

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

May 19, 2026

3 pm

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

ATTENDANCE

Board members attending in person: Chair Erin McCardle, Ettore Castellente, Loyd Smith, Travis Hornby, Carmen Andonaegui, Shon Smith, Kevin Overbay

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

Board members excused/absent: Marc Straub, Randy Agnew, Jim Fletcher, Paul Parmley

Link Transit staff: Nick Covey, Don Billen, Ed Archer, Justin Brockwell, Samantha Miller, Selina Danko, Gabby Walker, Felicity Lape, Julie Shipman, Jennifer Dolge, Andres Farias, Jose Cuevas, Dawson Murren, Walker Sjolander, Tim Lape. MaKayla Allen, Katie Tackman, Lukas Meeker

Legal Counsel: Erin McCool

Members of the Public: Juanita Ruhnke, Oscar Rodriguez (media)

1. CALL TO ORDER/APPROVAL OF AGENDA

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

Board Action:

Travis Hornby moved to approve the agenda as presented.

Kevin Overbay seconded the motion.

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

Motion Carried

Anne Hessburg joined the meeting at 3:01 p.m.

2. EMPLOYEE RECOGNITION

High Five Award: Training Team of Jody Smith, Dawson Murren, Walker Sjolander

CEO Nick Covey and Administrative Services Manager Julie Shipman recognized Link Transit's training team with a High Five Award for the group's exceptional contribution to employee development and agency success and highlighted the meaningful impact the team's efforts have had on service quality, workforce preparedness, and organizational excellence.

3. PUBLIC COMMENT

Juanita Ruhnke, who uses LinkPlus for transportation services, expressed her appreciation of Link Transit service.

4. CONSENT AGENDA

4.1. Minutes of the April 21, 2026 Board Meeting

4.2. Minutes of the May 4, 2026 Special Meeting

4.3. Minutes of the May 6, 2026 Special Meeting

4.4. Accounts Payable Vouchers from April 1-30, 2026 totaling \$1,241,116.35.

4.5. Payroll Vouchers from April 1-30, 2026 totaling \$1,020,0067.33.

Board Action:

Loyd Smith moved to approve the consent agenda as presented.

Travis Hornby seconded the motion.

VOTE: All in favor with nine 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.

6. DISCUSSION/ACTION ITEMS

6.1. Discussion and approval of the employment agreement for chief executive officer

Board Chair Erin McCardle requested the Board deliberate on whether to approve an employment agreement for the preferred chief executive offer candidate, Don Billen, and authorize execution of the contract consistent with the terms negotiated through the Board Chair and the hiring consultant.

Board Action:

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Kevin Overbay moved to approve the Chief Executive Officer contract terms as presented and to provide Board Chair Erin McCardle the authority to execute that employment contract as presented.

Loyd Smith seconded the motion.

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

Motion Carried

6.2. Awarding Construction of the Washington State Patrol Bus Training Area to Lowest Responsive and Responsible Bidder

Maintenance and Facilities Manager Ed Archer explained that the Board approved a long-term lease of the Washington State Patrol (WSP) property neighboring the Operations Base, at 2700 Euclid Ave., in Wenatchee, in October of 2024. The intent of this agreement was to create additional space for Link Transit Coach Operator Training. Archer requested the Board approve the construction of the Bus Training Area to the lowest responsive and responsible bidder to enable that space to be used for bus operator training.

Board Action:

Shon Smith moved to authorize Link Transit staff to award the construction of the Bus Training Area to Pipkin Inc. d/b/a Pipkin Construction, the lowest responsive and responsible bidder in an amount not to exceed \$1,416,800, which includes the bid amount of \$1,287,988.07 and a 10-percent contingency.

Kevin Overbay seconded the motion.

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

Motion Carried

7. STAFF REPORTS

7.1. Marketing Update

Marketing Manager Jennifer Dolge, Marketing Coordinator MaKayla Allen and Outreach Specialist Katie Tackman provided an overview of the Marketing Department's 2026 goals, campaigns, and performance indicators. The team reported on how these activities support ridership growth, community engagement, and Link Transit's visibility.

7.2. Guest Experience Program Update

Customer Experience Supervisor Lukas Meeker provided an update to the Board on the progress of Link Transit's Guest Experience Committee and ongoing efforts to establish a coordinated, system-wide approach to improving the rider experience.

7.3. Monthly Financial Report

Monthly Financial Report for April 2026 For the May 19, 2026 Board meeting

Background Information:	\$	Amount
<u>2025 sales tax</u>		
◆ April 2026 sales tax (earned in the month of February 2026)	\$	2,363,762
◆ Over budgeted amount for the month by 27.3%	\$	506,701
◆ YTD sales tax collection	\$	4,794,259
◆ YTD budget amount	\$	4,286,866
◆ Over YTD budgeted amount by 11.8%	\$	507,393
◆ Last year's YTD sales tax amount	\$	4,028,072
◆ Over last year's YTD sales tax amount by 19%	\$	766,187
 <u>2026 Operating Budget-to-Actual</u>		
◆ Budget year elapsed = 33%	\$	11,212,134
◆ Operating budget spent = 31%	\$	<u>10,277,153</u>
◆ <Over> Under Budgeted Amount	\$	934,981
 <u>2026 Capital</u>		
◆ Rock Island P&R Improvements – RH2 Engineering	\$	2,395
◆ Hay Canyon P&R Preliminary Design – RH2 Engineering	\$	1,500
◆ Café Improvements – RH2 Engineering	\$	9,949
◆ WSP Property – RH2 Engineering	\$	6,383
◆ I/O Multiplex Trainer – I/O Controls	\$	32,718
 <u>Cash Accounts</u>		
◆ Cash with Treasurer – 2026 under 2025	\$	1,913,037
◆ Investments – 2026 over 2025	\$	1,555,428
◆ Contingencies Reserve – 2026 over 2025	\$	433,333
◆ Vehicle Reserves – 2026 over 2025	\$	817,725
◆ Facility/Equipment Reserves – 2026 under 2025	\$	(2,989,537)
◆ Sales Tax Refund Reserve – 2026 under 2025	\$	(1,000,000)

7.4. 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.

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 4:40 p.m.

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

No Action was taken.

Minutes Submitted By: 
Selina Danko, Clerk of the Board

