term v. 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215

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- w. **Information Verification Period.** Unless satisfied/waived, Buyer shall have the time period set forth in Specific Term No.16 (10 days after mutual acceptance if not filled in) to verify all information provided from Seller or Listing Brokerage Firm related to the Property. This contingency shall be deemed satisfied unless Buyer gives notice identifying the materially inaccurate information within the time period set forth in Specific Term No. 16. If Buyer gives timely notice under this section, then this Agreement shall terminate and the Earnest Money shall be refunded to Buyer. 216-220
- x. **Property Condition Disclaimer.** Buyer and Seller agree, that except as provided in this Agreement, all representations and information regarding the Property and the transaction are solely from Seller or Buyer, and not from any Broker. The parties acknowledge that the Brokers are not responsible for assuring that the parties perform their obligations under this Agreement and that none of the Brokers has agreed to independently investigate or confirm any matter related to this transaction except as stated in this Agreement, or in a separate writing signed by such Broker. In addition, Brokers do not guarantee the value, quality or condition of the Property and some properties may contain building materials, including siding, roofing, ceiling, insulation, electrical, and plumbing, that have been the subject of lawsuits and/or governmental inquiry because of possible defects or health hazards. Some properties may have other defects arising after construction, such as drainage, leakage, pest, rot and mold problems. In addition, some properties may contain soil or other contamination that is not readily apparent and may be hazardous. Brokers do not have the expertise to identify or assess defective or hazardous products, materials, or conditions. Buyer is urged to use due diligence to inspect the Property to Buyer's satisfaction and to retain inspectors qualified to identify the presence of defective or hazardous materials and conditions and evaluate the Property as there may be defects and hazards that may only be revealed by careful inspection. Buyer is advised to investigate whether the Property is suitable for Buyer's intended use and to ensure the water supply is sufficient to meet Buyer's needs. Buyer is advised to investigate the cost of insurance for the Property, including, but not limited to homeowner's, fire, flood, earthquake, landslide, and other available coverage. Buyer acknowledges that local ordinances may restrict short term rentals of the Property. Brokers may assist the parties with locating and selecting third-party service providers, such as inspectors or contractors, but Brokers cannot guarantee or be responsible for the services provided by those third parties. The parties shall exercise their own judgment and due diligence regarding third-party service providers. 221-240
- y. **Fair Housing.** Seller and Buyer acknowledge that local, state, and federal fair housing laws prohibit discrimination based on sex, marital status, sexual orientation, gender identity, race, creed, color, religion, caste, national origin, citizenship or immigration status, families with children status, familial status, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a support or service animal by a person with a disability. 241-245

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**EVIDENCE OF FUNDS ADDENDUM
TO PURCHASE & SALE AGREEMENT**

The following is part of the Purchase and Sale Agreement dated October 09, 2025 1
between Whats The Plan LLC ("Buyer") 2
Buyer
and Chelan Douglas PTBA DBA INC ("Seller") 3
Seller
concerning 5816 Sunburst Ln Cashmere WA 98815 (the "Property"). 4
Address City State Zip

1. DEFINITIONS. 5

- a. "Evidence" means document(s) from a financial institution(s) in the United States showing that Buyer has sufficient cash or cash equivalent in United States funds. 6 7
- b. "Non-Contingent Funds" means funds that Buyer currently has in its possession and for which there is no contingency, such as financing (NWMLS Form 22A or equivalent), sale of Buyer's property (NWMLS Form 22B or equivalent), or pending sale of Buyer's property (NWMLS Form 22Q or equivalent). 8 9 10
- c. "Contingent Funds" means funds that Buyer does not currently have, but expects to receive from another source prior to Closing, and for which there is no contingency, such as a loan, proceeds from the sale of other property or stock, retirement funds, foreign funds, a gift, or future earnings. 11 12 13

2. EVIDENCE OF NON-CONTINGENT FUNDS. Buyer is relying on Non-Contingent Funds for payment of the Purchase Price. Buyer shall provide Evidence to Seller of such funds within 3 days (3 days if not filled in) of mutual acceptance. Unless Buyer discloses other sources of funds for the payment of the Purchase Price, Buyer represents that the Non-Contingent Funds are sufficient to pay the Purchase Price. Buyer shall not use such Non-Contingent Funds for any purpose other than the purchase of the Property without Seller's prior written consent. If Buyer fails to timely provide such Evidence, Seller may give notice terminating this Agreement any time before such Evidence is provided. Upon Seller's notice of termination under this Addendum, the Earnest Money shall be refunded to Buyer. 14 15 16 17 18 19 20 21

3. DISCLOSURE OF CONTINGENT FUNDS. Buyer is relying on Contingent Funds for the Purchase Price: 22

- Loan: _____ 23
- Sale of the following owned by Buyer: _____ 24
- Gift of \$ _____ from _____ 25
- Funds not readily convertible to liquid US funds: _____ 26
- Down Payment Program: _____ 27
- Other (describe): _____ 28

Buyer shall provide Evidence to Seller 10 days (10 days if not filled in) prior to Closing that the funds relied upon in Section 3 have been received or are immediately available to Buyer. If Buyer fails to timely provide such Evidence, Seller may give notice terminating this Agreement any time before such Evidence is provided. Buyer shall provide Seller with additional information about such funds as may be reasonably requested by Seller from time to time. Upon Seller's notice of termination under this Addendum, the Earnest Money shall be refunded to Buyer. 29 30 31 32 33 34

If Buyer disclosed that Buyer is obtaining a loan, Seller shall permit an appraisal of the Property and inspections required by lender, including but not limited to structural, pest, heating, plumbing, roof, electrical, septic, and well inspections. Seller is not obligated to pay for such inspections unless otherwise agreed. 35 36 37

4. BUYER DEFAULT. If Buyer fails to timely close because the Contingent Funds identified in Section 3 are not available by Closing, Buyer shall be in default and Seller shall be entitled to remedies as provided for in the Agreement. 38 39 40

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**OPTIONAL CLAUSES ADDENDUM TO
PURCHASE & SALE AGREEMENT**

Continued

7. **Leased Property Review Period and Assumption.** Buyer acknowledges that Seller leases the following 39
items of personal property that are included with the sale: propane tank; security system; satellite 40
dish and operating equipment; other _____ . 41

Seller shall provide Buyer a copy of the lease for the selected items within _____ days (5 days if not filled 42
in) of mutual acceptance. If Buyer, in Buyer's sole discretion, does not give notice of disapproval within 43
_____ days (5 days if not filled in) of receipt of the lease(s) or the date that the lease(s) are due, whichever 44
is earlier, then this lease review period shall conclusively be deemed satisfied (waived) and at Closing, Buyer 45
shall assume the lease(s) for the selected item(s) and hold Seller harmless from and against any further 46
obligation, liability, or claim arising from the lease(s), if the lease(s) can be assumed. If Buyer gives timely 47
notice of disapproval, then this Agreement shall terminate and the Earnest Money shall be refunded to Buyer. 48

8. **Homeowners' Association Review Period.** If the Property is subject to a homeowners' association or any 49
other association, then Seller shall, at Seller's expense, provide Buyer a copy of the following documents (if 50
available from the Association) within _____ days (10 days if not filled in) of mutual acceptance: 51

- a. Association rules and regulations, including, but not limited to architectural guidelines; 52
- b. Association bylaws and covenants, conditions, and restrictions (CC&Rs); 53
- c. Association meeting minutes from the prior two (2) years; 54
- d. Association Board of Directors meeting minutes from the prior six (6) months; and 55
- e. Association financial statements from the prior two (2) years and current operating budget. 56

If Buyer, in Buyer's sole discretion, does not give notice of disapproval within _____ days (5 days if not 57
filled in) of receipt of the above documents or the date that the above documents are due, whichever is 58
earlier, then this homeowners' association review period shall conclusively be deemed satisfied (waived). If 59
Buyer gives timely notice of disapproval, then this Agreement shall terminate and the Earnest Money shall be 60
refunded to Buyer. 61

9. **Homeowners' Association Transfer Fee.** If there is a transfer fee imposed by the homeowners' association 62
or any other association (e.g. a "move-in" or "move-out" fee), the fee shall be paid by the party as provided for 63
in the association documents. If the association documents do not provide which party pays the fee, the fee 64
shall be paid by Buyer; Seller (Seller if not filled in). 65

10. **Excluded Item(s).** The following item(s), that would otherwise be included in the sale of the Property, is 66
excluded from the sale ("Excluded Item(s)"). Seller shall repair any damage to the Property caused by the 67
removal of the Excluded Item(s). Excluded Item(s): 68

11. **Home Warranty.** Buyer and Seller acknowledge that home warranty plans are available which may provide 71
additional protection and benefits to Buyer and Seller. Buyer shall order a one-year home warranty as follows: 72

- a. Home warranty provider: _____ 73
- b. Seller shall pay up to \$ _____ (\$0.00 if not filled in) of the cost for the home warranty, together 74
with any included options, and Buyer shall pay any balance. 75
- c. Options to be included: _____ 76
_____ (none, if not filled in). 77
- d. Other: _____ . 78

12. **Other.** 79

 **AS** 10/09/2025
Buyer's Initials Date

 **DF** 10/09/2025
Buyer's Initials Date

 **NC** 10/10/25
Seller's Initials Date

Seller's Initials Date

Form 22K
Identification of Utilities Addendum
Rev. 3/21
Page 1 of 1

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**IDENTIFICATION OF UTILITIES
ADDENDUM TO PURCHASE AND SALE AGREEMENT**

The following is part of the Purchase and Sale Agreement dated October 09, 2025 1
between Whats The Plan LLC ("Buyer") 2
Buyer Buyer
and Chelan Douglas PTBA INC ("Seller") 3
Seller Seller
concerning 5816 Sunburst Lane Cashmere WA 98815 (the "Property"). 4
Address City State Zip

Pursuant to RCW 60.80, Buyer and Seller request the Closing Agent to administer the disbursement of closing funds 5
necessary to satisfy unpaid utility charges, if any, affecting the Property. The names and addresses of all utilities 6
providing service to the Property and having lien rights are as follows: 7

WATER DISTRICT: 8
Name e-mail or website (optional) 9
Address 10
City, State, Zip Fax. No. (optional) 11

SEWER DISTRICT: 12
Name e-mail or website (optional) 13
Address 14
City, State, Zip Fax. No. (optional) 15

IRRIGATION DISTRICT: 16
Wenatchee Reclamation District 17
Name e-mail or website (optional) 18
514 Easy St 19
Address 20
Wenatchee WA 98801 21
City, State, Zip Fax. No. (optional) 22

GARBAGE: 23
Name e-mail or website (optional) 24
Address 25
City, State, Zip Fax. No. (optional) 26

ELECTRICITY: 27
Name e-mail or website (optional) 28
Address 29
City, State, Zip Fax. No. (optional) 30

GAS: 31
Name e-mail or website (optional) 32
Address 33
City, State, Zip Fax. No. (optional) 34

SPECIAL DISTRICT(S): 35
(local improvement districts or 36
utility local improvement districts) 37
Name e-mail or website (optional) 38
Address 39
City, State, Zip Fax. No. (optional) 40

If the above information has not been filled in at the time of mutual acceptance of this Agreement, then (1) 29
within _____ days (5 if not filled in) of mutual acceptance of this Agreement, Seller shall provide the Listing 30
Broker or Buyer Broker with the names and addresses of all utility providers having lien rights affecting the Property 31
and (2) Buyer and Seller authorize Listing Broker or Buyer Broker to insert into this Addendum the names and 32
addresses of the utility providers identified by Seller. 33

Nothing in this Addendum shall be construed to diminish or alter the Seller's obligation to pay all utility charges 34
(including unbilled charges). Buyer understands that the Listing Broker and Buyer Broker are not responsible for, or 35
to insure payment of, Seller's utility charges. 36

AS 10/09/2025 DF 10/09/2025 NC 10/10/25
Buyer's Initials Date Buyer's Initials Date Seller's Initials Date Seller's Initials Date

Form 22T
Title Contingency Addendum
Rev. 7/23
Page 1 of 1

**TITLE CONTINGENCY ADDENDUM TO
PURCHASE & SALE AGREEMENT**

The following is part of the Purchase and Sale Agreement dated October 09, 2025 1

between Whats The Plan LLC ("Buyer") 2
Buyer

and Chelan Douglas PTBA INC ("Seller") 3
Seller

concerning 5816 Sunburst Lane Cashmere WA 98815 (the "Property"). 4
Address City State Zip

1. **Title Contingency.** This Agreement is subject to Buyer's review of a preliminary commitment for title insurance, 5
together with any easements, covenants, conditions and restrictions of record. Buyer shall have 5 6
days (5 days if not filled in) from the date of Buyer's receipt of the preliminary commitment for title insurance; 7
or mutual acceptance (from the date of Buyer's receipt, if neither box checked) to give notice of Buyer's 8
disapproval of exceptions contained in the preliminary commitment. If Buyer receives the preliminary 9
commitment before mutual acceptance, Buyer's time to review shall begin on mutual acceptance. The 10
preliminary commitment delivered for review under this contingency need not identify Buyer as the insured. 11

Seller shall have _____ days (5 days if not filled in) after Buyer's notice of disapproval to give Buyer 12
notice that Seller will clear all disapproved exceptions. Seller shall have until the Closing Date to clear all 13
disapproved exceptions. 14

If Seller does not give timely notice that Seller will clear all disapproved exceptions, Buyer may terminate this 15
Agreement within 3 days after the deadline for Seller's notice. In the event Buyer elects to terminate the 16
Agreement, the Earnest Money shall be returned to Buyer. If Buyer does not timely terminate the Agreement, 17
Buyer shall be deemed to have waived all objections to title, which Seller did not agree to clear. 18
2. **Supplemental Title Reports.** If supplemental title reports disclose new exception(s) to the title commitment, 19
then the above time periods and procedures for notice, correction, and termination for those new exceptions 20
shall apply to the date of Buyer's receipt of the supplemental title report. The Closing date shall be extended as 21
necessary to accommodate the foregoing times for notices. 22
3. **Marketable Title.** This Addendum does not relieve Seller of the obligation to provide marketable title at Closing 23
as provided for in the Agreement. 24

 AS 10/09/2025
Buyer's Initials Date

 DF 10/09/2025
Buyer's Initials Date

 NC 10/10/25
Seller's Initials Date

Seller's Initials Date



FIRPTA CERTIFICATION

The Foreign Investment in Real Property Tax Act ("FIRPTA"), 26 U.S.C. 1445, provides that a buyer of a U.S. real property interest must withhold tax if Seller is a foreign person, unless one of the exceptions in the Act applies. The following will inform Buyer and Closing Agent whether tax withholding is required.

Note: The above law applies to foreign corporations, partnerships, trusts, estates and other foreign entities, as well as to foreign individuals. If Seller is a corporation, partnership, trust, estate or other entity, the terms "I" and "my" as used below means the corporation or other entity. A "real property interest" includes full or part ownership of land and/or improvements thereon; leaseholds; options to acquire any of the foregoing; and an interest in foreign corporations, partnerships, trusts or other entities holding U.S. real estate.

SELLER CERTIFICATION. Seller hereby certifies the following:

PROPERTY. I am the Seller of real property at:

5816 Sunburst Ln Cashmere WA 98815
Address City State Zip

or (if no street address) legally described on the attached.

CITIZENSHIP STATUS. I AM AM NOT a non-resident alien (or a foreign corporation, foreign partnership, foreign trust, foreign estate or other foreign business entity) for purposes of U.S. income taxation.

TAXPAYER I.D. NUMBER.

My U.S. taxpayer identification number (e.g. social security number) is NOT REQUIRED.
(Tax I.D. number to be provided by Seller at Closing)

ADDRESS.

My home address is 300 South Columbia St Wenatchee WA 98801
Address City State Zip

Under penalties of perjury, I declare that I have examined this Certification and to the best of my knowledge and belief it is true, correct and complete. I understand that this Certification may be disclosed to the Internal Revenue Service (IRS) and that any false statement I have made here could be punished by fine, imprisonment, or both.

Nick Covey 07/29/2025
Seller Date Seller Date

BUYER CERTIFICATION (Only applicable if Seller is a non-resident alien).

If Seller is a non-resident alien, and has not obtained a release from the IRS, then Closing Agent must withhold 15% of the amount realized from the sale and pay it to the IRS, unless Buyer certifies that the selected statement below is correct:

Amount Realized (\$300,000 or less) and Family Residence = No Tax. (a) I certify that the total price that I am to pay for the property, including liabilities assumed and all other consideration to Seller, does not exceed \$300,000; and (b) I certify that I or a member of my family* have definite plans to reside on the property for at least 50% of the time that the property is used by any person during each of the first two twelve month periods following the date of this sale. If Buyer certifies these statements, there is no tax.

Amount Realized (more than \$300,000, but not exceeding \$1,000,000) and Family Residence = 10% Tax. (a) I certify that the total price that I am to pay for the property, including liabilities assumed and all other consideration to Seller, exceeds \$300,000, but does not exceed \$1,000,000; and (b) I certify that I or a member of my family* have definite plans to reside on the property for at least 50% of the time that the property is used by any person during each of the first two twelve month periods following the date of this sale. If Buyer certifies these statements, then Closing Agent must withhold 10% of the amount realized from the sale and pay it to the IRS.

* (Defined in 11 U.S.C. 267(c)(4). It includes brothers, sisters, spouse, ancestors and lineal descendants).

Under penalties of perjury, I declare that I have examined this Certification and to the best of my knowledge and belief both statements are true, correct and complete. I understand that this Certification may be disclosed to the IRS and that any false statement I have made here could be punished by fine, imprisonment, or both.

Buyer Date Buyer Date



ENVIRONMENTAL DISCLAIMER

Definitions.

“Environmental Laws”. The term “Environmental Laws” means any and all state, federal and local statutes, regulations, and ordinances relating to the protection of human health and the environment.

“Hazardous Materials”. The term “Hazardous Material” means any hazardous or toxic substance, material or waste, including, but not limited to, those substances, materials and wastes listed in the United States Department of Transportation Hazardous Materials Table (49 C.F.R. §172.101) or by the United States Environmental Protection Agency as hazardous substances (40 C.F.R. pt. 302 and amendments thereto) or in the Washington Hazardous Waste Management Act (Ch. 70.105D RCW) or the Model Toxics Control Act (Chs. 70.105D RCW, 82.21 RCW), petroleum products and their derivatives, and such other substances, materials and wastes as become regulated or subject to cleanup authority under any Environmental Laws.

Local Environmental Issues. Local environmental issues include, but are not limited, to the following:

Orchards. Much of the property in Chelan County and Douglas County is/was/may have been former orchard subject to all customary practices relating thereto, including application of sprays, pesticides and fertilizers, which may have resulted in chemical residue upon the subject property, including but not limited to lead, arsenic, DDT, and other Hazardous Material.

Mold. Current publicity has focused on toxic and non-toxic molds in homes, schools and other buildings across the U.S. It is recommended that you have this issue investigated by a qualified professional to determine if the subject property you are selling or buying presents current, or a potential for, mold exposure.

Soil Stability. Some of the property in Chelan County and Douglas County is within areas facing natural and/or manmade soil instability, movement, and other risks, such as avalanches, erosion, fires, floods, earthquakes, landslides, and mudslides, whether naturally occurring or due to manmade or other artificial causes. Such movement could include, but is not limited to, settlement, cracking, contraction, compaction, compression, consolidation, subsidence, shrinking, expansion, heaving, swelling, cav-in, erosion, vibration, shock, earthquake, landslide, mudflow, wind-driven, freezing, thawing, or any other movement of earth, snow, or water. Earth includes but is not limited to any dirt, soil, terrain, mud, silt, sediment, clay, rock, sand, fill material or any other substances or materials contained therein.

No Broker/Agent Expertise. Real estate brokers and agents are not qualified to inspect for or advise as to any environmental conditions affecting the property, including without limitation, as to compliance with Environmental Laws, existence of Hazardous Materials, and local environmental issues, including without limitation those issues set forth herein, or to make any recommendations or determinations concerning possible exposure or health and safety issues.

The purpose of this disclosure is to put sellers and buyers on notice to conduct their own due diligence regarding environmental matters using appropriate qualified experts.

Authentisign Nick Covey 07/29/25 Seller/Date Seller/Date

Authentisign Amy Skelton 10/09/25 Buyer/Date Dan Ford 10/09/25 Buyer/Date

EXHIBIT "A"

The Land referred to herein below is situated in the County of Chelan, State of Washington, and is described as follows:

Lot 2, as delineated on Amended Rains Short Subdivision No. 1768. Chelan County, Washington, recorded July 27, 1988 in book SP-5 of Short Plats, page 74.

EXCEPT the West 220.00 feet, of said Lot 2, the east line being parallel with the west line thereof.

ALSO EXCEPT that portion of said Lot 2 lying South of the following described line:

Commencing at the Northeast corner of said Lot 2;
Thence North 89°34'42" West along the North line thereof a distance of 424.31 feet to a point on the East line of the West 220.00 feet of said Lot 2;
Thence South 0°33'06" East along said line a distance of 195.76 feet to the True Point of Beginning of said described line;
Thence South 89°31'48" East a distance of 130.88 feet to the Northwest corner of the property conveyed to Chelan County by deed recorded under Auditor's File No. 2512888 and end of said described fine.

Excepting therefrom that portion conveyed to Chelan County by deed recorded under Auditor's File No. 2512888.

Also known as Lot 1 CE 25-112, recorded May 16, 2025 under Auditor's File No. 2607767.

Assessor Parcel Number (APN)

APN: 241932310370

The address for the Exhibit A above is as follows:

5816 Sunburst Lane, Cashmere, WA 98815

The property address and APN shown above are not part of the legal description for the title to the land to be insured.

Title companies insure properties based on the legal description (not the property address), and the property address is not a part of the legal description. The property address has been added to this page for reference only.

 NC 10/10/25

 AS 10/09/25

 DF 10/09/25

This page is only a part of a 2021 ALTA Commitment for Title Insurance issued by Title Resources Guaranty Company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I – Requirements; and Schedule B, Part II – Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.

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SELLER DISCLOSURE STATEMENT
UNIMPROVED PROPERTY

Form 17C
Seller Disclosure Statement-Unimproved
Rev. 8/21
Page 1 of 6

SELLER: Nick Covey, Chelan Douglas PTBA DBA Link Transit

Seller

Seller

To be used in transfers of unimproved residential real property, including property zoned for residential use that is not improved by one or more residential dwelling units, a residential condominium, a residential timeshare or a mobile or manufactured home. Unimproved residential real property does not include commercial real estate as defined in RCW 60.42.005 or property defined as "timber land" under RCW 84.34.020. See RCW Chapter 64.06 for further information.

INSTRUCTIONS TO THE SELLER

Please complete the following form. Do not leave any spaces blank. If the question clearly does not apply to the property check "NA." If the answer is "yes" to any asterisked (*) item(s), please explain on attached sheets. Please refer to the line number(s) of the question(s) when you provide your explanation(s). For your protection you must date and initial each page of this disclosure statement and each attachment. Delivery of the disclosure statement must occur not later than five (5) business days, unless otherwise agreed, after mutual acceptance of a written purchase and sale agreement between a Buyer and Seller.

NOTICE TO THE BUYER

THE FOLLOWING DISCLOSURES ARE MADE BY THE SELLER ABOUT THE CONDITION OF THE PROPERTY LOCATED AT 5816 Sunburst Ln, CITY Cashmere, STATE WA, ZIP 98815, COUNTY Chelan ("THE PROPERTY") OR AS LEGALLY DESCRIBED ON THE ATTACHED EXHIBIT A.

SELLER MAKES THE FOLLOWING DISCLOSURES OF EXISTING MATERIAL FACTS OR MATERIAL DEFECTS TO BUYER BASED ON SELLER'S ACTUAL KNOWLEDGE OF THE PROPERTY AT THE TIME SELLER COMPLETES THIS DISCLOSURE STATEMENT. UNLESS YOU AND SELLER OTHERWISE AGREE IN WRITING, YOU HAVE THREE (3) BUSINESS DAYS FROM THE DAY SELLER OR SELLER'S AGENT DELIVERS THIS DISCLOSURE STATEMENT TO YOU TO RESCIND THE AGREEMENT BY DELIVERING A SEPARATELY SIGNED WRITTEN STATEMENT OF RESCISSION TO SELLER OR SELLER'S AGENT. IF THE SELLER DOES NOT GIVE YOU A COMPLETED DISCLOSURE STATEMENT, THEN YOU MAY WAIVE THE RIGHT TO RESCIND PRIOR TO OR AFTER THE TIME YOU ENTER INTO A PURCHASE AND SALE AGREEMENT.

THE FOLLOWING ARE DISCLOSURES MADE BY SELLER AND ARE NOT THE REPRESENTATIONS OF ANY REAL ESTATE LICENSEE OR OTHER PARTY. THIS INFORMATION IS FOR DISCLOSURE ONLY AND IS NOT INTENDED TO BE A PART OF ANY WRITTEN AGREEMENT BETWEEN BUYER AND SELLER.

FOR A MORE COMPREHENSIVE EXAMINATION OF THE SPECIFIC CONDITION OF THIS PROPERTY YOU ARE ADVISED TO OBTAIN AND PAY FOR THE SERVICES OF QUALIFIED EXPERTS TO INSPECT THE PROPERTY, WHICH MAY INCLUDE, WITHOUT LIMITATION, ARCHITECTS, ENGINEERS, LAND SURVEYORS, PLUMBERS, ELECTRICIANS, ROOFERS, BUILDING INSPECTORS, ON-SITE WASTEWATER TREATMENT INSPECTORS, OR STRUCTURAL PEST INSPECTORS. THE PROSPECTIVE BUYER AND SELLER MAY WISH TO OBTAIN PROFESSIONAL ADVICE OR INSPECTIONS OF THE PROPERTY OR TO PROVIDE APPROPRIATE PROVISIONS IN A CONTRACT BETWEEN THEM WITH RESPECT TO ANY ADVICE, INSPECTION, DEFECTS OR WARRANTIES.

Seller is / is not occupying the Property.

I. SELLER'S DISCLOSURES:

* If you answer "Yes" to a question with an asterisk (*), please explain your answer and attach documents, if available and not otherwise publicly recorded. If necessary, use an attached sheet.

	YES	NO	DON'T KNOW	N/A	
1. TITLE					38
A. Do you have legal authority to sell the property? If no, please explain.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40
*B. Is title to the property subject to any of the following?					41
(1) First right of refusal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42
(2) Option	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43
(3) Lease or rental agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44
(4) Life estate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45
*C. Are there any encroachments, boundary agreements, or boundary disputes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46
*D. Is there a private road or easement agreement for access to the property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47
*E. Are there any rights-of-way, easements, or access limitations that affect the Buyer's use of the property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48
					49

 7/25/25
SELLER'S INITIALS Date SELLER'S INITIALS Date

**SELLER DISCLOSURE STATEMENT
UNIMPROVED PROPERTY**

(Continued)

	YES	NO	DON'T KNOW	N/A	
*F. Are there any written agreements for joint maintenance of an easement or right of way?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52
*G. Is there any study, survey project, or notice that would adversely affect the property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	53
*H. Are there any pending or existing assessments against the property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54
*I. Are there any zoning violations, nonconforming uses, or any unusual restrictions on the property that affect future construction or remodeling?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	55 56
*J. Is there a boundary survey for the property?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57
*K. Are there any covenants, conditions, or restrictions recorded against title to the property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58

NOTICE TO BUYER: Covenants or deed restrictions based on race, creed, sexual orientation, or other protected class were voided by RCW 49.60.224 and are unenforceable. Washington law allows for the illegal language to be struck by bringing an action in superior court or by the free recording of a restrictive covenant modification document. Many county auditor websites provide a short form with instructions on this process.

2. WATER

A. Household Water

(1) Does the property have potable water supply?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	65 66 67
(2) If yes, the source of water for the property is: <input type="checkbox"/> Private or publicly owned water system <input type="checkbox"/> Private well serving only the property * <input type="checkbox"/> Other water system					68 69
*If shared, are there any written agreements?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	70
*(3) Is there an easement (recorded or unrecorded) for access to and/or maintenance of the water source?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	71 72
*(4) Are there any problems or repairs needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	73
(5) Is there a connection or hook-up charge payable before the property can be connected to the water main?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	74 75
(6) Have you obtained a certificate of water availability from the water purveyor serving the property? (If yes, please attach a copy.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76 77
(7) Is there a water right permit, certificate, or claim associated with household water supply for the property? (If yes, please attach a copy.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	78 79
(a) If yes, has the water right permit, certificate, or claim been assigned, transferred, or changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	80 81
*(b) If yes, has all or any portion of the water right not been used for five or more successive years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	82 83
(c) If no or don't know, is the water withdrawn from the water source less than 5,000 gallons a day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	84 85
*(8) Are there any defects in the operation of the water system (e.g. pipes, tank, pump, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	86

B. Irrigation Water

(1) Are there any irrigation water rights for the property, such as a water right permit, certificate, or claim? (If yes, please attach a copy.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	87 88 89
(a) If yes, has all or any portion of the water right not been used for five or more successive years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	90 91
(b) If yes, has the water right permit, certificate, or claim been assigned, transferred, or changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	92 93

SELLER'S INITIALS

Date

SELLER'S INITIALS

Date

ME 7/25/25

**SELLER DISCLOSURE STATEMENT
UNIMPROVED PROPERTY**

(Continued)

	YES	NO	DON'T KNOW	N/A	
* (2) Does the property receive irrigation water from a ditch company, irrigation district, or other entity?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	94 95 96
If so, please identify the entity that supplies irrigation water to the property:					97 98
<hr/>					
C. Outdoor Sprinkler System					99
(1) Is there an outdoor sprinkler system for the property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100
* (2) If yes, are there any defects in the system?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	101
* (3) If yes, is the sprinkler system connected to irrigation water?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	102
 3. SEWER/SEPTIC SYSTEM					103
A. The property is served by:					104
<input type="checkbox"/> Public sewer system					105
<input type="checkbox"/> On-site sewage system (including pipes, tanks, drainfields, and all other component parts)					106
<input type="checkbox"/> Other disposal system					107
Please describe: _____					108
 B. Is the property subject to any sewage system fees or charges in addition to those covered in your regularly billed sewer or on-site sewage system maintenance service?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	109 110
 C. If the property is connected to an on-site sewage system:					111
* (1) Was a permit issued for its construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	112
* (2) Was it approved by the local health department or district following its construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	113
(3) Is the septic system a pressurized system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	114
(4) Is the septic system a gravity system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	115
* (5) Have there been any changes or repairs to the on-site sewage system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	116
(6) Is the on-site sewage system, including the drainfield, located entirely within the boundaries of the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	117 118
If no, please explain: _____					119
* (7) Does the on-site sewage system require monitoring and maintenance services more frequently than once a year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	120 121
 4. ELECTRICAL/GAS					122
A. Is the property served by natural gas?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	123
B. Is there a connection charge for gas?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	124
C. Is the property served by electricity?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	125
D. Is there a connection charge for electricity?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	126
* E. Are there any electrical problems on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	127
 5. FLOODING					128
A. Is the property located in a government designated flood zone or floodplain?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	129




 SELLER'S INITIALS _____ Date _____ SELLER'S INITIALS _____ Date _____

**SELLER DISCLOSURE STATEMENT
 UNIMPROVED PROPERTY**

(Continued)

	YES	NO	DON'T KNOW	N/A	130
6. SOIL STABILITY					131
*A. Are there any settlement, earth movement, slides, or similar soil problems on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	132
7. ENVIRONMENTAL					133
*A. Have there been any flooding, standing water, or drainage problems on the property that affect the property or access to the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	134 135
*B. Does any part of the property contain fill dirt, waste, or other fill material?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	136
*C. Is there any material damage to the property from fire, wind, floods, beach movements, earthquake, expansive soils, or landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	137 138
D. Are there any shorelines, wetlands, floodplains, or critical areas on the property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	139
*E. Are there any substances, materials, or products in or on the property that may be environmental concerns, such as asbestos, formaldehyde, radon gas, lead-based paint, fuel or chemical storage tanks, or contaminated soil or water?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	140 141 142
*F. Has the property been used for commercial or industrial purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	143
*G. Is there any soil or groundwater contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	144
*H. Are there transmission poles or other electrical utility equipment installed, maintained, or buried on the property that do not provide utility service to the structures on the property?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	145 146
*I. Has the property been used as a legal or illegal dumping site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	147
*J. Has the property been used as an illegal drug manufacturing site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	148
*K. Are there any radio towers that cause interference with cellular telephone reception?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	149
8. HOMEOWNERS' ASSOCIATION/COMMON INTERESTS					150
A. Is there a homeowners' association?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	151
Name of Association and contact information for an officer, director, employee, or other authorized agent, if any, who may provide the association's financial statements, minutes, bylaws, fining policy, and other information that is not publicly available: _____					152 153 154
B. Are there regular periodic assessments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	155
\$ _____ per <input type="checkbox"/> month <input type="checkbox"/> year					156
<input type="checkbox"/> Other: _____					157
*C. Are there any pending special assessments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	158
*D. Are there any shared "common areas" or any joint maintenance agreements (facilities such as walls, fences, landscaping, pools, tennis courts, walkways, or other areas co-owned in undivided interest with others)?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	159 160 161
9. OTHER FACTS					162
*A. Are there any disagreements, disputes, encroachments, or legal actions concerning the property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	163
*B. Does the property have any plants or wildlife that are designated as species of concern, or listed as threatened or endangered by the government?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	164 165


 _____ Date 7/25/23
 _____ SELLER'S INITIALS _____ Date

**SELLER DISCLOSURE STATEMENT
UNIMPROVED PROPERTY**

(Continued)

YES NO DON'T N/A 166
KNOW 167

*C. Is the property classified or designated as forest land or open space? YES NO DON'T KNOW N/A 168

D. Do you have a forest management plan? If yes, attach. YES NO DON'T KNOW N/A 169

*E. Have any development-related permit applications been submitted to any government agencies? YES NO DON'T KNOW N/A 170

If the answer to E is "yes," what is the status or outcome of those applications? 171

_____ 172

F. Is the property located within a city, county, or district or within a department of natural resources fire protection zone that provides fire protection services? YES NO DON'T KNOW N/A 173
174

10. FULL DISCLOSURE BY SELLERS

175

A. Other conditions or defects: 176

*Are there any other existing material defects affecting the property that a prospective 177

buyer should know about? YES NO DON'T KNOW N/A 178

B. Verification 179

The foregoing answers and attached explanations (if any) are complete and correct to the best of Seller's knowledge and Seller has received a copy hereof. Seller agrees to defend, indemnify and hold real estate licensees harmless from and against any and all claims that the above information is inaccurate. Seller authorizes real estate licensees, if any, to deliver a copy of this disclosure statement to other real estate licensees and all prospective buyers of the property. 180
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Seller Date Seller Date 185

7/25/25

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**SELLER DISCLOSURE STATEMENT
UNIMPROVED PROPERTY**

(Continued)

II. NOTICES TO THE BUYER

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1. SEX OFFENDER REGISTRATION

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INFORMATION REGARDING REGISTERED SEX OFFENDERS MAY BE OBTAINED FROM LOCAL LAW ENFORCEMENT AGENCIES. THIS NOTICE IS INTENDED ONLY TO INFORM YOU OF WHERE TO OBTAIN THIS INFORMATION AND IS NOT AN INDICATION OF THE PRESENCE OF REGISTERED SEX OFFENDERS.

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2. PROXIMITY TO FARMING/WORKING FOREST

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THIS NOTICE IS TO INFORM YOU THAT THE REAL PROPERTY YOU ARE CONSIDERING FOR PURCHASE MAY LIE IN CLOSE PROXIMITY TO A FARM OR WORKING FOREST. THE OPERATION OF A FARM OR WORKING FOREST INVOLVES USUAL AND CUSTOMARY AGRICULTURAL PRACTICES OR FOREST PRACTICES, WHICH ARE PROTECTED UNDER RCW 7.48.305, THE WASHINGTON RIGHT TO FARM ACT.

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3. OIL TANK INSURANCE

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THIS NOTICE IS TO INFORM YOU THAT IF THE REAL PROPERTY YOU ARE CONSIDERING FOR PURCHASE UTILIZES AN OIL TANK FOR HEATING PURPOSES, NO COST INSURANCE MAY BE AVAILABLE FROM THE POLLUTION LIABILITY INSURANCE AGENCY.

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III. BUYER'S ACKNOWLEDGEMENT

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1. BUYER HEREBY ACKNOWLEDGES THAT:

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- A. Buyer has a duty to pay diligent attention to any material defects that are known to Buyer or can be known to Buyer by utilizing diligent attention and observation.
- B. The disclosures set forth in this statement and in any amendments to this statement are made only by the Seller and not by any real estate licensee or other party.
- C. Buyer acknowledges that, pursuant to RCW 64.06.050 (2), real estate licensees are not liable for inaccurate information provided by Seller, except to the extent that real estate licensees know of such inaccurate information.
- D. This information is for disclosure only and is not intended to be a part of the written agreement between the Buyer and Seller.
- E. Buyer (which term includes all persons signing the "Buyer's acceptance" portion of this disclosure statement below) has received a copy of this Disclosure Statement (including attachments, if any) bearing Seller's signature(s).

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DISCLOSURES CONTAINED IN THIS DISCLOSURE STATEMENT ARE PROVIDED BY SELLER BASED ON SELLER'S ACTUAL KNOWLEDGE OF THE PROPERTY AT THE TIME SELLER COMPLETES THIS DISCLOSURE. UNLESS BUYER AND SELLER OTHERWISE AGREE IN WRITING, BUYER SHALL HAVE THREE (3) BUSINESS DAYS FROM THE DAY SELLER OR SELLER'S AGENT DELIVERS THIS DISCLOSURE STATEMENT TO RESCIND THE AGREEMENT BY DELIVERING A SEPARATELY SIGNED WRITTEN STATEMENT OF RESCISSION TO SELLER OR SELLER'S AGENT. YOU MAY WAIVE THE RIGHT TO RESCIND PRIOR TO OR AFTER THE TIME YOU ENTER INTO A SALE AGREEMENT.

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BUYER HEREBY ACKNOWLEDGES RECEIPT OF A COPY OF THIS DISCLOSURE STATEMENT AND ACKNOWLEDGES THAT THE DISCLOSURES MADE HEREIN ARE THOSE OF THE SELLER ONLY, AND NOT OF ANY REAL ESTATE LICENSEE OR OTHER PARTY.

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Buyer Date Buyer Date

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2. BUYER'S WAIVER OF RIGHT TO REVOKE OFFER

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Buyer has read and reviewed the Seller's responses to this Seller Disclosure Statement. Buyer approves this statement and waives Buyer's right to revoke Buyer's offer based on this disclosure.

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Buyer Date Buyer Date

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3. BUYER'S WAIVER OF RIGHT TO RECEIVE COMPLETED SELLER DISCLOSURE STATEMENT

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Buyer has been advised of Buyer's right to receive a completed Seller Disclosure Statement. Buyer waives that right. However, if the answer to any of the questions in the section entitled "Environmental" would be "yes," Buyer may not waive the receipt of the "Environmental" section of the Seller Disclosure Statement.

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Buyer Date Buyer Date

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SELLER'S INITIALS Date SELLER'S INITIALS Date



Link Transit
connecting our communities
BOARD OF DIRECTORS
October 21, 2025 Board Meeting
“ACTION AGENDA” ITEM – SUMMARY REPORT

TO: Link Transit Board of Directors
 FROM: Shawn Larson, Safety Officer
 SUBJECT: Link Transit’s updated Public Transportation Agency Safety Plan

Issue

The Public Transportation Agency Safety Plan (PTASP) has been updated with Link Transit’s 2026 Safety Performance Targets (SPT). Since the PTASP has been updated for 2026 it will be out of compliance with the FTA’s rules until it is approved by the Board of Directors.

Recommendation

Board approval of the updated version of the PTASP as presented.

Support of Goals

Link Transit is estimating more revenue miles in 2026, and the SPTs should reflect that change. This will help Link Transit to continue providing safe, reliable, and efficient services.

Alternatives Considered

Not updating the PTASP. This is not a realistic option as Link Transit is estimating more revenue miles next year. The estimated increase in miles will change the per-100,000-mile target which would require an update to the PTASP.

Impact on Budget (Capital / Operating)

None

Background

49 CFR part 673 went into effect in 2019 requiring all operators of a public transportation system that receives Federal financial assistance under 49 U.S.C chapter 53 to create and implement a Public Transportation Agency Safety plan. 49 CFR part 673 requires a yearly review and updates as needed.

Attachments

- ◆ Redline version of PTASP

1. Transit Agency Information

Transit Agency Name	Link Transit		
Transit Agency Address	2700 Euclid Ave. Wenatchee, WA , 98801		
Name and Title of Accountable Executive	Nick Covey, Chief Executive Officer		
Name of Chief Safety Officer or SMS Executive	Lynn Bourton, Administrative Services Manager		
Mode(s) of Service Covered by This Plan	Motorbus (DO) Demand Response (DO)	List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5339, 5311, 5310
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Motorbus (DO) Demand Response (DO) Demand Response (Contracted)		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes <input type="checkbox"/>	No X	Description of Arrangement(s)
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	N/A		

2. Plan Development, Approval, and Update

Name of Entity That Drafted This Plan	Chelan-Douglas Transportation Benefit Area (D.B.A Link Transit)	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	Relevant Documentation (title and location)	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification

	Relevant Documentation (title and location)	

Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1		New plan	
2	Pgs. 1,3,4,5,6,11,A-1	Update to SPT, added section 9 due to Infrastructure bill, CEO change, update to 49 CFR part 673	
<u>3</u>	<u>Pg.3</u>	<u>Change of safety performance targets</u>	

This ASP addresses all applicable requirements and standards as set forth in FTA’s Public Transportation Safety Program and the National Public Transportation Safety Plan

Annual Review and update of plan

The Safety plan will be reviewed and updated at least annually if not more frequently. Annual reviews will begin in the second quarter of each year. This review will be conducted to ensure the plan is still up to federal and state laws and best practices. The performance targets will be updated in the fourth quarter after all the performance data for the current year has been reviewed.

The safety plan will be reviewed and if necessary updated on an as needed basis:

1. When Link Transit’s determines it’s approach to mitigating safety deficiencies is ineffective,
2. Makes significant changes to service delivery
3. When new processes and procedures are introduced that may impact safety
4. Changes or re-prioritization of resources available to support SMS
5. Significant changes to the organizational structure

3. Safety Performance Targets

Purpose: Safety performance targets are yearly goals to help ensure we are reaching our objective of providing a safe working environment for our employees and safe reliable transportation to our guests.

Mode	Fatalities	Fatalities (100K VRM)	Injuries	Injuries (100K VRM)	Safety Events	Events (100K VRM)	SR Failure/VRM	OJI
Fixed	0	0	<u>31</u>	<u>.1003</u>	<u>15</u>	<u>.0317</u>	20,000	7
Demand Response	0	0	1	<u>.136</u>	<u>52</u>	<u>.8313</u>	20,000	
RideShare	0	0	0	0	0	0	60,000	N/A

Calculation for VRM: (# expected*100,000)/Revenue miles estimation. Estimated miles: 2,900,000 FR, ~~775600~~,000 PT, ~~325800~~,000 RS

Definitions and Acronyms:

VRM- Vehicle Revenue Miles

SR- System Reliability- **System Reliability:** mean distance between major mechanical failures by mode.

OJI- On the job injury: an injury requiring more than first aid that occurred to an employee of Link Transit while in the course of performing their job duties.

Injuries: any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface; (6) immediate transport away from the scene for medical attention

Major mechanical failures: Major mechanical system failures prevent a vehicle from completing or starting a scheduled revenue trip because actual movement is limited or because of safety concerns. Examples of major bus failures include breakdowns of brakes, doors, engine cooling systems, steering, axles, and suspension.

Safety Event: Safety event means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Performance Target Coordination

Link Transit will transmit their approved Safety Performance Targets to the Chelan-Douglas Transportation Council (CDTC) our local Metropolitan Planning Organization. To the maximum extent practicable Link Transit will coordinate with WSDOT and CDTC to set state and local Safety Performance Targets.

Date Performance targets are transmitted: _____ CDTC _____ WSDOT

4: Safety Management Policy

Purpose:

Safety management policy documents Link Transit's commitment to safety, sets the agencies safety objectives, lists the responsibilities and accountabilities of all employees in regards to safety.

Policy Statement

Providing a safe working environment for our employees and safe reliable transportation to our guests is our primary objective, which is why the management of safety is our top priority. We will work towards this objective by: making sure the right resources are available to implement and continually improve our Safety Management System and leveraging front line employees' knowledge through the safety reporting program.

Supporting and improving safety in the workplace is an organization wide commitment starting with the Chief Executive Officer.

Link Transit is committed to:

- Supporting an organizational culture that fosters safe operational practices and encourages safety reporting and communication.
- Allocating the necessary resources to implement the safety management plan and to continually improve our safety performance.
- Focusing on proactive approaches to recognize and mitigate hazards.
- Ensuring that no action will be taken against any employee who discloses safety concerns through the safety reporting program, unless the disclosure indicates beyond any reasonable doubt, an illegal act, gross negligence, or deliberate or willful disregard of regulations and procedures.
- Training all employees adequately on our safety management system to identify, analyze, and mitigate hazards for a safer workplace.
- Effective communication with all levels of the organization to ensure information is flowing up to executive management and down to field employees.
- Ensuring hazards are mitigated to as low as reasonably practical.

Nick Covey, Chief Executive Officer

Safety Management Policy communication

Once the safety management policy statement has been updated and approved, the statement will be communicated to all employees. The statement will be put on the ICN for a month and then a hardcopy will be posted on the bulletin boards at Operations and Columbia Station. An employee will be able to receive a copy at any time through the shared files or by requesting one from the Safety Officer. During new hire orientation, new employees will receive a copy of Link Transit's policy statement. When the Safety Management Policy is changed all employees will receive a copy of the policy and be required to sign that they received a copy of the new policy. If no changes are made to the Safety Management Policy, the policy will be emailed to all employees for review annually.

Authorities, Responsibilities, and Accountabilities

Accountable Executive	<p>The CEO serves as Link Transit's Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Has the overall authority and responsibility over Link Transit's SMS • Has the responsibility to make sure resources (employees/money) are available to support a safe transit system • Ensure safety is a factor when discussing and designing capital projects and other agency wide projects to ensure foreseen and predictable hazards are either eliminated or engineered to as low as reasonably practical • Ensure Link Transit's SMS is effectively implemented, throughout the agency • Maintains responsibility for carrying out the agency's Transit Asset Management Plan (TAM) • Review, follow and provision appropriate resources in response to directives from federal, state and local health officials regarding pandemics
Chief Safety Officer:	<p>The Administrative Services Manager serves as Link Transit's Chief Safety Officer with the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Oversees the day-to-day implementation and operation of the SMS • Develops Link Transit's ASP and SMS policies and procedures • Advises the General Manager on SMS progress and status
Agency Leadership	<p>Agency Leadership is made up of the Operations manager, Finance/Chief of Staff, Maintenance manager, and Administrative Services manager have the following authorities, accountabilities, and responsibilities:</p> <ul style="list-style-type: none"> • Oversee day to day operation of the SMS in their departments • Setting departmental goals for event reduction • Implementing safety strategies to meet those goals • Work with other department managers to resolve organizational hazards.

Key Staff	<p>The key staff listed below have the following authorities, accountabilities, and responsibilities:</p> <p>Safety Officer:</p> <ul style="list-style-type: none"> • Facilitates Link Transits Safety Committee • Reports SMS progress to the Administrative Services Manager • Gathers and analyzes the data from the Employee Safety Reporting Program <p>Safety committee:</p> <ul style="list-style-type: none"> • Analyze hazards for acceptability • Review safety suggestions • Gather information on hazards from other employees • Assist in performing safety audits and walkthroughs <p>Supervisors:</p> <ul style="list-style-type: none"> • Provide guidance and support to employees • Assist during investigations • Assist in implementing the SMS program • Assist in collecting data and performing audits <p>all employees:</p> <ul style="list-style-type: none"> • Stop any action that may cause death or serious injury to themselves or someone else • Following safety procedures and warning signs.
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5: Safety Risk Management

Purpose:

Safety risk management is a process to identify, analyze and mitigate hazards. This will provide a formal process to allow Link Transit to reduce hazards for our employees and guests.

Safety Hazard Identification:

Link Transit will use proactive and reactive methods to identify hazards before an event happens or to learn from what happened and ensure a similar situation does not occur.

Proactive:

Employee safety reporting: Employee safety reporting will be made up of two voluntary programs; near miss reporting, safety suggestion, assault on transit worker reporting. The near miss program will allow Link Transit to focus on underlying issues that may lead to an event or injury. The safety suggestion program allows all employees to bring safety concerns to management. See program in appendix A.

Safety Committee: The Safety Committee will be made up of 11 employees representing all departments and locations at Link Transit. Eight (8) of the members will be employee elected members. The committee member break down will be as follows:

(* represents employer selected member)

- 4 Coach Operators
- 1 Maintenance employee
- 1 Facilities employee
- 1 Office member from Operations Base
- 1 Office member from Columbia Station
- 1 Road Supervisor*
- 1 Planner*
- 1 Trainer*

The Safety Officer will be the facilitator of the Safety Committee. The committee will meet at a minimum of once a month or more frequently depending on circumstances. A chairperson will be elected by the committee every year in December to take effect January of the following year. The term of an employee elected member will be one year. An employee may be on the committee for multiple terms. Employees may only vote for the member that represents them (i.e. Coach Operator for Coach Operator). Safety Committee meetings will be held in accordance with WAC 296-800-13020.

Walk around inspections: Weekly walk around inspections of Columbia Station and the Operations Base will be done by the Safety Officer. One inspection a month will be done with a member of the Safety Committee as well as the Safety Officer.

The purpose of the safety committee member is to act as the subject matter expert in their operating area, as well as to mitigate any complacency that may occur by the Safety Officer who routinely does the inspections. They bring insights of the day to day operations and how well the safety mitigation strategies are working. The member may identify unseen/unrecognized hazards due to their expertise in that field. The inspections will look at both Operations Base and Columbia Station. The inspections will look at the interior and exterior of the buildings (form in appendix B). The inspection will cover:

- Emergency and First Aid equipment
- Employee Information Bulletin Board
- Walking/Working Surface
- Ladders
- Machinery, equipment and power tools
- Personal Protective equipment
- Hazardous Chemicals

Data

Data collected will be analyzed to look for trends that may lead to unsafe actions or scenarios. The data also serves to show whether the mitigation strategies put in place are working or needing to be revisited. Lastly collecting data will allow us to catch practical drift sooner and correct it. Data sources include but not limited to the following:

- Near miss reporting

Safety suggestions
 Inspections
 Third party information (LNI, WSTIP, FTA, and other agencies)
 Injury and event investigations
 Guest comments

Reactive:

Safety Investigations: Link Transit will use root-cause analysis techniques to investigate all vehicle events, on the job injuries, and near misses. The root-cause technique will provide Link Transit with valuable insight into the reason the situation occurred and allow us to mitigate the hazards before another situation arises.

Safety risk assessment:

Once a hazard has been identified using one of the above methods a safety risk assessment will be conducted to assess the severity and probability of an unfortunate outcome occurring. The severity will be based on the worst possible outcome that is likely to be expected based on data or other information from a similar situation.

A hazard analysis form will be filled out (appendix C). A hazard analysis at a minimum will break down a task into hazard categories and each category will be rated by severity/probability.

Safety risk mitigation:

After a hazard has been analyzed a mitigation strategy will be put into place to reduce the risk to as low as reasonably practical. Link Transit will select one or more of the following mitigation strategies (in order of effectiveness):

1. Elimination- completely remove the hazard.
2. Substitution- substitute the product with a less hazardous product.
3. Engineering controls- methods built into the design of equipment or process to minimize a hazard.
4. Work practices- training, policies, and procedures to reduce the hazard.
5. Personal protective equipment (PPE) - equipment to protect the employee from the hazard.

In the Safety Risk Register, Link Transit's Safety Officer will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

6: Safety Assurance

Purpose: To ensure the implementation and effectiveness of the mitigation strategy, and to ensure Link Transit meets or exceeds its safety objectives. Like Safety Risk Management, Safety assurance will collect, analyze, and assess information gathered from line employees all the way up to the Board. This information will be the basis for informed decision making.

Setting of Safety Objectives:

Yearly the board of directors will set safety objectives for Link Transit for the following year. The Administrative Services Manager will set the safety performance indicators (SPI) and Safety performance targets (SPT). The board will then approve the indicators and targets.

Practical Drift

Practical Drift- the slow and inconspicuous, yet steady, uncoupling between written procedures and the actual practices during provision of services.

When work practices (training, policies, and procedures) are selected to mitigate a hazard it is imperative to keep practical drift to a minimum. If practical drift gets too far away from the work practice, the work practice is no longer a viable option as a mitigation strategy.

To ensure practical drift does not negate the mitigation strategy Link Transit will do the following procedures:

1. Once a new work practice is finalized, the practice will be handed out to the affected employees and if needed, training on the work practice will be given.
2. The work practice will go into effect.
3. The direct Supervisors of the affected employees will oversee the implementation and continued use with the work practice.
4. The Safety Officer will conduct an audit and check for practical drift after 3 months, 6 months, 1 year, and randomly after 1 year of the work practice being implemented.
5. If too much practical drift is found there will be re-training for the affected employees or another mitigation strategy will be selected.

Safety Performance Monitoring and Measurements

Link Transit has many processes in place to monitor its entire transit system for compliance with safety procedures, including

- Safety audits
- Informal inspections
- Safety surveys
- Investigation of events
- Data gathering
- Vehicle inspections and preventative maintenance

Results from the above processes are compared against previous data at least quarterly by the Safety Officer to determine if mitigations are effective. If the mitigations are found to be ineffective then the hazard will go back through the Safety Risk Management process.

Link Transit will monitor risk mitigations to be sure the mitigations are effective, appropriate, and working as intended. Safety risk mitigations will be tracked through the Safety Risk Register. Monitoring of the mitigation strategies will vary depending on the strategy chosen.

Safety Investigations

Link Transit will follow documented procedures and best practices for conducting Safety (events and on the job injury) investigations to find the root cause as well as contributing factors. The investigation will also look at relevant mitigation strategies, policies, and procedures to see if they are effective or contributed to the event.

Event investigation reviews will be conducted by the Safety Officer and the Administrative Services Manager. The review process will look at:

- The Chargeability determination
- What retraining if any may be required
- Casual factors that may indicate a safety hazard contributed to or was present during the event
- Whether an underlying organizational causal factors beyond just individual employee behavior.

Internal safety reporting monitoring

The Safety Officer will routinely gather and review safety data captured in the safety reporting program. Data gathered includes: customer complaints, near-miss reports, employee safety suggestions, including assaults on transit workers, near-misses, unsafe acts, and any other channel of communications. The Safety Officer will investigate and analyze the information. The information will then be presented to the Safety Committee and the Administrative Services Manager. The Board will also receive a report of the aggregate information.

7: Safety Promotion

Purpose: To ensure proper training for all employees of Link Transit based on their roles within the organization and impacts on safety. Safety promotion also ensures that safety related information is communicated throughout the organization.

Training: All employees will receive safety related training depending on their roles and responsibilities within the organization.

All employees: will receive basic training on Safety Management System (SMS), hazard identification, hazard analysis, and hazard mitigation. They will also receive training on the safety reporting program.

Supervisors: Will receive advanced training on SMS principles, hazard analysis, and hazard mitigation. Supervisors will also receive training in report writing, investigations for both events and injuries.

Management & Board of Directors: will receive advanced training on SMS principles, hazard analysis, and hazard mitigation. Management will also receive training in recognizing and setting safety performance targets and goals.

Administrative Services Manager: will be required to take Principles of SMS class through Transportation Safety Institute (TSI).

Any employee that has received the advanced SMS training class will need to take an annual refresher course. This refresher course will cover updated information, allow employees to discuss and share lessons learned, as well as talk about how the process is working. Other refresher training will be on as needed basis. Coach operators will receive quarterly safety related training along with job specific training. The Coach Operators quarterly training will be based around data that is being collected to help inform the operators of current hazards and mitigate the risks associated with the data.

Communication of safety information

Link Transit will communicate safety performance information and provide status updates on current safety mitigations using the ICN. Safety reports (events, on the job injuries, safety committee minutes) will be posted in a location that is easily accessible and every employee has access to. Quarterly safety goals will be shared during team link meetings held once a quarter.

Employees who turn in safety suggestions will receive a follow up email in regards to their suggestion per the safety reporting program (appendix A).

During training all employees will receive policies and procedures for their roles and responsibilities. Employees will receive a memo on any new or emerging policies or changes made in relation to safety. The information will also be put on the ICN and communicated by supervisors in either a one-on-one or group setting.

8: Additional Information

Link Transit will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.

9: Infectious Disease Exposure

Link Transit monitors information received from federal, state and local government agencies regarding the spread of communicable disease in our service area. Link Transit is committed to following the directives given by these government agencies and will review any recommendations given for application to our service. Link Transit will provide the resources necessary to respond to a pandemic and will educate Link Transit employees and users of our system on how Link Transit is responding to the pandemic. Any questions regarding Link Transit's response to a pandemic should be directed to Link Transit's Safety Officer.

Appendix

- Appendix A** **Safety Reporting Program**
- Appendix B** **Site Safety Inspection Form**
- Appendix C** **Hazard Analysis Form**
- Appendix D** **Safety Analysis Matrix**

DRAFT

Employee Safety Reporting Program

Purpose:

Every employee has a different outlook on the same situation based on their job, experience, and training. Link Transit wants to harness that experience and training to make a safer environment for our employees and guests. This program consists of two policies: near miss reporting and safety suggestions. The near miss policy is to help track near misses and identify potential hazards before they become events. Safety suggestion policy allows employees to address safety concerns, including assaults on transit workers, near-misses, and unsafe acts based on their experience and training. This program is separate from any event or complaint program, policy, or investigation.

What to report:

- Hazards- Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; damage to the environment; or reduction of ability to perform a prescribed function.
- Near misses- Safety event where condition with potential to generate an accident, incident, or occurrence existed, but where an accident, incident, or occurrence did not occur because the conditions were contained by chance or by existing safety risk mitigations.

Near Miss Reporting

Policy:

1. Reporting of hazards and near misses will not result in disciplinary action unless the reported near miss is listed in the Disciplinary Action section of the program.
2. When a report of a near miss is made, the information is logged on a “Near Miss” report form and forwarded to the safety officer for tracking purposes.
3. Employees will be encouraged to self-report this information. This is a voluntary program. Employees will not be required to fill out the form and their name is optional.
4. Dispatchers/Supervisors should fill out a form when information is received via the radio. However, dispatchers/supervisors may ask follow-up questions at the end of shift, only for the purposes of obtaining enough information to ascertain accuracy/completeness to the extent possible.
5. The near miss report WILL NEVER be placed in a supervisor or personnel file with the exception of any disciplinary action taken from reporting a near missed that is listed in the Disciplinary Action section of the program.

6. The near miss data WILL NOT be provided to WSTIP for any individual. Aggregate information may be shared to determine the effectiveness of the program.
7. The near miss data will be logged and kept in a completely separate database.
8. Supervisors will not be given near miss information on any individual. Only aggregate information will be disseminated.
9. Supervisors will be instructed to not bring up any near miss information with operators. The operator must feel free to report the information with an understanding that it will not be held against them.
10. The program is meant to gather aggregate information, not individual information, so that training resources can be directed to a situation before an event happens.
11. This program will not replace any current policies, procedures, training programs, classes, etc. It is meant to augment all current practices in place.
12. The following form should be used to gather near miss data for any kind of situation where an accident, whether vehicle (damage), passenger/pedestrian (injury) or OJI could occur or almost occurred.
13. The Digital Recording System (DRS) will not be used to gather additional information about the near miss reports unless there is a complaint/event associated with the near miss.

Disciplinary action will be taken

As a result of a complaint or event investigation an employee may receive Disciplinary action in accordance with that program or policy. Reporting one of the following actions will result in the loss of protections provided by the Employee Safety Reporting Program and receive disciplinary action up to and including termination.

1. Any violation of the Drug and Alcohol policy
2. Use of electronic devices while operating a vehicle

Safety Suggestions

Policy:

1. Employees are encouraged to report safety concerns.
2. Employees will not be required to fill out the form and their name is optional.
3. All safety suggestions will be reviewed by the safety committee.
4. The employee may be asked to assist with the implementation or evaluation of the hazard mitigation strategy used.
5. All suggestions will be mitigated to the lowest practical level.
6. Some suggestions may already be at the lowest practical level. If this is the case the suggestion will be logged and tracked for future evaluation.

Near miss/safety suggestion procedures:

1. When an employee has a near miss/safety suggestion the appropriate form will be filled out by the employee or by the employee who is receiving the information, for documentation and tracking purposes.
2. The form will be turned in to the safety suggestion box or to the safety officer.
3. The safety suggestion box will be checked weekly.
4. Received suggestions and near misses will be assigned a number for tracking purposes.
5. If completing a safety suggestion form follow (a) if a near miss form follow (b).
 - a. (safety suggestion) Once the suggestion has been reviewed you will receive an email notifying you of the status and the course of action to be taken with the suggestion.
 - b. (Near miss) A near miss will be recorded in the near miss log as data.
6. You will be notified by email once a determination has been made.
7. The employee will also receive a notification when the safety mitigation is in place.
8. A review of the safety measure will be conducted within 6 months of the measure that was implemented. The review will look at its effectiveness of controlling the hazard.

As part of our training, we introduce employees to the Heinrich ratio. Dr. Heinrich, while working in the insurance industry, developed this model in the 1930's. His ratio states for every 300 near misses, an organization experiences one (1) major accident/injury/death. Below is a diagram of that model.



The Heinrich 300-29-1 Model

This model has been the basis of accident prevention for decades. In its simplest form, the model strongly suggests that by reducing the number of near misses, an agency will reduce the number of major accidents/injuries or deaths. With this model in mind, transit agencies have historically trained in accident prevention, defensive driving and reactive accident investigation as a means to reduce near misses, thus reducing accidents.

Although accidents will happen, we must also realize these events are not only costly in terms of lost tax payer dollars, but also time consuming to process and investigate and many times come with emotional distress for all parties involved.

In recent years, there has been a greater effort to expand the use of the model by employing procedures and policies that proactively gather near miss data *before* an event ever happens. In this manner, an agency can devote resources to an at risk situation prior to an event instead of devoting the same or, in most cases, even more resources after the event.

In some ways, Link Transit already experiences the informal gathering of near miss data. For years, operators have been reporting near miss information via the radio. Additionally, employees report situations where a danger exists that could create a personal injury. And, some events that are formally recorded via an accident form are processed as a non-qualifying event. Clearly, these instances are near misses, as no claim of damage or injury occurred. What this policy aims to do is to expand and formalize an already informal system.

Once an employee has recognized a hazard, near miss event, or the employee will fill out the hazard/near miss identification form. Once complete the employee will turn in the form to the safety suggestion box or to the Safety Officer. Once the form is received the employee will receive an email confirming it has been received. The employee will receive a final email once a decision has been made and the action been completed.

Site Safety Inspection Form

LINK TRANSIT Safety & Security Audit		
	Date: _____	
Location/Site: _____	Exterior & Grounds	Building Interior
Audit Conducted by: _____	Grade S=Satisfactory N=Item Noted	Grade S=Satisfactory N=Item Noted
A. General Housekeeping		
B. Building Condition		
1. Visible Cracks		
2. Missing or Damaged Items		
3. Other		
C. Personal Protective Equipment		
1. Is PPE present & being used?		
2. Head, Eye & Face, Ear, Hand/Arm, Foot, Other		
3. Is PPE in Good condition?		
4. Eyewash Stations are Clean & Working		
5. Emergency Showers are clean and working properly		
6. Other		
D. Sanitation & Hygiene		
1. Eating areas clean		
2. Restrooms clean & stocked		
3. Evidence of pests		

Site Safety Inspection Form

4. Garbage & waste bins in good condition and not overflowing		
5. Proper Drainage		
6. Free from scraps & debris		
7. Other		
E. Flammable & Combustibles		
1. Flammables stored in covered metal containers		
2. Fire Extinguishers inspected, charged & rated		
3. Fire Extinguishers free from obstructions		
4. Other		
F. Hand & Power Tools		
1. Tools in good condition		
2. Tools stored in dry, secure location		
3. Other		
G. Electrical		
1. Equipment properly grounded		
2. Extension cords grounded		
3. Insulation in good condition, not frayed or deteriorated		
4. No splices		
5. No shorting or shock hazards		
6. Other		
H. Walkways		
1. Pedestrian Travel Areas		

Site Safety Inspection Form

a. Free of trip hazards, well lit		
2. Vehicle Travel Areas		
a. Posted Speed Limit, well lit, striping is visible		
3. Parking Lots		
a. No major potholes, well lit, no trip hazards, striping is visible		
b. Walkways dry and slip resistant		
c. Passageways clear		
d. Marked appropriately		
e. Other		
I. Working surfaces		
1. Work Surfaces clean & sanitary		
2. Other		
J. Stairs & Stairways		
1. Handrails on stairways with four or more risers		
2. Handrails in good condition		
3. Stair surfaces in good condition and slip resistant		
4. Other		
K. Elevated Surfaces		
1. Adequate headroom where necessary		
2. Other		
L. Hazard Communication		
1. SDS sheets readily available		

Site Safety Inspection Form

2. Containers properly labeled with product identity and warnings		
3. Other		
M. Egress		
1. Passageways well lit		
2. Passageways free from debris		
3. Exit signs lit and visible		
4. Other		
N. Machine Guarding		
1. Major moving parts on fixed machinery guarded		
2. Safeguards ensure no objects will fall into moving parts		
3. Other		
O. Security		
1. Fencing is in good condition, no holes, damage, or missing items, footholds		
2. Gates operate properly, good condition, no missing items, hazard signs posted.		
3. Cameras appear to be working, no obstructions.		
4. Signage--condition & visibility		
5. Landscaping--Hideout areas		
6. Approaches via utility vaults/storm drains		
7. Lighting		
8. Motion Detectors		
9. Reception Protection		
10. Duress Signaling		

Site Safety Inspection Form

11. ADA--in Bldg/Interior design		
12. Elevators		
13. Temporary Construction Areas--secured, marked		
14. Locks--operational		
15. Utilities-Power Shutoff secured		
16. Other		

Comments/Items to be Mitigated:

Job:
Department or location:



Task or Step	Hazards	Controls	Personal Protective Equipment (PPE)

Instructions:

Use this basic form “as is” to identify hazards, controls, and PPE at the job task (or step) level. You can modify the form to meet any additional needs of your workplace. JHA hazard information can be used to develop separate safe work procedures for employee use.

Job: You need to first select a job (or main activity) to observe and analyze.

Tasks or Steps: List tasks or steps that are part of the job you selected in the “Task” column.

Example: “Operating a table saw” would be the job while “Installing a blade” and “Ripping” would be separate tasks.

Hazards: Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; damage to the environment; or reduction of ability to perform a prescribed function.

Examples of hazards include: working at heights, slippery surfaces, exposed moving machinery parts, fire, explosion, noise, electricity, toxic emissions, corrosive chemicals, low oxygen, repetitive tasks, heavy lifting, infectious Bloodborne pathogens, assault, and homicide.

Examples of how injuries can occur: work at height can result in falls that can result in broken bones, paralysis, or death; noise exposure can cause permanent and severe ringing in the ears and hearing loss; exposure to corrosive chemicals can cause permanent skin damage and blindness; and working in low oxygen areas can lead to sudden suffocation, unconsciousness, and death.

Controls: Note how you will eliminate or minimize the hazard. This doesn’t include PPE.

Examples of controls include: Using a safer tool or equipment or chemical, adding safeguards to machinery, using safer work practices, using local exhaust ventilation for toxic emissions, and enclosing noisy equipment or moving workers away from such equipment to reduce exposure levels.

PPE (Personal Protective Equipment): Detail what type of PPE is needed for each hazard that can’t be eliminated or minimized using controls.

Safety Analysis Matrix

Severity \ Probability	Catastrophic (1)	Critical (2)	Marginal (3)	Neglible (4)
Frequent (A)	Very High (1A) 1	Very High (2A) 4	High (3A) 8	Medium (4A) 16
Probable (B)	Very High (1B) 2	Very High (2B) 5	High (3B) 9	Medium (4B) 17
Occasional (C)	Very High (1C) 3	High (2C) 7	Medium (3C) 13	Low (4C) 18
Remote (D)	High (1D) 6	Medium (2D) 11	Medium (3D) 14	Low (4D) 19
Improbable (E)	Medium (1E) 10	Medium (2E) 12	Medium (3E) 15	Low (4E) 20

Severity Definitions

Catastrophic (1)	Could result in death, permanent total disability, loss exceeding \$1M
Critical (2)	Could result in permanent partial disability, injuries or occupational illness that may result in hospitalization of at least 3 people, loss exceeding \$200K but less than \$1M
Marginal (3)	Could result in injury or occupational illness resulting in one or more lost work days, loss exceeding \$10K but less than \$200K.
Neglible (4)	Could result in injury or illness not resulting in a lost work day, loss exceeding \$2K but less than \$10K

Probability

Frequent (A)	Likely to occur more than once per month, 100,000 - 207,000 Revenue miles(13-24 per year)
Probable (B)	likely to occur less than once a month but more than once a year, 208,000-416,000 Revenue miles (6-12 per year)
Occasional (C)	Likely to occur less than once a quarter but more than once a year, 416,000-2,500,000 revenue miles (1-4 per year)
Remote (D)	Unlikely to occur, but can reasonably be expected to occur, once per year
Improbable (E)	Unlikely to occur, but possible

1-5	unacceptable requires action to mitigate risk
6-9	Undesirable; Mitigate to ALARP; Require Safety Committee to make a decision regarding risk acceptability
10-17	Undesirable but acceptable; Safety Committee makes final decision to further mitigate the risk.
18-20	may be accepted by Chief Safety Officer without review



RESOLUTION 2025-21

A RESOLUTION APPROVING LINK TRANSIT'S UPDATED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)

WHEREAS; in accordance with the Federal Transit Administration (FTA) requirements, all recipients of federal grant funds must establish and maintain a Public Transportation Agency Safety Plan (PTASP) that meets the requirements of 49 CFR Part 673, and review and update it annually or as necessary to ensure compliance; and

WHEREAS, Link Transit's PTASP has been updated to incorporate the Agency's 2026 Safety Performance Targets (SPTs), reflecting anticipated increases in revenue miles and ensuring that the Agency's safety performance goals remain accurate, data-driven, and aligned with federal requirements; and

WHEREAS, the updated PTASP continues to provide Link Transit with a comprehensive framework for implementing a Safety Management System (SMS) that ensures a proactive, data-driven approach to hazard identification, risk management, and continuous safety improvement across all modes of service, including fixed-route and demand-response operations; and

WHEREAS, approval of the updated PTASP by the Link Transit Board of Directors is required under federal law to maintain compliance with FTA regulations and ensure continued eligibility for federal funding; and

WHEREAS, the updated PTASP will enable Link Transit to continue providing safe, reliable and efficient public transportation services to the residents of Chelan and Douglas Counties, while fostering a culture of safety among all employees and system users.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of Link Transit hereby approves the attached Public Transportation Agency Safety Plan, incorporating the 2026 Safety Performance Targets.

BE IT FURTHER RESOLVED that this resolution supersedes and replaces any prior resolutions or parts of resolutions that are inconsistent with the provisions set forth herein.

ADOPTED by the Board of Directors of Link Transit at a properly convened meeting thereof held on the 21st day of October 2025.

CHELAN-DOUGLAS PUBLIC TRANSPORTATION BENEFIT AREA AUTHORITY

By Board Chair Loyd Smith

The undersigned certifies that the foregoing Resolution was passed by the affirmative vote of _____ *voting* Board members of the Link Transit Board of Directors at a properly convened meeting of the Board at which a quorum of _____ *voting and* _____ *non-voting* Board members were present.

Selina Danko, Clerk of the Board



Link Transit
connecting our communities
BOARD OF DIRECTORS
October 21, 2025, Board Meeting
STAFF REPORT SUMMARY

TO: Link Transit Board of Directors
 FROM: Chris Clark, Rideshare Coordinator
 SUBJECT: Surplus Van Grant

Issue / Purpose

Link Transit's Surplus Van Grant program is designed to offer nonprofit organizations the chance to apply for a surplus vehicle to address transportation needs. Link Transit received 10 responsive applications for five vehicles currently eligible for distribution. Staff have identified four nonprofit organizations from the slate of applicants to receive the remainder of the current surplus van fleet once the vehicles are ready for distribution.

Selected Grantees:

1. Brave Warriors NCW, a nonprofit organization supporting children, youth and adults with disabilities and chronic medical conditions, as well as their families, will receive a 14-passenger vehicle.
2. Tierra Learning Center, a nonprofit organization supporting adults with intellectual and developmental disabilities, will receive a 14-passenger vehicle.
3. Lake Wenatchee Fire and Rescue, a Government Special District supporting senior and housebound populations in isolated communities, will receive a six-passenger minivan
4. Chelan Senior Center, a nonprofit organization supporting seniors in the Lake Chelan area, will receive a 14-passenger vehicle.
5. Purpose Boxing Club, a nonprofit supporting at-risk youth and adults in the Chelan-Douglas Transportation Benefit Area, will receive a six-passenger minivan.

Four other grantees are selected to receive 14-passenger surplus vehicles as they become available in the future:

6. The Lake Chelan Valley Boys and Girls Club, a nonprofit organization supporting youth in the Lake Chelan area.
7. Garden Terrace, a nonprofit organization providing affordable housing and supporting services for seniors in North Central Washington.
8. Chelan Valley Hope, a nonprofit organization supporting under-resourced families and individuals in the Greater Chelan Valley.
9. Wenatchee Valley Devo Mountain Bike Team, a nonprofit organization supporting 5th- through 12th-grade youth in North Central Washington.

Background

The purpose of the Surplus Van Grant Program is to advance the mission of Link Transit to provide safe, reliable, and efficient transportation services to the Chelan-Douglas Transportation Benefit Area. The Surplus Van Grant Program enables community organizations and non-profit entities to enhance

transportation capabilities by utilizing surplus vans that are no longer needed by Link Transit. This program aims to promote community development, improve access to essential services, and strengthen the overall well-being of the communities in the Chelan-Douglas Transportation Benefit Area.

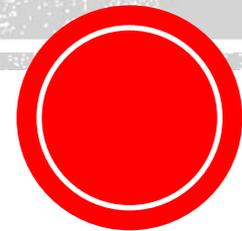
Anticipated Follow-up

Vehicle recipient organizations are required to report ridership numbers for one year after receiving one of the vans. Grantees will pick up the awarded vehicles at Link Transit's operations facility.

SURPLUS VAN GRANT - RECOMMENDATIONS

Link Transit Board of Directors

October 21, 2025



What is a Surplus Van Grant Program?

Surplus Van Grant Program

- A transit agency grants retired vehicles to nonprofit or community organizations
- Competitive review and award process
- Designed to meet unmet local transportation needs



Café 2024

Retired and Soon to be Retired Vehicles

Immediately Available:

- Three (3) 14-passenger
- Two (2) six passenger minivans

Available Soon:

- Four (4) 14-passenger



Thrive 2024

Applicants and Recommendations

- **10 agencies in Chelan Douglas counties applied**
- **9 agencies selected for recommendation**
 - **Immediately available**
 - Lake Wenatchee Fire and Rescue - Minivan
 - Tierra Learning Center - 14-passenger
 - The Brave Warrior Project - 14-passenger
 - Purpose Boxing - Minivan
 - Chelan Senior Center - 14-passenger
 - **Available soon**
 - *Chelan Valley Hope - 14-passenger*
 - *Lake Chelan Boys and Girls Club - 14 passenger*
 - *Garden Terrace - 14 passenger*
 - *Wenatchee Valley Devo Mountain Bike Team -14 passenger*



Wenatchee Rescue 2024

Once Awarded

- Title is signed over to grantee immediately
- Grantee must provide Insurance
- Quarterly ridership reporting must be provided to Link Transit for the duration of one year





Link Transit
connecting our communities



BOARD OF DIRECTORS

AGENDA SUMMARY SHEET

Board Meeting
October 21, 2025

AGENDA ITEM: Monthly Financial Report for September 2025

Background Information:

2025 Sales Tax:

◆ September 2025 sales tax (earned in the month of July 2025)	\$	2,562,410
◆ Under budgeted amount for the month by -4%	\$	(106,693)
◆ YTD sales tax collection	\$	16,811,377
◆ YTD budget amount	\$	16,141,212
◆ Over YTD budgeted amount by 4.2%	\$	670,164
◆ Last year's YTD sales tax amount	\$	15,733,792
◆ Over last year's YTD sales tax amount by 6.8%	\$	1,077,584

2025 Operating Budget-to-Actual:

◆ Budget year elapsed = 75%	\$	22,327,945
◆ Operating budget spent = 73%	\$	21,807,995
◆ <Over> Under Budgeted Amount	\$	519,950

2025 Capital:

◆ Bus Garage Project - RH2 Engineering	\$	29,927
◆ Fire System Upgrade - Axe Fire & Security	\$	30,536
◆ Model 1 Commercial - Six (6) Paratransit Cutaways	\$	768,162

Cash Accounts:

◆ Cash w/Treasurer – 2025 over 2024	\$	646,764
◆ Investments – 2025 over 2024	\$	3,147,026
◆ Contingencies Reserve – 2025 over 2024	\$	487,500
◆ Vehicle Reserves – 2025 under 2024	\$	(40,811)
◆ FTA Vehicle Reserves – 2025 under 2024	\$	-
◆ Facility/Equipment Reserves – 2025 under 2024	\$	(8,641,182)
◆ Sales Tax Refund Reserve – 2025 under 2024	\$	-

Submitted By: Paden Osterlund and Justin Brockwell

Attachments:

Revenues:

- ◆ Sales Tax Collections
- ◆ Sales by Area
- ◆ Grant Report

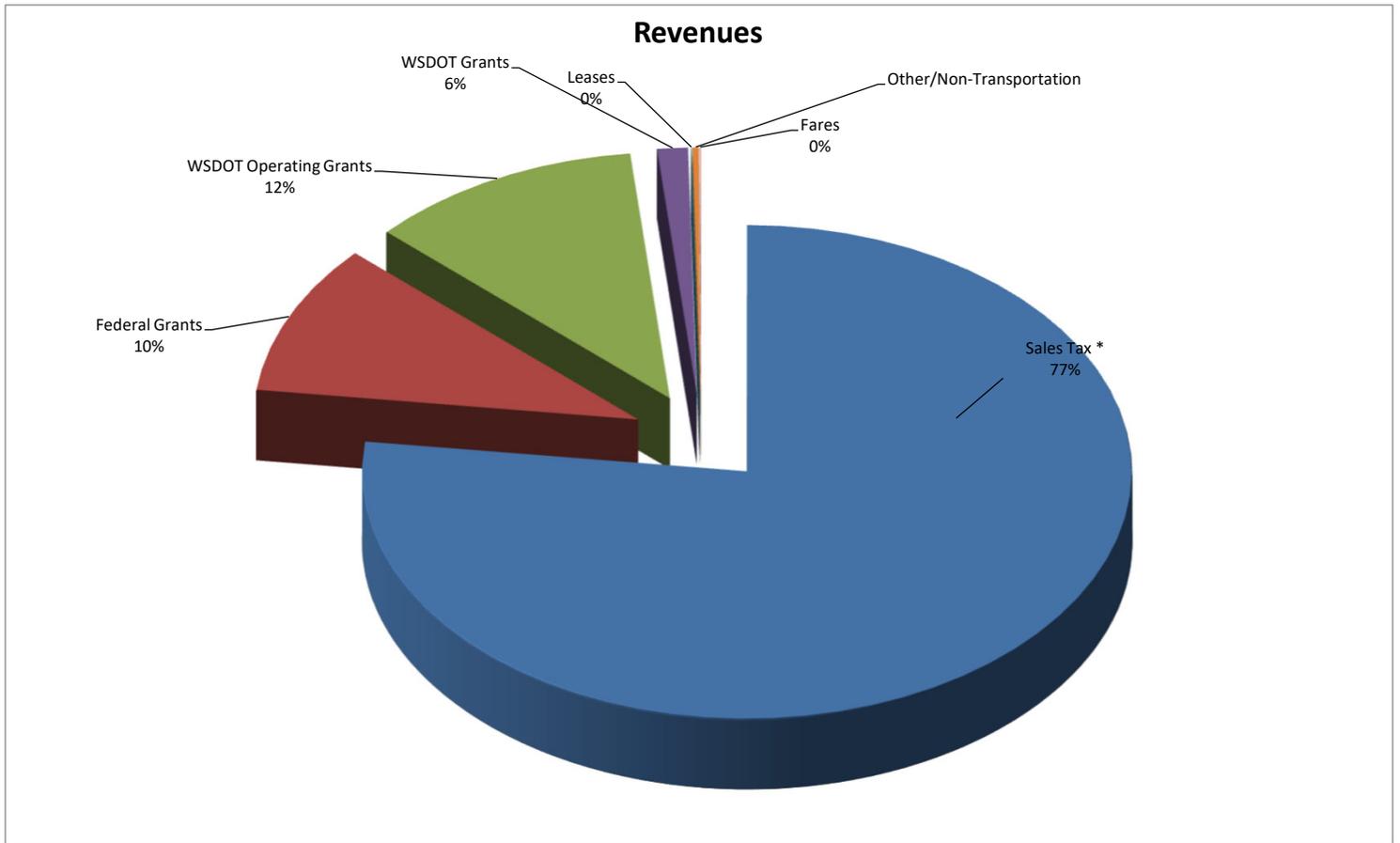
Expenses:

- ◆ Operating Budget vs Actual
- ◆ Capital Budget vs Actual
- ◆ Reserved Funds
- ◆ Statement of Net Position

Link Transit
2025 Operating Revenue Budget vs Actual
As of September 30, 2025

Revenue Source	2025	2025	YTD	Over	CURRENT	CURRENT	Over
	BUDGET	BUDGET	ACTUAL	(Under)	MONTH	MONTH	(Under)
		YTD			BUDGET *	ACTUAL	
Sales Tax *	\$ 29,740,932	\$ 22,305,699	\$ 16,811,377	\$ (5,494,322)	\$ 2,669,103	\$ 2,562,410	\$ (106,693)
Federal Grants	3,820,578	2,865,434	-	(2,865,434)	318,382	-	(318,382)
WSDOT Operating Grants	4,462,284	3,346,713	2,111,370	(1,235,344)	371,857	-	(371,857)
Interest Income	500,000	375,000	783,699	408,699	41,667	14,728	(26,939)
Leases	12,000	9,000	8,476	(524)	1,000	1,000	-
Other/Non-Transportation	107,500	80,625	116,261	35,636	8,958	170	(8,788)
Fares	20,000	15,000	39,445	24,445	1,667	6,087	4,421
	\$ 38,663,294	\$ 28,997,471	\$ 19,870,628	\$ (9,126,843)	\$ 3,412,633	\$ 2,584,395	\$ (828,238)

* Sales Tax is received two (2) months after it has been earned.



Link Transit's Operating & Capital Grants

As of September 30, 2025

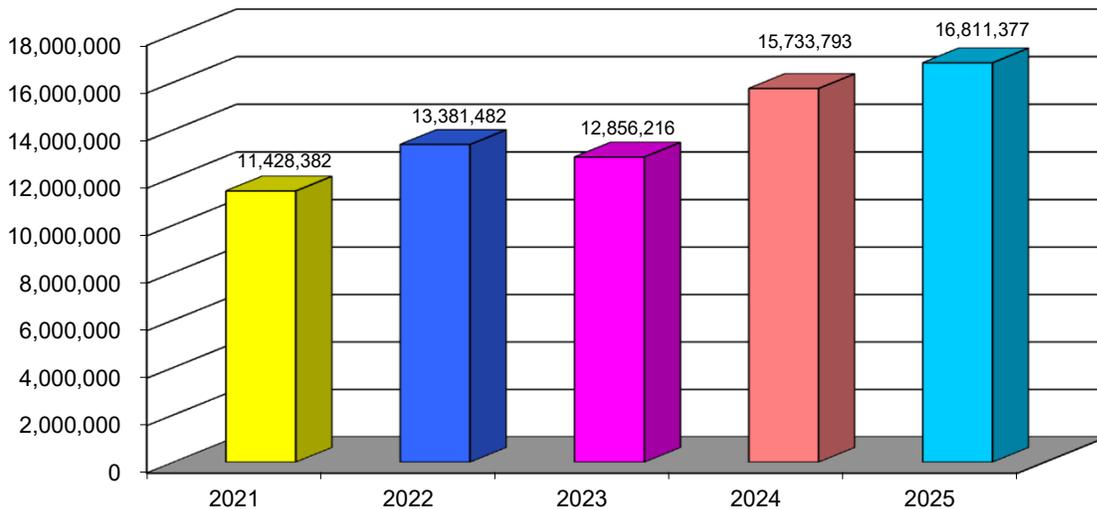
Grant Programs	Amount Awarded	Reimb	Balance Outstanding	Current Amount Due	Project
Federal Operating Grants:					
2025 - 5307 Formula Grant	\$ 3,815,519	\$ -	\$ 3,815,519	\$ -	Operating Expenses
Total Direct Recipient Grants	\$ 3,815,519	\$ -	\$ 3,815,519	\$ -	
WSDOT Grants Awarded for the time period of July 2023 - June 2025					
Federal Operating Grants: Passed Through the WSDOT					
5311 Federal Grant	\$ 106,000	\$ 106,000	\$ -	\$ -	Leavenworth DART
5311 Federal Grant	218,913	218,913	-	-	Chelan-Manson DART
5310 Federal Grant	212,000	212,000	-	-	Mobility Management
5311 Federal Grant	1,300,000	1,300,000	-	-	FR Rural Commuter
Total Federal Grants: WSDOT	\$ 1,836,913	\$ 1,836,913	\$ -	\$ -	
State Operating Grants					
Special Needs Grant	\$ 2,882,905	\$ 2,882,905	\$ -	\$ -	Paratransit/Special Needs
Transit Support Grant	3,571,907	3,571,907	-	-	Paratransit/FR Commuter
TRIP-Link Grant	142,500	142,500	-	-	TRIP-Link Program
Total State Grants	\$ 6,597,312	\$ 6,597,312	\$ -	\$ -	
WSDOT Grants Awarded for the time period of July 2025 - June 2027					
Federal Operating Grants: Passed Through the WSDOT					
5311 Federal Grant	\$ 112,500	\$ -	\$ 112,500	\$ 14,063	Leavenworth DART
5311 Federal Grant	482,500	-	482,500	60,313	Chelan-Manson DART
5310 Federal Grant	240,000	-	240,000	30,000	Mobility Management
5311 Federal Grant	1,550,000	-	1,550,000	193,750	FR Rural Commuter
5311 Federal Grant	52,000	-	52,000	6,500	SkiLink Seasonal Service
Total Federal Grants: WSDOT	\$ 2,437,000	\$ -	\$ 2,437,000	\$ 304,625	
State Operating Grants					
Special Needs Grant	\$ 3,069,931	\$ -	\$ 3,069,931	\$ 383,741	Paratransit/Special Needs
Transit Support Grant	3,524,336	-	3,524,336	440,542	Paratransit/FR Commuter
TRIP-Link Grant	192,600	-	192,600	24,075	TRIP-Link Program
Total State Grants	\$ 6,786,867	\$ -	\$ 6,786,867	\$ 848,358	
Total Operating Grants	\$ 21,473,611	\$ 8,434,225	\$ 13,039,386	\$ 1,152,983	
Capital Grants					
Green Transportation Grant 2023-25	\$ 5,942,718	\$ 5,942,718	\$ -	\$ -	Nine (9) Ride Buses
FY24 Low-No Grant	4,462,500	-	4,462,500	-	Five (5) Ride Buses
Green Transportation Grant 2025-27	4,568,750	-	4,568,750	-	Four (4) Ride Buses/Charging Infrastructure
Total Capital Grants	\$ 14,973,968	\$ 5,942,718	\$ 9,031,250	\$ -	

Link Transit
2025 Sales Tax Collections
As of September 30, 2025
For Sales Tax Collected in July 2025

MONTHLY COLLECTION COMPARISONS								
Sales Month	Collection Month	Actual 2024	Budget 2025	Actual 2025	Actual 2024-vs-2025		Actual - vs - Budget	
					over <under>	Percentage	over <under>	Percentage
January	March	\$ 1,674,065	\$ 1,717,414	\$ 2,283,120	\$ 609,055	36.4%	\$ 565,706	32.9%
February	April	1,917,648	1,967,305	1,744,952	(172,696)	-9.0%	(222,353)	-11.3%
March	May	2,122,634	2,177,599	2,439,217	316,583	14.9%	261,618	12.0%
April	June	2,226,924	2,284,589	2,316,590	89,666	4.0%	32,000	1.4%
May	July	2,631,248	2,699,383	2,746,917	115,669	4.4%	47,534	1.8%
June	August	2,559,542	2,625,820	2,718,172	158,630	6.2%	92,352	3.5%
July	September	2,601,732	2,669,103	2,562,410	(39,323)	-1.5%	(106,693)	-4.0%

YEAR TO DATE COLLECTION COMPARISONS								
Sales Month	Collection Month	Actual 2024	Budget 2025	Actual 2025	Actual 2024-vs-2025		Actual - vs - Budget	
					over <under>	Percentage	over <under>	Percentage
January	March	\$ 1,674,065	\$ 1,717,414	\$ 2,283,120	\$ 609,055	36.4%	\$ 565,706	32.9%
February	April	3,591,713	3,684,719	4,028,072	436,359	12.1%	343,353	9.3%
March	May	5,714,347	5,862,317	6,467,289	752,942	13.2%	604,972	10.3%
April	June	7,941,271	8,146,907	8,783,879	842,608	10.6%	636,972	7.8%
May	July	10,572,518	10,846,290	11,530,795	958,277	9.1%	684,506	6.3%
June	August	13,132,060	13,472,109	14,248,967	1,116,907	8.5%	776,858	5.8%
July	September	15,733,792	16,141,212	16,811,377	1,077,584	6.8%	670,164	4.2%

YTD Sales Tax Comparison
2021 - 2025



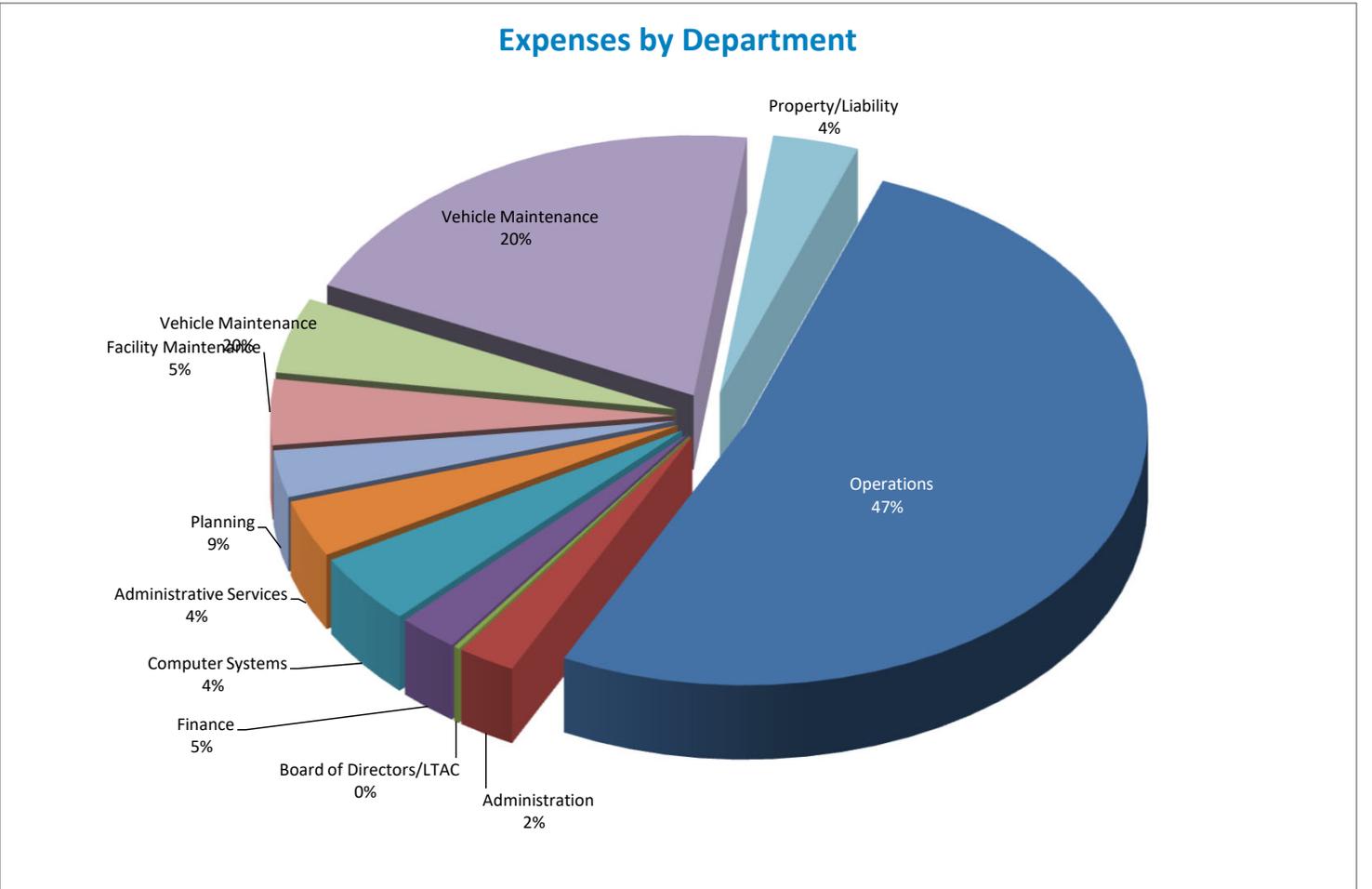
Link Transit
Sales Tax Comparison for September 2025
Earned in the Month of July 2025

<i>Location</i>	<i>Jul-25</i>	<i>Month - to - Date Jul-24</i>	<i>Diff</i>	<i>% Change</i>	<i>Year-to-Date 2025</i>	<i>Year-to-Date 2024</i>	<i>Diff</i>	<i>% Change</i>
Unincorporated-Chelan County	608,943	\$ 518,774	\$ 90,169	17%	\$ 3,597,062	\$ 2,883,405	\$ 713,657	25%
Cashmere	51,083	45,522	5,562	12%	280,962	273,524	7,438	3%
Chelan(City)	255,157	250,837	4,320	2%	1,072,875	1,138,157	(65,282)	-6%
Entiat	11,823	12,160	(338)	-3%	69,352	82,490	(13,138)	-16%
Leavenworth	218,394	212,081	6,312	3%	1,156,608	1,032,248	124,360	12%
Wenatchee	858,428	796,680	61,747	8%	5,489,204	5,109,924	379,281	7%
East Wenatchee	320,873	343,014	(22,141)	-6%	1,994,416	2,073,962	(79,546)	-4%
Rock Island	11,510	11,384	125	1%	72,311	70,265	2,047	3%
Waterville	9,332	11,982	(2,650)	-22%	56,334	60,545	(4,211)	-7%
Unincorporated-Douglas County	216,868	399,298	(182,431)	-46%	3,022,251	3,009,274	12,977	0%
Totals	<u>\$2,562,410</u>	<u>\$ 2,601,732</u>	<u>\$ (39,323)</u>	<u>-2%</u>	<u>\$ 16,811,377</u>	<u>\$ 15,733,794</u>	<u>\$ 1,077,584</u>	<u>7%</u>

<i>Category</i>	<i>Jul-25</i>	<i>Jul-24</i>	<i>Diff</i>	<i>% Change</i>	<i>2025</i>	<i>2024</i>	<i>Diff</i>	<i>% Change</i>
Accommodation & Food Svcs	\$ 324,410	\$ 313,592	\$ 10,818	3%	\$ 1,619,390	\$ 1,571,065	\$ 48,325	3%
Admin. Supp. Remed Svcs	118,464	119,127	(663)	-1%	710,364	637,783	72,581	11%
Agriculture	(167)	2,130	(2,297)	-108%	13,449	17,674	(4,225)	-24%
Arts Entertain. Recreation	42,062	37,070	4,992	13%	224,434	198,511	25,923	13%
Company Mgn	294	1,679	(1,386)	-83%	2,059	3,670	(1,611)	-44%
Construction	645,093	567,955	77,138	14%	4,399,922	3,689,100	710,822	19%
Education Services	2,657	2,504	153	6%	14,179	12,429	1,750	14%
Finance and Insurance	10,634	9,414	1,221	13%	62,608	(124,888)	187,496	-150%
Health Care	13,097	11,481	1,616	14%	95,278	100,662	(5,384)	-5%
Information	88,526	41,533	46,994	113%	373,227	662,413	(289,185)	-44%
Manufacturing	69,933	63,612	6,320	10%	405,947	403,945	2,002	0%
Mining	351	3,405	(3,055)	-90%	1,949	4,774	(2,825)	-59%
Other Services	49,455	43,262	6,193	14%	330,157	300,486	29,670	10%
Prof. Sci Technical Svcs	64,748	45,762	18,986	41%	445,275	379,869	65,405	17%
Public Administrattion	12,111	11,384	728	6%	23,179	15,173	8,006	53%
Real Estate	87,634	97,210	(9,576)	-10%	398,351	338,377	59,974	18%
Retail Trade	1,074,641	1,023,210	51,432	5%	6,256,737	5,935,752	320,985	5%
Transporting/Warehousing	17,296	23,224	(5,928)	-26%	94,813	108,331	(13,518)	-12%
Unknown	(289,020)	10,207	(299,229)	-2932%	(31,558)	256,970	(288,527)	-112%
Utilities	3,032	4,347	(1,315)	-30%	22,826	35,748	(12,922)	-36%
Wholesale Trade	227,159	169,626	57,534	34%	1,348,793	1,185,950	162,843	14%
Totals	<u>\$ 2,562,410</u>	<u>\$ 2,601,732</u>	<u>\$ (39,323)</u>	<u>-2%</u>	<u>\$ 16,811,377</u>	<u>\$ 15,733,794</u>	<u>\$ 1,077,584</u>	<u>7%</u>

**Link Transit
2025 Operating Budget to Actual
As of September 30, 2025**

			Budget Year 75%			
	2025 BUDGET	YTD ACTUAL	Variance	CURRENT MONTH BUDGET *	CURRENT MONTH ACTUAL	% Diff
Operating Budget						
Operations	\$ 14,765,287	\$ 11,295,887	77%	\$ 1,230,441	\$ 1,222,375	99%
Administration	674,599	505,214	75%	56,217	57,670	103%
Board of Directors	90,230	49,012	54%	7,519	5,595	74%
Finance	773,569	525,774	68%	64,464	57,189	89%
Computer Systems	1,474,054	959,093	65%	122,838	160,982	131%
Administrative Services	1,112,722	775,045	70%	92,727	78,147	84%
Planning	1,066,562	637,749	60%	88,880	69,107	78%
Marketing	1,375,055	890,536	65%	114,588	124,310	108%
Facility Maintenance	1,548,257	1,024,847	66%	129,021	102,267	79%
Vehicle Maintenance	5,869,758	4,394,137	75%	489,147	481,582	98%
Property/Liability	1,020,500	750,699	74%	85,042	83,411	98%
Total Operating Expenses	\$ 29,770,593	\$ 21,807,995	73%	\$ 2,480,883	\$ 2,442,635	98%



Link Transit
2025 CAPITAL BUDGET TO ACTUAL
As of September 30, 2025

Capital Budget	Carry Over from 2024	2025 Capital Budget	Actual Expense	Remaining Balance	% Remaining
Carry Over from 2024					
Rock Island Park and Ride	\$ 750,000	\$ 750,000	\$ -	\$ 750,000	100%
Entiat Park & Ride	450,000	450,000	7,253	442,747	98%
Hay Canyon Park & Ride Preliminary Design	45,161	45,161	15,580	29,581	66%
Scope & Bid to Re-coat Operations Base & Columbia Station	90,791	90,791	-	90,791	100%
Dispatch Workstations	71,430	71,430	-	71,430	100%
Bus Garage (Phase 1)	15,000,000	15,000,000	7,410,580	7,589,420	51%
Total Carry Over from 2024	\$ 16,407,382	\$ 16,407,382	\$ 7,433,413	\$ 8,973,969	55%
Facility Maintenance Projects & Equipment:					
WSP Property Training Facility	\$ -	\$ 1,000,000	\$ 25,244	\$ 974,756	97%
Apple Blossom Center Land Acquisition	-	600,000	-	600,000	100%
Café HVAC Improvements	-	250,000	15,296	234,704	94%
Columbia Station Security Upgrades	-	100,000	-	100,000	100%
Operations Facility Expansion Design	-	100,000	-	100,000	100%
Fire System Upgrade	-	-	30,536	(30,536)	-100%
Bus Stop Improvements	-	500,000	26,014	473,986	95%
Columbia Station DC Plug-in Chargers	-	80,000	62,555	17,445	22%
Columbia Station PRV Valve Replacement	-	-	17,641	(17,641)	-100%
Total Facility Maintenance Projects & Equipment:	\$ -	\$ 2,630,000	\$ 177,286	\$ 2,452,714	93%
Vehicles & Equipment:					
Four (4) Electric Paratransit Cutaways	\$ -	\$ 500,000	\$ 768,162	\$ (268,162)	-54%
Seven (7) Rideshare Vehicles	-	315,000	-	315,000	100%
Nine (9) 30' BYD/RIDE Buses & Three (3) DC Chargers	-	9,726,024	8,653,025	1,072,999	11%
Five (5) 30' BYD/RIDE Buses	-	5,250,000	-	5,250,000	100%
Five (5) 300 kW DC Chargers	-	1,150,000	74,794	1,075,206	93%
Side-by-Side with Snow Plow	-	31,000	29,396	1,604	5%
Tractor with Snow Blower	-	44,000	43,134	866	2%
Floor Sweeper/Scrubber	-	110,000	104,928	5,072	5%
Tire Mount and Balance Machine	-	45,000	44,466	534	1%
Air Brake Training Board	-	29,000	28,600	400	1%
Three (3) Supervisor Vehicles	-	-	110,135	(110,135)	-100%
Total Vehicles & Equipment:	\$ -	\$ 17,200,024	\$ 9,856,641	\$ 7,343,383	43%
Total 2025 Capital Budget	\$ 16,407,382	\$ 36,237,406	\$ 17,467,340	\$ 18,770,066	52%

**Link Transit
Reserved Funds Balance
For the Month Ending September 30, 2025**

	Annual Transfers	Contingency	FTA Ownership	Vehicle	Facility & Equipment	Sales Tax Refund
Beginning Balance		\$ 4,690,001	\$ -	\$ 1,814,648	\$ 14,066,205	\$ 1,000,000
Total Transfers and Grants:	Annual Transfers:					
- Monthly Reserve Transfers	\$ 400,000	300,000				
- Monthly Reserve Transfers	5,500,000			4,125,000		
- Monthly Reserve Transfers	1,000,000				750,000	
Add: Capital Grants						
PTD0775 - Urban Bus Fleet Electrification				5,942,718		
Total Transfers and Grants	\$ 6,500,000	\$ 300,000	\$ -	\$ 10,067,718	\$ 750,000	\$ -
Expenditures and Transfers:						
Side-by-Side With Snow Plow				29,396		
Tractor with Snow Blower				43,134		
Floor Scrubber				104,928		
Columbia Station DC Plug-in Chargers				62,555		
Nine (9) BYD Bus & Chargers				8,653,025		
Three (3) Supervisor Vehicles				110,135		
Four (4) Paratransit Electric Cutaway				768,162		
Air Brake Training Board					28,600	
Tire Mount & Balance Machine					44,466	
CS PRV Valve Replacement & Backflow					17,641	
Bus Stop Improvements					10,776	
Sanders Street Improvements					6,236	
Hay Canyon Park & Ride					15,580	
Valley Mall Parkway Bus Stop					930	
CS Café Improvements					15,296	
Electric Vehicle Chargers					74,794	
WSP Property Training Facility					25,244	
Entiat Park & Ride					7,253	
Easy Street Intersection					8,072	
Fire System Upgrade					30,536	
Bus Garage Project					7,410,580	
Total Capital Expenditures		\$ -	\$ -	\$ 9,771,335	\$ 7,696,005	\$ -
Ending Balances	\$ 4,990,001	\$ -	\$ -	\$ 2,111,031	\$ 7,120,200	\$ 1,000,000
Total Reserved Funds Available	\$ 15,221,231					

Link Transit

Statement of Net Position

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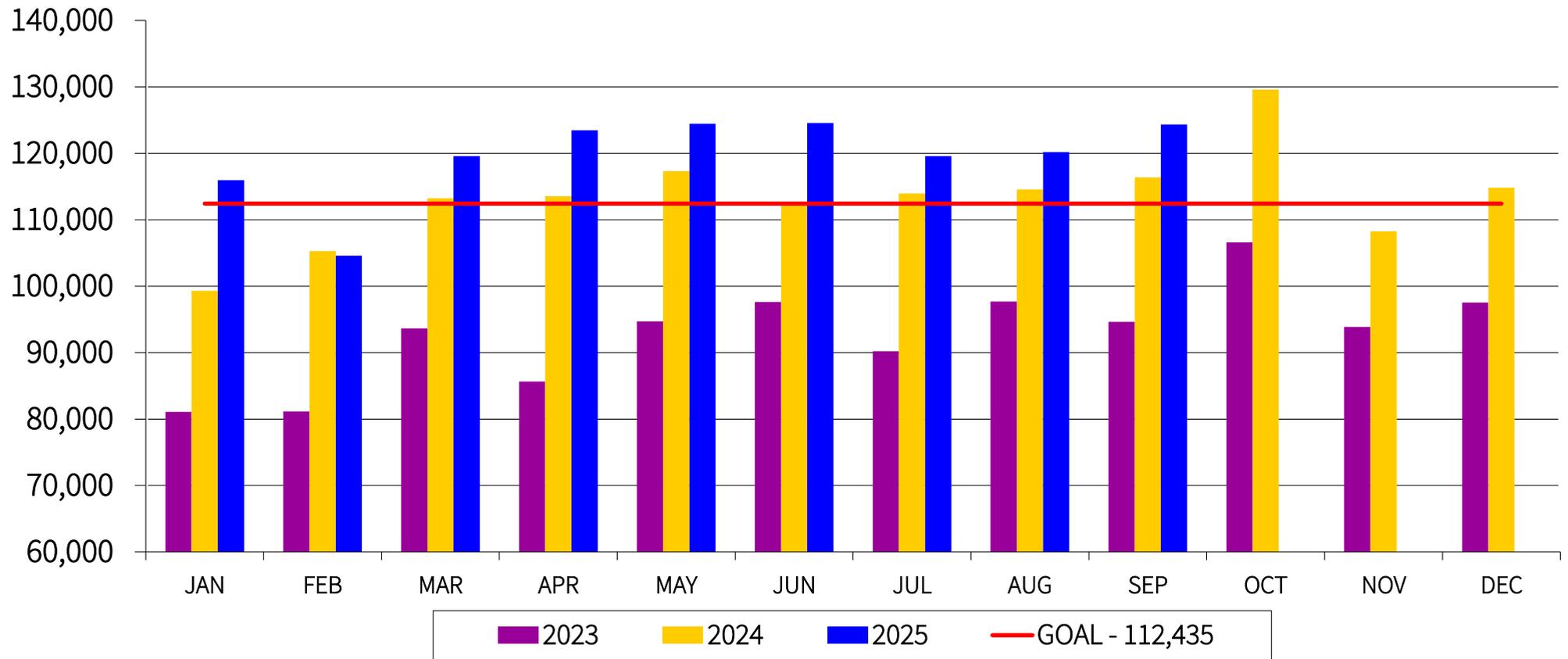
As of September 30, 2025

	<u>9/30/2025</u>	<u>9/30/2024</u>
Current Assets:		
Cash - Treasurer	\$ 4,549,277	\$ 3,902,513
Fare Collection	90,974	16,836
Petty Cash	1,000	1,000
Cash - Fare Collection Change	200	-
P-Card Account	500	500
ATM Machine	27,495	28,128
Advance Travel	3,000	3,000
Total Cash	<u>4,672,446</u>	<u>3,951,977</u>
Investments	12,179,076	9,032,050
Investment-Fair Market Value	(329,511)	(707,357)
Accounts Receivable	46,876	3,146
Grants Receivable	-	166,950
Inventory	580,706	589,865
Prepaid Dues	32,508	
Prepaid Insurance/Expenses	250,233	187,063
Prepaid Fire Protection	4,843	9,579
Prepaid Maint Agreement	36,615	26,668
Prepaid Net Cloud Service	9,434	9,214
Total Current Assets	<u>17,483,227</u>	<u>13,269,155</u>
Reserved Assets:		
Investments:		
Designated for Contingencies	4,990,001	4,502,501
Designated for Vehicles	2,111,031	2,151,842
Designated for Equipment/Facilities	7,120,200	15,761,382
Designated for FTA Vehicles	-	-
Designated for Sales Tax Refund	1,000,000	1,000,000
Total Reserved Assets	<u>15,221,232</u>	<u>23,415,725</u>
Capital Assets:		
Property, Plant and Equipment (net)	41,359,929	43,428,059
Work in Progress	7,588,864	2,735
Total Capital Assets	<u>48,948,793</u>	<u>43,430,794</u>
Other Noncurrent Assets		
Pension Assets	2,765,100	3,346,575
Lease Asset - Big Belly	64,573	5,671
Subscription Asset	1,626,673	1,415,680
Total Other Noncurrent Assets	<u>4,456,346</u>	<u>4,767,926</u>
Deferred Outflow of Resources:		
Asset Retirement Obligation	10,000	10,000
Pension Outflows	3,908,897	2,913,161
Total Deferred Outflow of Resources	<u>3,918,897</u>	<u>2,923,161</u>
TOTAL ASSETS	<u>\$ 90,028,495</u>	<u>\$ 87,806,761</u>

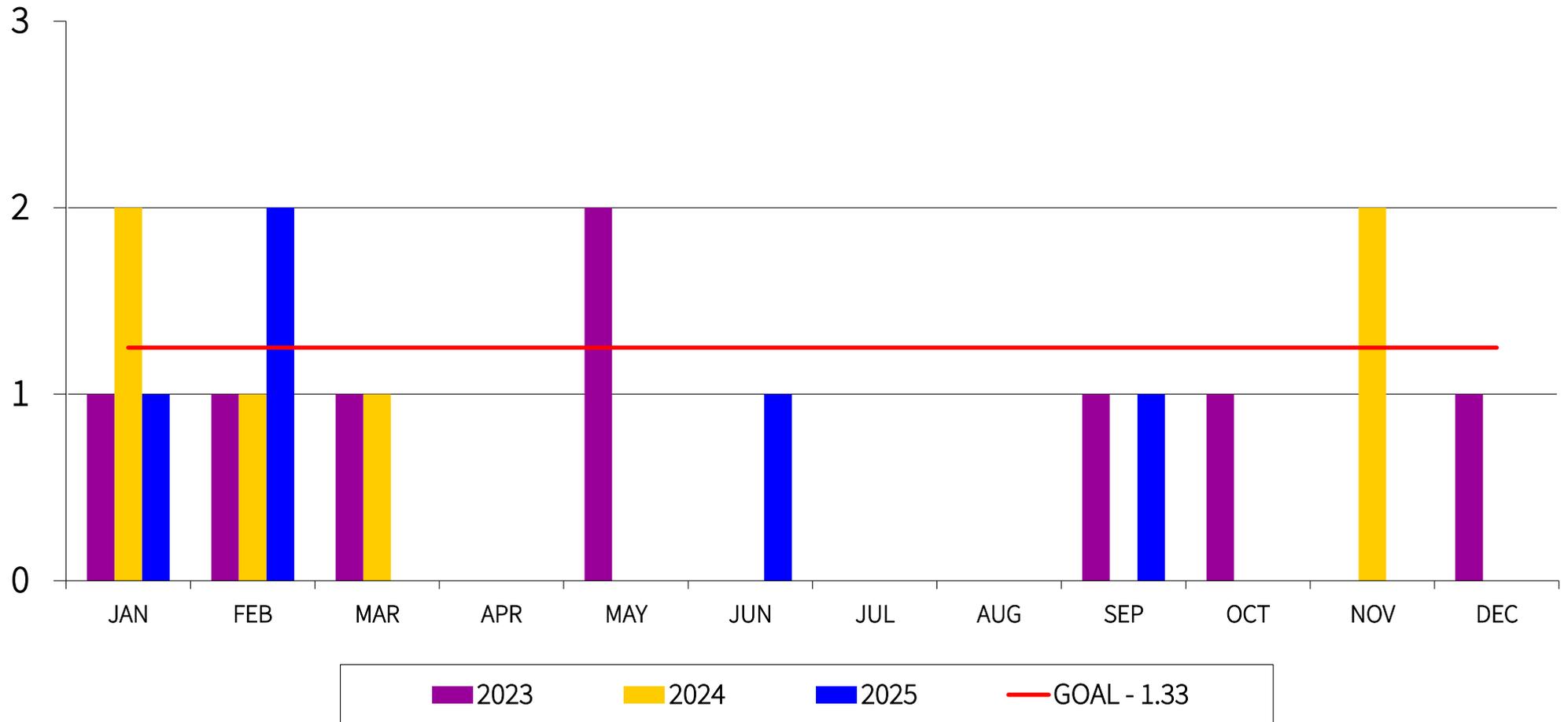
Liabilities & Equity

	<u>9/30/2025</u>	<u>9/30/2024</u>
Current Liabilities:		
Warrants Payable	\$ 2,044,392	\$ 1,099,949
Vouchers Payable	14,807	(2,988)
Accrued Accounts Payable	72,721	-
Accrued General Leave	763,541	707,646
Accrued Employee Benefits	479,708	506,271
Accrued Leasehold Rental Tax	240	977
Payroll Taxes Payable	329,606	258,753
Accrued Retainage	640,651	77,838
Accrued Retainage Interest	1,592	-
Prepaid Bus Service	-	-
Total Current Liabilities	<u>4,347,257</u>	<u>2,648,446</u>
Long-Term Liabilities:		
Net Pension Liability	1,160,445	1,445,608
Accrued General Leave	-	-
Asset Retirement Liability	55,849	55,095
Lease Liability - Big Belly	64,714	5,700
Subscription Liability	1,743,499	1,445,608
Total Long-Term Liabilities	<u>3,024,506</u>	<u>2,952,010</u>
Deferred Inflow of Resources:		
Pension Inflows	1,400,254	2,085,308
Total Deferred Inflow of Resources	<u>1,400,254</u>	<u>2,085,308</u>
Total Liabilities:	<u>8,772,018</u>	<u>7,685,764</u>
Retained Earnings/Equity:		
Reserved for Contingencies	4,990,001	4,502,501
Reserved for Equipment/Facilities	7,120,200	15,761,382
Reserved for FTA Vehicles	-	-
Reserved for Vehicles	2,111,031	2,151,842
Reserved for Sales Tax Refund	1,000,000	1,000,000
Total Reserves	<u>15,221,232</u>	<u>23,415,725</u>
Unreserved Retained Earnings	66,035,248	56,705,274
Total Retained Earnings/Equity	<u>81,256,480</u>	<u>80,120,999</u>
Total Equity	<u>81,256,480</u>	<u>80,120,999</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 90,028,495</u>	<u>\$ 87,806,761</u>

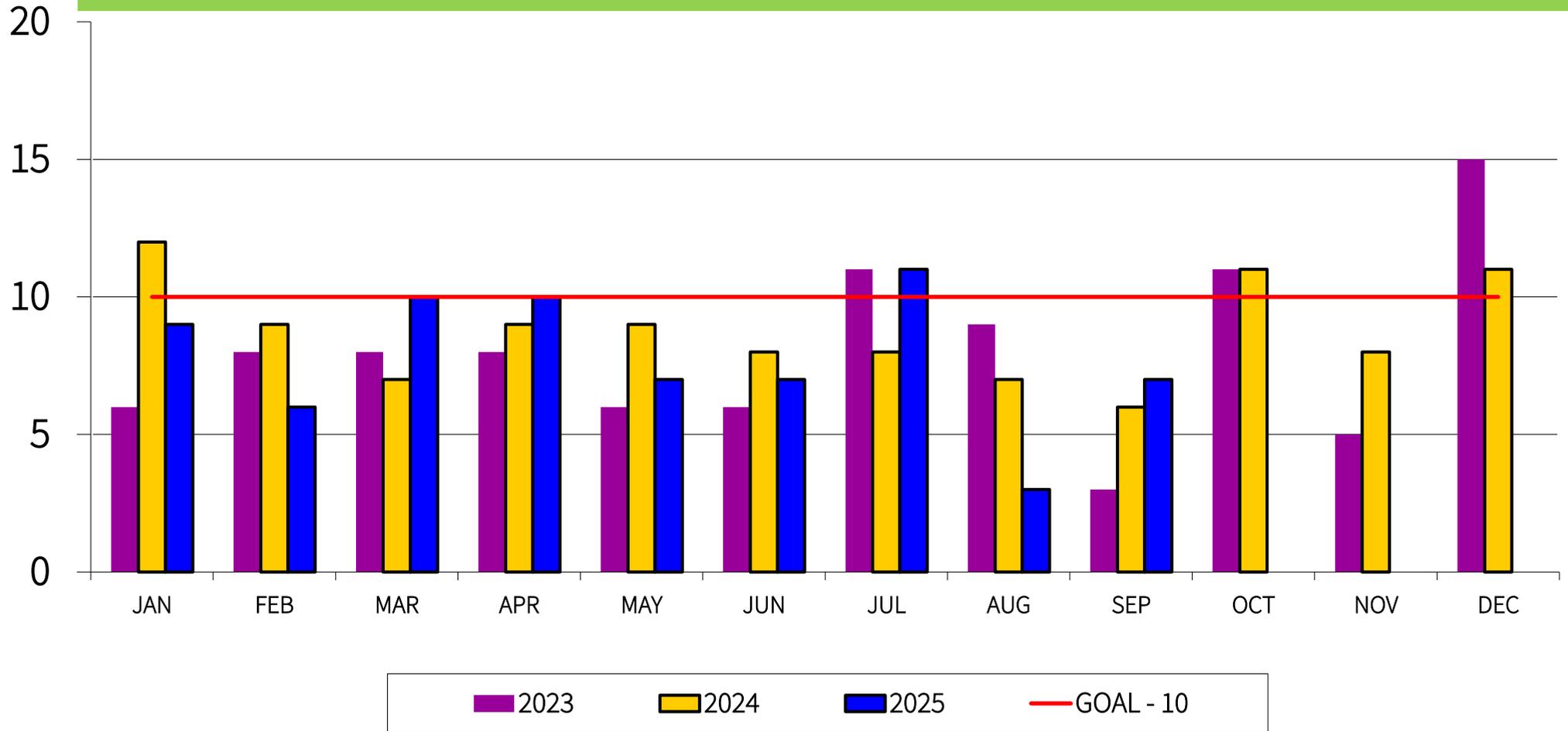
Total System Boardings



Preventable Collisions and Incidents Class 1 or Higher

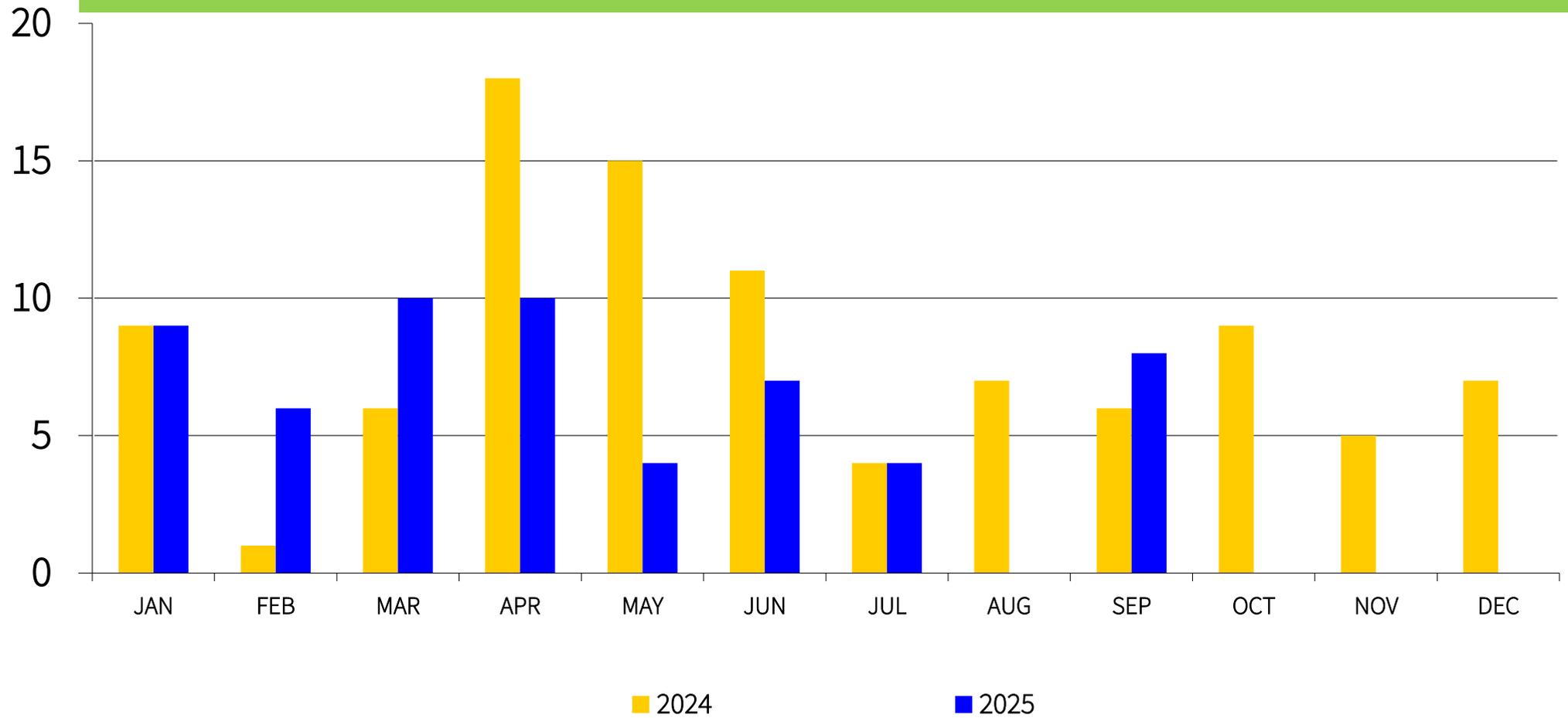


Total System Complaints

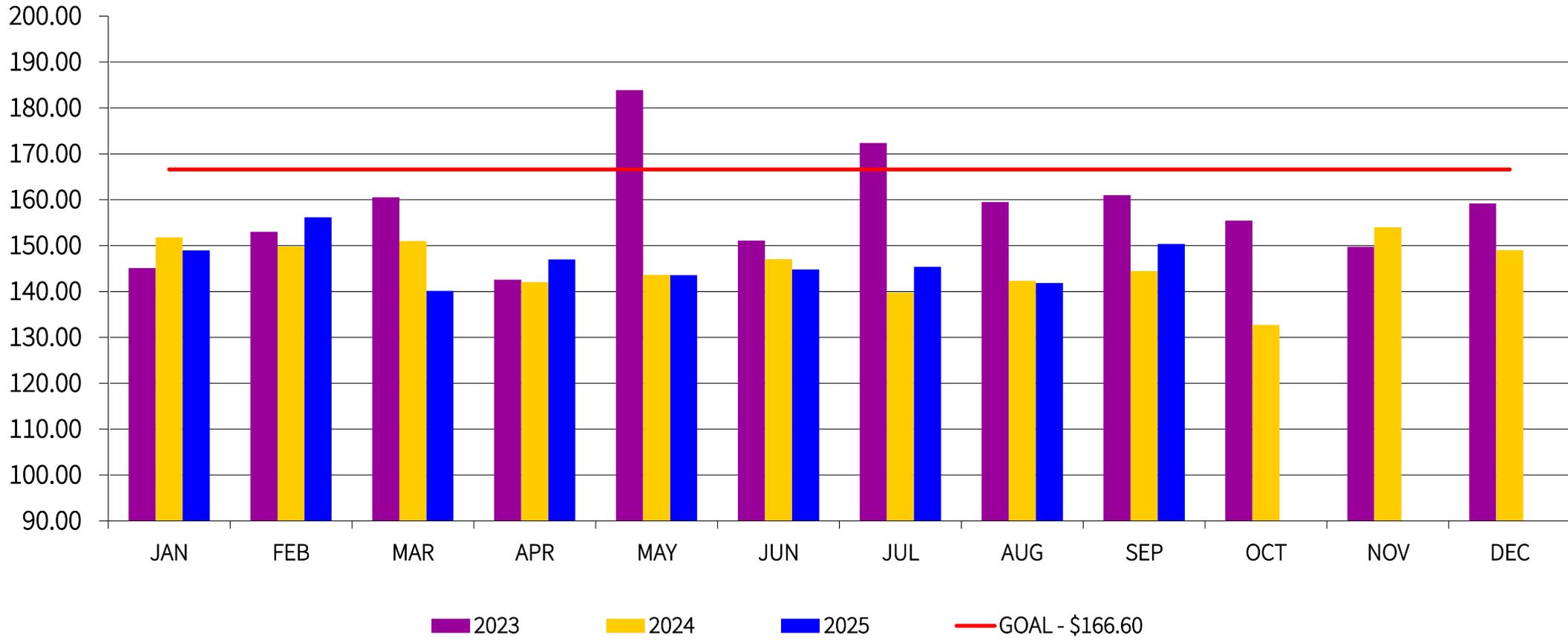


Total System Commendations

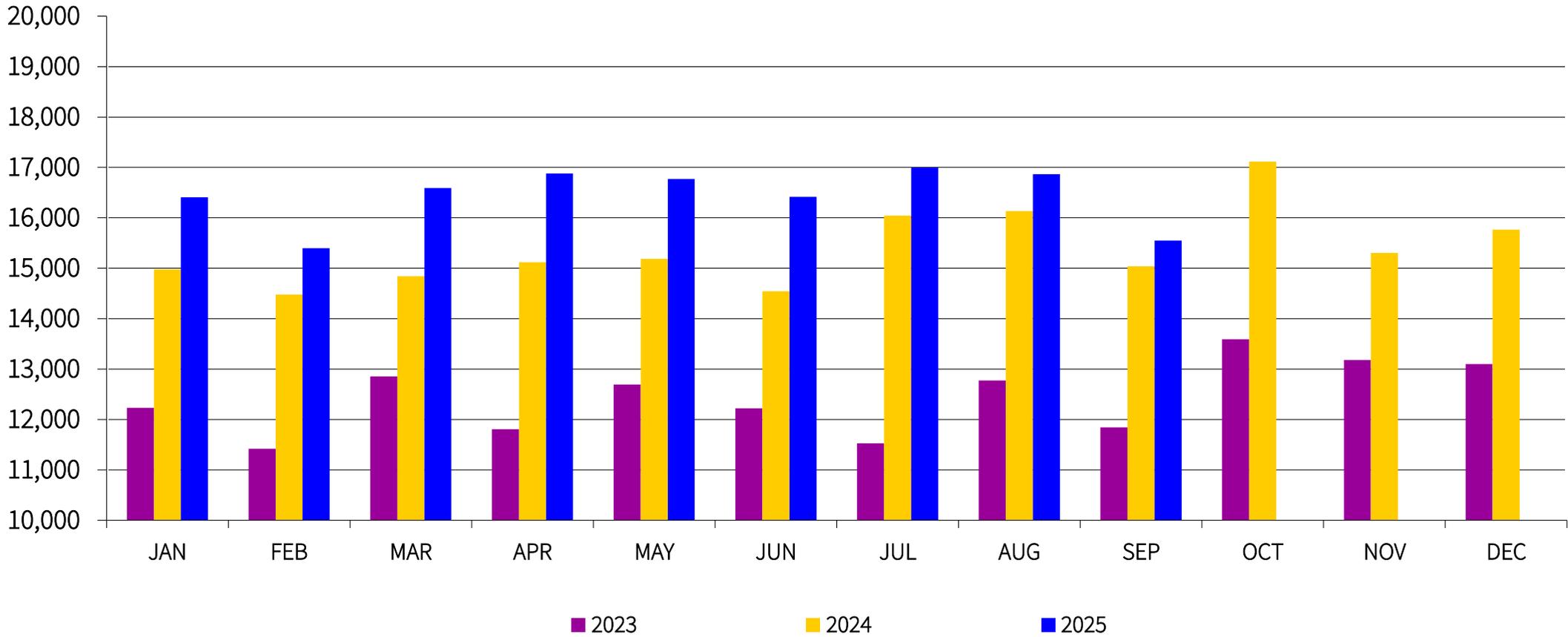
169



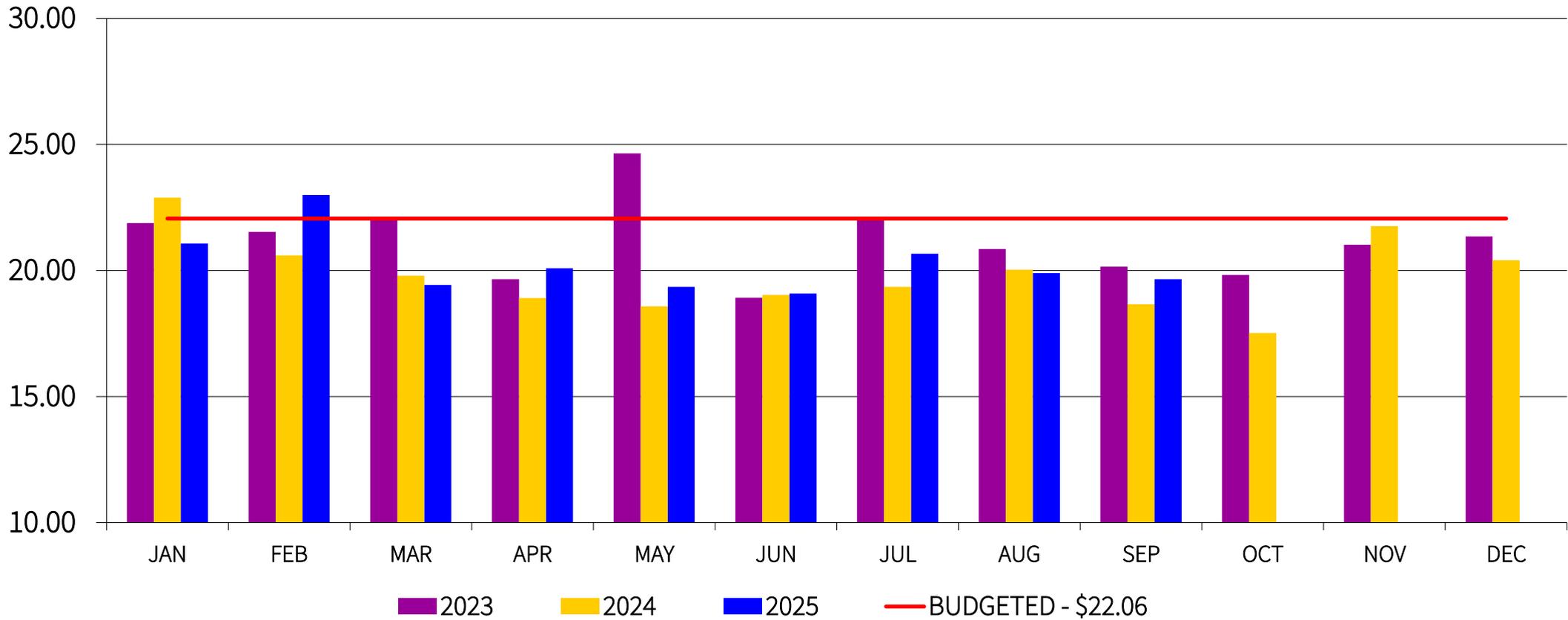
Total System Cost per Service Hour



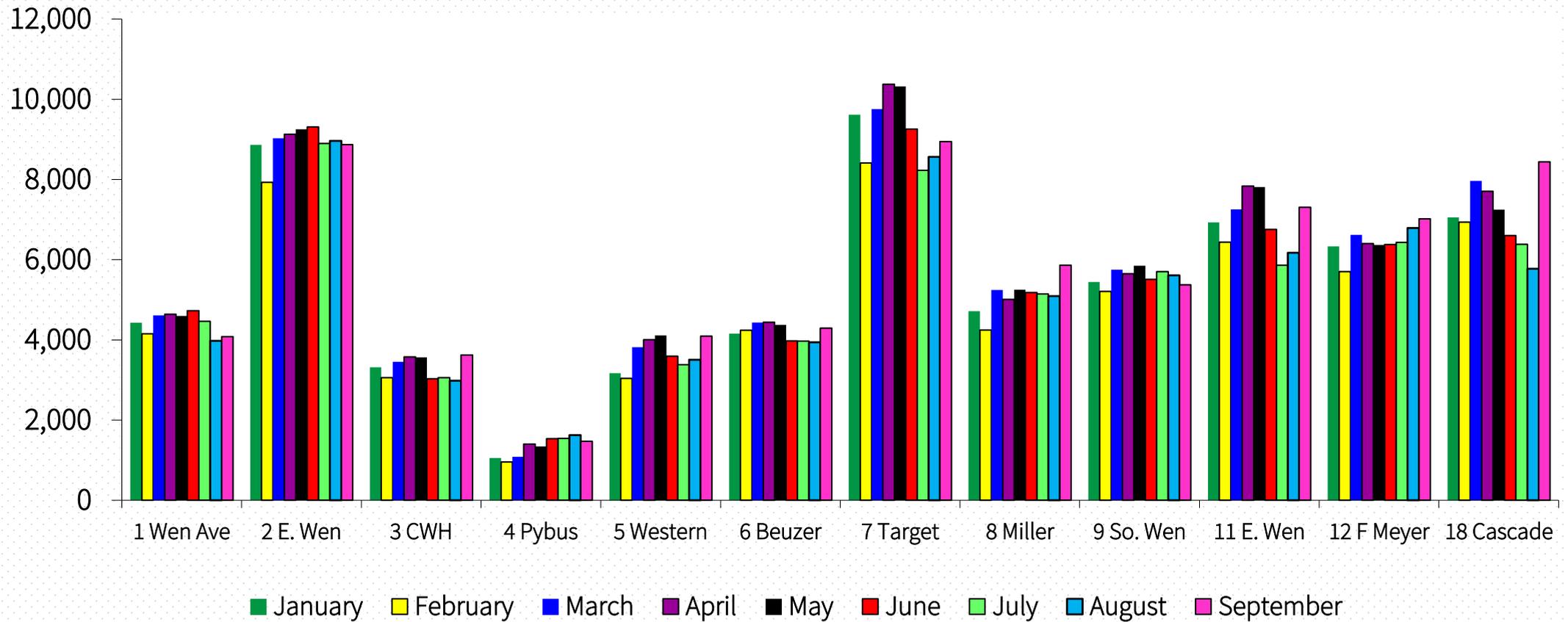
Total System Service Hours



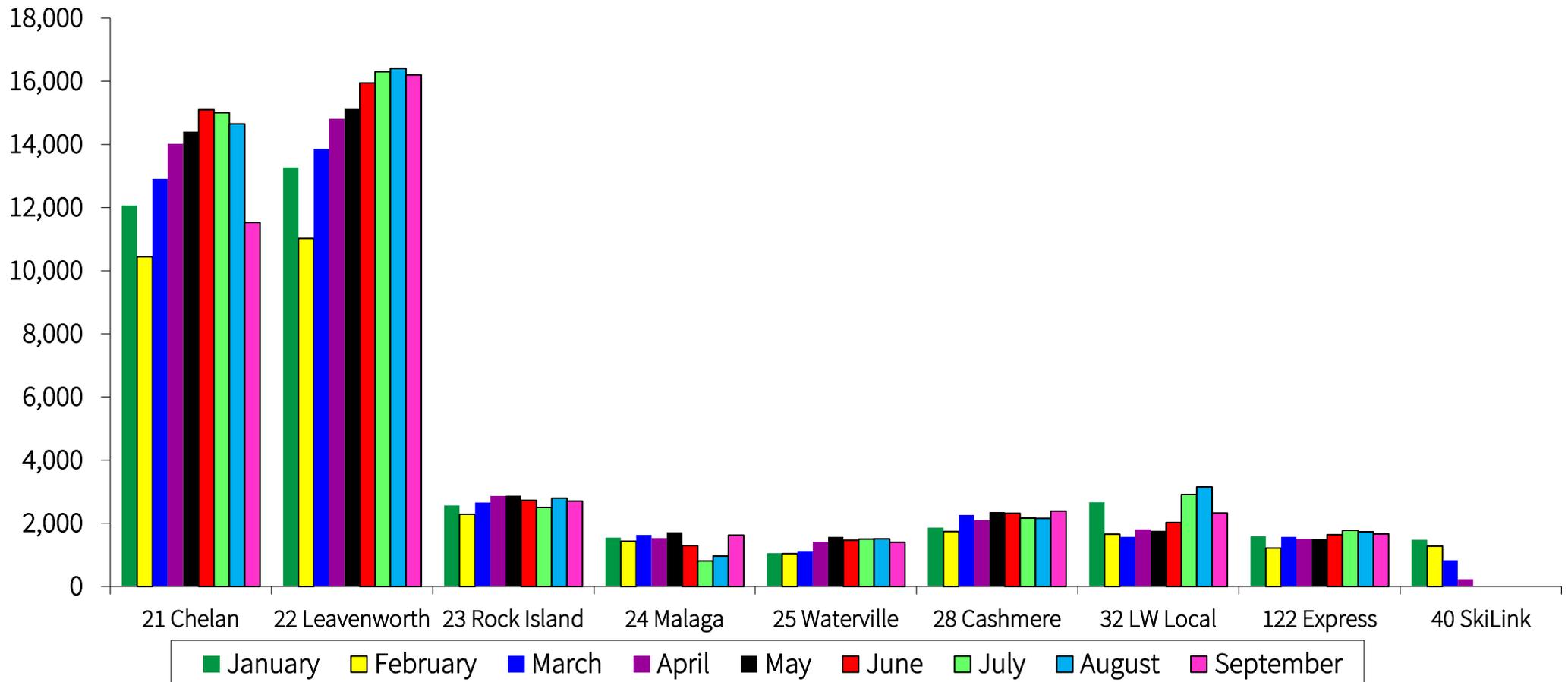
Total System Cost per Boarding



Wenatchee-East Wenatchee Boardings by Route



Intercity Boardings by Route



Incident Data January-September 2023-2025

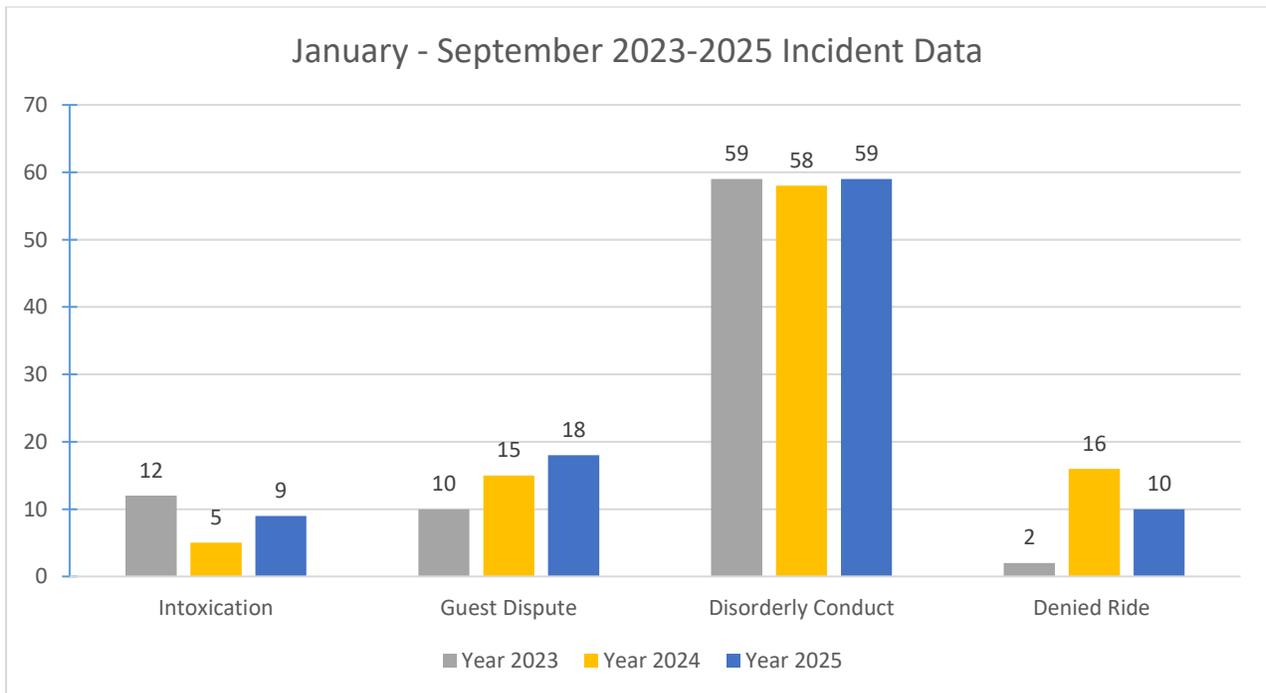
Definitions for Incident Types:

Intoxication : Incident where the guest is under the influence and requires intervention by an operator or supervisor to inform them of policies or remove them from Link Property

Guest Dispute : Incident where 2 or more guests are arguing with each other and requires an operator or supervisor to intervene and stop the altercation.

Disorderly Conduct : Incident where there is a direct conflict between guests and operators, any cursing or back and forth argument from disagreements or refusing to follow Link policies. Can also relate to guests ignoring the operator when they are attempting to correct policy breaking behavior.

Denied Ride : When a operator has to deny a ride to a guest because they are currently at an unsafe pickup location or acting inappropriately.



**October 21, 2025 Board Meeting****STAFF REPORT SUMMARY**

TO: Link Transit Board of Directors
FROM: Lukas Meeker, Guest Services
SUBJECT: September complaints & commendations

Issue / Purpose

Link Transit staff generate a summary of complaints and commendations received from Link Transit guests each month. The information is an important tool for Link management and members of the board to gauge how Link services are viewed by those depending on the system for their transportation needs.

Background

The information presented here is designed to keep the board informed about any communication from the public regarding the agency's services.

Anticipated Follow-up

Staff will continue to compile this information and present it to the board monthly in the board packet. Staff are also available at any time to answer questions related to complaints and commendations from the public.



SERVICE COMPLAINTS

September 2025

OPS-FR

Bus Late	1
Employee Attitude	1
Safe Driving: Changing Lanes	1
Safe Driving: Speed	2

Ops-FR 5

OPS-LP

Employee Behavior	1
LP-Scheduling	1

Ops-LP 2

Complaint 7

GUEST COMMENT RECORD

ID No. 25-387 Todays Date 9/16/2025 Time Recorded 6:37:19 AM Recorded by: Marisol Aguilar

Category	Classification	Department	Description
Commendation	Service	Ops-FR	Commendation

Guest Name	Telephone	Caller ID	Email
Charlie			

Date of Incident	Time of Incident	Route	Direction	Departure Time	Bus #	Run #	Confirmed via
9/15/2025	10:30:00 AM	7	OB	10:30 AM	871	24	Route Replay

Employee Name	Assigned to
Carlos Gutierrez	Ramon Cox

From: Link Transit, WA <noreply@linktransit.com>
Sent: Monday, September 15, 2025 5:47 PM
To: GuestServices <GuestServices@linktransit.com>
Subject: New submission from EMPLOYEE COMMENDATION OR COMPLAINT

Is this a Commendation

Please tell us what happened Carlos is a thoughtful transit operator. He breaks softly and turns corners at appropriate speeds and goes over speedbumps as gently as possible.

Please tell us the employees name (or describe them) Carlos

When did this happen? (Date and time) 9152025 1030
Bus 371 route 7

Lastly, can we have your name? Charlie

GUEST COMMENT RECORD and Attachment

ID No. 25-392 Todays Date 9/20/2025 Time Recorded 8:18:52 AM Recorded by: Marisol Aguilar

Guest Name Barbara Lyon Telephone Email

Date of Incident Time of Incident Route Direction Departure Time Bus # Run #

Employee Name Grant Bowen-Picard Assigned to Ross Miller

See Attachment

I used your services on Saturday the 13th to do my monthly grocery shopping at Walmart.

I have a small grocery cart that was filled to the top and when i went to move it as the LinkPlus driver was approaching, my front left wheel came off which made the cart scrape along the concrete: it was heavy with groceries.

The Link Plus driver whose name was Grant, kindly bent down and managed to get the wheel back on. Grant was so kind in helping me. He got me, my cart and my months worth of groceries home safe and sound!! Link Plus has the kindest drivers.

I feel so blessed.

Thank you,

Barbara

DEAR LINK PLUS,

9-15-2025

I used your services on SATURDAY THE 13TH TO DO MY MONTHLY GROCERY SHOPPING AT WALK MART.

I HAVE A SMALL ROLLING GROCERY CART THAT WAS FILLED TO THE TOP, AND WHEN I WENT TO MOVE IT AS THE LINK PLUS DRIVER WAS APPROACHING, MY FRONT LEFT WHEEL CAME OFF WHICH MADE THE CART SCRAPE ALONG THE CONCRETE. IT WAS HEAVY WITH GROCERIES. THE LINK PLUS DRIVER WHOSE NAME WAS GRANT, KINDLY BENT DOWN AND MANAGED TO GET THE WHEEL BACK ON.



120-2054

GRANT WAS SO KIND IN HELPING ME. HE GOT ME, MY CART AND MY MONTHS WORTH OF GROCERIES HOME SAFE & SOUND!!!

LINK PLUS HAS THE KINDEST DRIVERS.

I FEEL SO BLESSED.

THANK YOU.

Sincerely,



#20244



GUEST COMMENT RECORD

ID No.	Today's Date	Time Recorded	Recorded by:
25-403	9/25/2025	2:22:41 PM	Marisol Aguilar
Category	Classification	Department	Description
Commendation	Service		Commendation

Guest Name	Telephone	Caller ID	Email
Phoenix Downs			

Date of Incident	Time of Incident	Route	Direction	Departure Time	Bus #	Run #	Confirmed via

Employee Name	Assigned to
	Management

Phoenix would like to thank everyone at Link for always being so helpful and understanding. From dispatch to he drivers everyone is always awesome

GUEST COMMENT RECORD

ID No.	Todays Date	Time Recorded	Recorded by:
25-382	9/11/2025	11:10:08 AM	Lukas Meeker
Category	Classification	Department	Description
Commendation	Service	Ops-FR	Employee Behavior

Guest Name	Telephone	Caller ID	Email
Jon Zahn	360-491-1250		

Date of Incident	Time of Incident	Route	Direction	Departure Time	Bus #	Run #	Confirmed via
9/10/2025		32	IB	6:30 AM			Route Replay

Employee Name	Assigned to

Jon called in because he wanted to commend Martin for going above and beyond by not only helping him and his son, but the other passengers that boarded the bus after him as well. Martin was very kind to him and his son by helping them figure out the best way home from Leavenworth that night after having a bad experience earlier.

Jon said that a couple of stops after he got on, a couple that appeared to have some mobility issues were trying to board the bus. Martin was very kind and patient with them and helped them get on the bus and when they told him there friend was right behind them he waited. Jon was very impressed with Martin's kindness and professionalism. He loved how Martin showed that he really cared about the people getting on and off the bus.

Way to go Martin!!

GUEST COMMENT RECORD

ID No.	Todays Date	Time Recorded	Recorded by:
25-379	9/8/2025	3:32:24 PM	
Category	Classification	Department	Description
Commendation	Service	Ops-FR	Commendation

Guest Name	Telephone	Caller ID	Email
Aspen			lanerogersthekiller@gmail.com

Date of Incident	Time of Incident	Route	Direction	Departure Time	Bus #	Run #	Confirmed via

Employee Name	Assigned to
Clark Lewis	Ross Miller

-----Original Message-----
From: Link@rideralerts.com <Link@rideralerts.com>
Sent: Monday, September 08, 2025 5:40 PM
To: GuestServices <GuestServices@linktransit.com>
Cc: support@availtec.com
Subject: Feedback from InfoPoint web site

Comment:
The bus driver of bus 7, clark was super kind and helped us find our other bus, then saw we left a sippy cup behind and made sure we got it back, such a awesome drive and my nephew loves him

Name: Aspen
Email: lanerogersthekiller@gmail.com

GUEST COMMENT RECORD and Attachment

ID No. 25-392 Todays Date 9/20/2025 Time Recorded 8:18:52 AM Recorded by: Marisol Aguilar

Guest Name Barbara Lyon Telephone Email

Date of Incident Time of Incident Route Direction Departure Time Bus # Run #

Employee Name Grant Bowen-Picard Assigned to Ross Miller

See Attachment

I used your services on Saturday the 13th to do my monthly grocery shopping at Walmart.

I have a small grocery cart that was filled to the top and when i went to move it as the LinkPlus driver was approaching, my front left wheel came off which made the cart scrape along the concrete: it was heavy with groceries.

The Link Plus driver whose name was Grant, kindly bent down and managed to get the wheel back on. Grant was so kind in helping me. He got me, my cart and my months worth of groceries home safe and sound!! Link Plus has the kindest drivers.

I feel so blessed.

Thank you,

Barbara

DEAR LINK PLUS,

9-15-2025

I used your services on SATURDAY THE 13TH TO DO MY MONTHLY GROCERY SHOPPING AT WALK MART.

I HAVE A SMALL ROLLING GROCERY CART THAT WAS FILLED TO THE TOP, AND WHEN I WENT TO MOVE IT AS THE LINK PLUS DRIVER WAS APPROACHING, MY FRONT LEFT WHEEL CAME OFF WHICH MADE THE CART SCRAPE ALONG THE CONCRETE. IT WAS HEAVY WITH GROCERIES. THE LINK PLUS DRIVER WHOSE NAME WAS GRANT, KINDLY BENT DOWN AND MANAGED TO GET THE WHEEL BACK ON.



120-2054

GRANT WAS SO KIND IN HELPING ME. HE GOT ME, MY CART AND MY MONTHS WORTH OF GROCERIES HOME SAFE & SOUND!!!

LINK PLUS HAS THE KINDEST DRIVERS.

I FEEL SO BLESSED.

THANK YOU.

Sincerely,



#20244



GUEST COMMENT RECORD

ID No.	Today's Date	Time Recorded	Recorded by:
25-403	9/25/2025	2:22:41 PM	Marisol Aguilar
Category	Classification	Department	Description
Commendation	Service		Commendation

Guest Name	Telephone	Caller ID	Email
Phoenix Downs			

Date of Incident	Time of Incident	Route	Direction	Departure Time	Bus #	Run #	Confirmed via

Employee Name	Assigned to
	Management

Phoenix would like to thank everyone at Link for always being so helpful and understanding. From dispatch to the drivers everyone is always awesome