



## **SPECIAL MEETING MINUTES OF DECEMBER 2, 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  
Melissa Popliek — Operations  
Vail Stephens — Operations  
Rebecca Towner — Finance  
Thomas Balli — Operations  
John Hayes — Maintenance & Facilities  
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  
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 spoke.

### **APPROVAL OF AGENDA**

**Commissioner Daivid Tobin made a motion to approve the agenda as presented. Mayor Mike Cassinelli seconded the motion. All present in favor. The motion carried.**

**MINUTES  
FROM  
OCTOBER 16**

**Mayor Dee Roberts made a motion to approve the minutes of the October 16, 2025, Board meeting as presented. Commissioner Lisa Olsen seconded the motion. All present in favor. The motion carried.**

**MINUTES  
FROM  
OCTOBER 30**

**Commissioner David Tobin made a motion to approve the minutes of the Special Meeting of October 30, 2025. Mayor Dee Roberts seconded the motion. All present in favor. The motion carried.**

**CLAIMS  
REVIEW**

Board Chair Struck asked if there were any questions about the October claims. None were offered.

**STAFF  
REPORTS**

Interim Executive Director Joe Clark and Board Clerk Mike Williams reviewed ridership numbers for October.

Interim Finance Manager Rebecca Towner reviewed expenses to date and the financial report.

Discussion of the planned Seventh Street facility followed.

**RESOLUTION  
25-11**

Joe reviewed the status of the new vehicles and the leases.

**Mayor Dee Roberts made a motion to approve Resolution 25-11: In the Matter of Approving the Lease of Four New Revenue Vehicles. Commissioner Lisa Olsen seconded the motion. All present in favor. The motion carried.**

**2026  
ELECTIONS**

Board Chair Julie Struck called for nominations for 2026 Board Chair and Vice Chair.

**Commissioner Lisa Olsen nominated Mayor Sue Svendsen as Board Chair. Mayor Dee Roberts seconded the motion. All present in favor. The motion carried.**

**Commissioner Lisa Olsen nominated Commissioner Jerry Doyle as Vice Chair. Commissioner David Tobin seconded the motion. All present in favor. The motion carried.**

- POL-502** Board Chair Julie Struck called for a motion to approve POL-502 on its second reading.
- Mayor Dee Roberts made a motion to approve POL-502: Financial Planning & Budgeting. Mayor Sue Svendsen seconded the motion. All present in favor. The motion carried.**
- POL-507** Board Chair Julie Struck called for a motion to approve POL-507 on its second reading.
- Commissioner David Tobin made a motion to approve POL-507: Business Travel. Mayor Dee Roberts seconded the motion. All present in favor. The motion carried.**
- POL-504** Rebecca summarized proposed POL-504: Service Fees, on its first reading.
- Commissioner Lisa Olsen made a motion to approve POL-504: Assets & Controlled Items, for a second reading. Commissioner Jerry Doyle seconded the motion. All present in favor. The motion carried.**
- POL-505** Rebecca summarized proposed POL-505: Service Fees, on its first reading.
- Mayor Sue Svendsen made a motion to approve POL-505: Service Fees, for a second reading. Commissioner David Tobin seconded the motion. All present in favor. The motion carried.**
- POL-401** Rebecca summarized proposed POL-401: Maintaining Shop & Facilities Order & Cleanliness, on its first reading.
- Commissioner Lisa Olsen made a motion to approve POL-401: Maintaining Shop & Facilities Order & Cleanliness, for a second reading. Commissioner David Tobin seconded the motion. All present in favor. The motion carried.**
- POL-402** Mayor Dee Roberts made a motion to approve POL-402: Addressing Defects, for a second reading. Commissioner Lisa Olsen seconded the motion. All present in favor. The motion carried.

**POL-403**

**Mayor Dee Roberts made a motion to approve POL-403: Ordering Parts & Supplies, for a second reading. Commissioner Lisa Olsen seconded the motion. All present in favor. The motion carried.**

**EXECUTIVE  
SESSION**

The Board went into Executive Session Pursuant to RCW 42.30.110(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The Board entered Executive Session at 11:21 for 30 minutes.

The Board returned to regular session at 11:51.

No action was taken.

**OTHER  
BUSINESS**

The Board discussed the Astoria route.

**ADJOURNMENT**

There being no further business before the Board, Mayor Struck adjourned the meeting at 11:57 a.m.

The next regular monthly Pacific Transit Board Meeting will be held **Thursday, December 18, 2025.**

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