

**MINUTES  
LINK TRANSIT BOARD OF DIRECTORS**

**April 21, 2026**

**3 pm**

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

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**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; Kevin Overbay; Renee Swearingen

***Board members attending through ZOOM on-line internet program:*** Anne Hessburg

***Board members excused/absent:*** Paul Parmley

***Link Transit staff:*** Nick Covey, Don Billen, Ed Archer, Justin Brockwell, Selina Danko, Gabby Walker, Paden Osterlund, Julie Shipman, Jennifer Dolge, Andy Farias, MaKayla Allen, Katie Tackman, Felicity Lape

***Legal Counsel:*** Erin McCool

***Members of the Public/Guests:*** Brandon Anulewicz (Senior Vice President of Commercial Operations & Growth Electreon Wireless North America), John Rizzo (General Manager Electreon Wireless North America), Cindy Abouammo (Executive Director, TranCare)

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

Chair Erin McCardle called the meeting to order at 3 p.m. A quorum was established with 12 board members present at that time.

**Board Action:**

**Marc Straub moved to approve the agenda as presented.**

**Loyd Smith seconded the motion.**

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

***Motion Carried***

## **2. SPECIAL PRESENTATION: American Public Transportation Association Link Transit ADA Peer Review**

Intercity Transit General Manager Emily Bergkamp, a peer review panel member, provided the Board an overview of the panel's findings during its recent site visit to Link Transit. Link Transit entered the peer review process with the goal of learning how to improve its paratransit service.

## **3. SPECIAL PRESENTATION: InductEV/Electreon Assurances**

Electreon Wireless North America General Manager John Rizzo and Senior Vice President Brandon Anulewicz made a presentation to the Board designed to assure the agency of the reliability of wireless charging product delivery and reliability.

## **4. PUBLIC COMMENT**

No members of the public offered comment.

## **5. CONSENT AGENDA**

**5.1. Minutes** of the March 17, 2026 Board Meeting

**5.2. Accounts Payable Vouchers** from March 1-31, 2026 totaling \$1,149,702.04

**5.3. Payroll Vouchers** from March 1-31, 2026 totaling \$946,480.60

### **Board Action:**

**Loyd Smith moved to approve the consent agenda as presented.**

**Renee Swearingen seconded the motion.**

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

***Motion Carried***

## **6. BOARD ADMINISTRATION AND COMMUNICATIONS**

### **6.1. CEO Report**

CEO Nick Covey reported that agency staff are reviewing and revising Link Transit's trespassing guidelines to align severity of misconduct with the duration of the trespass. Covey noted that staff are working with law enforcement and legal counsel to revise existing agency trespass guidelines.

## **7. DISCUSSION/ACTION ITEMS**

### **7.1. Resolution 2026-06: Link Transit Service Guidelines and Performance Measures Update**

Planning Manager Don Billen provided an overview of recent route classification changes that necessitate updating Link Transit's Service Guidelines and Performances Measures Policy. Since the policy was last updated in 2024, Link staff have revised East Wenatchee routes and determined that Route 32 in Leavenworth is an urban route. Planned service changes in July of 2026 are incorporated into the revised Service Guidelines and Performance Measures Policy update.

#### **Board Action:**

**Shon Smith moved to approve Resolution 2026-06 adopting the amended Service Guidelines and Performance Measures Policy.**

**Marc Straub seconded the motion.**

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

### **7.2. Resolution 2026-07: Artificial Intelligence and Machine Learning Acceptable Use and Governance Policy**

Board Clerk Selina Danko explained that Link Transit does not have a Board-adopted policy governing the use of artificial intelligence and machine learning technologies. Danko said that establishing a policy regarding the use of these tools will help to ensure agency staff receive adequate training to responsibly use these types of emerging technologies. The policy outlines guidelines to protect data security, legal compliance and alignment with agency values.

#### **Board Action:**

**Travis Hornby moved to approve Resolution 2026-07 adopting the Artificial Intelligence and Machine Learning Acceptable Use and Governance Policy.**

**Loyd Smith seconded the motion.**

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

***Motion Carried***

### **7.3. Resolution 2026-08: Entiat Way Park-and-Ride addendum**

Link CEO Nick Covey explained that the Link Transit and the City of Entiat had entered into an interlocal agreement for a park-and-ride on a property at the south end of the City of Entiat. The City has requested additional funding to

provide transit amenities after receiving an increased construction estimate. An amendment to the interlocal agreement is required to increase Link's project contribution from \$450,000 to \$500,000.

**Board Action:**

**Randy Agnew moved to approve Resolution 2026-08 authorizing Link Transit's CEO to execute an amendment to the Interlocal Agreement for the Entiat Way Park-and-Ride Project increasing Link Transit's contribution by \$50,000, for a total contribution amount not to exceed \$500,000.**

**Kevin Overbay seconded the motion.**

**VOTE:** All in favor with 12 voting board members present for this vote. Entiat Mayor Renee Swearingen abstained from the vote.

***Motion Carried***

## **8. STAFF REPORTS**

### **8.1. Café Update**

Vehicle and Facilities Maintenance Manager Ed Archer provided an update to the Board regarding a potential remodel of the Columbia Station Café space. Archer explained that the café was found to be noncompliant with current code requirements for preparing certain food items, including meat products, due to the absence of a Type 1 exhaust hood. In addition, the café includes a commercial dishwasher that requires a Type 2 exhaust hood, which is currently not installed. Staff were asked to evaluate options to bring the café into compliance and allow for the preparation of a full range of food items. To support this effort, Link Transit hired Forte Architects and RH2 Engineering to develop a new café design that meets code requirements and supports permitting. The total estimated cost of the project is \$1,538,767 with the café remodel making up \$1,065,252 of the project and HVAC upgrades and replacements estimated at \$473,545. Staff budgeted \$250,000 for the café in 2026 and have allowed \$500,000 in the 2027 cash flow plan for HVAC replacement at Columbia Station in 2027. Archer asked the Board to provide feedback regarding the cost of the project.

The consensus from the Board was that the full cost of the project was too high and that staff should examine less expensive alternatives for improving the café space.

**Note:** Due to time constraints, Board Chair Erin McCardle ended the staff report portion of the meeting after the Café update.

**Monthly Financial Report (as presented in the Board packet)**

**Monthly Financial Report for March 2026  
For the April 21, 2026 Board meeting**

<b>Background Information:</b>	<b>\$</b>	<b>Amount</b>
<b><u>2025 sales tax</u></b>		
♦ March 2026 sales tax (earned in the month of January 2026)	\$	2,430,497
♦ Over budgeted amount for the month by 0%	\$	692
♦ YTD sales tax collection	\$	2,430,497
♦ YTD budget amount	\$	2,429,805
♦ Over YTD budgeted amount by 0%	\$	692
♦ Last year's YTD sales tax amount	\$	2,283,120
♦ Over last year's YTD sales tax amount by 6.5%	\$	147,377
<b><u>2026 Operating Budget-to-Actual</u></b>		
♦ Budget year elapsed = 25%	\$	8,409,101
♦ Operating budget spent = 23%	\$	<u>7,695,993</u>
♦ <Over> Under Budgeted Amount	\$	713,108
<b><u>2026 Capital</u></b>		
♦ Bus Garage -- CED	\$	4,080
♦ Bus Garage -- ULINE	\$	5,319
♦ Bus Garage – RH2 Engineering	\$	988
♦ Café Improvements – RH2 Engineering	\$	11,776
♦ WSP Property – RH2 Engineering	\$	3,671
♦ Bus Garage – ULINE	\$	8,874
<b><u>Cash Accounts</u></b>		
♦ Cash with Treasurer – 2026 under 2025	\$	(2,092,957)
♦ Investments – 2026 over 2025	\$	5,489,164
♦ Contingencies Reserve – 2026 over 2025	\$	425,000
♦ Vehicle Reserves – 2026 over 2025	\$	1,112,541
♦ Facility/Equipment Reserves – 2026 under 2025	\$	(5,688,636)
♦ Sales Tax Refund Reserve – 2026 under 2025	\$	(1,000,000)

**9. EXECUTIVE SESSION: RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment.**

**Board Action:**

**Loyd Smith moved to move into executive session for a period of 15 minutes for the purpose of evaluating an applicant for public employment.**

**Kevin Overbay seconded the motion.**

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

***Motion Carried***

**Board Chair Erin McCardle announced that the Board would convene into Executive Session and return to regular session at 4:57 p.m.**

**The session was extended for a period of 15 minutes and again for an additional five minutes.**

**The Board returned to regular session at 5:17 p.m. No action was taken.**

### **10. MEETING ADJOURNMENT**

All business listed on the agenda had been addressed and with no further business to conduct, Chair McCardle adjourned the meeting at 5:17 p.m.

Minutes Submitted By:   
Selina Danko, Clerk of the Board