

REGULAR BOARD MEETING
Wednesday, January 21, 2026
12:00 p.m.
Hybrid Participation



CLALLAM TRANSIT SYSTEM
In-Person: 830 W. Lauridsen Blvd, Port Angeles
Virtual: 253-215-8782
Meeting ID: 858 1027 6869

AGENDA

Agenda items requiring action may be taken by unanimous consent, when appropriate to do so.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

The public is welcome to participate in the meeting by joining via phone by calling **253-215-8782**, entering meeting ID no. **858 1027 6869** or by attending in-person. However, we encourage anyone interested in providing public comment to the CTS Board to please email your comments to boardclerk@clallamtransit.com or mail to Clallam Transit System, 830 West Lauridsen Boulevard, Port Angeles, WA 98363. Providing comments 24 hours in advance of the meeting will ensure that they are distributed to the board. During the public comment period, persons may speak for up to three minutes by stating their name and residential jurisdiction. Comments will be addressed to the entire CTS Board and not to one individual. Board members will not provide responses or engage in direct conversation during the public comment period.

PRESENTATIONS

- A. **Employee of the Fourth Quarter 2025** – Paratransit Dispatcher Cindylee Mempa
- B. **Major Service Change** – Service Expansion

PUBLIC HEARING

- A. **Major Service Change** – Service Expansion

CONSENT AGENDA

- A. **Factsheet 2026-001:** Consent Agenda – Motion No. M1:2026
 - 1) **Payment Listing** – December 11, 2025, through January 14, 2026
 - 2) **Board Meeting Minutes** – December 17, 2025
 - 3) **Special Board Meeting Minutes** – December 18, 2025
 - 4) **Resolution R1:2026** – Employee of the Fourth Quarter 2025
 - 5) **Resolution R3:2026** – 25-year Service Anniversary

ACTION ITEMS

- A. **Factsheet 2026-002:** 2026 Board Officer Elections – Motion No. M2:2026
Barb Cox, Human Resources Manager/Clerk to the Board
- B. **Factsheet 2026-003:** Major Service Changes – Resolution No. R2:2026
Taron Lee, Acting Operations Manager

ITEMS

A. Executive Report	Jason McNickle, General Manager
1) Factsheet 2026-004: Community Advisory Committee	
B. Factsheet 2026-005: Operations Department Report	Taron Lee, Acting Operations Manager
C. Factsheet 2026-006: Finance Department Report	Cherie Huxtable, Finance Manager
D. Maintenance Department Report	Gary Abrams, Maintenance Manager
E. Factsheet 2026-007: Administrative Services Department Report	Barb Cox, Human Resources Manager

BOARD OPEN DISCUSSION

ADJOURNMENT



January 13, 2026

Selection of the “Employee of the Quarter” – Fourth Quarter of 2025

To All Employees,

Please join me in congratulating the selection of Clallam Transit System's (CTS) Employee of the Quarter for the fourth quarter of 2025!

Cindylee Mempa, Paratransit Dispatcher

“Cindy has always had the attitude of someone who wants to help and isn’t bothered by helping, no matter what the task. Her ability to train in a way that is easy to follow and understand is something rare to find; that along with her patience makes her the ideal trainer. She always has fresh ideas for the workings of Clallam Connect and considers many factors when offering information for ideas. I can recall several instances where she would offer outstanding ideas or solutions to problems that may not have been a thought if not for her consideration. Her wealth of knowledge and attention to the task at hand is admirable and makes me feel confident in her answers. In my brief time here, I have never felt intimidated or put off by Cindy. I felt welcomed and appreciated and never disregarded for my questions or concerns. In fact, she brings a level of fun that I’ve not seen in many establishments and its genuine fun, too. It’s always a joy to work with her, even if an error happens and we must solve it together. She feels like a pivotal member of any team, no matter what it may be, and she is certainly an asset.”

The following employees were also nominated and are recognized for their attitude and performance during the last quarter:

Juniper Fukushima, Bus Cleaner
Michael Rudolph, Bus Cleaner
Eric Seifert, Dispatcher
Ted Thompson, Fixed-route Operator

Congratulations Cindylee! We are grateful for the contributions you make to Clallam Transit as a dispatcher, trainer and valued member of our team. Excellent work!

Thank you,


Jason McNickle
General Manager



Title: January 2026 Consent Agenda
Submitted By: Jason McNickle, General Manager
Authorized By: N/A

Factsheet: 2026-001
Date: January 21, 2026

Background

The Clallam Transit System Board (Board) has adopted the special rule order for the consent agenda process, as outlined in the Section 3.4 Parliamentary Procedure of the *Bylaws of the Clallam County Public Transportation Benefit Area*. All items listed within the consent agenda have been distributed to each member of the Board for review prior to the meeting and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, then by request, that item may be removed from consent agenda.

Discussion

- **Payment Listing:** The listing of payments as summarized in the attached memorandum are presented for review and approval by the Board.
- **Board Meeting Minutes:** The minutes from the last regular board meeting have been drafted and are presented for review and approval by the Board.
- **Special Board Meeting Minutes:** The minutes from the special board meeting have been drafted and are presented for review and approval by the Board.
- **Commendation:** Resolution R1:2026 – 2025 Employee of 4th Quarter
- **Commendation:** Resolution R3:2026 – 25 Year Service Anniversary

Recommended Action

Move to approve the actions outlined above in the consent agenda, motion no. M1:2026, as presented.

Attachments

- Payment Listing – December 11, 2025, through January 14, 2026
- December 17, 2025 Board Minutes
- December 18, 2025 Special Board Minutes
- Resolution R1:2026 – 2025 Employee of 4th Quarter – Paratransit Dispatcher Cindylee Mempa
- Resolution R3:2026 – 25 Year Service Anniversary – Marilyn Aldrich

Passed and Adopted by the Board at a regular meeting by CTS Motion No. M1:2026 thereof this 21st day of January 2026.

Board Chairperson

Approved as to Content:

Jason McNickle, General Manager

Attest:

Barb Cox, Clerk to the Board



Title: Payment Listing for Board Approval

Submitted By: Cherie Huxtable, Finance Manager

Authorized By: Jason McNickle, General Manager 

PAYMENT LISTING FOR BOARD APPROVAL

The listing of payments as summarized above and listed on the following pages, are hereby presented for approval.

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just and due obligations against the Clallam Transit System, and that I am authorized to authenticate and certify to said claims."



January 21, 2025

Finance Manager	Date				
<u>Umpqua Bank</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Automated Checks	12/11/2025	1/14/2026	102350	102480	777,462.17
ACHs - External Initiated	12/11/2025	1/14/2026	50807	50818	289,245.86
ACHs - Other Internal Initiated	12/11/2025	1/14/2026	481	513	340,910.93
TOTAL "Accounts Payable Check Disbursement List"					\$ 1,407,618.96
ACHs - Payroll Internal Initiated	12/11/2025	1/14/2026	EFT0059	EFT0063	589,275.11
TOTAL ACH REGISTER					\$ 589,275.11
TOTAL ALL PAYMENTS					\$ 1,996,894.07

BOARD APPROVAL OF PAYMENT LISTING

Payments audited and certified by the finance manager as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

The Clallam Transit System Board, by a (unanimous, majority) vote, does approve for payment those checks and electronic payments disbursed and included on the listings provided.

Chair

Date



Clallam Transit System

Check Report

By Check Number

Date Range: 12/11/2025 - 01/14/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 6078 - Checking-Umpqua Checking						
Payment Type: EFT						
KG021	KEVIN E GALLACCI	12/12/2025	EFT	0.00	300.00	481
5146	Kevin Guntharp	12/12/2025	EFT	0.00	136.00	482
325A	HEALTH CARE AUTHORITY	12/12/2025	EFT	0.00	163,446.11	483
633	PETROCARD, INC	12/12/2025	EFT	0.00	10,907.39	484
214	AMALGAMATED TRANSIT UNION	12/12/2025	EFT	0.00	2,374.48	485
210	EMPLOYEES ASSOCIATION	12/12/2025	EFT	0.00	454.50	486
810	HRA VEBA	12/12/2025	EFT	0.00	28,156.13	487
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	12/12/2025	EFT	0.00	16,565.72	488
843	PF EA CHARITY FUND	12/12/2025	EFT	0.00	32.00	489
240	UNITED WAY OF CLALLAM COUNTY	12/12/2025	EFT	0.00	40.00	490
810	HRA VEBA	12/15/2025	EFT	0.00	4.39	491
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	12/15/2025	EFT	0.00	16.75	492
1052	OneBridge FSA	12/18/2025	EFT	0.00	15,830.00	493
9JG20	JEFF GINGELL	12/19/2025	EFT	0.00	77.14	494
633	PETROCARD, INC	12/26/2025	EFT	0.00	11,589.38	495
5148	Anthony Marchi	12/26/2025	EFT	0.00	40.00	496
214	AMALGAMATED TRANSIT UNION	12/26/2025	EFT	0.00	2,411.29	497
210	EMPLOYEES ASSOCIATION	12/26/2025	EFT	0.00	450.50	498
810	HRA VEBA	12/26/2025	EFT	0.00	7,445.27	499
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	12/26/2025	EFT	0.00	16,283.33	500
843	PF EA CHARITY FUND	12/26/2025	EFT	0.00	32.00	501
240	UNITED WAY OF CLALLAM COUNTY	12/26/2025	EFT	0.00	40.00	502
810	HRA VEBA	12/31/2025	EFT	0.00	4,018.00	503
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	12/31/2025	EFT	0.00	14.98	504
633	PETROCARD, INC	01/02/2026	EFT	0.00	627.77	505
633	PETROCARD, INC	01/09/2026	EFT	0.00	11,666.64	506
5150	Amy Allen	01/09/2026	EFT	0.00	40.00	507
214	AMALGAMATED TRANSIT UNION	01/09/2026	EFT	0.00	2,446.42	508
210	EMPLOYEES ASSOCIATION	01/09/2026	EFT	0.00	445.50	509
810	HRA VEBA	01/09/2026	EFT	0.00	26,790.48	510
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	01/09/2026	EFT	0.00	17,839.06	511
843	PF EA CHARITY FUND	01/09/2026	EFT	0.00	32.00	512
240	UNITED WAY OF CLALLAM COUNTY	01/09/2026	EFT	0.00	357.70	513
Total EFT:				0.00	340,910.93	

Check Report

Date Range: 12/11/2025 - 01/14/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
858	EFTPS - 941 DEPOSITS	12/12/2025	Bank Draft	0.00	64,157.13	50807
303	WA DRS - DEPT OF RETIREMENT SRVCS	12/12/2025	Bank Draft	0.00	32,488.08	50808
858	EFTPS - 941 DEPOSITS	12/15/2025	Bank Draft	0.00	82.05	50809
303	WA DRS - DEPT OF RETIREMENT SRVCS	12/15/2025	Bank Draft	0.00	42.54	50810
858	EFTPS - 941 DEPOSITS	12/26/2025	Bank Draft	0.00	70,116.34	50811
303	WA DRS - DEPT OF RETIREMENT SRVCS	12/26/2025	Bank Draft	0.00	31,130.72	50812
303	WA DRS - DEPT OF RETIREMENT SRVCS	12/31/2025	Bank Draft	0.00	38.02	50813
858	EFTPS - 941 DEPOSITS	12/31/2025	Bank Draft	0.00	131.81	50814
1241	UNITED PARCEL SERVICE	01/02/2026	Bank Draft	0.00	70.30	50815
184	WA DOR - B&O TAXES	01/09/2026	Bank Draft	0.00	400.52	50816
858	EFTPS - 941 DEPOSITS	01/09/2026	Bank Draft	0.00	60,006.71	50817
303	WA DRS - DEPT OF RETIREMENT SRVCS	01/09/2026	Bank Draft	0.00	30,581.64	50818
Total Bank Draft:				0.00	289,245.86	

Check Report

Date Range: 12/11/2025 - 01/14/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Regular						
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	12/12/2025	Regular	0.00	170.77	102350
1150	AMAZON CAPITAL SERVICES	12/16/2025	Regular	0.00	2,287.36	102351
885	CBS REPORTING, INC	12/16/2025	Regular	0.00	529.25	102352
999	CENTURYLINK	12/16/2025	Regular	0.00	143.68	102353
1081	CINTAS CORP NO 2	12/16/2025	Regular	0.00	131.85	102354
1066	CINTAS CORPORATION NO 3	12/16/2025	Regular	0.00	195.81	102355
245	CITY /PORT ANGELES	12/16/2025	Regular	0.00	10.00	102356
393	CITY OF FORKS	12/16/2025	Regular	0.00	2,536.24	102357
031	CITY OF PORT ANGELES	12/16/2025	Regular	0.00	5,696.82	102358
1227	Crisis Prevention Institute, Inc.	12/16/2025	Regular	0.00	217.80	102359
1089	DR PANZA LLC	12/16/2025	Regular	0.00	1,470.00	102360
982	FASTENAL COMPANY	12/16/2025	Regular	0.00	799.27	102361
435	GALLS PARENT HOLDINGS LLC	12/16/2025	Regular	0.00	898.76	102362
089	HOCH CONSTRUCTION, INC.	12/16/2025	Regular	0.00	50,648.30	102363
467	KNIGHT FIRE PROTECTION	12/16/2025	Regular	0.00	822.20	102364
1121	LEMAY MOBILE SHREDDING	12/16/2025	Regular	0.00	72.28	102365
014	LES SCHWAB GROUP HOLDINGS LLC	12/16/2025	Regular	0.00	2,324.99	102366
1079	NORTH OLYMPIC PEN RESOURCE CONSERVATI	12/16/2025	Regular	0.00	880.00	102367
874	NORTHWEST PLASTICS, INC.	12/16/2025	Regular	0.00	2,267.30	102368
937	OLYMPIC SPRINGS, INC	12/16/2025	Regular	0.00	333.57	102369
556	OMWB	12/16/2025	Regular	0.00	420.70	102370
979	SCOTT'S AUTO TRIM	12/16/2025	Regular	0.00	92.31	102371
1239	Security Service Northwest, Inc.	12/16/2025	Regular	0.00	1,668.62	102372
768	SELECT ADVANTAGE	12/16/2025	Regular	0.00	120.00	102373
997	ULINE	12/16/2025	Regular	0.00	759.59	102374
181	VERIZON WIRELESS,BELLEVUE	12/16/2025	Regular	0.00	351.77	102375
181	VERIZON WIRELESS,BELLEVUE	12/16/2025	Regular	0.00	514.10	102376
509	VESTIS GROUP	12/16/2025	Regular	0.00	118.50	102377
845	WAVE DIVISION HOLDINGS, LLC	12/16/2025	Regular	0.00	1,457.78	102378
145	WSTA	12/16/2025	Regular	0.00	165.30	102379
287	BAXTER AUTO PARTS	12/17/2025	Regular	0.00	399.99	102380
307	FERRELLGAS LP	12/17/2025	Regular	0.00	2,118.29	102381
305	GILLIG LLC	12/17/2025	Regular	0.00	2,958.31	102382
1224	KBT DISTRIBUTING LLC	12/17/2025	Regular	0.00	28,003.96	102383
751	MUNCIE RECLAMATION & SUPPLY	12/17/2025	Regular	0.00	222.17	102384
221	RACE STREET AUTO PARTS-NAPA	12/17/2025	Regular	0.00	87.22	102385
999	CENTURYLINK	12/23/2025	Regular	0.00	196.81	102386
1081	CINTAS CORP NO 2	12/23/2025	Regular	0.00	44.29	102387
1066	CINTAS CORPORATION NO 3	12/23/2025	Regular	0.00	195.81	102388
245	CITY /PORT ANGELES	12/23/2025	Regular	0.00	36.60	102389
031	CITY OF PORT ANGELES	12/23/2025	Regular	0.00	1,464.83	102390
1082	INTERMOUNTAIN LOCK & SECURITY SUPPLY	12/23/2025	Regular	0.00	2,014.96	102391
923	MATTHEW C LASHER III	12/23/2025	Regular	0.00	675.18	102392
874	NORTHWEST PLASTICS, INC.	12/23/2025	Regular	0.00	2,046.23	102393
237	OLYMPIC DM DISPOSAL	12/23/2025	Regular	0.00	129.88	102394
564	PUD #1 OF CLALLAM COUNTY	12/23/2025	Regular	0.00	89.13	102395
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	12/23/2025	Regular	0.00	3,139.90	102396
509	VESTIS GROUP	12/23/2025	Regular	0.00	112.46	102397
188	WA DES - DEPT OF ENTERPRISE SRVCS	12/23/2025	Regular	0.00	276.61	102398
1137	WALTER E NELSON OF WEST WASHINGTON	12/23/2025	Regular	0.00	421.01	102399
287	BAXTER AUTO PARTS	12/24/2025	Regular	0.00	27.00	102400
307	FERRELLGAS LP	12/24/2025	Regular	0.00	538.38	102401
305	GILLIG LLC	12/24/2025	Regular	0.00	343.18	102402
751	MUNCIE RECLAMATION & SUPPLY	12/24/2025	Regular	0.00	719.04	102403
471	PRICE FORD	12/24/2025	Regular	0.00	344.40	102404
221	RACE STREET AUTO PARTS-NAPA	12/24/2025	Regular	0.00	420.81	102405
375	RUDDELL AUTO INC.	12/24/2025	Regular	0.00	71.76	102406
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	12/26/2025	Regular	0.00	170.77	102407
504	ANGELES COMMUNICATION INC	12/30/2025	Regular	0.00	614.74	102408
999	CENTURYLINK	12/30/2025	Regular	0.00	159.39	102409

Check Report

Date Range: 12/11/2025 - 01/14/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
109	CENTURYLINK	12/30/2025	Regular	0.00	145.63	102410
1066	CINTAS CORPORATION NO 3	12/30/2025	Regular	0.00	195.81	102411
960	EVERGREEN COLLISION CENTER, INC.	12/30/2025	Regular	0.00	17,168.67	102412
435	GALLS PARENT HOLDINGS LLC	12/30/2025	Regular	0.00	868.10	102413
014	LES SCHWAB GROUP HOLDINGS LLC	12/30/2025	Regular	0.00	1,181.87	102414
874	NORTHWEST PLASTICS, INC.	12/30/2025	Regular	0.00	5,132.46	102415
1239	Security Service Northwest, Inc.	12/30/2025	Regular	0.00	2,781.03	102416
110	SPECTRA LABORATORIES - KITSAP, LLC	12/30/2025	Regular	0.00	224.00	102417
509	VESTIS GROUP	12/30/2025	Regular	0.00	115.54	102418
288	COMMERCIAL BRAKE & CLUTCH, INC.	12/31/2025	Regular	0.00	1,219.24	102419
307	FERRELLGAS LP	12/31/2025	Regular	0.00	2,275.53	102420
305	GILLIG LLC	12/31/2025	Regular	0.00	33.94	102421
1128	NFI PARTS	12/31/2025	Regular	0.00	590.80	102422
375	RUDDELL AUTO INC.	12/31/2025	Regular	0.00	62.75	102423
179	BANK OF AMERICA	12/31/2025	Regular	0.00	1,616.04	102424
US0506	US BANK 0506	12/31/2025	Regular	0.00	200.16	102425
US2256	US BANK 2256	12/31/2025	Regular	0.00	926.83	102426
US2734	US BANK 2734	12/31/2025	Regular	0.00	91.37	102427
US3520	US BANK 3520	12/31/2025	Regular	0.00	6.50	102428
US6068	US BANK 6068	12/31/2025	Regular	0.00	88.73	102429
US6383	US BANK 6383	12/31/2025	Regular	0.00	69.61	102430
US8067	US BANK 8067	12/31/2025	Regular	0.00	25.00	102431
US9494	US BANK 9494	12/31/2025	Regular	0.00	428.95	102432
US1603	USBANK 1603	12/31/2025	Regular	0.00	3,314.75	102433
	Void	12/31/2025	Regular	0.00	0.00	102434
US3151	USBANK 3151	12/31/2025	Regular	0.00	618.49	102435
US9672	USBANK 9672	12/31/2025	Regular	0.00	903.55	102436
US9737	USBANK 9737	12/31/2025	Regular	0.00	541.23	102437
1150	AMAZON CAPITAL SERVICES	01/06/2026	Regular	0.00	1,193.18	102438
1066	CINTAS CORPORATION NO 3	01/06/2026	Regular	0.00	195.81	102439
982	FASTENAL COMPANY	01/06/2026	Regular	0.00	51.75	102440
634	FORKS CHAMBER OF COMMERCE	01/06/2026	Regular	0.00	100.00	102441
752	HI-TECH SECURITY, INC.	01/06/2026	Regular	0.00	561.79	102442
874	NORTHWEST PLASTICS, INC.	01/06/2026	Regular	0.00	1,007.33	102443
036	ROBERT PURCELL	01/06/2026	Regular	0.00	1,084.60	102444
1239	Security Service Northwest, Inc.	01/06/2026	Regular	0.00	1,112.41	102445
1109	THE ROUTING COMPANY	01/06/2026	Regular	0.00	6,534.00	102446
181	VERIZON WIRELESS,BELLEVUE	01/06/2026	Regular	0.00	4,301.26	102447
181	VERIZON WIRELESS,BELLEVUE	01/06/2026	Regular	0.00	1,129.30	102448
509	VESTIS GROUP	01/06/2026	Regular	0.00	110.01	102449
550	WSTIP	01/06/2026	Regular	0.00	523,218.00	102450
550	WSTIP	01/06/2026	Regular	0.00	-523,218.00	102450
287	BAXTER AUTO PARTS	01/07/2026	Regular	0.00	65.32	102451
510	CUMMINS INC.	01/07/2026	Regular	0.00	473.24	102452
307	FERRELLGAS LP	01/07/2026	Regular	0.00	1,504.63	102453
305	GILLIG LLC	01/07/2026	Regular	0.00	2,826.12	102454
057	GRAINGER	01/07/2026	Regular	0.00	201.62	102455
1224	KBT DISTRIBUTING LLC	01/07/2026	Regular	0.00	25,980.05	102456
751	MUNCIE RECLAMATION & SUPPLY	01/07/2026	Regular	0.00	2,177.63	102457
221	RACE STREET AUTO PARTS-NAPA	01/07/2026	Regular	0.00	623.69	102458
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	01/08/2026	Regular	0.00	170.77	102459
550	WSTIP	01/08/2026	Regular	0.00	532,702.00	102460
1150	AMAZON CAPITAL SERVICES	01/13/2026	Regular	0.00	121.72	102461
857	BUS COALITION, INC.	01/13/2026	Regular	0.00	1,000.00	102462
1081	CINTAS CORP NO 2	01/13/2026	Regular	0.00	205.05	102463
1066	CINTAS CORPORATION NO 3	01/13/2026	Regular	0.00	195.81	102464
245	CITY /PORT ANGELES	01/13/2026	Regular	0.00	124.46	102465
031	CITY OF PORT ANGELES	01/13/2026	Regular	0.00	6,501.02	102466
032	CITY OF SEQUIM	01/13/2026	Regular	0.00	3,438.79	102467
435	GALLS PARENT HOLDINGS LLC	01/13/2026	Regular	0.00	784.53	102468
1223	HORTON WEIBEL BROUGHTON & PALMER PLLC	01/13/2026	Regular	0.00	2,212.50	102469

Check Report**Date Range: 12/11/2025 - 01/14/2026**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
014	LES SCHWAB GROUP HOLDINGS LLC	01/13/2026	Regular	0.00	2,470.24	102470
314	M & P GARAGE DOORS	01/13/2026	Regular	0.00	1,893.72	102471
874	NORTHWEST PLASTICS, INC.	01/13/2026	Regular	0.00	108.90	102472
1046	UNITE GPS LLC	01/13/2026	Regular	0.00	3,841.45	102473
509	VESTIS GROUP	01/13/2026	Regular	0.00	105.66	102474
746	WEST WASTE & RECYCLING, INC.	01/13/2026	Regular	0.00	120.00	102475
344	XEROX CORPORATION	01/13/2026	Regular	0.00	114.51	102476
510	CUMMINS INC.	01/14/2026	Regular	0.00	177.46	102477
307	FERRELLGAS LP	01/14/2026	Regular	0.00	2,084.71	102478
751	MUNCIE RECLAMATION & SUPPLY	01/14/2026	Regular	0.00	357.67	102479
221	RACE STREET AUTO PARTS-NAPA	01/14/2026	Regular	0.00	522.85	102480
Total Regular:				0.00	777,462.17	

Bank Code 6078 - Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	252	130	0.00	1,300,680.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-523,218.00
Bank Drafts	54	12	0.00	289,245.86
EFT's	78	33	0.00	340,910.93
	384	177	0.00	1,407,618.96

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	252	130	0.00	1,300,680.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-523,218.00
Bank Drafts	54	12	0.00	289,245.86
EFT's	78	33	0.00	340,910.93
	384	177	0.00	1,407,618.96

Fund Summary

Fund	Name	Period	Amount
100	General Fund	12/2025	645,826.66
100	General Fund	1/2026	761,792.30
			1,407,618.96

BOARD MEETING MINUTES

Wednesday, December 17, 2025

Regular Meeting

In-person Meeting:

830 West Lauridsen Blvd., Port Angeles

Virtual: 858 1027 6869



BOARD MEMBERS PRESENT: Mark Ozias, Clallam County; Rachel Anderson, City of Sequim; Kelly Burger, City of Sequim; Clint Wood, City of Forks; Jeff Gingell, City of Forks; Lindsey Schromen-Wawrin, City of Port Angeles; and Rick Burton, ATU Local 587 Representative (non-voting)

STAFF PRESENT: Jason McNickle, Acting General Manager; Barb Cox, Human Resources Manager/Clerk to the Board; Cherie Huxtable, Finance Manager; Gary Abrams, Maintenance Manager; Taron Lee, Acting Operations Manager; Hayley Grall, Deputy Clerk to the Board; and CTS Legal Counsel David Weibel

1. CALL TO ORDER

Gingell called the in-person and virtual meeting to order at 12:00 p.m., with six voting members present. Quorum met.

2. ROLL CALL

Mike French, Clallam County, was absent.

3. PUBLIC COMMENT

None.

4. PRESENTATION – 2026 Operating Budget and Capital/Grant Budget

Presentation provided. Administration/Finance Committee meeting to be scheduled Spring 2026 to discuss reserves.

5. PUBLIC HEARING – Draft 2026 Operating Budget and Draft 2026 Capital/Grant Budget

Public hearing opened at 12:06 p.m. No comments received. Public hearing closed at 12:07 p.m.

6. EXECUTIVE SESSION

Pursuant to RCW 42.30.110(g), to evaluate the qualification of an applicant for public employment. The session is closed to the public. Board action is anticipated to follow. Pursuant to RCW 36.57A.050(4), the non-voting board member is excluded from the executive session.

The Board may take action following executive session. The Board adjourned into executive session at 12:08 p.m. until 12:18 p.m. The regular meeting was called back to order at 12:23 p.m.

French in attendance at 12:23 p.m. Seven voting members present. Quorum met.

7. CONSENT AGENDA

A. Factsheet 2025-068: Consent Agenda – Motion No. M31:2025

- Payment Listing – October 9, 2025, through December 10, 2025
- Board Meeting Minutes – October 29, 2025
- Resolution R16:2025 – Retirement Recognition – Operations Manager Sonya McKibbon

FINAL ACTION: Ozias moved to approve the consent agenda as presented. Motion passed unanimously.

8. ACTION ITEMS

A. Factsheet 2025-079: General Manager Candidate Selection and Negotiation Authorization – Motion No. M37:2025

Candidate recommended new CTS general manager following the executive session.

FINAL ACTION: Wood moved to authorize Gingell by CTS Motion No. M37:2025, to enter negotiations with Jason McNickle for the position of general manager. Motion passed unanimously.

B. Factsheet 2025-069: 2026 Non-represented Salary Schedule – Motion No. M32:2025

Proposed general wage increase. Two additional positions included. Represented employee wage increase is set at 4%.

FINAL ACTION: Ozias moved to authorize by CTS Motion No. M32:2025, a general wage increase of 3.5% to the 2026 CTS Non-Represented Salary Schedule, effective January 1, 2026. **Motion passed unanimously.**

C. Factsheet 2025-070: Avail Technologies Renewal Agreement – Motion No. M33:2025

One year contract extension requested to allow time for new asset management software research and implementation.

FINAL ACTION: Ozias moved to authorize by CTS Motion No. M33:2025, the CTS general manager to execute a software support agreement with Avail Technologies, Inc., in the amount of \$62,335.76 for the one-year period, as presented. **Motion passed unanimously.**

D. Factsheet 2025-071: Rideshare Vehicles Procurement Authorization – Motion No. M34:2025

Vehicle procurement in accordance with the replacement schedule.

FINAL ACTION: Ozias moved to authorize by CTS Motion M34:2025 the CTS general manager to purchase up to 13 rideshare vehicles, through the DES contract, as available, using CTS local funds for a total procurement authority not to exceed \$775,000, including licensing, and to execute all necessary contract agreements and documents related to the procurement of the vehicles, as presented. **Motion passed unanimously.**

French out at 12:43 p.m. Six voting members present. **Quorum met.**

E. Factsheet 2025-072: HVAC Replacement Long Building Technologies Authorization – Motion No. M35:2025

Upgrade and replacement of HVAC for administration and maintenance buildings.

FINAL ACTION: Anderson moved to authorize by CTS Motion No. M35:2025 the CTS general manager to execute the contract for the HVAC replacement with Long Building Technologies not to exceed \$200,000, as presented. **Motion passed unanimously.**

F. Factsheet 2025-073: Fuel Pump Replacement Project Authorization – Motion No. M36:2025

Replacement pumps for the fuel station in the maintenance building. Discussed compatibility with any future fuel tank replacements.

FINAL ACTION: Wood moved to authorize by CTS Motion No. M36:2025, the CTS general manager to execute the fuel pump replacement project to include a procurement spending authority not to exceed \$55,000 and to execute all necessary agreements and procurement documents related to the project, as presented. **Motion passed unanimously.**

G. Factsheet 2025-074: 2026 Operating Budget and Capital/Grant Budget – Resolution No. R17:2025

Proposed budget resolution. Discussed future west end National Park Service considerations.

FINAL ACTION: Anderson moved to approve by Resolution No. R17:2025, the 2026 CTS Operating Budget and Capital/Grant Budgets as presented and authorize additional projects and/or amendments to continuing projects and continuing appropriations for the Capital/Grant Budget. **Motion passed unanimously.**

H. Factsheet 2025-075: 2026 Regular Board Meeting Schedule – Resolution No. R18:2025

Proposed 2026 schedule for regular board meetings.

FINAL ACTION: Anderson moved to approve CTS Resolution No. R18:2025, establishing the regular board meeting schedule for 2026 as set forth in the attached Exhibit A and rescinding CTS Resolution No. R6:2025, as presented. **Motion passed unanimously.**

Anderson out at 12:54 p.m. Five voting members present. **Quorum met.**

9. INFORMATIONAL ITEMS

A. Executive Report

- **Washington State Transit Insurance Pool (WSTIP) Meeting:** The America Public Transportation Association (APTA) lobbying for change in federal grant disbursement that would negatively impact CTS. Written information requested by Board member to share with representatives.
- **Service Changes:** To provide information at January Board meeting.
- **MTRWESTERN:** New contract with company replacing Dungeness Line.
- **Olympic National Park:** Continued collaboration in Hurricane Ridge service and assessing potential service increases as opportunities arise.

B. **Factsheet 2025-076: Operations Department Report:** Overview provided. New graphics. Discussed exclusions.

C. **Factsheet 2025-077: Finance Department Report:** Overview provided.

D. Maintenance Department Report

- **Projects:** Quotes to be requested for approved projects.
- **Paratransit vehicles:** Ordered five paratransit vehicles last week and ordering more this week.

E. **Factsheet 2025-078: Administrative Services Department Report:** Overview provided. Will provide update on community advisory committee at the January Board meeting.

10. BOARD OPEN DISCUSSION

Schromen-Wawrin said farewell and thanked everyone.

11. MEETING ADJOURNMENT

Next regular board meeting, January 21, 2026, at 12:00 p.m. with in-person and remote options.

There being no further business, the board chairperson adjourned the meeting at 1:12 p.m.

Board Chairperson

Hayley Grall, Deputy Clerk to the Board

SPECIAL BOARD MEETING MINUTES

Thursday, December 18, 2025

Special Meeting

In-person Meeting:

830 West Lauridsen Blvd., Port Angeles

Virtual: 858 1027 6869



BOARD MEMBERS PRESENT: Mike French, Clallam County; Mark Ozias, Clallam County; Rachel Anderson, City of Sequim; Clint Wood, City of Forks; Jeff Gingell, City of Forks; Navarra Carr, City of Port Angeles; and Rick Burton, ATU Local 587 Representative (non-voting)

STAFF PRESENT: Jason McNickle, Acting General Manager; Barb Cox, Human Resources Manager/Clerk to the Board; Taron Lee, Acting Operations Manager, Cherie Huxtable, Finance Manager; Gary Abrams, Maintenance Manager; Christy Palmer, Legal Counsel and Julie Shannon, Deputy Clerk to the Board

1. CALL TO ORDER

Ozias called the in-person and virtual meeting to order at 10:02 a.m., with six voting members present. **Quorum met, at least one board member from each member city and the county.**

2. ROLL CALL

Kelly Burger, City of Sequim; and Lindsey Schromen-Wawrin, City of Port Angeles were absent.

3. PUBLIC COMMENT

None.

4. PRESENTATION

None.

5. CONSENT AGENDA

None.

6. ACTION ITEMS

A. Factsheet 2025-080: General Manager Employment Agreement Ratification and Appointment – Resolution No. R19:2025

Appointment and acceptance of the general manager employment agreement.

FINAL ACTION: French moved that:

Section 1: The Board hereby appoints Jason McNickle as the General Manager for Clallam Transit System effective December 18, 2025. Section 2: The Board hereby sets the salary of the General Manager at \$165,000.00, which may be amended in accordance with the provisions of the separate *Employment Agreement for General Manager* and in accordance with the *General Manager Performance Evaluation and Merit Compensation* policy. Section 3: The Board hereby designates the first review period in accordance with the *General Manager Performance and Merit Compensation* policy to be December 18, 2025, through August 31, 2026. Section 4: The Board hereby approved and adopts the *Employment Agreement for General Manager* effective December 18, 2025, which is attached hereto and incorporated herein by this reference as *Exhibit A*, and further authorizes the Board Chairperson to execute this agreement.

Role Call Vote:

- Anderson – Aye
- French – Aye
- Gingell – Aye
- Wood – Aye
- Carr – Aye
- Ozias – Aye

Motion passed unanimously.

7. INFORMATIONAL ITEMS

None.

8. BOARD OPEN DISCUSSION

None.

9. MEETING ADJOURNMENT

Next board meeting, January 21, 2026, at 12:00 p.m. with in-person and remote options.

There being no further business, the board chairperson adjourned the meeting at 10:12 a.m.

Board Chairperson

Julie Shannon, Deputy Clerk to the Board



CINDYLEE MEMPA EMPLOYEE OF THE QUARTER RESOLUTION NO. R1:2026

A resolution of the Board of Clallam Transit System for the purpose of recognizing and commanding Paratransit Dispatcher Cindylee Mempa upon being selected as the *"Employee of the Quarter,"* for the fourth quarter of 2025.

6
7 Whereas, Cindylee "always has the attitude of someone who wants to help and isn't bothered by helping, no matter
8 the task"; and
9
10 Whereas, her ability to train in a way that is easy to follow and understand is rare to find; and
11
12 Whereas, Cindylee "always has fresh ideas for the workings of Clallam Connect and considers many factors when
13 offering information for ideas"; and
14
15 Whereas, her wealth of knowledge and attention to the task at hand is admirable; and
16
17 Whereas, Cindylee has been a pivotal member of the paratransit team since being hired in October 2022; and
18
19 Whereas, she has been nominated numerous times for employee of the quarter and employee of the year in her time
20 with Clallam Transit System; and
21
22 Whereas, the Board of the Clallam Transit System wishes to express its appreciation and commend Cindylee Mempa
23 for her service; now, therefore,

24 **Be it Resolved by the Board that:**

25 The Board hereby recognizes Paratransit Dispatcher Cindylee Mempa as the *Employee of the Quarter* for the 4th
26 quarter of 2025 for her dedication and service to Clallam Transit System, and hereby extends its gratitude for such
27 dedicated service.

30 **Passed and adopted by the Board at a regular meeting thereof this 21st day of January 2026.**

32

33

Board Chairperson

34

35 **Approved as to Content:**

Attest:

36

37

Jason McNickle, General Manager

Barb Cox, Clerk to the Board



MARILYN ALDRICH 25-YEAR SERVICE ANNIVERSARY RESOLUTION NO. R3:2026

A resolution of the Board of Clallam Transit System for the purpose of honoring Maintenance Office Manager Marilyn Aldrich for her 25 years of service.

6
7 Whereas, Marilyn Aldrich has provided commendable service for Clallam Transit System since January 2, 2001; and
8
9 Whereas, Marilyn began her career with Clallam Transit System as an administrative assistant; and
10
11 Whereas, Marilyn has been recognized numerous times for safety and attendance; and
12
13 Whereas, throughout her career Marilyn has been thanked many times for her helpfulness in keeping accurate and
14 detailed records in the maintenance department; and
15
16 Whereas, Marilyn was selected and honored as employee of the third quarter of 2005, employee of the fourth quarter
17 2012, and has received other nominations along the way; and
18
19 Whereas, Marilyn has received many commendations during her career in recognition of her expertise and dedication
20 to Clallam Transit System; and
21
22 Now, therefore be it resolved that the Board of Clallam Transit System takes great pleasure in recognizing Marilyn
23 Aldrich for her 25 years of dedication hereby expressing the sincerest gratitude for the service she has provided to the
24 people of Clallam County and Clallam Transit System.

25
26 **Passed and adopted by the Board at a regular meeting thereof this 21st day of January 2026.**

27

28

Board Chairperson

29

30 **Approved as to content:**

Attest:

31

32

Jason McNickle, General manager

Barb Cox, Clerk to the Board



Title: 2026 Board Officer Elections

Submitted By: Barb Cox, Clerk to the Board

Authorized By: Jason McNickle, General Manager

Factsheet: 2026-002

Date: January 21, 2026

Background

Each year at the first regular board meeting, the Clallam Transit System (CTS) Board members elect a chairperson and vice-chairperson, in accordance with the *Bylaws of the Clallam County Public Transportation Benefit Area*.

Discussion

In 2025, Clallam County Commissioner Mark Ozias was elected as the board chairperson and City of Forks Council Member Jeff Gingell was elected as the board vice-chairperson. In 2024, City of Port Angeles Council Member Brendan Meyers served as the chairperson and City of Sequim Council Member Kathy Downter served as the vice-chairperson.

Article IV Selection and Duties of the Chairperson and Vice-chairperson of the Clallam Transit System (CTS) Bylaws, states as follows:

Section 4.1 *The Board shall select a Chair of the Board and Vice-Chair of the Board from the voting members at the first meeting of the year. The Chair of the Board shall hold office until their successor is elected. The office of the Chair of the Board shall rotate on a yearly basis among the following four (4) represented categories and in the following suggested sequence: (1) Clallam County; (2) City of Forks; (3) City of Port Angeles; and (4) City of Sequim. Election of successors shall be deemed to occur at 12:01 a.m. of the day following the vote upon the question.*

The suggested 2026 rotation would be:

- City of Forks Council Member as the board chairperson
- City of Sequim Council Member as the vice-chairperson

Recommended Action

Move by motion M2:2026, to approve the nominations of the board members for 2026 CTS Board Chairperson and Vice-chairperson as nominated.

Attachments

None.

Passed and adopted by the Board at a regular meeting by CTS Motion No. M2:2026 thereof this 21st day of January 2026.

Board Chairperson

Approved as to content:

Jason McNickle, General Manager

Attest:

Barb Cox, Clerk to the Board



Title: Major Service Changes

Submitted By: Taron Lee, Acting Operations Manager

Authorized By: Jason McNickle, General Manager

Factsheet: 2026-003

Date: January 21, 2026

Background

In accordance with the Comprehensive Operations Analysis (COA) completed in August 2021, we are recommending changes to the design of routes, including alignment, start and end points, service frequency and hours of service. Based on the existing conditions and route-by-route performance analysis, this plan establishes the following design goals for the CTS network:

- Better connections between inter-city routes to allow for cross-county trips.
- Cross-town services in Port Angeles, Sequim and Forks to reach destinations more effectively.
- Increased service frequency on major corridors, such as: Front Street / 1st Street, Hwy 101 in Port Angeles and East Port Angeles, 8th Street and Lincoln Street in Port Angeles, and Hwy 101 / Olympic Hwy in West Port Angeles.
- Route alignments to provide simpler and direct routes that allow for convenient and consistent travel in both directions, for instance reducing loops and off-route deviations.
- Continuous service schedules, add missing trips and filling in schedule gaps.
- Regular (clockface) service headways on rural and intercity routes to facilitate trip planning.
- Extended service hours in the evening, on all routes if possible.

COA recommendations began implementation in 2022 with the introduction of microtransit service in Forks and Sequim, replacing the former shuttle routes. This initial phase has performed beyond expectations, demonstrating strong customer acceptance and operational flexibility, and serves as a foundation for continued COA driven services changes.

A public hearing was conducted at the Clallam Transit System (CTS) Board meeting on January 21, 2026, where public comments were taken. The public hearing was noticed in the local media on January 2, 2026, and the CTS website, and to the CTS Board members for Major service changes.

Discussion

Staff conducted three public information workshops where they presented the proposed service changes and then asked for feedback from attendees. The workshops were advertised in local newspapers, on social media, on the CTS website, and posted in the transit centers. Written and verbal comments were taken. A summary of the public feedback comments is available upon request. Overall feedback was positive; however, we did receive comments from the public on ways to better serve specific locations in Port Angeles. The workshops conducted were:

- September 16, 2025, at Gateway Transit Center.
- September 24, 2025, at Forks Transit Center.
- September 26, 2025, at Sequim Transit Center.

Staff comments were also encouraged. Feedback was taken through an interactive map was posted on our website, a QR code posted on the fixed-route buses, as well as by contacting the CTS office by phone, email, or mail.

The proposed major route and service changes result in an approximate 16 percent increase in weekly mileage and an 18 percent increase in total service hours. All Port Angeles in-town routes have been comprehensively redesigned, service hours extended, and two pilot routes have been added: Lower Elwha and Deer Park.

The Deer Park Pilot will operate between Gateway Transit Center and Deer Park, with First and Front Streets receiving approximately 15-minute service intervals, based on the Route 30 Commuter, which will now operate on a consistent

30-minute clock-face schedule throughout the service day. The Lower Elwha Pilot will operate in the opposite direction of Route 10 to Joyce, with service provided approximately every two hours. Route 10 to Joyce will also transition to fixed routing with no deviations.

Additionally, considerations to connections for multiple routes to facilitate cross county travel.

Recommended Action

Move to approve CTS Resolution No. R2:2026, for the purpose of authorizing major service changes to include a comprehensive redesign of Port Angeles in-town routes, extend service hours, and add two pilot routes, Lower Elwha and Deer Park, as presented.

Attachments

Exhibit A: Major Service Change Maps <https://platform.remix.com/project/2470c596?latlng=48.12727,-123.47509,11.752>



Exhibit B: Public feedback comments are available upon request.



MAJOR SERVICE CHANGES RESOLUTION NO. R2:2026

A resolution of the Board of Clallam Transit System for the purpose of authorizing major services changes to include Port Angeles in-town routes being comprehensively redesigned, service hours extended, and two pilot routes, Lower Elwha and Deer Park, being added.

Whereas, service change proposals have been developed to be responsive to the needs of the people served within the Clallam County Public Transportation Benefit Area (PTBA); and

Whereas, a public hearing has been held and an opportunity for such a hearing has been afforded, after adequate public notice; and

Whereas, public information workshops in the affected communities have been held; and

Whereas, consideration has been given to the views and comments expressed at the public information workshops, within the community, and at the public hearing; and

Whereas, consideration has been given to the effect on energy conservation and the economic, environmental, and social impact of such transit service change proposals; and

Whereas, the Clallam Transit System Board (Board) has determined that to approve the major service change proposal is shown to be in the best interest and to the benefit of the people served within the Clallam County PBTA; now, therefore.

Be It Resolved by The Board That:

The Board hereby adopts and authorizes the major service change proposal as described to change and comprehensively redesign all Port Angeles in-town routes, extend service hours, and add two pilot routes, Lower Elwha and Deer Park. The Board hereby authorizes the Clallam Transit System General Manager to implement the service change proposal on behalf of Clallam Transit System, as presented.

Passed and adopted by the Board at a regular meeting thereof this 21st day of January 2026.

Board Chairperson

Approved as to Content:

Attest:

Jason McNickle General Manager

Barb Cox, Clerk to the Board



Title: Community Advisory Committee
Submitted By: Jason McNickle, General Manager
Authorized By: N/A

Factsheet: 2026-004
Date: January 21, 2026

Background

On October 29, 2025, the Clallam Transit System (CTS) Board (Board) was provided implementation considerations regarding the update to RCW 36.57A.050 which allows for up to two additional non-elected voting board members

The Board considered the information and expressed interest in pursuing a community advisory committee (CAC) for a trial period of 18 months.

Discussion

At the Board's request CTS staff contacted other transit agencies that have implemented CACs. The information shared with us provides a good framework to begin the process of implementing a CAC.

The purpose of a CAC could be to advise CTS on matters concerning transportation in the community, to advocate for transportation choices, and to represent the public in accomplishing CTS's mission and goals.

The Board requested a list of considerations to review and assist them with determination of potential next steps for discussion and a CAC. The following items have been identified by staff for consideration in the development of CAC Bylaws:

- **Purpose and authority:** Advise the CTS Board on community transportation matters, to advocate for transportation choices, and support CTS's mission and goals. The CTS Board and general manager, or designee, would provide oversight.
- **Composition:** Representation from diverse groups, remote communities, and tribal communities with an ideal committee size of five or seven members.
- **Terms, officers, and quorum:** Two or three-year term limits, annual chairperson and vice chairperson elections, and quorum of more than half of the appointed members. CST staff designation of clerk.
- **Meeting protocols:** Quarterly meeting schedule, agenda, and minutes. Process for input to the Board.
- **Recruitment:** Application and screening procedures include criminal background check, board panel interview, and appointment process.
- **Attendance:** Attendance and appointment standards.

There are many possibilities to consider in the implementation of a CAC. The Board may elect to appoint a special committee to define the process and we recommend considering this at the February Board meeting when committee appointments are conducted.

Recommendation Action

None.

Attachments

CTS Bylaws

**BYLAWS
OF THE
CLALLAM COUNTY PUBLIC TRANSPORTATION BENEFIT AREA**

**ARTICLE I
NAME**

Section 1.1 Name

The name of this municipal corporation, duly established pursuant to the laws of the State of Washington, shall be **Clallam Transit System** (CTS). The offices of CTS shall be at 830 West Lauridsen Boulevard, Port Angeles, Washington.

**ARTICLE II
THE GOVERNING BODY - BOARD COMPOSITION**

Section 2.1 Board Composition

Subject to the provisions of RCW 36.57A.050, as it now exists or may be amended, the governing body of CTS, hereinafter referred to as the "Board," shall consist of eight (8) voting members, all of whom shall be elected officials selected by and serving at the pleasure of the governing bodies of the cities of Sequim, Port Angeles, and Forks and of Clallam County; and one (1) non-voting member. The membership of the Board shall consist of the following:

- a) Two elected voting officials of the City of Port Angeles.
- b) Two elected voting officials of the City of Sequim.
- c) Two elected voting officials of the City of Forks.
- d) Two elected voting commissioners of Clallam County.
- e) One appointed nonvoting member appointed in accordance with RCW 36.57A.050.

Section 2.2 Alternate Representatives

The Cities and the County may each appoint up to two (2) alternate members to serve at a Board meeting in the event of a regular member's absence, and to exercise all of the powers and duties of the regular Board member at that meeting. Such alternate member(s) shall also be an elected official of the member cities or Clallam County.

Section 2.3 Term of Office

Each member of the Board shall hold office until their successor has been selected, as provided herein, unless such person is legally ineligible to hold such position.

Section 2.4 Attendance of Board Members

It is recognized that attendance by Board members is of prime public concern. Any Board member not able to attend a regularly scheduled Board meeting shall notify the General Manager or Clerk to the Board, or designated alternates. In the event that a Board member or alternate shall not consistently attend Board meetings, the Board may request from the member City or the County the appointment of a replacement for such Board member.

Section 2.5 Periodic Review of Board Composition

In accordance with the provisions of RCW 36.57A.055, the Board shall, commencing in 2000, and every four years thereafter, request that the member Cities and Clallam County perform a review of the composition of the Board.

ARTICLE III DUTIES OF THE BOARD AND BOARD MEETINGS

Section 3.1 Duties of the Board

The Board shall provide the policy and legislative direction for CTS and its administrators. The Board may create such departments, offices, or advisory boards as it finds necessary or advisable and may determine the powers and duties of each department or office.

CTS shall have all of the powers specified in 36.57A RCW, specifically including those enumerated in RCW 36.57A.080 and .090, as now enacted or hereafter amended, and all other powers which are necessary to carry out the purposes of CTS.

Section 3.2 Meetings and Meeting Notice.

a) Regular Meetings

The time and place of regular meetings of the Board shall be established by a resolution of the Board. Such resolution may also specify the appropriate notification of such meetings.

b) Special Meetings

Special meetings may be called at any time, in accordance with the procedures of RCW 42.30.080, as now enacted or hereafter amended.

Section 3.3 Quorum.

At any regular or special meeting, any five (5) voting members of the Board shall constitute a quorum for the transaction of business, provided, however, that during the consideration of the following actions, there shall be present at least one member from each of the member Cities and the County:

- a) Initial appointment or dismissal of a General Manager; and**
- b) Selection of Chairperson and Vice-Chairperson; and**
- c) Revision or amendment of the Bylaws.**

Section 3.4 Parliamentary Procedure

This Section shall govern the procedures to be followed by the Board for the conduct of Board meetings and the maintenance of order.

a) Open Public Meetings Act

The Board shall comply with the provisions of the Open Public Meetings Act, Chapter 42.30 RCW, in the conduct of all meetings to which said act is applicable.

b) Executive Sessions

The Board may discuss topics in executive session, which topics are specified in RCW 42.30.110 or relate to potential or pending litigation and are subject to attorney-client privilege. The Corporate Counsel shall inform the Board whenever any proposed discussion in executive session is not legally allowed. The Chair will announce whether the nonvoting member will be excluded, consistent with RCW 36.57A.050.

No member of the Board, employee of the Corporation, or any other person present during executive sessions of the Board shall disclose to any person the content or substance of any discussion or action which took place during said executive session, unless a majority of the Board shall authorize such disclosure.

c) Work Sessions

The Board may, as it deems necessary, conduct either regular or special meetings as work sessions for the purpose of in-depth review and discussion of specified issues.

d) Voting Procedure and the Chair of the Board

Every voting member of the Board shall be entitled to one vote on all issues before the Board; the nonvoting member is entitled to no vote.

The Chair of the Board may vote on all matters coming before the Board; however, the Chair of the Board shall not be required to vote except in the event of a tie.

The Chair of the Board shall state all questions coming before the Board, provide the opportunity for discussion from the floor, and announce the decision of the Board on all subjects. Procedural decisions shall be made by the Chair of the Board, who may request advice on such matters from the Corporate Counsel. Procedural decisions made by the Chair of the Board may be overruled by a majority vote of the Board.

e) Decorum and Debate

When a measure is presented for consideration to the Board, the Chair of the Board shall recognize the appropriate individual to present the matter. When two or more members wish to speak, the Chair of the Board shall name the member who is to speak first. No member of the Board shall interrupt another while speaking except to make a point of order or privilege.

No Board member shall be permitted to indulge in personalities, use language personally offensive, or use language tending to hold a member of the Board up to contempt.

If a member is speaking out of order or otherwise transgressing the rules of the Board, the Chair of the Board shall or any Board member may call him/her to order, in which case they shall immediately be quiet unless permitted to explain. The Board shall, if appealed to, decide the case without debate. If the decision is in favor of the member called to order, he/she shall be at liberty to proceed, but not otherwise. A Board member transgressing this rule shall be liable to censure or other such punishment as the Board may deem proper.

f) Questions of Parliamentary Procedure

Questions of parliamentary procedure not covered by these rules shall be governed by the current version of Robert's Rules of Order. The Board hereby adopts a special rule of order allowing for the consent agenda process.

g) Parliamentarian

The Corporate Counsel shall act as the parliamentarian of the Board.

h) Attendance at Meetings

Board members may attend Board meetings either in person, or, when a Board member may not attend in person, through the use of video or telephonic media. Attendance by such media shall be pursuant to procedures approved by the Board.

Section 3.5 Board Acting as a Body

The Board shall act as a body in making its decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these Bylaws.

Section 3.6 Records of Board Meetings - Minutes

The proceedings of the Board meetings shall be recorded and maintained in the CTS offices. The minutes shall consist primarily of a record of the session in accordance with Resolution No. 11:83, as now existing or hereinafter revised. Copies of the proposed minutes shall be forwarded to all Board members prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary correction.

Section 3.7 Clerk to the Board

The General Manager shall designate a Clerk to the Board, who will be an employee of CTS. The duties of the Clerk to the Board shall be outlined in the designated employee's CTS position description.

The General Manager may designate a Deputy Clerk to the Board, who will also be an employee of CTS. The deputy will act as the Clerk to the Board's designated alternate when necessary.

Section 3.8 Committees.

Such standing or special committees as shall be necessary or appropriate may be formed, in accordance with the procedures of this paragraph.

a) Standing Committees

The Board acting as a whole may form standing committees. Such standing committees shall be formed by amendment to these Bylaws. The amendment shall contain provisions stating the specific purpose of the committee and its membership, provided that, in no event, shall a standing committee's membership constitute a quorum of the Board and that the general purpose of such standing committees shall be to adopt recommendations to the Board. Standing committees may contain citizen-electors residing within the CTS boundaries, provided that the number of citizen-electors on any standing committee shall not exceed the number of Board members appointed to such standing committee.

b) Special Committees.

Special committees may be formed and members appointed by the Chair of the Board. Membership shall be composed of Board members and may include citizen-electors residing within the Clallam County Public Transportation Benefit Area boundaries, but the number of citizen-elector members shall not exceed the number of Board members appointed.

At the time of the appointment of the members, the Chair of the Board shall state the objective of the committee and the expected date upon which a report shall be issued to the Board.

- c) The Chair of the Board may appoint themself or the Vice-Chair of the Board as an ex-officio member of any or all committees.**
- d) Any electors serving on a committee who fail to attend three (3) consecutive meetings or who are absent from five (5) meetings within one (1) year, shall be deemed to have resigned from such committee.**
- e) The General Manager shall be an ex-officio, non-voting member of any or all standing or special committees.**
- f) The following are the standing committees of CTS:**

1. Operations and Maintenance Committee

There shall be a committee of the Board for the purpose of reviewing the operations and maintenance affairs and activities of CTS and adopting recommendations for consideration by the whole Board.

The system's Operations and Maintenance Committee shall be composed of not more than four (4) regular voting Board members (one designated from each jurisdiction) and citizen-elector members, if determined to be needed. The Chair of the Board may appoint individual members, with the consent of

the Board. The conduct of the Operations and Maintenance Committee shall be as established by the Clallam Transit System bylaws.

2. Administration and Finance

There shall be a committee of the Board for the purpose of reviewing the administrative and financial affairs and activities of CTS and adopting recommendations for consideration by the whole Board.

The system's Administration and Finance Committee shall be composed of not more than four (4) regular voting Board members (one designated from each jurisdiction) and citizen-elector members, if determined to be needed. The Chair of the Board may appoint individual members, with the consent of the Board. The conduct of the Administration and Finance Committee shall be as established by the Clallam Transit System bylaws.

ARTICLE IV

SELECTION AND DUTIES OF THE CHAIR OF THE BOARD AND VICE-CHAIR OR THE BOARD

Section 4.1 Chair of the Board and Vice-Chair of the Board

The Board shall select a Chair of the Board and Vice-Chair of the Board from the voting members at the first meeting of the year. The Chair of the Board shall hold office until their successor is elected. The office of the Chair of the Board shall rotate on a yearly basis among the following four (4) represented categories and in the following suggested sequence: (1) Clallam County; (2) City of Forks; (3) City of Port Angeles; and (4) City of Sequim. Election of successors shall be deemed to occur at 12:01 a.m. of the day following the vote upon the question.

Section 4.2 Preside at Board Meetings

The Chair of the Board shall preside at all meetings of the Board. In the event of the Chair of the Board's absence or inability to preside, the Vice-Chair of the Board shall assume the duties of presiding; however, if the Chair of the Board is permanently unable to preside, the Board shall select a new Chair of the Board for the remainder of the Chair of the Board's term. In the event that the Vice-Chair of the Board is selected as the new Chair of the Board, then a new Vice-Chair of the Board shall be selected for the remainder of the Vice-Chair of the Board's term.

Section 4.3 Spokesperson

The Chair of the Board shall act as the spokesperson for CTS and shall act as its representative at meetings with other organizations, committees and other such activities, unless such representative shall otherwise be authorized by the Board; provided, however, the Chair of the Board may delegate to any Board member the duty of being a spokesperson or representative. Such spokesperson or representative shall make no pronouncements that will obligate or commit CTS except pursuant to prior authorization of the Board.

ARTICLE V GENERAL MANAGER

Section 5.1 Appointment and Removal of General Manager.

The Board may appoint a General Manager. The General Manager shall serve at the pleasure of the Board. The General Manager shall be the chief executive and administrative officer of CTS and shall perform such duties as specified in these by-laws, and as may otherwise be assigned by the Board.

Section 5.2 Duties of the General Manager.

The powers and duties of the General Manager of CTS shall be as shown in the Board-approved General Manager position description.

Section 5.3 Acting General Manager Appointment

In the event that the General Manager shall become unable to perform their duties, the Board shall appoint an acting General Manager.

ARTICLE VI ADVISORY COMMITTEES

Section 6.1 Creation and Authority

The Board finds that, from time to time, it may be appropriate to create ad hoc advisory committees to provide the Board with information and recommendations on issues of interest to the Board.

Section 6.2 Direction to Committee

In creating each such ad hoc advisory committee, the Board shall approve a written direction for the committee, which shall include specific issues or questions to be addressed by the committee, rules for operation of the committee, and a timeline for the committee's actions.

Section 6.3 Committee Membership

The members of the committee shall be appointed by the Chair of the Board after public solicitation of applicants for membership. The number of members of the committee shall also be established by the Board. Members of such committees shall be selected so as to provide the Board with the best advice available on the issue on which the Board desires to receive information or recommendations. Board members and transit staff may be included in the membership of each ad hoc committee.

ARTICLE VII CONFLICT OF INTEREST

Section 7.1 Conflict of Interest

Any Board member who has an interest in a contract or other transaction with the District or who has any other type of situation vis-à-vis CTS which would be construed by a judge or jury applying the "reasonable person" standard as a conflict including, but not limited, to family relationships,

shall make a full, frank and prompt disclosure to the Board prior to taking part in the discussion and vote in the matter at issue. Such disclosure shall include any relevant information and material facts known to the Board member concerning the potential conflict of interest which might reasonably be construed to affect the person's participation in the matter at issue.

Section 7.2 Disqualification

The remaining members of the Board shall determine by majority vote whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If the conflict is deemed to exist, the Board member shall not vote on, use personal influence in, nor participate in discussions or deliberations with respect to the matter at hand. Such Board member shall not be counted in determining whether or not a quorum exists. The minutes shall reflect that the Board member made the disclosure, abstained from voting and whether or not a quorum was present at the time of the action.

ARTICLE VIII SEVERABILITY

If any provision of these Bylaws, or its application to any person or circumstance is held invalid, the remainder of these Bylaws, or the application of the provisions to other persons or circumstances is not affected.

ARTICLE IX AMENDMENTS

These Bylaws, as adopted by the Board may be revised or amended at any regular or special meeting of the Board, with the provision that members receive copies of the proposed change(s) at least two (2) weeks prior to that meeting.



Background

Clallam Transit System (CTS) provides operational data to inform the board of ridership trends, service performance, vehicle accidents, passenger exclusions, and mobile ticketing usage for the prior month.

Discussion

Fixed-Route: In December 2025, fixed-route ridership increased by 6.08% compared to December 2024. CTS recorded 66,762 passenger trips, which is an increase of 3,828 rides from the previous year. Detailed ridership and performance data are presented in the *CTS Fixed-Route Ridership Statistics and Route Efficiency Reports*.

Interlink Micro-transit Service: Customer feedback for Interlink services remains highly positive. Riders rate their experience on a scale of 1 to 5, with 5 indicating the highest satisfaction. In December 2025, the average trip quality ratings were 4.98 in Forks and 4.92 in Sequim. Monthly ridership increased by 73.46% in Forks, and 55.23% in Sequim compared to December 2024.

Paratransit: Paratransit ridership rose by 13.60% in December 2025 compared to the same month in 2024. Key performance metrics are summarized in the tables below:

Measure	December 2025	December 2024	YTD 2025	YTD 2024	
Boardings	4,551	4,006	50,458	48,178	
On-Time Performance	97.18%	97.14%	96.16%	95.24%	Higher is better
No-Shows	6.70%	7.84%	6.28%	6.90%	Lower is better
Same-Day Cancellations	5.21%	5.34%	5.26%	4.49%	Lower is better
Newly Approved Applicants	85	59	1,030	869	

Vehicle Accidents and Incidents: For December 2025, no reportable vehicle incidents occurred.

Exclusions: One individual and one dog were excluded from service.

- One dog was excluded for aggressive behavior towards another dog and person at the serenity house stop while boarding the 26 Westside bus.
- One individual was excluded for disorderly conduct towards the driver and refusing to leave the bus. He was escorted off the bus by police at the Gateway Transit Center.

Mobile Ticketing Program (Token Transit): Monthly Sales Overview – Strait Shot and Hurricane Ridge

Month	Unique Users	Passes/Tickets	Gross Sales
December 2025	293	480	\$4,470
November	259	488	\$4,605
October 2025	309	596	\$5,490
September 2025	324	584	\$5,284
August 2025	513	1,117	\$7,091
July 2025	543	1,361	\$7,759
June 2025	409	911	\$5,629
May 2025	302	564	\$5,085
April 2025	269	493	\$4,560
March 2025	260	492	\$4,640
February 2025	209	375	\$3,515
January 2025	209	370	\$3,405
December 2024	268	477	\$4,485

December 2025 Sales by Fare Type			
Type of Fare	Fare	Passengers	Revenue
Regular Strait Shot Fare	\$10.00	414	\$4,140.00
Reduced Strait Shot Fare	\$5.00	66	\$330.00
Totals		596	\$5,490.00

Operations Update: Major route and service expansion moving forward with hopeful launch in March and backup launch planned for June depending on operators available. The remodel of the operations department and the basement is almost completed.

Recommended Action

None.

Attachments

CTS Fixed-Route Ridership Statistics
Route Efficiency Report



Ridership Executive Summary

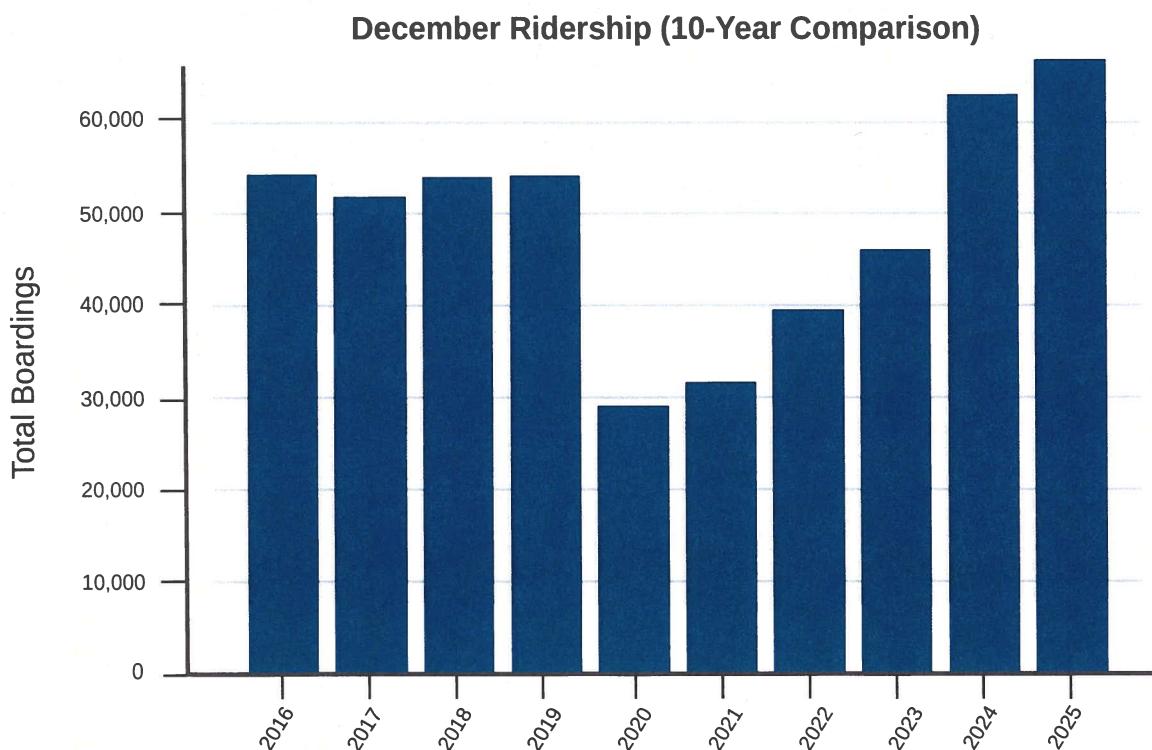
Report for December 2025

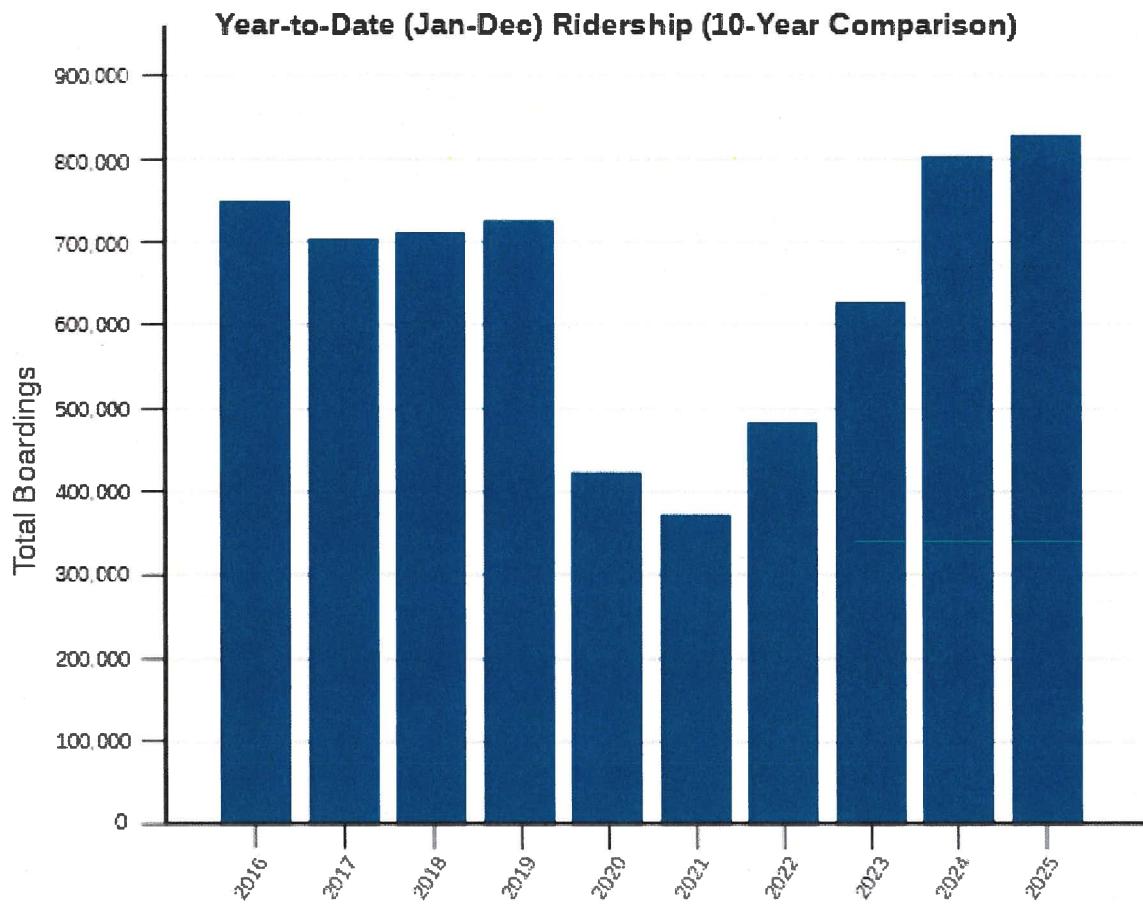
Key Metrics (December 2025)

Total Ridership	Month-over-Month Change	Year-over-Year Change
10,000 66,762	+6.08%	+3.01%

Overall system ridership for December 2025 was **66,762**. This represents a **+6.08%** change from the previous month and a **+3.01%** change from the same month last year.

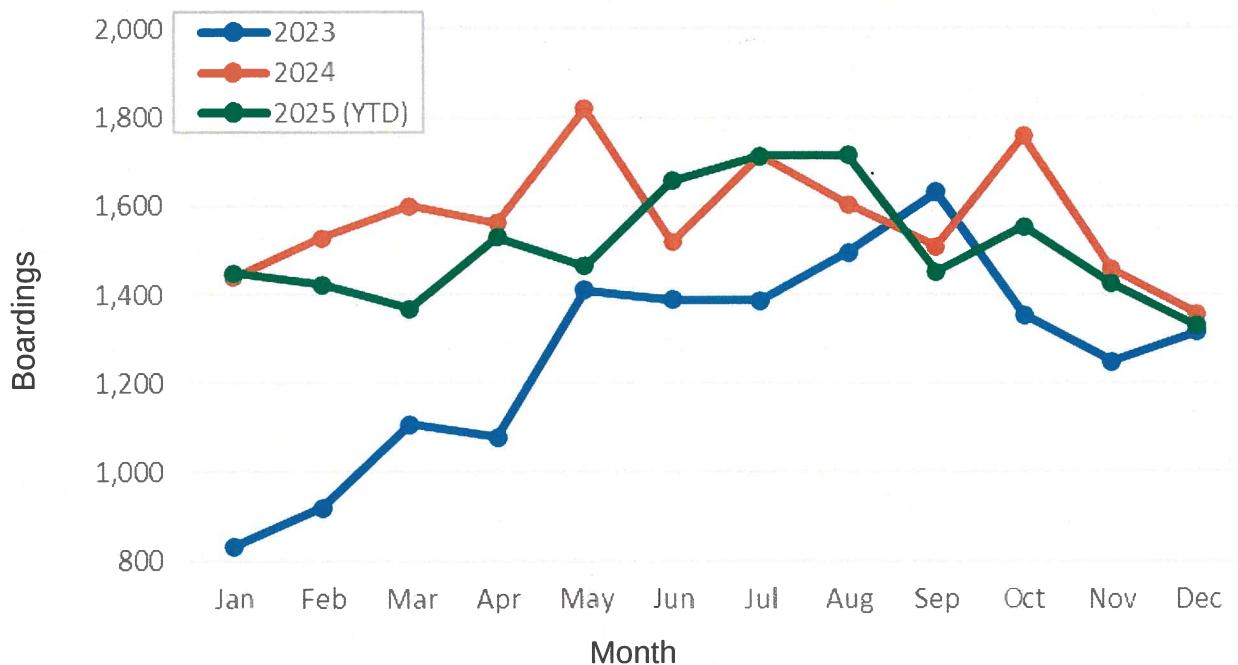
Long-Term System Context



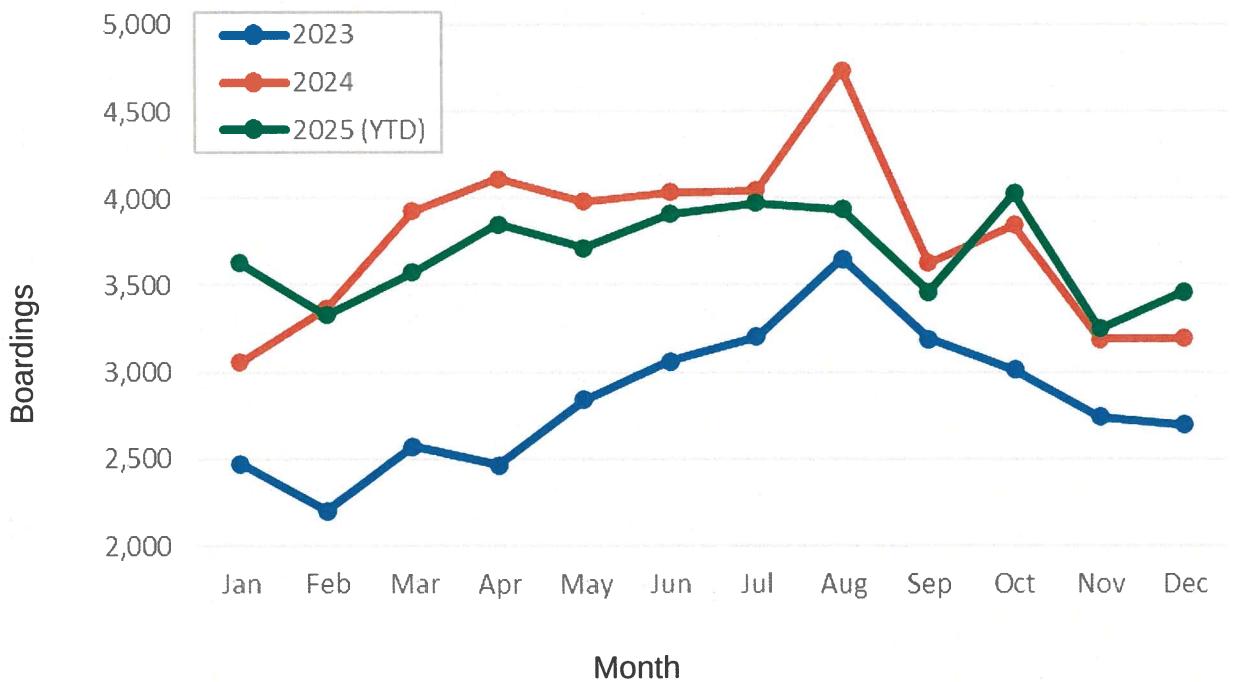


Detailed Route Performance (3-Year Comparison)

Monthly Ridership for Route: 10

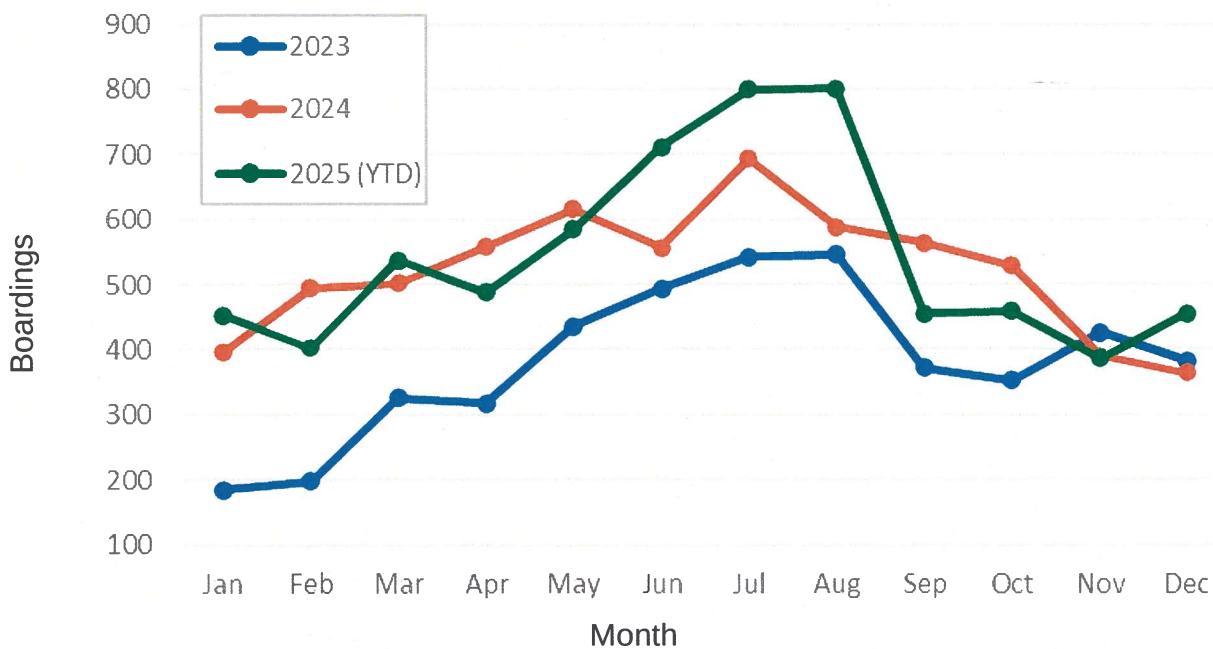


Monthly Ridership for Route: 14

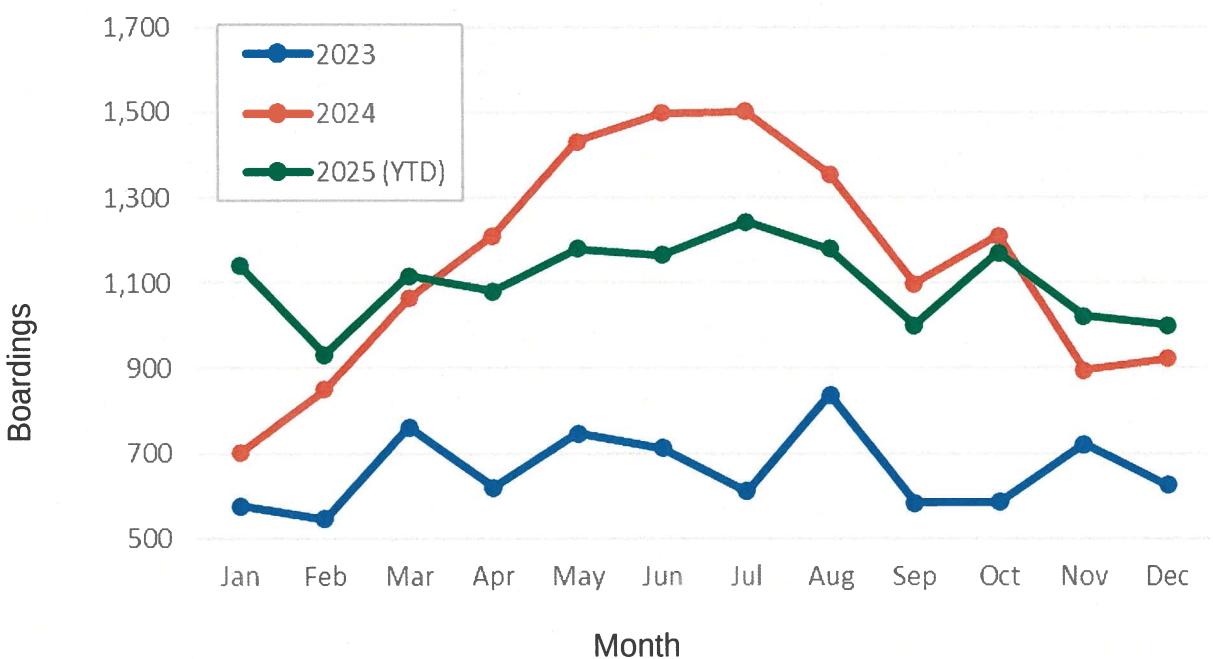


Detailed Route Performance (Continued)

Monthly Ridership for Route: 15

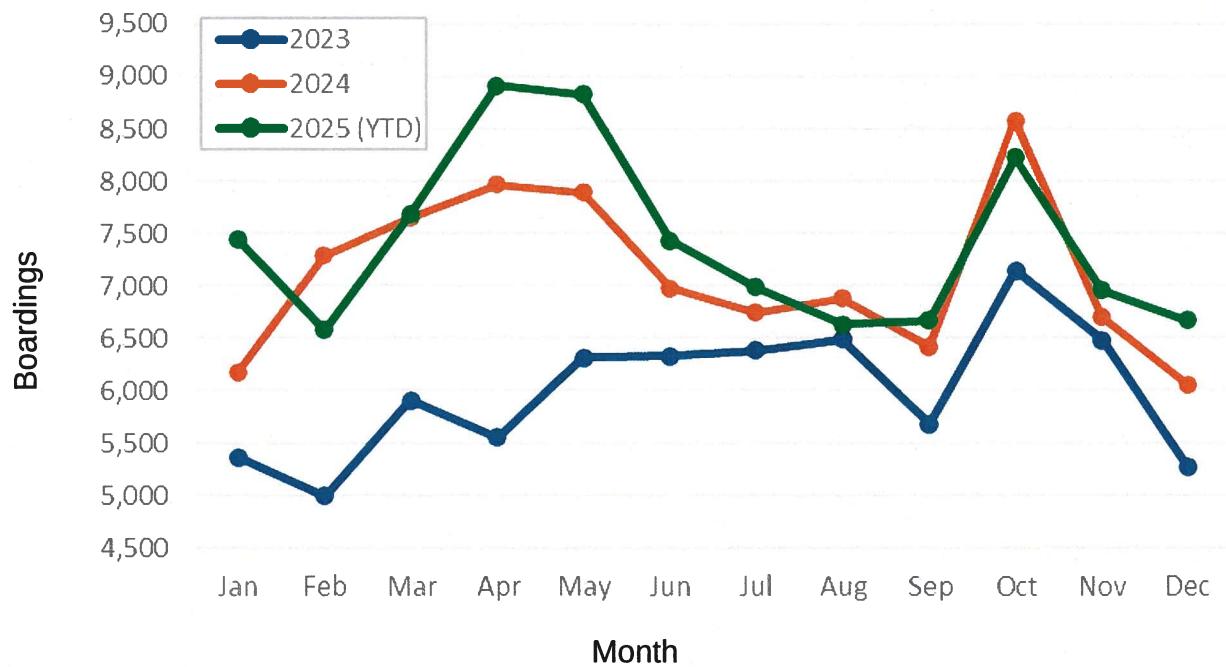


Monthly Ridership for Route: 16

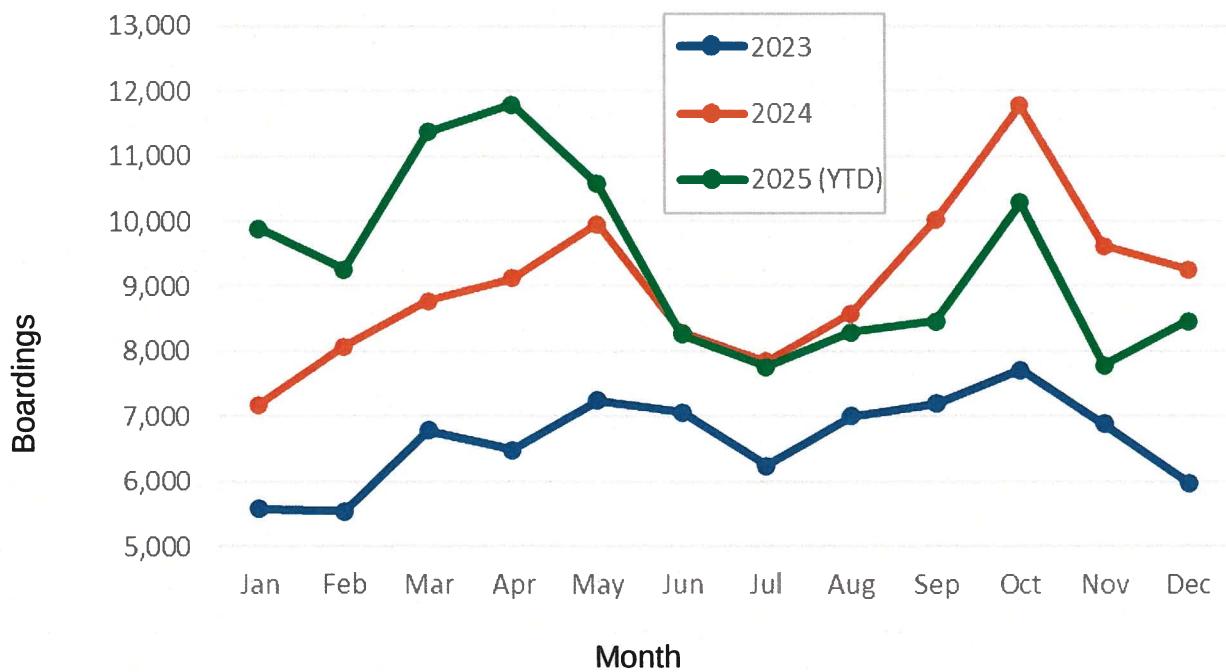


Detailed Route Performance (Continued)

Monthly Ridership for Route: 20

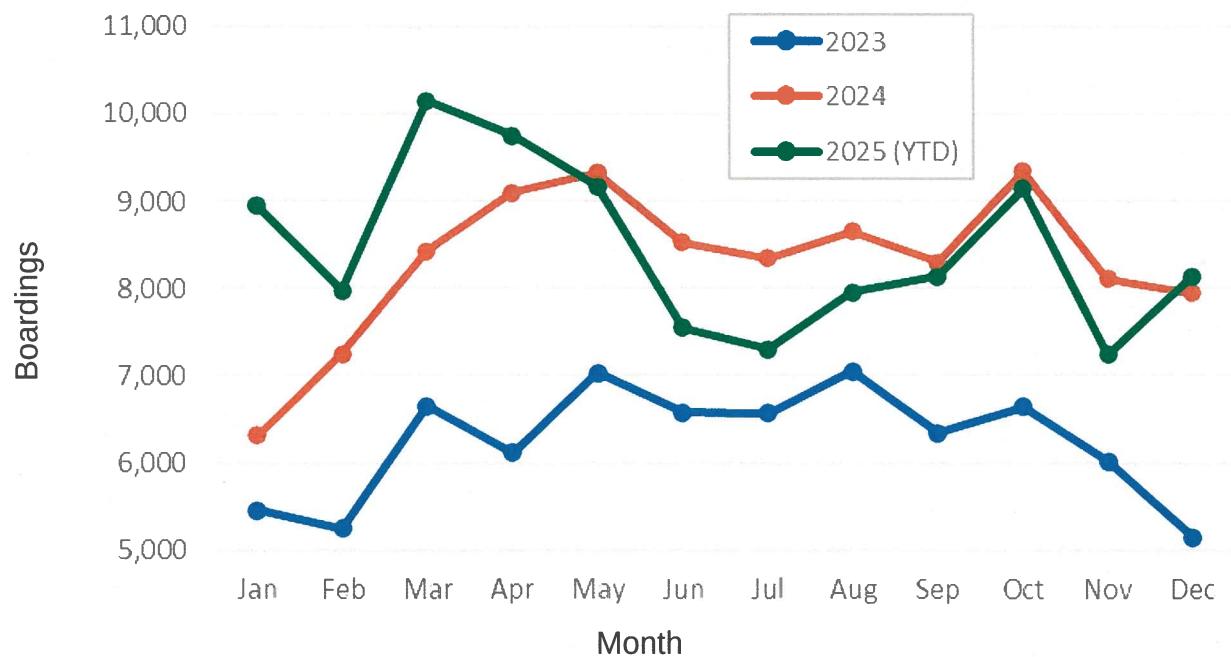


Monthly Ridership for Route: 22

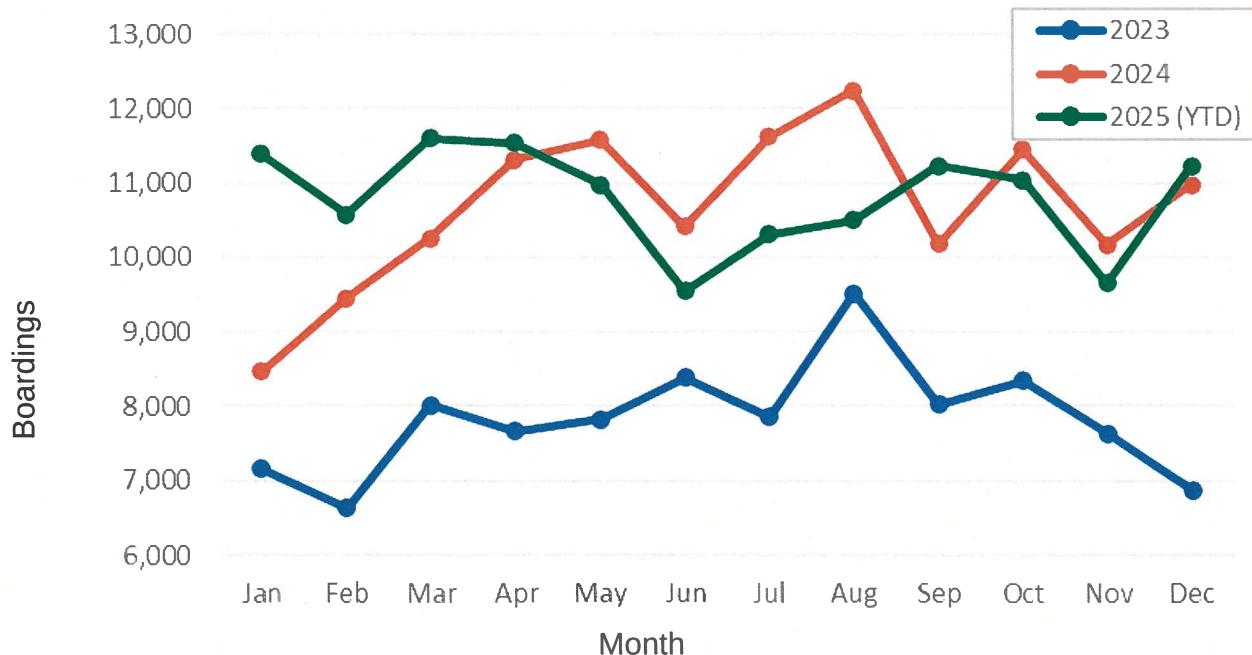


Detailed Route Performance (Continued)

Monthly Ridership for Route: 24

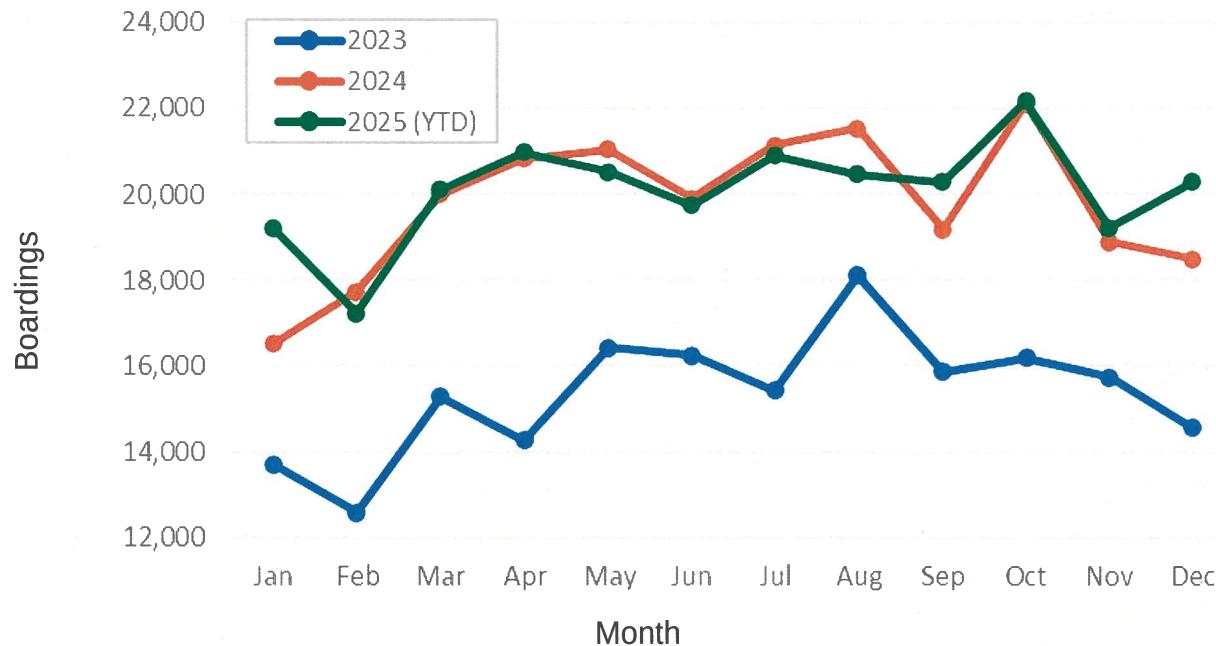


Monthly Ridership for Route: 26

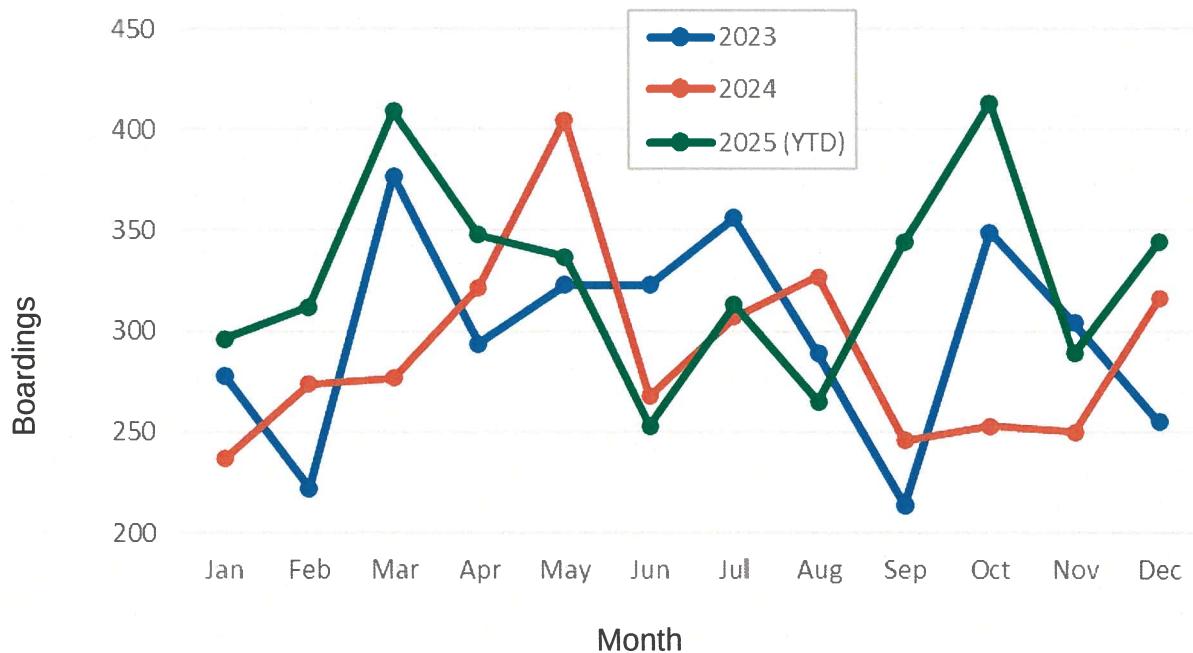


Detailed Route Performance (Continued)

Monthly Ridership for Route: 30

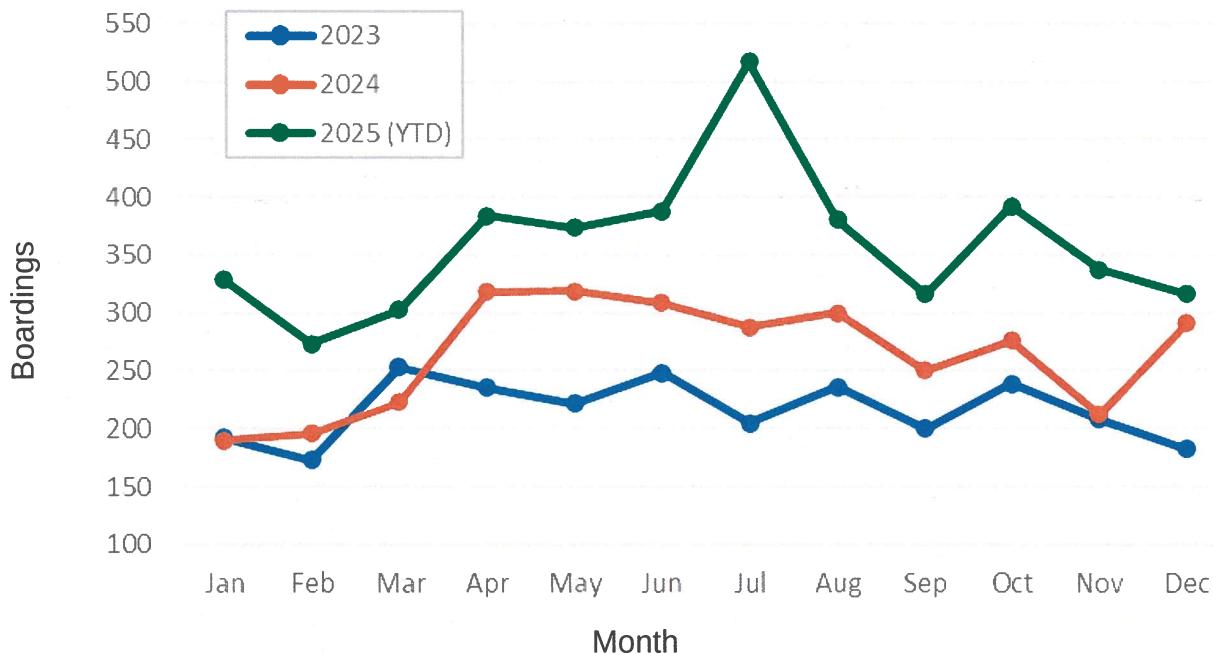


Monthly Ridership for Route: 50

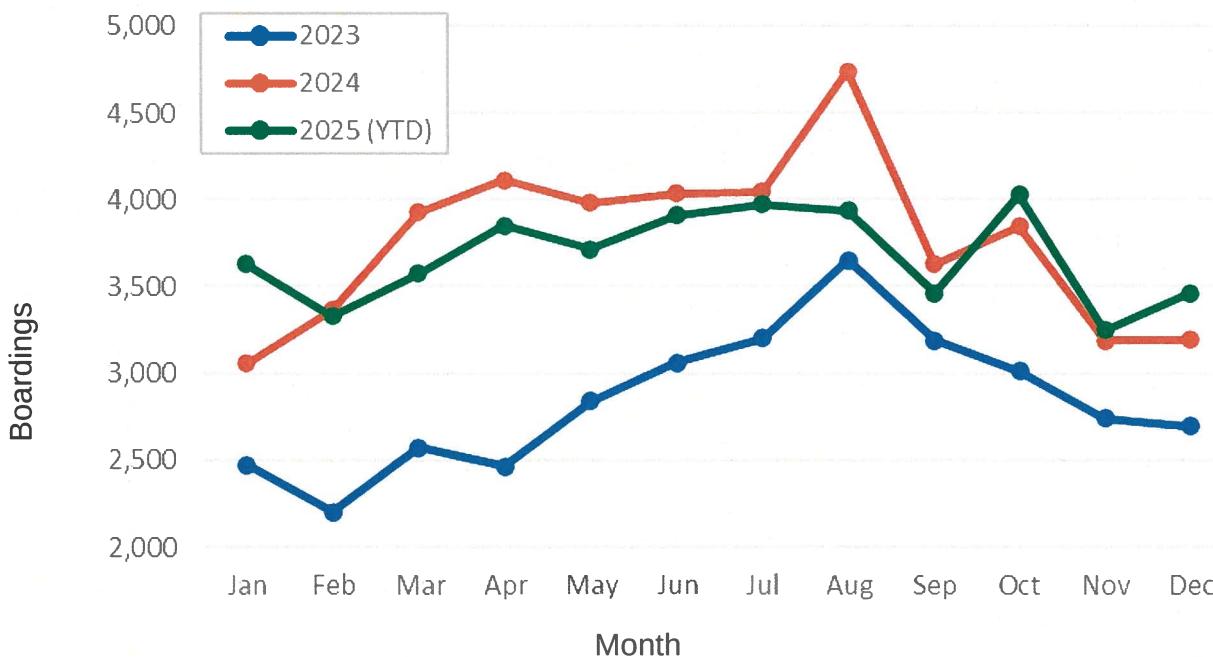


Detailed Route Performance (Continued)

Monthly Ridership for Route: 52

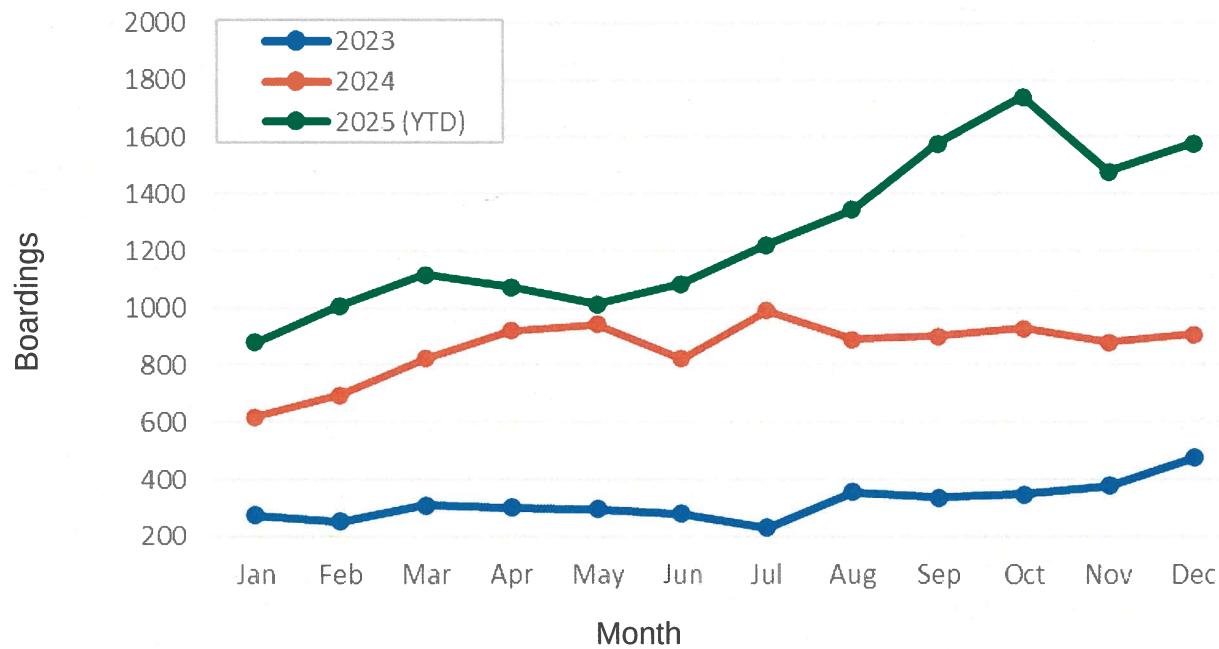


Monthly Ridership for Route: 123

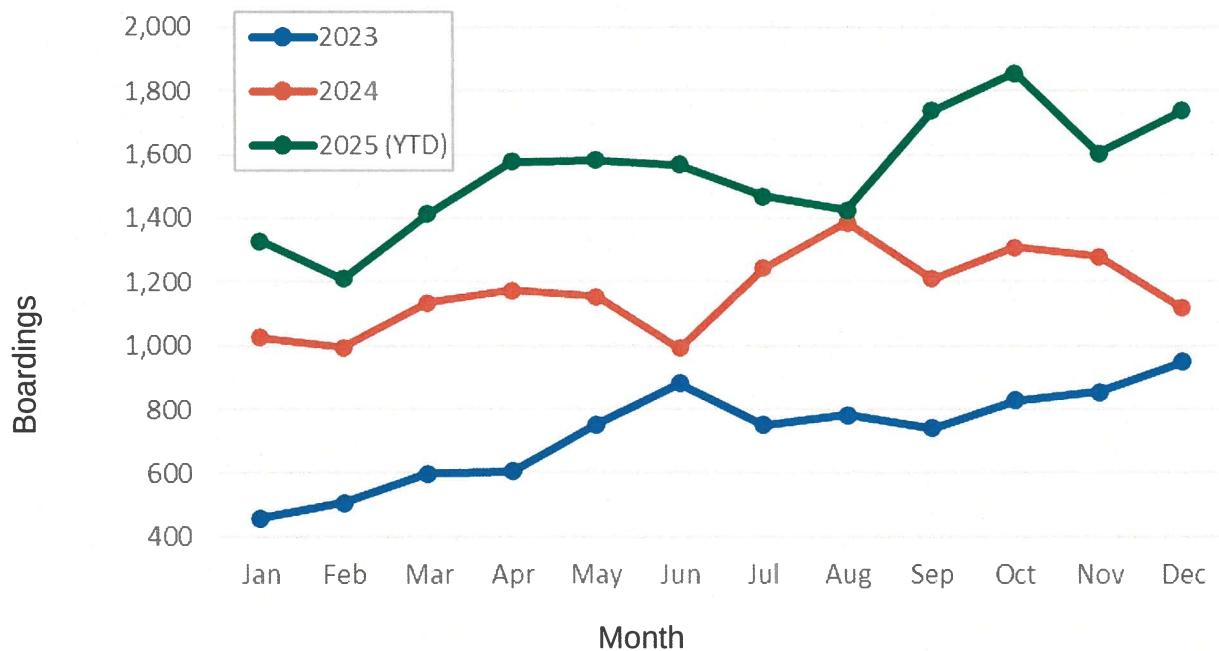


Detailed Route Performance (Continued)

Monthly Ridership for Route: Forks Interlink



Monthly Ridership for Route: Sequim Interlink



December 2025 CTS Route Efficiency Report

Route	Boardings	Rev Hours	Avg. Passengers per hour per route
26 – West Side	11,231	342.44	32.797
22 – Lincoln/Peabody	8,463	290.04	29.179
24 – Cherry Hill	8,134	333.76	24.371
30 – Commuter	20,291	1,028.52	19.728
20 – College/Medical	6,667	355.72	18.742
50 – Jamestown	344	49.28	6.981
Forks Interlink	1,575	233.43	6.747
10 – Joyce	1,331	202.18	6.583
15 – La Push	455	85.32	5.333
14 – Forks	3,459	663.94	5.21
Sequim Interlink	1,737	340.94	5.095
123 – The Strait Shot	1,757	408.32	4.303
52 – Diamond Point	317	75.24	4.213
16 – Neah Bay	1,001	302.44	3.31
	66,762	4,711.58	14.16977564



Title: December 2025 Financial Report

Cherie Huxtable

Factsheet: 2026-006

Submitted By: Cherie Huxtable, Finance Manager

Date: January 21, 2026

Authorized By: Jason McNickle, General Manager

JK

BACKGROUND

Clallam Transit System (CTS) provides financial data information to keep the board informed of the financial status for the previous month, as well as short-term projections. The discussion items below represent items of note for the reporting month's activity.

DISCUSSION

This report and all attachments are preliminary reports. Grant reimbursements for the fourth quarter will be submitted at the end of January and expenses for the year 2025 are still being received. An update will be provided at the February meeting.

Cash Balances: The total cash balance as of December 31, 2025, was \$33,620,945. Of those funds, \$26.5 million is unrestricted. Approximately \$10.4 million of those unrestricted funds are currently held in the Separately Managed Account (SMA) for long-term investments.

Sales Tax Revenue: The sales tax deposit for December was \$1,111,460. This was 18.5% over budget for the month. Sales tax receipts are two months behind actual state collections.

Other Operating Revenue: Other operating revenue for December includes \$106 thousand in interest revenue. Interest rates from the Local Government Investment Pool (LGIP) dropped from 4.01% to 3.88%.

RECOMMENDED ACTION

None.

ATTACHMENTS

Monthly Board Report

Sales Tax Chart

Salary, Wages, and Benefits Chart

Revenue and Expenses Chart

SMA Net Position

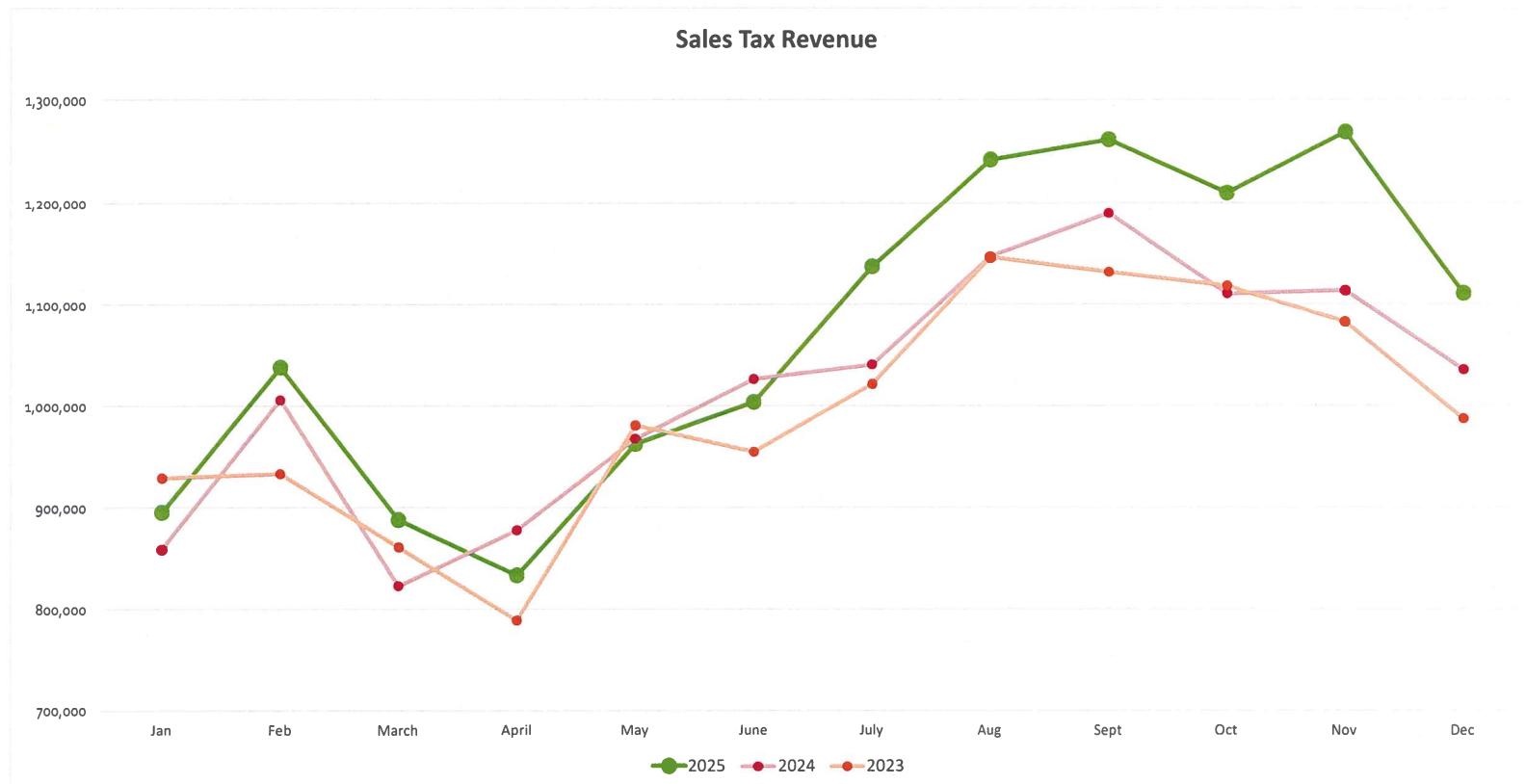


Monthly Budget Report

Group Summary

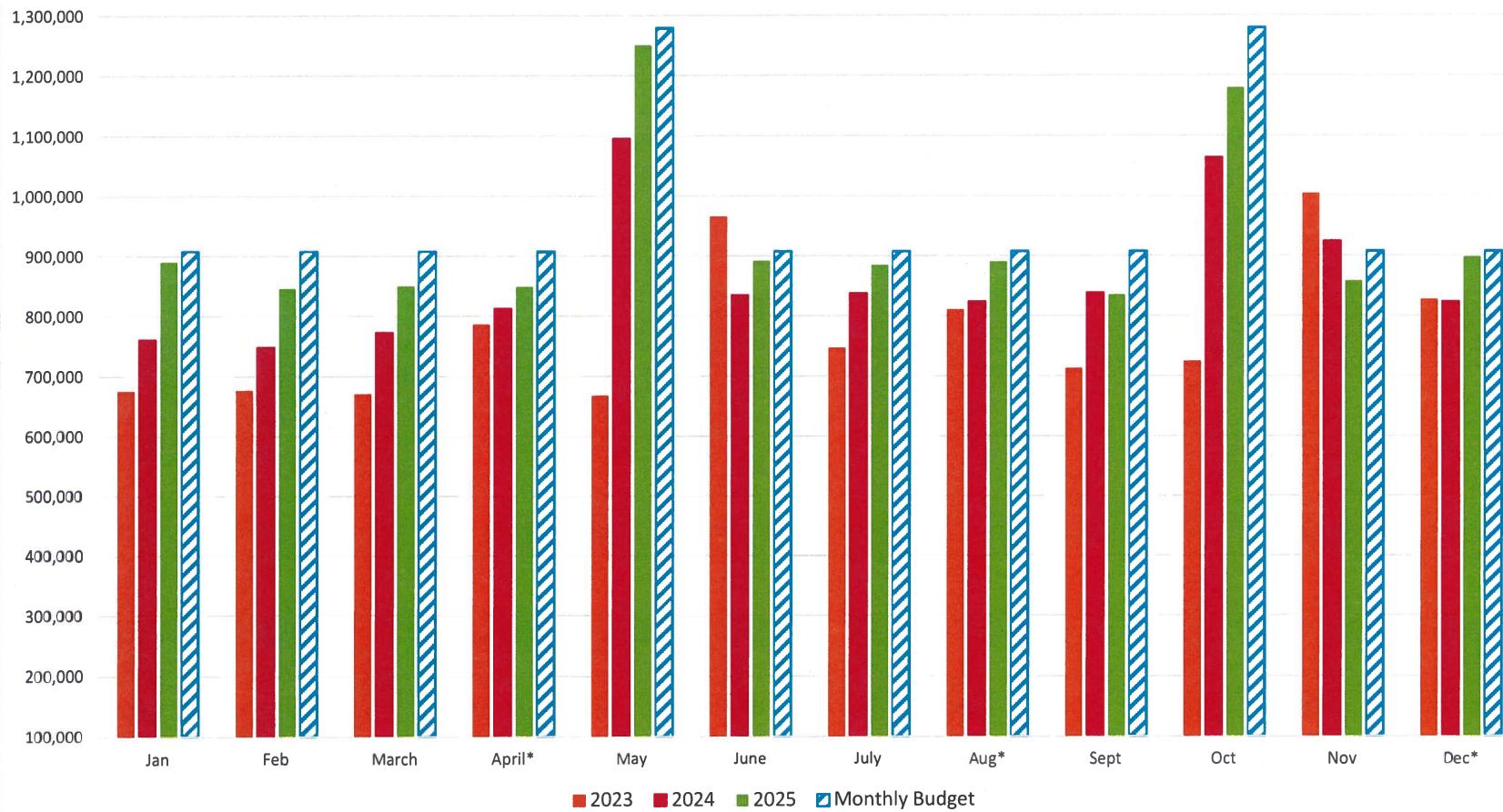
For Fiscal: 2025 Period Ending: 12/31/2025

ExpCat	December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget	
Revenue										
RevType: 10 - Passenger Fare Revenue										
	13,810.50	13,590.37	-220.13	-98.41%	165,000.00	176,869.34	11,869.34	-107.19%	165,000.00	
Total RevType: 10 - Passenger Fare Revenue:	13,810.50	13,590.37	-220.13	-98.41%	165,000.00	176,869.34	11,869.34	-107.19%	165,000.00	
RevType: 20 - Rideshare Revenue										
	11,299.50	12,825.00	1,525.50	-113.50%	135,000.00	169,670.00	34,670.00	-125.68%	135,000.00	
Total RevType: 20 - Rideshare Revenue:	11,299.50	12,825.00	1,525.50	-113.50%	135,000.00	169,670.00	34,670.00	-125.68%	135,000.00	
RevType: 30 - Paratransit Revenue										
	544.05	1,104.51	560.46	-203.02%	6,500.00	13,642.90	7,142.90	-209.89%	6,500.00	
Total RevType: 30 - Paratransit Revenue:	544.05	1,104.51	560.46	-203.02%	6,500.00	13,642.90	7,142.90	-209.89%	6,500.00	
RevType: 40 - Sales Tax Revenue										
	937,766.00	1,111,460.02	173,694.02	-118.52%	12,166,345.00	12,856,710.06	690,365.06	-105.67%	12,166,345.00	
Total RevType: 40 - Sales Tax Revenue:	937,766.00	1,111,460.02	173,694.02	-118.52%	12,166,345.00	12,856,710.06	690,365.06	-105.67%	12,166,345.00	
RevType: 50 - WSDOT Grant Revenue										
	581,333.70	0.00	-581,333.70	0.00%	2,326,000.00	1,241,088.00	-1,084,912.00	-53.36%	2,326,000.00	
Total RevType: 50 - WSDOT Grant Revenue:	581,333.70	0.00	-581,333.70	0.00%	2,326,000.00	1,241,088.00	-1,084,912.00	-53.36%	2,326,000.00	
RevType: 60 - Other Operating Revenue										
	83,905.12	134,012.74	50,107.62	-159.72%	1,002,450.00	1,638,276.12	635,826.12	-163.43%	1,002,450.00	
Total RevType: 60 - Other Operating Revenue:	83,905.12	134,012.74	50,107.62	-159.72%	1,002,450.00	1,638,276.12	635,826.12	-163.43%	1,002,450.00	
	Total Revenue:	1,628,658.87	1,272,992.64	-355,666.23	-78.16%	15,801,295.00	16,096,256.42	294,961.42	-101.87%	15,801,295.00
Expense										
00 - Salaries & Wages	604,263.58	563,784.05	40,479.53	93.30%	7,840,950.00	7,217,181.60	623,768.40	92.04%	7,840,950.00	
10 - Personnel Benefits	326,565.97	334,774.67	-8,208.70	102.51%	4,069,350.00	3,839,918.92	229,431.08	94.36%	4,069,350.00	
20 - Fuel, Fluids, & Parts	124,018.29	112,125.28	11,893.01	90.41%	1,481,700.00	1,291,598.62	190,101.38	87.17%	1,481,700.00	
30 - Other Supplies	37,847.05	28,252.62	9,594.43	74.65%	452,200.00	338,810.27	113,389.73	74.92%	452,200.00	
40 - Professional & Misc Services	61,870.05	31,965.46	29,904.59	51.67%	739,200.00	537,576.27	201,623.73	72.72%	739,200.00	
50 - Maintenance & Repair	28,499.85	37,931.30	-9,431.45	133.09%	340,500.00	297,929.53	42,570.47	87.50%	340,500.00	
60 - Communications	11,215.80	15,256.48	-4,040.68	136.03%	134,000.00	110,316.54	23,683.46	82.33%	134,000.00	
70 - Insurance	41,431.50	41,055.25	376.25	99.09%	495,000.00	498,663.00	-3,663.00	100.74%	495,000.00	
80 - Other Operating Expenses	19,263.61	11,336.02	7,927.59	58.85%	230,150.00	155,089.87	75,060.13	67.39%	230,150.00	
	Total Expense:	1,254,975.70	1,176,481.13	78,494.57	93.75%	15,783,050.00	14,287,084.62	1,495,965.38	90.52%	15,783,050.00
	Report Total:	373,683.17	96,511.51	-277,171.66		18,245.00	1,809,171.80	1,790,926.80		18,245.00



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget
2025	895,731	1,038,604	888,518	834,168	962,820	1,004,324	1,138,020	1,242,096	1,261,730	1,210,017	1,269,220	1,111,460	12,856,710	12,166,345
2024	860,635	1,006,762	823,904	878,809	968,302	1,027,322	1,041,358	1,148,186	1,190,563	1,111,519	1,114,918	1,036,605	12,208,884	12,118,505
2023	930,181	934,432	862,265	790,040	981,638	955,824	1,022,400	1,147,624	1,132,989	1,119,185	1,083,882	988,239	11,948,698	11,205,720

Salary, Wages, and Benefits



	Jan	Feb	March	April*	May	June	July	Aug*	Sept	Oct	Nov	Dec*	YTD	Annual Budget
Monthly Budget	907,701	907,701	907,701	907,701	1,279,125	907,701	907,701	907,701	907,701	1,279,125	907,701	907,701	11,841,575	
2025	891,035	846,596	850,518	849,018	1,251,128	892,175	884,830	890,683	835,636	1,180,225	858,716	898,559	11,131,143	
2024	761,986	749,110	773,474	813,419	1,096,265	835,082	838,348	824,801	839,214	1,064,962	925,298	824,426	10,346,384	
2023	677,278	678,107	672,436	787,116	669,476	966,873	747,987	811,363	714,182	725,669	1,005,124	828,340	9,283,952	

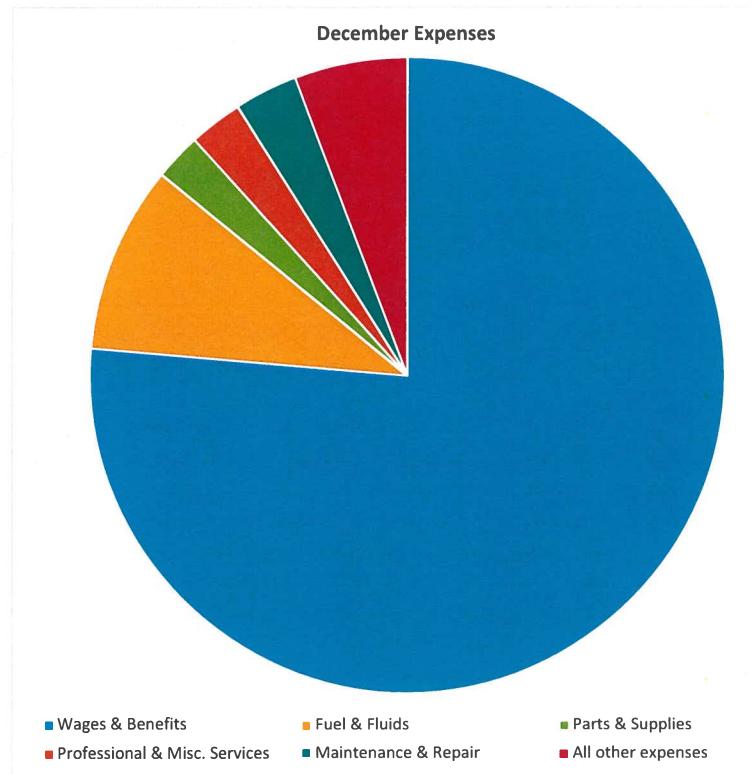
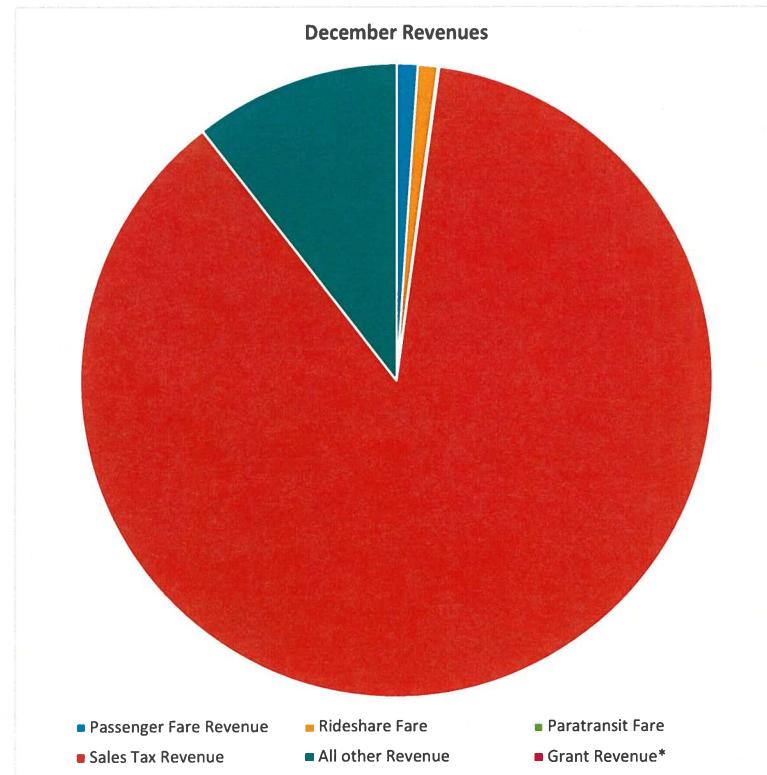
Highlighted cells are months with three payrolls.

*In 2023, Retention payments were made to staff in April, August, and December.

REVENUES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
Passenger Fare Revenue	11,624	9,692	13,531	10,860	16,465	13,598	23,465	18,623	16,244	17,450	11,727	13,590	176,869	165,000	107.19%
Rideshare Fare	1,175	14,475	14,425	15,650	13,800	17,575	15,975	14,900	17,900	15,450	15,520	12,825	169,670	135,000	125.68%
Paratransit Fare	315	716	1,121	1,028	1,487	2,567	967	976	1,196	803	1,361	1,105	13,643	6,500	209.89%
Sales Tax Revenue	895,731	1,038,604	888,518	834,168	962,820	1,004,324	1,138,020	1,242,096	1,261,730	1,210,017	1,269,220	1,111,460	12,856,710	12,166,345	105.67%
All other Revenue	144,533	122,209	138,285	141,929	154,560	158,926	123,176	131,976	134,930	128,135	125,603	134,013	1,638,276	1,002,450	163.43%
Grant Revenue*	-	-	-	417,487	-	-	346,564	-	-	477,037	-	-	1,241,088	2,326,000	53.36%

*Grant revenue appears in the Financial Statement during the month that the reimbursement requests are made, not when the funds are received.

EXPENSES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
Wages & Benefits	829,781	846,596	850,518	849,018	1,251,128	892,112	884,830	890,683	835,636	1,180,225	858,716	898,559	11,067,801	11,910,300	92.93%
Fuel & Fluids	94,064	94,493	90,066	109,386	101,314	100,013	115,382	120,116	118,285	113,514	110,199	112,125	1,278,958	1,356,700	94.27%
Parts & Supplies	17,628	32,518	27,056	31,008	15,931	11,638	39,400	24,221	55,700	35,777	32,322	28,253	351,451	577,200	60.89%
Professional & Misc. Services	114,561	10,906	51,542	49,150	22,174	27,926	75,184	32,631	25,054	63,444	33,039	31,965	537,576	739,200	72.72%
Maintenance & Repair	23,983	23,549	11,567	46,731	21,028	12,317	32,930	24,434	20,711	28,333	14,415	37,931	297,930	340,500	87.50%
All other expenses	47,066	73,470	62,559	67,508	61,895	57,862	60,791	65,311	77,979	65,796	56,184	67,648	764,069	859,150	88.93%



SMA Net Position

January 2025 - December 2025

SMA-Clallam Transit	February 2025	March 2025	April 2025	May 2025	June 2025	July 2025
Operations						
ADDITIONS						
Investment Earnings	31,500.11	37,125.89	35,668.97	36,235.85	34,819.68*	35,527.96*
DEDUCTIONS						
Administrative Expenses	320.49	383.08	371.75	385.38	373.97	387.29
Change in Net Position - Operations	31,179.62	36,742.81	35,297.22	35,850.47	34,445.71	35,140.67
SMA Participant Transactions						
CONTRIBUTIONS	10,000,000.00	0.00	0.00	0.00	0.00	0.00
DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
Change in Net Position - Part. Txns.	10,000,000.00	0.00	0.00	0.00	0.00	0.00
Change in Net Position	10,031,179.62	36,742.81	35,297.22	35,850.47	34,445.71	35,140.67
Beginning Net Position	0.00	10,031,179.62	10,067,922.43	10,103,219.65	10,139,070.12	10,173,515.83
Ending Net Position	10,031,179.62	10,067,922.43	10,103,219.65	10,139,070.12	10,173,515.83	10,208,656.50
AVERAGE BOOK BALANCE	9,998,214.20	10,023,321.59	10,050,910.10	10,083,359.05	10,111,111.64	10,133,476.49
GROSS YIELD (Earnings before fee)	4.423%	4.361%	4.318%	4.231%	4.190%	4.128%
NET YIELD (Net of fee)	4.378%	4.316%	4.273%	4.186%	4.145%	4.083%
Fee Rate	0.045%	0.045%	0.045%	0.045%	0.045%	0.045%
Statement of Net Position						
Investment Book Value	9,998,982.82	10,021,512.29	10,056,967.42	10,085,335.66	10,117,159.02*	10,151,418.48*
Accrued Interest/Income	31,090.32	36,742.29	35,654.27	39,959.02	45,253.54	45,293.52
Oustanding PAI	1,426.97	10,050.93	10,969.71	14,160.82	11,477.24	12,331.79
Admin. Fee Liability	(320.49)	(383.08)	(371.75)	(385.38)	(373.97)	(387.29)
Net Position (Amortized Cost)	10,031,179.62	10,067,922.43	10,103,219.65	10,139,070.12	10,173,515.83	10,208,656.50
Market Value	10,004,410.33	10,033,185.12	10,091,700.67	10,096,675.85	10,156,565.66	10,160,641.16

* = Includes Income from Securities Lending
for prior month

SMA Net Position

January 2025 - December 2025

SMA-Clallam Transit	August 2025	September 2025	October 2025	November 2025	December 2025	Period Totals
Operations						
ADDITIONS						
Investment Earnings	35,045.34*	33,680.44*	34,672.02*	33,479.59*	34,348.50*	382,104.35
DEDUCTIONS						
Administrative Expenses	388.52	376.81	390.55	379.43	393.18	4,150.45
Change in Net Position - Operations	34,656.82	33,303.63	34,281.47	33,100.16	33,955.32	377,953.90
SMA Participant Transactions						
CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	10,000,000.00
DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
Change in Net Position - Part. Txns.	0.00	0.00	0.00	0.00	0.00	10,000,000.00
Change in Net Position	34,656.82	33,303.63	34,281.47	33,100.16	33,955.32	10,377,953.90
Beginning Net Position	10,208,656.50	10,243,313.32	10,276,616.95	10,310,898.42	10,343,998.58	0.00
Ending Net Position	10,243,313.32	10,276,616.95	10,310,898.42	10,343,998.58	10,377,953.90	10,377,953.90
AVERAGE BOOK BALANCE	10,165,511.72	10,187,812.78	10,218,629.10	10,258,696.55	10,287,605.57	
GROSS YIELD (Earnings before fee)	4.059%	4.022%	3.995%	3.971%	3.931%	
NET YIELD (Net of fee)	4.014%	3.977%	3.950%	3.926%	3.886%	
Fee Rate	0.045%	0.045%	0.045%	0.045%	0.045%	
Statement of Net Position						
Investment Book Value	10,177,369.14*	10,210,648.20*	10,248,956.46*	10,273,379.53*	10,314,730.51*	
Accrued Interest/Income	54,251.93	59,889.39	58,498.42	66,959.93	62,227.71	
Oustanding PAI	12,080.77	6,456.17	3,834.09	4,038.55	1,388.86	
Admin. Fee Liability	(388.52)	(376.81)	(390.55)	(379.43)	(393.18)	
Net Position (Amortized Cost)	10,243,313.32	10,276,616.95	10,310,898.42	10,343,998.58	10,377,953.90	
Market Value	10,241,822.44	10,266,591.19	10,309,242.13	10,353,765.62	10,386,048.66	

* = Includes Income from Securities Lending
for prior month



Title: Administrative Services Department Report
Submitted By: Barb Cox, Human Resources Manager
Authorized By: Jason McNickle, General Manager

Factsheet: 2026-007
Date: January 21, 2026

Background

The Clallam Transit System (CTS) human resources manager communicates with the CTS Board on activities and operations of the administrative services department.

Discussion

2025 year in review:

- Hired: 20 new employees - 2 paratransit CSRs/dispatchers, 4 paratransit operators, 1 fleet technician, 1 bus cleaner, and 12 fixed-route operators.
- Terminations: 21 left employment - 11 retired, 1 relocated, 3 involuntary, 3 other employment, and 3 other reasons.
- Total employees: 103 full-time equivalent employees.

Administrative services other activities:

- Processing fixed-route operator applicants to reach target of 48 for service enhancements.
- Internal recruitment for paratransit CSR/Dispatcher.
- Internal recruitment for operations manager.
- Internal recruitment for maintenance supervisor.

Washington State Transit Association (WSTA) annually offers the Transits Next Leader Institute (TNLI) and two CTS employees have been nominated by CTS to apply for acceptance into the program. It provides for leadership coaching, peer networks, and in person and online learning.

Recommended Action

None.

Attachments

None.