



MINUTES OF April 17, 2025

CALL TO ORDER	The Board Authority of Pacific Transit System was called to order at 10:34 a.m. by order of Chair Mayor Julie Struck.
PACIFIC TRANSIT STAFF	Joe Clark — Interim General Manager Rebecca Towner — Interim Finance Director James Tamcke — South Supervisor Mike Williams — Recording Secretary
ROLL CALL	Members present were: Julie Struck — Mayor of South Bend Sue Svendsen — Mayor of Long Beach Mike Cassinelli — Mayor of Ilwaco Dee Roberts — Mayor of Raymond David Tobin — County Commissioner Jerry Doyle — County Commissioner Bruce Weilepp — ATU 1765 Representative Elmer Metcalf — ATU 1765 Representative Kierstin Price — ATU 1765 Representative Alena Parisi — ATU 1765 Representative https://teams.microsoft.com/l/meetup-join/19%3ameeting_Y2YwZGM3OTYtZjY4Zi00ZDU3LWl0NWEtN2M5YjZhNzJiZmE5%40thead.v2/0?context=%7b%22Tid%22%3a%22a68f4c4e-b0e7-4a37-983a-06393554d548%22%2c%22Oid%22%3a%22addab92a-77f2-4a4b-b2dc-ddc3ebad889e%22%7d
APPROVAL OF AGENDA	Mayor Sue Svendsen moved to approve the agenda as presented. Comm. David Tobin seconded. All present in favor. Motion carried.
MINUTES APPROVAL	Mayor Mike Cassinelli moved to approve the Minutes of March 20, 2025, as presented. Comm. David Tobin seconded. All present in favor. Motion carried.
REVIEW OF CLAIMS	Board Chair Struck reviewed the claims for March.

STAFF REPORTS

Interim GM reviewed:

- Route planning and review;
- Raymond Transit station;
 - Discussion of zoning followed;
 - Discussion of timing of the agreement followed;
 - Discussion of a feasibility study for future projects followed.
- Changing hours of service to better meet the needs of riders;
- A symposium with neighboring transit agencies to coordinate schedules and routes;
- Roofing projects in Seaview;
- Security lighting upgrades in Seaview;
- The fuel tank project in Seaview;
 - Addition of a fueling gate;
 - Changing the speed limit in front of the Seaview base;
 - Discussion of the size of the fuel tank replacement followed.
- Work philosophy, and its effect on the workforce;
- Ridership analysis;
 - Ridership year over year is up;
 - Cost per passenger is down;
 - Cost per hour is down.
 - Discussion of payroll expenditures followed.

Interim Finance Director Towner reviewed March financials:

- Some funds will be transferred into a separate Capital funds account;
- The Safety Account will be moved into a sub account of the operating account at the Treasurer's Office;
- Credit cards have been issued to key management positions;
 - Credit card rewards will be applied to the employee appreciation program.
- The sales tax revenue sheet is updated;
- Grant reimbursements will be submitted this month;
- Budget expenses vs. actual are at 21.8 percent through March;
 - Some categories are higher because of timing; some are higher because of campaigns to update outdated systems;

Discussion of printing the agenda packet for the Board for the meetings followed.

Interim HR Director Towner reviewed hiring efforts.

- Another bus operator has been hired;
- A south dispatcher position has been posted as well as an operations supervisor;

Grants administrator Mike Williams gave an update on grants:

- WSDOT approved an amendment to the grant for new shelters to allow Pacific Transit to use the money for new service vehicles instead;
- Pacific Transit has applied for a facilities grant for \$930,000; we may not know the outcome until the fall.

SURPLUS ITEMS

Because Pacific Transit is no longer charging fares, the Cummins coin sorter is no longer needed. Mike Williams explained that it is being donated to HAVA, a 501(c)(3) organization for its fundraisers. The organization will allow other community organizations to use the counter as well.

RESOLUTION 25-06

Mayor Dee Roberts made motion to approve Resolution 25-06: In the Matter of Revising the Purchasing Policy. Mayor Mike Cassinelli seconded. All present in favor. Motion carried.

RESOLUTION 25-07

Mayor Dee Roberts made motion to approve Resolution 25-07: In the Matter of Establishing a Credit Card Policy. Mayor Sue Svendsen seconded. All present in favor. Motion carried.

EXECUTIVE SESSION

Board Chair Struck opened the executive session at 11:19 for 30 minutes Pursuant to RCW 42.30.110(b) to consider personnel issues.

Board Chair Struck closed the executive session at 11:49.

No action was taken.

There being no further business before the Board, Mayor Struck adjourned the meeting at 11:49 a.m.

The next regular monthly Pacific Transit Board Meeting will be held **Thursday, May 15, 2025.**

Pacific Transit Board meetings start at 10:30 a.m.