

**MINUTES
LINK TRANSIT BOARD OF DIRECTORS**

September 15, 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 (Town of Waterville alternate), Travis Hornby, Carmen Andonaegui, Shon Smith, Paul Parmley, Kevin Overbay

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

Link Transit staff: Don Billen, Ed Archer, Justin Brockwell, Samantha Miller, Selina Danko, Gabby Walker, Felicity Lape, Julie Shipman, Jennifer Dolge, Andy Farias, Timothy Lape

Legal Counsel: Erin McCool

Members of the Public: Ken Johannessen, Beth Stipe, Mike Poirier (City of Wenatchee Mayor), Oscar Rodriguez (online)

1. CALL TO ORDER/APPROVAL OF AGENDA

Chair Erin McCardle called the meeting to order at 3 p.m. A quorum was established with 13 board members present at that time.

Board Action:

Marc Straub moved to approve the agenda as presented.

Kevin Overbay seconded the motion.

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

Motion Carried

2. EMPLOYEE RECOGNITION: High Five Award – Carlos Gutierrez

This item was tabled until the October 20, 2026 Board meeting.

3. CONTINUANCE

Board Clerk Selina Danko stated that at this point in time the regular business meeting of the Link Transit Board of Directors was effectively “continued/paused” until the conclusion of the special multijurisdictional meeting. Upon completion and adjournment of this special meeting to review the structure of the local Public Transit Benefit Area Board, the Link Transit board meeting would be reconvened to address the regular business matters of the transit agency.

4. LINK TRANSIT BOARD BUSINESS MEETING

The regular Board business meeting reconvened at 4:15 p.m.

5. PUBLIC COMMENT

No members of the public offered comment.

6. CONSENT AGENDA

6.1. Minutes of the August 18, 2026 Board Meeting

6.2. Accounts Payable Vouchers from August 1-31 totaling \$2,823,521.84

6.3. Payroll Vouchers from August 1-31 totaling \$991,232.76

Board Action:

Jim Fletcher moved to approve the consent agenda as presented.

Randy Agnew seconded the motion.

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

Motion Carried

7. BOARD ADMINISTRATION AND COMMUNICATIONS

7.1. CEO Report

Don Billen provided the following updates:

- Congresswoman Kim Schrier visited Link Transit for a tour of the agency facilities and an overview of current operations, capital investments, and future transportation needs. During the visit, she toured the newly constructed bus barn and learned about the agency’s efforts to expand and modernize its fleet and facilities to support reliable, efficient, and sustainable public transportation in the region.
- Route 6 will be modified at the October service change to serve St Judes on the return trip from south Wenatchee. A new ADA bus stop pad will be installed at St

Judes this week. A new ADA bus stop was installed in Waterville last week. Shelters are currently on order but the supplier is backlogged until the Spring.

- Link Transit is currently conducting outreach to inform guests that Route 28 service will be discontinued. Communications are focused on providing advance notice to affected rides, explaining the service change, and helping guests identify other Link Transit services or travel options that may meet their transportation needs.
- Link staff met with Electreon leadership on Monday, 9/14 and learned that supply chain issues are delaying the likely delivery of replacement parts from this fall to next spring. However, Electreon staff were on site in August and in September to repair charging equipment to the extent possible with existing parts inventory.
- Link Transit staff are actively developing a draft budget for Board review and individual Board members will be contacted regarding scheduling one-on-one budget review meetings with each Board member. The first major Board-related milestone is the October 13, Finance Committee budget workshop. The budget workshop with the full Board is planned for Oct. 20. Staff will incorporate any Board-requested changes between October 21 and November 3, followed by publication of the budget public hearing notice. The Board is scheduled to consider adoption of the 2027 budget at its regularly scheduled Nov. 17 Board meeting.
- Link Transit's training team and a coach operator recently had the opportunity to participate in a Washington State Insurance Pool training video filmed at the Ben-Franklin Transit headquarters in the Tri-Cities. Following the filming, the organizers provided very positive feedback, noting that the Link Transit crew was outstanding and represented the agency extremely well.

8. Closed Session: Labor Matters (RCW 42.30.140(4))

The Board convened into closed session at 4:21 p.m. pursuant to RCW 42.30.140(4) to discuss matters relating to collective bargaining and labor negotiations. The closed session was expected to last approximately 15 minutes. The Board returned to open session at 4:38 p.m.

Renee Swearingen left the meeting.

9. DISCUSSION/ACTION ITEMS

9.1. Collective Bargaining Agreement

Administrative Services Manager Julie Shipman presented the successor Collective Bargaining Agreement between Link Transit and Teamsters Local Union No. 760. The previous agreement expired December 31, 2025, and the proposed agreement covers the three-year period of 2026-2028.

Board Action:

Randy Agnew moved to approve the 2026-2028 Collective Bargaining Agreement with Teamsters Union No. 760 and authorize the Chief Executive Officer to execute the agreement on behalf of Link Transit.

Travis Hornby seconded the motion.

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

Motion Carried

9.2. Rock Island Park-and-Ride bid award

Procurement Specialist Samantha Miller and Maintenance and Facilities Manager Ed Archer presented the bid award for construction of the Rock Island Park-and-Ride. Hurst Construction LLC was identified as the lowest responsive and responsible bidder with a bid of \$477,458, approximately 10.88% below the engineer's estimate of \$535,755. Staff recommended awarding the project to Hurst Construction LLC in an amount not to exceed \$525,210 plus applicable taxes, which includes the bid amount and a 10% contingency.

Board Action:

Marc Straub moved to authorize staff to award construction of the Rock Island Park-and-Ride to Hurst Construction LLC in an amount not to exceed \$525,210 plus applicable taxes.

Kevin Overbay seconded the motion.

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

Motion Carried

9.3. Resolution 2026-19: Cooperative Agreement (791 COOP use)

Procurement Specialist Samantha Miller presented an agreement with the Central Texas Council of Governments (CTCOG) that would allow Link Transit to utilize qualifying contracts available through the 791 COOP cooperative purchasing program. The agreement would provide Link Transit with another purchasing option for procurements that comply with agency policies, similar to existing cooperative purchasing arrangements with DES, Omnia, Sourcewell, King County, and the City of Seattle. Staff noted that the agreement could reduce the time and effort involved in certain procurements and has no direct budget impact.

Board Action:

Kevin Overbay moved to approve Resolution 2026-19 authorizing the Chief Executive Officer to execute the cooperative purchasing agreement with Central Texas Council of Governments.

Travis Hornby seconded the motion.

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

Motion Carried

9.4. Resolution 2026-18: Transit Asset Management Plan

Maintenance and Facilities Manager Ed Archer presented Link Transit's updated Transit Asset Management Plan (TAM) for Federal Fiscal Years 2026-2030. The Federal Transit Administration requires recipients of federal transit funding to maintain a TAM plan, establish capital asset performance targets, and update the plan at least every four years. Link Transit's plan uses asset condition to help prioritize funding and maintain assets in a state of good repair. The plan covers rolling stock, non-revenue service vehicles, facilities, and equipment with an acquisition value greater than \$50,000. Staff reported no direct budget impact associated with adoption of the plan.

Board Action:

Randy Agnew moved to approve Resolution 2026-18 adopting Link Transit's Transit Asset Management Plan for Federal Fiscal Years 2026-2030.

Carmen Andonaegui seconded the motion.

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

Motion Carried

10. STAFF REPORTS

10.1. Monthly Financial Report (As presented in the Board packet)

Monthly Financial Report August 2026 For the September 15, 2026 Board meeting

Background Information:	\$	Amount
<u>2026 sales tax</u>		
♦ August 2026 sales tax (earned in the month of June 2026)	\$	3,070,351
♦ Over budgeted amount for the month by 6.1%	\$	177,543
♦ YTD sales tax collection	\$	15,651,108
♦ YTD budget amount	\$	15,164,429
♦ Over YTD budgeted amount by 3.2%	\$	486,679
♦ Last year's YTD sales tax amount	\$	14,248,967
♦ Over last year's YTD sales tax amount by 9.8%	\$	1,402,141
<u>2026 Operating Budget-to-Actual</u>		
♦ Budget year elapsed = 67%	\$	22,424,269

♦ Operating budget spent = 58%	\$	19,668,798
♦ <Over> Under Budgeted Amount	\$	2,755,471

2026 Capital

♦ WSP Training Lot – Pipkin Construction	\$	766,199
♦ WSP Training Lot – RH2 Engineering	\$	16,312
♦ Bus Garage – RH2 Engineering	\$	2,419
♦ Rock Island Park-and-Ride – RH2 Engineering	\$	6,010
♦ Columbia Station Charging – RH2 Engineering	\$	5,465
♦ EV Charger Electrical – RH2 Engineering	\$	13,355
♦ EV Charger Electrical – The Mobility House LLC	\$	1,050,848
♦ Entiat Park-and-Ride – City of Entiat	\$	872

Cash Accounts

♦ Cash with Treasurer – 2026 under 2025	\$	93,240
♦ Investments – 2026 over 2025	\$	3,192,900
♦ Contingencies Reserve – 2026 over 2025	\$	466,667
♦ Vehicle Reserves – 2026 over 2025	\$	872,492
♦ Facility/Equipment Reserves – 2026 under 2025	\$	891,844
♦ Sales Tax Refund Reserve – 2026 under 2025	\$	(1,000,000)

10.2. Scorecards

Due to time constraints, staff did not present a Scorecard report.

11. MEETING ADJOURNMENT

All business listed on the agenda had been addressed and with no further business to conduct, Chair McCardle adjourned the meeting at 4:48 p.m.

Minutes Submitted By:



Selina Danko, Clerk of the Board