



MINUTES OF September 18, 2025

CALL TO ORDER

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

PACIFIC TRANSIT STAFF

Rebecca Towner — Finance
Melissa Popleik — Operations
Vail Stephens — Field Supervisor
Jeanette Tarabochia — HR
Crystal Hyer — Dispatch
Hayden Stephens — Maintenance
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
David Tobin — County Commissioner
Lisa Olsen — County Commissioner
Mark Neuville — ATU 1765 Representative
Elmer Metcalf — ATU 1765 Representative

PUBLIC COMMENT

Molly Saranpaa and Sheila Rickers made comments.

APPROVAL OF AGENDA

Comm. Lisa Olsen made a motion to approve the agenda as presented. Mayor Mike Cassinelli seconded. All present in favor. Motion carried.

SPECIAL MEETING MINUTES

Board Chair Struck called for a motion to approve the minutes of the August 21 Special Meeting.

Comm. Lisa Olsen made a motion to approve the minutes of the August 21 Special Meeting as presented. Mayor Sue Svendsen seconded. All present in favor. Motion carried.

MEETING MINUTES

Board Chair Struck called for a motion to approve the minutes of the August 21 Regular Meeting.

Mayor Sue Svendsen made a motion to approve the minutes of the August 21 Regular Meeting as presented. Comm. Lisa Olsen seconded. All present in favor. Motion carried.

CLAIMS REVIEW

Board Chair Struck asked if there were any questions about the August claims. None being offered, the Board moved on.

STAFF REPORTS

Rebecca Towner gave an update on route revisions and rider guide updates.

Mike Williams reviewed issues with collecting ridership data.

Rebecca reviewed the August financials, including the budget vs. actual expenditures and revenue.

Rebecca discussed use of Pacific Transit reserves to sustain operations.

Discussion of GPS tracking followed.

Rebecca reviewed the 2026 Operating Budget proposal, including grant issues and use of Pacific Transit reserves to make up for grant shortfalls.

Discussion of the success of current cost-saving measures followed.

Rebecca reviewed the 2026 Capital Budget proposal and stipulated that the budget is contingent on grant revenue.

Discussion of the recent Single Audit followed.

Board Chair Struck called for a motion to approve the 2026 Budget as presented (Resolution 25-09).

Mayor Casinelli had to leave the meeting before the vote on the 2026 Budget.

Mayor Sue Svendsen made a motion to approve the 2026 Budget as presented (Resolution 25-09). Comm. Lisa Olsen seconded. All present in favor. Motion carried.

POL-308 Rebecca explained the need for a formal accident response policy and reviewed what it contains.

POL-312 Rebecca explained the need for a formal incident response policy and reviewed what it contains.

Mike explained that the policies formalize existing procedures and clarify responsibilities.

**OTHER
BUSINESS** Pacific Transit Board elections are scheduled for October.

There being no further business before the Board, Mayor Struck adjourned the meeting at 10:56 a.m.

The next regular monthly Pacific Transit Board Meeting will be held **Thursday, October 16, 2025.**

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