

REGULAR BOARD MEETING
Wednesday, March 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**, 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, 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.

PRESENTATION

CONSENT AGENDA

- A. **Factsheet 2026-017: Consent Agenda – Motion No. M7:2026**
- **Payment Listing** – February 12, 2026, through March 11, 2026
 - **Board Meeting Minutes** – February 18, 2026

ACTION ITEMS

- A. **Factsheet 2026-018: General Manager Mid-year Informal Review – Motion No. M8:2026**
Barb Cox, Human Resources Manager

BOARD STRATEGY PLANNING SESSION

- A. **Factsheet 2026-019: 2026-2031 Transit Development Plan** Jason McNickle, General Manager

INFORMATIONAL ITEMS

- A. **Executive Report** Jason McNickle, General Manager
B. **Factsheet 2026-020: Operations Department Report** Taron Lee, Operations Manager
C. **Factsheet 2026-021: Finance Department Report** Cherie Huxtable, Finance Manager
D. **Maintenance Department Report** Gary Abrams, Maintenance Manager
E. **Factsheet 2026-022: Administrative Services Department Report** Barb Cox, Human Resources Manager

BOARD OPEN DISCUSSION

ADJOURNMENT



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

Factsheet: 2025-017
Date: March 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.

Recommended Action

Move to approve the actions outlined above in the consent agenda, motion no. M7:2026, as presented.

Attachments

- Payment Listing – February 12, 2026, through March 11, 2026
- February 18, 2026, Board Minutes

Passed and adopted by the Board at a regular meeting by CTS Motion No. M7:2026 thereof this 18th day of March 2026.

Board Chairperson

Approved as to Content:

Attest:

Jason 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."

Cherie Huxtable March 18, 2026
 Finance Manager Date

<u>Umpqua Bank</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Automated Checks	2/12/2026	3/11/2026	102598	102719	322,600.39
ACHs - External Initiated	2/12/2026	3/11/2026	50829	50834	205,198.84
ACHs - Other Internal Initiated	2/12/2026	3/11/2026	541	570	260,500.99
TOTAL "Accounts Payable Check Disbursement List"					\$ 788,300.22
 ACHs - Payroll Internal Initiated	 2/12/2026	 3/11/2026	 EFT0066	 EFT0067	 428,409.94
TOTAL ACH REGISTER					\$ 428,409.94
TOTAL ALL PAYMENTS					\$ 1,216,710.16

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: 02/12/2026 - 03/11/2026

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	02/13/2026	EFT	0.00	300.00	541
LH087	Leo Hansen	02/13/2026	EFT	0.00	300.00	542
5002	RYAN WOODS	02/13/2026	EFT	0.00	-269.66	543
5002	RYAN WOODS	02/13/2026	EFT	0.00	269.66	543
325A	HEALTH CARE AUTHORITY	02/13/2026	EFT	0.00	168,178.84	544
633	PETROCARD, INC	02/13/2026	EFT	0.00	13,111.92	545
214	AMALGAMATED TRANSIT UNION	02/20/2026	EFT	0.00	2,560.86	546
210	EMPLOYEES ASSOCIATION	02/20/2026	EFT	0.00	482.50	547
810	HRA VEBA	02/20/2026	EFT	0.00	4,396.47	548
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	02/20/2026	EFT	0.00	18,614.80	549
843	PF EA CHARITY FUND	02/20/2026	EFT	0.00	32.00	550
240	UNITED WAY OF CLALLAM COUNTY	02/20/2026	EFT	0.00	57.70	551
633	PETROCARD, INC	02/20/2026	EFT	0.00	627.77	552
5137	Douglas Gates	02/20/2026	EFT	0.00	749.18	553
5018	Troy Pearce	02/20/2026	EFT	0.00	136.00	554
5153	Andrew Sampson	02/27/2026	EFT	0.00	68.00	555
BC244	BARBARA COX	02/27/2026	EFT	0.00	887.91	556
5154	Juan Jose Luna Palacios	02/27/2026	EFT	0.00	51.00	557
5152	Mark Carpenter	02/27/2026	EFT	0.00	40.00	558
5002	RYAN WOODS	02/27/2026	EFT	0.00	269.66	559
633	PETROCARD, INC	02/27/2026	EFT	0.00	10,830.52	560
5001	JUSTIN BURNS	02/27/2026	EFT	0.00	749.12	561
633	PETROCARD, INC	03/06/2026	EFT	0.00	627.77	562
5156	Jordan Kelly	03/06/2026	EFT	0.00	51.00	563
5155	Luis Rafael Moreno	03/06/2026	EFT	0.00	136.00	564
214	AMALGAMATED TRANSIT UNION	03/06/2026	EFT	0.00	2,598.36	565
210	EMPLOYEES ASSOCIATION	03/06/2026	EFT	0.00	482.50	566
810	HRA VEBA	03/06/2026	EFT	0.00	15,494.42	567
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	03/06/2026	EFT	0.00	18,576.99	568
843	PF EA CHARITY FUND	03/06/2026	EFT	0.00	32.00	569
240	UNITED WAY OF CLALLAM COUNTY	03/06/2026	EFT	0.00	57.70	570
Total EFT:				0.00	260,500.99	

Check Report

Date Range: 02/12/2026 - 03/11/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
858	EFTPS - 941 DEPOSITS	02/20/2026	Bank Draft	0.00	70,692.83	50829
303	WA DRS - DEPT OF RETIREMENT SRVCS	02/20/2026	Bank Draft	0.00	32,796.78	50830
1241	UNITED PARCEL SERVICE	02/27/2026	Bank Draft	0.00	9.92	50831
184	WA DOR - B&O TAXES	03/06/2026	Bank Draft	0.00	685.85	50832
858	EFTPS - 941 DEPOSITS	03/06/2026	Bank Draft	0.00	67,967.71	50833
303	WA DRS - DEPT OF RETIREMENT SRVCS	03/06/2026	Bank Draft	0.00	33,045.75	50834
Total Bank Draft:				0.00	205,198.84	

Check Report

Date Range: 02/12/2026 - 03/11/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Regular						
361	COPY CAT GRAPHICS & SIGNS	02/13/2026	Regular	0.00	2,286.90	102598
999	CENTURYLINK	02/17/2026	Regular	0.00	90.38	102599
1081	CINTAS CORP NO 2	02/17/2026	Regular	0.00	253.26	102600
1066	CINTAS CORPORATION NO 3	02/17/2026	Regular	0.00	195.81	102601
031	CITY OF PORT ANGELES	02/17/2026	Regular	0.00	9,649.37	102602
1089	DR PANZA LLC	02/17/2026	Regular	0.00	1,680.00	102603
435	GALLS PARENT HOLDINGS LLC	02/17/2026	Regular	0.00	336.91	102604
057	GRAINGER	02/17/2026	Regular	0.00	233.91	102605
467	KNIGHT FIRE PROTECTION	02/17/2026	Regular	0.00	762.30	102606
1121	LEMAY MOBILE SHREDDING	02/17/2026	Regular	0.00	74.81	102607
923	MATTHEW C LASHER III	02/17/2026	Regular	0.00	506.39	102608
874	NORTHWEST PLASTICS, INC.	02/17/2026	Regular	0.00	108.90	102609
237	OLYMPIC DM DISPOSAL	02/17/2026	Regular	0.00	128.59	102610
937	OLYMPIC SPRINGS, INC	02/17/2026	Regular	0.00	322.74	102611
1266	Transportation Choices Coalition	02/17/2026	Regular	0.00	1,500.00	102612
1046	UNITE GPS LLC	02/17/2026	Regular	0.00	3,841.45	102613
181	VERIZON WIRELESS,BELLEVUE	02/17/2026	Regular	0.00	352.67	102614
181	VERIZON WIRELESS,BELLEVUE	02/17/2026	Regular	0.00	544.73	102615
509	VESTIS GROUP	02/17/2026	Regular	0.00	106.74	102616
845	WAVE DIVISION HOLDINGS, LLC	02/17/2026	Regular	0.00	1,904.20	102617
145	WSTA	02/17/2026	Regular	0.00	164.70	102618
510	CUMMINS INC.	02/18/2026	Regular	0.00	1,597.16	102619
307	FERRELLGAS LP	02/18/2026	Regular	0.00	676.94	102620
305	GILLIG LLC	02/18/2026	Regular	0.00	2,453.63	102621
471	PRICE FORD	02/18/2026	Regular	0.00	395.14	102622
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	02/19/2026	Regular	0.00	170.77	102623
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	02/20/2026	Regular	0.00	-170.77	102623
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	02/20/2026	Regular	0.00	170.77	102624
1150	AMAZON CAPITAL SERVICES	02/24/2026	Regular	0.00	2,107.56	102625
504	ANGELES COMMUNICATION INC	02/24/2026	Regular	0.00	614.74	102626
1014	AVAIL TECHNOLOGIES, INC.	02/24/2026	Regular	0.00	67,883.64	102627
999	CENTURYLINK	02/24/2026	Regular	0.00	408.92	102628
1066	CINTAS CORPORATION NO 3	02/24/2026	Regular	0.00	195.81	102629
245	CITY /PORT ANGELES	02/24/2026	Regular	0.00	10.00	102630
960	EVERGREEN COLLISION CENTER, INC.	02/24/2026	Regular	0.00	4,580.25	102631
307	FERRELLGAS LP	02/24/2026	Regular	0.00	313.66	102632
435	GALLS PARENT HOLDINGS LLC	02/24/2026	Regular	0.00	630.37	102633
522	JEFFERSON TRANSIT AUTHORITY	02/24/2026	Regular	0.00	7,500.00	102634
014	LES SCHWAB GROUP HOLDINGS LLC	02/24/2026	Regular	0.00	3,127.66	102635
498	LONG BUILDING TECHNOLOGIES, INC.	02/24/2026	Regular	0.00	47,072.57	102636
923	MATTHEW C LASHER III	02/24/2026	Regular	0.00	337.59	102637
874	NORTHWEST PLASTICS, INC.	02/24/2026	Regular	0.00	1,999.40	102638
564	PUD #1 OF CLALLAM COUNTY	02/24/2026	Regular	0.00	89.47	102639
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	02/24/2026	Regular	0.00	3,107.41	102640
1239	Security Service Northwest, Inc.	02/24/2026	Regular	0.00	3,059.14	102641
509	VESTIS GROUP	02/24/2026	Regular	0.00	92.86	102642
389	VESTIS GROUP INC	02/24/2026	Regular	0.00	200.63	102643
845	WAVE DIVISION HOLDINGS, LLC	02/24/2026	Regular	0.00	35.02	102644
1306	Yeahhyun Cook	02/24/2026	Regular	0.00	90.00	102645
287	BAXTER AUTO PARTS	02/25/2026	Regular	0.00	395.16	102646
510	CUMMINS INC.	02/25/2026	Regular	0.00	58.56	102647
1143	DOBBS HEAVY DUTY HOLDINGS LLC	02/25/2026	Regular	0.00	4,977.39	102648
307	FERRELLGAS LP	02/25/2026	Regular	0.00	2,800.12	102649
305	GILLIG LLC	02/25/2026	Regular	0.00	1,576.00	102650
057	GRAINGER	02/25/2026	Regular	0.00	213.33	102651
751	MUNCIE RECLAMATION & SUPPLY	02/25/2026	Regular	0.00	2,072.82	102652
471	PRICE FORD	02/25/2026	Regular	0.00	736.49	102653
221	RACE STREET AUTO PARTS-NAPA	02/25/2026	Regular	0.00	109.48	102654
369	SEON SYSTEMS SALES, INC.	02/25/2026	Regular	0.00	180.56	102655
179	BANK OF AMERICA	02/28/2026	Regular	0.00	12,936.41	102656

Check Report

Date Range: 02/12/2026 - 03/11/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	Void	02/28/2026	Regular	0.00	0.00	102657
US0506	US BANK 0506	02/28/2026	Regular	0.00	170.71	102658
US2204	US BANK 2204	02/28/2026	Regular	0.00	426.60	102659
US2256	US BANK 2256	02/28/2026	Regular	0.00	1,163.01	102660
US3520	US BANK 3520	02/28/2026	Regular	0.00	866.13	102661
US6068	US BANK 6068	02/28/2026	Regular	0.00	6.07	102662
US6383	US BANK 6383	02/28/2026	Regular	0.00	628.40	102663
US6466	US BANK 6466	02/28/2026	Regular	0.00	80.93	102664
US0050	USBANK 0050	02/28/2026	Regular	0.00	462.77	102665
US2296	USBANK 2296	02/28/2026	Regular	0.00	111.69	102666
US3151	USBANK 3151	02/28/2026	Regular	0.00	2,005.55	102667
US9672	USBANK 9672	02/28/2026	Regular	0.00	387.70	102668
US9673	USBANK 9673	02/28/2026	Regular	0.00	61.20	102669
US9737	USBANK 9737	02/28/2026	Regular	0.00	1,949.39	102670
1150	AMAZON CAPITAL SERVICES	03/03/2026	Regular	0.00	922.16	102671
1095	BRADLEY REANDEAU	03/03/2026	Regular	0.00	1,824.08	102672
109	CENTURYLINK	03/03/2026	Regular	0.00	145.63	102673
1066	CINTAS CORPORATION NO 3	03/03/2026	Regular	0.00	195.81	102674
1308	Gallagher Benefit Services, Inc.	03/03/2026	Regular	0.00	21.00	102675
435	GALLS PARENT HOLDINGS LLC	03/03/2026	Regular	0.00	915.80	102676
014	LES SCHWAB GROUP HOLDINGS LLC	03/03/2026	Regular	0.00	224.35	102677
923	MATTHEW C LASHER III	03/03/2026	Regular	0.00	49.10	102678
874	NORTHWEST PLASTICS, INC.	03/03/2026	Regular	0.00	771.01	102679
1239	Security Service Northwest, Inc.	03/03/2026	Regular	0.00	3,059.14	102680
181	VERIZON WIRELESS,BELLEVUE	03/03/2026	Regular	0.00	4,374.85	102681
509	VESTIS GROUP	03/03/2026	Regular	0.00	111.65	102682
344	XEROX CORPORATION	03/03/2026	Regular	0.00	386.07	102683
307	FERRELLGAS LP	03/04/2026	Regular	0.00	1,806.58	102684
305	GILLIG LLC	03/04/2026	Regular	0.00	1,709.86	102685
1224	KBT DISTRIBUTING LLC	03/04/2026	Regular	0.00	32,796.59	102686
751	MUNCIE RECLAMATION & SUPPLY	03/04/2026	Regular	0.00	2,835.21	102687
471	PRICE FORD	03/04/2026	Regular	0.00	39.17	102688
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	03/06/2026	Regular	0.00	170.77	102689
1081	CINTAS CORP NO 2	03/10/2026	Regular	0.00	169.28	102690
1066	CINTAS CORPORATION NO 3	03/10/2026	Regular	0.00	195.81	102691
576	CLALLAM COUNTY ECONOMIC DEV CORP	03/10/2026	Regular	0.00	1,000.00	102692
035	CLALLAM COUNTY TREASURER	03/10/2026	Regular	0.00	15,008.79	102693
982	FASTENAL COMPANY	03/10/2026	Regular	0.00	324.46	102694
1308	Gallagher Benefit Services, Inc.	03/10/2026	Regular	0.00	21.00	102695
435	GALLS PARENT HOLDINGS LLC	03/10/2026	Regular	0.00	742.37	102696
057	GRAINGER	03/10/2026	Regular	0.00	380.14	102697
089	HOCH CONSTRUCTION, INC.	03/10/2026	Regular	0.00	22,346.28	102698
014	LES SCHWAB GROUP HOLDINGS LLC	03/10/2026	Regular	0.00	1,050.45	102699
923	MATTHEW C LASHER III	03/10/2026	Regular	0.00	168.80	102700
937	OLYMPIC SPRINGS, INC	03/10/2026	Regular	0.00	127.69	102701
471	PRICE FORD	03/10/2026	Regular	0.00	521.17	102702
036	ROBERT PURCELL	03/10/2026	Regular	0.00	1,101.36	102703
768	SELECT ADVANTAGE	03/10/2026	Regular	0.00	320.00	102704
108	SOUND PUBLISHING INC.	03/10/2026	Regular	0.00	898.00	102705
136	THYSSENKRUPP ELEVATOR CORPORATION	03/10/2026	Regular	0.00	1,090.09	102706
1046	UNITE GPS LLC	03/10/2026	Regular	0.00	3,841.45	102707
181	VERIZON WIRELESS,BELLEVUE	03/10/2026	Regular	0.00	1,489.30	102708
509	VESTIS GROUP	03/10/2026	Regular	0.00	115.73	102709
1137	WALTER E NELSON OF WEST WASHINGTON	03/10/2026	Regular	0.00	336.23	102710
207	WASHINGTON AUDIOLOGY SERVICES INC	03/10/2026	Regular	0.00	1,472.13	102711
746	WEST WASTE & RECYCLING, INC.	03/10/2026	Regular	0.00	120.00	102712
145	WSTA	03/10/2026	Regular	0.00	190.40	102713
1143	DOBBS HEAVY DUTY HOLDINGS LLC	03/11/2026	Regular	0.00	642.69	102714
307	FERRELLGAS LP	03/11/2026	Regular	0.00	1,747.24	102715
305	GILLIG LLC	03/11/2026	Regular	0.00	1,853.21	102716
751	MUNCIE RECLAMATION & SUPPLY	03/11/2026	Regular	0.00	1,425.85	102717

Check Report

Date Range: 02/12/2026 - 03/11/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1128	NFI PARTS	03/11/2026	Regular	0.00	2,176.17	102718
221	RACE STREET AUTO PARTS-NAPA	03/11/2026	Regular	0.00	1,193.90	102719
Total Regular:				0.00	322,600.39	

Bank Code 6078 - Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	251	121	0.00	322,771.16
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-170.77
Bank Drafts	24	6	0.00	205,198.84
EFT's	62	31	0.00	260,500.99
	337	160	0.00	788,300.22

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	251	121	0.00	322,771.16
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-170.77
Bank Drafts	24	6	0.00	205,198.84
EFT's	62	31	0.00	260,500.99
	337	160	0.00	788,300.22

Fund Summary

Fund	Name	Period	Amount
100	General Fund	2/2026	534,115.35
100	General Fund	3/2026	254,184.87
			788,300.22

BOARD MEETING MINUTES

Wednesday, February 18, 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; Jeff Gingell, City of Forks; LaTrisha Suggs, City of Port Angeles; Amy Miller, 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; and Hayley Grall, Deputy Clerk to the Board

1. CALL TO ORDER

Ozias called the in-person and virtual meeting to order at 12:01 p.m., with five voting members present. **Quorum met.**

2. ROLL CALL

Kelly Burger, City of Sequim; Navarra Carr, City of Port Angeles; Kaylan Kimbal, City of Forks, and Mike French, Clallam County, were absent.

Anderson moved to approve agenda as presented. Motion passed unanimously.

3. PUBLIC COMMENT

None.

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

Presentation honoring 25-years of exemplary service.

5. CONSENT AGENDA

A. Factsheet 2026-008: Consent Agenda – Motion No. M3:2026

- **Payment Listing** – January 15, 2026, through February 11, 2026
- **Board Meeting Minutes** – January 21, 2026
- **Resolution R4:2026** – 25-year Service Anniversary – Lead Maintenance Worker Casey Rudd

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

6. ACTION ITEMS

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

Recommended sequence of electing Jeff Gingell as chairperson and Rachel Anderson as vice-chairperson.

FINAL ACTION: Anderson moved by motion M2:2026, to approve the nominations of Jeff Gingell, City of Forks, and Rachel Anderson, City of Sequim, to CTS Board Chairperson and Vice-chairperson as nominated. Motion passed unanimously.

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

Proposed major service changes. Discussed pilot routes, Strait Shot considerations, cross county travel, extended evening service hours, clock facing time points, and linear routes.

FINAL ACTION: Anderson moved 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, extended service hours, and add two pilot routes, Lower Elwha and Deer Park, as presented. Motion passed unanimously.

Navarra Carr, City of Port Angeles, in attendance at 12:19 p.m. Carr out at 12:22 p.m.

- C. **Factsheet 2026-009: Transit Driver Appreciation Day – March 18, 2026 – Proclamation No. P1:2026**
Annual tradition to recognize and appreciate CTS public transit operators.

FINAL ACTION: Anderson moved to approve CTS Proclamation P1:2026 proclaiming March 18, 2026, as Transit Driver Appreciation Day and the Board 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. **Motion passed unanimously.**

- D. **Factsheet 2026-010: 2026 Board Committee Appointments – Motion No. M4:2026**
Nominations presented:

- Administration and Finance Committee: French, Anderson, Carr, and Gingell.
- Operations and Maintenance Committee: Ozias, Gingell, Miller, and Anderson.
- Peninsula Regional Transportation Planning Organization (PRTPO): primary Carr, first alternate McNickle, and second alternate Anderson.

FINAL ACTION: Anderson moved 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, as described. Motion passed unanimously.

Gingell out at 12:38 p.m. Four voting members present, and **quorum lost**. Action items tabled until quorum met.

7. INFORMATIONAL ITEMS

A. Executive Report

- **Sequim Interlink:** Provided on-time performance information.
- **Resource Officer:** Compared costs and benefits of downtown resource officer and contracted security service at Gateway Transit Center.

Gingell in attendance at 12:43 p.m. Five voting members present. **Quorum met.**

6. ACTION ITEMS CONTINUED

- E. **Factsheet 2026-011: Avail Technologies Renewal Agreement Revised – Motion No. M5:2026**
Revised cost from previously approved amount to include sales tax.

FINAL ACTION: Anderson moved 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. **Motion passed unanimously.**

- F. **Factsheet 2026-012: Community Advisory Committee Special Committee**

French was appointed and Gingell, Miller, and Anderson volunteered. Special Committee to provide a report to the Board by the May 2026 meeting.

FINAL ACTION: Board chairperson appointed a special committee without objection as designated for the purpose of providing proposed guidelines, bylaws, and recruitment strategies for implementation of a Community Advisory Committee to the CTS Board.

- G. **Factsheet 026-017: Discipline Guide Policy – Represented Employees Update – Motion No. M6:2026**
Updated discipline policy for represented employees in collaboration with the union.

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

8. INFORMATIONAL ITEMS CONTINUED

- B. **Factsheet 2026-013: Operations Department Report:** Overview provided. Discussed on-time performance, projected March 15, 2026, service changes, oversize miscellaneous item policy update consideration, exclusions, and code of conduct violations.

Gingell out at 1:16 p.m.
Anderson out at 1:19 p.m.

C. Factsheet 2026-014: Finance Department Report: Overview provided. Discussed year end budget, sales tax for newly taxable items, and topics to be discussed at the next administration and finance committee meeting.

D. Maintenance Department Report

1) **Factsheet 2026-015: Annual Physical Parts Inventory for 2025:** Presented. Commended maintenance staff for exceptional results. Board discussed possibility of providing tours for new members.

E. Factsheet 2026-007: Administrative Services Department Report: Overview provided. Discussed recruitments, reestablishing maintenance supervisor position, and policy update processes.

9. BOARD OPEN DISCUSSION

- Nepotism policy review consideration.

10. MEETING ADJOURNMENT

Next regular board meeting, March 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 1:37 p.m.

Board Chairperson

Hayley Grall, Deputy Clerk to the Board



Title: General Manager Mid-term Informal Review
Submitted By: Barb Cox, Human Resources Manager
Authorized By: N/A

Factsheet: 2026-018
Date: March 18, 2026

Background

In accordance with the Clallam Transit System (CTS) *Board Planning Cycle* and the CTS *General Manager Performance Evaluation and Merit Compensation Policy*, an informal mid-year performance review of the general manager may occur in March of each year, and more frequently as needed. The informal review is not required by policy and is at the CTS Board's discretion. The policy can be found on our website at <https://www.clallamtransit.com/policies>

Discussion

Jason McNickle was appointed to the position of CTS general manager on December 18, 2025. The policy is clear that a formal review period is to be conducted as near to September 1st as practicable. The informal mid-year review may be conducted as elected as near to March as practicable. With the timing of McNickle's appointment to general manager April may be most appropriate for a mid-year review. The Board may elect to conduct an informal performance review discussion with the general manager during a scheduled board meeting in executive session.

Recommended Action

Approve by motion M8:2026:

- To conduct an informal performance review discussion of the CTS General Manager in April at the scheduled board meeting.
- OR
- To forego the informal performance review discussion of the CTS General Manager, at this time.

Attachments

None.

Passed and adopted by the Board at a regular meeting by CTS Motion No. M8:2026 thereof this 18th day of March 2026.

Board Chairperson

Approved as to content

Attest:

Jason McNickle, General Manager

Barb Cox, Clerk to the Board



Title: 2026-2031 Transit Development Plan
Submitted By: Jason McNickle, General Manager
Authorized By: N/A



Factsheet: 2026-019
Date: March 18, 2026

Background

Clallam Transit System (CTS) is required to adopt an updated CTS Transit Development Plan (TDP) and submit it to the Washington State Department of Transportation (WSDOT) by September 1st of each year in accordance with RCW 47.04.280. The document supports local comprehensive planning and economic objectives within Clallam County, CTS, and the Peninsula Regional Transportation Planning Organization. The 2025 TDP represents current and future year periods out to 2030. It is time for staff to begin work of the 2026 TDP which is due to WSDOT by September 1, 2026.

Consistent with the CTS Board Planning Cycle, review of the current TDP is targeted at occurring in March in preparation for strategic planning. This includes introduction and consideration of larger scale projects or concepts reflecting proposed long-range priorities, capital improvements, and significant operational changes.

The 2026 goals and accomplishments include the following.

- Implementation of the comprehensive operational analysis (COA) route improvements.
- Main facility remodel to facilitate CTS growth completion.
- Gateway Transit Center (GTC) water pump replacement.
- Ordered 12 paratransit buses, 13 rideshare vehicles, and five fixed-route buses.
- Feasibility study to access options for agency growth.
- Implementation of driver safety barriers in fixed-route buses.
- Develop and implement the new grants, procurement, and project position.
- Plan and implement Web Content Accessibility Guidelines 2.1 (WCAG) ADA criteria for the CTS website.
- Bus camera replacements to meet our demands and remain current with technological advancements.
- Americans with Disability Act (ADA) announcement equipment procurement and installation.
- Software upgrade to integrate paratransit and fixed-route scheduling to increase efficiencies.
- Maintenance equipment replacements.
- HVAC upgrades for main facility and maintenance.
- Branding updates for bus stop signs.

Discussion

The leadership team has identified a few points for discussion as we begin the future planning process in the development of the 2026 to 2031 TDP, as follows:

- Future route expansion consideration.
- Diesel fuel tank replacement.
- Fleet replacement.
- Strategies to maintain a strong financial position for the agency.
- Technology investments to improve planning, scheduling, and efficiency continuation.
- Fleet standardization to optimize maintenance, parts availability, and long-term costs.

It is recommended that the CTS Board review the current TDP and prepare for open discussion at the April 15, 2026, CTS Board meeting. The CTS Board may elect to schedule a Maintenance and Operations Committee meeting.

Recommended Action

None.

Reference

<https://www.clallamtransit.com/transitdevelopmentplan>



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

Factsheet: 2026-020
Date: March 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 February 2026, fixed-route ridership increased by 5.48% compared to February 2025. CTS recorded 65,264 passenger trips, which is an increase of 3,389 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 February 2026, the average trip quality ratings were 4.98 in Forks and 4.93 in Sequim. Monthly ridership increased by 33.56% in Forks, and 28.43% in Sequim compared to February 2025. On time performance in Forks was 91% and 89% in Sequim.

Paratransit: Paratransit ridership rose by 9.90% in February 2026 compared to the same month in 2025. Key performance metrics are summarized in the tables below:

Measure	February 2026	February 2025	YTD 2026	YTD 2025	
Boardings	4,187	3,810	8,791	7,930	
On-Time Performance	97.27%	97.76%	97.03%	97.79%	<i>Higher is better</i>
No-Shows	5.88%	6.88%	6.09%	6.53%	<i>Lower is better</i>
Same-Day Cancellations	5.02%	8.14%	4.74%	6.58%	<i>Lower is better</i>
Newly Approved Applicants	59	83	168	157	

Vehicle Accidents and Incidents: For February 2026 there were no reportable accidents or incidents.

Exclusions: There was one 365 day exclusion for February 2026 given for an assault on a third party in the bus lane at the Gateway Transit Center.

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

Month	Unique Users	Passes/Tickets	Gross Sales
February 2026	225	413	\$3,830
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

February 2026 Sales by Fare Type			
Type of Fare	Fare	Passengers	Revenue
Regular Strait Shot Fare	\$10.00	353	\$3,530.00
Reduced Strait Shot Fare	\$5.00	60	\$300.00
Totals		390	\$3,830.00

Operations Update: Staffing levels remain on target, and the Major Route and Service Changes have been successfully launched. Moving forward, staff will continue analyzing operational and ridership data to identify any necessary adjustments and ensure service improvements are implemented where needed.

Recommended Action

None.

Attachments

CTS Fixed-Route Ridership Statistics
Route Efficiency Report



Ridership Executive Summary

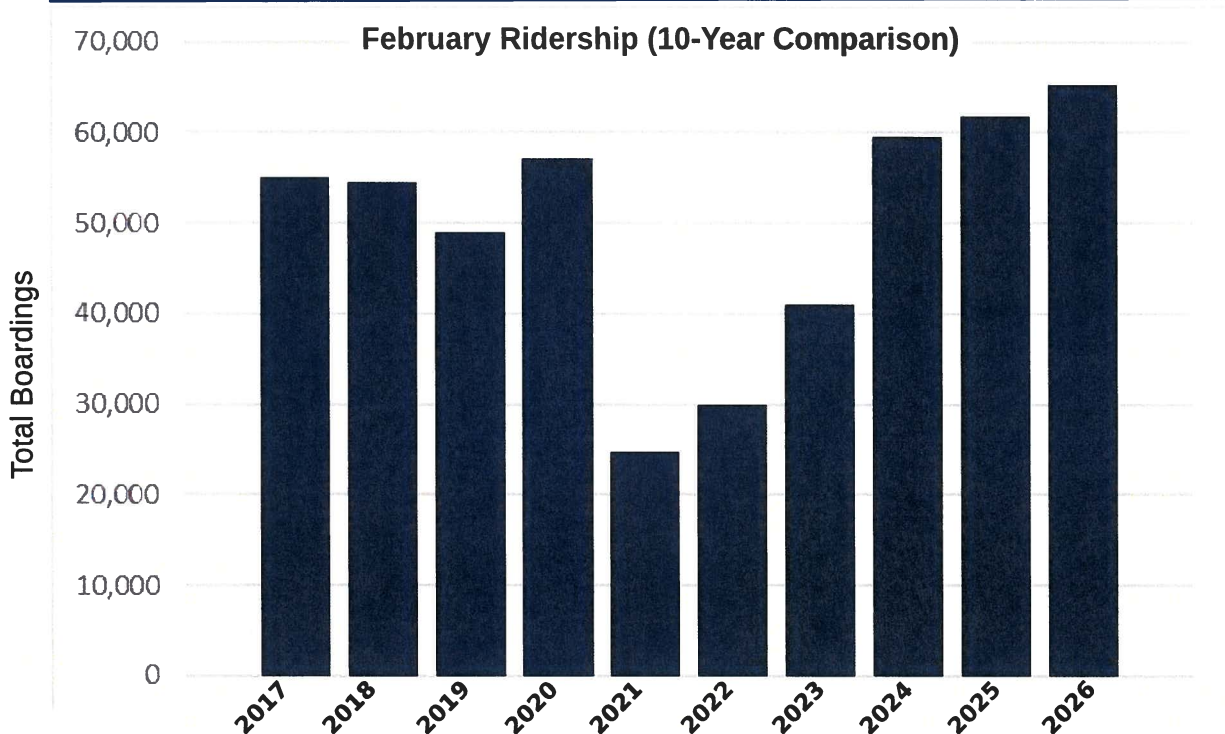
Report for February 2026

Key Metrics (February 2026)

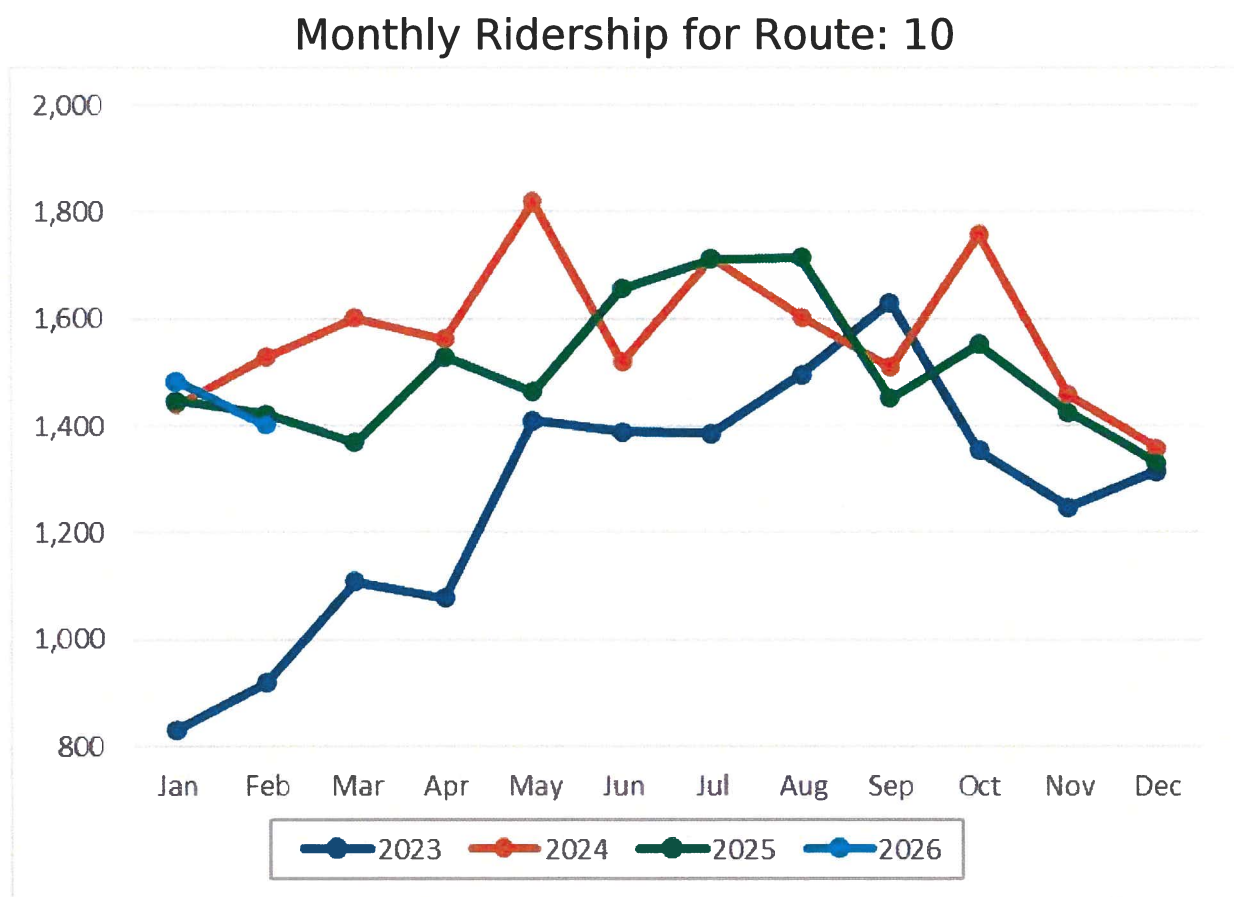
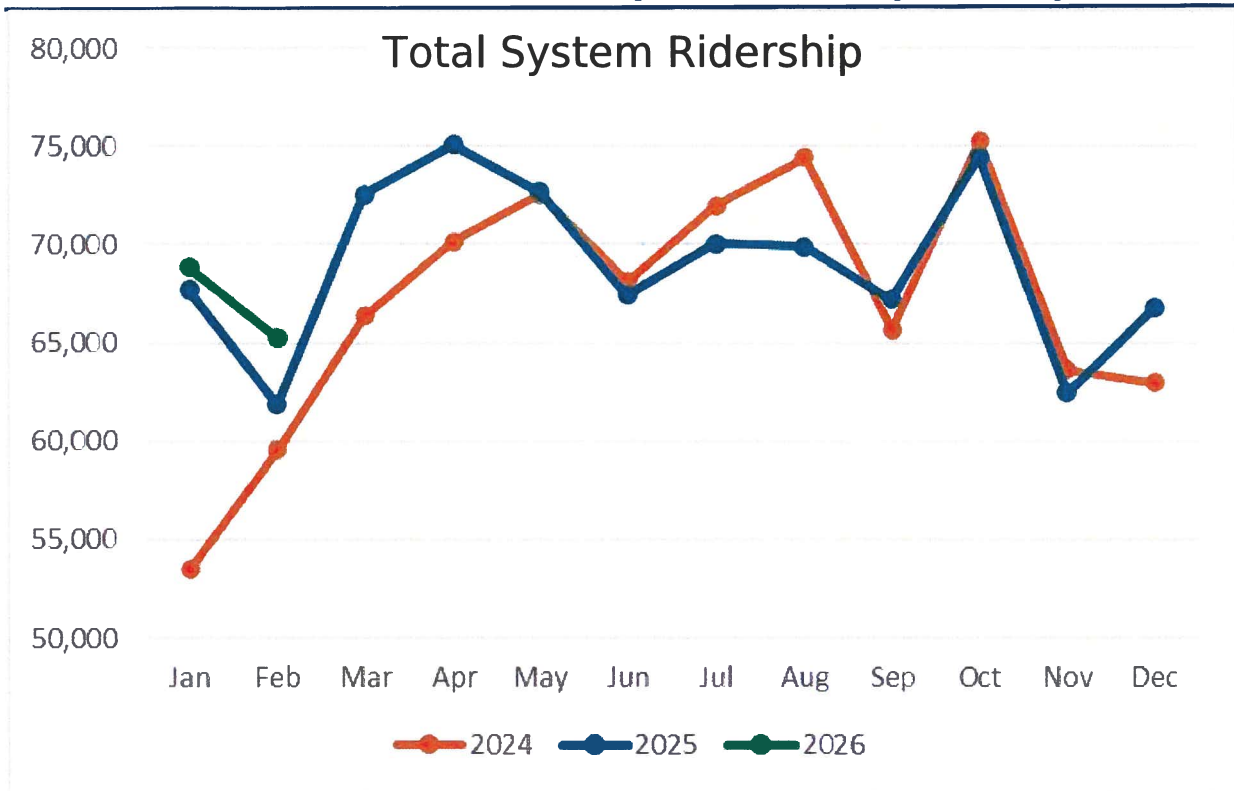
Total Ridership	Month-over-Month Change	Year-over-Year Change
65,264	-5.22%	+5.48%

Overall system ridership for February 2026 was **65,264**. This represents a **-5.22%** change from the previous month and a **+5.48%** change from the same month last year.

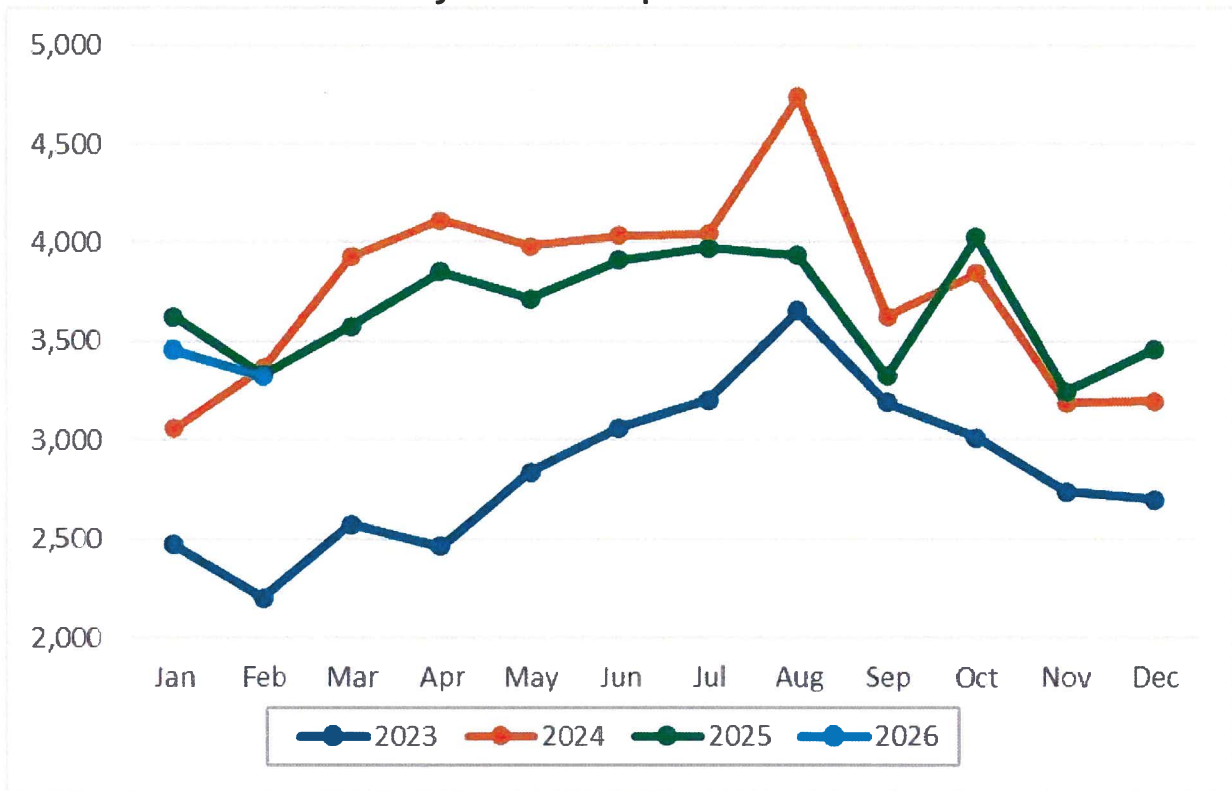
Long-Term System Context



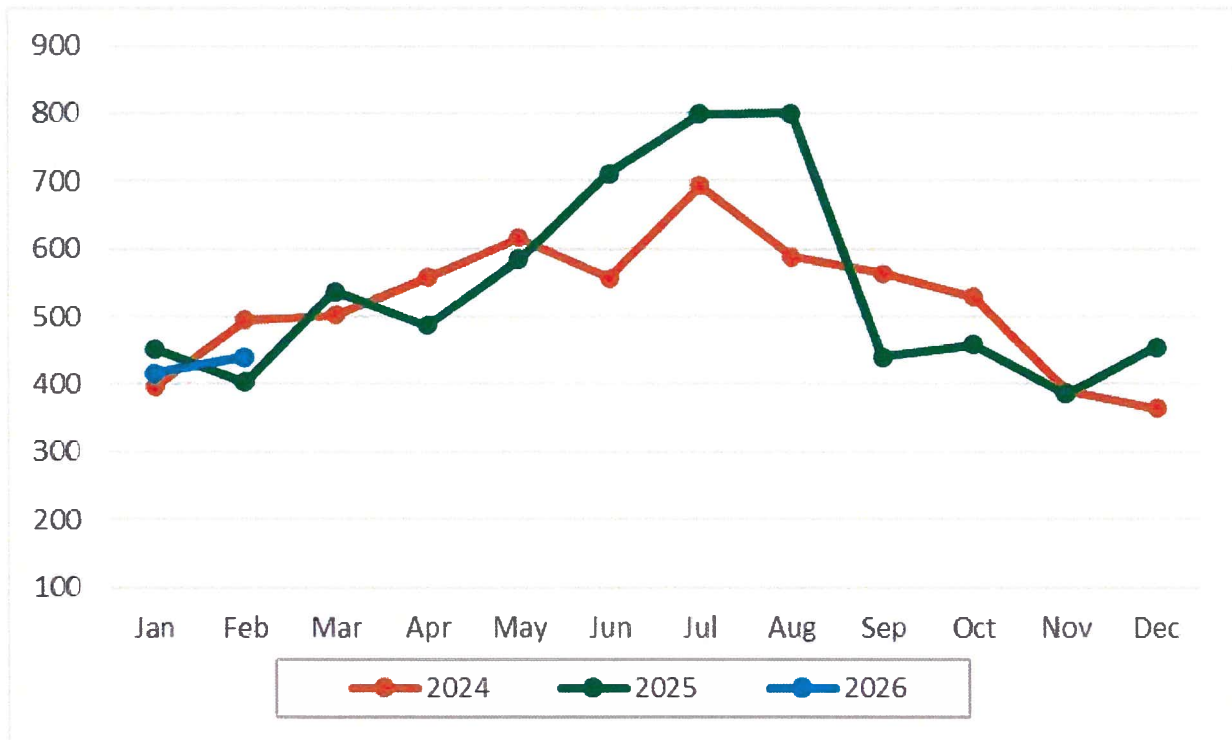
Detailed Route Performance (3-Year Comparison)



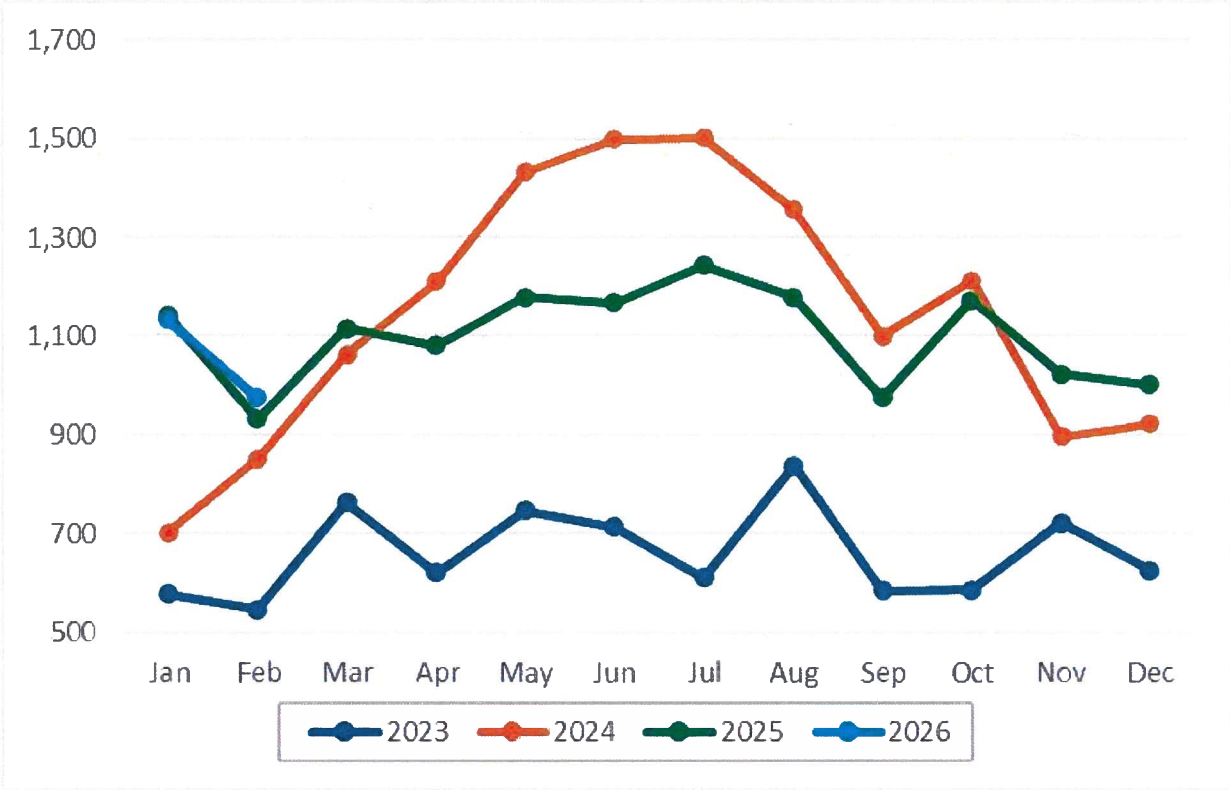
Monthly Ridership for Route: 14



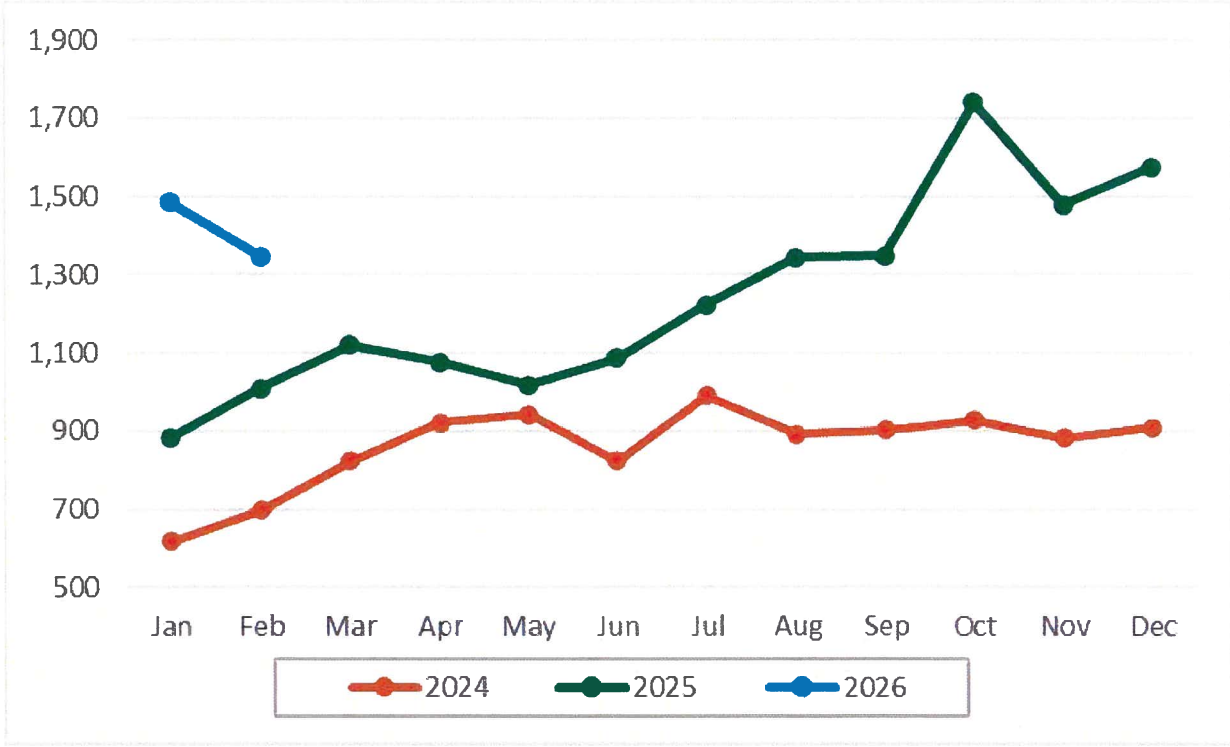
Monthly Ridership for Route: 15



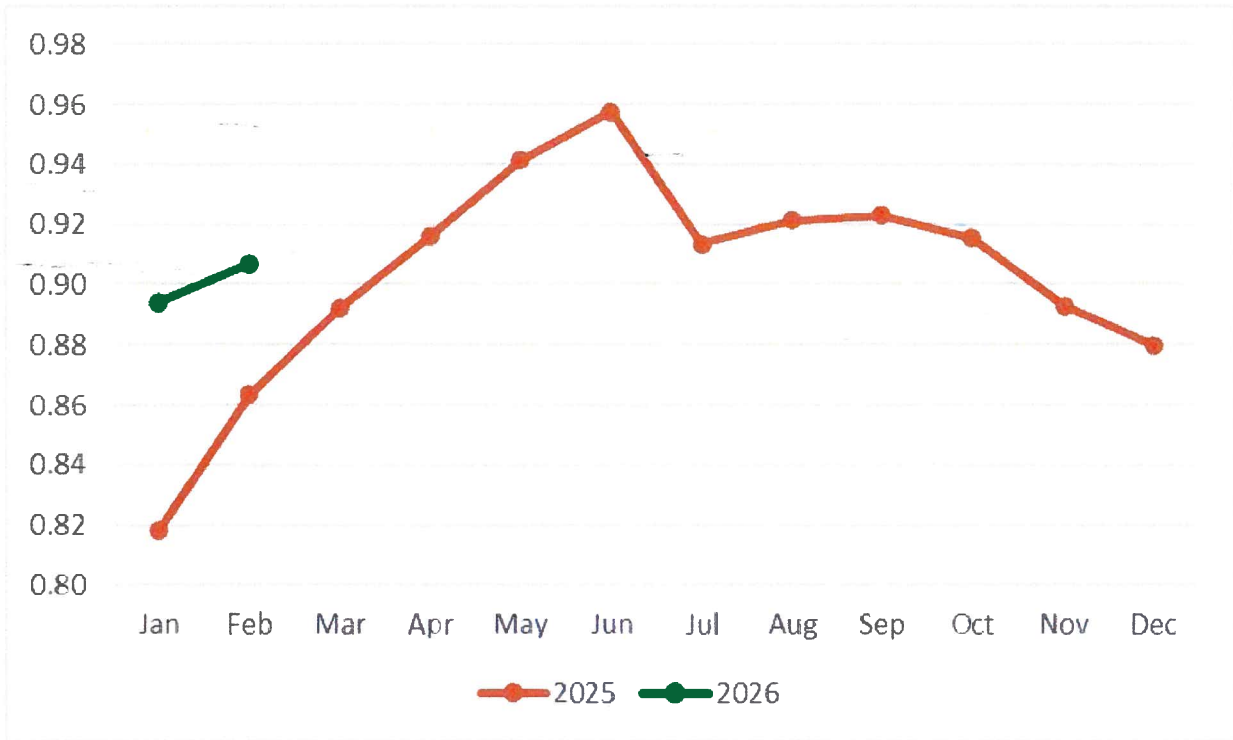
Monthly Ridership for Route: 16



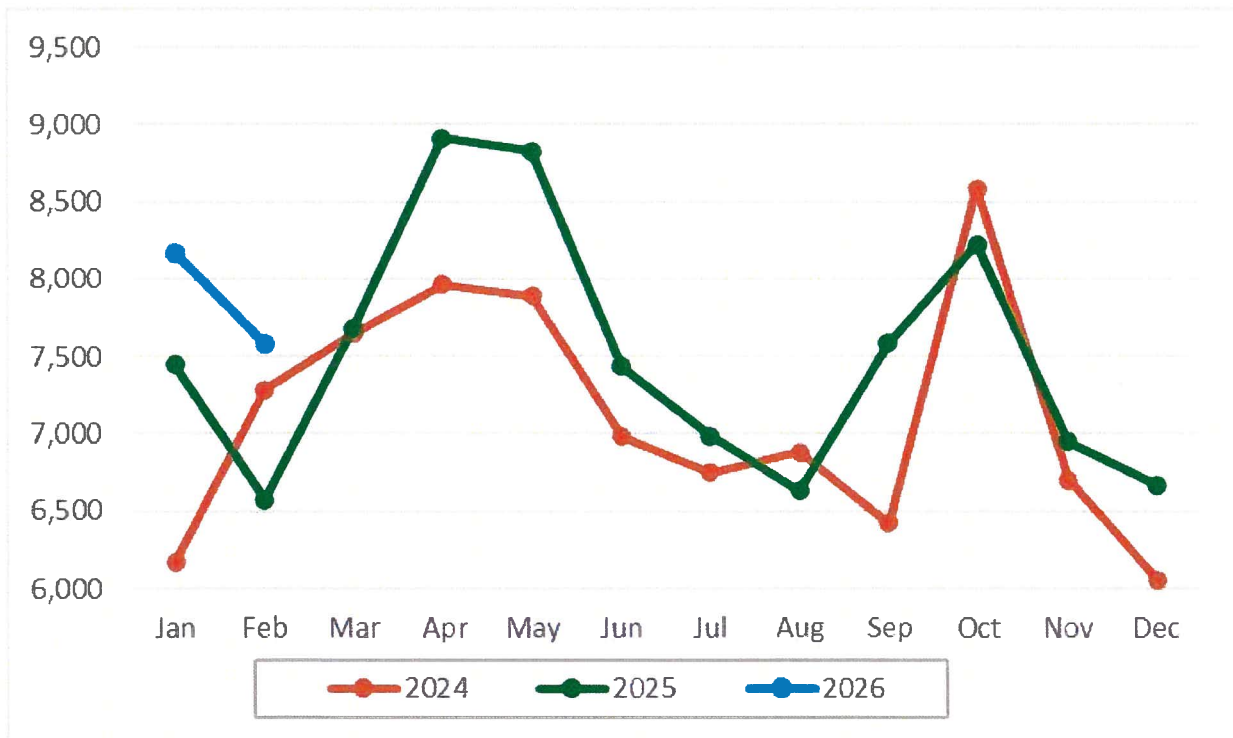
Monthly Ridership for Route: Forks Interlink



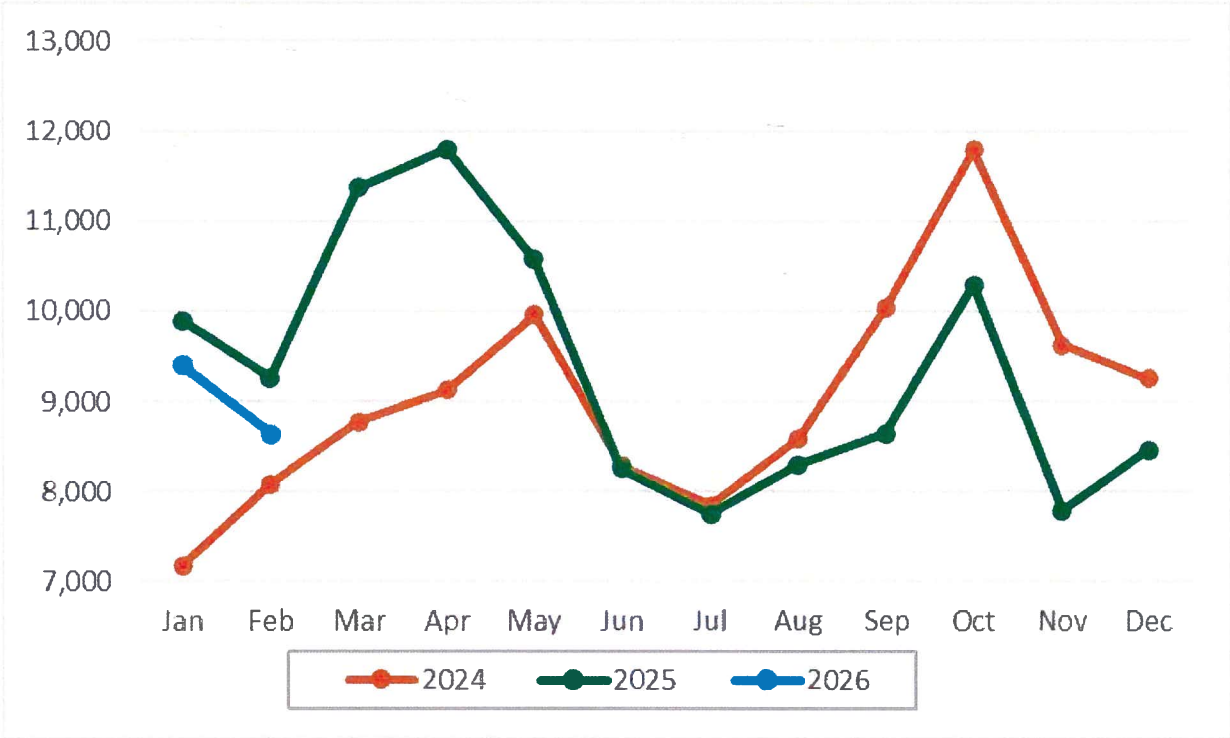
OTP Percentage Comparison to Last Year for: Forks Interlink



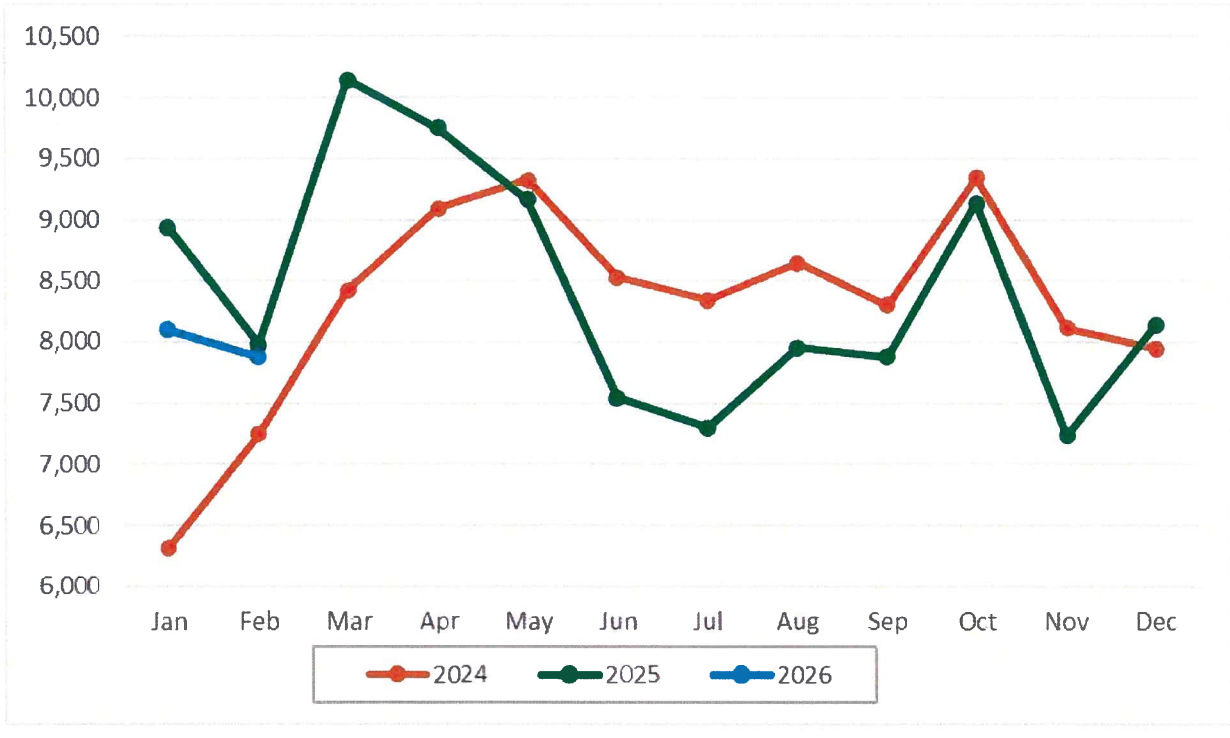
Monthly Ridership for Route: 20



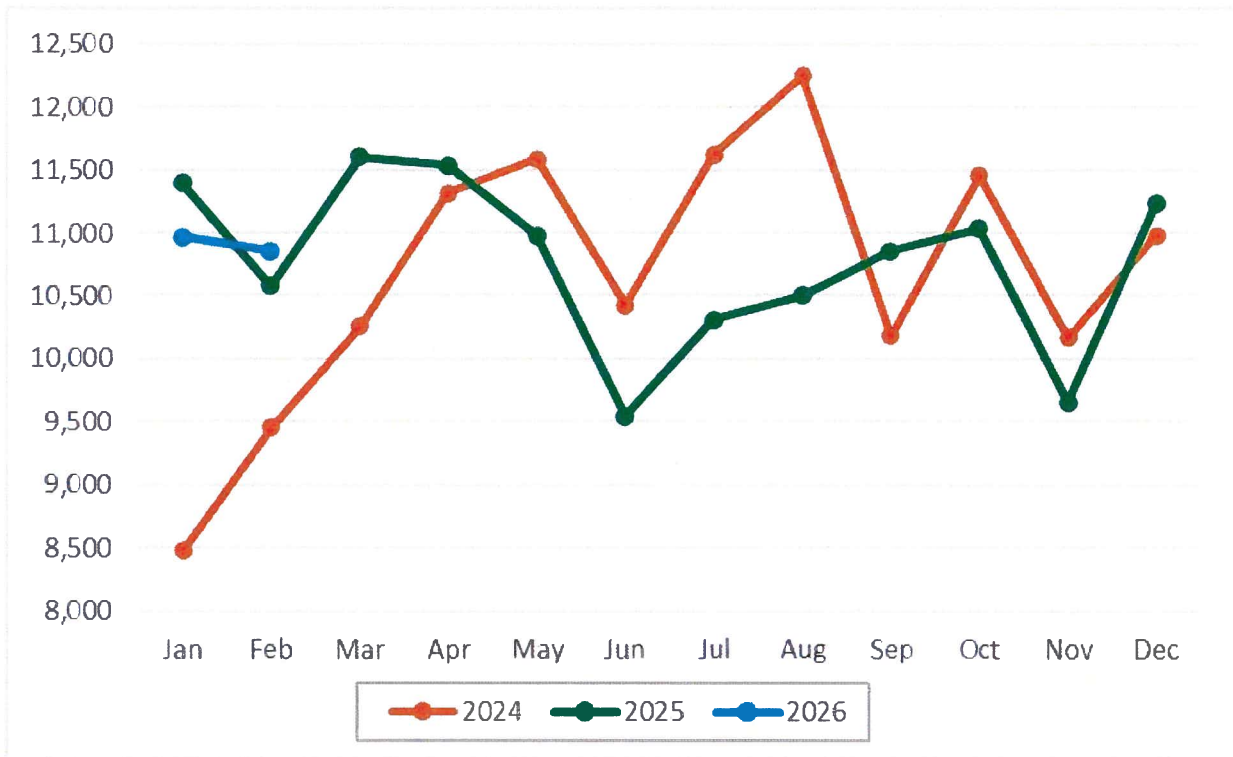
Monthly Ridership for Route: 22



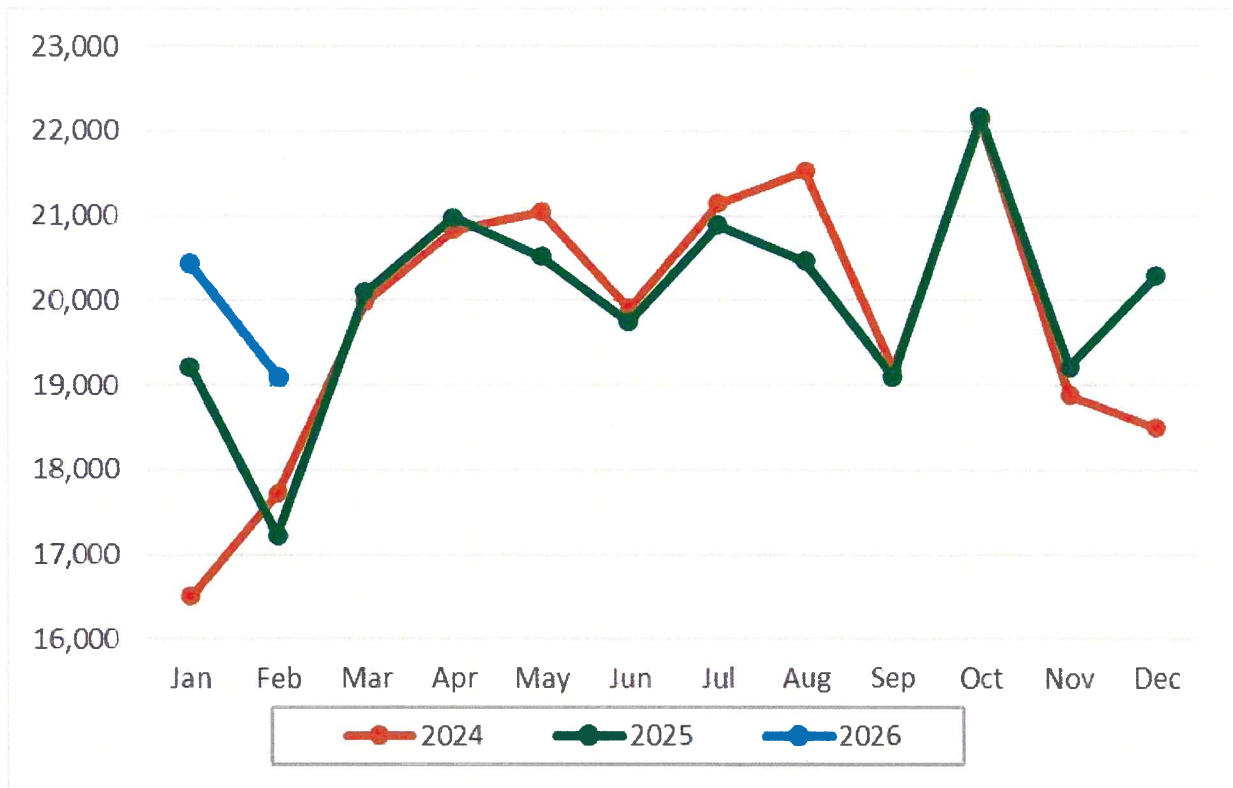
Monthly Ridership for Route: 24



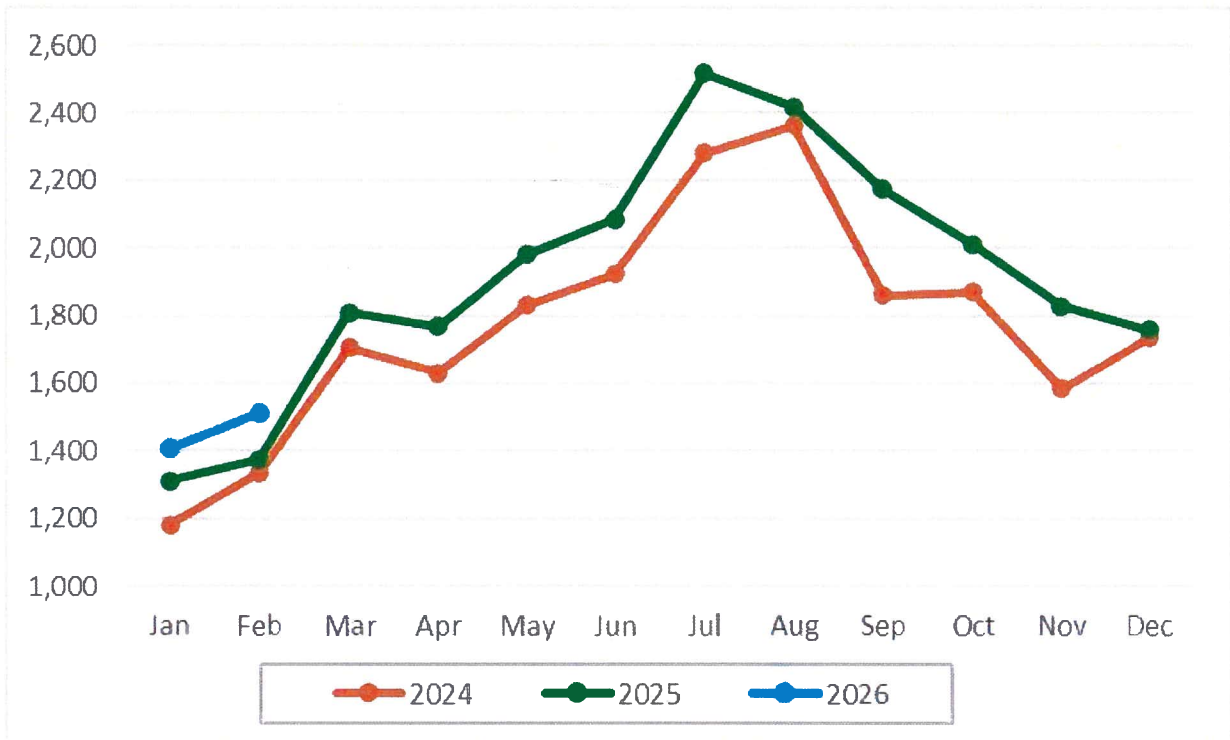
Monthly Ridership for Route: 26



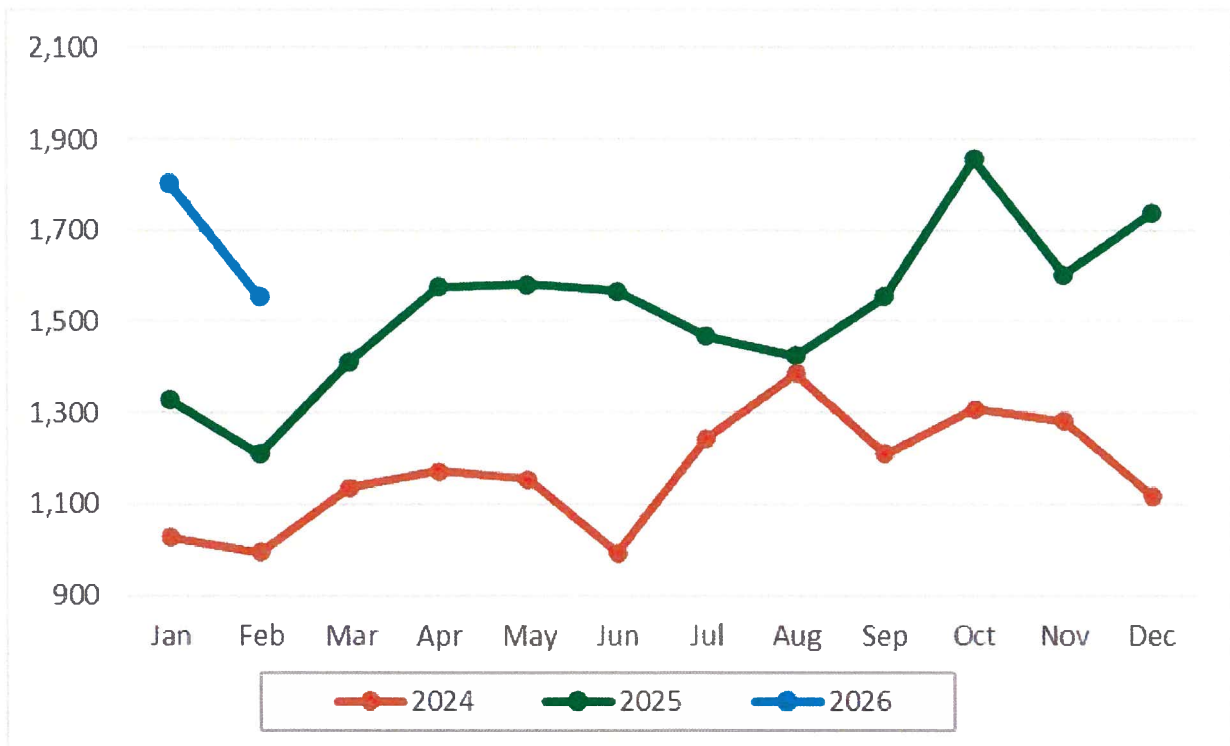
Monthly Ridership for Route: 30



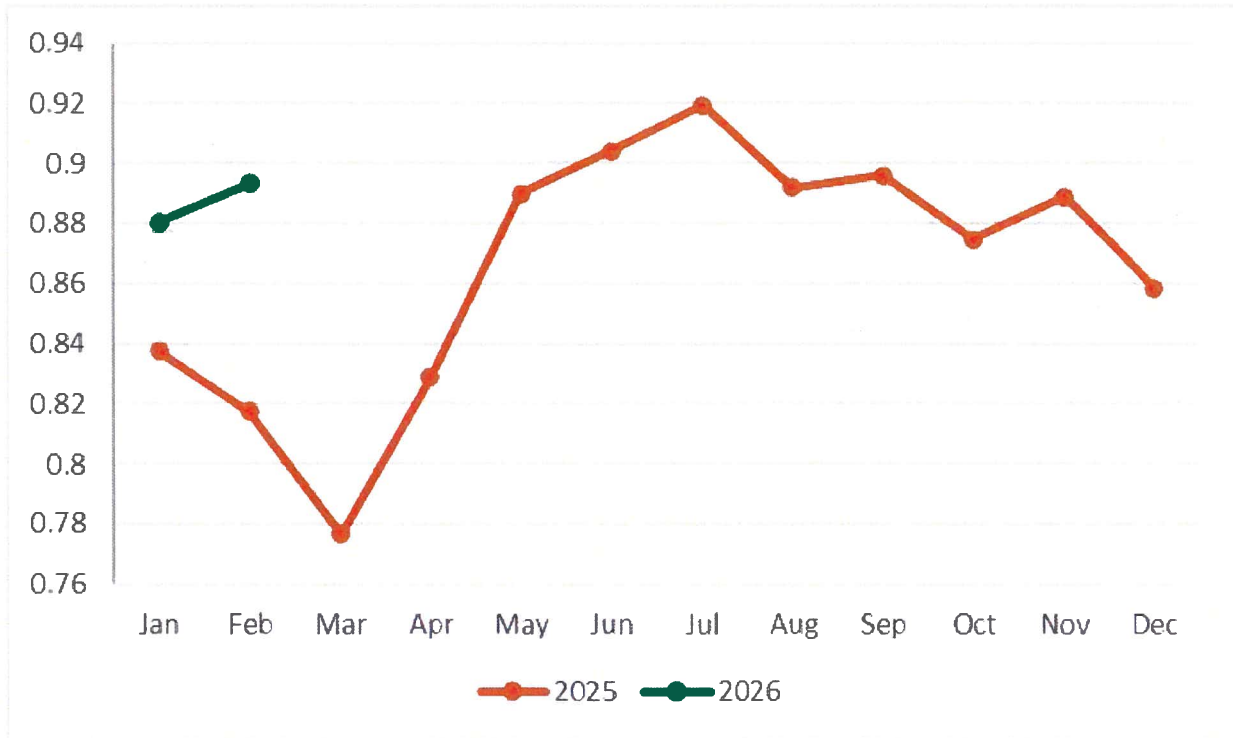
Monthly Ridership for Route: 123



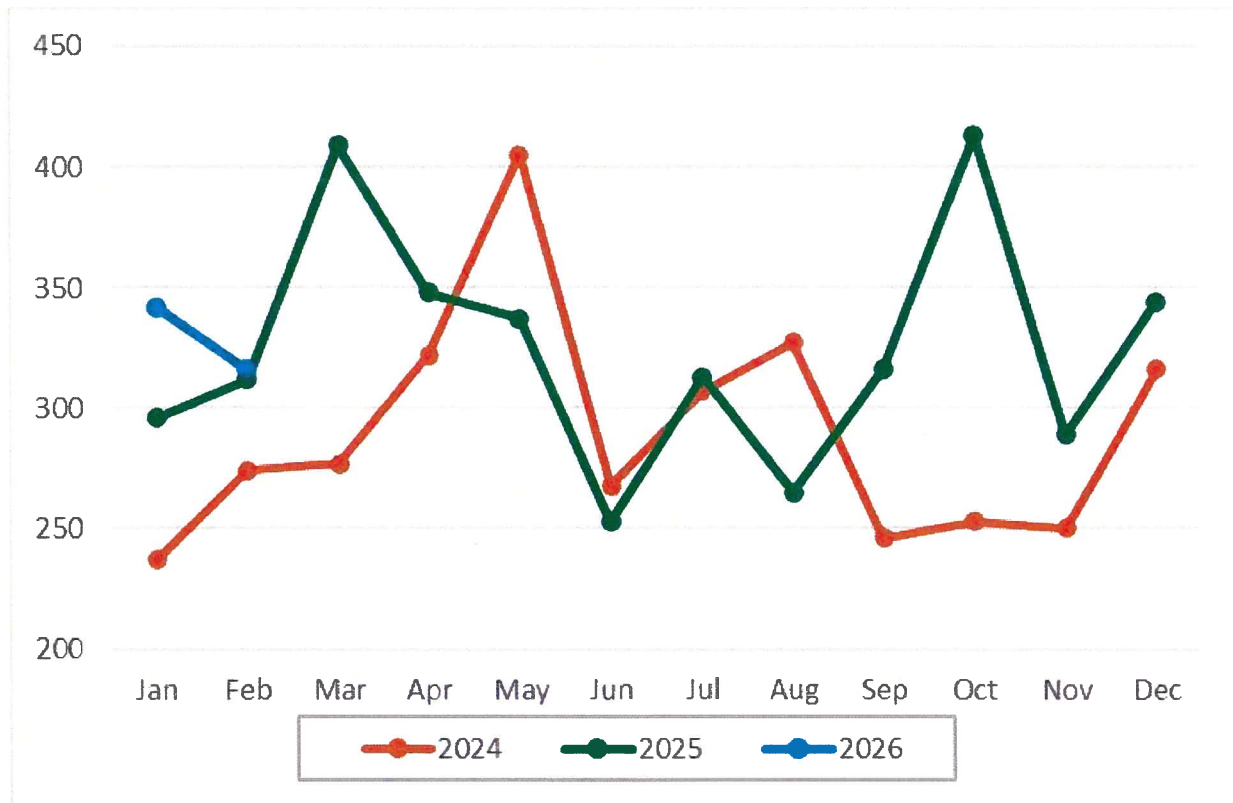
Monthly Ridership for Route: Sequim Interlink



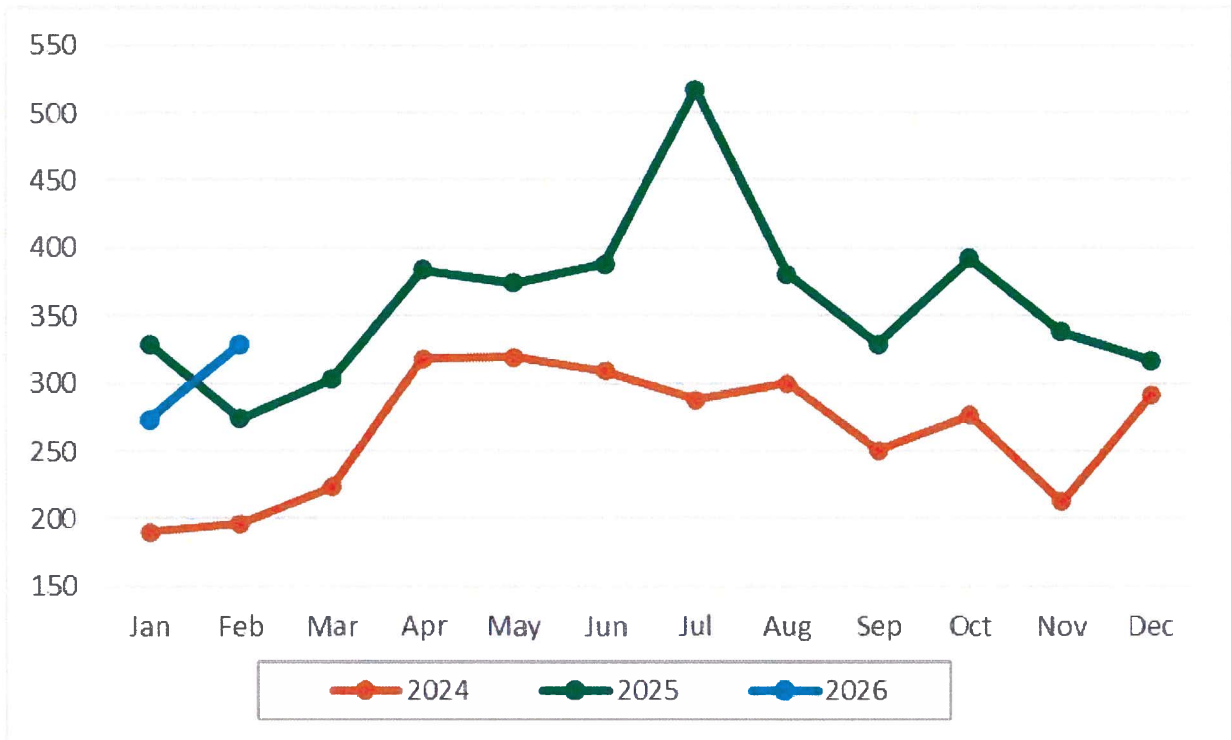
OTP Percentage Comparison to Last Year for: Sequim Interlink



Monthly Ridership for Route: 50



Monthly Ridership for Route: 52



February 2026 CTS Route Efficiency Report

Route	Boardings	Rev Hours	Avg. Passengers per hour per route
26 – West Side	10,855	300.62	36.109
22 – Lincoln/Peabody	8,643	253.56	34.087
24 – Cherry Hill	7,880	291.46	27.036
20 – College/Medical	7,582	311.32	24.354
30 – Commuter	19,103	899.16	21.245
10 – Joyce	1,402	177.79	7.886
50 – Jamestown	316	42.56	7.425
Forks Interlink	1,349	202.32	6.668
15 – La Push	441	75.6	5.833
14 – Forks	3,323	580.21	5.727
Sequim Interlink	1,554	291.22	5.336
52 – Diamond Point	329	64.98	5.063
123 – The Strait Shot	1,513	366.56	4.128
16 – Neah Bay	974	264.16	3.687
	65,264	4,121.52	15.83



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

Factsheet: 2026-021
Date: March 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

Cash Balances: The total cash balance as of February 28, 2026, was \$33,742,243. Of those funds, \$26.8 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 February was \$1,123,432. This was 6.05% over budget for the month. Sales tax receipts are two months behind actual state collections.

Other Operating Revenue: Other operating revenue for February includes \$94 thousand in interest revenue. Interest rates from the Local Government Investment Pool (LGIP) dropped from 3.78% to 3.74%.

RECOMMENDED ACTION

None.

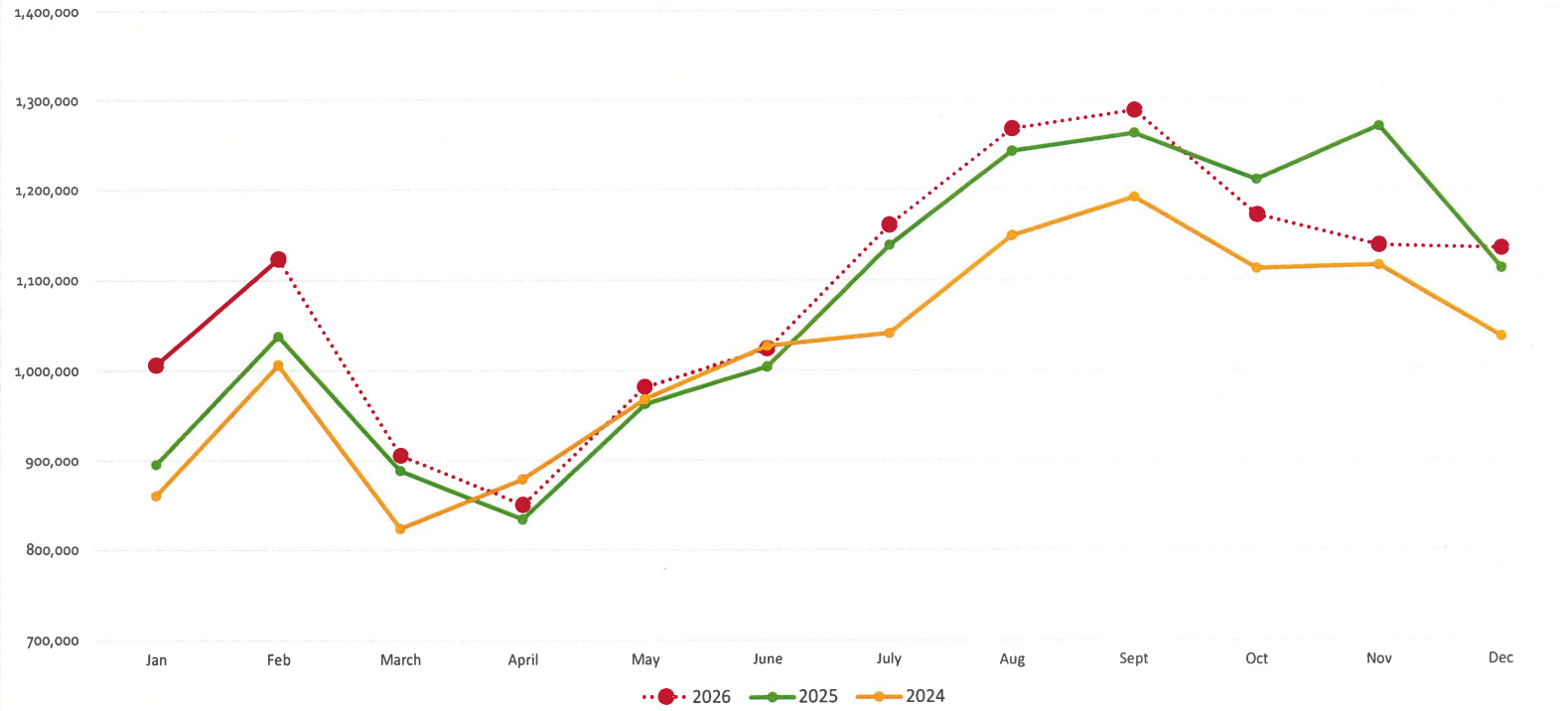
ATTACHMENTS

Monthly Board Report
Sales Tax Chart
Salary, Wages, and Benefits Chart
Revenue and Expenses Chart
SMA Net Position



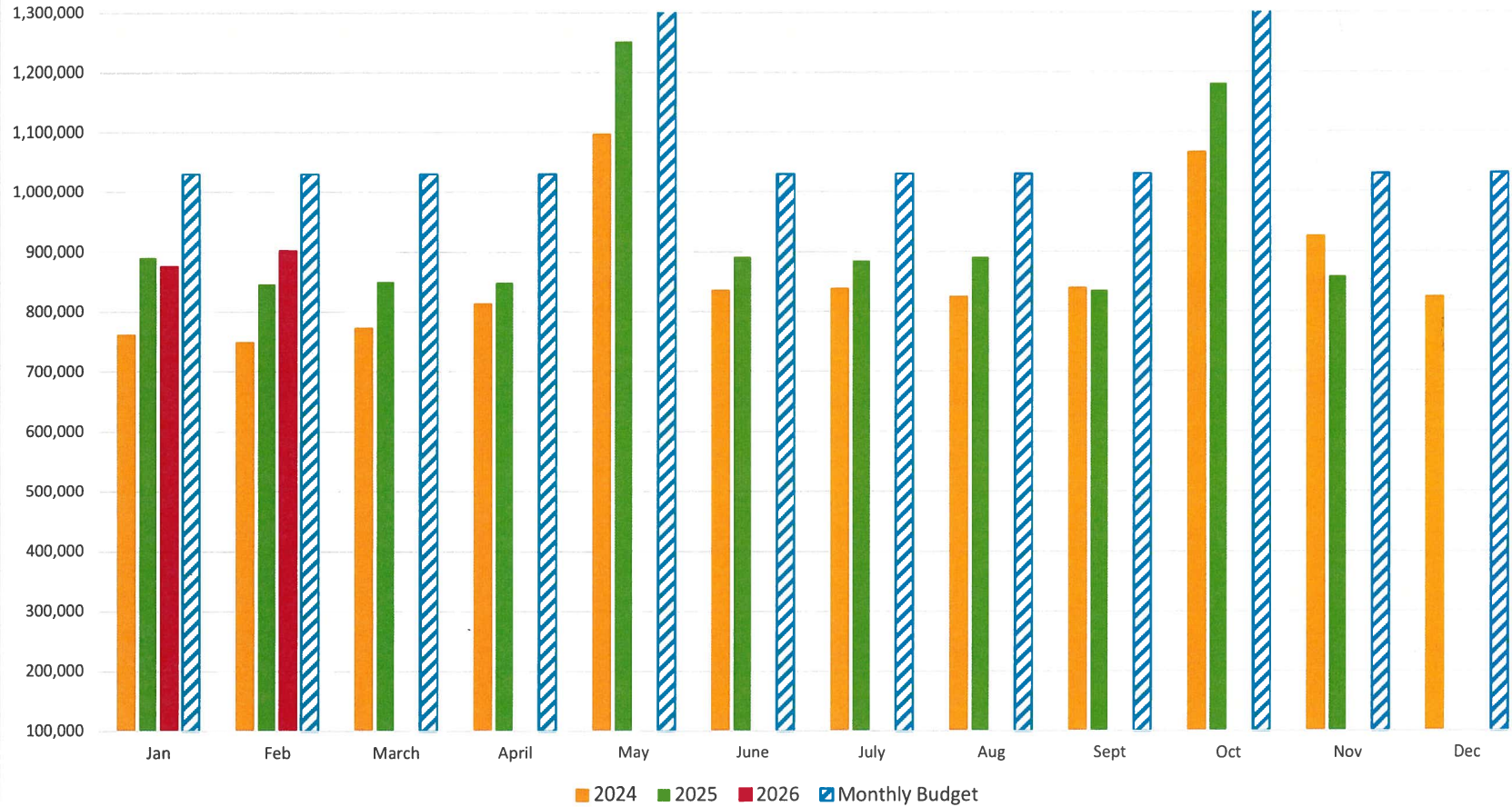
ExpCat	February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Revenue									
RevType: 10 - Passenger Fare Revenue									
	14,660.80	10,370.86	-4,289.94	-70.74%	29,321.60	23,586.77	-5,734.83	-80.44%	176,000.00
Total RevType: 10 - Passenger Fare Revenue:	14,660.80	10,370.86	-4,289.94	-70.74%	29,321.60	23,586.77	-5,734.83	-80.44%	176,000.00
RevType: 20 - Rideshare Revenue									
	14,244.30	12,600.00	-1,644.30	-88.46%	28,488.60	13,475.00	-15,013.60	-47.30%	171,000.00
Total RevType: 20 - Rideshare Revenue:	14,244.30	12,600.00	-1,644.30	-88.46%	28,488.60	13,475.00	-15,013.60	-47.30%	171,000.00
RevType: 30 - Paratransit Revenue									
	1,166.20	841.50	-324.70	-72.16%	2,332.40	1,868.40	-464.00	-80.11%	14,000.00
Total RevType: 30 - Paratransit Revenue:	1,166.20	841.50	-324.70	-72.16%	2,332.40	1,868.40	-464.00	-80.11%	14,000.00
RevType: 40 - Sales Tax Revenue									
	1,059,376.00	1,123,431.69	64,055.69	-106.05%	1,973,021.00	2,130,578.72	157,557.72	-107.99%	12,716,406.00
Total RevType: 40 - Sales Tax Revenue:	1,059,376.00	1,123,431.69	64,055.69	-106.05%	1,973,021.00	2,130,578.72	157,557.72	-107.99%	12,716,406.00
RevType: 50 - WSDOT Grant Revenue									
	158,353.30	0.00	-158,353.30	0.00%	316,706.60	0.00	-316,706.60	0.00%	1,901,000.00
Total RevType: 50 - WSDOT Grant Revenue:	158,353.30	0.00	-158,353.30	0.00%	316,706.60	0.00	-316,706.60	0.00%	1,901,000.00
RevType: 60 - Other Operating Revenue									
	103,371.13	113,211.19	9,840.06	-109.52%	206,742.26	237,767.89	31,025.63	-115.01%	1,240,950.00
Total RevType: 60 - Other Operating Revenue:	103,371.13	113,211.19	9,840.06	-109.52%	206,742.26	237,767.89	31,025.63	-115.01%	1,240,950.00
Total Revenue:	1,351,171.73	1,260,455.24	-90,716.49	-93.29%	2,556,612.46	2,407,276.78	-149,335.68	-94.16%	16,219,356.00
Expense									
00 - Salaries & Wages	654,861.17	595,129.24	59,731.93	90.88%	1,309,722.34	1,155,595.96	154,126.38	88.23%	8,515,750.00
10 - Personnel Benefits	374,209.95	307,124.72	67,085.23	82.07%	748,419.90	622,488.79	125,931.11	83.17%	4,664,800.00
20 - Fuel, Fluids, & Parts	131,551.52	101,286.32	30,265.20	76.99%	263,103.04	186,200.85	76,902.19	70.77%	1,579,250.00
30 - Other Supplies	36,739.96	23,888.80	12,851.16	65.02%	73,479.92	39,462.49	34,017.43	53.71%	441,056.11
40 - Professional & Misc Services	69,251.45	128,901.84	-59,650.39	186.14%	138,502.90	188,190.31	-49,687.41	135.87%	831,350.00
50 - Maintenance & Repair	27,918.58	17,320.22	10,598.36	62.04%	55,837.16	33,158.40	22,678.76	59.38%	335,157.06
60 - Communications	10,496.20	9,554.39	941.81	91.03%	20,992.40	13,339.31	7,653.09	63.54%	126,005.00
70 - Insurance	45,398.50	44,391.83	1,006.67	97.78%	90,797.00	88,783.70	2,013.30	97.78%	545,000.00
80 - Other Operating Expenses	20,104.45	12,456.55	7,647.90	61.96%	40,208.90	15,407.95	24,800.95	38.32%	241,350.00
Total Expense:	1,370,531.78	1,240,053.91	130,477.87	90.48%	2,741,063.56	2,342,627.76	398,435.80	85.46%	17,279,718.17
Report Total:	-19,360.05	20,401.33	39,761.38		-184,451.10	64,649.02	249,100.12		-1,060,362.17

Sales Tax Revenue
(March through Dec budgeted amount)



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget
2026	1,007,147	1,123,432	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	2,130,579	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



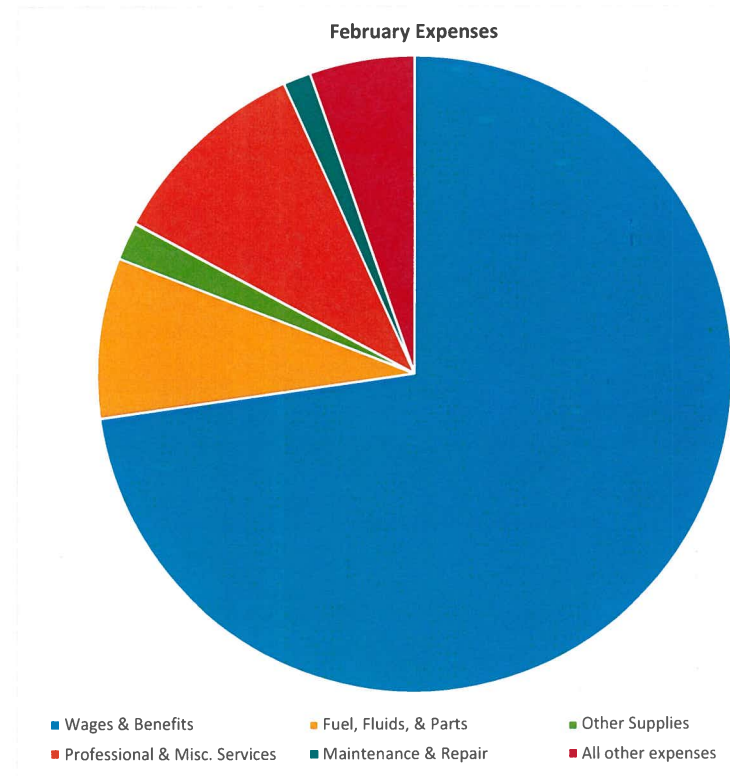
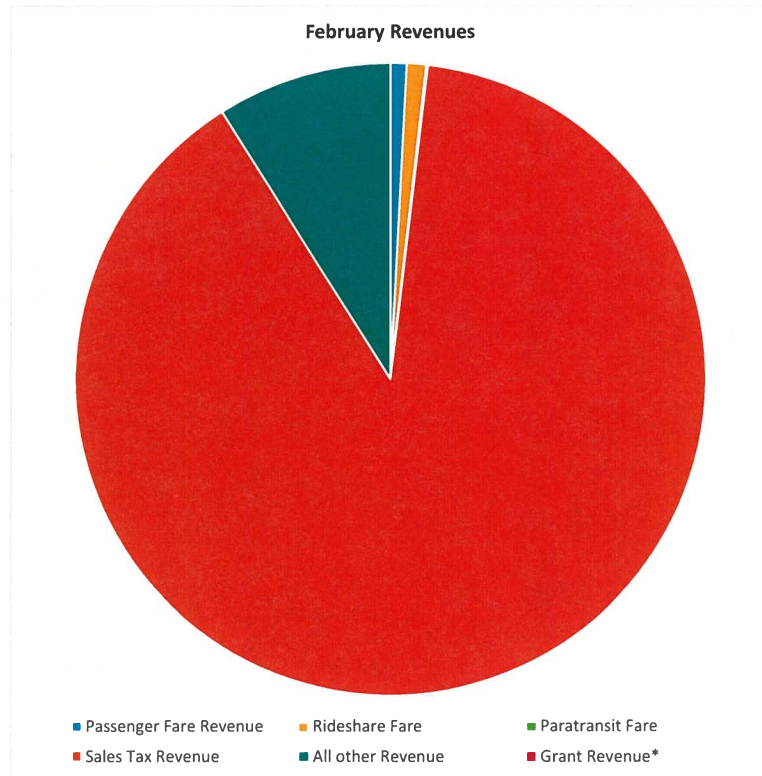
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget
Monthly Budget	1,029,071	1,029,071	1,029,071	1,029,071	1,444,435	1,029,071	1,029,071	1,029,071	1,029,071	1,444,435	1,029,071	1,030,040		13,180,550
2026	875,831	902,254											1,778,085	13,180,550
2025	891,035	846,596	850,518	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													YTD Actual	Annual Budget	% of Budget Used	
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
Passenger Fare Revenue	13,216	10,371												23,587	176,000	13.40%
Rideshare Fare	875	12,600												13,475	171,000	7.88%
Paratransit Fare	1,027	842												1,868	14,000	13.35%
Sales Tax Revenue	1,007,147	1,123,432												2,130,579	12,716,406	16.75%
All other Revenue	124,557	113,211												237,768	1,240,950	19.16%
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													YTD Actual	Annual Budget	% of Budget Used	
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
Wages & Benefits	875,831	902,254												1,778,085	13,180,550	13.49%
Fuel, Fluids, & Parts	84,915	101,286												186,201	1,579,250	11.79%
Other Supplies	15,574	23,889												39,462	441,056	8.95%
Professional & Misc. Services	59,288	128,902												188,190	831,350	22.64%
Maintenance & Repair	15,838	17,320												33,158	335,157	9.89%
All other expenses	51,128	66,403												117,531	912,355	12.88%



SMA Net Position
January 2026 - February 2026

SMA-Clallam Transit	<u>January 2026</u>	<u>February 2026</u>
Operations		
ADDITIONS		
Investment Earnings	34,393.91*	31,352.57*
DEDUCTIONS		
Administrative Expenses	394.48	357.37
Change in Net Position - Operations	33,999.43	30,995.20
SMA Participant Transactions		
CONTRIBUTIONS	0.00	0.00
DISTRIBUTIONS	0.00	0.00
Change in Net Position - Part. Txns.	0.00	0.00
Change in Net Position	33,999.43	30,995.20
Beginning Net Position	10,377,953.90	10,411,953.33
Ending Net Position	10,411,953.33	10,442,948.53
AVERAGE BOOK BALANCE	10,321,534.43	10,352,431.56
GROSS YIELD (Earnings before fee)	3.923%	3.948%
NET YIELD (Net of fee)	3.878%	3.903%
Fee Rate	0.045%	0.045%
Statement of Net Position		
Investment Book Value	10,329,613.85*	10,364,250.50*
Accrued Interest/Income	81,345.10	77,635.47
Outstanding PAI	1,388.86	1,419.93
Admin. Fee Liability	(394.48)	(357.37)
Net Position (Amortized Cost)	10,411,953.33	10,442,948.53
Market Value	10,383,021.08	10,462,166.60

* = Includes Income from Securities Lending
for prior month



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

Factsheet: 2026-022
Date: March 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 and closed with 5 new hires in process to meet the goal of 48 operators.
- Internal recruitment for relief paratransit CSR/Dispatcher continues.
- Internal recruitment for maintenance supervisor was closed with the 1 position filled.
- Internal recruitment for operations supervisor was closed with 1 position filled.
- Opened paratransit operator to fill 2 vacancies with applicants in process.

Our Department of Transportation (DOT) drug and alcohol program audit for 2024 and 2025 was conducted on February 5, 2026. There were two revisions made to the registration and collection forms, as recommended by the auditor. The audit has been successfully completed and officially closed.

WCAG 2.1 implementation strategies and processes to meet recent web accessibility guidance for Americans with Disabilities Act (ADA) Title II requirements from the Department of Justice (DOJ) were put into motion at the end of 2025. The implementation deadline for CTS is April of 2027. The Washington Department of Transportation (DOT) provided a WCAG training and an assessment of our website providing us with a comprehensive list of required content revisions. We have implemented a team approach consisting of four key staff members to collaboratively achieve compliance.

We would like to invite all board members, especially those new to CTS, to tour our facility and provide you with an opportunity to ask us questions. We will conduct the tour prior to the board meeting on April 15, 2026, at 11:00 a.m. I will send an email invitation, asking you to advise me if you plan to attend so I can monitor for a quorum.

The Board Member Handbook has been updated on the CTS website at: <https://www.clallamtransit.com/board> and we would like to invite you to review the handbook.

Recommended Action

None.

Attachments

None.