MINUTES
LINK TRANSIT BOARD OF DIRECTORS

June 16, 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, Kevin Overbay

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

Board members excused/absent: Shon Smith, Paul Parmley, Renee Swearingen

Link Transit staff: Nick Covey, Don Billen, Ed Archer, Samantha Miller (Zoom), Selina Danko, Gabby Walker, Felicity Lape, Julie Shipman, Jennifer Dolge, Chris Clark, Alyssa Chamberlain, Josh Willey, Kyle Larson, Katie Tackman, MaKayla Allen, Tim Lape, Dylan Fiorini, Paul Heffernan

Legal Counsel: Erin McCool

Members of the Public: Ken Johannessen, Don Files, Lynn Bourton, Jim Covey, Katie Harmon, Kevin Hauschild (Fehr & Peers Consulting), Aaron Gooze (Fehr & Peers Consulting)

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:

Kevin Overbay 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. EMPLOYEE ACKNOWLEDGEMENT

2.2 CEO Retirement Recognition

Board Chair Erin McCardle expressed appreciation for retiring CEO Nick Covey's 32 years of service to Link Transit. Covey was presented with a placard commemorating his service and a gift certificate.

2.3 Star Performers
CEO Nick Covey presented the annual Star Performer awards to Link Transit Planner Josh Willey and Facilities/Maintenance employee Kyle Larson. This award honors employees who consistently demonstrate the Link Transit core values of exceptional service, commitment to safety, operational excellence, innovation, and teamwork. The award provides an opportunity to formally acknowledge employees whose contributions positively impact Link Transit coworkers and the communities the agency serves.

3. PUBLIC COMMENT

No members of the public offered comment.

4. CONSENT AGENDA

4.1. Minutes of the May 19, 2026 Board Meeting

4.2. Accounts Payable Vouchers from May 1-31, 2026, totaling $2,014,291.13

4.3. Payroll Vouchers from May 1-31, 2026, totaling $1,020,067.33

Board Action:

Travis Hornby moved to approve the consent agenda as presented.

Randy Agnew 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.

Nick honored Town of Waterville Mayor Loyd Smith for his service on the Link Transit Board of Directors. Town council member Don Files will be taking over Waterville's seat on the Link Transit Board in July.

Don Billen, who will be assuming CEO duties in June, provided an overview of the upcoming July service change and his plan to meet with each Board member.

6. DISCUSSION/ACTION ITEMS

6.1. Resolution 2026-09, Transferring Authority to the New CEO

Board Clerk Selina Danko recommended the Board approve this resolution to ensure a smooth transition process and continued success and effective management of the agency. This is a routine update when a change in Link Transit CEO occurs.

Board Action:

Kevin Overbay moved to approve Resolution 2026-09, transferring authority to the new Link Transit CEO Don Billen.

Travis Hornby seconded the motion.

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

Motion Carried

6.2. Resolution 2026-10: Authority to Execute and File Grant Applications

Board Clerk Selina Danko explained that this resolution is necessary documentation for grant applications, annual certifications and assurances, and other documents with the Federal Transit Administration.

Board Action:

Travis Hornby moved to approve Resolution 2026-10, granting Don Billen and/or designee the authority to execute and file grant applications, annual certifications and assurances and other documents on behalf of Link Transit with the Federal Transit Administration.

Loyd Smith seconded the motion.

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

Motion Carried

6.3 Resolution 2026-11 CDTC Voting Representative Designation

Board Clerk Selina Danko explained that the new resolution is by Link Transit position instead of the name of an actual person. This will streamline future CEO transitions regarding serving on the Chelan-Douglas Transportation Council (CDTC).

Board Action:

Jim Fletcher moved to approve Resolution 2026-11, designating the Link Transit CEO as a voting representative and the Link Transit Planning Manager as an alternate on the Chelan-Douglas Transportation Council.

Kevin Overbay seconded the motion.

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

Motion Carried

6.4 Resolution 2026-12: Hay Canyon Right-of-Way Use Agreement

CEO Nick Covey recommended the Board approve Resolution 2026-12, allowing Link Transit to enter into a right-of-way use agreement with Chelan County authorizing construction and maintenance of a driveway within the County right-of-way to have optimal access to Link Transit's property location at Sunburst Lane and Goodwin Road in Cashmere.

Board Action:

Marc Straub moved to approve Resolution 2026-12, approving a right-of-way use agreement with Chelan County for the Hay Canyon Park-and-Ride driveway Access.

Loyd Smith seconded the motion.

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

Motion Carried 9-0 (Kevin Overbay recused)

6.5 Resolution 2026-13 Metropolitan Planning Process Agreement Amendment

Incoming CEO Don Billen recommended the Board approve Resolution 2026-13, authorizing an amendment to the Metropolitan Planning Process Agreement and continued collaboration between Link Transit, the Washington State Department of Transportation and the Chelan-Douglas Transportation Council relating to mutual responsibilities. Periodic review of the document is a Federal Transit Administration requirement.

Board Action:

Kevin Overbay moved to approve Resolution 2026-13, approving Amendment No. 2 to the agreement relating to the mutual responsibilities in carrying out the Metropolitan Planning Process in the Chelan-Douglas Transportation Council Metropolitan Planning Area.

Marc Straub seconded the motion.

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

Motion Carried

6.6 Northwestern Stage Lines Lease

Contract Specialist Samantha Miller recommended the Board approve the new Columbia Station Lease Agreement with Northwestern Stage Lines. The current agreement expires June 30, 2026. Northwestern Stage Lines has been a tenant carrier of Link Transit at Columbia Station since July of 1997, providing intercity service for the public to Seattle and Spokane (and in-between points) connecting passengers with Amtrak and Greyhound.

Board Action:

Randy Agnew moved to authorize Link Transit's CEO to enter into the Columbia Station Lease Agreement with NWSBW, LLC d/b/a Northwestern Stage Lines for July 1, 2026 through June 30, 2029, with one option to extend for an additional two-year term through June 30, 2031.

Jim Fletcher seconded the motion.

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

Motion Carried

7. STAFF REPORTS

7.1. Community Van Program

Rideshare Coordinator Chris Clark provided an overview of Link Transit's proposed Community Van Program designed to provide community members with access to transportation options through partnerships with non-profit organizations. Designated regional coordinators work with Link Transit to manage pre-scheduled group trips in areas without standard bus routes. Community Vans are driven by vetted and monitored volunteers. The Board will consider adopting a Community Van Policy at its July meeting.

7.2. TRIP-Link Annual Report

Mobility Coordinator Alyssa Chamberlain provided an update to the Board on TRIP-Link, a mileage reimbursement, volunteer driver program designed for individuals living outside the Link Transit service area, but still with Chelan or Douglas County.

7.3. Park-and-Ride Study Report

Consultants from Fehr & Pehrs presented the initial results of a park-and-ride study conducted to assess current utilization and accessibility of existing park-and-ride facilities and assess how effectively the current network provides access to transit services throughout the Chelan-Douglas Public Transportation Benefit Area (PTBA). The study is intended to provide data-driven information that will assist staff and the Board in understanding current demand, identifying potential gaps in service coverage, and planning for future management of the park-and-ride system to cost-effectively support regional mobility.

Travis Hornby left the meeting at 4:14 p.m.

7.4. Monthly Financial Report

Accountant Felicity Lape presented the following Link Transit financial summary.

Monthly Financial Report for May 2026
For the June 16, 2026 Board meeting

Background Information:	$	Amount
2025 sales tax		
♦ May 2026 sales tax (earned in the month of March 2026)	$	2,392,163*
♦ Under budgeted amount for the month by 7.8%	$	(203,768) *
♦ YTD sales tax collection	$	7,186,421*
♦ YTD budget amount	$	6,882,797
♦ Over YTD budgeted amount by 4.4%	$	303,625*
♦ Last year's YTD sales tax amount	$	6,467,289
♦ Over last year's YTD sales tax amount by 11.1%	$	719,132*
2026 Operating Budget-to-Actual		
♦ Budget year elapsed = 42%	$	14,127,290
♦ Operating budget spent = 38%	$	12,904,976
♦ <Over> Under Budgeted Amount	$	1,222,314
2026 Capital		
♦ Rock Island P&R Improvements – RH2 Engineering	$	4,071
♦ Bus Garage – RH2 Engineering	$	2,877
♦ Bus Garage – Department of Ecology	$	807
♦ Sanders St. Bus Stop – RH2 Engineering	$	1,084
♦ Café Improvements – RH2 Engineering	$	44,733
♦ WSP Property – RH2 Engineering	$	2,820
♦ 7 DART Cutaways – Model1 Commercial Vehicles	$	939,719
Cash Accounts (as of May 31, 2026)		
♦ Cash with Treasurer – 2026 under 2025	$	(717,716) *
♦ Investments – 2026 over 2025	$	3,180,482*
♦ Contingencies Reserve – 2026 over 2025	$	441,666
♦ Vehicle Reserves – 2026 under 2025	$	(279,361)
♦ Facility/Equipment Reserves – 2026 under 2025	$	(1,446,559)
♦ Sales Tax Refund Reserve – 2026 under 2025	$	(1,000,000)

*Unadjusted to actual in Treasurer's account due to Chelan County shut down

7.5. 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 4:32 p.m.

9. 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 A. Danko

Selina Danko, Clerk of the Board