

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

February 17, 2026

3 pm

Columbia Station 3rd Floor, 300 S. Columbia Street, Wenatchee, WA

1. ATTENDANCE

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

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

Board members excused/absent: Paul Parmley, Kevin Overbay

Link Transit staff: Nick Covey, Don Billen, Ed Archer, Justin Brockwell, Samantha Miller, Selina Danko, Gabby Walker, Paden Osterlund, Julie Shipman, Jennifer Dolge, Andy Farias

Legal Counsel: Erin McCool

2. CALL TO ORDER/APPROVAL OF AGENDA

Chair Erin McCardle called the meeting to order at 3 p.m. A quorum was established with 10 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 10 voting board members present for this vote.

Motion Carried

3. EMPLOYEE RECOGNITION

CEO Nick Covey presented Link Transit Maintenance and Facilities Manager Ed Archer with an award in appreciation for his leadership and dedication in the planning, construction, and delivery of Link Transit's state-of-the-art bus barn facility.

4. PUBLIC COMMENT

No members of the public offered comment.

5. CONSENT AGENDA

5.1. Minutes of the January 20, 2026 Board Meeting

5.2. Accounts Payable Vouchers from January 1-31, 2026 totaling \$2,361,247.29

5.3. Payroll Vouchers from January 1-31, 2026 totaling \$1,004,305.24

Board Action:

Randy Agnew moved to approve the agenda as presented.

Loyd Smith seconded the motion.

VOTE: All in favor with 10 voting board members present for this vote.

Motion Carried

Travis Hornby arrived at 3:07 p.m.

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.

6.2. Douglas County Commitment Letter

Link Transit staff recommended that the agency provide a written letter of intent outlining Link's anticipated financial participation in Douglas County's Wenatchi Landing Project, subject to future Board approval and the availability of funds. The letter is intended to support Douglas County's current grant application efforts and to clearly articulate Link Transit's present intent, while preserving the Board's authority over any future funding decisions.

6.3. Board Composition Review

Link Transit last conducted a Board Composition Review outside of the normal four-year cycle in October 2022. As a result, the next required periodic review is due in 2026. Staff recommended this periodic review take place as part of the regularly scheduled September 15, 2026 board meeting to avoid conflicting with a planned budget workshop in October.

6.4. APTA Expo Interest (October 4-7)

Link Transit has budgeted for up to five Board members to attend the American Public Transportation Association TRANSform Conference and EXPO in October. Because of the lead time needed to organize travel and lodging, staff asked the Board to indicate whether they would like to attend. The event, which takes place every three years, will be held in Chicago, Illinois.

7. DISCUSSION/ACTION ITEMS

7.1. Resolution 2026-03: 2026 System Performance Measures

Staff recommended that the Board approve a set of System Performance Goals for 2026. Each goal is worth \$50 per quarter for a total of \$200 per quarter per employee, consistent with prior years. The performance measures provide incentives for staff to deliver high-quality cost-effective transit service. Recommended goals for 2026 are:

- Ridership: 1,485,118
- Cost Per Hour: Less than \$155.22
- Complaints: No more than 120 Service Complaints
- Class 1 or higher preventable collisions and incidents: No more than 12

Board Action:

Marc Straub moved to approve Resolution 2026-03, approving and adopting the organizational System Performance Goals for the 2026 fiscal year, including ridership, cost per hour, service complaints, and preventable collisions and incidents as presented.

Loyd Smith seconded the motion.

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

Motion Carried

7.2. Resolution 2026-04: Marketing Policy Update

Marketing Manager Jennifer Dolge recommended the Board approve an updated policy regarding messaging on Link Transit vehicles. The purpose of the revision is to allow for non-commercial messaging on the interior of Link Transit vehicles for communication purposes that benefit Link Transit guests and foster valuable partnerships with organizations that are supporting the communities served by the agency.

Board Action:

Ettore Castellente moved to adopt Resolution 2026-04, amending Link Transits Messaging on Link Transit Vehicles Policy.

Travis Hornby seconded the motion.

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

Motion Carried

8. STAFF REPORTS

8.1. Strategic Plan Update

Planning Manager Don Billen provided an update to the Board on Link's progress toward implementing the Strategic Plan priorities adopted in November of 2025. The priorities include:

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

Billen presented a workplan for implementing the supporting initiatives developed by staff in consultation with the Strategic Planning Committee for each of the priorities.

8.2. CEO Hiring Committee Update

Administrative Services Manager Julie Shipman provided the Board an updated timeline for the hiring of Link Transit's next CEO. The position is posted with an anticipated work session to review prospective candidates during the week of March 16-20. The timeline presented by the executive recruiting firm Prothman supports a hiring date of June 1.

8.3. Monthly Financial Report

Monthly Financial Report January 2026 For the February 17, 2026 Board meeting

Background Information:	\$	Amount
<u>2025 sales tax</u>		
◆ January 2026 sales tax (earned in the month of November 2025)	\$	2,559,380
◆ Over budgeted amount for the month by 4.3%	\$	104,844
◆ YTD sales tax collection	\$	27,839,587
◆ YTD budget amount	\$	26,626,274
◆ Over YTD budgeted amount by 4.6%	\$	1,213,313
◆ Last year's YTD sales tax amount	\$	25,954,200
◆ Over last year's YTD sales tax amount by 7.3%	\$	1,885,386
<u>2026 Operating Budget-to-Actual</u>		
◆ Budget year elapsed = 8%	\$	2,839,035
◆ Operating budget spent = 7%	\$	2,390,017
◆ <Over> Under Budgeted Amount	\$	449,018

2026 Capital

◆ Bus Garage ULINE	\$	7,585
◆ Rideshare Vehicles – Apple Valley Honda	\$	44,115
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Cash Accounts

◆ Cash with Treasurer – 2026 under 2025	\$	(1,348,665)
◆ Investments – 2026 over 2025	\$	5,621,023
◆ Contingencies Reserve – 2026 over 2025	\$	408,333
◆ Vehicle Reserves – 2026 over 2025	\$	1,367,691
◆ Facility/Equipment Reserves – 2026 under 2025	\$	(8,481,298)
◆ Sales Tax Refund Reserve – 2026 under 2025	\$	(1,000,000)

8.4. 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.

9. MEETING ADJOURNMENT

All business listed on the agenda had been addressed and with no further business to conduct, Chair McCardle adjourned the meeting at 4:07 p.m.

10. CLOSED SESSION: Labor Matters RCW 42.30.140(4)

Following the regular Board meeting, the Board convened into closed session to discuss labor matters. No action was taken.

Minutes Submitted By: 
Selina Danko, Clerk of the Board