

# PacificTransit

## MINUTES OF OCTOBER 16, 2025

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### 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

Joe Clark — Interim General Manager  
Rebecca Towner — Finance  
Melissa Popliek — Operations  
Vail Stephens — Operations  
John Hayes — Maintenance & Facilities  
James Tamcke — Operations  
Jeanette Tarabocchia — HR  
Crystal Hyer — Dispatch  
Mike Williams — Recording Secretary

### ROLL CALL

Members present were:

Julie Struck — Mayor of South Bend  
Sue Svendsen — Mayor of Long Beach  
Dee Roberts — Mayor of Raymond  
David Tobin — County Commissioner  
Lisa Olsen — County Commissioner  
Jerry Doyle — County Commissioner  
Elmer Metcalf — ATU 1765 Representative

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ODcwZjc1NWEtZGQ4Yi00NmM5LWFjNTgtMmZhOTgyNjEwOWZl%40thread.v2/0?context=%7b%22Tid%22%3a%22a68f4c4e-b0e7-4a37-983a-06393554d548%22%2c%22Oid%22%3a%22addab92a-77f2-4a4b-b2dc-ddc3ebad889e%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODcwZjc1NWEtZGQ4Yi00NmM5LWFjNTgtMmZhOTgyNjEwOWZl%40thread.v2/0?context=%7b%22Tid%22%3a%22a68f4c4e-b0e7-4a37-983a-06393554d548%22%2c%22Oid%22%3a%22addab92a-77f2-4a4b-b2dc-ddc3ebad889e%22%7d)

### PUBLIC COMMENT

Sheila Rickers, Molly Saranpaa, Steve Isaksen and Pete Charlton made comments.

### APPROVAL OF AGENDA

Board Chair Julie Struck called for a motion to approve the agenda. **Mayor Dee Roberts moved to approve the agenda as presented. Commissioner Lisa Olsen seconded the motion. All present in favor. Motion carried.**

## APPROVAL OF MINUTES

Board Chair Julie Struck called for a motion to approve the minutes of September 18, 2025.

**Mayor Dee Roberts moved to approve the minutes of September 18, 2025, as presented. Commissioner David Tobin seconded the motion. All present in favor. Motion carried.**

## CLAIMS REVIEW

Board Chair Struck called for any discussion on the claims for September.

## STAFF REPORTS

### Ridership

Interim General Manager Joe Clark reviewed issues with ridership.

Demand response vehicles are running at capacity for mostly life-essential rides.

The new software implemented this month will provide accurate ridership counts.

### Procurement Projections

Maintenance & Facilities Supervisor John Hayes, Finance Manager Rebecca Towner and Interim GM Joe Clark gave a presentation on Pacific Transit's new Vehicle Replacement Schedule.

Discussion of the underground fuel storage tank decommissioning, fuel purchases, grants and spending strategies followed.

Discussion of making surplus vehicles available for nonprofit merchants associations followed.

### Expenses to Date & Finance Report

Rebecca reviewed October and year-to-date expenses. She also gave an update on lower Sales Tax revenue.

Rebecca reviewed grant reimbursement delays from the state.

## RESOLUTION 25-10

Board Chair Struck called for a motion to approve Resolution 25-10: In The Matter of Approving The Lease of Four New Revenue Vehicles.

**Mayor Dee Roberts made motion to approve Resolution 25-10: In The Matter of Approving The Lease of Four New Revenue Vehicles. Mayor Sue Svendsen seconded the motion.**

Rebecca explained that there will be an additional resolution for the lease of the four new cutaway vans being delivered this month. Discussion followed.

**All present in favor. Motion carried.**

**POL-308  
2<sup>ND</sup> READING**

Board Chair Struck called for a motion to approve POL-308: Accidents.

**Mayor Dee Roberts made a motion to approve POL-308: Accidents. Commissioner Lisa Olsen seconded the motion.**

Rebecca clarified that there had been no changes since the first reading.

**All present in favor. Motion carried.**

**POL-312  
2<sup>ND</sup> READING**

Board Chair Struck called for a motion to approve POL-312: Responding to Incidents.

Rebecca again clarified that there had been no changes since the first reading.

**Mayor Dee Roberts made a motion to approve POL-312: Responding to Incidents. Commissioner Jerry Doyle seconded the motion. All present in favor. Motion carried.**

**POL-502  
1st READING**

Rebecca reviewed POL-502: Financial Planning & Budgeting. The policy mirrors Pacific Transit's bylaws and add a requirement for a minimum reserve for operating expenses.

Board Chair Struck called for a motion to move POL-502: Financial Planning & Budgeting to a second reading.

**Mayor Dee Roberts made a motion to move POL-502: Financial Planning and Budgeting to a second reading. Commissioner Jerry Doyle seconded the motion. All present in favor. Motion carried.**

**POL-507  
1st READING**

Rebecca reviewed POL-507: Business Travel.

Discussion of per diem rates followed.

**Mayor Dee Roberts made a motion to move POL-507: Business Travel to a second reading. Commissioner David Tobin seconded the motion. All present in favor. Motion carried.**

**POL-508  
1st READING**

Rebecca explained that POL-508: Electronic Signatures is new policy that authorizes Pacific Transit to use electronic signatures except for real estate transactions.

**Mayor Dee Roberts made a motion to move POL-508: Electronic Signatures to a second reading. Commissioner Lisa Olsen seconded the motion. All present in favor. Motion carried.**

**TITLE  
CHANGE**

Interim GM Joe Clark explained that changing to Executive Director clarifies the role of the head of the organization in the hierarchy. Many transit organizations are changing the title to executive director. The job responsibilities won't change.

Board Chair Struck called for a motion to change the title from General Manager to Executive Director.

**Mayor Sue Svendsen made a motion to change the title of the Pacific Transit organization head from General Manager to Executive Director. Commissioner David Tobin seconded the motion. All present in favor. Motion carried.**

**EXECUTIVE  
SESSION**

The Board went into executive session pursuant to RCW 42.30.110(i) to discuss potential litigation.

Board Chair Struck called the Board into executive session at 11:21 for 30 minutes.

Board Chair Struck called the Board back into regular session at 11:51.

**OTHER  
BUSINESS**

None.

There being no further business before the Board, Mayor Struck adjourned the meeting at 11:51 a.m.

The next regular monthly Pacific Transit Board Meeting will be held **Thursday, November 20, 2025**.

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