

**MINUTES**  
**LINK TRANSIT BOARD OF DIRECTORS**

**November 18, 2025**

**3:00 p.m.**

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

---

**ATTENDANCE**

**Board members attending in person:** Paul Downs, Travis Hornby, Loyd Smith, Jim Fletcher, Erin McCardle

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

**Absent / Excused:** Marc Straub, Randy Agnew, Matthew Hepner, Paul Parmley, Renee Swearingen, Kevin Overbay, Shon Smith

**Link Transit Staff:** Nick Covey, Selina Danko, Don Billen, Ed Archer, Justin Brockwell, Tim Lape, Andy Farias, Samantha Miller, Gabby Walker, Paden Osterlund, Jennifer Dolge, Julie Shipman, Pete Kappler

**Legal Counsel:** Erin McCool

**Members of the public:** Ken Johannessen

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

Chair Loyd Smith called the meeting to order at 3 p.m. A quorum was established with six board members present at that time.

**Board Action:**

**Erin McCardle moved to approve the agenda as presented.**

**Jim Fletcher seconded the motion.**

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

***Motion Carried***

**2. PUBLIC HEARING: Link Transit's Proposed Operating and Capital Budget for Fiscal Year 2026**

**2.1 Staff Presentation: Link Transit Strategic Plan Priorities**

Planning Manager Don Billen outlined key priorities and projects reflected in the proposed 2026 Budget and 10-year cash flow. The five strategic priorities include:

- Expand and optimize service
- Modernization of technology, facilities and infrastructure
- Improve regional connectivity
- Ensure a safe and secure transit environment
- Improve customer experience

**2.2 Staff Presentation: Proposed 2026 Link Transit Budget Summary**

Finance Manager Justin Brockwell provided an overview of the proposed Link Transit 2026 Budget. The Proposed 2026 Operating Budget is \$33,636,403 and the proposed 2026 Capital Budget is \$15,451,385.

**2.3 Public Comment – No members of the public offered comment.**

### 3. DISCUSSION/ACTION ITEMS

#### 3.1 Resolution 2025-22: Link Transit's Proposed Operating and Capital Budget for Fiscal Year 2026

##### Board Action:

Jim Fletcher moved to approve Resolution 2025-22, adopting Link Transit's Operating and Capital Budget for fiscal year 2026.  
Erin McCardle seconded the motion.

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

***Motion Carried***

### 4. PUBLIC COMMENT

No members of the public offered comment.

### 5. CONSENT AGENDA

The following Consent Agenda items were submitted for approval:

- 5.1 ***Minutes*** of the October 21, 2025 board meeting
- 5.2 ***Accounts Payable Vouchers*** from October 1-31, 2025, totaling \$1,214,450.62
- 5.3 ***Payroll Vouchers*** from October 1-31, totaling \$919,198.83

##### Board Action:

There were no requests for corrections or changes to any of the Consent Agenda items.

Erin McCardle moved to approve all Consent Agenda business items as presented.

Travis Hornby seconded the motion.

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

***Motion Carried***

### 6. BOARD ADMINISTRATION AND COMMUNICATIONS

#### 6.1 ***CEO Report***

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

### 7. DISCUSSION/ACTION ITEMS

#### 7.1 Resolution 2025-23: Glacier Parking Lot Maintenance Interlocal Agreement with the City of Leavenworth

Contracts and Procurement Specialist Samantha Miller recommended the Board approve an agreement with the City of Leavenworth for ongoing cleaning and regular maintenance of the Link Transit portion of the Glacier Parking Lot restroom. The restroom is for Link Transit employees only.

**Board Action:**

Erin McCardle moved to approve Resolution 2025-23, authorizing the Link Transit CEO to enter into an interlocal agreement with the City of Leavenworth for the maintenance of the Glacier Parking Lot restroom.

Travis Hornby seconded the motion.

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

***Motion Carried***

**7.2 DART Vehicle Purchase**

Contracts and Procurement Specialist Samantha Miller recommended the Board approve the purchase of seven gas-powered cutaway buses from Model1 in an amount not to exceed \$936,888, plus applicable sales tax, pending DES approval.

**Board Action:**

Travis Hornby moved to authorize the purchase of seven gas-powered cutaway buses from Model1 in an amount not to exceed \$936,888, plus applicable sales taxes.

Paul Downs seconded the motion.

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

***Motion Carried***

**7.3 Cancellation of the December 16, 2025 Board meeting**

Link Transit CEO Nick Covey recommended that the Board cancel the December 16 Board meeting due to lack of agenda items.

**Board Action:**

Travis Hornby moved to cancel the December 16 Board meeting due to lack of agenda items.

Jim Fletcher seconded the motion.

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

***Motion Carried***

**8. STAFF REPORTS**

**8.1 Monthly Financial Report**

**Monthly Financial Report for October 2025**

**Background Information:**

**2025 sales tax**

♦ October 2025 sales tax (earned in the month of August 2025)	\$	2,930,978
♦ Over budgeted amount for the month by 11.1%	\$	292,135
♦ YTD sales tax collection	\$	19,742,355

♦ YTD budget amount	\$ 18,780,056
♦ Over YTD budgeted amount by 5.1%	\$ 962,299
♦ Last year's YTD sales tax amount	\$ 18,306,029
♦ Over last year's YTD sales tax amount by 7.8%	\$ 1,436,326

**2025 Operating Budget-to-Actual**

♦ Budget year elapsed = 83%	\$ 24,808,828
♦ Operating budget spent = 82%	\$ <u>24,356,093</u>
♦ <Over> Under Budgeted Amount	\$ 452,735

**2025 Capital**

♦ Café Improvements – RH2 Engineering	\$ 1,938
♦ WSP Property – H2 Engineering	\$ 5,264
♦ Bus Stop Improvements – RH2 Engineering	\$ 8,567
♦ Valley Mall Parkway Bus Stop – RH2 Engineering	\$ 7,976
♦ Cashmere Mission Avenue Sidewalks – RH2 Engineering	\$ 2,204
♦ Bus Garage Project – RH2 Engineering	\$ 16,515
♦ Bus Garage Project – Rimmer & Roeter	\$ 174,191

**Cash Accounts**

♦ Cash with Treasurer – 2025 under 2024	\$ (1,629,110)
♦ Investments – 2025 over 2024	\$ 1,488,689
♦ Contingencies Reserve – 2025 over 2024	\$ 458,333
♦ Vehicle Reserves – 2025 over 2024	\$ 328,623
♦ FTA Vehicle Reserves – 2025 under 2024	\$ -
♦ Facility/Equipment reserves – 2025 under 2024	\$ (9,316,229)
♦ Sales Tax Refund Reserve	\$ -

## 8.2 Scorecards

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.

## 9. EXECUTIVE SESSION

9.1 RCW 42.30.110 (1) (g) Review the performance of a public employee (Annual CEO Evaluation).

Chair Smith stated that an Executive Session was programmed on the Agenda to review the performance of a public employee (annual CEO evaluation). He estimated the closed session would take approximately 15 minutes.

**Board Action:**

**Jim Fletcher moved to convene into an executive session for approximately 15 minutes to discuss the performance of a public employee.**  
**Erin McCardle seconded the motion.**

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

**Motion Carried**

**At 3:55 p.m., the executive session was extended for 10 minutes.**

9.2 The board returned to regular session at 4:05 p.m. and took the following action:

**Board Action:**

**Travis Hornby moved to authorize an increase in the Link Transit CEO's base compensation wage by seven percent with a car allowance not to exceed \$500 per month and that the Board Chair execute the amendment to the CEO compensation package.**

**Erin McCardle seconded the motion.**

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

***Motion Carried***

**10. Board Chair Loyd Smith adjourned the meeting at 4:11 p.m.**

Minutes Submitted by Selina cl. Danko  
Selina Danko, Clerk of the Board

