

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

January 20, 2026

3:00 p.m.

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

ATTENDANCE

Board members attending in person: Chair Erin McArdle, Marc Straub, Randy Agnew, Ettore Castellente, Paul Parmley, Jim Fletcher, Loyd Smith, Kevin Overbay, Travis Hornby, Carmen Andonaegui, Shon Smith

Board members attending through ZOOM on-line internet program: Anne Hessburg (joined at 4:03 p.m.)

Link Transit Staff: Nick Covey, Don Billen, Ed Archer, Justin Brockwell, Ron Hatton, Samantha Miller, Selina Danko, Gabby Walker, Julie Shipman, Jennifer Dolge, Josh Willey, Makayla Allen

Legal Counsel: Erin McCool

Members of the public: Jerrilea Crawford (East Wenatchee), Stevie Kneymeyer, Brooke Capps, Ken Johannessen

1. CALL TO ORDER/APPROVAL OF AGENDA

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

Board Action:

**Loyd Smith moved to approve the agenda as presented.
Marc Straub seconded the motion.**

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

Motion Carried

2. SPECIAL PRESENTATION: Community Impact Award

Brooke Capps, executive director of Colonial Vista, presented a special award to the Link Transit Board in appreciation of Link services. This is a monthly award from Colonial Vista to individuals and organizations in the community that have a positive impact on the senior living facility's residents.

3. EMPLOYEE RECOGNITION: High Five Awards

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.

3.1 MaKayla Allen, Marketing Coordinator

Makayla was nominated by Board Clerk Selina Danko for crafting a records-management framework for the Marketing Department and Resource Library of Link Transit that ensures efficiency, transparency and proper records retention.

3.2 Jonathan Smarro, Coach Operator

Jonathan was nominated by Dispatcher Tina Thorpe for helping a young girl in Chelan who was lost and wandering around Chelan with no coat or shoes. Jonathan was able to bring the girl on the bus to keep warm while he called 911 and waited for authorities to respond.

4. PUBLIC COMMENT

No members of the public offered comment.

5. CLOSED SESSION: Labor Matters

Board Action:

Kevin Overbay moved to enter into a closed session for a period of 30 minutes for the purpose of discussing labor matters.

Shon Smith seconded the motion.

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

Motion Carried

The Board returned to open session at 3:40 p.m. No action was taken.

6. CONSENT AGENDA

The following Consent Agenda items were submitted for approval:

6.1 Minutes of the November 18, 2025 board meeting

6.2 Accounts Payable Vouchers from November 1-30, totaling \$1,520,830.88

6.3 Accounts Payable Vouchers from December 1-31, totaling \$1,497,961.41

6.4 Payroll Vouchers from November 1-30, totaling \$1,065,427.36

6.5 Payroll Vouchers from December 1-31, totaling \$977,559.27

Board Action:

There were no requests for corrections or changes to any of the Consent Agenda items.

Marc Straub moved to approve all Consent Agenda business items as presented.

Travis Hornby seconded the motion.

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

Motion Carried

7. BOARD ADMINISTRATION AND COMMUNICATIONS

7.1 Appointment of 2026 Vice Chair/2027 Chair

Link Transit's vice chair fills in for the Board Chair when the Board Chair is absent and automatically becomes the Chair the following year. The Vice Chair also serves on the executive committee.

Lloyd Smith nominated Travis Hornby and Marc Straub nominated Shon Smith for the position of 2026 Vice Chair/2027 Chair

A roll call vote was taken, electing Shon Smith as 2026 Link Transit Vice Chair and 2027 Chair. The roll call vote is recorded below:

Travis Hornby: Five in favor, six against

Board Member	Vote	Board Member	Vote
Carmen Adonaegui	Nay	Ettore Castellente	Nay
Marc Straub	Nay	Loyd Smith	Aye
Anne Hessburg	Absent	Jim Fletcher	Aye
Randy Agnew	Nay	Erin McCardle	Aye
Travis Hornby	Aye	Renee Swearingen	Aye
Kevin Overbay	Nay	Shon Smith	Nay

Shon Smith: Six in favor, five against

Board Member	Vote	Board Member	Vote
Carmen Adonaegui	Aye	Ettore Castellente	Aye
Marc Straub	Aye	Loyd Smith	Nay
Anne Hessburg	Absent	Jim Fletcher	Nay
Randy Agnew	Aye	Erin McCardle	Nay
Travis Hornby	Nay	Renee Swearingen	Nay
Kevin Overbay	Aye	Shon Smith	Aye

7.2 Board Committee Assignments

This year, Link Transit is recommending three standing Board Committees: Executive, Finance, and CEO hiring. Except for the Executive Committee, committees are formed at the discretion of the Board Chair. The Executive Committee is made up of the Board Chair, Vice Chair and immediate Past Chair. The Finance and CEO Hiring committees are typically filled by Board members interested in the subject matter. The Board Chair is considered an ex-officio member of all standing committees. Committee members should be limited to five or fewer members to avoid the formation of a quorum.

7.2a Executive Committee

With the election of the Vice Chair, the executive committee includes the following Board members:

Erin McCardle	Board Chair
Loyd Smith	Immediate Past Chair
Shon Smith	Vice Chair

7.2b CEO Hiring Committee

Link staff are recommending the formation of a CEO Hiring Committee to work with staff during the CEO hiring process. This committee will meet as needed with the goal of making a recommendation to the full Board in May

for the hiring of Link Transit's next CEO. The following Board members were appointed to Link Transit's CEO hiring committee:

Erin McCardle	Board Chair
Loyd Smith	Immediate Past Chair
Shon Smith	Vice Chair
Marc Straub	Director
Renee Swearingen	Director

7.2c Finance Committee

The Finance Committee meets as needed to review items provided by staff that have a potential budgetary impact. The committee then provides a report and recommendations to the full Board at the next regularly scheduled monthly meeting. The following Board members were appointed to the 2026 Finance Committee

Erin McCardle	Board Chair
Travis Hornby	Director
Shon Smith	Director

7.3 CEO Report

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

Anne Hessburg joined the meeting at 4:03 p.m.

8. DISCUSSION/ACTION ITEMS

8.1 Resolution 2026-01: Procurement Policy Update

Procurement and Contracts Specialist Samantha Miller recommended the Board approve an update to Link Transit's Procurement Policy to accommodate federal and state legislative changes related to the procurement process. The changes are necessary to ensure Link Transit's continued compliance with state and federal law.

Board Action:

Randy Agnew moved to approve Resolution 2026-01 updating Link Transit's Procurement Policy to incorporate revised Federal Transit Administration Circular References, new and revised staff titles, and increased staff flexibility in alignment with governing legislation.

Loyd Smith seconded the motion.

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

Motion Carried

8.2 Resolution 2026-02: King County Piggy Backing Interlocal Agreement

Procurement and Contracts Specialist Samantha Miller recommended the Board approve Resolution 2026-02, which allows Link Transit to enter into an Interlocal Agreement with King County to utilize the county's qualifying cooperative purchasing contracts in accordance with Link Transit's procurement policies. Allowing the interlocal agreement saves significant staff time and resources needed to create already existing Bid and/or Request for Proposal documents.

Randy Agnew left the meeting at 4:15 p.m.

Board Action:

Kevin Overbay moved to authorize Link Transit's CEO to execute an agreement with King County, by Resolution 2026-02, to enable Link Transit to utilize qualifying cooperative purchasing contracts, in accordance with Link Transit's procurement policies.

Marc Straub seconded the motion.

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

Motion Carried

Randy Agnew rejoined the meeting at 4:20 p.m.

8.3 Purchasing authorization for five chargers and 20 dispensers

Procurement and Contracts Specialist Samantha Miller and Maintenance Manager Ed Archer recommended the Board authorize the purchase of five chargers from Mobility House LLC for the electric bus fleet. The Board previously authorized the purchase of the chargers, funded by a Washington State Green Transportation Grant, from BYD/RIDE, but the BYD/RIDE price came back higher than the original quote.

Board Action:

Loyd Smith moved to authorize the purchase of five ABB chargers from Mobility House LLC, d/b/a The Mobility House, pending WSDOT concurrence, in an amount not to exceed \$1,081,137.

Jim Fletcher seconded the motion.

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

Motion Carried

8.4 Authorization to purchase five RIDE/BYD buses

Procurement and Contracts Specialist Samantha Miller and Maintenance Manager Ed Archer recommended the Board authorize the purchase of five 30-foot electric buses and vehicle-mounted charging pads for an amount not to exceed \$5,590,085 plus applicable sales taxes. The purchase was originally authorized at the November 19, 2024 Board meeting. A price adjustment for tariffs was approved on June 17, 2025. The current adjusted invoice submitted to staff requires Board approval for the revised breakdown of vehicle costs.

Board Action:

Randy Agnew moved to authorize the purchase of five 30-foot electric buses from BYD/RIDE and vehicle-mounted charging pads from InductEV, consistent with the revised quotes presented, in a total amount not to exceed \$5,590,085 plus applicable sales taxes, comprised of \$5,083,784.56 plus applicable sales tax to BYD/RIDE and \$506,300 plus applicable sales tax to InductEV.

Jim Fletcher seconded the motion.

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

Motion Carried

9. Staff Reports

9.1 CEO Hiring Report

Administrative Services Manager Julie Shipman updated the Board on the Link Transit CEO recruitment process, including recent discussions with the Board executive committee, anticipated next steps, and the target timeline for hiring Link Transit's next Chief Executive Officer with an intended start date of June 1, 2026. This start date is intended to allow for an overlap period with the current CEO, who is scheduled to retire at the end of June 2026. Board Chair Erin McCardle asked for consensus on the recommended salary range of \$185,000 to \$209,200. Board members indicated that this range was acceptable. Chair McCardle asked Board members to provide feedback on the draft CEO job description to the Board Clerk with a deadline of end-of-day Monday, January 26.

9.2 Marketing Report

Marketing Manager Jennifer Dolge provided an overview of the Marketing Department's 2026 goals, priority initiatives, and early performance indicators, and explained how marketing activities support ridership growth, community engagement, and Link Transit's visibility.

9.3 Monthly Financial Report – as provided in the Board packet

Monthly Financial Report November 2025

Background Information:

2025 sales tax

◆ November 2025 sales tax (earned in the month of September 2025)	\$	2,894,574
◆ Over budgeted amount for the month by 3.1%	\$	88,093
◆ YTD sales tax collection	\$	22,636,929
◆ YTD budget amount	\$	21,586,536
◆ Over YTD budgeted amount by 4.9%	\$	1,050,392
◆ Last year's YTD sales tax amount	\$	21,041,671
◆ Over last year's YTD sales tax amount by 7.6%	\$	1,595,258

2025 Operating Budget-to-Actual

◆ Budget year elapsed = 92%	\$	27,388,946
◆ Operating budget spent = 90%	\$	<u>26,784,692</u>
◆ <Over> Under Budgeted Amount	\$	604,254

2025 Capital

◆ Bus Stop Improvements – Handi Hut	\$	20,375
◆ Rideshare Vehicles – Apple Valley Honda	\$	43,353
◆ Four (4) Paratransit Electric Cutaways – Day Wireless	\$	10,771
◆ Four (4) Fixed-Route Cutaways – Visionary Graphics	\$	3,063
◆ Nine (9) 30' BYD/RIDE buses & Chargers – Day Wireless	\$	7,570

Cash Accounts

◆ Cash with Treasurer – 2025 under 2024	\$	(1,923,261)
◆ Investments – 2025 over 2024	\$	4,500,536
◆ Contingencies Reserve – 2025 over 2024	\$	429,167
◆ Vehicle Reserves – 2025 over 2024	\$	681,058
◆ FTA Vehicle Reserves – 2025 under 2024	\$	-
◆ Facility/Equipment Reserves – 2025 over 2024	\$	(8,871,000)
◆ Sales Tax Refund Reserve – 2025 under 2024	\$	-

Monthly Financial Report December 2025

Background Information:

2025 sales tax

◆ December 2025 sales tax (earned in the month of October 2025)	\$	2,643,278
◆ Over budgeted amount for the month by 2.2%	\$	58,076
◆ YTD sales tax collection	\$	25,280,207
◆ YTD budget amount	\$	24,171,738
◆ Over YTD budgeted amount by 4.6%	\$	1,108,468
◆ Last year's YTD sales tax amount	\$	23,561,620
◆ Over last year's YTD sales tax amount by 7.3%	\$	1,718,587

2025 Operating Budget-to-Actual

◆ Budget year elapsed = 100%	\$	29,770,593
◆ Operating budget spent = 99%	\$	<u>29,478,432</u>
◆ <Over> Under Budgeted Amount	\$	292,161

2025 Capital

◆ Photocopier (Ops Base) – Ricoh USA Inc.	\$	14,972
◆ High Voltage Testing Module – DAKTIC	\$	12,207
◆ Bus Garage – Rimmer & Roeter	\$	244,155
◆ Bus Garage – RH2 Engineering	\$	4,092
◆ Columbia Station Café Improvements	\$	18,154
◆ Valley Mall Parkway Bus Stop – Pipkin Construction	\$	56,741
◆ Cashmere Mission Avenue Sidewalks – J.M. Pacific Construction, Inc.	\$	92,160

Cash Accounts

◆ Cash with Treasurer – 2025 under 2024	\$	(86,173)
◆ Investments – 2025 over 2024	\$	3,286,222
◆ Contingencies Reserve – 2025 over 2024	\$	400,000
◆ Vehicle Reserves – 2025 over 2024	\$	1,593,109
◆ FTA Vehicle Reserves – 2025 under 2024	\$	-
◆ Facility/Equipment Reserves – 2025 over 2024	\$	(8,667,074)
◆ Sales Tax Refund Reserve – 2025 under 2024	\$	-

9.4 Scorecards

Operations Manager Gabby Walker reviewed the Scorecards with the Board. This report provides an overview of how the system performed during the past month, which is reflective of how the agency is meeting the annual performance goals that were developed through the annual budgeting process and formally adopted by the Board. Data Analyst Josh Willey reviewed 2025 ridership trends and statistics with the Board.

10. EXECUTIVE SESSION

Chair McCardle stated that an executive session had been scheduled for the Board to discuss whether and how much to involve current Link Transit CEO Nick Covey in the CEO hiring process.

Board Action:

Randy Agnew moved to enter into an executive session for a period of 10 minutes pursuant to RCW 42.30.110 (1)(g) to evaluate the qualifications and performance of a public employee.

Travis Hornby seconded the motion.

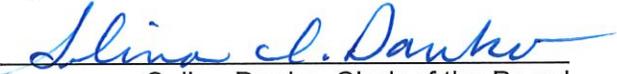
VOTE: All in favor with 11 voting board members present for this vote.

Motion Carried

The Board returned to regular session at 5:15 p.m. No action was taken.

11. MEETING ADJOURNMENT

All business listed on the agenda had been addressed and with no further business to conduct, Chair McCardle adjourned the meeting at 5:15 p.m.

Minutes Submitted by 
Selina Danko, Clerk of the Board