

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

March 17, 2026

3 pm

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

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: Anne Hessburg

Board members excused/absent: Kevin Overbay, Renee Swearingen, Paul Parmley

Link Transit staff: Nick Covey, Don Billen, Ed Archer, Justin Brockwell, Samantha Miller, Selina Danko, Gabby Walker, Paden Osterlund, Julie Shipman, Jennifer Dolge, Tim Lape, Dylan Fiorini, Josh Willey

Legal Counsel: Erin McCool

1. 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:

Travis Hornby 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

2. CEO HIRING REPORT

Prothman consultant Gary Buchanan provided an update via Zoom to the Board of Directors on the Link Transit CEO recruitment process. The first review of applications was March 15. Prothman has received 18 applications for the position to date.

Prothman will screen the candidates and interview the top 6-14 individuals in preparation for a work session the week of March 30 to review semifinalists, choose finalists and design final interviews.

3. PUBLIC COMMENT

Juanita Ruhnke told the Board how thankful she was for the LinkPlus service and encouraged Board members to ride the bus.

4. CONSENT AGENDA

4.1. Minutes of the February 17, 2026 Board Meeting

4.2. Accounts Payable Vouchers from February 1-28, 2026, totaling \$1,244,061.25

4.3. Payroll Vouchers from February 1-28, 2026, totaling \$1,012,643.68

Board Action:

Randy Agnew moved to approve the consent agenda as presented.

Loyd Smith seconded the motion.

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

Motion Carried

5. BOARD ADMINISTRATION AND COMMUNICATIONS

5.1. CEO Report

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

5.2. APTA Expo Interest

Link has budgeted for up to five board members to attend the American Public Transit Association's Expo and conference in Chicago slated for October 4-7. Erin McCardle, Carmen Andonaegui and Shon Smith expressed interest.

6. DISCUSSION/ACTION ITEMS

6.1. Resolution 2026-05: HR Policy Update

Link Transit Administrative Services Manager Julie Shipman recommended the Board approve Resolution 2026-06, updating the agency's Personnel Policies manual. Shipman said that it is necessary for Link Transit to update its Personnel Policies to ensure compliance with applicable federal and state laws, including but not limited to equal employment opportunity, workplace harassment prevention, employee whistleblower protections, and family and medical leave requirements.

Board Action:

Travis Hornby moved to approve Resolution 2026-06, updating Link Transit's Personnel Policies.

Marc Straub seconded the motion.

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

Motion Carried

6.2. RFP 2026-01 for Planning Consulting Services

Procurement and Contracts Specialist Sam Miller recommended the Board authorize Link Transit's CEO to award contract No. 2026-01 for on call planning services to the highest-ranked proposer, Fehr & Peers, for March 18, 2026, through March 17, 2029, with two additional one-year extension options. The firm will provide in-depth planning studies to analyze tasks identified in the Strategic Transit Development Plan for the next three to five years.

Board Action:

Travis Hornby moved to authorize Link Transit's CEO to award contract No. 2026-01 for on call planning services to the highest-ranked proposer, Fehr & Peers, for March 18, 2026, through March 17, 2029, with two additional one-year extension options.

Loyd Smith seconded the motion.

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

Motion Carried

6.3 Vehicle Surplus: Three Ford Transits

Link Transit Maintenance and Facilities Manager Ed Archer recommended the Board approve the surplus of three Ford Transit vans that have reached the end of useful life. The fair market value for the vehicles is estimated at \$3,000 to \$13,000 per vehicle. The following vehicles were recommended for surplus:

- 1. 714 - 2018 VIN #1FDES8PM4JKA91539 Federally Funded
- 2. 715 - 2019 VIN #1FDES8PM0KKB85919 Locally Funded
- 3. 716 - 2019 VIN #1FDES8PMXKKB85927 Locally Funded

Board Action:

Ettore Castellente moved to authorize the surplus of three Ford Transit vans as presented.

Randy Agnew seconded the motion.

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

Motion Carried

7. STAFF REPORTS

7.1. Link Performance: Peer Analysis

Link Transit Data Analyst Josh Willey provided a report to the Board outlining Link Transit’s 2024 performance metrics comparing the agency to the state average and other transit agencies within the small urban category. Small urban transit agencies provide service to areas with urban populations between 50,000 to 200,000. The comprehensive report outlined Link Transit’s strengths and weaknesses compared to agencies of similar size in Washington state.

7.2. Monthly Financial Report

**Monthly Financial Report February 2026
For the March 17, 2026 Board meeting**

Background Information:	\$	Amount
<u>2025 sales tax</u>		
◆ February 2026 sales tax (earned in the month of December 2025)	\$	2,821,653
◆ Under budgeted amount for the month by -9.4%	\$	(293,005)
◆ YTD sales tax collection	\$	30,661,240
◆ YTD budget amount	\$	29,740,932
◆ Over YTD budgeted amount by 3.1%	\$	920,308
◆ Last year's YTD sales tax amount	\$	28,996,766
◆ Over last year's YTD sales tax amount by 7.3%	\$	1,664,473
<u>2026 Operating Budget-to-Actual</u>		
◆ Budget year elapsed = 17%	\$	5,678,070
◆ Operating budget spent = 15%	\$	<u>4,995,559</u>
◆ <Over> Under Budgeted Amount	\$	682,511
<u>2026 Capital</u>		
◆ Bus Garage – Cascade Fencing	\$	7,072
◆ Bus Garage – Cascade Fencing	\$	4,896
◆ Bus Garage – Cascade Fencing	\$	11,283
◆ Bus Garage – RH2 Engineering	\$	7,454
◆ Bus Garage – ULINE	\$	8,874
◆ WSP Property – RH2 Engineering	\$	6,975
◆ Rideshare Vehicle – Apple Valley Honda	\$	44,115
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<u>Cash Accounts</u>		
◆ Cash with Treasurer – 2026 under 2025	\$	(1,893,607)
◆ Investments – 2026 over 2025	\$	6,076,394
◆ Contingencies Reserve – 2026 over 2025	\$	416,667
◆ Vehicle Reserves – 2026 over 2025	\$	1,111,725
◆ Facility/Equipment Reserves – 2026 under 2025	\$	(6,697,171)

◆ Sales Tax Refund Reserve – 2026 under 2025

\$ (1,000,000)

7.3. 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.

8. MEETING ADJOURNMENT

All business listed on the agenda had been addressed and with no further business to conduct, Chair McCardle adjourned the meeting at 4:14 p.m.

Minutes Submitted By: 
Selina Danko, Clerk of the Board

