



SPECIAL MEETING MINUTES OF JANUARY 30, 2025

CALL TO ORDER The Board Authority of Pacific Transit System was called to order at 10:30 a.m. by order of Board Chair Mayor Julie Struck.

PACIFIC TRANSIT STAFF

Michael Wagner — General Manager
Taylor Cheetham — IT
Lance Benson — Driver
Melissa Popliek — Dispatch
Crystal Hyer — Dispatch
Jennifer Lameire — Dispatch
Kristina Shipton — North Supervisor
James Tamcke — South Supervisor
Joni Bennett — Finance Manager
Pattie Gray — HR Manager
Jerry Phillips — Development Director
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 **Arrived after Item 5*
David Tobin — County Commissioner
Lisa Olsen — County Commissioner-Chairman **Left before vote on Item 9*
Jerry Doyle — County Commissioner
Mark Neuville — ATU 1765 Representative
Bruce Weilepp — ATU 1765
Elmer Metcalf — ATU 1765
Kierstin Price — ATU 1765

PUBLIC COMMENT Elmer Metcalf offered comment on the future of Pacific Transit.

**APPROVAL
OF AGENDA**

Comm. Lisa Olsen made a motion to approve the agenda as presented.
Comm. David Tobin seconded. All present in favor.

**BYLAWS/
CONTRACT
REVISION
COMMITTEE**

Board Chair Struck called for a committee to review Pacific Transit's bylaws and suggest revisions, especially in regards to communication between the General Manager and the Board.

Discussion of who should be on the committee followed.

Comm. Lisa Olsen made a motion to name Mayor Sue Svendsen, Comm. David Tobin and Board Chair Julie Struck to the Committee to Review Pacific Transit's Bylaws and Suggest Revisions. Comm. Jerry Doyle seconded. All present in favor. Motion carried.

**DIRECTOR
SEARCH
COMMITTEE**

The Board discussed posting an ad for a new General Manager, to include pay range and application deadlines.

A salary range of \$105,000 to \$115,000 was proposed. Discussion followed.

Discussion of advertising in local newspapers and publications outside the region followed.

Discussion of how to word the deadline given in the ad followed.

The Board agreed to post the ad on February 12 in the two local papers, papers in Lewis County, Olympia, and Longview as well as with WSTA and Indeed. Applications will be due by March 14 with the first review of applications on February 28, and the job will be considered open until filled, with a salary range of \$105,000 to \$115,000.

Discussion of the employment packet followed.

The Board agreed to require a cover letter, resume, and three references with the employment application.

Discussion of where to send applications followed.

The Board agreed applications should be sent to Pacific Transit HR.

Board Chair Struck called for a motion to post the General Manager job listing.

Mayor Sue Svendsen made a motion to post the General Manager listing on February 12 in the Chinook Observer, The Willapa Harbor

Herald, papers in Lewis County, Olympia, and Longview as well as with WSTA and Indeed. Applications will be due by March 14 with the first review of applications on February 28, and the job will be considered open until filled, with a salary range of \$105,000 to \$115,000. Comm. Lisa Olsen seconded. All present in favor. Motion carried.

The interview committee was discussed. The Board agreed to delay forming the committee until the February meeting.

**BUDGET/
DEVELOPMENT
DIRECTOR**

Discussion of 2024 salaries and benefits followed. The shortage amount was unexpected. The addition of the Development Director and the IT position were unexpected.

No changes were recommended.

Board Chair Struck apologized for the December discussion of the Development Director's role in open session.

Discussion of the Development Director's per diem followed.

**LEWIS CO./
JOE CLARK
PRESENTATION**

Lewis County Transit General Manager Joe Clark was asked to attend the meeting by the Board to offer services as interim manager.

Clark asked for clarification of the Board's intention for his services, whether it was for temporary services or efficiency studies.

Discussion of an interim arrangement followed, including compensation and his authority.

Discussion of extending bus service from Lewis County to Pacific County followed.

Discussion of union contract negotiations followed. Clark said Lewis County just wrapped up contract talks in December, and he is prepared to help with Pacific Transit's negotiations.

The Board discussed having Clark and his team come to Pacific Transit to meet with the employees.

Discussion of IT projects followed. Budgeted projects should be OK to proceed.

INTERIM DIRECTOR

Discussion of interim manager options followed: Michael Wagner continuing as GM, working from home; James Tamcke working as interim; and Joe Clark working onsite a few days a week.

The Board discussed having Joe Clark as interim with Michael Wagner offering assistance.

Discussion of Lewis County's days onsite followed. Staff input was sought.

Discussion of why Pacific Transit needs so much supervision followed. It was suggested that the agency shouldn't need daily supervision.

The Board discussed authorizing Lewis County Transit to be in Raymond as much as needed to start with, then taper off.

Comm. Lisa Olsen had to leave the meeting and did not take part in any further voting.

Discussion of another meeting to approve a contract or MOU with Lewis County Transit followed.

Mayor Sue Svendsen made a motion to move forward with Lewis County Transit negotiations for a memorandum of understanding on Monday, February 3, 2025, to be approved by the Board as quickly as possible. Mayor Mike Cassinelli seconded. All present in favor. Motion carried.

Board Chair Julie Struck thanked Michael Wagner for the work he has done. Transit has progressed so far. Veterans Connect, the Shopper Shuttle and the new routes have been a great improvement to Pacific Transit.

The Board called for a special meeting on February 6 at 10 a.m.

OTHER BUSINESS

None

ADJOURNMENT

There being no further business before the Board, Mayor Struck adjourned the meeting at 11:25 a.m.