

REGULAR BOARD MEETING
Wednesday, February 18, 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** and 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

25-Year CTS Service Anniversary Recognition – Lead Maintenance Worker Casey Rudd

CONSENT AGENDA

- A. **Factsheet 2026-008:** Consent Agenda – Motion No. M3:2026
 - 1) **Payment Listing** – January 15, 2026, through February 11, 2026
 - 2) **Board Meeting Minutes** – January 21, 2026
 - 3) **Resolution R4:2026** – 25-year Service Anniversary – Lead Maintenance Worker Casey Rudd

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, Operations Manager
- C. **Factsheet 2026-009:** Transit Driver Appreciation Day – March 18, 2026 – Proclamation No. P1:2026
Jason McNickle, General Manager
- D. **Factsheet 2026-010:** 2026 Board Committee Appointments – Motion No. M4:2026
Barb Cox, Human Resources Manager/Clerk to the Board
- E. **Factsheet 2026-011:** Avail Technologies Renewal Agreement Revised – Motion No. M5:2026
Gary Abrams, Maintenance Manager
- F. **Factsheet 2026-012:** Community Advisory Committee Special Committee
Jason McNickle, General Manager
- G. **Factsheet 2026-017:** Discipline Guide Policy – Represented Employees Update – Motion No. M6:2026
Barb Cox, Human Resources Manager

INFORMATIONAL ITEMS

- A. Executive Report
Jason McNickle, General Manager
- B. **Factsheet 2026-013:** Operations Department Report
Taron Lee, Operations Manager
- C. **Factsheet 2026-014:** Finance Department Report
Cherie Huxtable, Finance Manager
- D. Maintenance Department Report
Gary Abrams, Maintenance Manager
- 1) **Factsheet 2026-015** Annual Physical Parts Inventory for 2025
- E. **Factsheet 2026-016:** Administrative Services Department Report
Barb Cox, Human Resources Manager

BOARD OPEN DISCUSSION

ADJOURNMENT



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

Factsheet: 2026-008
Date: February 18, 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 meeting have been drafted and are presented for review and approval by the Board.
- **Resolution:** 25 Year Service Anniversary – Lead Maintenance Worker Casey Rudd

Recommended Action

Move to approve the actions outlined above in the consent agenda, Motion No. M3:2026, as presented.

Attachments

- Payment Listing – January 15, 2026, through February 11, 2026
- Board Minutes – January 21, 2026
- Resolution – 25 Year Service Anniversary

Passed and adopted by the Board at a regular meeting by CTS Motion No. M3:2026 thereof this 18th day of February 2026.

Board Chairperson

Approved as to Content:

Attest:

Jasn McNickle, General Manager

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."

Finance Manager

February 18, 2026

Date

<u>Umpqua Bank</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Automated Checks	1/15/2026	2/11/2026	102481	102596	283,403.01
ACHs - External Initiated	1/15/2026	2/11/2026	50817	50817	43.28
ACHs - External Initiated	1/15/2026	2/11/2026	50819	50828	349,712.72
ACHs - Other Internal Initiated	1/15/2026	2/11/2026	514	540	252,458.87
TOTAL "Accounts Payable Check Disbursement List"					\$ 885,617.88
 ACHs - Payroll Internal Initiated	 1/15/2026	 2/11/2026	 EFT0064	 EFT0065	 416,974.96
TOTAL ACH REGISTER					\$ 416,974.96
TOTAL ALL PAYMENTS					\$ 1,302,592.84

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: 01/15/2026 - 02/11/2026

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	01/16/2026	EFT	0.00	300.00	514
LH087	Leo Hansen	01/16/2026	EFT	0.00	300.00	515
633	PETROCARD, INC	01/16/2026	EFT	0.00	627.77	516
325A	HEALTH CARE AUTHORITY	01/20/2026	EFT	0.00	169,962.51	517
5056	TIMOTHY BENJAMIN PHILLIPS	01/23/2026	EFT	0.00	659.81	518
214	AMALGAMATED TRANSIT UNION	01/23/2026	EFT	0.00	2,446.42	519
210	EMPLOYEES ASSOCIATION	01/23/2026	EFT	0.00	439.50	520
810	HRA VEBA	01/23/2026	EFT	0.00	5,773.13	521
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	01/23/2026	EFT	0.00	20,329.67	522
843	PF EA CHARITY FUND	01/23/2026	EFT	0.00	32.00	523
240	UNITED WAY OF CLALLAM COUNTY	01/23/2026	EFT	0.00	57.70	524
5148	Anthony Marchi	01/30/2026	EFT	0.00	119.00	525
5002	RYAN WOODS	01/30/2026	EFT	0.00	505.34	526
633	PETROCARD, INC	01/30/2026	EFT	0.00	10,033.66	527
5150	Amy Allen	02/06/2026	EFT	0.00	51.00	528
5153	Andrew Sampson	02/06/2026	EFT	0.00	40.00	529
5156	Jordan Kelly	02/06/2026	EFT	0.00	40.00	530
5154	Juan Jose Luna Palacios	02/06/2026	EFT	0.00	40.00	531
5155	Luis Rafael Moreno	02/06/2026	EFT	0.00	40.00	532
5056	TIMOTHY BENJAMIN PHILLIPS	02/06/2026	EFT	0.00	55.52	533
633	PETROCARD, INC	02/06/2026	EFT	0.00	627.77	534
214	AMALGAMATED TRANSIT UNION	02/06/2026	EFT	0.00	2,560.86	535
210	EMPLOYEES ASSOCIATION	02/06/2026	EFT	0.00	2,622.50	536
810	HRA VEBA	02/06/2026	EFT	0.00	14,877.42	537
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	02/06/2026	EFT	0.00	19,827.59	538
843	PF EA CHARITY FUND	02/06/2026	EFT	0.00	32.00	539
240	UNITED WAY OF CLALLAM COUNTY	02/06/2026	EFT	0.00	57.70	540
Total EFT:				0.00	252,458.87	

Check Report

Date Range: 01/15/2026 - 02/11/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
1241	UNITED PARCEL SERVICE	01/23/2026	Bank Draft	0.00	43.28	50817
858	EFTPS - 941 DEPOSITS	01/23/2026	Bank Draft	0.00	70,393.10	50819
303	WA DRS - DEPT OF RETIREMENT SRVCS	01/23/2026	Bank Draft	0.00	32,825.79	50820
183	WA L&I - WORKERS COMP	01/28/2026	Bank Draft	0.00	119,354.91	50821
1041	WA ESD - PFML	01/28/2026	Bank Draft	0.00	28,441.91	50822
1241	UNITED PARCEL SERVICE	02/06/2026	Bank Draft	0.00	100.19	50823
184	WA DOR - B&O TAXES	02/06/2026	Bank Draft	0.00	143.45	50824
858	EFTPS - 941 DEPOSITS	02/06/2026	Bank Draft	0.00	66,094.72	50825
303	WA DRS - DEPT OF RETIREMENT SRVCS	02/06/2026	Bank Draft	0.00	32,242.42	50826
858	EFTPS - 941 DEPOSITS	02/06/2026	Bank Draft	0.00	88.93	50827
303	WA DRS - DEPT OF RETIREMENT SRVCS	02/06/2026	Bank Draft	0.00	27.30	50828
Total Bank Draft:				0.00	349,756.00	

Check Report

Date Range: 01/15/2026 - 02/11/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Regular						
011	ASSOCIATION OF WASHINGTON CITIES	01/20/2026	Regular	0.00	500.00	102481
1095	BRADLEY REANDEAU	01/20/2026	Regular	0.00	1,442.93	102482
885	CBS REPORTING, INC	01/20/2026	Regular	0.00	226.51	102483
999	CENTURYLINK	01/20/2026	Regular	0.00	339.83	102484
1081	CINTAS CORP NO 2	01/20/2026	Regular	0.00	61.93	102485
1066	CINTAS CORPORATION NO 3	01/20/2026	Regular	0.00	195.81	102486
1089	DR PANZA LLC	01/20/2026	Regular	0.00	630.00	102487
982	FASTENAL COMPANY	01/20/2026	Regular	0.00	50.05	102488
014	LES SCHWAB GROUP HOLDINGS LLC	01/20/2026	Regular	0.00	1,187.97	102489
923	MATTHEW C LASHER III	01/20/2026	Regular	0.00	506.39	102490
237	OLYMPIC DM DISPOSAL	01/20/2026	Regular	0.00	128.59	102491
937	OLYMPIC SPRINGS, INC	01/20/2026	Regular	0.00	344.41	102492
156	PITNEY BOWES	01/20/2026	Regular	0.00	230.39	102493
1183	PROCOM LLC	01/20/2026	Regular	0.00	234.00	102494
564	PUD #1 OF CLALLAM COUNTY	01/20/2026	Regular	0.00	15.09	102495
1239	Security Service Northwest, Inc.	01/20/2026	Regular	0.00	1,390.52	102496
768	SELECT ADVANTAGE	01/20/2026	Regular	0.00	360.00	102497
1054	SMARSH, INC	01/20/2026	Regular	0.00	11,022.84	102498
108	SOUND PUBLISHING INC.	01/20/2026	Regular	0.00	699.00	102499
136	THYSSENKRUPP ELEVATOR CORPORATION	01/20/2026	Regular	0.00	10,829.74	102500
181	VERIZON WIRELESS,BELLEVUE	01/20/2026	Regular	0.00	353.96	102501
181	VERIZON WIRELESS,BELLEVUE	01/20/2026	Regular	0.00	531.52	102502
509	VESTIS GROUP	01/20/2026	Regular	0.00	109.19	102503
1137	WALTER E NELSON OF WEST WASHINGTON	01/20/2026	Regular	0.00	249.39	102504
845	WAVE DIVISION HOLDINGS, LLC	01/20/2026	Regular	0.00	2,590.64	102505
145	WSTA	01/20/2026	Regular	0.00	28,869.00	102506
344	XEROX CORPORATION	01/20/2026	Regular	0.00	205.61	102507
510	CUMMINS INC.	01/21/2026	Regular	0.00	6,937.61	102508
307	FERRELLGAS LP	01/21/2026	Regular	0.00	1,396.55	102509
305	GILLIG LLC	01/21/2026	Regular	0.00	2,866.10	102510
471	PRICE FORD	01/21/2026	Regular	0.00	127.62	102511
221	RACE STREET AUTO PARTS-NAPA	01/21/2026	Regular	0.00	471.04	102512
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	01/22/2026	Regular	0.00	170.77	102513
1150	AMAZON CAPITAL SERVICES	01/27/2026	Regular	0.00	248.24	102514
1150	AMAZON CAPITAL SERVICES	01/27/2026	Regular	0.00	1,676.22	102515
504	ANGELES COMMUNICATION INC	01/27/2026	Regular	0.00	614.74	102516
999	CENTURYLINK	01/27/2026	Regular	0.00	159.15	102517
1066	CINTAS CORPORATION NO 3	01/27/2026	Regular	0.00	195.81	102518
031	CITY OF PORT ANGELES	01/27/2026	Regular	0.00	1,681.77	102519
982	FASTENAL COMPANY	01/27/2026	Regular	0.00	12.93	102520
435	GALLS PARENT HOLDINGS LLC	01/27/2026	Regular	0.00	227.04	102521
057	GRAINGER	01/27/2026	Regular	0.00	70.14	102522
1182	HSI WORKPLACE COMPLIANCE SOLUTIONS	01/27/2026	Regular	0.00	2,133.41	102523
014	LES SCHWAB GROUP HOLDINGS LLC	01/27/2026	Regular	0.00	331.91	102524
564	PUD #1 OF CLALLAM COUNTY	01/27/2026	Regular	0.00	72.69	102525
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	01/27/2026	Regular	0.00	2,110.01	102526
509	VESTIS GROUP	01/27/2026	Regular	0.00	109.19	102527
287	BAXTER AUTO PARTS	01/28/2026	Regular	0.00	54.96	102528
307	FERRELLGAS LP	01/28/2026	Regular	0.00	2,428.69	102529
305	GILLIG LLC	01/28/2026	Regular	0.00	163.27	102530
1224	KBT DISTRIBUTING LLC	01/28/2026	Regular	0.00	28,698.49	102531
322	MOHAWK MFG. & SUPPLY CO.	01/28/2026	Regular	0.00	336.96	102532
751	MUNCIE RECLAMATION & SUPPLY	01/28/2026	Regular	0.00	4,282.57	102533
1128	NFI PARTS	01/28/2026	Regular	0.00	217.01	102534
221	RACE STREET AUTO PARTS-NAPA	01/28/2026	Regular	0.00	384.91	102535
179	BANK OF AMERICA	01/30/2026	Regular	0.00	206.63	102536
US0506	US BANK 0506	01/30/2026	Regular	0.00	189.05	102537
US2256	US BANK 2256	01/30/2026	Regular	0.00	25.00	102538
US3520	US BANK 3520	01/30/2026	Regular	0.00	997.09	102539
US6383	US BANK 6383	01/30/2026	Regular	0.00	157.86	102540

Check Report

Date Range: 01/15/2026 - 02/11/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
US6466	US BANK 6466	01/30/2026	Regular	0.00	389.71	102541
US9494	US BANK 9494	01/30/2026	Regular	0.00	1,223.58	102542
US1603	USBANK 1603	01/30/2026	Regular	0.00	1,329.58	102543
US3151	USBANK 3151	01/30/2026	Regular	0.00	1,712.51	102544
US9672	USBANK 9672	01/30/2026	Regular	0.00	8,189.38	102545
US9673	USBANK 9673	01/30/2026	Regular	0.00	725.00	102546
US9737	USBANK 9737	01/30/2026	Regular	0.00	550.84	102547
1150	AMAZON CAPITAL SERVICES	02/03/2026	Regular	0.00	282.49	102548
109	CENTURYLINK	02/03/2026	Regular	0.00	145.63	102549
1066	CINTAS CORPORATION NO 3	02/03/2026	Regular	0.00	195.81	102550
752	HI-TECH SECURITY, INC.	02/03/2026	Regular	0.00	141.57	102551
1106	JOHN A DASH & ASSOCIATES INC	02/03/2026	Regular	0.00	805.00	102552
014	LES SCHWAB GROUP HOLDINGS LLC	02/03/2026	Regular	0.00	234.52	102553
923	MATTHEW C LASHER III	02/03/2026	Regular	0.00	543.36	102554
874	NORTHWEST PLASTICS, INC.	02/03/2026	Regular	0.00	1,511.53	102555
036	ROBERT PURCELL	02/03/2026	Regular	0.00	1,101.36	102556
1305	Secoma Fence, Inc.	02/03/2026	Regular	0.00	914.76	102557
1239	Security Service Northwest, Inc.	02/03/2026	Regular	0.00	3,337.24	102558
863	SUMMIT LAW GROUP PLLC	02/03/2026	Regular	0.00	765.00	102559
1134	THERMO FLUIDS INC.	02/03/2026	Regular	0.00	157.34	102560
1175	TYLER TECHNOLOGIES, INC	02/03/2026	Regular	0.00	43,498.18	102561
181	VERIZON WIRELESS,BELLEVUE	02/03/2026	Regular	0.00	1,129.30	102562
181	VERIZON WIRELESS,BELLEVUE	02/03/2026	Regular	0.00	4,431.17	102563
509	VESTIS GROUP	02/03/2026	Regular	0.00	143.50	102564
344	XEROX CORPORATION	02/03/2026	Regular	0.00	296.48	102565
510	CUMMINS INC.	02/04/2026	Regular	0.00	159.11	102566
307	FERRELLGAS LP	02/04/2026	Regular	0.00	1,394.88	102567
322	MOHAWK MFG. & SUPPLY CO.	02/04/2026	Regular	0.00	1,846.50	102568
471	PRICE FORD	02/04/2026	Regular	0.00	34.03	102569
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	02/06/2026	Regular	0.00	170.77	102570
011	ASSOCIATION OF WASHINGTON CITIES	02/10/2026	Regular	0.00	34,235.00	102571
885	CBS REPORTING, INC	02/10/2026	Regular	0.00	333.23	102572
1066	CINTAS CORPORATION NO 3	02/10/2026	Regular	0.00	195.81	102573
245	CITY /PORT ANGELES	02/10/2026	Regular	0.00	82.50	102574
982	FASTENAL COMPANY	02/10/2026	Regular	0.00	5.09	102575
062	FIRE CHIEF EQUIPMENT CO., INC.	02/10/2026	Regular	0.00	1,244.10	102576
435	GALLS PARENT HOLDINGS LLC	02/10/2026	Regular	0.00	150.35	102577
014	LES SCHWAB GROUP HOLDINGS LLC	02/10/2026	Regular	0.00	3,922.50	102578
1183	PROCOM LLC	02/10/2026	Regular	0.00	468.00	102579
1239	Security Service Northwest, Inc.	02/10/2026	Regular	0.00	1,668.62	102580
108	SOUND PUBLISHING INC.	02/10/2026	Regular	0.00	699.00	102581
698	TRAPEZE SOFTWARE GROUP, INC.	02/10/2026	Regular	0.00	358.00	102582
509	VESTIS GROUP	02/10/2026	Regular	0.00	114.64	102583
746	WEST WASTE & RECYCLING, INC.	02/10/2026	Regular	0.00	120.00	102584
344	XEROX CORPORATION	02/10/2026	Regular	0.00	60.53	102585
510	CUMMINS INC.	02/11/2026	Regular	0.00	1,413.74	102586
1143	DOBBS HEAVY DUTY HOLDINGS LLC	02/11/2026	Regular	0.00	47.88	102587
307	FERRELLGAS LP	02/11/2026	Regular	0.00	2,685.85	102588
305	GILLIG LLC	02/11/2026	Regular	0.00	1,621.44	102589
057	GRAINGER	02/11/2026	Regular	0.00	68.33	102590
1224	KBT DISTRIBUTING LLC	02/11/2026	Regular	0.00	30,441.71	102591
541	LUMINATOR TECHNOLOGY GROUP, INC	02/11/2026	Regular	0.00	707.85	102592
751	MUNCIE RECLAMATION & SUPPLY	02/11/2026	Regular	0.00	1,366.86	102593
1128	NFI PARTS	02/11/2026	Regular	0.00	217.01	102594
221	RACE STREET AUTO PARTS-NAPA	02/11/2026	Regular	0.00	169.74	102595

Check Report

Date Range: 01/15/2026 - 02/11/2026

Vendor Number
375

Vendor Name
RUDELL AUTO INC.

Payment Date
02/11/2026

Payment Type
Regular

Discount Amount	Payment Amount	Number
0.00	584.36	102596

Total Regular:

0.00 283,403.01

Bank Code 6078 - Checking Summary

Payment Type	Payable	Payment	Discount	Payment
	Count	Count		
Regular Checks	211	116	0.00	283,403.01
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	21	11	0.00	349,756.00
EFT's	65	27	0.00	252,458.87
	297	154	0.00	885,617.88

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	211	116	0.00	283,403.01
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	21	11	0.00	349,756.00
EFT's	65	27	0.00	252,458.87
	297	154	0.00	885,617.88

Fund Summary

Fund	Name	Period	Amount
100	General Fund	1/2026	599,826.84
100	General Fund	2/2026	285,791.04
			885,617.88

BOARD MEETING MINUTES

Wednesday, January 21, 2026
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; Kaylan Kimbal, City of Forks; Kate Dexter, City of Port Angeles; and Rick Burton, ATU Local 587 Representative (non-voting)

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

1. CALL TO ORDER

Ozias called the in-person and virtual meeting to order at 12:10 p.m., with five voting members present. **Quorum met.**

2. ROLL CALL

Jeff Gingell, City of Forks, and Mike French, Clallam County, were absent.

3. PUBLIC COMMENT

None.

4. PRESENTATION – Employee of the Fourth Quarter – Cindylee Mempa

Presentation honoring Cindylee Mempa's service to Clallam Transit System.

5. PRESENTATION – Major Service Change – Service Expansion

Presented provided. Discussed advantages of using linear routes instead of loops. Discussed desired impacts of improve efficiency, higher ridership, increased frequency on arterial roads, extended hours, and reduced travel time.

6. PUBLIC HEARING – Major Service Change – Service Expansion

Public hearing opened at 12:27 p.m. One public comment received. Public hearing closed at 12:29 p.m.

7. CONSENT AGENDA

A. Factsheet 2026-001: Consent Agenda – Motion No. M1:2026

- **Payment Listing** – December 11, 2025, through January 14, 2026
- **Board Meeting Minutes** – December 17, 2025
- **Special Board Meeting Minutes** – December 18, 2025
- **Resolution R1:2026** – Employee of the Fourth Quarter 2025
- **Resolution R3:2026** – 25-year Service Anniversary

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

Kimball out. Four voting members present. **Quorum not met.**

8. ACTION ITEMS

A. Factsheet 2026-002: 2026 Board Officer Elections – Motion No. M2:2026

Discussed the recommended sequence of electing Jeff Gingell, City of Forks, as chairperson and Rachel Anderson, City of Sequim as vice-chairperson. **Quorum not met and no action taken.**

B. Factsheet 2026-003: Major Service Changes – Resolution No. R2:2026

Discussed proposed major service changes. **Quorum not met and no action taken.**

9. INFORMATIONAL ITEMS

A. Executive Report

1) Factsheet 2026-004: Community Advisory Committee

Presented. Proposed the appointment of a special Board committee at the February meeting to establish a Community Advisory Committee.

- **Service Changes:** Appreciation conveyed to staff for work towards implementing major service changes.
- **Operations Manager:** Taron Lee's promotion announced.

B. Factsheet 2026-005: Operations Department Report: Overview provided. Discussed implementation plan of major service changes with the March or June bid. Board requested discussion of downtown resource officer contract at a future meeting.

C. Factsheet 2026-006: Finance Department Report: Overview provided. Discussed sales tax, grant revenue, and operating revenue.

D. Maintenance Department Report

- **Vehicles:** 30 ordered.
- **Major projects:** In process with more expected.

E. Factsheet 2026-007: Administrative Services Department Report: Overview provided. Discussed recruitment for service expansion, plan to reestablish the maintenance supervisor position, and employees selected for Transits Next Leader Institute (TNLI).

10. BOARD OPEN DISCUSSION

- Ozias open to scheduling a special board meeting to take action prior to February meeting as necessary.
- Anderson shared feedback received about Sequim microtransit service area and expansion consideration.
- Ozias recognized that 2025 had the highest ridership reported and thanked everyone for their efforts supporting the needs of community.

11. MEETING ADJOURNMENT

Next regular board meeting, February 18, 2026, at 12:00 p.m. with in-person and remote options.

There being no further business, the board chairperson adjourned the meeting at 1:04 p.m.

Board Chairperson

Hayley Grall, Deputy Clerk to the Board



**CASEY RUDD 25-YEAR SERVICE ANNIVERSARY
RESOLUTION NO. R4:2026**

A resolution of the Board of Clallam Transit System for the purpose of honoring Lead Maintenance Worker Casey Rudd, for his 25 years of service.

6
7 Whereas, Casey Rudd has provided commendable service for Clallam Transit System since his hire date of February
8 12, 2001; and

9
10 Whereas, Casey began his career with Clallam Transit System as a maintenance worker and was promoted to lead
11 maintenance worker in 2022. He leads the maintenance department by example, resulting in the maintaining of all CTS
12 facilities and achieving all required certifications for this position; and

13
14 Whereas, Casey has been recognized numerous times for safety and attendance; and

15
16 Whereas, Casey was selected and honored as employee of the year 2012, awarded employee of the third quarter in
17 2023, and has received numerous nominations and KUDOS throughout his CTS career; and

18
19 Whereas, Casey has received many commendations during his career in recognition of his expertise and dedication to
20 Clallam Transit System; and

21
22 Whereas, it has been said of Casey, "Casey needs to be recognized for his work ethic and can do attitude". He ensures
23 that all issues are addressed, and necessary work is always completed. His calm demeanor and professional attitude
24 is always appreciated" and

25
26 Whereas, Casey is always responsive to requests, knowledgeable, and cheerful. He is the go-to person for
27 maintenance questions and is quick to take care of whatever is needed. His work is always professional and precise.
28 He has earned the respect of those around him and rightfully so."

29
30 Now, therefore be it resolved that the Board of Clallam Transit System takes great pleasure in recognizing Lead
31 Maintenance Worker Casey Rudd for his 25 years of dedication hereby expressing the sincerest gratitude for the
32 service he has provided to the people of Clallam County and Clallam Transit System.

33
34 **Passed and adopted by the Board at a regular meeting thereof this 18th day of February 2026.**

35
36 _____
Board Chairperson

37
38 **Approved as to content:**

Attest:

39
40 _____
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: February 18, 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 Downer 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 18th day of February 2026.

Board Chairperson

Approved as to content:

Attest:

Jason McNickle, General Manager

Barb Cox, Clerk to the Board



Title: Major Service Changes
Submitted By: Taron Lee, Operations Manager
Authorized By: Jason McNickle, General Manager

Factsheet: 2026-003
Date: February 18, 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>

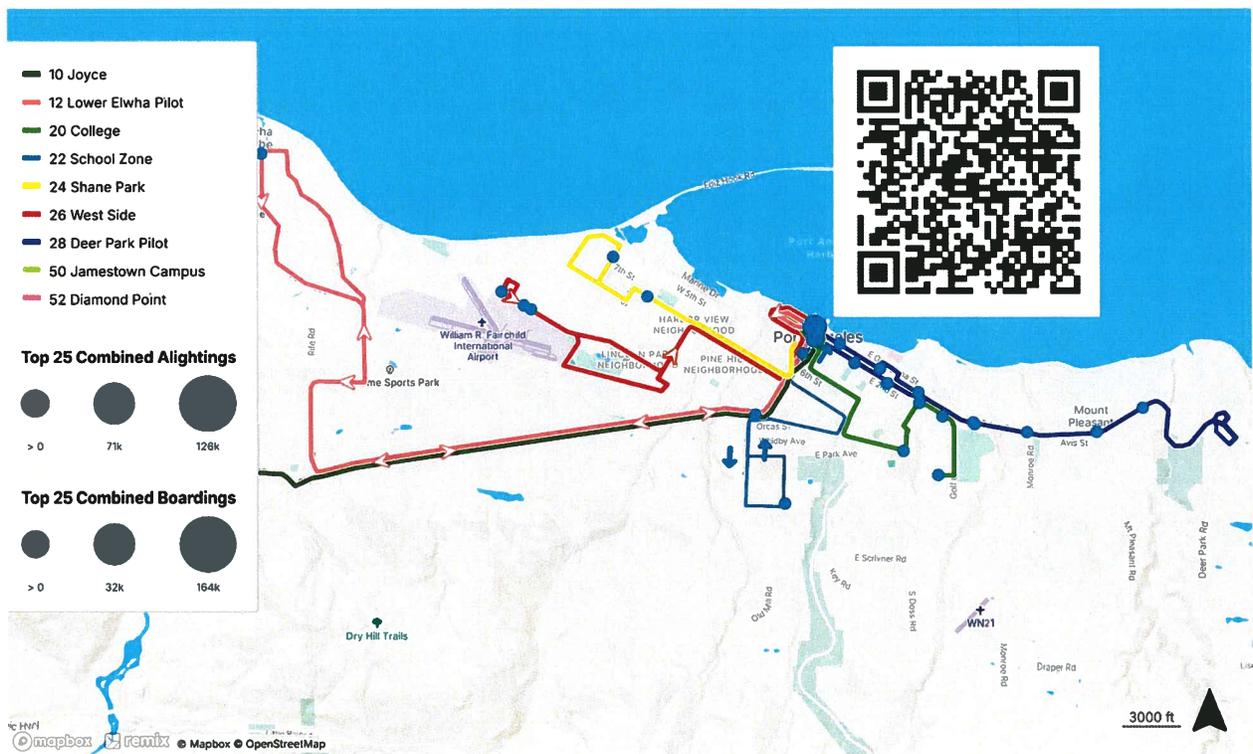


Exhibit B: Public feedback comments are available upon request.

Orig: Major Service Changes
 cc: Board Meeting Packet



**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 on January 21, 2026 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 18th day of February 2026.

Board Chairperson

Approved as to Content:

Jason McNickle, General Manager

Attest:

Barb Cox, Clerk to the Board



Title: Transit Driver Appreciation Day Proclamation
Submitted By: Taron Lee, Operations Manager
Authorized By: Jason McNickle, General Manager

Factsheet: 2025-009
Date: February 18, 2026

Background

Each year, March 18th is nationally celebrated as Transit Driver Appreciation Day, a tradition that began in 2009 to celebrate the public service of public transit operators.

The Clallam Transit System Board (Board) has also historically used this date as an opportunity to publicly acknowledge the work of Clallam Transit System's (CTS) fixed-route transit and paratransit operators and encourage community members to express appreciation to transit operators.

Discussion

CTS sincerely appreciates the work of its fixed-route and paratransit operators. They continue to meet everyday challenges safely and with a high level of professionalism and courtesy.

CTS is proposing the Board proclaim March 18, 2026, as *Transit Driver Appreciation Day* in recognition of the operators who serve public transit in Clallam County and its regional connections.

Recommended Action

Move to approve by CTS Proclamation P1:2026 proclaiming March 18, 2026 as Transit Driver Appreciation Day in recognition of CTS operators, as presented.

Attachments

CTS Proclamation P1:2026 Transit Driver Appreciation Day



**TRANSIT DRIVER APPRECIATION DAY
PROCLAMATION NO. P1:2026**

A proclamation of the Board of Clallam Transit System to proclaim March 18, 2026, as *Transit Driver Appreciation Day* in Clallam County.

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Whereas, fixed-route and paratransit operators provide vital public services by affording safe, friendly, reliable transportation to Clallam County community members and visitors alike; and

Whereas, transit operators deliver safe transportation services during adverse weather conditions, unpredictable traffic delays, and road closures; and

Whereas, transit operators must manage schedules, time-points, fare collections, stop announcements, and customer interactions all while maneuvering large vehicles in very constrained and congested areas at times; and

Whereas, transit operators enjoy the passengers they serve and rise to the challenge of addressing the diverse needs of passengers they encounter with courtesy and respect; and

Whereas, transit operators continue to meet everyday challenges safely and with a high level of professionalism and courtesy, and

Whereas, under all circumstances, transit operators must maintain control of their vehicles while delivering exceptional customer service to their passengers; and

Whereas, transit operators are the face of the transit system and wear it proudly; now therefore,

Be it Resolved by the Board that:

The Board of Clallam Transit System hereby proclaims March 18, 2026, as *Transit Driver Appreciation Day*, in Clallam County, and extends its sincere gratitude to all transit drivers for their important work. The Board hereby encourages the public to express their gratitude to the transit drivers and to celebrate the contributions of our hard-working transit drivers.

Passed and Adopted by the Board at a regular meeting thereof this 18th day of February 2026.

Board Chairperson

Approved as to Content:

Jason McNickle, General Manager

Attest:

Barb Cox, Clerk to the Board



Title: 2026 Board Committee Appointments
 Submitted By: Barb Cox, Clerk to the Board
 Authorized By: Jason McNickle, General Manager

Factsheet: 2026-010
 Date: February 18, 2026

Background

Sections 3.8(f)(1) and (2) of the *Bylaws of the Clallam County Public Transportation Benefit Area (Bylaws)* state that there will be two standing committees of the Clallam Transit System Board (Board).

The composition of each committee will be composed of not more than four (4) regular voting Board members (one designated from each jurisdiction) and citizen-elector members, if determined necessary. The Board Chairperson may appoint individual members, with Board consent. The conduct of the committees shall be established by the Bylaws.

Discussion

Each year, the Board will select board members to serve on the Clallam Transit System (CTS) Administration and Finance and the Operations and Maintenance Committees. In addition, CTS requests the Board designate a primary representative and two alternate representatives to serve on the Peninsula Regional Transportation Planning Organization (PRTPO). The committee membership for 2025 is included for the Board's reference.

Administration and Finance Committee	
Rachel Anderson, City of Sequim	Mike French, Clallam County
Vacant, City of Forks	Vacant, City of Port Angeles
Operations and Maintenance Committee	
Mark Ozias, Clallam County	Jeff Gingell, City of Forks
Vacant, City of Sequim	Vacant, City of Port Angeles
PRTPO	
Primary: Vacant, City of Port Angeles	
Alternate No. 1: Vacant, CTS	
Alternate No. 2: Vacant, City of Port Angeles	

Recommended Action

Move by motion M4:2026, to appoint the 2026 members of the CTS Operations and Maintenance Committee, the CTS Administration and Finance Committee, and the PRTPO representatives.

Attachments

None.

Passed and Adopted by the Board at a regular meeting by CTS Motion No. M4:2026 thereof this 18th day of February 2026.

 Board Chairperson

Approved as to Content:

Attest:

 Jason McNickle, General Manager

 Barb Cox, Clerk to the Board



Title: Avail Technologies, Inc. ITS System Maintenance Support Invoice
Submitted By: Gary Abrams, Maintenance Manager
Authorized By: Jason McNickle, General Manager

Factsheet: 2026-011
Date: February 18, 2026

Background

Clallam Transit System (CTS) was provided the cost to extend Avail Technologies, Inc., for a one-year term in the amount of \$62,335.76 for software support for the maintenance department. On December 17, 2025, the CTS Board provided authorization for the agreement extension.

Discussion

Upon receipt of the Avail Technologies Inc. invoice in the amount of \$67,883.64, it was noted that the sales tax in the amount of \$5,547.88 was not factored into the renewal cost listed on the agreement. Therefore, we are asking for a total procurement authority of \$67,883.64 for this agreement.

Attachment

Avail Technologies Inc. invoice # SI109998.

Recommended Action

Move to authorize by CTS Motion No. M5:2026, the CTS general manager procurement authority for the Avail Technologies, Inc agreement in the amount of \$67,883.64 for the one-year period, as presented.

Passed and adopted by the Board at a regular meeting by CTS Motion No. M5:2026 thereof this 18th day of February 2026.

Board Chairperson

Approved as to content:

Attest:

Jason McNickle, General Manager

Barb Cox, Clerk to the Board



1960 Old Gatesburg Road Suite 200
STATE COLLEGE, PA 16803

Visit us at: availtec.com

Call us at: (814) 234-3394

Or Fax us at:

INVOICE

Invoice Date

1/29/2026

Invoice #

SI109998

BILL TO

Clallam Transit System
830 W. Lauridsen Blvd.
PORT ANGELES, WA 98363
United States

SHIP TO

Clallam Transit System
830 W. Lauridsen Blvd.
PORT ANGELES, WA 98363
United States

Terms	Rep	Ship Date	Shipment Method	P.O. Number
Net 30 Days		1/29/2026		TA ETMS SUPPORT AGREEMENT

No.	Quantity	Description	Unit Price	Total Price
MILESTONE	1	Transit Asset ETMS Support for the Period of January 1, 2026 - December 31, 2026	62,335.76	62,335.76
	1	Sales Tax Payable - \$62,335.76 @ 8.9%	5,547.88	5,547.88
		AV-3513		

Thank you for your business.

Invoice Total: 67,883.64

For Questions regarding this invoice, please contact Avail at (814) 234-3394 or send an E-Mail to AP@AVAILTEC.COM. Please include your Invoice Number with your question.

IMPORTANT NOTICE!

AVAIL RESERVES THE RIGHT TO CHARGE 1.5% PER MONTH LATE FEE, APPLIED 30 DAYS FROM INVOICE DUE DATE



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

Factsheet: 2026-012
Date: February 18, 2026

Background

The Clallam Transit System (CTS) Board has expressed interest in appointing a Special Committee of the Board for further consideration of implementing a Community Advisory Committee (CAC).

Discussion

In accordance with the bylaws of the Clallam County Public Transportation Benefit Area, the board chairperson may appoint a special committee for the purpose of establishing strategies to form a CAC. This committee may elect to make recommendations to the CTS Board (Board) that may guidelines, bylaws, goals, and recruitment strategies. The Board chairperson may appoint no more than four Board members as the special committee members. The objective of a special committee (Committee) would be stated by the Board chairperson and include an anticipated date that a report would be provided to the Board. The general manager is to be ex-officio, non-voting member of all special committees.

Recommendations

The CTS Board elects to form a special committee as appointed by the Board chairperson "without objection". The appointed special committee members will prepare a report to present to the Board with a target date presented. The purpose of the committee is to provide proposed guidelines, bylaws, and recruitment strategies for implementation of a CAC to the CTS Board

Attachments

None.

Special Committee appointed by the Board chairperson without objection thereof this 18th day of February 2026.

Board Chairperson

Approved as to Content:

Attest:

Jason McNickle, General Manager

Barb Cox, Clerk to the Board



Title: Discipline Guide Policy – Represented Employees
Submitted By: Barb Cox, Human Resources Manager
Authorized By: Jason McNickle, General Manager

Factsheet: 2026-017
Date: February 18, 2026

Background

The Clallam Transit System (CTS) Board authorized a discipline policy for represented employees by CTS resolution R30:2022 on December 22, 2022. This policy referenced the CTS Discipline Guide for Represented Employees as part of the policy. The document has been updated to incorporate the guide into the policy to create an all-inclusive policy for defining and administering discipline. This has been developed in collaboration with the Amalgamated Transit Union, Local #587.

Discussion

Throughout the nearly yearlong process, CTS staff and the union representative have examined other agencies' policies, met numerous times, and developed many drafts to ensure that the policy accurately reflects our shared purpose of assisting our employees in being successful in their employment with CTS. This policy was provided to the ATU on February 6, 2026, and most recently discussed in the Labor Relations Committee meeting on February 9, 2026. Additional meetings with the union representative have resulted in agreement of the policy between the union representative and CTS.

The revised policy provides a framework and structured process for administering progressive discipline with clearly defined reasonable expectations. The revisions included removing excessive language and creating a clear, concise process for the administration of discipline in accordance with the labor agreement. The most notable change is the removal of monetary values from accident classifications. Receipt of final cost determinations can take several months and with continued rising property repair costs making this an ineffective basis for determining discipline categories. Language reflecting the maintenance departments administration of no shows has been added to reflect the department's current practices.

A redline version of the policy and guide has not been included as the consolidation of the policy and guide created extensive revisions. The January 1, 2023, *CTS Discipline – Represented Employees Policy and Discipline Guide* have been provided for reference.

Recommended Action

Move to approve by CTS Motion No. M6:2026 the updated *CTS Discipline Guide – Represented Employees* policy, effective March 5, 2026, as established by CTS Resolution No. R30:2022, as presented.

Attachments

Updated *CTS Discipline Guide – Represented Employees*
CTS Discipline – Represented Employees policy and *Discipline Guide – Represented Employees* handbook

Passed and adopted by the Board at a regular meeting by CTS Motion No. M6:2026 thereof this 18th day of February 2026.

Board Chairperson

Approved as to Content:

Attest:

Jason McNickle, General Manager

Barb Cox, Clerk to the Board

830 West Lauridsen Boulevard
Port Angeles, Washington 98363



www.clallamtransit.com
360-452-4511

Policy Title: DISCIPLINE GUIDE – REPRESENTED EMPLOYEES		Policy No.: 10-760
Review Responsibility: Barb Cox, Human Resources Manager	Approved By: Jason McNickle, General Manager	
Authorized By: Clallam Transit System Resolution No. R30:2022		Effective Date: 03/05/2026

1. PURPOSE

- A. Clallam Transit System (CTS) is committed to enhancing employee performance and safety. The policy provides a structured process to administer progressive discipline with clearly defined expectations and discipline methods. The policy is consistent with CTS' values, best practices, employment laws, and the labor agreement by and between CTS and the Amalgamated Transit Union, Local 587 (ATU).
- B. This policy applies to **represented employees only**.

2. POLICY

- A. This policy applies to all CTS represented employees and provides a clear framework for consistently administering representative employee discipline. CTS recognizes that its employees strive to perform at their best and in accordance with applicable CTS rules, laws, and the labor agreement by and between CTS.

3. ADMINISTRATION

A. Discipline

Violations of CTS policies, rules, or instruction may result in corrective or disciplinary action. Disciplinary decisions consider the nature of the violation, past infractions, accident severity, and circumstances.

B. Disciplinary Actions

Discipline History: When disciplinary action is warranted the supervisor/manager will consider the employee's discipline history prior to determining the appropriate action. It is not CTS' intent to administer severe discipline for minor isolated accidents and incidents.

Discipline Investigation: Potential discipline matters will be investigated by a supervisor/manager to determine the facts. The employee being investigated may request union representation.

Discipline Level: Based on the outcome of the investigation, disciplinary action may be taken by the supervisor/manager in accordance with the discipline policy and the labor agreement. The level of discipline will be based on the violation or accident type, prior violations, severity of the violation, and other applicable factors.

Discipline Distribution: Record of discipline is maintained by type as listed:

- Cautions are noted and separate from personnel files.
- Verbal reprimands are distributed to the personnel file.

- Written reprimands, suspensions, and employment separations are distributed to the personnel file.

C. Discipline Types

Discipline is progressive unless circumstances merit otherwise. Violations of a more serious nature may justify an elevated discipline type.

Attendance Violation Progression: Sick/medical absences are based on individual occurrences that may encompass consecutive days within the occurrence. Progressive discipline for attendance is as follows:

- 2 occurrences Caution
- 3 occurrences Verbal reprimand
- 4 occurrences Written reprimand
- 5 occurrences Suspension
- 6 occurrences Suspension/Termination

Unexcused Absence: Fail to report within two hours of scheduled work assignment. Request to excuse absence may be requested within two days of occurrence for consideration by the department manager.

Absent without Leave: Fail to report without notification within 24 hours of scheduled work assignment. Two days or more may be considered voluntary resignation.

Emergency General Leave: Employees with insufficient sick leave to cover an entire sick/medical absence may use emergency general leave with **medical verification** submitted within 10 days of occurrence. Discipline will occur for non-verified absence occurrences in accordance with the labor agreement.

Emergency Personal Leave: Employees experiencing emergent non-sick/medical situations may submit in writing a request to the department manager for possible approval.

No Show: Operators reporting for work one-minute late may result in loss of scheduled work assignment with a notation in their personnel file. CTS may assign any available work; however, if reporting within 10-minutes of scheduled time they may be assigned their scheduled assignment. Employee may request excused status within two days for consideration by the department manager.

Maintenance personnel reporting after their scheduled work time, at the manager's/supervisor's discretion may result in loss of time or may stay after end of shift to make up the time.

D. Progressive Discipline

Timelines are established in the labor agreement, section 6 for discipline progression. Documented discipline typically follows the five offense steps:

- 1 Caution
- 2 Verbal warning
- 3 Written warning
- 4 Two or three-day suspension
- 5 Termination

Employees receiving three suspensions within a 10-year period will be subject to discipline up to termination.

E. Category 1 – Minor Offense

Subject to progressive discipline. Violation examples include but are not limited to:

- Minor accidents (employee at fault): No injury, minimal damage requiring no repairs to vehicle to return to service, and no Washington State accident report required
- Customer/ADA standards

- Customer complaints (3 complaints or 1 severe)
- Off-route/Off-schedule
- Not stopping for passengers
- Non-compliance with procedures, rules, policies, labor agreement, or regulations
- Equipment negligence
- Uniform/appearance standards
- Exceeding meal/break periods
- Staff/customer conflict
- Fail to be relieved from shift
- Acceptance/provision of gifts/gratuities
- Soliciting funds/gifts from employees for political campaigns

F. Category 2 – Serious Offenses

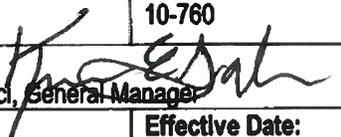
May result in written reprimand, suspension, or termination based on severity. Examples of violations include but are not limited to:

- Unsafe CTS vehicle and equipment operation
- Major accidents (employee at fault): Injury not requiring immediate medical treatment, non-disabling vehicle damage requiring repair to return to service, and a Washington State accident report required
- Failure to follow traffic laws
- Safety rules, procedures, and policy violations
- Misconduct on duty or in uniform
- Failure to report vehicle accidents/work injuries
- Use of personal electronic devices during operation of CTS vehicles
- Off-route driving accidents
- Vandalism or attempted vandalism on or against CTS property
- Sleeping on duty
- Smoking/vaping in CTS vehicles
- Unauthorized operation of CTS vehicles
- Unreported traffic moving infractions in CTS or personal vehicles
- Unreported drivers' license status issues
- Harassment or discrimination

G. Category 3 – Grounds for Termination

May result in immediate termination. Investigations focus solely on verifying the facts. Paid or unpaid suspensions may occur to allow time for fact-finding. Examples of violations include but are not limited to:

- Gross misconduct or gross negligence
- Insubordination
- Severe accidents (employee at fault): Human fatality, injury requiring immediate medical treatment, and disabling vehicle damage requiring towing
- Hit and run
- Reckless driving
- Theft/misuse/misappropriation of CTS property or funds
- Drug and alcohol violations are handled in accordance with the CTS Drug and Alcohol-free Workplace Policy
- Statements, documents, or work time falsifications
- Willful destruction or damage to CTS property/possessions
- Use of violence/fighting unless in self-defense
- Committing a felony while on duty or conviction of a job-related felony

	
830 West Lauridsen Boulevard Port Angeles, Washington 98363	www.clallamtransit.com 360-452-4511
Policy Title: DISCIPLINE – REPRESENTED EMPLOYEES	
Policy No.: 10-760	
Review Responsibility: Andy Rowison, Human Resources Manager	Approved By:  Kevin E. Gallacci, General Manager
Authorized By: Clallam Transit System Resolution No. R30:2022, original resolution	Effective Date: 01/01/2023

1. PURPOSE

- A. The Clallam Transit System (hereinafter "CTS") Discipline – Represented Employees policy is designed to provide a structured, progressive process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed to be consistent with CTS's organizational values, human resource (HR) best practices, and employment laws.
- B. This policy applies to the disciplinary process for **represented employees only**.

2. POLICY

- A. For represented employees, CTS handles employee investigations and dispenses employee discipline pursuant to the CTS Discipline Guide for Represented Employees. That guide is a component of CTS' Employment Guide for represented employees.

3. REGULATORY AND ADMINISTRATIVE CHANGES

- A. To facilitate the regular business routine of CTS, the CTS board authorizes and designates the CTS General Manager to approve and implement subsequent changes to the policy that may be required to be in compliance with federal and state regulatory changes or clarifications. The board will be notified of all policy changes.
- B. In addition, the board authorizes and designates the general manager to approve and implement subsequent administrative changes to the policy which are deemed appropriate in order to facilitate the regular business routine of CTS, unless these changes are of major significance. The board will be notified of all policy changes.

4. REFERENCES

None.

Clallam Transit System

DISCIPLINE GUIDE – REPRESENTED EMPLOYEES

Updated January 1, 2023



INTRODUCTION

A. Purpose

This discipline guide was developed and updated by a committee made up of represented employees and management staff. Its purpose is to guide consistent, even-handed, and progressive discipline in matters where such action is warranted for labor union represented employees. This guide is for the benefit of all parties involved in possible disciplinary situations.

A separate CTS policy guides the discipline process for non-represented employees.

For supervisors, the guide functions as a guideline to be followed in the handling of individual disciplinary actions.

This discipline guide standardizes types of penalties for various violations of rules. It also informs CTS's represented employees of what may be imposed for continued violations of rules and regulations. This guide is not a hard and fast limitation upon supervisory personnel in dealing with disciplinary matters. In the event of extraordinary or mitigating circumstances, it is recognized that the use of discretion may be necessary.

Though major parts of this guide deal specifically with situations encountered by operators/drivers, there are also parts of the guide that could apply to any represented employee. The guide will remain in effect until otherwise officially modified in writing by CTS in accordance with the labor agreement. Furthermore, this guide will function in addition to rules and disciplinary procedures already in force under applicable provisions of the existing labor agreement and CTS policy.

B. DISCIPLINE

1. A violation of policy, rules, and instruction is sufficient cause for corrective action or discipline.
2. The level of all disciplinary actions shall be determined by the employee's immediate supervisor, manager, or general manager in accordance with this discipline guide.
3. Cautions and reprimands should serve as a distinct danger signal to the employee. Repeated minor offenses are sufficient cause for progressive discipline.
4. Suspensions, with or without pay, are used for the purpose of severe warnings or pending the investigation of some violations or accidents.

C. Disciplinary Actions

Whenever disciplinary action is contemplated, the supervisor will consider the employee's total record or other violations of CTS rules before determining the appropriate action. It is not the intent to harshly discipline any employee when a particular violation is minor and is an isolated incident in an otherwise good work record.

Potential discipline matters will be appropriately investigated by the employee's supervisor and by any other management and personnel, as may be deemed necessary. Relevant verbal-written statements from employees or other individuals will be included in this process. In certain cases, a hearing may be conducted. At the employee's discretion, an appropriate representative may be present.

Based upon the outcome of the investigation, disciplinary action may be taken by the supervisor in accordance with applicable provisions of the discipline guide and/or the existing labor agreement.

The severity of any individual disciplinary action is dependent upon several factors:

1. The particular guide provision that has been violated,
2. The number and type of prior infractions, using the timelines specified within the ATU union contract regarding applicability of prior infractions, and
3. The factors and conditions surrounding the present violation.

Though penalties for individual violations vary, any disciplinary action is a serious matter and is not to be taken lightly by the employee or supervisor.

In addition to the individual penalties for guide violations/labor agreement violations, the record of such action is placed in the employee's personnel file as follows:

1. Cautions will only appear as a notation as such and be separate from the personnel file.
2. Verbal reprimands will appear as a written notation as such and become a part of the personnel file.
3. Written reprimands, suspensions, and employment separations become a part of the personnel file.

As stated earlier, disciplinary actions are serious matters for all concerned; however, they can be avoided through diligence and attention to the job and to the public we serve. Should there be questions about this disciplinary guide, please bring your questions to the attention of your department manager.

DISCIPLINE STANDARDS AND SANCTIONS

Discipline is administered progressively through the stages described earlier unless individual circumstances merit otherwise. Such circumstances include cases where the infraction is of such a serious nature that a written reprimand, suspension or discharge is justifiable, even if on the first offense.

CATEGORY 1

Disciplinary process using the timelines regarding prior similar offense(s) as specified within the existing Amalgamated Transit Union ("ATU") labor agreement:

- 1st offense: Notated caution.
- 2nd offense: Documented verbal warning.
- 3rd offense: Documented written warning.
- 4th offense: Three-day suspension.
- 5th offense: Termination of employment.

A. General reasons for discipline include, but are not limited to, the following:

- Violations of attendance policy (see section for description).
- No Show (failure to report to work on time – see description below).
- Failure to follow ADA guidelines.
- Off-route operation of an agency vehicle without dispatcher/supervisor knowledge.
- Off-schedule operation.
- Failure to stop to board or deboard passengers.
- Failure to follow CTS procedures, rules, policies, and/or regulations. Careless or negligent use of agency equipment.
- Poor customer or public relations.
- Out of uniform violations or failure to meet agency's appearance standards.
- Abusing lunch or break periods.
- Creating conflict with co-workers, supervisors, or customers.
- Failure to remain on duty until properly relieved or shift completed.
- Failing to comply with the provisions of the approved collective bargaining agreement.
- Aiding in assessment or collection from any employee in the agency for the purpose of securing the nomination or election of any person to office or for the purpose of making a gift to any elective officer.

B. Customer Relations

In normal circumstances three or more separate complaints constitutes the first offense. However, a single complaint may warrant disciplinary action due to the severity.

C. Attendance

An employee is subject to discipline when they are unable to work due to a medical condition for themselves or an eligible family member and:

- The employee does not have enough time in their sick, general leave, or holiday leave bank to cover the absence, or
- The employee is using Emergency Use of General Leave as described in the contract and the employee does not turn in a medical note verifying and excusing the absence within 10 calendar days of their first day absent. The occurrence is the absence from work not the days away from work so the employee would receive one occurrence even if they were sick for several consecutive working days. An employee shall incur discipline per the table below for non-verified Emergency Use of General Leave absences within a 12-month rolling period. A verified occurrence does not count as an occurrence.
 - 2 non-verified occurrences: Caution
 - 3 non-verified occurrences: Verbal reprimand
 - 4 non-occurrences: Written reprimand
 - 5 non-occurrences: Suspension
 - 6 non-occurrences: Discharge
- This section is not applicable to time off due to an industrial injury, FMLA or bereavement.

D. Emergency Personal Leave

Employees are expected to be at work as scheduled unless they call in sick using appropriate procedures or are scheduled off for general leave. On rare occasion and for unexpected emergencies other than illnesses an employee may request Emergency Personal Leave for possible approval by their department manager. The employee's manager will consider the specifics of the request and the frequency of emergency absence requests from the individual. Approval will not be reasonably withheld.

E. No Show (Failure to report to work on time)

A no-show will be recorded when the employee has not reported to work one full minute after his or her assigned report time. Loss of the run or scheduled work will be self-imposed and so noted in the personnel file. At the discretion of CTS, work that is available may be assigned to the employee.

When a represented operator is late for their work assignment and a temporary operator has been assigned to stand for that day, the stand operator will be assigned the 10-minute pre-trip inspection duties. Should the represented operator report for their assignment during the 10-minute inspection period, they will be permitted to assume their work assignment. If the represented operator did not report during that 10-minute inspection period, the work will be assigned to the temporary operator. Regardless of who is eventually assigned the work, the appropriate disciplinary actions will occur.

Within two working days of being late, if an employee can establish that their no show was due to circumstances beyond their control, they may request in writing for their department manager, or delegate, to consider converting the no show to an excused no-show.

CATEGORY 2

Category 2 infractions can justify written reprimand, suspension, or discharge. It is not automatic that the infractions listed in this category will require a written reprimand, suspension, or discharge of an employee; however, these actions may be taken in the event that a review of the situation and circumstances suggests that such action is warranted.

A. Offenses in this category include, but are not limited to, the following:

- Operation of a CTS vehicle in a reckless or dangerous manner.
- Offensive conduct or language towards a fellow employee, customers, or the public while off duty or on CTS property, or while conducting agency business and/or anytime you are in a CTS uniform.
- Deliberate falsification of any official CTS document.
- Violation of safety rules or procedures.
- Failure to report an employee injury or accident involving a CTS vehicle.
- Use of personal electronic communication device (e.g. cell phone, tablet, or computer) while operating a CTS vehicle.
- Off-route operation of a CTS coach/van when an accident results.
- Vandalism or attempted vandalism committed against, or while on, CTS property.
- Failure to remain awake while on duty.
- Use of tobacco or vaping in any form while operating a CTS vehicle in service (smoking and vaping is prohibited in any vehicle at all times).
- Allowing non-employees to operate a CTS vehicle.
- Attempting to induce an employee of the agency to commit an illegal act or an act in violation of any agency regulations.
- Conduct unbecoming an employee of the agency while on-duty, or conduct unbecoming an employee of the agency while off-duty were the employee is in uniform or representing themselves as an employee which adversely affects the conduct of agency business.
- Traffic code/moving violations committed while operating agency vehicles, or failure to report traffic citations to CTS. The reporting requirement is a result of federal regulations, and it includes citations (convictions) while operating any vehicle at anytime.
- Employment in a gainful occupation in addition to regular agency duties where such outside occupation impairs the employee's job performance.
- Unexcused absence (see description below).
- Absent without leave (see description below).
- Making a false statement or failing to submit documentation when required, in connection with the use of emergency general leave/sick leave.
- Padding of pay.
- Failing to inform CTS of any suspension, revocation, or status change of one's driver's license.
- Harassment (abusing the dignity of anyone through ethnic, sexist or racial slurs, or other derogatory or offensive conduct. Included are remarks, physical advances, or intimidation, sexual or otherwise.)

B. Unexcused Absence

Failure to report for duty within two hours after the assigned report time constitutes an unexcused absence. Within two working days of the unexcused absence, if an employee can establish that their failure to report for duty was due to circumstances beyond their control, they may request in writing from their department manager, or delegate, to consider converting the unexcused absence to an excused absence.

Loss of pay will be self-imposed and so noted in the personnel file.

C. Absent Without Leave

Failure to report without notification of any kind within 24 hours of the employee's report times.

In all cases, loss of the day(s) pay will be self-imposed and so noted in the personnel file. An AWOL of two or more days may be considered as a voluntary resignation.

CATEGORY 3

The following infractions are grounds for immediate dismissal. Review of these incidents, concentrates only on verification of the facts of the case to establish that the infraction did occur. Suspensions (paid or unpaid) may occur in order to permit sufficient time to conduct an investigation and to establish the facts:

- Gross misconduct (it is recognized that behavior that is clearly inappropriate, unlawful, unsafe, or unreasonable shall be subject to disciplinary sanction).
- Insubordination (example - willful refusal to accept and execute oral or written instructions, orders, or requests from supervisory personnel with knowledge of the consequences).
- Gross negligence.
- Theft of CTS funds or property or job-related theft. *Any known or suspected violation of this rule requires the immediate appropriate notification of the Washington State Auditor's Office. All other actions taken by CTS management will be in accordance with its internal policy and procedures in this regard.*
- Misappropriation – the personal use of CTS funds or property. *Any known or suspected violation of this rule requires the immediate appropriate notification of the Washington State Auditor's Office. All other actions taken by CTS management will be in accordance with its internal policy and procedures in this regard.*
- The use of intoxicants or the odor of intoxicants.
- The use or odor of narcotics or abuse of a controlled substances.
- Refusing to undergo any tests to determine the presence of alcohol or drugs in the body when directed to do so by the employer.
- Preventable accident(s) in accordance with the accident point system.
- Falsification of emergency general leave/sick leave reports.
- Falsification of applications or any other official CTS documents.
- Willful destruction or damage to CTS property/possessions.
- Striking or fighting with a customer or fellow employee (other than cases of lawful self-defense).
- Committing a felony while on duty or conviction of a job-related felony.
- Violation of CTS's harassment or discrimination policy.

CORRECTIVE ACTIONS FOR PREVENTABLE ACCIDENTS

The purpose of this section is to define standards and guidelines for taking corrective action for preventable accidents. The objective is to reduce preventable accidents and to ensure the safety of Clallam Transit System employees, passengers, and the public.

Preventable accidents will be classified as minor, major, and severe. Once an accident occurs, it will remain on the operators record for review for four years.

Action taken is determined by adding points of all preventable accidents one year prior, including the most recent accident. This process will be continued for the past two, three, and four year period.

Based on the following point system, each classification of preventable accidents will receive the appropriate number of points:

- Severe 24
- Major 7
- Minor 3

Severe Accident Definition

Death, bodily injury requiring medical treatment, hospitalization, or property damage over 10,000 dollars.

Major Accident Definition

Defined as requiring the filing of a Washington State Accident Report, property damage between \$3,001 and \$9,999.

Minor Accident Definition

Defined as one where the filing of a Washington State Accident Report is not required, damage \$3,000 or less.

For each period of time the tables below will be used to determine disciplinary action:

Training/Coaching	Year one	Year two	Year three	Year four
Counseling/ride check	All preventable	All preventable	All preventable	All preventable
Refresher training, verbal reprimand	6 - 10	7 - 13	12 - 17	14 - 20
Accident Retraining, reevaluation of driving, written reprimand	11 - 17	14 - 20	18 - 24	21 - 27

Discipline Action	Year one	Year two	Year three	Year four
Suspension three to five days	18 - 23	21 - 26	25 - 31	28 - 34
Discharge	24 or more	27 or more	32 or more	35 or more

Non-driving absences, more than 10 days, will extend the one-to-four-year period.

This policy does not preclude CTS from taking appropriate disciplinary actions for acts for gross/or serious misconduct or negligence that may have occurred during or adjacent to an accident.

For each 12-month period of accident-free driving, the point total will be reduced by three until all points are removed. Operators must drive 11 or more days in a month to receive credit for the month.

Employees who do not successfully complete accident retraining will subject to discharge.

A suspension will generally be three to four days; however, subsequent suspensions, which occur within the four-year period, will generally be a minimum of six days.

An employee receiving three suspensions for accidents in a 10-year period will be subject to discharge.



Title: January 2026 Operations Report
Submitted By: Taron Lee, Operations Manager
Authorized By: Jason McNickle, General Manager

Factsheet: 2026-013
Date: February 18, 2026

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 January 2026, fixed-route ridership increased by 3.14% compared to January 2025. CTS recorded 68,858 passenger trips, which is an increase of 1,153 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 with riders. In January 2026, the average trip quality ratings were 4.97 in Forks and 4.93 in Sequim. Monthly ridership increased by 68.06% in Forks, and 35.59% in Sequim compared to January 2025. On time performance in Sequim was 87% and 89% in Forks.

Paratransit: Paratransit ridership rose by 11.75% in January 2026 compared to the same month in 2025. Key performance metrics are summarized in the tables below:

Measure	January 2026	January 2025	YTD 2026	YTD 2025	
Boardings	4,604	4,120	4,604	4,120	
On-Time Performance	96.81%	97.81%	96.81%	97.81%	<i>Higher is better</i>
No-Shows	6.28%	6.21%	6.28%	6.21%	<i>Lower is better</i>
Same-Day Cancellations	4.50%	5.15%	4.50%	5.15%	<i>Lower is better</i>
Newly Approved Applicants	85	59	1,030	869	

Vehicle Accidents and Incidents: One reportable vehicle incident occurred. Clallam Connect van 289 was hit in the front right side by a driver exiting Sequim Safeway parking lot onto Washington Street.

Exclusions: None.

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

Month	Unique Users	Passes/Tickets	Gross Sales
January 2026	205	390	\$3,635
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

January 2026 Sales by Fare Type			
Type of Fare	Fare	Passengers	Revenue
Regular Strait Shot Fare	\$10.00	337	\$3,370.00
Reduced Strait Shot Fare	\$5.00	53	\$265.00
Totals		390	\$3,635.00

Operations Update: Staff are prepared to implement the Major Route and Service Changes from a staffing perspective, with a planned launch date of March 16. This board report also includes newly added performance metrics for Micro transit on-time performance.

Recommended Action

None.

Attachments

CTS Fixed-Route Ridership Statistics
Route Efficiency Report



Ridership Executive Summary

Report for January 2026

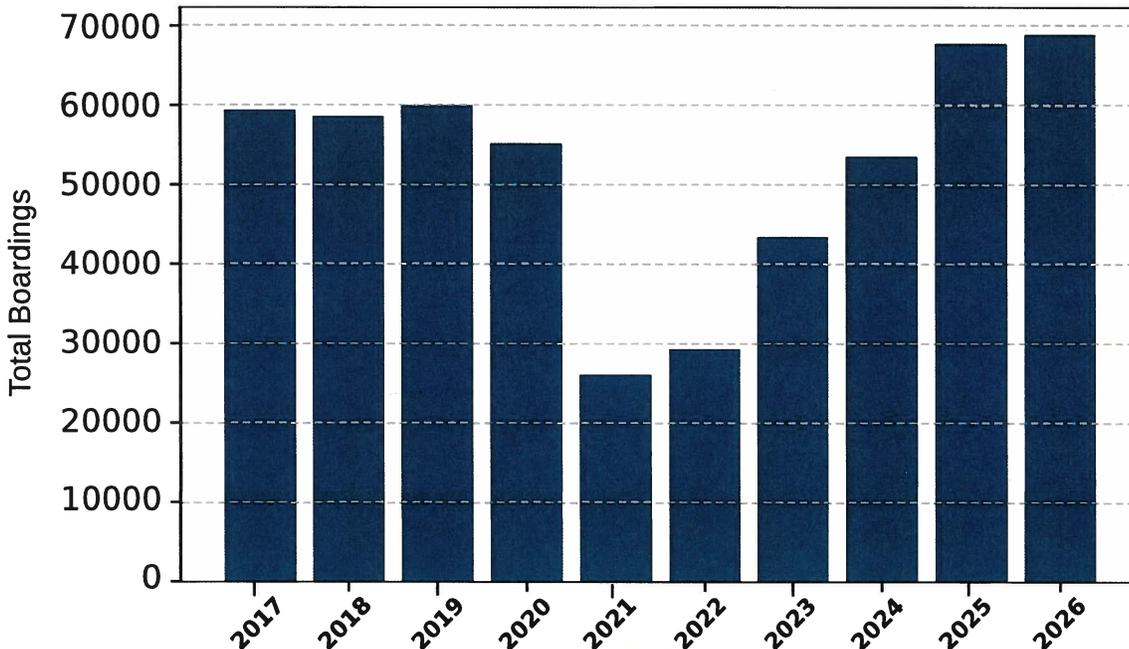
Key Metrics (January 2026)

Total Ridership	Month-over-Month Change	Year-over-Year Change
68,858	+3.14%	+1.70%

Overall system ridership for January 2026 was **68,858**. This represents a **+6.08%** change from the previous month and a **+1.70%** change from the same month last year.

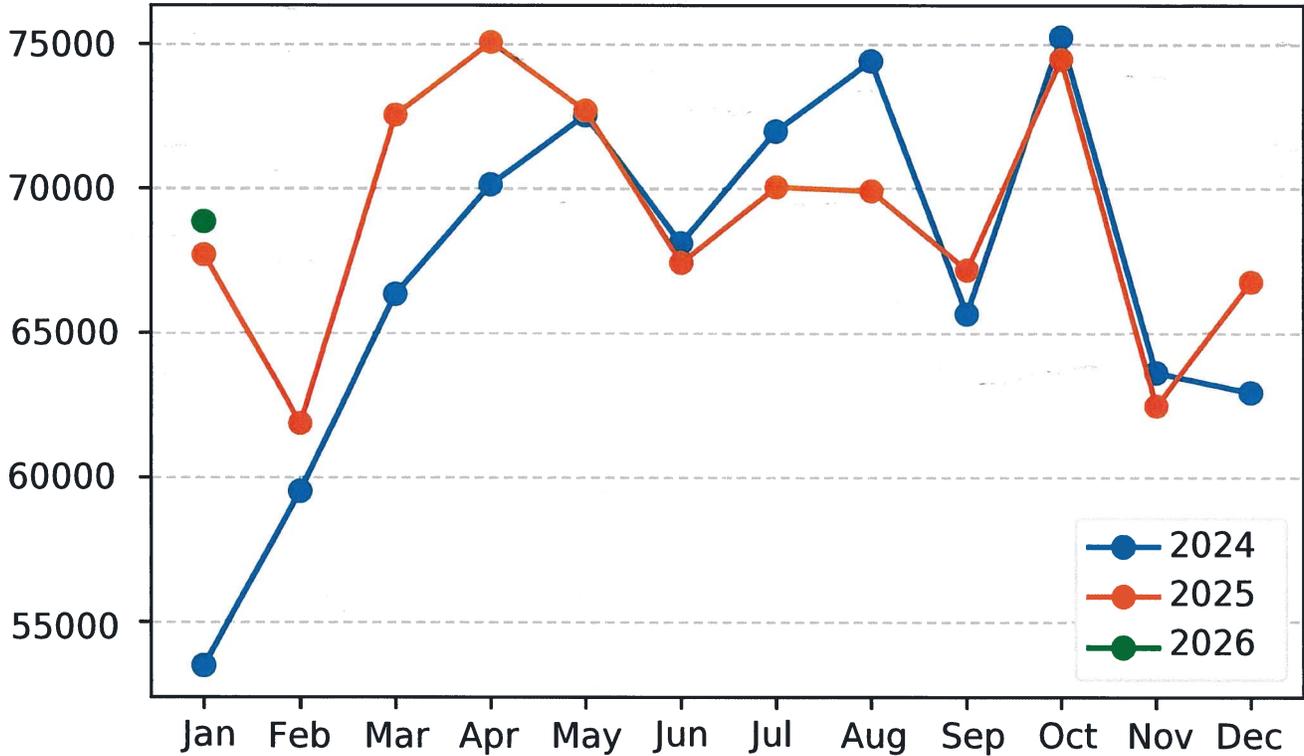
Long-Term System Context

January Ridership (10-Year Comparison)

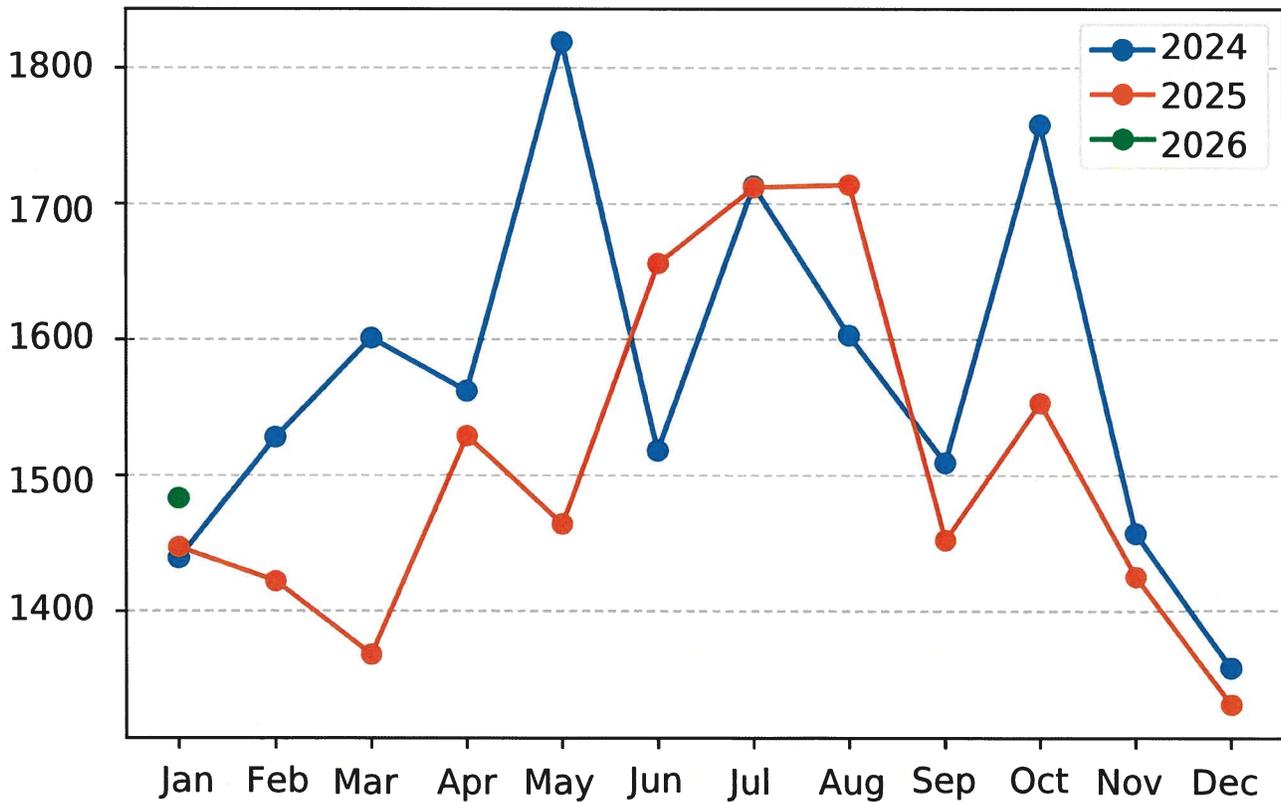


Detailed Route Performance (3-Year Comparison)

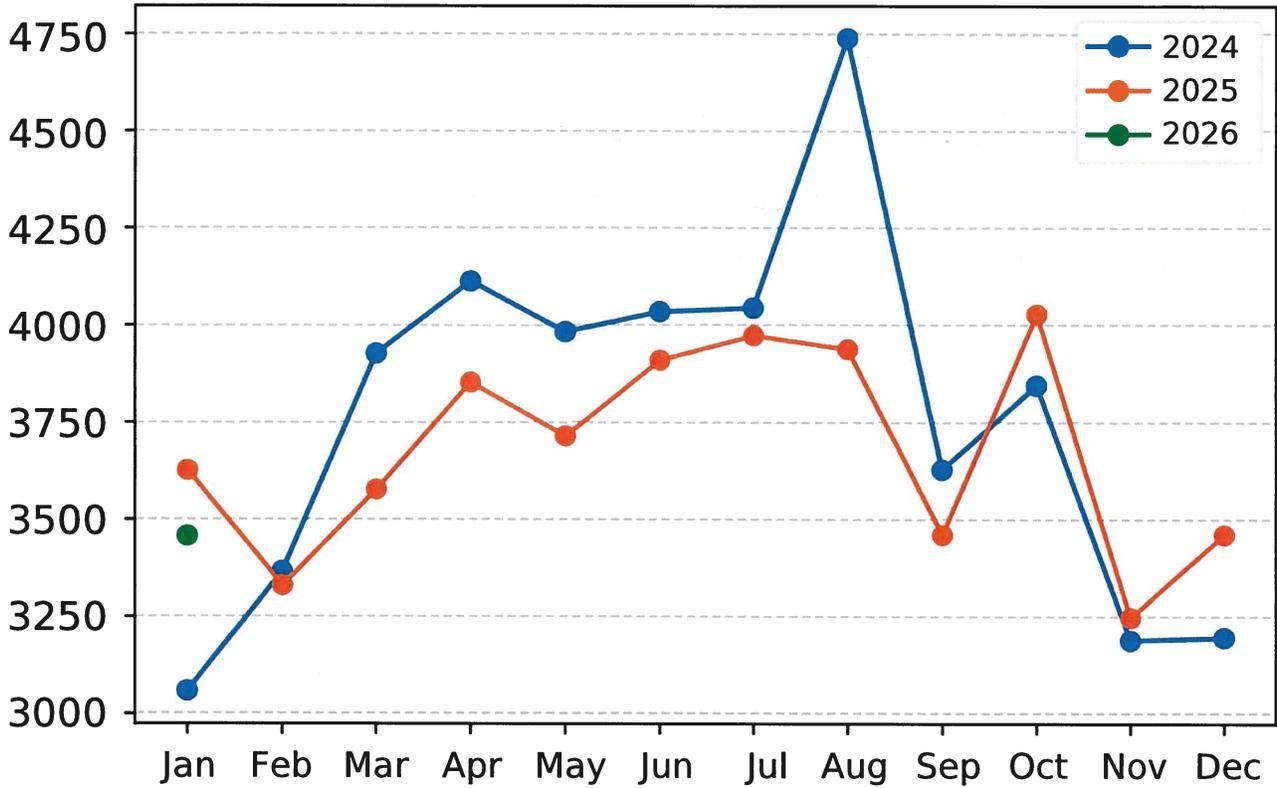
Total System Ridership



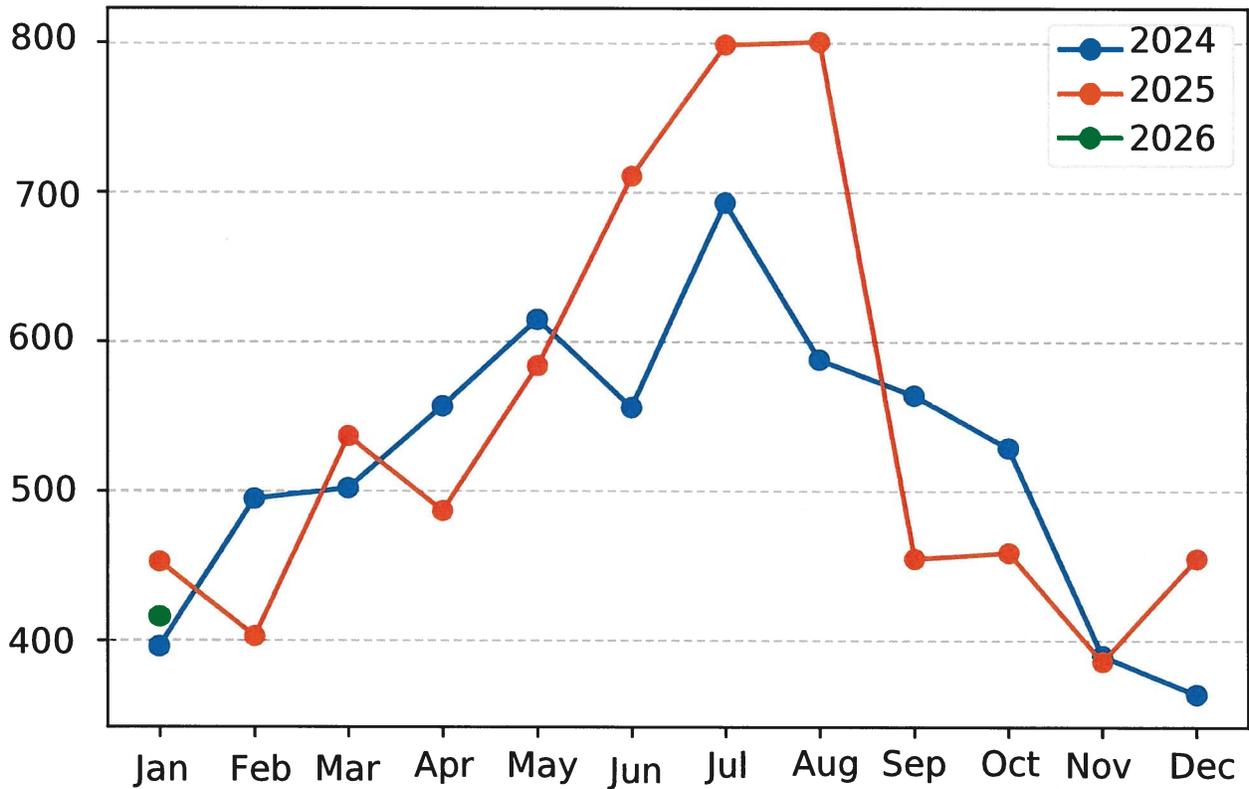
Monthly Ridership for Route: 10



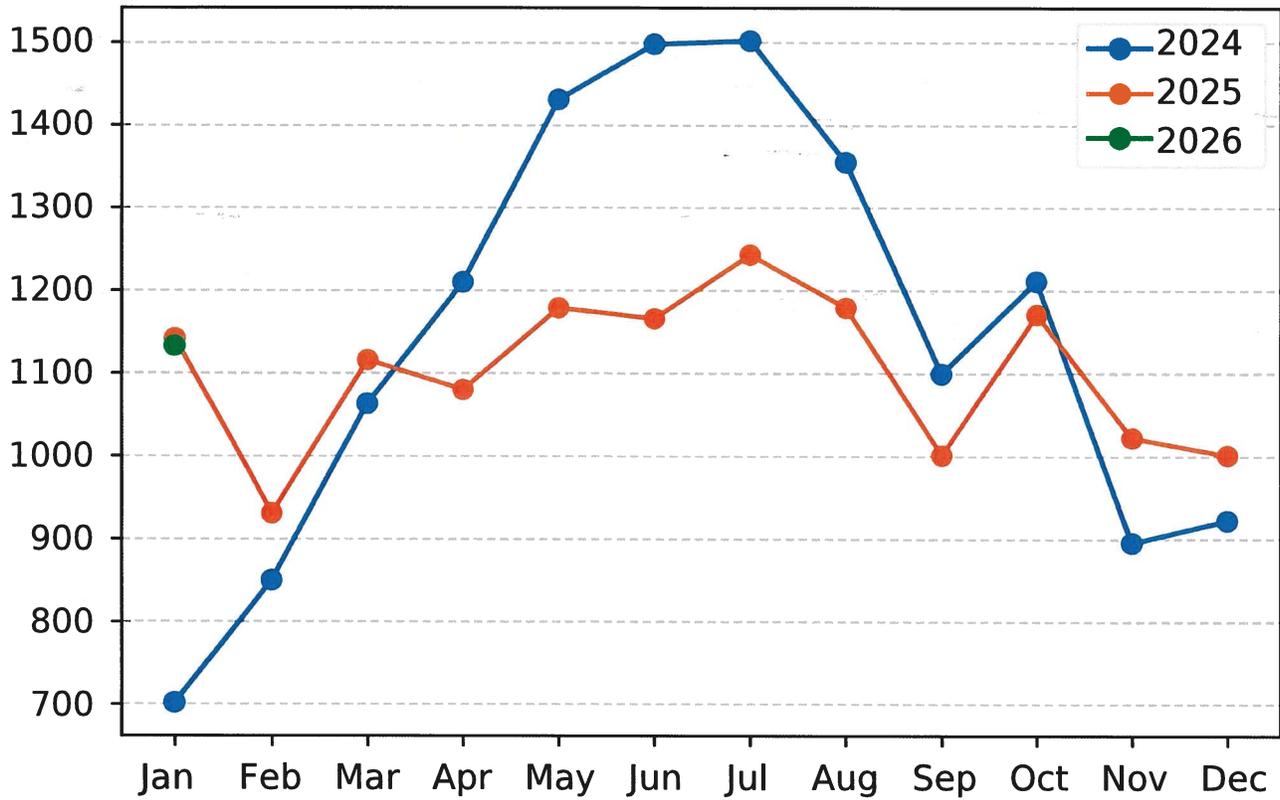
Monthly Ridership for Route: 14



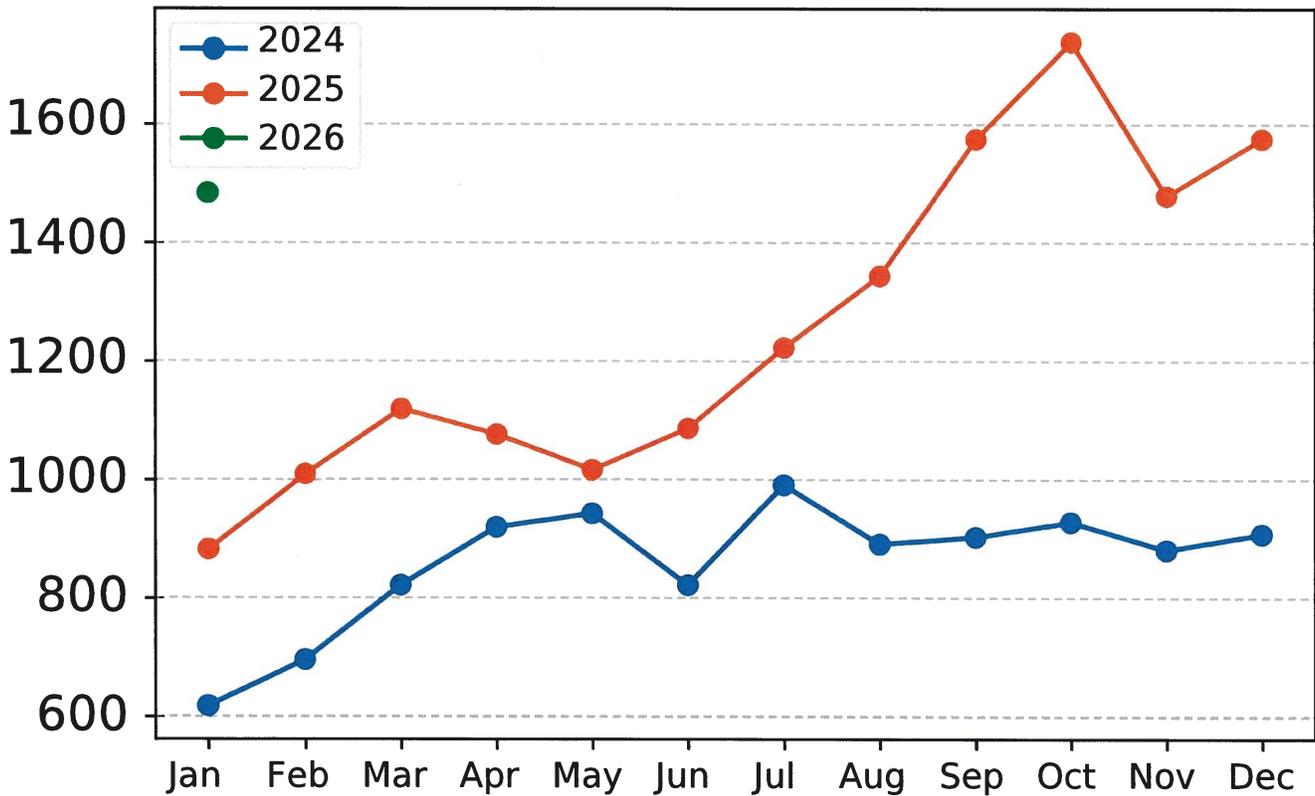
Monthly Ridership for Route: 15



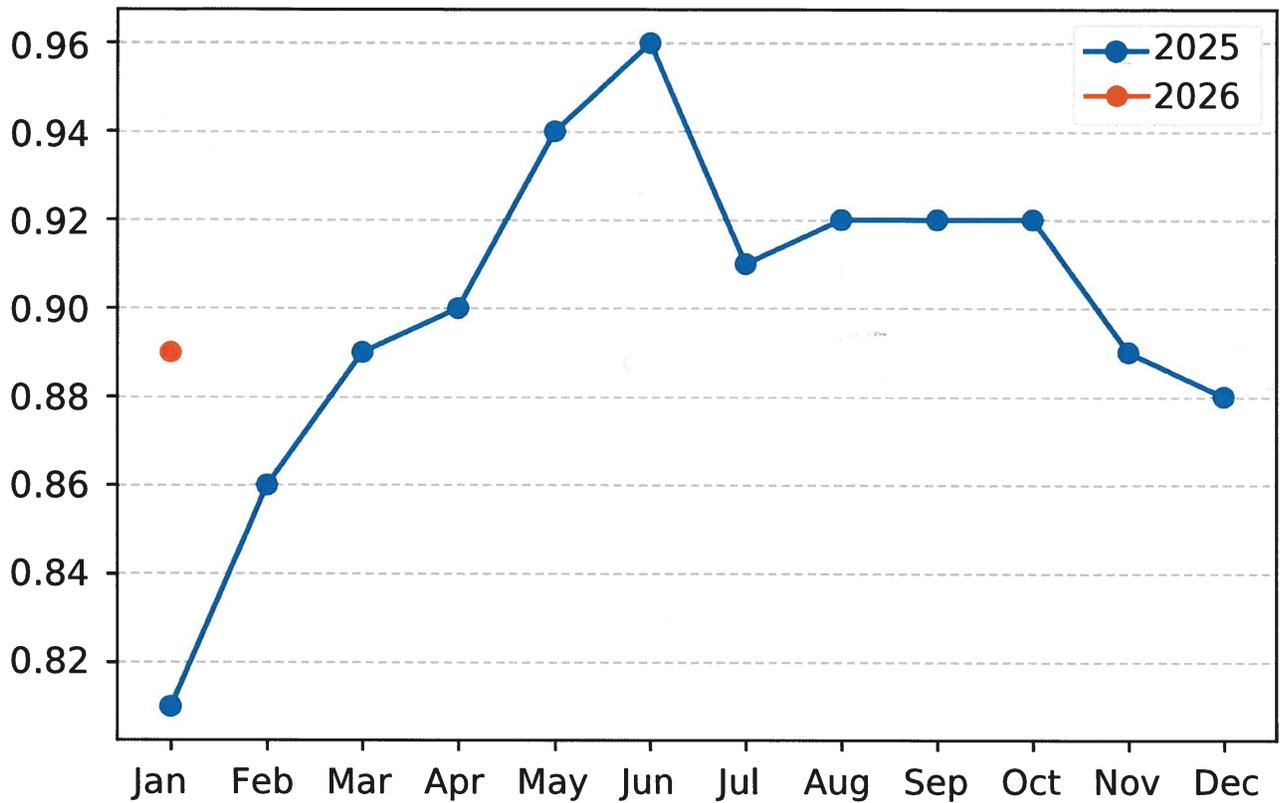
Monthly Ridership for Route: 16



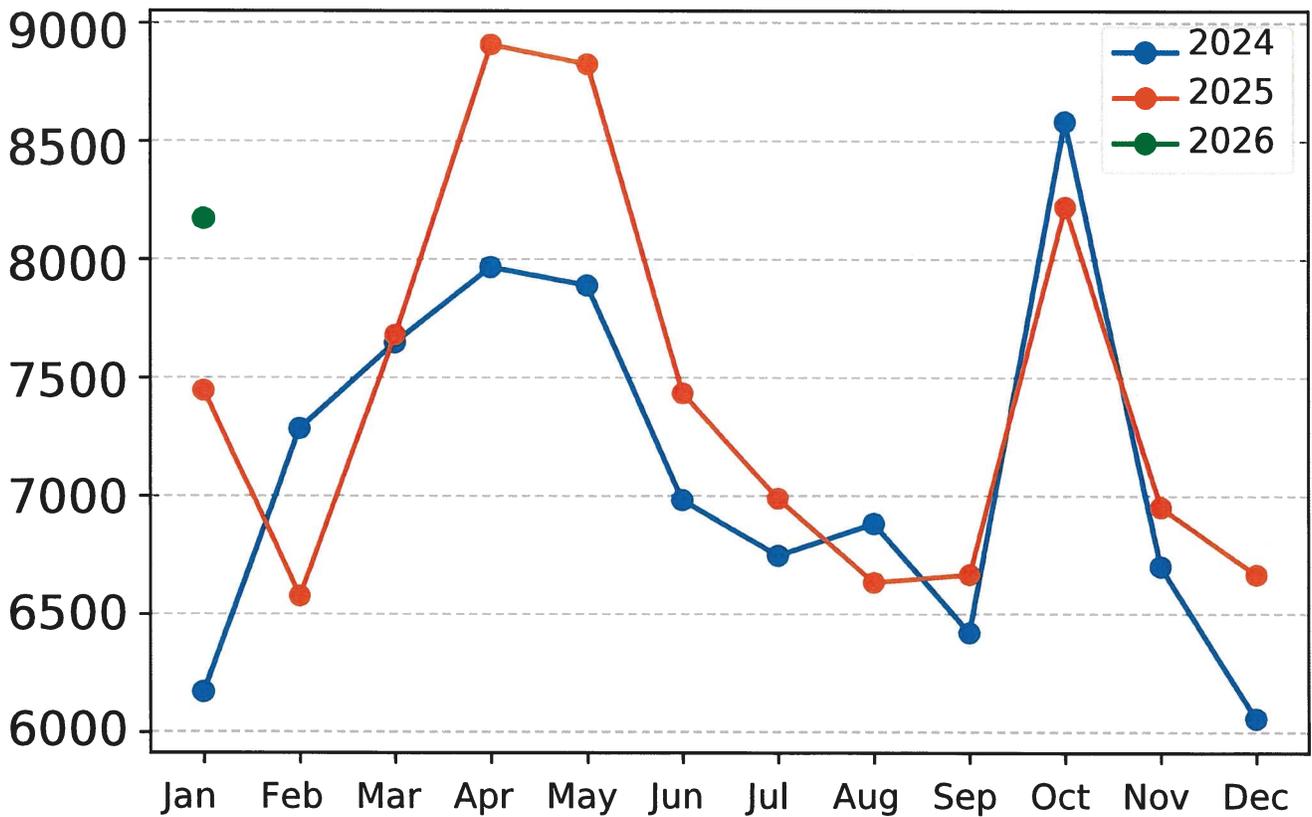
Monthly Ridership for Route: Forks Interlink



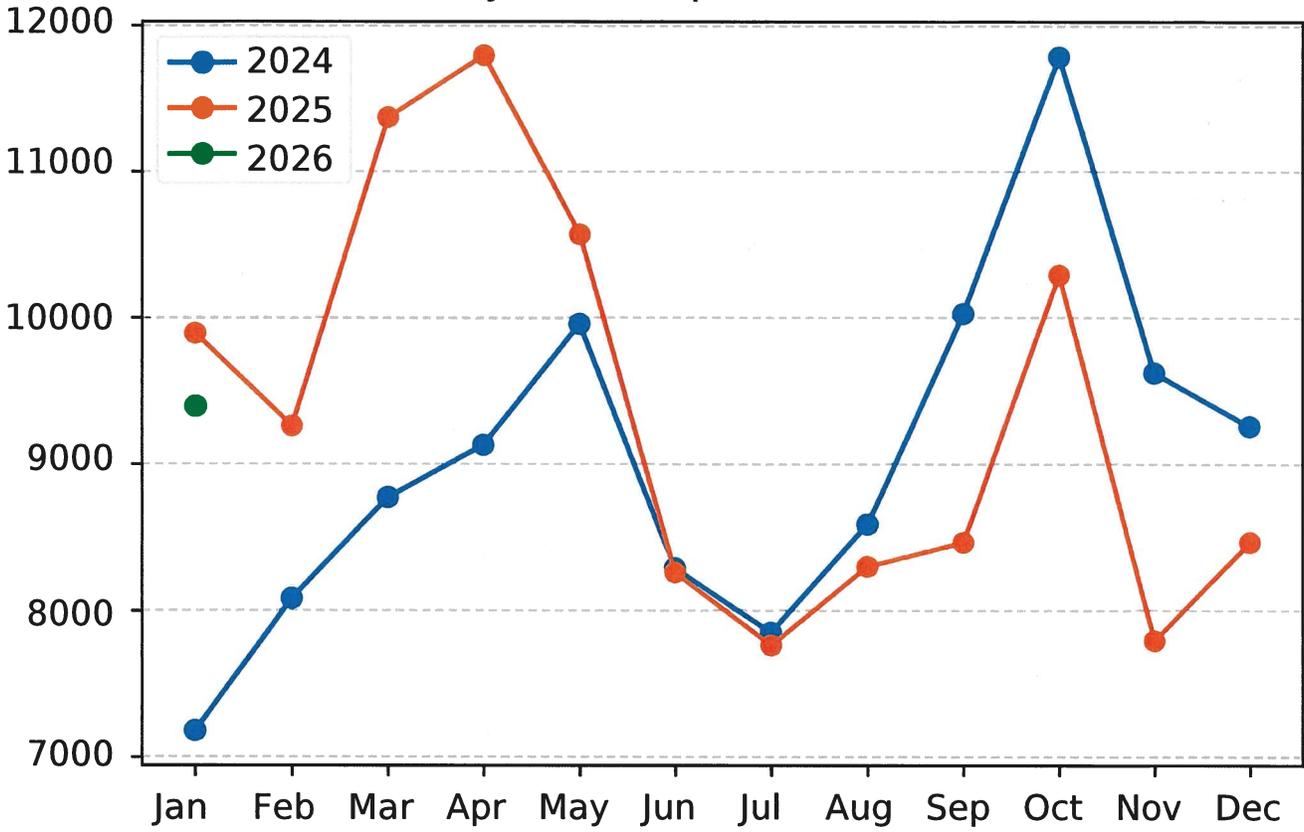
OTP Percentage Comparison to Last Year for: Forks Interlink



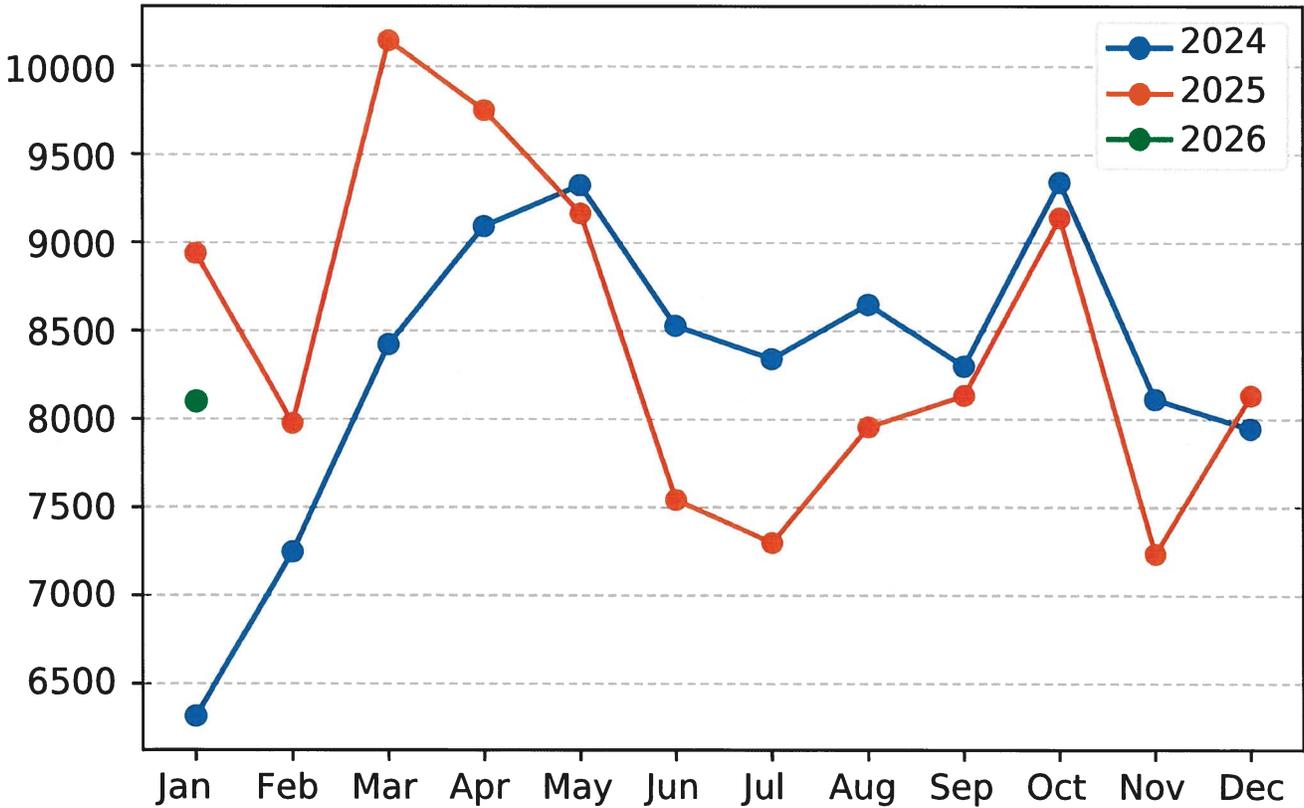
Monthly Ridership for Route: 20



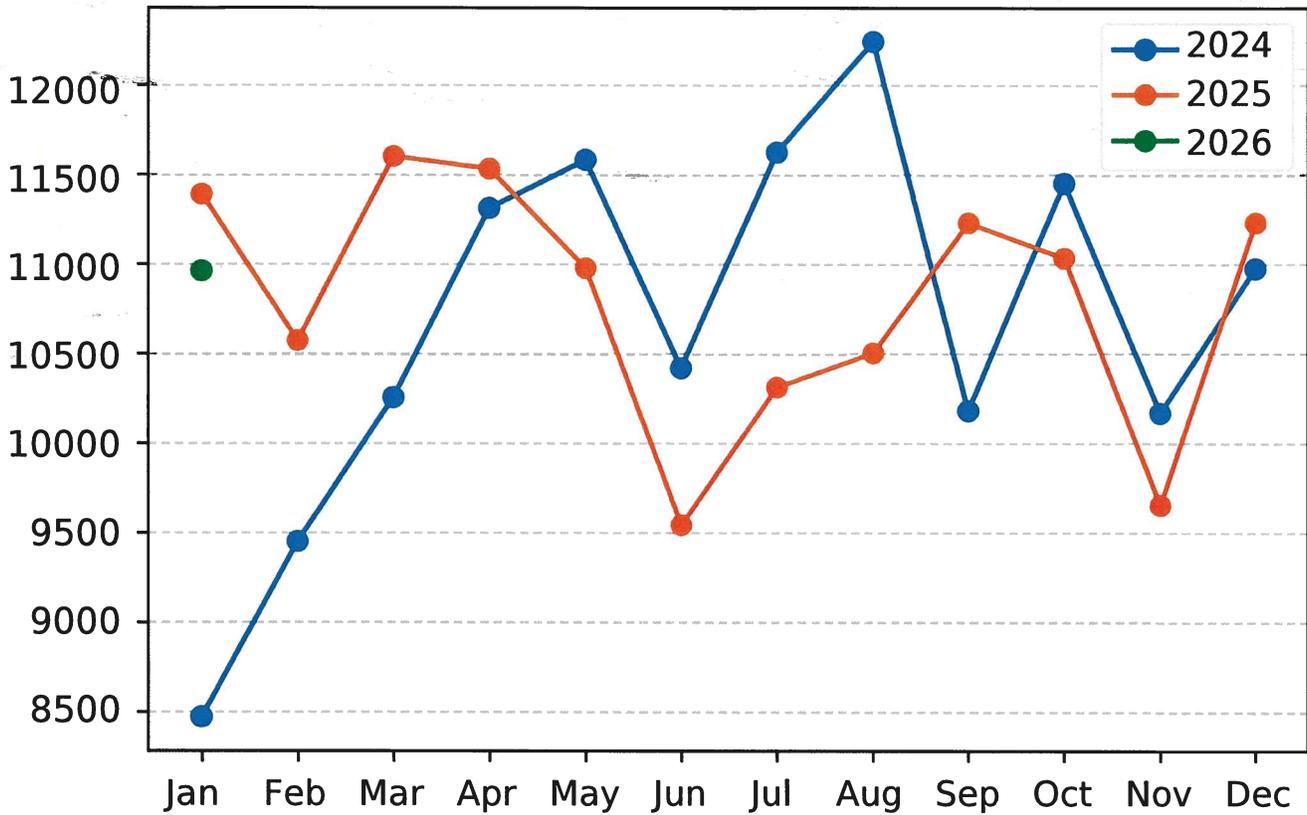
Monthly Ridership for Route: 22



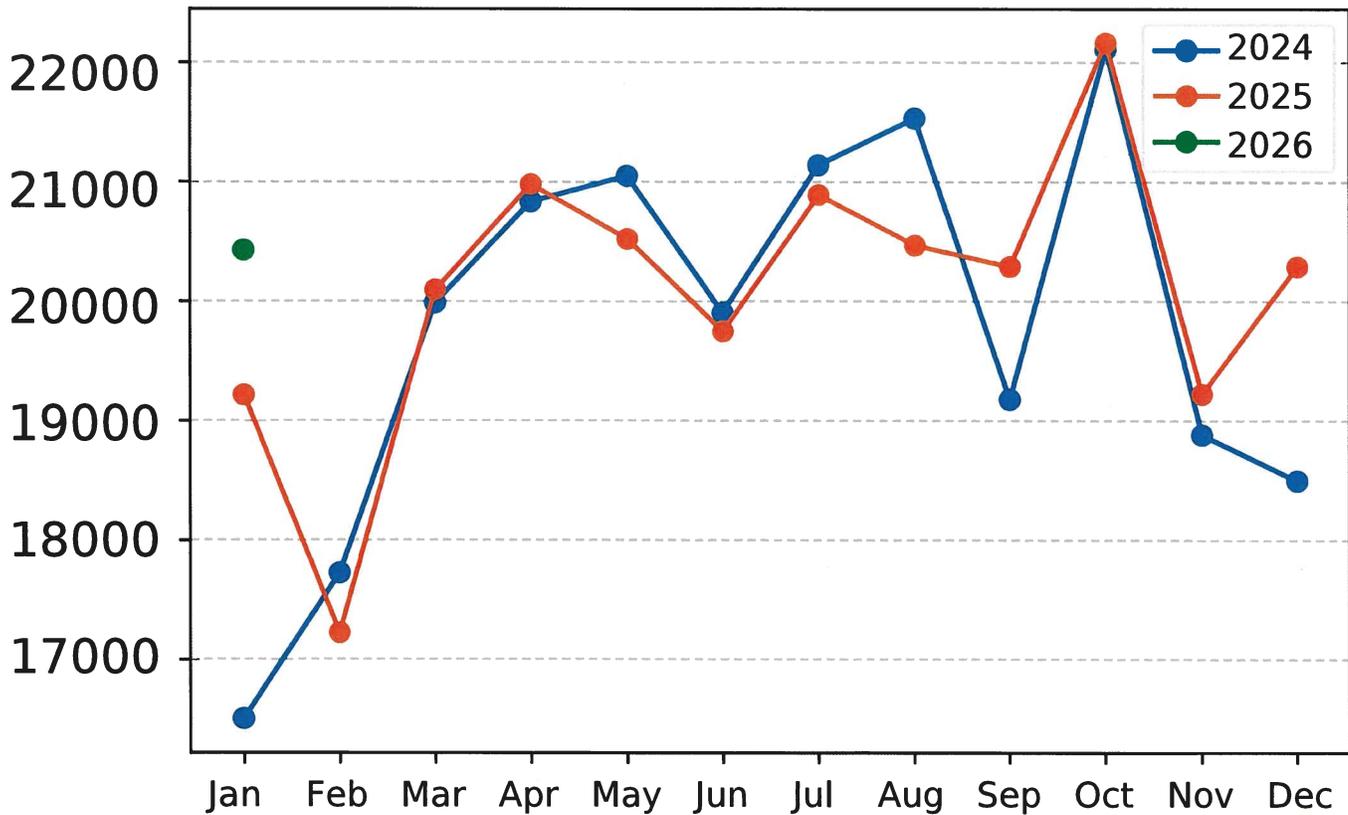
Monthly Ridership for Route: 24



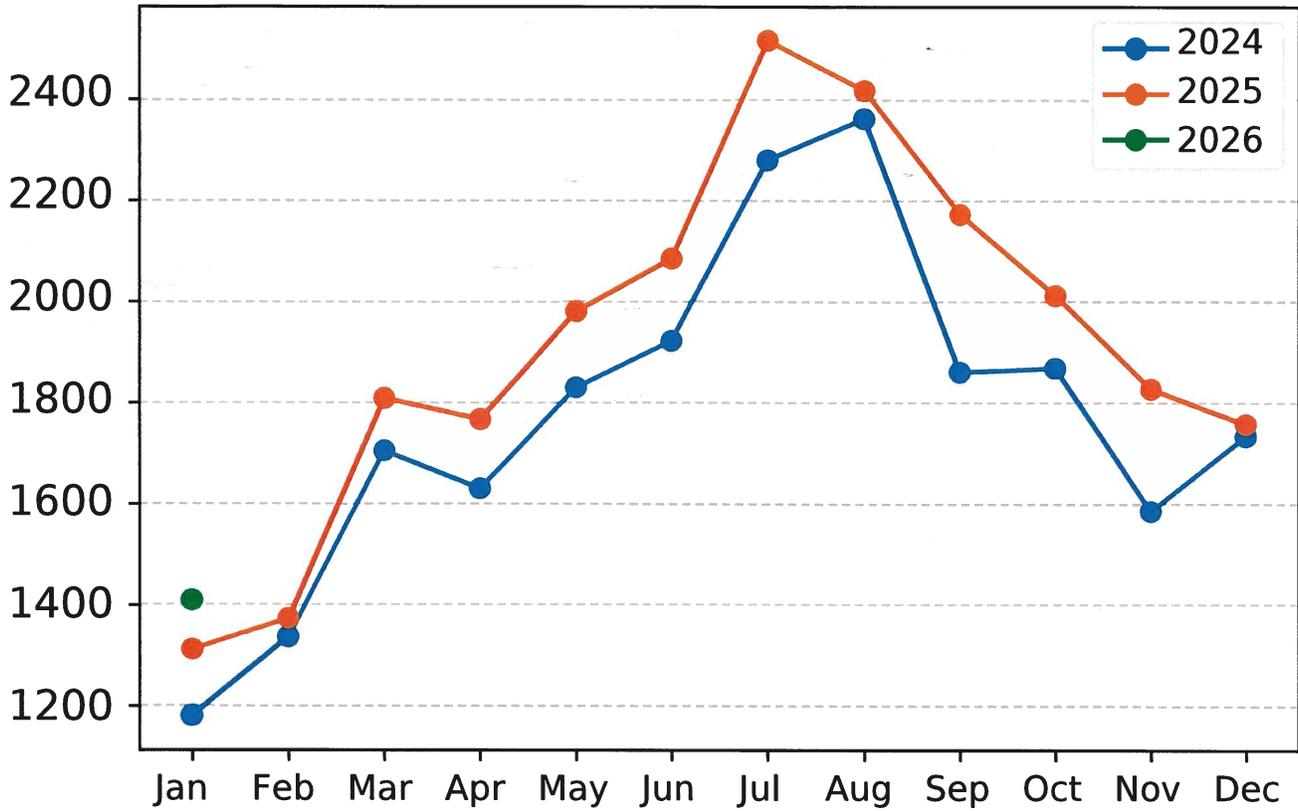
Monthly Ridership for Route: 26



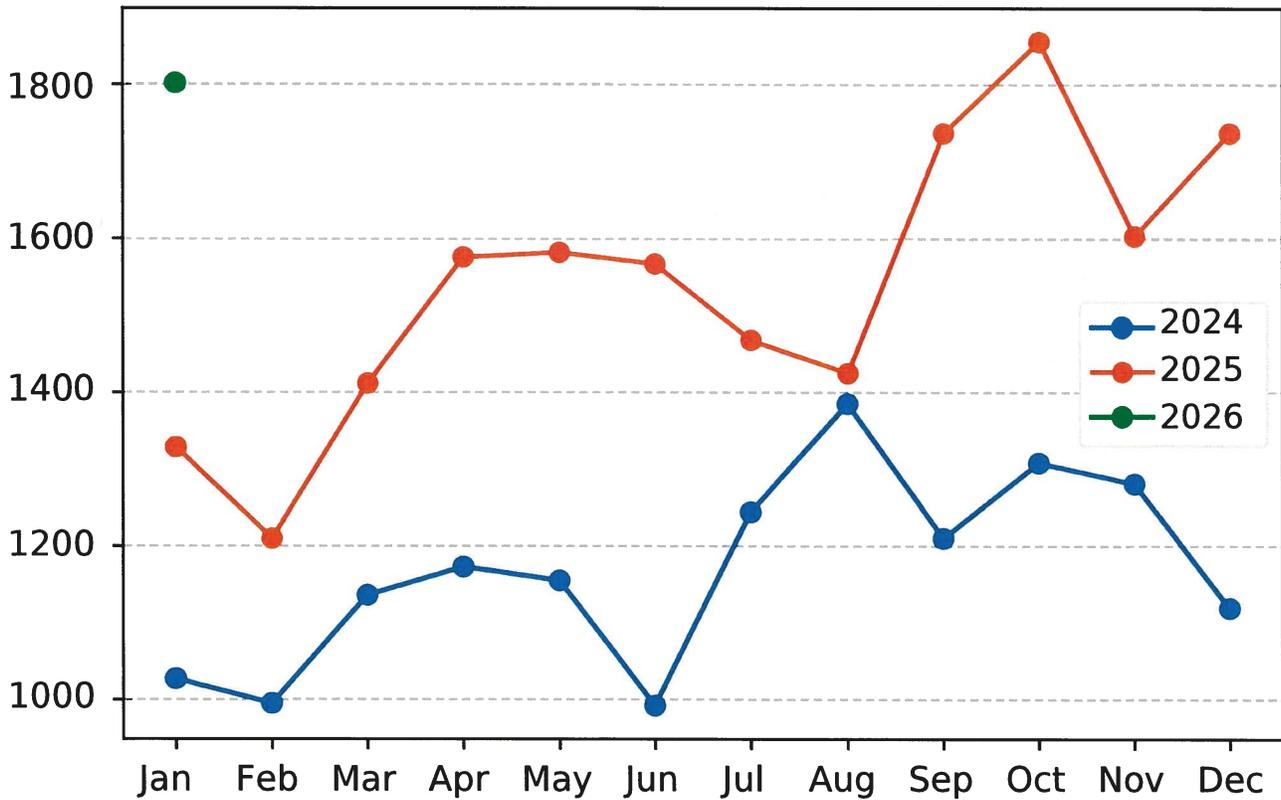
Monthly Ridership for Route: 30



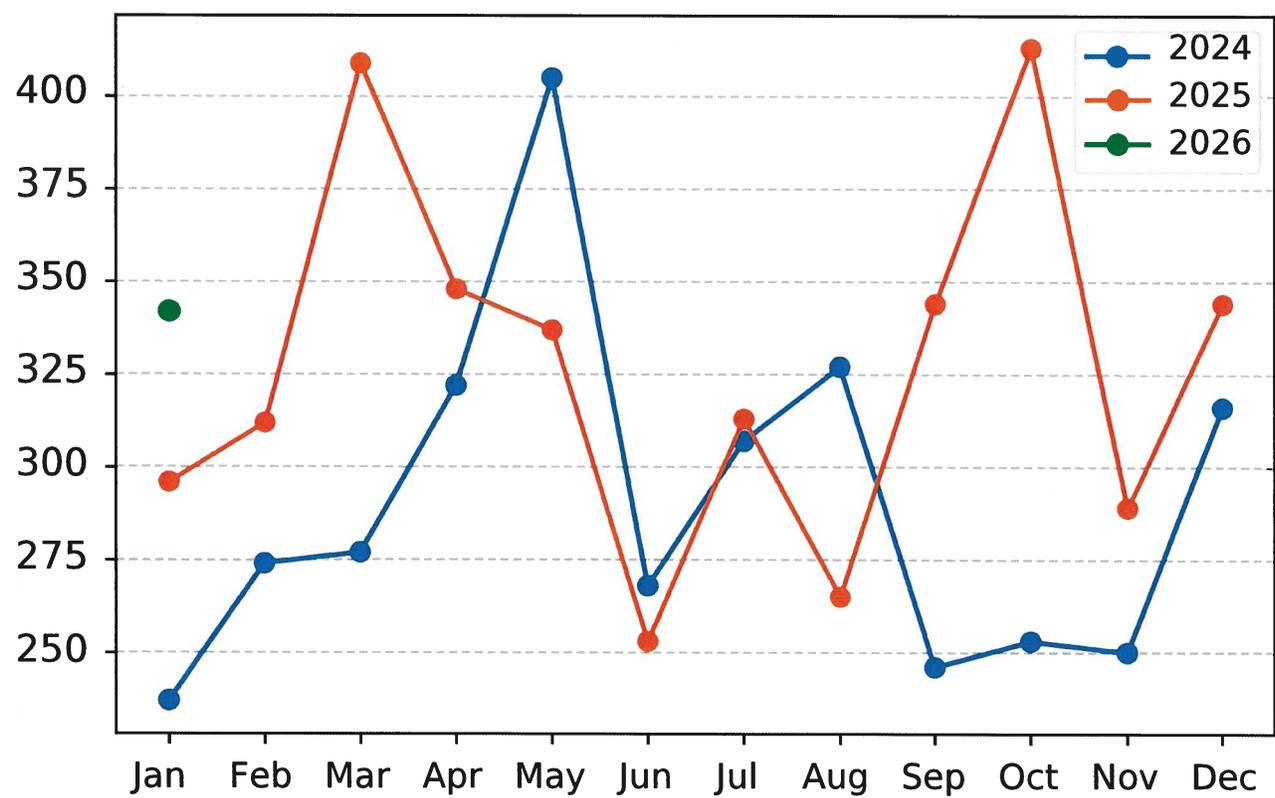
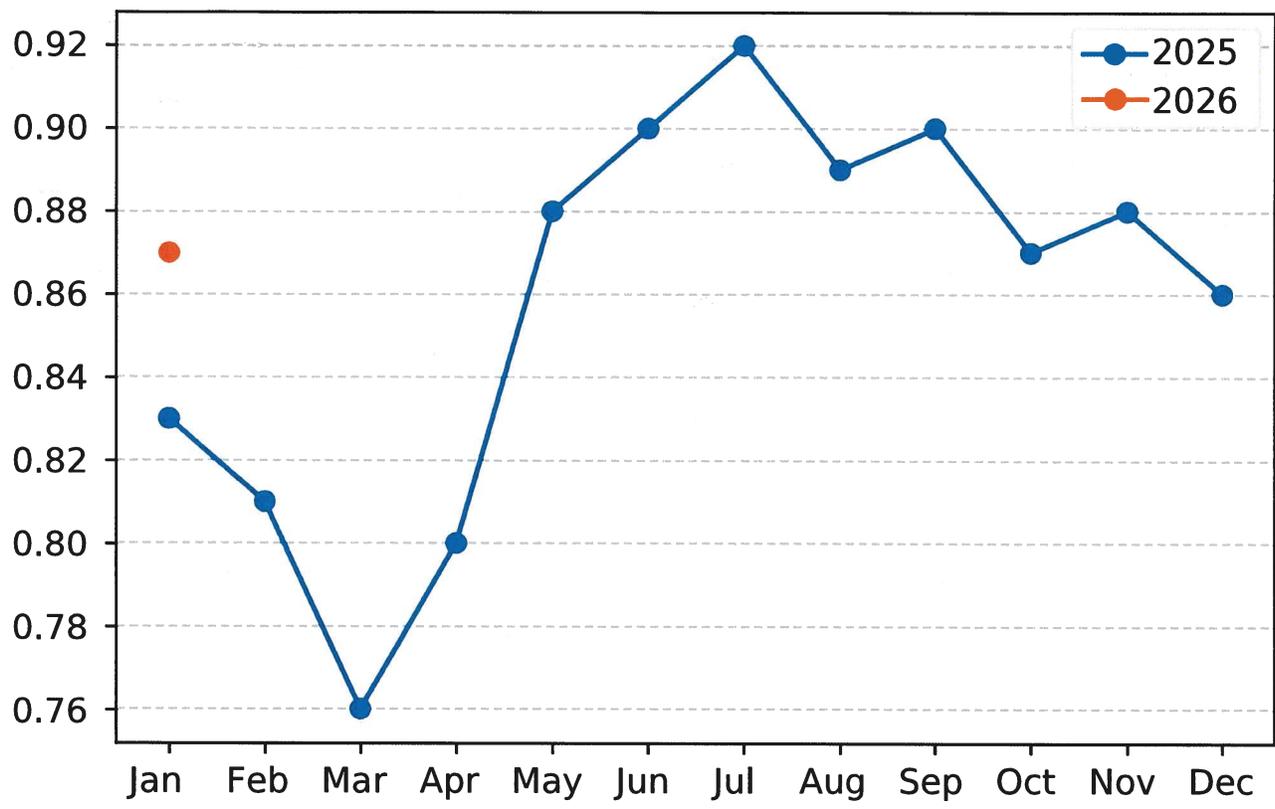
Monthly Ridership for Route: 123



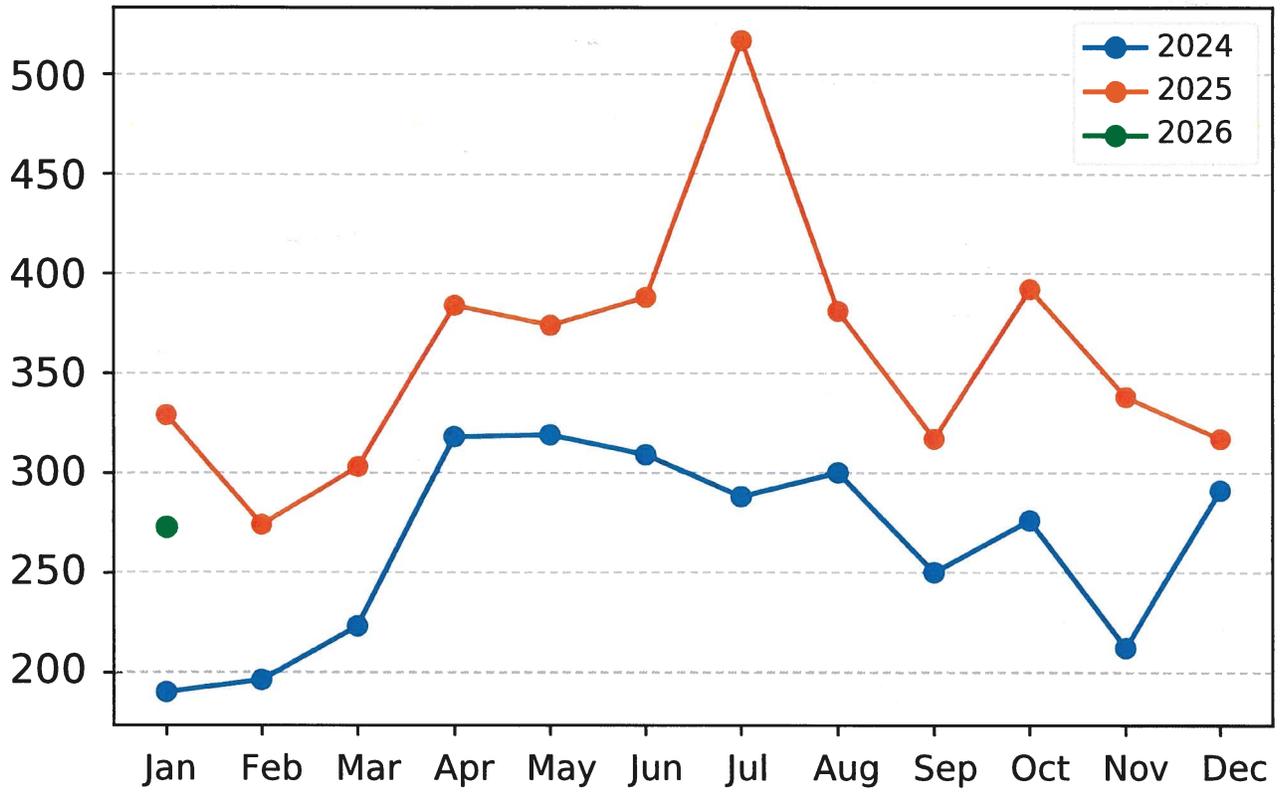
Monthly Ridership for Route: Sequim Interlink



OTP Percentage Comparison to Last Year for: Sequim Interlink



Monthly Ridership for Route: 52



January 2026 CTS Route Efficiency Report

Route	Boardings	Rev Hours	Avg. Passengers per hour per route
22 – Lincoln/Peabody	9,393	283.51	33.131
26 – West Side	10,963	337.44	32.489
24 – Cherry Hill	8,102	325.55	24.887
20 – College/Medical	8,173	348.45	23.455
30 – Commuter	20,429	1,005.37	20.32
10 – Joyce	1,483	199.88	7.419
50 – Jamestown	342	47.04	7.27
Forks Interlink	1,484	218.84	6.781
Sequim Interlink	1,802	325.89	5.529
14 – Forks	3,456	648.51	5.329
15 – La Push	416	85.59	4.86
16 – Neah Bay	1,133	295.11	3.839
52 – Diamond Point	273	71.82	3.801
123 – The Strait Shot	1,409	408.32	3.451
	68,858	4,601.32	14.96



Title: January 2026 Financial Report
Submitted By: Cherie Huxtable, Finance Manager
Authorized By: Jason McNickle, General Manager

Factsheet: 2026-014
Date: February 18, 2026



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

December Reports: Updated reports for December 2025 are provided. Notable changes for revenues include rideshare and grant revenues due to the timing of the receivables. We ended the year 5.58% over budget for revenues. For expense, changes in the professional and miscellaneous services and other operating expense categories consist mostly of timing differences but includes a large invoice for software with a start term date of October 2025. We ended the year 9.06% under budget. Overall, a surplus of \$2.3 million.

Cash Balances: The total cash balance as of January 31, 2026, was \$33,167,202. Of those funds, \$26.2 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 January was \$1,007,147. This was 10.23% over budget for the month. Sales tax receipts are two months behind actual state collections.

Other Operating Revenue: Other operating revenue for January includes \$104 thousand in interest revenue. Interest rates from the Local Government Investment Pool (LGIP) dropped from 3.88% to 3.78%.

RECOMMENDED ACTION

None.

ATTACHMENTS

Monthly Board Report, December 2025 and January 2026
Sales Tax Chart
Salary, Wages, and Benefits Chart
Revenue and Expenses Chart, December 2025 and January 2026
SMA Net Position
Treasurer's Report



Clallam Transit System

Monthly Budget Report Group Summary

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

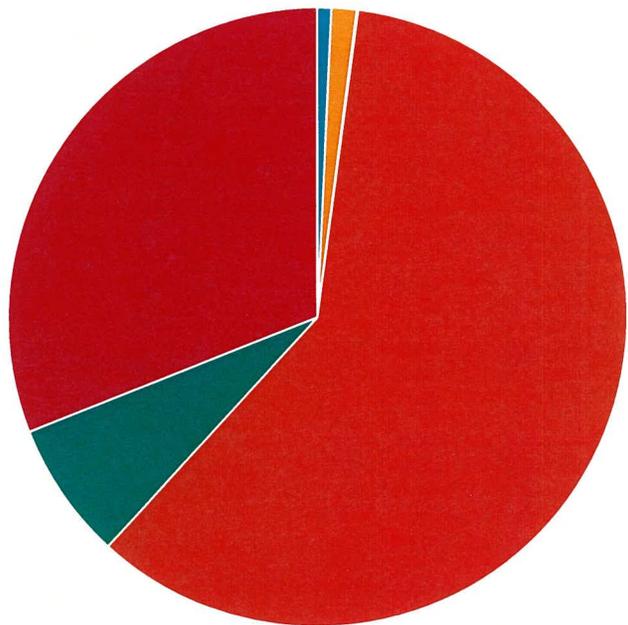
ExpCa...	December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Revenue									
RevType: 10 - Passenger Fare Revenue									
	13,810.50	13,590.37	-220.13	-98.41%	165,000.00	176,869.34	11,869.34	-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	24,500.00	13,200.50	-216.82%	135,000.00	181,345.00	46,345.00	-134.33%	135,000.00
Total RevType: 20 - Rideshare Revenue:	11,299.50	24,500.00	13,200.50	-216.82%	135,000.00	181,345.00	46,345.00	-134.33%	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	575,181.00	-6,152.70	-98.94%	2,326,000.00	1,816,269.00	-509,731.00	-78.09%	2,326,000.00
Total RevType: 50 - WSDOT Grant Revenue:	581,333.70	575,181.00	-6,152.70	-98.94%	2,326,000.00	1,816,269.00	-509,731.00	-78.09%	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	1,859,848.64	231,189.77	-114.20%	15,801,295.00	16,683,112.42	881,817.42	-105.58%	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	334,249.46	-7,683.49	102.35%	4,069,350.00	3,839,393.71	229,956.29	94.35%	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	28,809.68	9,037.37	76.12%	452,200.00	342,695.36	109,504.64	75.78%	452,200.00
40 - Professional & Misc Services	61,870.05	80,451.46	-18,581.41	130.03%	739,200.00	584,597.74	154,602.26	79.09%	739,200.00
50 - Maintenance & Repair	28,499.85	41,836.95	-13,337.10	146.80%	340,500.00	301,835.18	38,664.82	88.64%	340,500.00
60 - Communications	11,215.80	16,141.96	-4,926.16	143.92%	134,000.00	111,202.02	22,797.98	82.99%	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	22,354.67	-3,091.06	116.05%	230,150.00	166,108.52	64,041.48	72.17%	230,150.00
Total Expense:	1,254,975.70	1,240,808.76	14,166.94	98.87%	15,783,050.00	14,353,275.75	1,429,774.25	90.94%	15,783,050.00
Report Total:	373,683.17	619,039.88	245,356.71		18,245.00	2,329,836.67	2,311,591.67		18,245.00

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	24,500	181,345	135,000	134.33%
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	-	575,181	1,816,269	2,326,000	78.09%

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

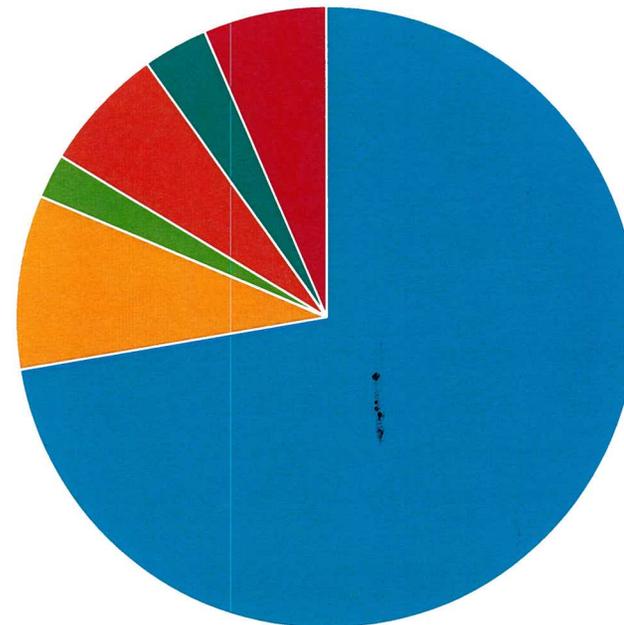
EXPENSES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
Wages & Benefits	829,781	846,596	850,518	849,018	1,251,128	892,112	884,830	890,683	835,636	1,180,225	858,716	898,034	11,067,275	11,910,300	92.92%
Fuel & Fluids	94,064	94,493	90,066	109,386	101,314	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	28,810	352,008	577,200	60.99%
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	80,451	586,062	739,200	79.28%
Maintenance & Repair	23,983	23,549	11,567	46,731	21,028	12,317	32,930	24,434	20,711	28,333	14,415	41,837	301,835	340,500	88.64%
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	79,552	775,974	859,150	90.32%

December Revenues



- Passenger Fare Revenue
- Rideshare Fare
- Paratransit Fare
- Sales Tax Revenue
- All other Revenue
- Grant Revenue*

December Expenses



- Wages & Benefits
- Fuel & Fluids
- Parts & Supplies
- Professional & Misc. Services
- Maintenance & Repair
- All other expenses



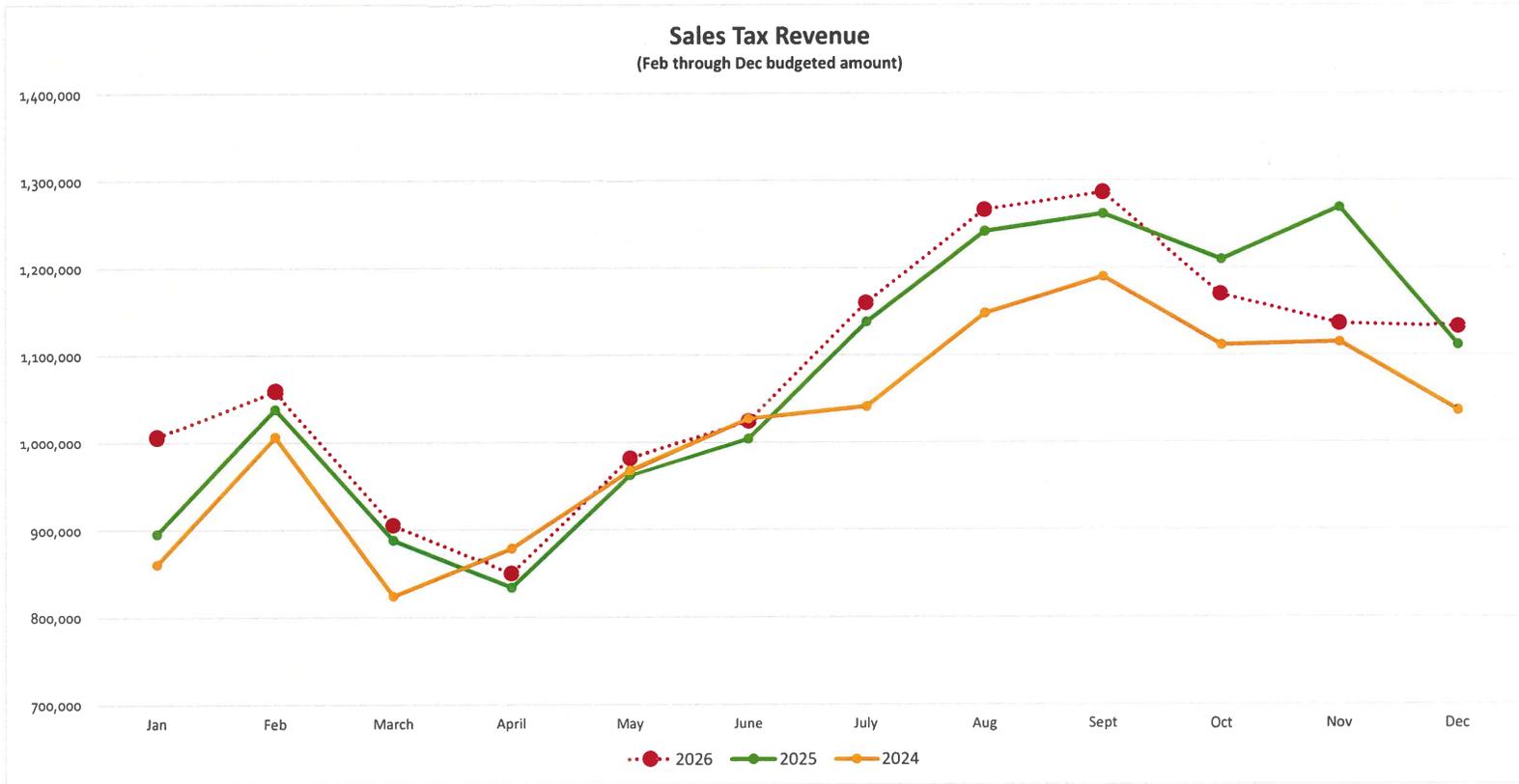
Clallam Transit System

Monthly Budget Report

Group Summary

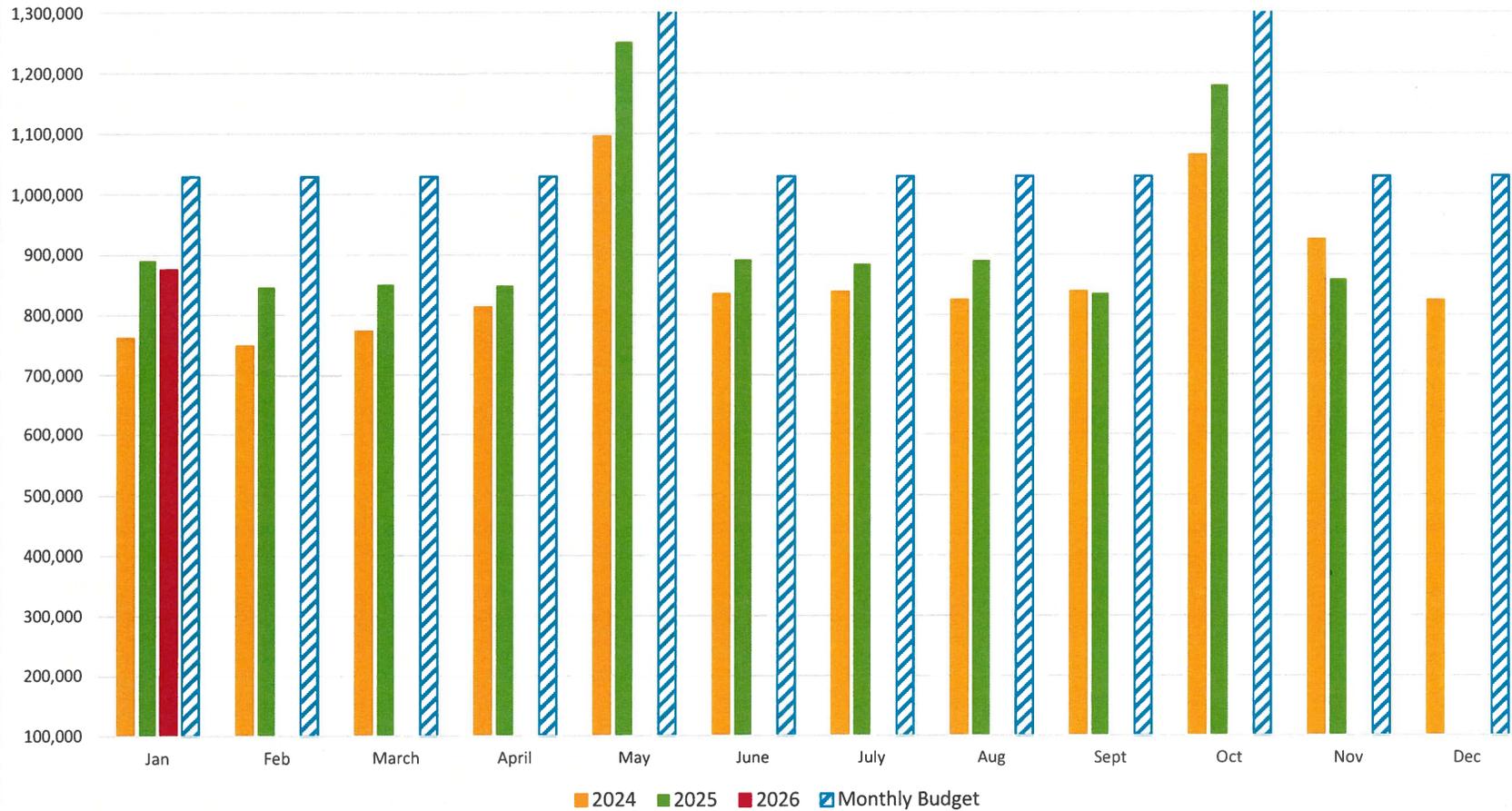
For Fiscal: 2026 Period Ending: 01/31/2026

ExpCa...	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Revenue									
RevType: 10 - Passenger Fare Revenue									
	14,660.80	13,215.91	-1,444.89	-90.14%	14,660.80	13,215.91	-1,444.89	-90.14%	176,000.00
Total RevType: 10 - Passenger Fare Revenue:	14,660.80	13,215.91	-1,444.89	-90.14%	14,660.80	13,215.91	-1,444.89	-90.14%	176,000.00
RevType: 20 - Rideshare Revenue									
	14,244.30	875.00	-13,369.30	-6.14%	14,244.30	875.00	-13,369.30	-6.14%	171,000.00
Total RevType: 20 - Rideshare Revenue:	14,244.30	875.00	-13,369.30	-6.14%	14,244.30	875.00	-13,369.30	-6.14%	171,000.00
RevType: 30 - Paratransit Revenue									
	1,166.20	1,026.90	-139.30	-88.06%	1,166.20	1,026.90	-139.30	-88.06%	14,000.00
Total RevType: 30 - Paratransit Revenue:	1,166.20	1,026.90	-139.30	-88.06%	1,166.20	1,026.90	-139.30	-88.06%	14,000.00
RevType: 40 - Sales Tax Revenue									
	913,645.00	1,007,147.03	93,502.03	-110.23%	913,645.00	1,007,147.03	93,502.03	-110.23%	12,716,406.00
Total RevType: 40 - Sales Tax Revenue:	913,645.00	1,007,147.03	93,502.03	-110.23%	913,645.00	1,007,147.03	93,502.03	-110.23%	12,716,406.00
RevType: 50 - WSDOT Grant Revenue									
	158,353.30	0.00	-158,353.30	0.00%	158,353.30	0.00	-158,353.30	0.00%	1,901,000.00
Total RevType: 50 - WSDOT Grant Revenue:	158,353.30	0.00	-158,353.30	0.00%	158,353.30	0.00	-158,353.30	0.00%	1,901,000.00
RevType: 60 - Other Operating Revenue									
	103,371.13	124,556.70	21,185.57	-120.49%	103,371.13	124,556.70	21,185.57	-120.49%	1,240,950.00
Total RevType: 60 - Other Operating Revenue:	103,371.13	124,556.70	21,185.57	-120.49%	103,371.13	124,556.70	21,185.57	-120.49%	1,240,950.00
Total Revenue:	1,205,440.73	1,146,821.54	-58,619.19	-95.14%	1,205,440.73	1,146,821.54	-58,619.19	-95.14%	16,219,356.00
Expense									
00 - Salaries & Wages	654,861.17	560,466.72	94,394.45	85.59%	654,861.17	560,466.72	94,394.45	85.59%	8,515,750.00
10 - Personnel Benefits	374,209.95	315,364.07	58,845.88	84.27%	374,209.95	315,364.07	58,845.88	84.27%	4,664,800.00
20 - Fuel, Fluids, & Parts	131,551.52	84,914.53	46,636.99	64.55%	131,551.52	84,914.53	46,636.99	64.55%	1,579,250.00
30 - Other Supplies	36,739.96	15,573.69	21,166.27	42.39%	36,739.96	15,573.69	21,166.27	42.39%	441,056.11
40 - Professional & Misc Services	69,251.45	59,288.47	9,962.98	85.61%	69,251.45	59,288.47	9,962.98	85.61%	831,350.00
50 - Maintenance & Repair	27,918.58	15,838.18	12,080.40	56.73%	27,918.58	15,838.18	12,080.40	56.73%	335,157.06
60 - Communications	10,496.20	3,784.92	6,711.28	36.06%	10,496.20	3,784.92	6,711.28	36.06%	126,005.00
70 - Insurance	45,398.50	44,391.87	1,006.63	97.78%	45,398.50	44,391.87	1,006.63	97.78%	545,000.00
80 - Other Operating Expenses	20,104.45	2,951.40	17,153.05	14.68%	20,104.45	2,951.40	17,153.05	14.68%	241,350.00
Total Expense:	1,370,531.78	1,102,573.85	267,957.93	80.45%	1,370,531.78	1,102,573.85	267,957.93	80.45%	17,279,718.17
Report Total:	-165,091.05	44,247.69	209,338.74		-165,091.05	44,247.69	209,338.74		-1,060,362.17



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget
2026	1,007,147	1,059,376	906,288	850,851	982,077	1,024,411	1,160,781	1,266,938	1,286,965	1,171,153	1,137,400	1,133,689	1,007,147	12,716,406
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	11,745,250	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

Salary, Wages, and Benefits



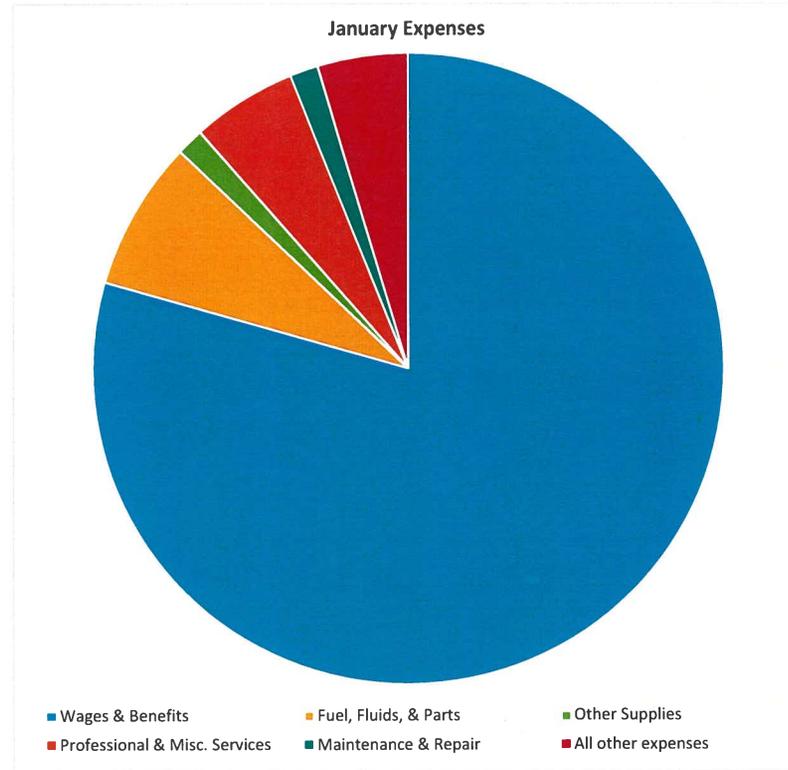
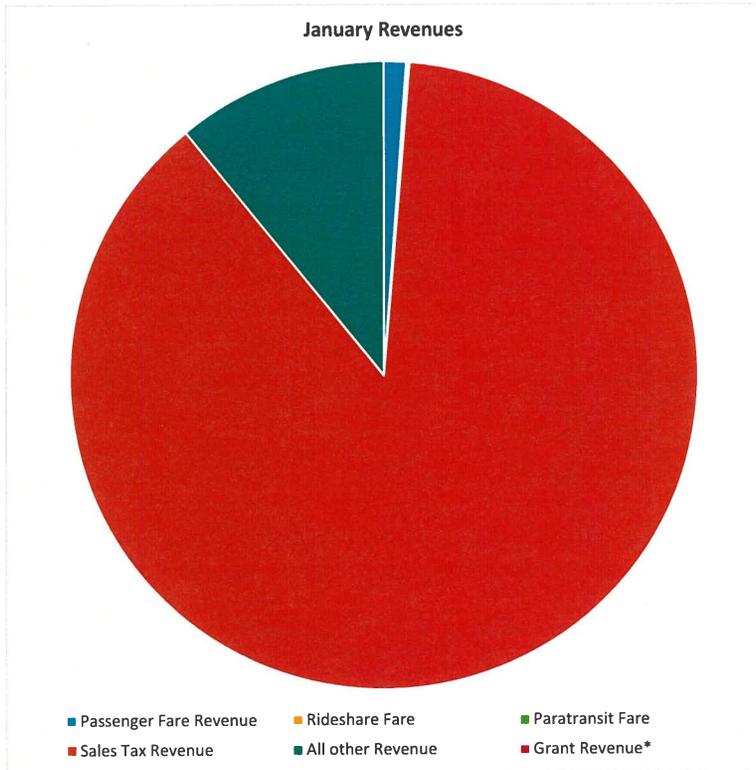
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget
Monthly Budget	1,029,071	1,029,071	1,029,071	1,029,071	1,444,435	1,029,071	1,029,071	1,029,071	1,029,071	1,444,435	1,029,071	1,030,040		13,180,550
2026	875,831												875,831	13,180,550
2025	891,035	846,596	850,518	849,018	1,251,128	892,175	884,830	890,683	835,636	1,180,225	858,716		10,230,559	11,635,491
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	11,841,575

Highlighted cells are months with three payrolls.

REVENUES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
	Passenger Fare Revenue	13,216												13,216	176,000
Rideshare Fare	875												875	171,000	0.51%
Paratransit Fare	1,027												1,027	14,000	7.34%
Sales Tax Revenue	1,007,147												1,007,147	12,716,406	7.92%
All other Revenue	124,557												124,557	1,240,950	10.04%
Grant Revenue*	-												-	1,901,000	0.00%

*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	875,831												875,831	13,180,550
Fuel, Fluids, & Parts	84,915												84,915	1,579,250	5.38%
Other Supplies	15,574												15,574	441,056	3.53%
Professional & Misc. Services	59,288												59,288	831,350	7.13%
Maintenance & Repair	15,838												15,838	335,157	4.73%
All other expenses	51,128												51,128	912,355	5.60%



SMA Net Position**January 2026****SMA-Clallam Transit****January 2026****Operations**

ADDITIONS

Investment Earnings 34,393.91*

DEDUCTIONS

Administrative Expenses 394.48

Change in Net Position - Operations **33,999.43****SMA Participant Transactions**

CONTRIBUTIONS 0.00

DISTRIBUTIONS 0.00

Change in Net Position - Part. Txns. **0.00****Change in Net Position 33,999.43**

Beginning Net Position 10,377,953.90

Ending Net Position **10,411,953.33****AVERAGE BOOK BALANCE 10,321,534.43****GROSS YIELD (Earnings before fee) 3.923%****NET YIELD (Net of fee) 3.878%**

Fee Rate 0.045%

Statement of Net Position

Investment Book Value 10,329,613.85*

Accrued Interest/Income 81,345.10

Outstanding PAI 1,388.86

Admin. Fee Liability (394.48)

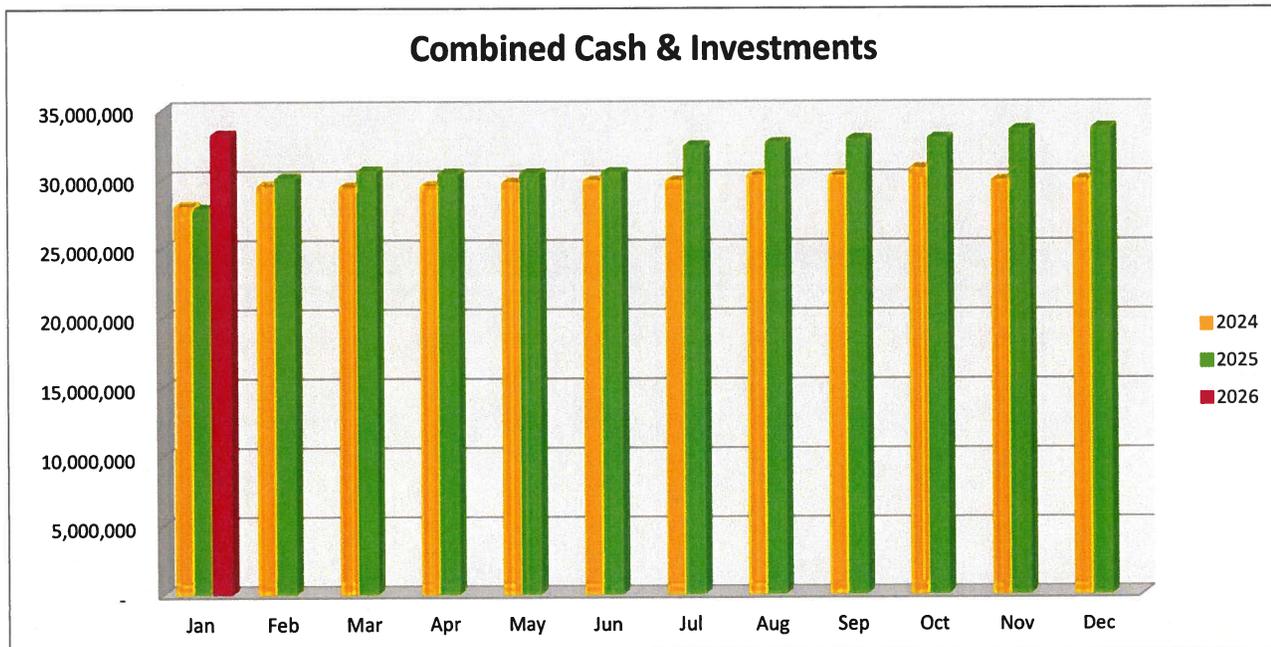
Net Position (Amortized Cost) **10,411,953.33**

Market Value 10,383,021.08

* = Includes Income from Securities Lending
for prior month

Clallam Transit System
Treasurer's Report
As of January 31, 2026

	<u>Acquisition Date</u>	<u>Maturity Date</u>	<u>Interest Earned This Month</u>	<u>Balance at Month End</u>	<u>Earnings Rate</u>
INVESTMENTS (Long Term)					
OST Separately Managed Accounts	2/3/2025	Varies	81,345	10,411,953	3.88%
Total Investments			81,345	10,411,953	
CASH & INVESTMENTS					
Front Desk Change Drawer & Petty Cash				100	
Umpqua Bank			8	1,392,846	0.01%
Local Government Investment Pool			68,275	21,362,302	3.78%
Total Cash			68,283	22,755,249	
TOTAL CASH & INVESTMENTS BY SOURCE			149,628	33,167,202	
CASH & INVESTMENTS RESTRICTED FOR:				Ending Balance	
Vehicle Replacement Reserve Fund				4,206,131	
Facility Maintenance Reserve Fund				2,728,224	
Total Restricted Cash & Investments				6,934,355	
CASH & INVESTMENTS UNRESTRICTED					
Unrestricted				26,232,847	
Total Unrestricted Cash & Investments				26,232,847	
TOTAL CASH & INVESTMENTS BY RESTRICTION				33,167,202	





Title: Annual Physical Parts Inventory for 2025
Submitted By: Gary Abrams, Maintenance Manager
Authorized By: Jason McNickle, General Manager

Factsheet: 2026-015
Date: February 18, 2026

Background

Each February the maintenance department performs a physical inventory of Clallam Transit System's (CTS) entire parts inventory including fuels and petroleum products. CTS's benchmark is maximum of a 3% deviation; however, the department's goal is to achieve less than a 1% deviation over the one-year period cycle.

Discussion

The maintenance department team completed the inventory project while maintaining the integrity of our regular weekday services. The result was an accurate accounting of the physical parts inventory resulting in a .16% deviation. The final inventory report is well below the benchmark.

I would like to commend the maintenance team for their diligence and accuracy in the process, as well as their consistency throughout the year and doing their best to accurately control the inventory transactions.

Note: The diesel, diesel exhaust fuel (DEF) and propane variances increase monthly due to calibration between the actual mechanical dispensing and the exporting into the software programs. Staff monitor the variation for consistency to ensure accountability.

RESULTS – Parts and Fluids:

- Physical Parts Value: \$239,857.67 (*actual dollar value of parts counted excluding diesel and propane*)
- On-hand Parts Value: \$239,461.15 (*actual dollar value of parts listed in warehouse at time of inventory*)
- Deviation Value: (\$396.52) (*actual dollar difference*)

DEVIATION PERCENT VARIANCE: 0.16%



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

Factsheet: 2026-016
Date: February 18, 2026

Background

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

Discussion

Recruitments included:

- Opened fixed-route operator to hire two additional operators to reach target of 48.
- Internal recruitment for relief paratransit CSR/Dispatcher continues with one appointment made.
- Internal recruitment for operations manager was filled and closed with one appointment made.
- Internal recruitment for maintenance supervisor was opened with one position available.
- Internal recruitment for operations supervisor was opened with one position available.

The CTS Paid Family Medical Leave (PFML) Policy was updated to reflect changes made to the program as directed by the State. Washington Paid Family Medical Leave now provides for job protection, a requirement for employers to maintain health benefits for employees, and increased employee notice requirements. The update has been reviewed by Summitt Law to ensure compliance and discussed with the union on February 9, 2026, during the Labor Relations Committee meeting.

A Memorandum of Understanding (MOU) was created for Article 12 – Sick Leave due to regulatory revisions by Washington State. Additional reasons have been added in accordance with RCW 49.46.210. The MOU was discussed with the union on February 9, 2026, during the Labor Relations Committee meeting, provided to the union and executed on February 11, 2026.

Recommended Action

None.

Attachments

CTS Paid Family Medical Leave Policy
Memorandum of Understanding Article 12 – Sick Leave

830 West Lauridsen Boulevard
Port Angeles, Washington 98363



www.clallamtransit.com
360-452-4511

Policy Title: PAID FAMILY AND MEDICAL LEAVE		Policy No.: 10-850
Review Responsibility: Barb Cox, Human Resources Manager	Approved By: Jason McNickle, General Manager	
Authorized By: Clallam Transit System Resolution No. R3:2020, original resolution		Effective Date: 02/23/2026

1. PURPOSE

- A. The Washington State Paid Family and Medical Leave (PFML) law (Chapter 50A RCW) and supporting regulations establish a program administered by Washington Employment Security Department (ESD) to provide paid leave benefits and job protection to eligible employees who need leave for certain family and medical reasons.
- B. Clallam Transit System (CTS) will comply with the provisions as outlined in PFML law.

2. POLICY

- A. This policy applies to all CTS employees.
- B. This policy provides a summary of the PFML program and for any issues not addressed in this policy, CTS will administer this program consistent with applicable statutes and regulations. Employees may obtain additional information at <https://paidleave.wa.gov/>

3. ADMINISTRATION

A. Payroll Deduction

The PFML program is funded through premiums collected by ESD via payroll deductions and employer contributions. Employer and employee contributions are determined by the State and subject to change. CTS will adjust payroll as applicable to reflect current requirements.

B. Eligibility

Under PFML, employees may be eligible for monetary benefits and job protection when taking leave for covered reasons. Eligibility requirements are as follows:

- 3.B.1 Monetary Benefits:** To be eligible for monetary benefits from ESD, an employee must have worked 820 hours in Washington, for any employer or combination of employers, during their qualifying period.
- 3.B.2 Job Protection:** To be eligible for job protection under PFML, the employee must have worked at CTS for at least 180 calendar days prior to the beginning of the leave.

3.B.3 Healthcare Benefits: For employees qualifying for PFML job protection, CTS will maintain the employee's current healthcare coverage. Employees must pay their portion of the healthcare premium while on leave.

An employee is ineligible for PFML benefits during any period of suspension from employment or during which the employee works for remuneration or profit (outside employment or contracting).

C. Leave Entitlement

Eligible employees are entitled to take up to 12 weeks of medical or family leave, or a combined total of 16 weeks of family and medical leave per claim year. An additional two weeks of leave may be available in the event the employee's leave involves incapacity due to pregnancy.

The claim year begins when the employee files a claim for PFML benefits or upon the birth/placement of the employee's child. PFML leave may be taken for the following reasons:

3.C.1 Medical Leave: Medical leave may be taken due to the employee's own serious health condition, which is an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as defined under FMLA and RCW 50A.05.010. However, an employee is not eligible for PFML benefits if the employee is receiving time loss benefits under the worker's compensation program.

3.C.2 Family Leave: Family leave may be taken to care for a covered family member with a serious health condition; for bonding during the first 12 months following the birth of the employee's child or placement of a child under age 18 with the employee (through adoption or foster care); or for qualifying military exigencies as defined under FMLA, or for the seven calendar days following the death of an employee's child. For purposes of family leave, covered family members include the employee's child, grandchild, parent (including in-laws), grandparent (including in-laws), sibling, or spouse, and also includes any individual with whom an employee has a relationship that creates an expectation that the employee will care for the individual.

D. Concurrence with Other Leaves

PFML runs concurrently with FMLA leave where an absence is covered by both laws. PFML will also run concurrently with CTS Personal Health Leave. PFML leave may be taken intermittently, provided there is a minimum claim requirement of four consecutive hours of leave in a week for which benefits are sought.

E. PFML Application Process

An employee must submit an application to ESD to seek PFML benefits. For guidance on the application process, please refer to the ESD website at www.paidleave.wa.gov. Eligibility determinations will be made by ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

F. Notification Requirements

3.F.1 An employee must provide written notice to CTS of the intent to take PFML. If the need for leave is foreseeable, notice must be given at least 30 days in advance of the leave. For unforeseeable leave, notice must be given as soon as practicable. The employee's written notice must include the type of leave taken (family or medical), as well as the anticipated timing and duration of the leave. If an employee fails to provide this required notice to CTS, ESD will temporarily deny PFML benefits. After receiving the employee's notice of the need for leave, CTS will advise the employee whether the employee is eligible for job protection under PFML or FMLA or both.

- 3.F.2 If leave is being taken for the employee's or family member's planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt CTS operations.
- 3.F.3 If taking leave intermittently, an employee must notify CTS each time PFML leave is taken so that CTS may properly track leave use.

G. PFML Monetary Benefits

If ESD approves a claim for PFML benefits, partial wage replacement benefit payments will be made by ESD directly to the employee. The amount of the benefit is based on a statutory formula, which generally results in a benefit of 90 percent of an employee's average weekly wage, subject to a maximum weekly benefit established by ESD, annually. ESD's website includes a benefits calculator to assist employees in estimating their weekly benefit amount.

H. Waiting Period

With the exception of leave taken in connection with the birth or placement of a child, monetary PFML benefits are subject to a one week waiting period. The waiting week is the first calendar week in which PFML leave is first taken. No monetary benefits will be paid by ESD for that week. Employees may elect to use their available accrued leave to cover absences during the waiting week period at the employee's regular number of scheduled hours or 8 hours, whichever is less. The maximum amount of leave that can be taken for paratransit operators and extra board operators is eight hours per workday.

I. Benefit Period and Use of CTS Paid Leave Accruals

- 3.I.1 Use of any CTS paid leave accrued during approved PFML is not supplemental to PFML benefits. This means that electing to use accrued leave while absent will reduce the PFML monetary benefits for which the employee may be eligible.
- 3.I.2 Employees are not required to but may elect to use accrued CTS leave benefits during a PFML-covered absence. If elected, the minimum paid leave that can be taken in any one workday is actual hours taken, the scheduled hours, or 8 hours, whichever is less. The maximum amount of paid leave that can be taken in one workday is the amount equal to the employee's regular scheduled hours. The maximum amount of paid leave that can be taken for paratransit operators and extra board operators is eight hours per workday.
- 3.I.3 Compensation received for any use of accrued leave must be reported to ESD as part of the PFML claims process and will result in a pro-rated weekly PFML benefit. Failure to report the receipt of accrued leave may result in an overpayment by ESD, which ESD may recoup from the employee.

J. Coordination with Other Benefit Programs

When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status for purposes of CTS policies and benefit programs, provided that CTS will maintain an employee's health insurance during PFML leave, subject to the employee paying their share of the premiums.

K. Return to Work

- 3.K.1 **Job Restoration:** An employee who is eligible for job-protected leave will be restored to the same or equivalent position at the conclusion of PFML leave unless an exception exists as defined by ESD. Reasons may include the employee's position or shift was eliminated for reasons unrelated to the leave or as otherwise. Under certain conditions, CTS may deny job restoration to a salaried employee

who is among the highest paid ten percent of CTS employees. If an employee does not return to work upon the conclusion of their leave their job may not be restored.

3.K.2 Return-to-Work Certification: CTS may require a return-to-work certification from a healthcare provider before restoring the employee to work following PFML leave where the employee has taken leave for the employee's own serious health condition, except for an employee's intermittent use of PFML leave for their own serious health condition.

3.K.3 Notification: If an employee taking PFML leave chooses not to return to work for any reason, the employee should notify CTS as soon as possible.

4. REGULATORY AND ADMINISTRATIVE CHANGES

A. To facilitate the regular business routine of CTS, the CTS Board authorizes and designates the CTS General Manager to approve and implement subsequent changes to the policy that may be required to comply with federal and state regulatory changes or clarifications. The board will be notified of all policy changes.

B. In addition, the board authorizes and designates the general manager to approve and implement subsequent administrative changes to the policy which are deemed appropriate in order to facilitate the regular business routine of CTS, unless these changes are of major significance. The board will be notified of all policy changes.

5. REFERENCES

- A.** RCW 50A Family and Medical Leave
- B.** Family and Medical Leave Act
- C.** CTS Shared Leave Policy

	
830 West Lauridsen Boulevard Port Angeles, Washington 98363	www.clallamtransit.com 360-452-4511
Policy Title: PAID FAMILY AND MEDICAL LEAVE	
Policy No.: 10-850	
Review Responsibility: Barb Cox, Human Resources Manager	Approved By: Jason McNickle, General Manager
Authorized By: Clallam Transit System Resolution No. R3:2020, original resolution	Effective Date: 02/23/2026

1. PURPOSE

- A. The Washington State Paid Family and Medical Leave (PFML) law (Chapter 50A RCW) and supporting regulations establish a program administered by Washington Employment Security Department (ESD) to provide paid leave benefits and job protection to eligible employees who need leave for certain family and medical reasons.
- B. Clallam Transit System (CTS) will comply with the provisions as outlined in PFML law.

2. POLICY

- A. This policy applies to all CTS employees.
- B. This policy provides a summary of the PFML program and ~~for to the extent an~~ issues is not addressed in this policy, CTS will administer this ~~benefit~~ program consistent with applicable statutes and regulations. Employees may obtain additional information at <https://paidleave.wa.gov/>.

3. ADMINISTRATION

- A. **Payroll Deduction**
 The PFML program is funded through premiums collected by ESD via payroll deductions and employer contributions. ~~Employer and employee contributions are determined by the State and subject to change. CTS will adjust payroll as applicable to reflect current requirements. The premium rate is established by law; employees are currently responsible for two-thirds of the total premium amount. Should the State of Washington in the future modify the PFML premium rate or the percentage of premiums subject to collection through payroll deduction, CTS will modify payroll practices to reflect those statutory changes.~~
- B. **Eligibility**
 Under PFML, employees may be eligible for monetary benefits and job protection when taking leave for covered reasons. Eligibility requirements are as follows:
 - 3.B.1 **Monetary Benefits:** To be eligible for monetary benefits from ESD, an employee must have worked 820 hours in Washington, for any employer or combination of employers, during their qualifying period. ~~This is normally, the first four of the last five completed calendar quarters or, if that does not~~

~~get you to the required 820 hours, the last four completed calendar quarters immediately preceding the application for leave.~~

- 3.B.2 Job Protection:** To be eligible for job protection under PFML, ~~the employee must have worked at CTS for at least 180 calendar days prior to the beginning of the leave. an employee must meet Family and Medical Leave Act (FMLA) leave eligibility requirements. FMLA criteria is that an employee must have worked for CTS for at least 12 months and have worked 1250 hours in the last year.~~
- 3.B.3 Healthcare Benefits:** For employees qualifying for PFML job protection, CTS will maintain the employee's current healthcare coverage. Employees must pay their portion of the healthcare premium while on leave.

An employee is ineligible for PFML benefits during any period of suspension from employment or during which the employee works for remuneration or profit (outside employment or contracting).

C. Leave Entitlement

Eligible employees are entitled to take up to 12 weeks of medical or family leave, or a combined total of 16 weeks of family and medical leave per claim year. An additional two weeks of leave may be available in the event the employee's leave involves incapacity due to pregnancy.

The claim year begins when the employee files a claim for PFML benefits or upon the birth/placement of the employee's child. PFML leave may be taken for the following reasons:

- 3.C.1 Medical Leave:** Medical leave may be taken due to the employee's own serious health condition, which is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as ~~those terms are~~ defined under ~~the~~ FMLA and RCW 50A.05.010. However, an employee is not eligible for PFML benefits if the employee is receiving time loss benefits under the worker's compensation program.
- 3.C.2 Family Leave:** Family leave may be taken to care for a covered family member with a serious health condition; for bonding during the first 12 months following the birth of the employee's child or placement of a child under age 18 with the employee (through adoption or foster care); ~~or~~ for qualifying military exigencies as defined under ~~the~~ FMLA, ~~or for the seven calendar days following the death of an employee's child.~~ For purposes of family leave, covered family members include the employee's child, grandchild, parent (including in-laws), grandparent (including in-laws), sibling, or spouse, ~~and also includes any individual with whom an employee has a relationship that creates an expectation that the employee will care for the individual.~~

D. Concurrence with Other Leaves

PFML runs concurrently with FMLA leave where an absence is covered by both laws. PFML will also run concurrently with CTS Personal Health Leave. PFML leave may be taken intermittently, provided ~~that~~ there is a minimum claim requirement of ~~four eight~~ consecutive hours of leave in a week for which benefits are sought.

E. PFML Application Process

An employee must submit an application to ESD ~~in order~~ to seek PFML benefits. For guidance on the application process, please refer to the ESD website at www.paidleave.wa.gov. Eligibility determinations will be made by ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

F. Notification Requirements

- 3.F.1 An employee must provide written notice to CTS of the intent to take PFML ~~leave~~. If the need for leave is foreseeable, notice must be given at least 30 days in advance of the leave. For unforeseeable leave, notice must be given as soon as practicable. The employee's written notice must include the type of leave taken (family or medical), as well as the anticipated timing and duration of the leave. If an employee fails to provide this required notice to CTS, ESD will temporarily deny PFML benefits. After receiving the employee's notice of the need for leave, CTS will advise the employee whether the employee is eligible for job protection under PFML or FMLA or both.
- 3.F.2 If leave is being taken for the employee's or family member's planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt CTS operations.
- 3.F.3 If taking leave intermittently, an employee must notify CTS each time PFML leave is taken so that CTS may properly track leave use.

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With the exception of leave taken in connection with the birth or placement of a child, monetary PFML benefits are subject to a one week waiting period. The waiting week is the first calendar week in which PFML leave is first taken. ~~The waiting period is counted for purposes of the overall duration of PFML leave, but~~ No monetary benefits will be paid by ESD for that week. Employees may elect to use their available accrued leave to cover absences during the waiting week period at the employee's regular number of scheduled hours or 8 hours, whichever is less. The maximum amount of leave that can be taken for paratransit operators and extra board operators is eight hours per workday.

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When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status for purposes of CTS policies and benefit programs, **provided that CTS will maintain an employee's health insurance during PFML leave, subject to the employee paying their share of the premiums. Insurance coverage will be handled in the same manner as other unpaid leaves of absence, pursuant to CTS policy and subject to any FMLA or other legal requirements requiring continuation of coverage.**

K. Return to Work

3.K.1 Job Restoration: An employee who is eligible for job-protected leave will be restored to the same or equivalent position at the conclusion of PFML leave, unless **an exception exists as defined by ESD. unusual circumstances have arisen.** Reasons may include the employee's position or shift was eliminated for reasons unrelated to the leave or as otherwise. Under certain conditions, CTS may deny job restoration to a salaried employee who is among the highest paid ten percent of CTS employees. **If an employee does not return to work upon the conclusion of their leave their job may not be restored.**

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**MEMORANDUM OF UNDERSTANDING
SICK LEAVE – ARTICLE 12**

Effective 02/10/2026

This memorandum of understanding memorializes an agreement between Clallam Transit System, hereinafter referred to as "CTS," and the Amalgamated Transit Union, Local 587, hereinafter referred to as the "UNION," regarding the updates to RCW 49.46.210 relating to paid sick leave which takes effect on January 1, 2025.

Section 12.3 Use of Sick Leave

- A.** All Employees are entitled to use accrued sick leave beginning 90 calendar days after the commencement of their employment.
- B.** Employees are authorized to use sick leave for the following reasons:
- 1) An absence resulting from an Employee's mental or physical illness, injury, or health condition; to accommodate the Employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an Employee's need for preventative medical care.
 - 2) To allow the Employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment preventive of a mental or physical illness, injury, or health condition; or care for a family member who needs medical care.
 - 3) When the Employee's place of business or the school or place of care of the employee's child has been closed by order of a public official for any health-related reasons or after the declaration of an emergency by a local, state, or federal government or agency.
 - 4) To prepare for or participate in any judicial or administrative immigration proceeding involving the employee or employee's family member.
- C.** CTS may require a physician's certificate or other reasonable proof of illness in the case of an absence due to illness, injury, or disability for which sick leave is payable where CTS has a reason to suspect abuse by the Employee or if CTS questions the physical capabilities of the Employee.
- D.** For purposes of this section, family members include:
- 1) A Child: Biological, adoptive, or foster child, stepchild, child's spouse, or a child to whom the Employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.
 - 2) A Parent: Biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an Employee or the Employee's spouse, or an individual who stood in loco parentis when the Employee was a child.
 - 3) A Spouse: Husband or wife, as the case may be, or a state registered domestic partner.
 - 4) A Grandparent: Parent of the employee's parent.
 - 5) A Grandchild: Child of an employee's child.
 - 6) A Sibling.
- Family member also includes any individual who regularly resides in the employee's home, or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. It does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.
- E.** Employees are authorized to use sick leave for absences that qualify for leave under the Domestic Violence Leave Act, chapter 49.76 RCW. Employees are prohibited from using sick leave for absences for which they are receiving time-loss benefits due to a worker's compensation claim. The provisions of the Family and Medical Leave Act ("FMLA") may be applied concurrently with the use of sick leave, as allowed by statute.
- F.** Sick leave may not be donated or otherwise transferred to other Employees or CTS personnel.
- G.** If the use of sick leave by an Employee is found to be for an unauthorized purpose, CTS may deny payment of the requested sick leave and the Employee may be subject to disciplinary action.
- H.** CTS may require Employees to give reasonable notice of an absence from work, so long as such notice does not interfere with an Employee's lawful use of sick leave. CTS may not require, as a condition of an Employee

taking sick leave, that the Employee search for or find a replacement worker to cover the hours during which the Employee is on sick leave.

- I. The maximum hours of sick leave that can be taken in any one day will be the scheduled work for that day less time worked. The minimum hours of sick leave that can be taken in any one day will be the scheduled work for that day or eight hours, whichever is less.

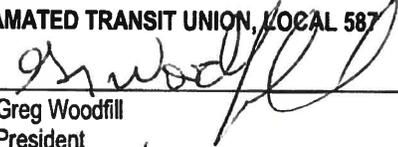
This memorandum of understanding (MOU) will not establish or imply any precedent or past practice for use in any future agreements or other situations. CTS retains all management rights and responsibilities as described by law and by the current labor agreement.

CLALLAM TRANSIT SYSTEM

By: 
Jason McNickle
General Manager

Date: 20260211

AMALGAMATED TRANSIT UNION, LOCAL 587

By: 
Greg Woodfill
President

Date: 2/10/2026

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Greg Woodfill
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