

REGULAR BOARD MEETING
Wednesday, May 20, 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

A. Employee of the First Quarter 2026 – Samantha Paulsen, Customer Service Representative

CONSENT AGENDA

- A. **Factsheet 2026-030:** Consent Agenda – Motion No. M13:2026
- **Payment Listing** – April 9, 2026, through May 13, 2026
 - **Board Meeting Minutes** – April 15, 2026
 - **Resolution No. R6:2026** – Employee of the First Quarter 2026 – Samantha Paulsen
 - **Proclamation No. P3:2026** – Ride Transit Month – June

ACTION ITEMS

- A. **Factsheet 2026-031:** 2026 FTA Certifications and Assurances – Motion No., M14:2026
Barb Cox, Human Resources Manager
- B. **Factsheet 2026-032:** Community Advisory Committee – Motion No. M15:2026
Jason McNickle, General Manager

INFORMATIONAL ITEMS

- A. Executive Report
1) **Administration and Finance Committee Meeting Minutes** – April 16, 2026
Jason McNickle, General Manager
- B. **Factsheet 2026-033:** Operations Department Report
Taron Lee, Operations Manager
- C. **Factsheet 2026-034:** Finance Department Report
Cherie Huxtable, Finance Manager
- D. Maintenance Department Report
Gary Abrams, Maintenance Manager
- E. **Factsheet 2026-035:** Administrative Services Department Report
Barb Cox, Human Resources Manager

BOARD OPEN DISCUSSION

ADJOURNMENT



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

Factsheet: 2026-030
Date: May 20, 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 presented for review and approval by the Board.
- **Resolution R6:2026:** 2026 Employee of the Quarter
- **Proclamation No. P3:2026:** Ride Transit Month

Recommended Action

Move to approve the actions outlined above in the consent agenda by CTS Motion No. M13:2026, as presented.

Attachments

- Payment Listing – April 9, 2026, through May 13, 2026
- April 15, 2026 Board Minutes
- Resolution No. R6:2026 – 2026 Employee of the First Quarter – Customer Service Representative Samantha Paulsen
- Proclamation No. P3:2026 – Ride Transit Month June 2026

Passed and adopted by the Board at a regular meeting by CTS Motion No. M13:2026 thereof this 20th day of May 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."

_____ Finance Manager

 _____ May 20, 2026
 _____ Date

<u>Umpqua Bank</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Automated Checks	4/9/2026	5/13/2026	102838	102980	287,200.82
ACHs - External Initiated	4/9/2026	5/13/2026	50841	50850	320,130.69
ACHs - Other Internal Initiated	4/9/2026	5/13/2026	594	628	456,694.14
TOTAL "Accounts Payable Check Disbursement List"					\$ 1,064,025.65
ACHs - Payroll Internal Initiated	4/9/2026	5/13/2026	EFT0071	EFT0072	455,855.00
TOTAL ACH REGISTER					\$ 455,855.00
 TOTAL ALL PAYMENTS					 \$ 1,519,880.65

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: 04/09/2026 - 05/13/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 6078 - Checking-Umpqua Checking						
Payment Type: EFT						
633	PETROCARD, INC	04/10/2026	EFT	0.00	17,247.65	594
5157	Craig Svenson	04/10/2026	EFT	0.00	40.00	595
5072	HAYLEY GRALL	04/10/2026	EFT	0.00	69.00	596
5055	JOSHUA LEONARD CLARK	04/10/2026	EFT	0.00	69.00	597
5001	JUSTIN BURNS	04/10/2026	EFT	0.00	69.00	598
LH087	Leo Hansen	04/10/2026	EFT	0.00	300.00	599
5159	Nico Broos	04/10/2026	EFT	0.00	40.00	600
5002	RYAN WOODS	04/10/2026	EFT	0.00	69.00	601
5158	Shawn Murray	04/10/2026	EFT	0.00	40.00	602
5056	TIMOTHY BENJAMIN PHILLIPS	04/10/2026	EFT	0.00	56.87	603
325A	HEALTH CARE AUTHORITY	04/17/2026	EFT	0.00	174,387.66	604
633	PETROCARD, INC	04/17/2026	EFT	0.00	679.88	605
214	AMALGAMATED TRANSIT UNION	04/17/2026	EFT	0.00	2,668.47	606
210	EMPLOYEES ASSOCIATION	04/17/2026	EFT	0.00	501.50	607
810	HRA VEBA	04/17/2026	EFT	0.00	5,769.78	608
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	04/17/2026	EFT	0.00	19,102.65	609
843	PF EA CHARITY FUND	04/17/2026	EFT	0.00	37.00	610
240	UNITED WAY OF CLALLAM COUNTY	04/17/2026	EFT	0.00	57.70	611
633	PETROCARD, INC	04/24/2026	EFT	0.00	16,469.62	612
5072	HAYLEY GRALL	04/24/2026	EFT	0.00	409.00	613
5055	JOSHUA LEONARD CLARK	04/24/2026	EFT	0.00	345.87	614
5161	Kyra Smith	04/24/2026	EFT	0.00	40.00	615
5160	Michael Mathews	04/24/2026	EFT	0.00	40.00	616
633	PETROCARD, INC	05/01/2026	EFT	0.00	679.88	617
5159	Nico Broos	05/01/2026	EFT	0.00	136.00	618
214	AMALGAMATED TRANSIT UNION	05/01/2026	EFT	0.00	2,634.03	619
210	EMPLOYEES ASSOCIATION	05/01/2026	EFT	0.00	526.50	620
810	HRA VEBA	05/01/2026	EFT	0.00	8,120.79	621
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	05/01/2026	EFT	0.00	18,792.98	622
843	PF EA CHARITY FUND	05/01/2026	EFT	0.00	42.00	623
240	UNITED WAY OF CLALLAM COUNTY	05/01/2026	EFT	0.00	57.70	624
LH087	Leo Hansen	05/08/2026	EFT	0.00	300.00	625
1052	OneBridge FSA	05/08/2026	EFT	0.00	600.00	626
633	PETROCARD, INC	05/08/2026	EFT	0.00	1,752.11	627
325A	HEALTH CARE AUTHORITY	05/08/2026	EFT	0.00	184,542.50	628
Total EFT:				0.00	456,694.14	

Check Report

Date Range: 04/09/2026 - 05/13/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
184	WA DOR - B&O TAXES	04/10/2026	Bank Draft	0.00	161.48	50841
858	EFTPS - 941 DEPOSITS	04/17/2026	Bank Draft	0.00	74,744.39	50842
303	WA DRS - DEPT OF RETIREMENT SRVCS	04/17/2026	Bank Draft	0.00	34,498.90	50843
183	WA L&I - WORKERS COMP	04/27/2026	Bank Draft	0.00	70,050.88	50844
1041	WA ESD - PFML	04/27/2026	Bank Draft	0.00	19,982.26	50845
1041	WA ESD - PFML	04/27/2026	Bank Draft	0.00	9,495.77	50846
858	EFTPS - 941 DEPOSITS	05/01/2026	Bank Draft	0.00	74,917.14	50847
303	WA DRS - DEPT OF RETIREMENT SRVCS	05/01/2026	Bank Draft	0.00	34,821.71	50848
184	WA DOR - B&O TAXES	05/08/2026	Bank Draft	0.00	723.53	50849
1032	WA DOR - BUSINESS LICENSE	05/08/2026	Bank Draft	0.00	734.63	50850
Total Bank Draft:				0.00	320,130.69	

Check Report

Date Range: 04/09/2026 - 05/13/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Regular						
999	CENTURYLINK	04/14/2026	Regular	0.00	230.71	102838
1081	CINTAS CORP NO 2	04/14/2026	Regular	0.00	343.14	102839
1066	CINTAS CORPORATION NO 3	04/14/2026	Regular	0.00	195.81	102840
032	CITY OF SEQUIM	04/14/2026	Regular	0.00	4,344.09	102841
1089	DR PANZA LLC	04/14/2026	Regular	0.00	1,260.00	102842
982	FASTENAL COMPANY	04/14/2026	Regular	0.00	152.97	102843
062	FIRE CHIEF EQUIPMENT CO., INC.	04/14/2026	Regular	0.00	2,997.80	102844
435	GALLS PARENT HOLDINGS LLC	04/14/2026	Regular	0.00	352.99	102845
752	HI-TECH SECURITY, INC.	04/14/2026	Regular	0.00	476.44	102846
1223	HORTON WEIBEL BROUGHTON & PALMER PLLC	04/14/2026	Regular	0.00	885.00	102847
1121	LEMAY MOBILE SHREDDING	04/14/2026	Regular	0.00	75.93	102848
923	MATTHEW C LASHER III	04/14/2026	Regular	0.00	696.03	102849
874	NORTHWEST PLASTICS, INC.	04/14/2026	Regular	0.00	931.10	102850
237	OLYMPIC DM DISPOSAL	04/14/2026	Regular	0.00	129.88	102851
937	OLYMPIC SPRINGS, INC	04/14/2026	Regular	0.00	485.27	102852
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	04/14/2026	Regular	0.00	2,635.28	102853
1239	Security Service Northwest, Inc.	04/14/2026	Regular	0.00	1,668.62	102854
768	SELECT ADVANTAGE	04/14/2026	Regular	0.00	225.00	102855
108	SOUND PUBLISHING INC.	04/14/2026	Regular	0.00	1,223.25	102856
509	VESTIS GROUP	04/14/2026	Regular	0.00	225.74	102857
845	WAVE DIVISION HOLDINGS, LLC	04/14/2026	Regular	0.00	3,266.18	102858
145	WSTA	04/14/2026	Regular	0.00	1,035.70	102859
510	CUMMINS INC.	04/15/2026	Regular	0.00	1,075.74	102860
1143	DOBBS HEAVY DUTY HOLDINGS LLC	04/15/2026	Regular	0.00	5,394.67	102861
307	FERRELLGAS LP	04/15/2026	Regular	0.00	1,737.67	102862
305	GILLIG LLC	04/15/2026	Regular	0.00	2,521.63	102863
221	RACE STREET AUTO PARTS-NAPA	04/15/2026	Regular	0.00	740.52	102864
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	04/17/2026	Regular	0.00	170.77	102865
1150	AMAZON CAPITAL SERVICES	04/21/2026	Regular	0.00	136.48	102866
999	CENTURYLINK	04/21/2026	Regular	0.00	104.50	102867
1066	CINTAS CORPORATION NO 3	04/21/2026	Regular	0.00	195.81	102868
031	CITY OF PORT ANGELES	04/21/2026	Regular	0.00	1,656.45	102869
435	GALLS PARENT HOLDINGS LLC	04/21/2026	Regular	0.00	509.27	102870
014	LES SCHWAB GROUP HOLDINGS LLC	04/21/2026	Regular	0.00	518.51	102871
923	MATTHEW C LASHER III	04/21/2026	Regular	0.00	168.80	102872
874	NORTHWEST PLASTICS, INC.	04/21/2026	Regular	0.00	1,448.37	102873
156	PITNEY BOWES	04/21/2026	Regular	0.00	230.39	102874
564	PUD #1 OF CLALLAM COUNTY	04/21/2026	Regular	0.00	15.50	102875
1239	Security Service Northwest, Inc.	04/21/2026	Regular	0.00	1,668.62	102876
872	THOMAS PRINTING, INC.	04/21/2026	Regular	0.00	3,047.02	102877
1199	TRANSMITTER SOLUTIONS	04/21/2026	Regular	0.00	400.00	102878
698	TRAPEZE SOFTWARE GROUP, INC.	04/21/2026	Regular	0.00	21,012.26	102879
181	VERIZON WIRELESS,BELLEVUE	04/21/2026	Regular	0.00	514.23	102880
181	VERIZON WIRELESS,BELLEVUE	04/21/2026	Regular	0.00	350.58	102881
1137	WALTER E NELSON OF WEST WASHINGTON	04/21/2026	Regular	0.00	514.30	102882
510	CUMMINS INC.	04/22/2026	Regular	0.00	402.88	102883
307	FERRELLGAS LP	04/22/2026	Regular	0.00	1,471.22	102884
305	GILLIG LLC	04/22/2026	Regular	0.00	115.63	102885
751	MUNCIE RECLAMATION & SUPPLY	04/22/2026	Regular	0.00	113.71	102886
005	ANGELES CONCRETE PRODUCTS	04/28/2026	Regular	0.00	575.58	102887
1323	Bitwarden, Inc.	04/28/2026	Regular	0.00	2,587.46	102888
109	CENTURYLINK	04/28/2026	Regular	0.00	145.63	102889
999	CENTURYLINK	04/28/2026	Regular	0.00	156.72	102890
1066	CINTAS CORPORATION NO 3	04/28/2026	Regular	0.00	195.81	102891
982	FASTENAL COMPANY	04/28/2026	Regular	0.00	216.61	102892
014	LES SCHWAB GROUP HOLDINGS LLC	04/28/2026	Regular	0.00	2,589.47	102893
874	NORTHWEST PLASTICS, INC.	04/28/2026	Regular	0.00	897.34	102894
564	PUD #1 OF CLALLAM COUNTY	04/28/2026	Regular	0.00	74.48	102895
1239	Security Service Northwest, Inc.	04/28/2026	Regular	0.00	3,337.24	102896
509	VESTIS GROUP	04/28/2026	Regular	0.00	115.46	102897

Check Report

Date Range: 04/09/2026 - 05/13/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
288	COMMERCIAL BRAKE & CLUTCH, INC.	04/29/2026	Regular	0.00	454.18	102898
510	CUMMINS INC.	04/29/2026	Regular	0.00	86.02	102899
1143	DOBBS HEAVY DUTY HOLDINGS LLC	04/29/2026	Regular	0.00	4,424.28	102900
307	FERRELLGAS LP	04/29/2026	Regular	0.00	1,553.59	102901
305	GILLIG LLC	04/29/2026	Regular	0.00	2,313.84	102902
1224	KBT DISTRIBUTING LLC	04/29/2026	Regular	0.00	47,526.88	102903
751	MUNCIE RECLAMATION & SUPPLY	04/29/2026	Regular	0.00	4,233.05	102904
1128	NFI PARTS	04/29/2026	Regular	0.00	132.27	102905
221	RACE STREET AUTO PARTS-NAPA	04/29/2026	Regular	0.00	254.63	102906
179	BANK OF AMERICA	04/30/2026	Regular	0.00	829.68	102907
US0506	US BANK 0506	04/30/2026	Regular	0.00	236.67	102908
US2204	US BANK 2204	04/30/2026	Regular	0.00	417.96	102909
US2256	US BANK 2256	04/30/2026	Regular	0.00	6,117.87	102910
US2500	US BANK 2500	04/30/2026	Regular	0.00	95.78	102911
US2734	US BANK 2734	04/30/2026	Regular	0.00	1,112.47	102912
US3520	US BANK 3520	04/30/2026	Regular	0.00	1,266.31	102913
US6068	US BANK 6068	04/30/2026	Regular	0.00	427.28	102914
US6383	US BANK 6383	04/30/2026	Regular	0.00	183.50	102915
US6466	US BANK 6466	04/30/2026	Regular	0.00	158.03	102916
US8067	US BANK 8067	04/30/2026	Regular	0.00	285.02	102917
US0050	USBANK 0050	04/30/2026	Regular	0.00	2,556.12	102918
US2296	USBANK 2296	04/30/2026	Regular	0.00	1,282.11	102919
US2331	USBANK 2331	04/30/2026	Regular	0.00	51.96	102920
US3151	USBANK 3151	04/30/2026	Regular	0.00	2,077.40	102921
US8540	USBANK 8540	04/30/2026	Regular	0.00	957.24	102922
US9022	USBANK 9022	04/30/2026	Regular	0.00	141.99	102923
US9672	USBANK 9672	04/30/2026	Regular	0.00	3,476.60	102924
US9673	USBANK 9673	04/30/2026	Regular	0.00	132.52	102925
US9737	USBANK 9737	04/30/2026	Regular	0.00	745.16	102926
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	05/01/2026	Regular	0.00	170.77	102927
1150	AMAZON CAPITAL SERVICES	05/05/2026	Regular	0.00	234.88	102928
1066	CINTAS CORPORATION NO 3	05/05/2026	Regular	0.00	195.81	102929
1308	Gallagher Benefit Services, Inc.	05/05/2026	Regular	0.00	21.00	102930
089	HOCH CONSTRUCTION, INC.	05/05/2026	Regular	0.00	5,445.00	102931
014	LES SCHWAB GROUP HOLDINGS LLC	05/05/2026	Regular	0.00	4,570.66	102932
923	MATTHEW C LASHER III	05/05/2026	Regular	0.00	337.59	102933
874	NORTHWEST PLASTICS, INC.	05/05/2026	Regular	0.00	739.43	102934
750	NORTHWEST PUMP & EQUIPMENT	05/05/2026	Regular	0.00	1,273.13	102935
118	QUILL CORPORATION	05/05/2026	Regular	0.00	200.35	102936
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	05/05/2026	Regular	0.00	2,726.10	102937
036	ROBERT PURCELL	05/05/2026	Regular	0.00	1,101.36	102938
1024	SEMACONNECT, INC.	05/05/2026	Regular	0.00	240.00	102939
863	SUMMIT LAW GROUP PLLC	05/05/2026	Regular	0.00	352.00	102940
1046	UNITE GPS LLC	05/05/2026	Regular	0.00	3,841.45	102941
181	VERIZON WIRELESS,BELLEVUE	05/05/2026	Regular	0.00	4,377.32	102942
181	VERIZON WIRELESS,BELLEVUE	05/05/2026	Regular	0.00	1,379.30	102943
509	VESTIS GROUP	05/05/2026	Regular	0.00	116.55	102944
344	XEROX CORPORATION	05/05/2026	Regular	0.00	610.40	102945
307	FERRELLGAS LP	05/06/2026	Regular	0.00	1,575.74	102946
305	GILLIG LLC	05/06/2026	Regular	0.00	426.29	102947
751	MUNCIE RECLAMATION & SUPPLY	05/06/2026	Regular	0.00	2,479.57	102948
221	RACE STREET AUTO PARTS-NAPA	05/06/2026	Regular	0.00	36.98	102949
1150	AMAZON CAPITAL SERVICES	05/12/2026	Regular	0.00	39.91	102950
504	ANGELES COMMUNICATION INC	05/12/2026	Regular	0.00	614.74	102951
885	CBS REPORTING, INC	05/12/2026	Regular	0.00	204.73	102952
1081	CINTAS CORP NO 2	05/12/2026	Regular	0.00	220.53	102953
1066	CINTAS CORPORATION NO 3	05/12/2026	Regular	0.00	195.81	102954
031	CITY OF PORT ANGELES	05/12/2026	Regular	0.00	5,674.78	102955
435	GALLS PARENT HOLDINGS LLC	05/12/2026	Regular	0.00	1,830.77	102956
	Void	05/12/2026	Regular	0.00	0.00	102957
1223	HORTON WEIBEL BROUGHTON & PALMER PLLC	05/12/2026	Regular	0.00	177.00	102958

Check Report

Date Range: 04/09/2026 - 05/13/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1206	MOTIVE TECHNOLOGIES, INC.	05/12/2026	Regular	0.00	18,723.18	102959
937	OLYMPIC SPRINGS, INC	05/12/2026	Regular	0.00	279.39	102960
1111	PITNEY BOWES	05/12/2026	Regular	0.00	138.93	102961
1183	PROCOM LLC	05/12/2026	Regular	0.00	468.00	102962
1239	Security Service Northwest, Inc.	05/12/2026	Regular	0.00	3,337.24	102963
768	SELECT ADVANTAGE	05/12/2026	Regular	0.00	75.00	102964
108	SOUND PUBLISHING INC.	05/12/2026	Regular	0.00	699.00	102965
509	VESTIS GROUP	05/12/2026	Regular	0.00	113.28	102966
746	WEST WASTE & RECYCLING, INC.	05/12/2026	Regular	0.00	120.00	102967
1150	AMAZON CAPITAL SERVICES	05/13/2026	Regular	0.00	174.19	102968
287	BAXTER AUTO PARTS	05/13/2026	Regular	0.00	441.00	102969
288	COMMERCIAL BRAKE & CLUTCH, INC.	05/13/2026	Regular	0.00	914.32	102970
510	CUMMINS INC.	05/13/2026	Regular	0.00	717.32	102971
1143	DOBBS HEAVY DUTY HOLDINGS LLC	05/13/2026	Regular	0.00	935.12	102972
307	FERRELLGAS LP	05/13/2026	Regular	0.00	1,912.40	102973
305	GILLIG LLC	05/13/2026	Regular	0.00	1,213.84	102974
1162	GREEN MACHINES INC	05/13/2026	Regular	0.00	428.31	102975
1224	KBT DISTRIBUTING LLC	05/13/2026	Regular	0.00	46,475.66	102976
322	MOHAWK MFG. & SUPPLY CO.	05/13/2026	Regular	0.00	3,077.50	102977
751	MUNCIE RECLAMATION & SUPPLY	05/13/2026	Regular	0.00	719.27	102978
471	PRICE FORD	05/13/2026	Regular	0.00	68.06	102979
221	RACE STREET AUTO PARTS-NAPA	05/13/2026	Regular	0.00	265.19	102980
Total Regular:				0.00	287,200.82	

Bank Code 6078 - Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	285	142	0.00	287,200.82
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	28	10	0.00	320,130.69
EFT's	67	35	0.00	456,694.14
	380	188	0.00	1,064,025.65

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	285	142	0.00	287,200.82
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	28	10	0.00	320,130.69
EFT's	67	35	0.00	456,694.14
	380	188	0.00	1,064,025.65

Fund Summary

Fund	Name	Period	Amount
100	General Fund	4/2026	611,938.00
100	General Fund	5/2026	452,087.65
			1,064,025.65

BOARD MEETING MINUTES



Wednesday, April 15, 2026
Regular Meeting

In-person Meeting:
830 West Lauridsen Blvd., Port Angeles
Virtual: 858 1027 6869

BOARD MEMBERS PRESENT: Mark Ozias, Clallam County; Mike French, Clallam County; Rachel Anderson, City of Sequim; Kelly Burger, City of Sequim; Amy Miller, City of Port Angeles; Navarra Carr, 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 Julie Shannon, Acting Deputy Clerk to the Board

1. CALL TO ORDER

Anderson called the in-person and virtual meeting to order at 12:01 p.m., with five voting members present. **Quorum met.** Motion to approve agenda. **Final Action: Ozias moved to approve the agenda. Motion passed unanimously**

2. ROLL CALL

Jeff Gingell, City of Forks; Kaylan Kimball, City of Forks; and Hayley Grall, Deputy Clerk to the Board were absent.

Kelly Burger, City of Sequim out of attendance and Amy Miller, City of Port Angeles in attendance at 12:03 p.m. Five voting board members present. **Quorum met.**

3. PUBLIC COMMENT

Citizen provided feedback on major service expansion.

Kelly Burger, City of Sequim in attendance at 12:05 p.m. Six voting board members present. **Quorum met.**

4. CONSENT AGENDA

A. Factsheet 2026-023: Consent Agenda – Motion No. M9:2026

- Payment Listing – March 12, 2026, through April 8, 2026
- Board Meeting Minutes – March 18, 2026
- Resolution R5:2026 – Employee of the Year 2025, Dante' Ruiz
- Proclamation P2:2026 – Transit Employee Appreciation Day

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

5. ACTION ITEMS

A. Factsheet 2026-024: Rideshare Vehicle Replacement Procurement – Motion M10:2026

A rideshare vehicle was a total loss due to an accident. Replacement is necessary to maintain the program.

FINAL ACTION: Ozias moved to authorize the CTS general manager by CTS Motion M10:2026, to purchase one rideshare vehicle from the DES contract, as available. CTS local funds would be utilized for a total procurement authority not to exceed \$65,000, including licensing, taxes, and authorize the execution of all related contracts, agreements, and procurement documents related to the vehicle procurement, as presented Motion passed unanimously.

B. Factsheet 2026-025: Employee Support Vehicles Procurement – Motion No. M11:2026

Replacement of two support vehicles requested.

FINAL ACTION: Ozias moved to authorize the CTS general manager by CTS Motion No. M11:2026, to purchase two service support vehicles from DES, as available. CTS local funds would be utilized for a total procurement authority not to exceed \$100,000, including applicable taxes and licensing, and authorize the execution of all related contracts, agreements, and procurement documents related to the vehicle procurement, as presented. Motion passed unanimously.

C. Factsheet 2026-029: Heavy Duty Bus Engine Replacement Procurement – Motion No M12:2026

A replacement bus engine was purchased to maintain service and the replacements are included in capital budgets.

FINAL ACTION: French moved to authorize by CTS Motion No. M12:2026 the CTS general manager procurement authority of the replacement heavy duty bus engine for the total cost of \$28,961.96 as presented. Motion passed unanimously.

6. EXECUTIVE SESSION

*Pursuant to RCW 42.30.110(g), to evaluate the qualification of an applicant for public employment. The session is closed to the public. Board action is anticipated to follow. Pursuant to RCW 36.57A.050(4), the non-voting board member is excluded from the executive session. **The Board will not take action following executive session. The Board adjourned into executive session at 12:21 p.m. until 12:36 p.m. The regular meeting was called back to order at 12:36 p.m. and extended 10 minutes. The regular meeting was called to order at 12:46 p.m.***

7. PRESENTATION

A. Employee of the Year 2025 – Fixed-route Operator, Dante' Ruiz

The fixed-route operator, relief dispatcher, and instructor was recognized for outstanding service.

8. INFORMATIONAL ITEMS CONTINUED

A. Executive Report

- **Procurement authorities:** Increased for maintenance personnel due to rising fuel costs.
- **Union negotiations:** Projected to begin this summer. Contract expires December 31, 2026. Strategies to be provided to the board.
- **Hurricane Ridge:** Operations to begin effective May 25, 2026.
- **Contracts:** Several renewals to be completed with CTS legal counsel assistance.
- **Budget:** Funding and outlook review.

*Navarra Carr, City of Port Angeles out at 12:56 p.m. 5 voting board members in attendance. **Quorum Met.***

B. Factsheet 2026-026: Operations Department Report: Overview provided. Service change assessments and refinements continue. Impacts to schedules identified. Exclusions discussed. Forks interlink service growth assessment continues.

C. Factsheet 2026-027: Finance Department Report: Overview provided. Discussed reserve options, committee meeting, and sales tax revenue projections.

D. Maintenance Department Report

- **Facility remodel:** Staff working on completion of project.
- **Shelters:** Relocated to new stop locations.
- **Bus stop signs:** Updated signs placed.
- **Paratransit vehicles:** Order in process.

E. Factsheet 2026-028: Administrative Services Department Report: Overview provided.

9. BOARD OPEN DISCUSSION

- French provided positive feedback from riding new routes.
- Transit Employee Appreciation Day will include breakfast cooked and served by management.
- Ozias provided information from his attendance at the CTS Awards Banquet.

10. MEETING ADJOURNMENT

Next regular board meeting, May 20, 2026, at 12:00 p.m. with in-person and remote options.

There being no further business, the board chairperson adjourned the meeting at 1:20 p.m.

Board Chairperson

Julie Shannon, Acting Deputy Clerk to the Board



**SAMANTHA PAULSEN EMPLOYEE OF THE QUARTER
RESOLUTION NO. R6:2026**

A resolution of the Board of Clallam Transit System for the purpose of recognizing and commending, Customer Service Representative Samantha Paulsen for customer service upon being selected as the “*Employee of the Quarter*,” for the first quarter of 2026.

7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37

Whereas, Samantha (Sam) Paulsen has demonstrated exceptional customer service and great work ethic in her position with Clallam Transit System (CTS); and

Whereas, Sam was hired as a customer service representative on August 21, 2025; and

Whereas, Sam is “an exemplary employee. She excels at customer service”; and

Whereas, “she is a staple to the paratransit department and makes drivers and others feel supported”; and

Whereas, as the secretary for the Employees’ Association she has been instrumental in increasing participation and success in employee events; and

Whereas, “Sam always has a can-do energy and brings great ideas to the table”; and

Whereas, she has shown her adaptability and always provides exceptional customer service. Sam is patient, kind, and understanding with her customers and fellow employees; and

Whereas, the Board of the Clallam Transit System (Board) wishes to express its appreciation and commend Samantha Paulsen for her customer service, dedication, and leadership; now therefore,

Be it resolved by the Board that: The Board hereby recognizes Customer Service Representative Samantha Paulsen as the CTS *Employee of the Quarter* for her customer service, dedication, and leadership at Clallam Transit System, during the first quarter of 2026. The Board hereby extends its gratitude to Sam for her dedicated service.

Passed and adopted by the Board at a regular meeting thereof this 20th day of May 2026.

Board Chairperson

Approved as to Content:

Attest:

Jason McNickle, General Manager

Barb Cox, Clerk to the Board



**RIDE TRANSIT MONTH – JUNE
PROCLAMATION NO. P3:2026**

A proclamation of the Board of Clallam Transit System for the purpose of authorizing the recognition of June as *Ride Transit Month*.

8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

Whereas, Clallam Transit System provides clean, safe, efficient, and convenient public transportation services that enhance the lives and mobility of citizens and visitors of Clallam County; and

Whereas, Clallam Transit System's mission is to enhance the quality of life, bolster mobility, and create opportunities through public transit; and

Whereas, Clallam Transit System transported 918,740 passengers and traveled over 1,946,000 miles in 2025; and

Whereas, Clallam Transit System continues to provide seasonal daily service from Port Angeles to Hurricane Ridge enhancing access to the Olympic National Park since 2022; and

Whereas, effective July 1, 2023, veterans who served the active United States military, naval, or air service ride all Clallam Transit System's services for free; and

Whereas, Clallam Transit System implemented Interlink services within the cities of Sequim and Forks providing curb to curb service to riders within the service areas; and

Whereas, effective January 1, 2024, Clallam Transit System implemented zero-fare for Clallam Transit System fixed-route, dial-a-ride, and Clallam Connect services, with the exception of the Strait Shot and Hurricane Ridge shuttles; and

Whereas, effective March 15, 2026, Clallam Transit System implemented significant route service revisions and expansions, providing more consistent service and introducing two new routes, thereby enhancing its ability to better serve the needs of riders;

Whereas, the Board of Clallam Transit System wishes to join in the celebration of our transit employees, our riders, and to encourage citizens to choose transit as a viable transportation option in Clallam County and beyond; now, therefore,

Be it resolved that the Board hereby proclaims the month of June 2026 is *Ride Transit Month*.

Passed and adopted by the Board at a regular meeting thereof this 20th day of May 2026

Board Chairperson

Approved as to Content:

Attest:

Jason McNickle, General Manager

Barb Cox, Clerk to the Board



Title: 2026 FTA Certifications and Assurances
Submitted By: Barb Cox, Human Resources Manager
Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2026-031
Date: May 20, 2026

Background

Each year, Clallam Transit System (CTS) must certify that it will comply with all state and federal regulatory requirements, executive orders, and administrative directions to be eligible for discretionary grant funding opportunities through the Washington State Department of Transportation (WSDOT) Public Transportation and as a subrecipient through the Federal Transit Administration (FTA).

Discussion

The complete description of the 20 categories being certified is included for reference. Not every category is applicable to CTS; however, this is addressed through the certification as follows: "The Applicant certifies to the **applicable** provisions of the categories it has selected" (01-20).

Certifications and assurances are typically to be filed with WSDOT to submit to FTA no later than April 30th annually. However, this year WSDOT has provided a deadline of June 15, 2026.

Recommended Action

Approve by motion M14:2026, to authorize the CTS Board Chairperson to certify the remainder of Fiscal Year 2026 Federal Transit Administration Certifications and Assurances, as presented.

Attachments

Fiscal Year 2026 FTA Certifications and Assurances

Passed and adopted by the Board at a regular meeting by CTS Motion No. M14:2026 thereof this 20th day of May 2026.

Board Chairperson

Approved as to Content:

Attest:

Jason McNickle, General Manager

Barb Cox, Clerk to the Board



May 20, 2026

Tami Frazier
Budgets, Contracts and Federal Programing
Washington State Department of Transportation
Public Transportation Office
P. O. Box 47387
Olympia, Washington 98504-7387

Dear Ms. Frazier:

Clallam Transit System hereby certifies that it will comply with all Federal statutes, regulations, Executive Orders, and administrative requirements applicable to its application made to and grants received from the Washington State Department of Transportation under 49 U.S.C. Sections 5309, 5311, and 5339.

In addition, Clallam Transit System hereby accepts all the provisions of the Department of Labor's Special Section 5333(b) Warranty for Applications to the Small Urban and Rural Program. Clallam Transit System's transportation employees are represented by Amalgamated Transit Union #587, based in Tukwila Washington.

The provisions of 49 U.S.C. Section 5333(b), 290 CFR Part 215, and Section 1001 of Title 18, U.S.C., apply to all certifications and submissions in connection with applications made to and grants received from 49 U.S.C. Sections 5309, 5311 and 5339.

Clallam Transit System certifies or affirms the truthfulness and accuracy of the contents of the statements and understands that the provisions of 31 U.S.C. Section 3801 et seq. are applicable thereto.

Sincerely,

Board Chairperson
Clallam Transit System

Washington State Department of Transportation				
FTA FUNDING SOURCES - SECTIONS 5309, 5311, and 5339				
SUBRECIPIENT SERVICE AREA INFORMATION				
FTA ID (if any)	SUBRECIPIENT INFORMATION	Labor Organizations representing your employees and/or those of your Contractor	Other Public Transit Provider(s) in your Service Area (commuter rail or bus, paratransit, fixed route, etc)	Labor Organizations of Other Service Area Public Transit Providers
	<p>Your Organization's Name Clallam County Public Transportation Benefit Area, dba Clallam Transit System</p> <p>Contact Jason McNickle, General Manager</p> <p>Address: 830 West Lauridsen Boulevard Port Angeles, Washington 98363</p> <p>Ph: 360-452-4511</p> <p>Email jasonm@clallamtransit.com</p>	Amalgamated Transit Union, Local 587	<p>Jefferson Transit Authority</p> <p>Rocket Transportation</p> <p>Black Ball Ferry Line</p> <p>Olympic Bus Lines/Dungeness Line</p> <p>MTRWestern</p> <p>Puget Sound Charters</p>	<p>Amalgamated Transit Union, Local 587</p> <p>No union</p> <p>No union</p> <p>No Union</p> <p>Amalgamated Transit Union, Local</p> <p>No union</p>

FEDERAL FISCAL YEAR 2026 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Clallam Transit System

The Applicant certifies to the applicable provisions of all categories: (*check here*) _____.

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	✓ _____
02 Public Transportation Agency Safety Plans	_____ _____
03 Tax Liability and Felony Convictions	✓ _____
04 Private Sector Protections	✓ _____
05 Transit Asset Management Plan	✓ _____
06 Rolling Stock Buy America Reviews and Bus Testing	✓ _____
07 Urbanized Area Formula Grants Program	_____ _____
08 Formula Grants for Rural Areas	✓ _____
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	✓ _____
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	✓ _____
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	✓ _____

Certifications and Assurances

Fiscal Year 2026

12	State of Good Repair Grants	✓
13	Infrastructure Finance Programs	✓
14	Alcohol and Controlled Substances Testing	✓
15	Rail Safety Training and Oversight	
16	Demand Responsive Service	✓
17	Interest and Financing Costs	✓
18	Cybersecurity Certification for Rail Rolling Stock and Operations	✓
19	Tribal Transit Programs	✓
20	Emergency Relief Program	✓

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of the Applicant: Clallam Transit System

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may seek in the future, of federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name Jason McNickle, General Manager Authorized Representative of Applicant

AFFIRMATION OF APPLICANT’S ATTORNEY

For (Name of Applicant): Clallam Transit System

As the undersigned Attorney for the above-named Applicant, I hereby affirm the Applicant has the authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name David Horton Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney’s signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision.

Text in italic is not part of a certification and is of no legal effect. Its purpose is to provide explanation and context for the certification.

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

The certifications in this subcategory appear as part of the applicant’s registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget’s standard form 424B “Assurances—Non-Construction Programs”. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:

- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21, including any amendments thereto;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
 - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.
- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction sub-agreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
 - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 CFR § 200.325, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews. Additionally, 2 CFR § 200.216(e) states that by accepting a grant, the recipient is certifying its compliance with that section (“Prohibition on certain telecommunications and video surveillance equipment or services”).

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.327 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.
- (d) 2 CFR § 200.216, “Prohibition on certain telecommunications and video surveillance equipment or services.”

1.4. Increased Micro-Purchase Threshold.

A recipient may establish a micro-purchase threshold that is higher than the Federal micro-purchase threshold. Pursuant to 2 CFR § 200.320(a)(1)(iv), the recipient may self-certify a micro-purchase threshold up to \$50,000. Pursuant to 2 CFR § 200.320(a)(1)(v), the recipient may set a micro-purchase threshold higher than \$50,000, but only with the approval of the recipient’s Federal cognizant agency for indirect costs. To determine an applicant’s cognizant agency for indirect costs, consult the definition of “cognizant agency for indirect costs” in 2 CFR § 200.1.

If the recipient uses a micro-purchase threshold that is higher than the Federal micro-purchase threshold, the recipient certifies:

- (a) The recipient’s micro-purchase threshold does not exceed \$50,000, or the recipient has approval from its Federal cognizant agency for indirect costs to use a higher micro-purchase threshold;
- (b) The recipient has a written justification for its micro-purchase threshold; and
- (c) The recipient has supporting documentation of any of the following:
 - (1) The recipient qualifies as a low-risk auditee, in accordance with the criteria in 2 CFR § 200.520 for the most recent audit;
 - (2) The recipient has an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or

- (3) For public institutions, a higher threshold is consistent with State law.

1.5. Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant's exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant's principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;
- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification; and
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

1.6. Lobbying.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.

1.6.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

1.6.2. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement

shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

1.7. Real Property Use

This certification responds to Recommendation #7 in the U.S. Department of Transportation's Office of Inspector General Report FS2024025 (May 20, 2024).

If the applicant will use assistance provided by the Federal Transit Administration to acquire or improve real property, the applicant certifies that it will comply with the requirements of 2 CFR § 200.311, including but not limited to, requirements to use the property for the purposes authorized in its award, and to seek disposition instructions from FTA when the property no longer is needed for any authorized purpose.

CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA's state safety oversight programs, and each State that is required to draft and certify a Public Transportation Agency Safety Plan on behalf of a Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) pursuant to 49 CFR § 673.11(d).

This certification is required by 49 U.S.C. § 5307(c)(1)(L), 49 U.S.C. § 5329(d)(1), and 49 CFR § 673.13. This certification is a condition of receipt of Urbanized Area Formula Grants Program (49 U.S.C. § 5307) funding.

This certification does not apply to any applicant that only receives financial assistance from FTA under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs, unless it operates a rail fixed guideway public transportation system.

If the applicant is an operator, the applicant certifies that it has established a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673; including, specifically, that the board of directors (or equivalent entity) of the applicant has approved, or, in the case of an applicant that will apply for assistance under 49 U.S.C. § 5307 that is serving an urbanized area with a population of 200,000 or more, the safety committee of the entity established under 49 U.S.C. § 5329(d)(5), followed by the board of directors (or equivalent entity) of the applicant has approved, the Public Transportation Agency Safety Plan or any updates thereto; and, for each recipient serving an urbanized area with a population of fewer than 200,000, that the Public Transportation Agency Safety Plan has been developed in cooperation with frontline employee representatives.

If the applicant is a State that drafts and certifies a Public Transportation Agency Safety Plan on behalf of a public transportation operator, the applicant certifies that:

- (a) It has drafted and certified a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673 for each Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) in the State, unless the Small Public Transportation Provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own Public Transportation Agency Safety Plan; and
- (b) Each Small Public Transportation Provider within the State that opts to use a State-drafted Public Transportation Agency Safety Plan has a plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 CFR § 673.5), Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5), and, if the Small Public Transportation Provider serves an urbanized area with a population of 200,000 or more, the safety committee of the Small Public Transportation Provider established under 49 U.S.C. § 5329(d)(5).

CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.

If the applicant is a business association (regardless of for-profit, not for-profit, or tax-exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2026, Pub. L. 119-75, div. E, tit. VII §§ 744-745. U.S. DOT Order 4200.6 defines a "corporation" as "any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association", and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 4. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

4.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.

The applicant agrees that it, and each of its subrecipients, and third-party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

4.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
 - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:
 - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
 - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.

- (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 5. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it is in compliance with 49 CFR Part 625.

CATEGORY 6. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.

6.1. Rolling Stock Buy America Reviews.

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

6.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility established in accordance with 49 U.S.C. § 5318 (currently the Larson Transportation Institute's Bus Research and Testing Center at Pennsylvania State University) and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 7. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;
- (c) Will maintain equipment and facilities in accordance with the applicant’s transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);

- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
 - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 8. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5311(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
 - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected

intercity bus service providers, and the intercity bus service needs of the State are being met adequately.

- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 9. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act’s Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 10. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

Making this certification will incorporate by reference the applicable certifications in Category 7 or Category 8.

If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in 49 U.S.C. § 5339(c)(1)) or related infrastructure under 49 U.S.C. § 5339(b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient’s plan to address the impact of the transition to zero emission vehicles on the applicant’s current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

CATEGORY 11. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 7, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 7 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

In addition to the certification in Category 7, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;

- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 12. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

CATEGORY 13. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 7 for the Urbanized Area Formula Grants Program, Category 9 for the Fixed Guideway Capital Investment Grants program, and Category 12 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 7, 9, and 12 by reference.

CATEGORY 14. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

CATEGORY 15. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, "Public Transportation Safety Certification Training Program"; and
- (b) Compliant with the requirements of 49 CFR Part 674, "State Safety Oversight".

CATEGORY 16. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;

- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

CATEGORY 17. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 18. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.

If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

CATEGORY 19. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).

Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant

must select the Certifications in this Category, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
 - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
 - (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
 - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
 - (1) Category 4.1 and 4.2 (Charter Service Agreement and School Bus Agreement),
 - (2) Category 5 (Transit Asset Management Plan),
 - (3) Category 6.1 and 6.2 (Rolling Stock Buy America Reviews and Bus Testing),
 - (4) Category 8 (Formula Grants for Rural Areas),
 - (5) Category 14 (Alcohol and Controlled Substances Testing), and
 - (6) Category 16 (Demand Responsive Service).

CATEGORY 20. EMERGENCY RELIEF PROGRAM.

An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.



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

Factsheet: 2026-032
Date: May 20, 2026



Background

On October 29, 2025, the Clallam Transit System (CTS) Board (Board) expressed interest in pursuing a community advisory committee (CAC) for a trial period of 18 months. The Board chairperson appointed a special committee of the Board at the February 18, 2026, Board meeting. The purpose of the committee is to provide implementation strategy recommendations to the Board for the establishment of a CAC.

Discussion

The committee met on March 30, 2026, and is recommending the following strategies for implementation by the CTS Board:

- **Establishment:** The CTS Bylaws allow for an advisory committee on a temporary basis in Article VI. The Board elected to consider an advisory committee on a trial basis for 18 months. After the trial period the Board may elect to continue the committee with a revision to the CTS Bylaws to include the group as a standing committee.
- **Purpose:** Serve in an advisory capacity to provide recommendations and suggestions to the CTS Board. Input may include service suggestions, and customer and community survey results.
- **Composition:** Citizen electors broadly representing underserved and remote communities and are ideally regular transit riders would serve. Members would not exceed 15.
- **Recruitment, Application, Appointments, and Terms:** CTS staff would provide application development, marketing and outreach, application processing and screening with referral of candidates to the special committee. The committee would provide the finalists to the Board for appointment for the 18-month term.
- **Termination of Appointments:** Violations of expectations may result in termination of appointments by the Board.
- **Meeting Frequency and Structure:** The meeting schedule would be determined collectively by CAC members and meet at least quarterly. The CTS general manager would serve as the ex-officio and chairperson. Board member attendance would be encouraged. A CTS staff member would be appointed to clerk the meetings. Meeting minutes would be provided to the Board.
- **Member Expectations:** Requirements include appropriate participation, professionalism, respectful behavior and adherence to the CAC Guidelines.

Recommended Action

Approve by motion M15:2026, to authorize the implementation of the trial Community Advisory Committee as defined in the Special Committee Report and approve the Trial Community Advisory Committee Guidelines, as presented.

Attachments

- CAC Special Committee Meeting Minutes March 30, 2026
- CAC Special Committee Report
- Draft Trial CAC Guidelines

Passed and adopted by the Board at a regular meeting by CTS Motion No. M15:2026 thereof this 20th day of May 2026.

Board Chairperson

Approved as to Content:

Attest:

Jason McNickle, General Manager

Barb Cox, Clerk to the Board

SPECIAL COMMITTEE MEETING MINUTES



Wednesday, March 30, 2026
Community Advisory Committee
Special Committee Meeting

In-person and
Virtual Meeting
445 757 7032

COMMITTEE MEMBERS PRESENT: Mike French, Clallam County; and Amy Miller, City of Port Angeles

STAFF PRESENT: Jason McNickle, General Manager and Barb Cox, Human Resources Manager/Board Clerk

COMMUNITY ADVISORY COMMITTEE DEVELOPMENT

1. CALL TO ORDER

McNickle called the committee meeting to order at 1:03 p.m. Rachel Anderson, City of Sequim and Jeff Gingell, City of Forks were not in attendance

2. DISCUSSION

Community Advisory Committee (CAC) development. The CTS Board passed a motion for this committee to be established on an 18-month trial basis. The special committee of the Board was appointed for the purpose of developing the criteria for a CAC.

A. Group Status: The CTS Bylaws, Article VI Advisory Committees allow for an Ad Hoc Advisory Committee. **Consensus reached** to recommend initial establishment of a CAC under the CTS Bylaws as an ad hoc advisory committee for the 18-month trial period and reassess at the end of the period.

B. CAC Guideline Development

- **Purpose:** Advisory to the Board. Work may include conducting service surveys, soliciting customer input, Transit Development Plan (TDP) input, and service improvements for recommendations to the Board. Strengthening community engagement and reaching outlying and underserved service areas. A work plan may be developed to guide the CAC that would facilitate engagement. **Consensus reached** to recommend the CAC be advisory to the Board and be guided by a work plan.
- **Representation:** Broad county citizen electors who ride transit twice monthly and ideally those who utilize transit as primary mode of travel. Representation would also include agencies CTS interacts with such as the Olympic Peninsula Visitors Bureau, Disability Advisory Committee, tourism groups, and area tribal communities. **Consensus reached** to recommend the broad representation to create a diverse group as a goal.
- **Composition:** Up to 15 members. Broader membership would provide for a more productive meeting base. Possibility of outreach to specific community groups for representation seeking member appointments. **Consensus reached** to recommend membership not to exceed 15 members.
- **Quorum:** A quorum would not be required to conduct the meetings and business. **Consensus reached** to recommend no quorum requirement to conduct meetings.
- **Mileage:** Discussed stipend and reimbursements for outlying members attendance at meetings and assignments. **Consensus reached** to recommend mileage reimbursements to members.
- **Attendance & Removal of Members:** Identified importance of attendance guidelines, appropriate participation and engagement, and removal considerations for violations. **Consensus reached** to recommend the identified guidelines for participation and removal standards to include attendance, inappropriate conduct, and non-engagement.
- **Term:** Discussed 2-year appointments; however, as this committee is established on a trial basis for 18 months, the Board may reassess at the conclusion, for possible permanent status that would include revision of CTS Bylaws. **Consensus reached** to proceed with recommendation of term limits of 18-months, at this time.

C. Meeting Frequency and Structure

- **Officers and/or GM as ex-officio:** Encouragement of a Board member's attendance would provide support to staff and value to the group. Officers would not be necessary as the CTS general manager, or designee, would serve as the ex-officio and chair the meeting. **Consensus reached** to recommend

the CTS general manager, or designee, as the ex-officio to chair the meetings and a Board member could be encouraged to attend.

- **CTS Staff Clerk:** General manager may designate a CTS staff member to clerk the meetings and provide meeting coordination, agendas, and minutes. **Consensus reached to recommend the general manager designate a staff member to clerk the meetings.**
- **Meeting Frequency:** Consider bi-monthly or quarterly meetings as elected by the group membership. Meetings could also be flexible based on work. No less than quarterly would be of value. **Consensus reached to recommend meeting frequency of no less than quarterly and based on member election and need.**
- **Feedback to Board:** Meeting minutes would include feedback and recommendations to the Board. **Consensus reached to recommend that committee recommendations and feedback be provided to the Board via meeting minutes.**
- **OPMA:** Not necessary. Rules and professionalism would be included in the guidelines. **Consensus reached to recommend clear group guidelines.**

D. Recruitment and Appointment Strategies

- **Recruitment:** Ideally broad representatives. Outreach to community groups, agencies, and tribal communities. **Consensus reached to recommend broad outreach to specific entities.**
- **Outreach/Demographics:** See representation for details.
- **Application Process:** Application would include check boxes to identify and meet representation goals. HR conducts first review of applicants. Rank and provide to the CAC special committee and provide finalists to the Board. Interviews conducted only if additional information or clarification is needed. The Board would approve committee members in an open regular Board meeting. **Consensus reached to recommend CTS HR staff create and launch application process, provide targeted outreach, first review of applicants, move to special committee review, and move to Board for possible appointment.**
- **Removal:** Define through committee guidelines the expectations and reasons for appointment terminations and develop a clear process. **Consensus reached to recommend development of clear guidelines to guide the group and include termination criteria.**
- **Appointment:** Board provide appointment letters in a board meeting that includes terms. **Consensus reached to recommend committee member appointments be conducted during a Board meeting and appointment letters signed by Board chairperson.**

E. Committee Board Report and Next Steps

- **Report and Minutes:** CTS staff draft for committee review and approval. Planned for the May Board meeting.
- **Guideline Development:** Committee work with CTS staff to develop guidelines for the CAC through email and meet as necessary.
- **Application Development:** CTS staff work with committee to develop by email.

3. OPEN DISCUSSION

4. ADJOURNMENT

The Special Committee meeting adjourned at 2:28 p.m.

Jason McNickle, Ex-officio

Barb Cox, Clerk to the Board



CLALLAM TRANSIT SYSTEM

830 W. Lauridsen Blvd, Port Angeles, Washington 98363
360-452-4511

SPECIAL COMMITTEE REPORT COMMUNITY ADVISORY COMMITTEE DEVELOPMENT

The Board appointed special committee met on March 30, 2026, and is proposing the following recommendations.

1. **Group Status:** Establish for an 18-month trial period as previously approved by the CTS Board. Assess ongoing status in the future. If elected to continue after the trial period, a revision to the CTS Bylaws would be required.
2. **Guideline Development:**
 - **Purpose:** Advisory to the Board. Solicit customer input, conduct surveys, provide TDP input, suggest service improvements, and strengthen community engagement. A work plan may be developed to provide structure and engagement.
 - **Representation:** Citizen electors that ideally provide broad representation of underserved and remote communities in the service area and are regular transit riders. Local agency and group representatives relevant to transit services and customers.
 - **Composition:** No more than 15 members to facilitate a productive meeting base. No quorum.
 - **Mileage:** CTS provide reimbursement for outlying members meetings attendance and assignments.
 - **Attendance & Removal:** Develop and provide guidelines for attendance, appropriate participation and engagement, and removal for violations.
 - **Terms:** 18 months to begin with trial committee. Consider 2-year terms in the future.
3. **Meeting Frequency and Structure**
 - **Officers/General Manager (GM) Ex officio:** CTS GM, or designee, would be the ex-officio and chair the meetings. A Board member's attendance would be encouraged to provide value and support.
 - **Clerk:** GM appoints a CTS staff member to provide for clerk's duties.
 - **Meeting Frequency:** No less than quarterly and as elected by the CAC.
 - **Feedback to Board:** Meeting minutes to include feedback and recommendations.
4. **Recruitment and Appointment Strategies**
 - **Recruitment:** Outreach to identified community groups, agencies, and tribal communities to broaden representation. CTS staff will conduct recruitment and marketing.
 - **Application Process:** Include representation boxes on applications to identify ideal representation. CTS staff provide first review and rank candidates, move to special committee, interviews only as needed for clarifications, and on to Board review and appointment recommendation of finalists
 - **Appointment:** Board review and authorize member appointments in open meeting, sign appointment letters that include terms. The newly appointed members will sign the appointment letters that include their agreement to comply to the CAC guidelines.
 - **Removal:** Guidelines include expectations and criteria for removal from CAC.
5. **Guideline and Application Development**
 - **CTS staff and committee work to develop guidelines and application.**



CLALLAM TRANSIT SYSTEM AD HOC COMMUNITY ADVISORY COMMITTEE GUIDELINES

Purpose and Mission

The Community Advisory Committee (CAC) was established by the Clallam Transit System Board (Board) for an 18-month trial basis as an ad hoc special committee of the Board, in accordance with the Clallam Transit System (CTS) Bylaws. The CAC provides a structured forum to seek community insight that is essential for effective transportation planning. The meetings foster interactive discussions between community members, service providers, and riders.

The Board expects CAC members to serve as representatives of their communities and of CTS by having thoughtful and productive discussions in the community to gather feedback, identify concerns, and solicit improvement suggestions.

Authority and Scope

The CAC serves as a conduit for public input, communicating local priorities, enhancing rider experiences, and encouraging public support for programs and strategic planning.

The scope of work for the CAC members includes serving as a stakeholder group to provide suggestions and recommendations to the Board for achieving CTS's strategic goals. The members will expand public awareness of CTS's services, mission, vision, and goals to the community served. The members will solicit community input, conduct surveys, provide strategic planning input, suggest service improvements, and strengthen community engagement.

CAC members are expected to maintain appropriate confidentiality regarding information shared by staff or the Board. Any recommendations of the CAC to the Board are strictly advisory and do not constitute any action or obligation by the CTS Board.

Membership and Composition

Membership will ideally reflect a diverse representation of citizen electors that provide a broad representation of underserved and remote communities. Transit riders and relevant group and agency representatives are encouraged to participate.

The CAC is to be composed of up to 15 members. A broad membership base will increase productive meetings, member engagement, and thoughtful suggestions.

CAC members will be volunteers. Meeting membership requirements are that members must be county residents that are at least 18 years of age and have not been excluded from CTS services or properties. Current CTS employees and Board members are not eligible for CAC membership.

Recruitment and Selection Process

Recruitments for this group's membership will be conducted by CTS staff, designated by the CTS general manager (GM). Marketing and outreach will be conducted to reach community groups, agencies, tribal communities, and outlying, underserved populations within the CTS service areas, to ideally create broad representation.

Appointments and Terms

The term of appointments to the ad hoc CAC will be 18 months for membership on the trial committee. After the trial period, if continuation of the CAC is authorized, the appointment terms will be established by the CTS Board.

Violations of the CAC Guidelines may result in termination of any member's appointment to the CAC by the Board chairperson, as appropriate.

Group Member Expectations, Duties, and Responsibilities

The CAC is an advisory committee and has no authority to conduct any business or take any action on behalf of CTS or the Board.

Members must participate appropriately, professionally, and respectfully while representing CTS. Member commitment is essential to the group and regular attendance is expected.

CAC meetings will be hybrid allowing for attendance virtually and in-person at the CTS administration building in the main conference room. Meetings will be conducted at least quarterly and as selected by the CAC members. The CTS General Manager (GM), or designee, will serve as the ex officio and chairperson. A CTS Board member may attend meetings as elected. Meeting topics and discussions must be transit related and relevant to CTS.

A CTS staff designee will provide meeting scheduling, agenda preparation, minutes, and meeting documents. Meeting materials will be provided as early as possible and no later than 24 hours in advance. The designee will be the primary point of contact for the CAC members.

Consensus is the preferred method for Board for suggestions and recommendations. An affirmative vote by the majority of members in attendance at any meeting will be necessary to reach consensus on any recommendations and will be noted in the meeting minutes. The CAC recommendations to the Board will be provided in the form of the CAC meeting minutes no later than the Board meeting following the committee meeting.

CAC members will serve without compensation. CTS will provide mileage reimbursement, in accordance with the *CTS Employee Travel Policy* for outlying members meetings attendance and assignments.

All communications with the press will be conducted by CTS. No CAC member may make public statements on behalf of the agency or the CAC without the authority of CTS. Members will not lobby or act on behalf of CTS or the Board.

Modifications and Dissolution

The CAC Guidelines may be modified as authorized by the Board. The Board may authorize the dissolution of the CAC at any time.

ADMINISTRATION AND FINANCE MEETING MINUTES



Thursday, April 16, 2026
Committee Meeting

In-person and
Virtual Meeting
815 4893 9986

COMMITTEE MEMBERS PRESENT: Mike French, Clallam County; Rachel Anderson, City of Sequim; Board Chairperson; and Navarra Carr, City of Port Angeles

STAFF PRESENT: Jason McNickle, General Manager; Cherie Huxtable, Finance Manager; and Barb Cox, Human Resources Manager/Clerk to the Board

1. CALL TO ORDER

Huxtable called the committee meeting to order at 10:00 a.m. Jeff Gingell, City of Forks, was absent.

3. DISCUSSION

A. Reserve Strategies

Washington State Transit Administration (WSTA) held a Finance Officers Leaders Committee (FOLC) meeting with discussion on reserve strategies. Clallam Transit System 's (CTS) current revenue allocations. Reserve allocations and CTS Capital Reserve Policy allocation process were reviewed. Proposal to move from 20 percent allocation for bus procurements to 100 percent of cost in two years. Excess revenue is moving to reserves discussion. Proposal to update the CTS Capital Reserve Policy to establish a more comprehensive reserve to provide a six-month operating reserve. Proposal to update budget reserve line items. The \$6 million in unrestricted funds includes liabilities such as sick leave, post-retirement credits, etc. Agreement to include realistic agency liabilities in the operating reserve. Emergency capital and operational reserve needs and options. Reserves to include deductibles with additional expenses being unrestricted funds.

B. Finance Report Review

Seeking input on current reports submitted to the board. Discussion of reports. Colors to be updated for website requirement compliance. Payment listing month versus year-to-date. Discussion on board preference. Bar chart versus charts discussion. Cashflow trends requested.

C. Budget Amendment Projection

Amendment will be required for the 2026 capital and operating budgets to add engine and replacements. This will occur later in the year to encompass service expansion needs. There was a revenue budget error that will need to be revised. Recommendation of a quarterly review of budgets for revisions. Budget revision may be submitted to the board in August. Capital budget may be revised prior to the operating budget.

D. Long Term Investments SMA

Current investments were presented as of March 31, 2026. Discussion on Local Government Investment Pool (LGIP) and Separately Managed Accounts (SMA) investments and possibility of moving additional funds to SMA. Discussion on possible SMA increase of \$2 to \$5 million. Investment options and strategies discussed. Maintain current levels to further evaluate budgets.

4. ADJOURNMENT

The Administration and Finance Committee meeting adjourned at 10:52 a.m.



Jason McNickle, General Manager



Barb Cox, Clerk to the Board



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

Factsheet: 2026-033
 Date: May 20, 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 April 2026, fixed-route ridership decreased by 3.92% compared to April 2025. CTS recorded 72,125 passenger trips, which is a decrease of 2,945 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 April 2026, average trip quality ratings were 4.96 in Forks and 4.96 in Sequim. Monthly ridership increased by 43.45% in Forks, and 14.28% in Sequim compared to April 2025. On time performance (OTP) was 90% in Forks and 93% in Sequim.

Paratransit: Paratransit ridership rose by 13.77% in April 2026 compared to the same month in 2025. Key performance metrics are summarized in the tables below:

Measure	April 2026	April 2025	YTD 2026	YTD 2025	
Boardings	4,743	4,169	18,149	16,059	
On-Time Performance	95.96%	94.95%	96.68%	96.29%	<i>Higher is better</i>
No-Shows	6.77%	6.00%	6.73%	6.54%	<i>Lower is better</i>
Same-Day Cancellations	4.15%	4.85%	4.60%	5.87%	<i>Lower is better</i>
Newly Approved Applicants	97	80	300	316	

Vehicle Accidents and Incidents: On April 2026 there was one reportable accident on the Route 30 Commuter that was sideswiped by another vehicle at Kolonel's Way.

Exclusions: There were six 30-day exclusions for April 2026.

- Four exclusions for vaping. Three on Route 22 School Zone buses and one at the 4th and Lincoln stop.
- One exclusion for a passenger's dog that attacked another dog on the bus at the Gateway Transit Center.
- One exclusion for theft from another passenger that occurred while exiting the bus at the Serenity House stop.

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

Month	Unique Users	Passes/Tickets	Gross Sales
April 2026	275	472	\$4,395
March 2026	260	470	\$4,280
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

April 2026 Sales by Fare Type			
Type of Fare	Fare	Passengers	Revenue
Regular Strait Shot Fare	\$10.00	407	\$4,070.00
Reduced Strait Shot Fare	\$5.00	65	\$325.00
Totals		472	\$4,395.00

Operations Update: The next fixed-route bid schedule will begin May 24, 2026, with the start of the 2026 Hurricane Ridge service. The schedules have been refined to more accurately reflect realistic operating times to improve reliability and on time performance (OTP). We expect to see continued ridership growth with our zero fare services and rising fuel prices. We are continuing to monitor and assess the growth, impacts, and required resources to meet Clallam Connect service demands.

Recommended Action

None.

Attachments

CTS Fixed-Route Ridership Statistics
Route Efficiency Report



Ridership Executive Summary

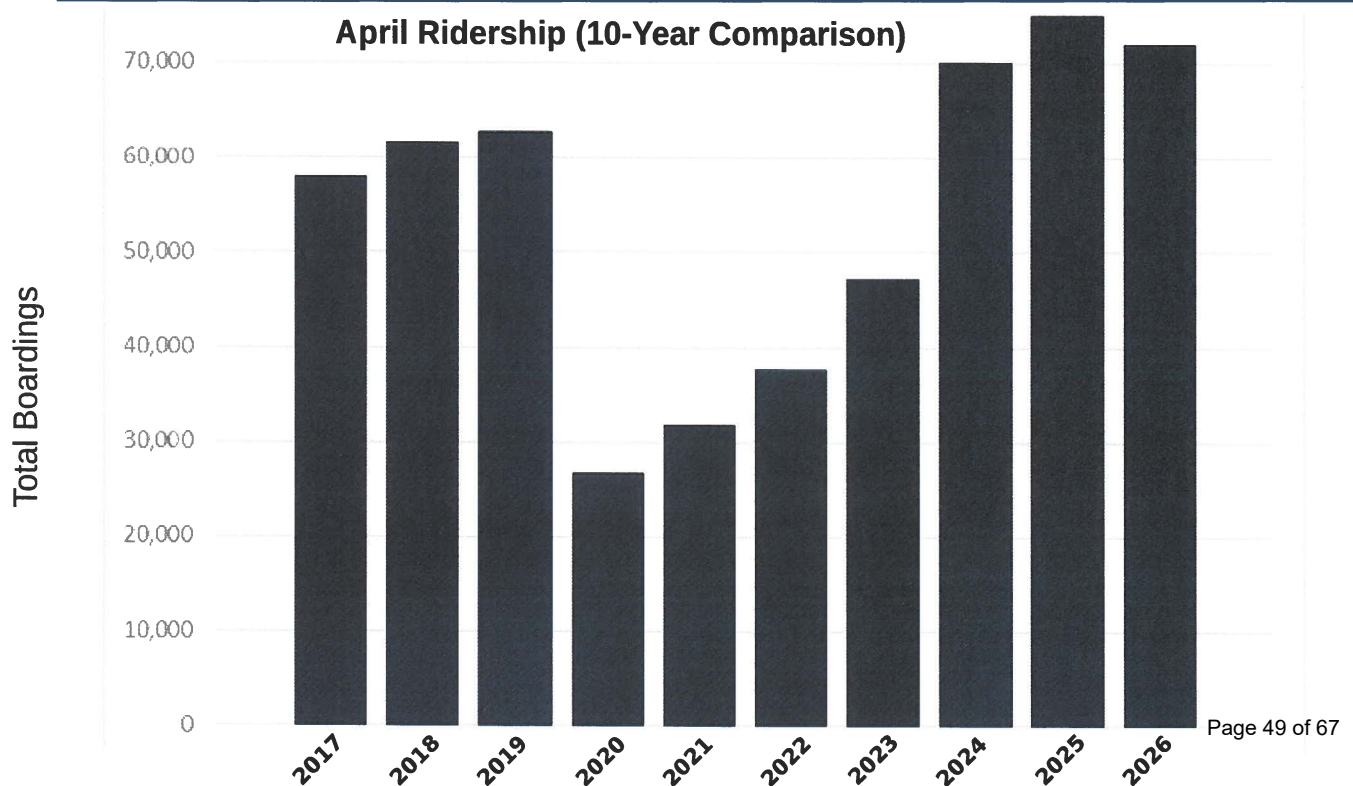
Report for April 2026

Key Metrics (April 2026)

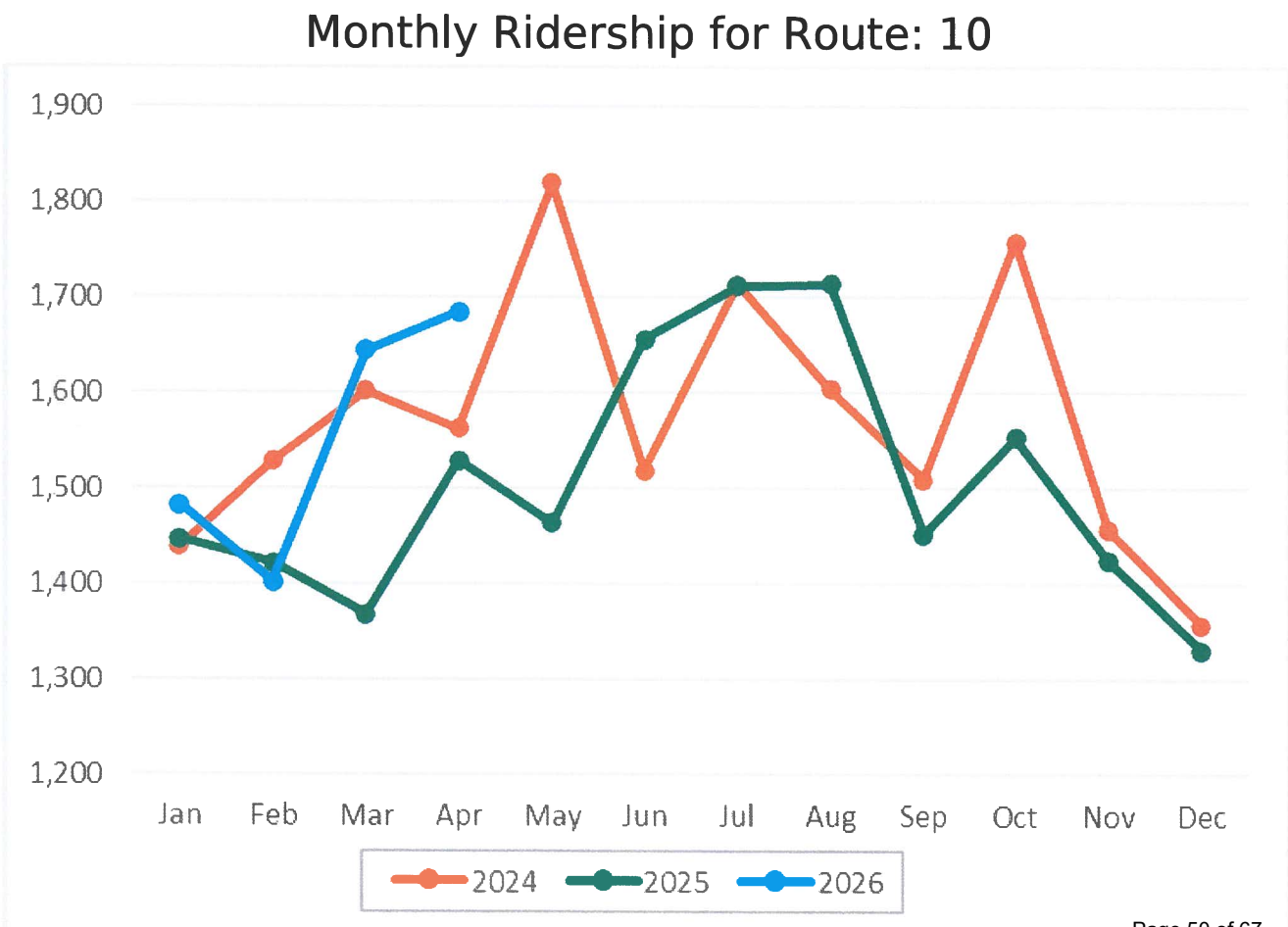
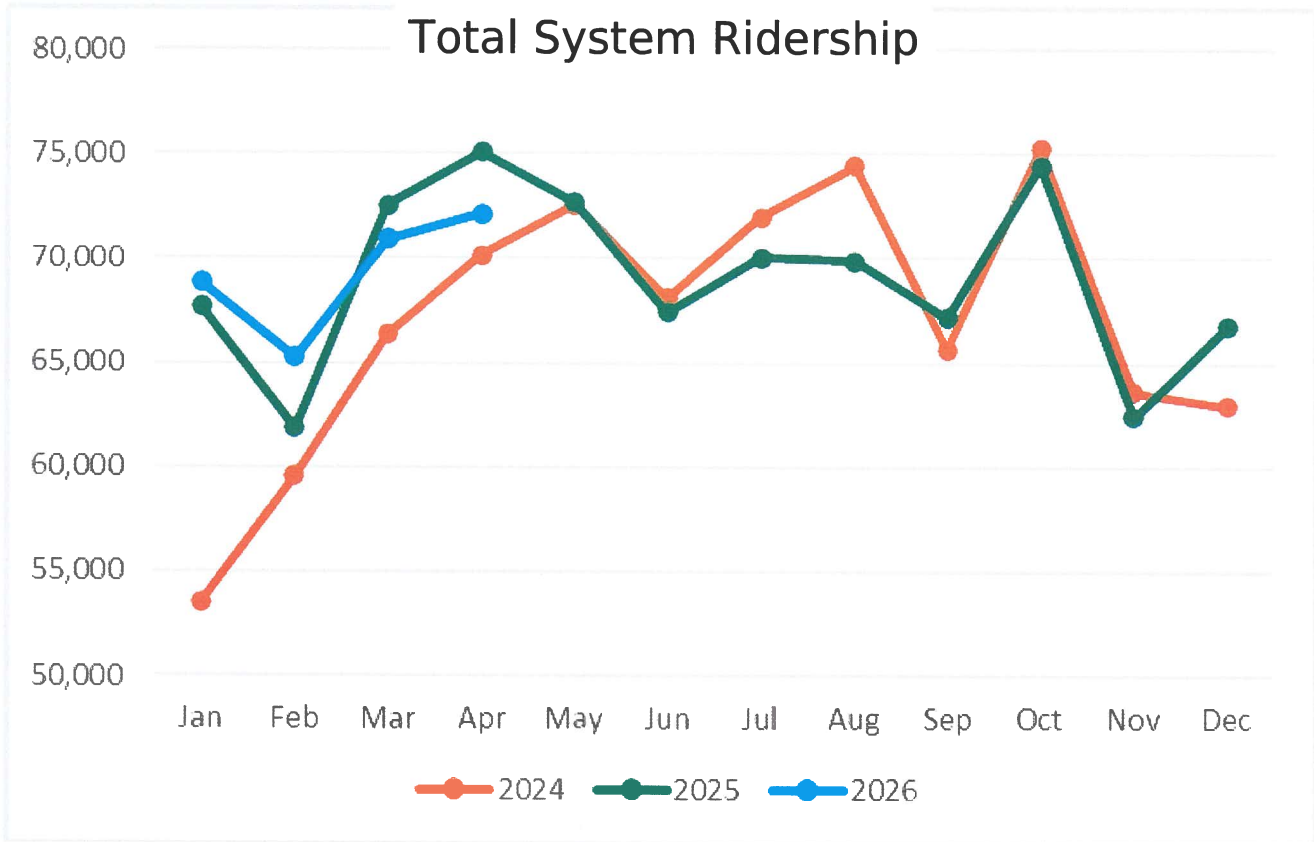
Total Ridership	Month-over-Month Change	Year-over-Year Change
72,125	1.66%	-3.92%

Overall system ridership for April 2026 was **72,125**. This represents a **+1.66%** change from the previous month and a **-3.92%** change from the same month last year.

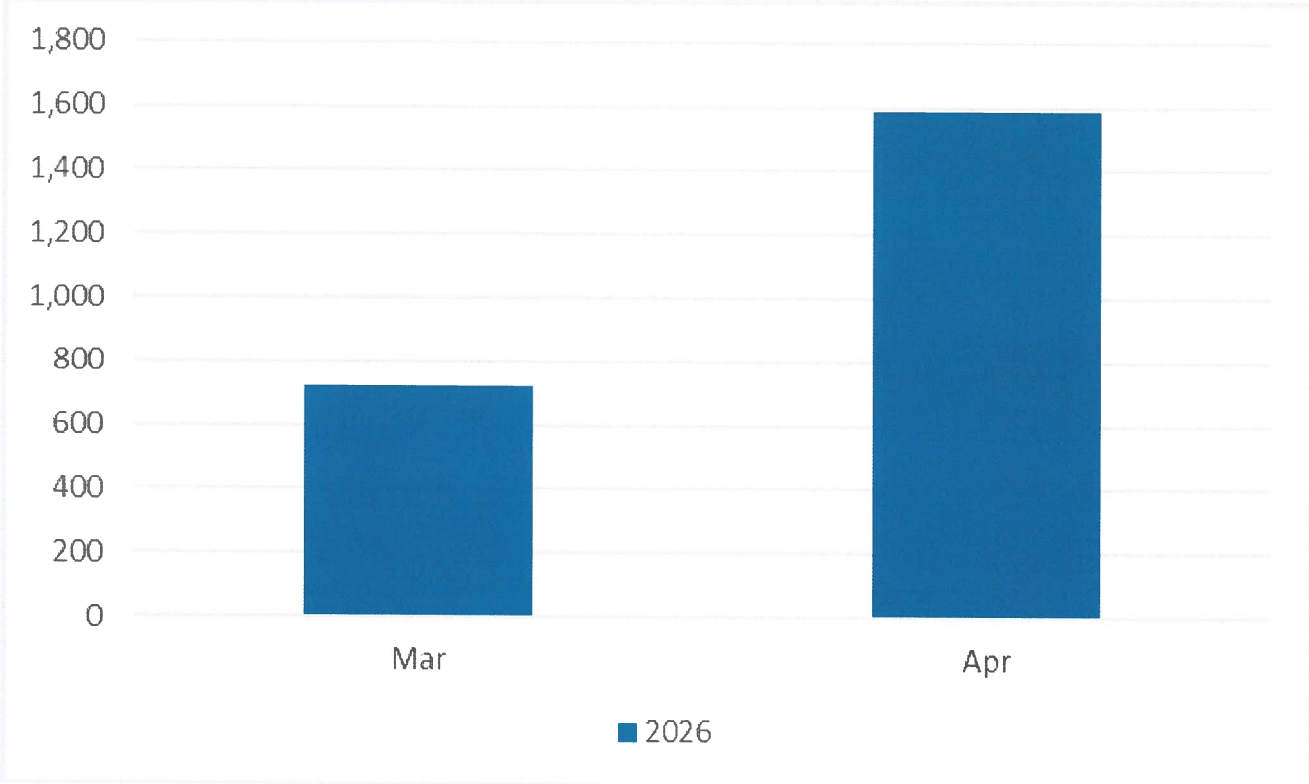
Long-Term System Context



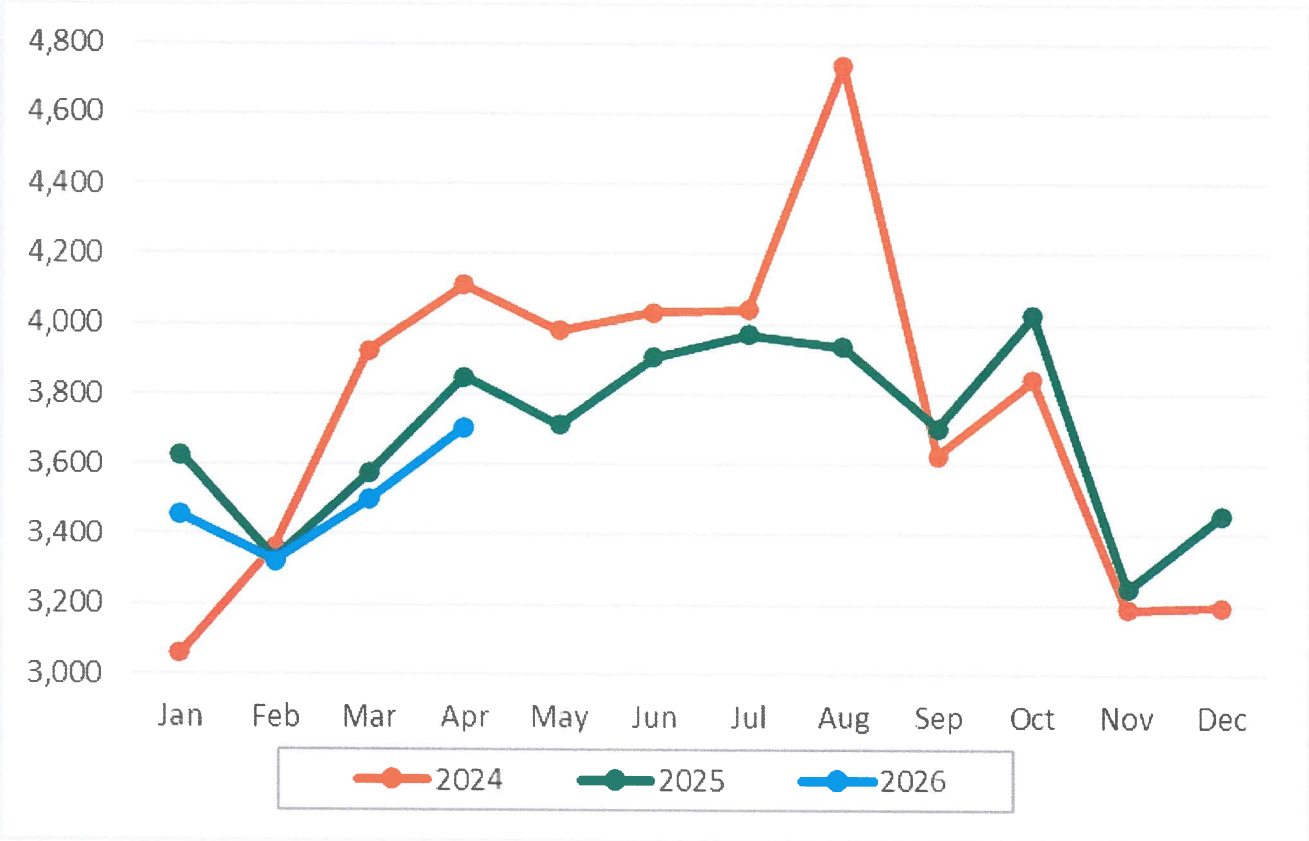
Detailed Route Performance (3-Year Comparison of Old Routes, Monthly Ridership & Route Comparison of New to Old Routes)



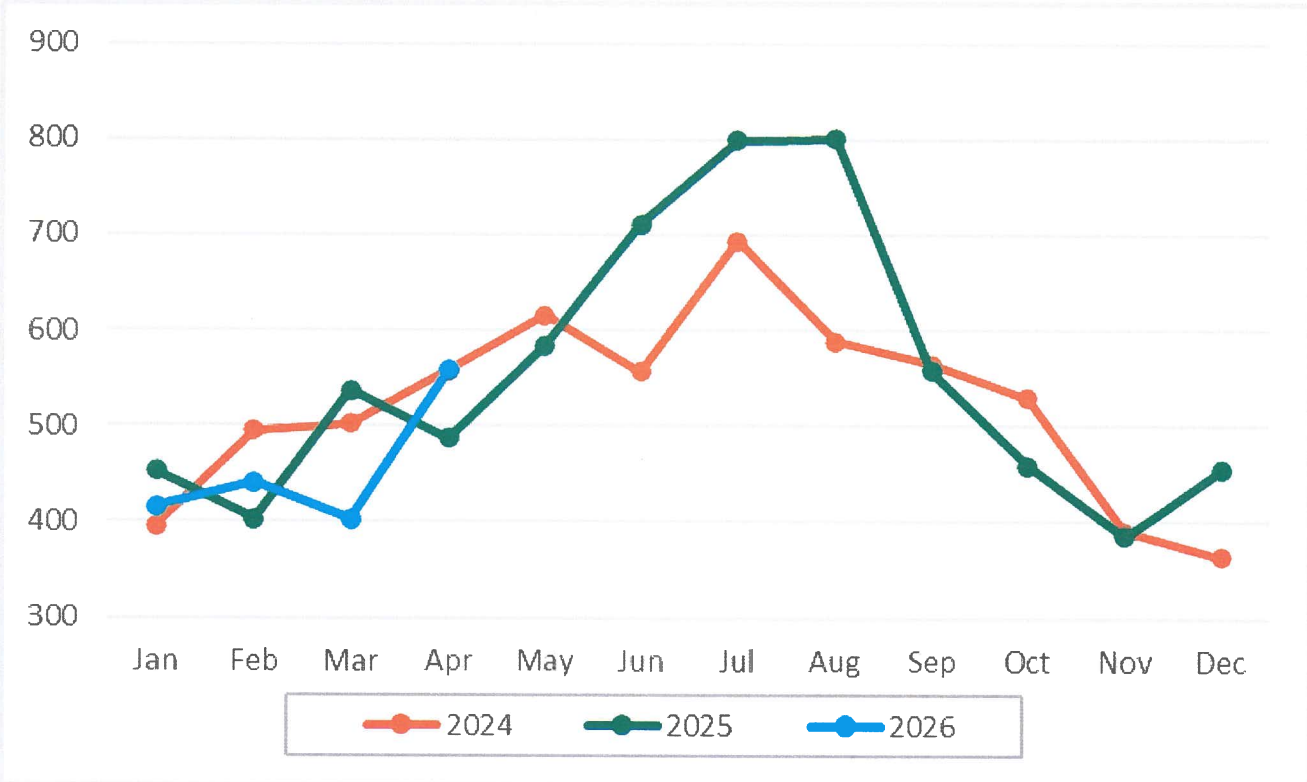
Monthly Ridership for Route: 12



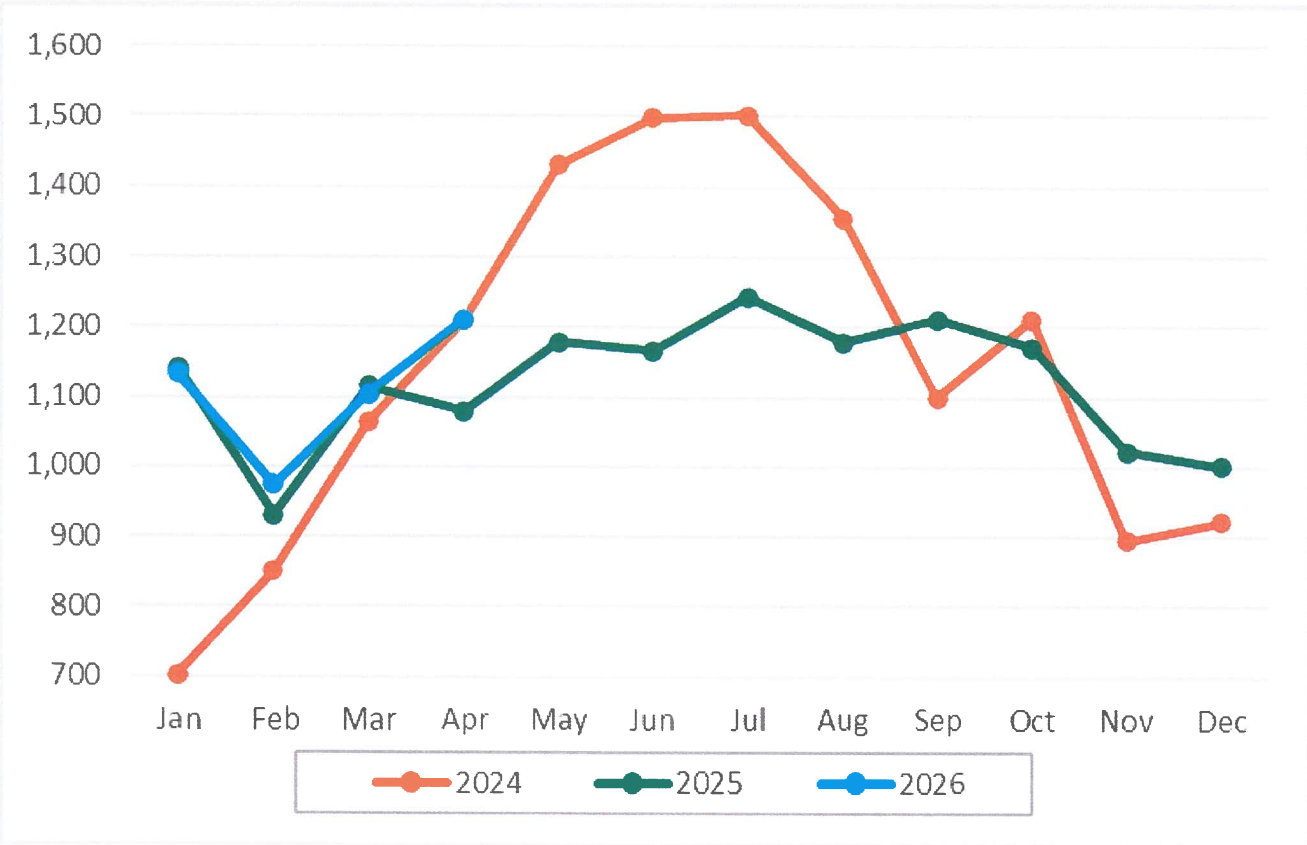
Monthly Ridership for Route: 14



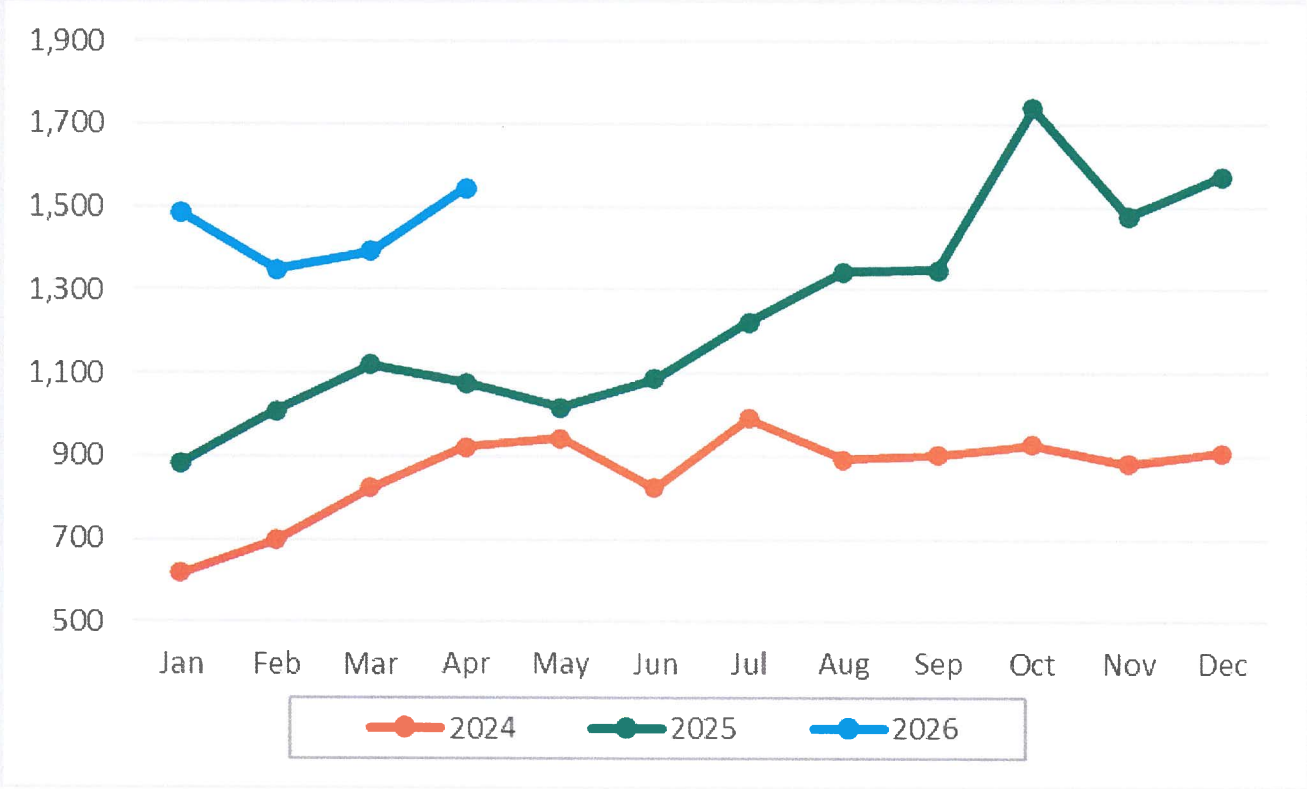
Monthly Ridership for Route: 15



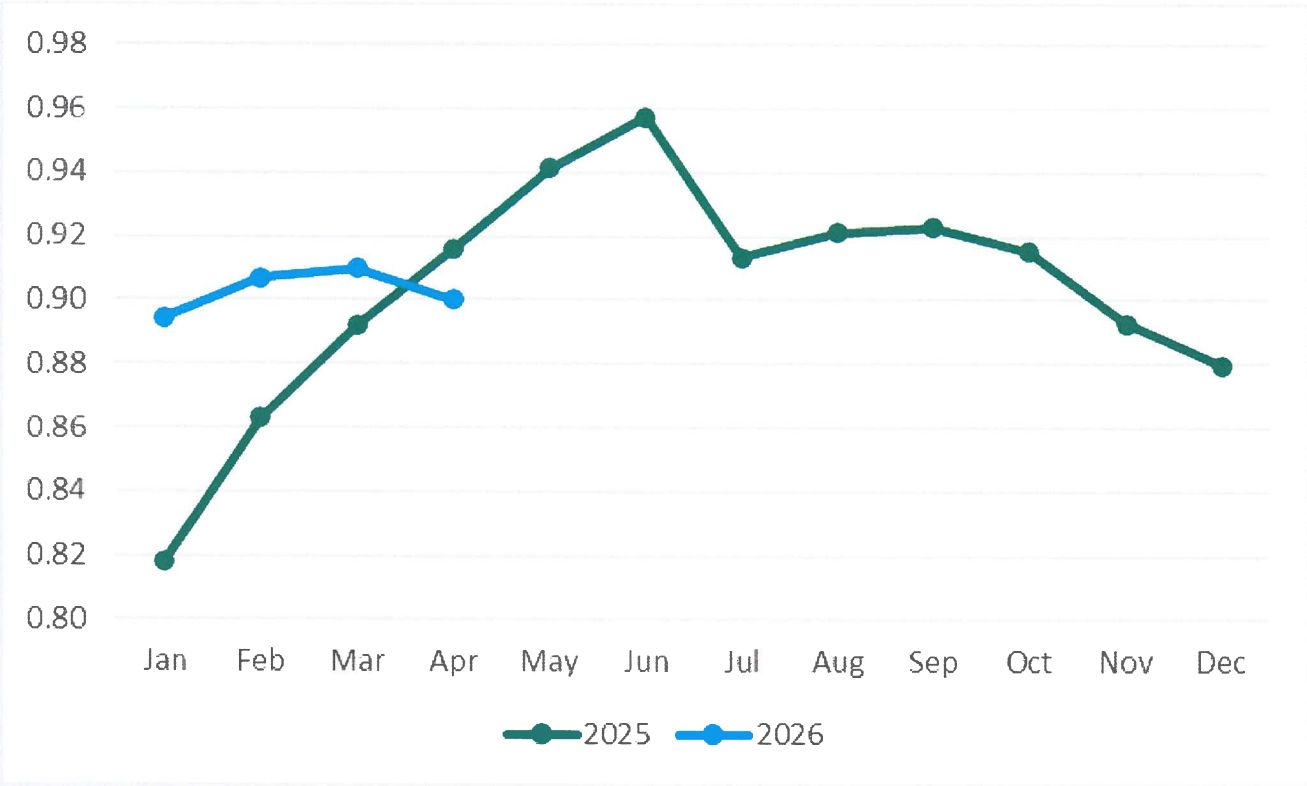
Monthly Ridership for Route: 16



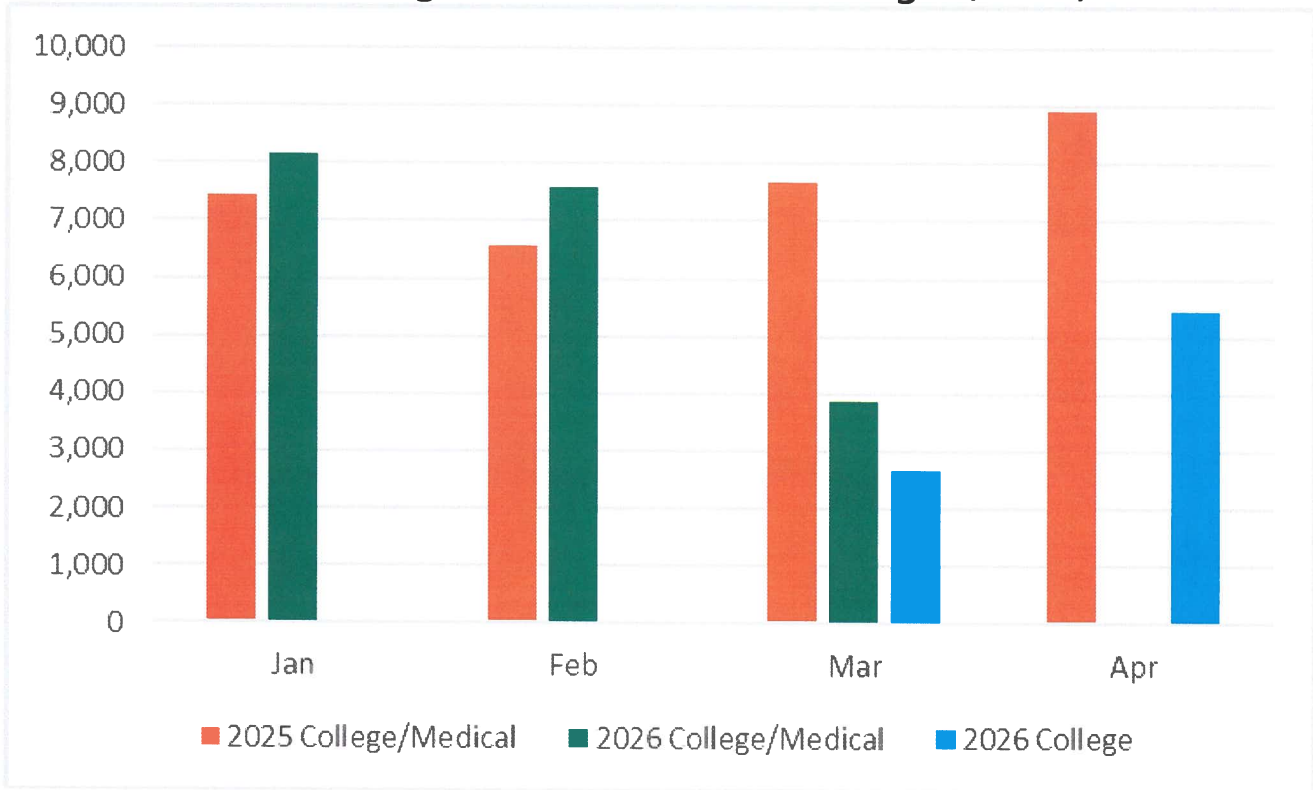
Monthly Ridership for Route: Forks Interlink



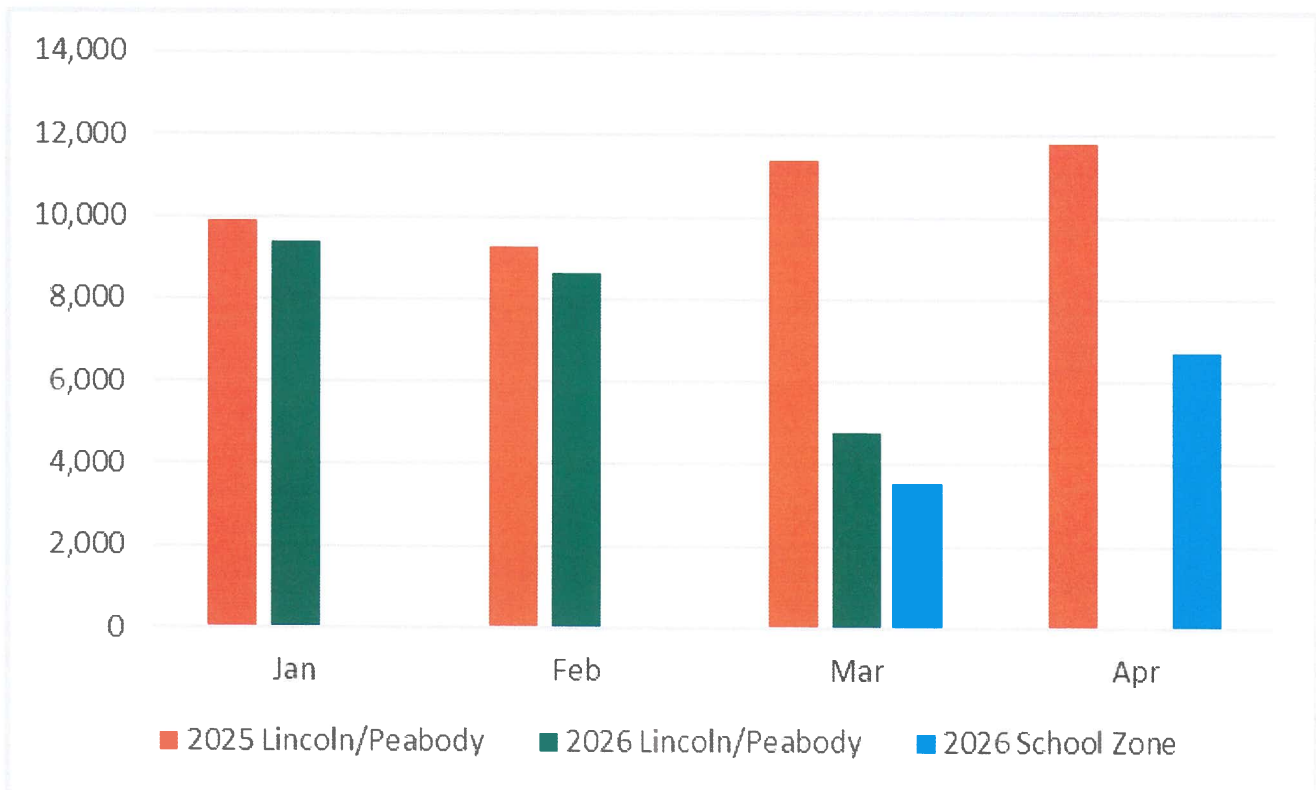
OTP Percentage Comparison to Last Year for: Forks Interlink



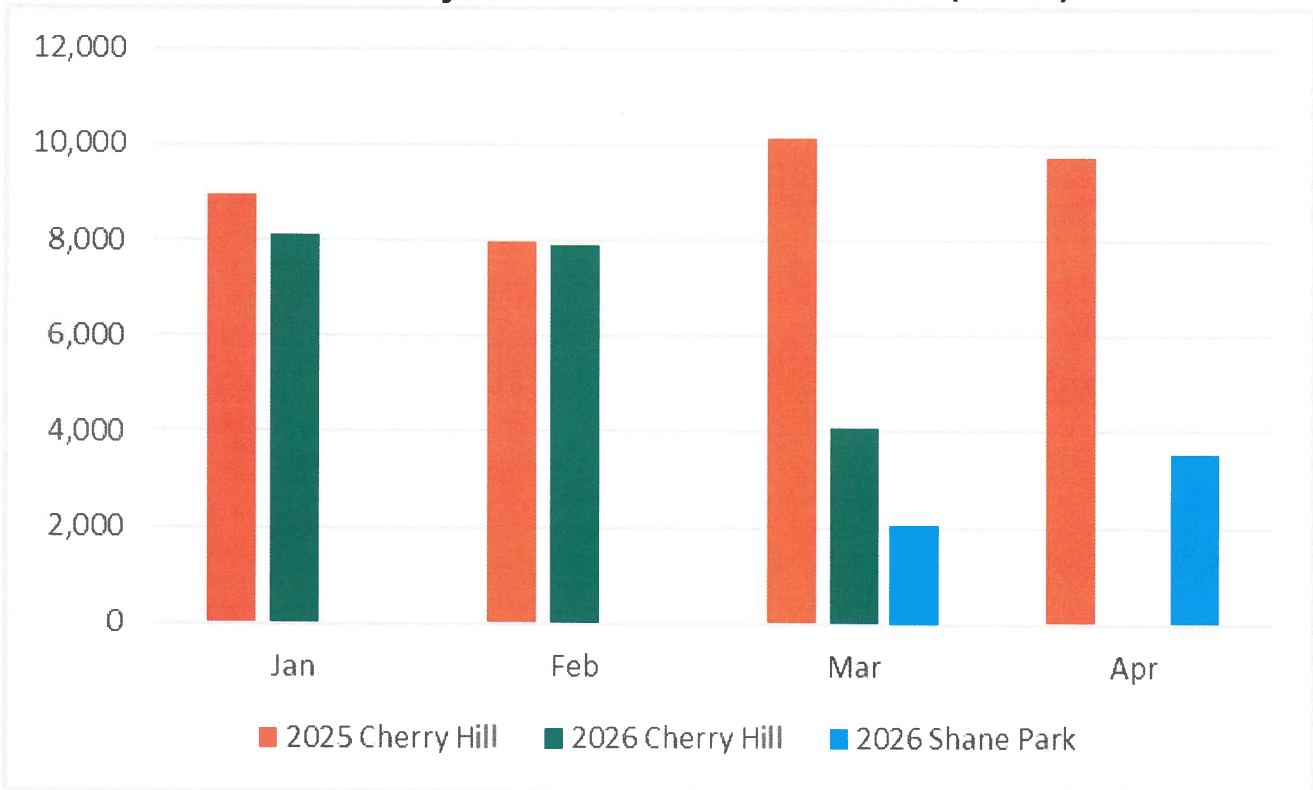
Monthly Ridership Comparison for Route: 20 College/Medical & 20 College (New)



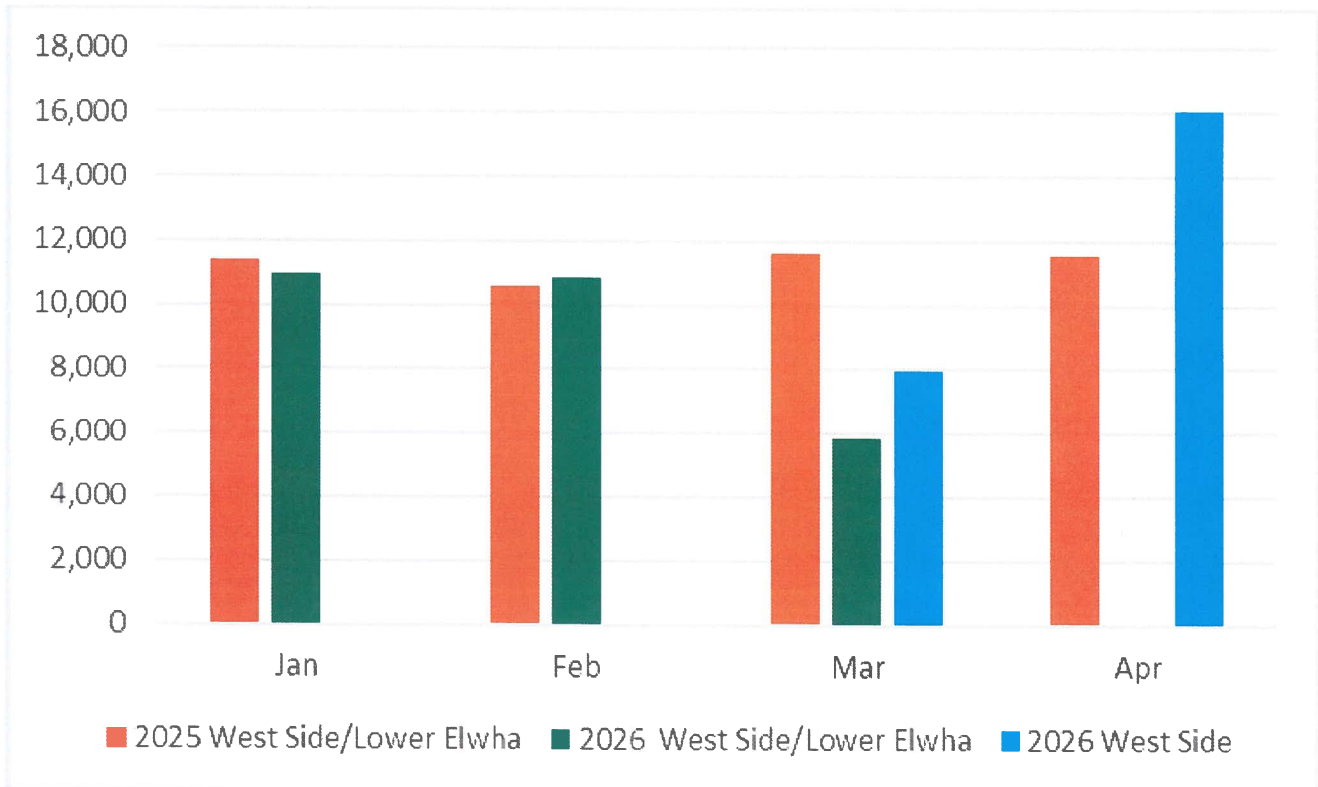
Monthly Ridership Comparison for Route: 22 Lincoln/Peabody & 22 School Zone (New)



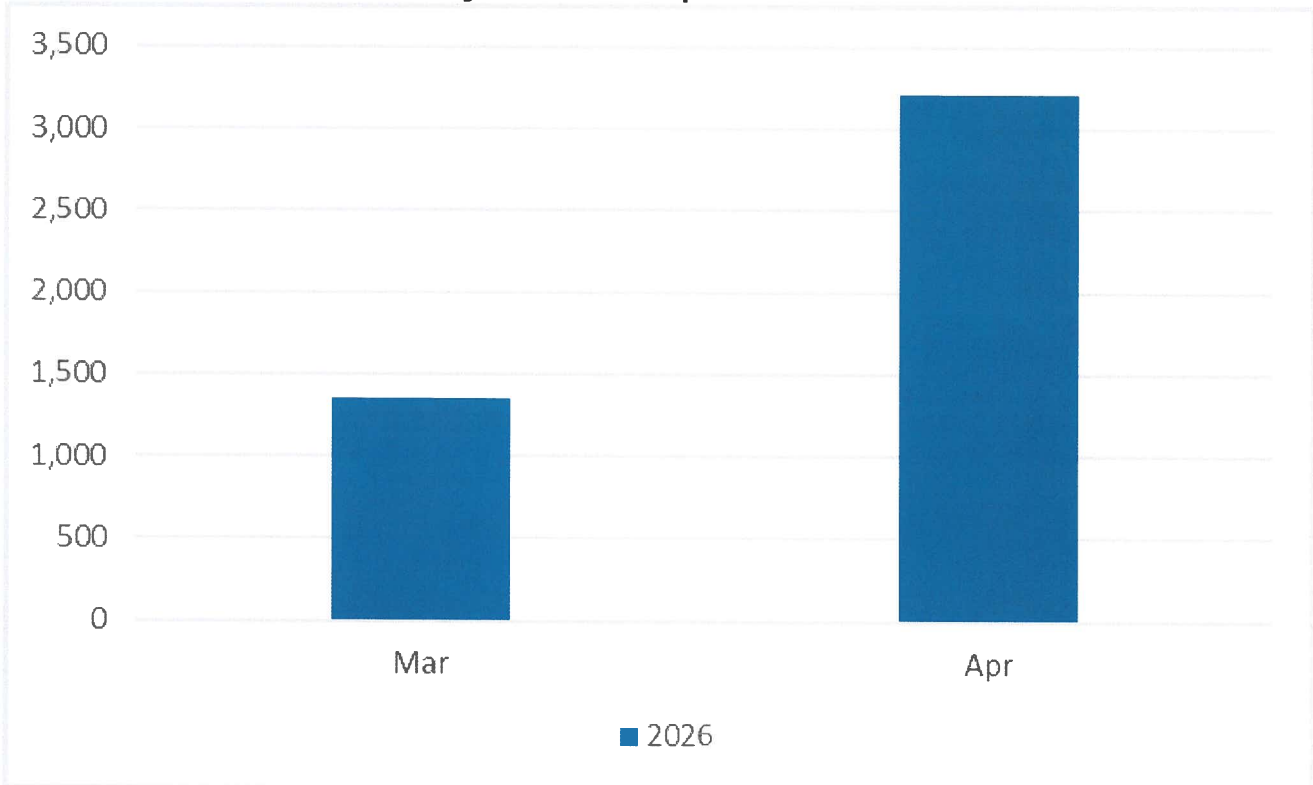
Monthly Ridership Comparison for Route: 24 Cherry Hill & 24 Shane Park (New)



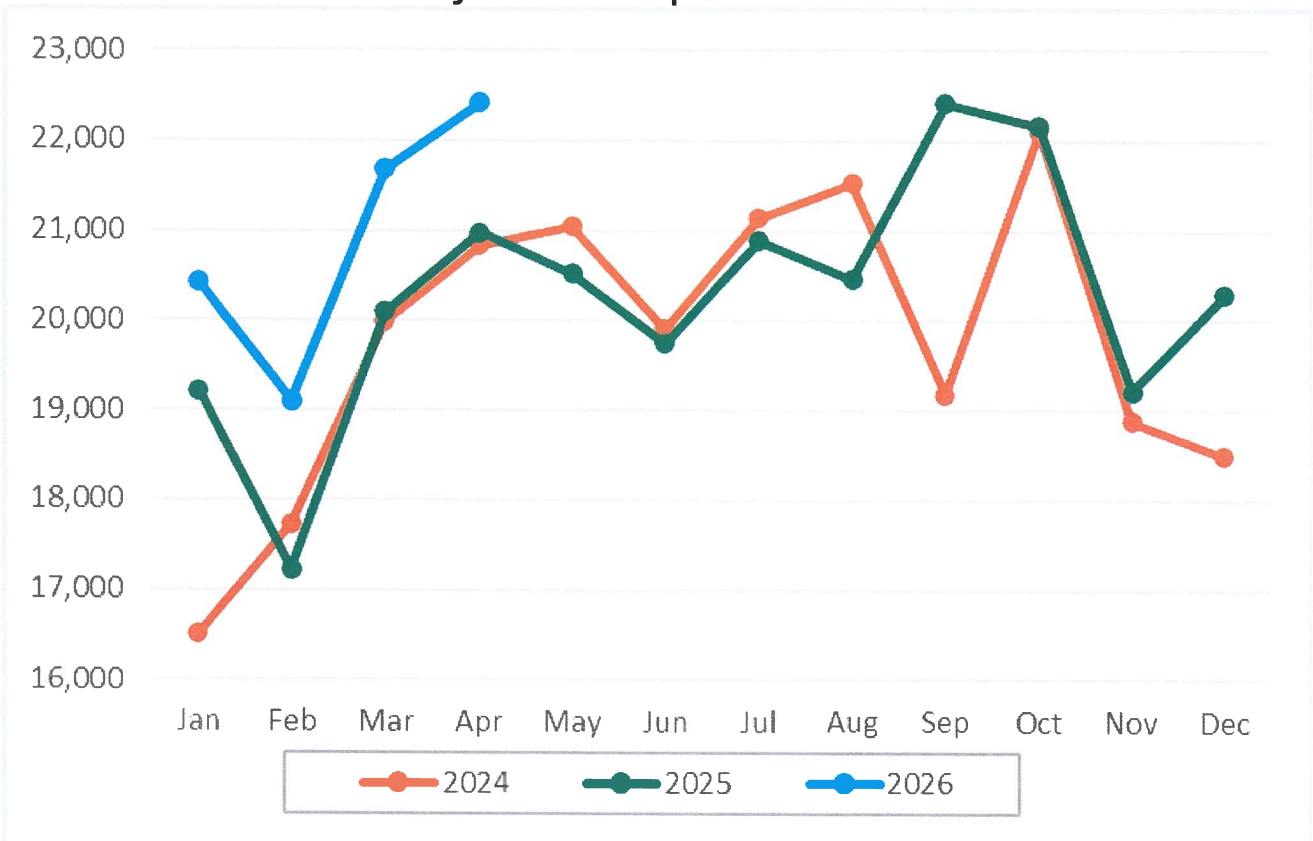
Monthly Ridership Comparison for Route: 26 West Side/Lower Elwha & 26 West Side (New)



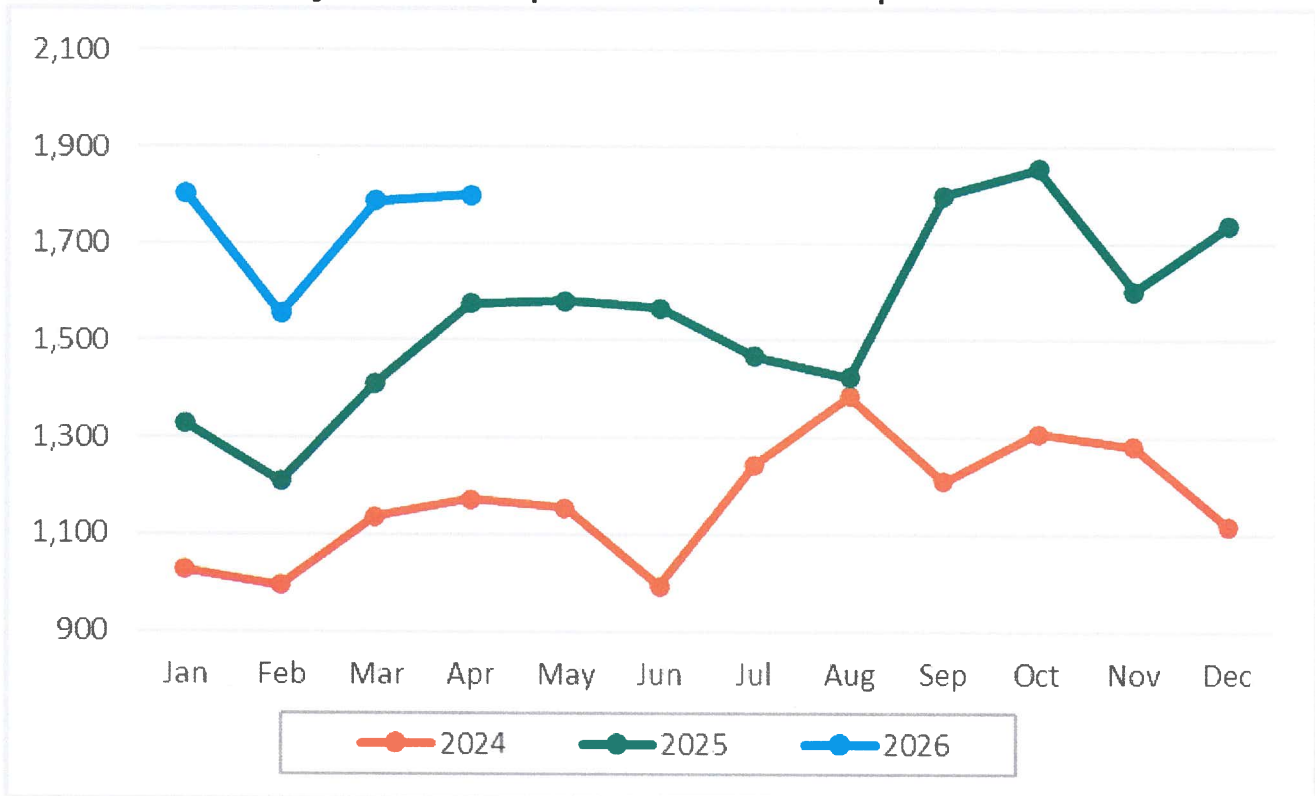
Monthly Ridership for Route: 28



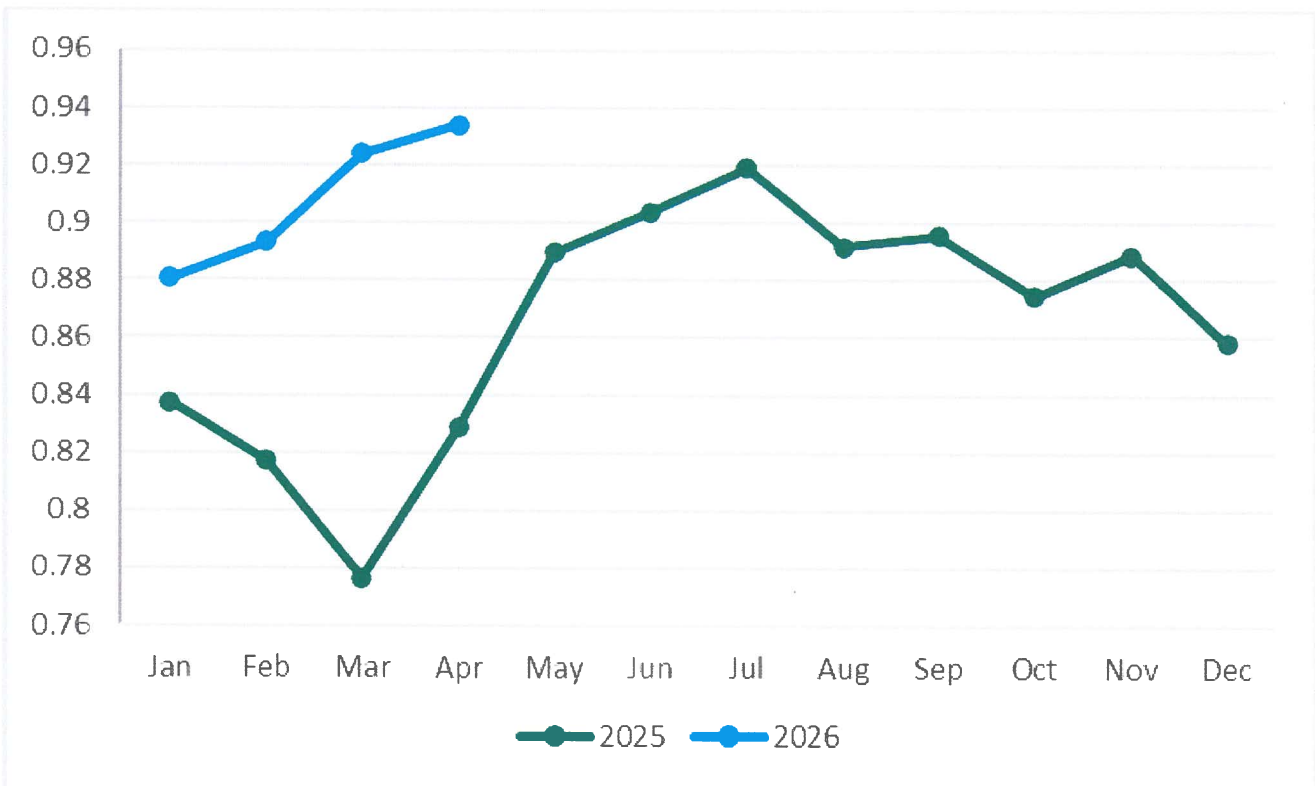
Monthly Ridership for Route: 30



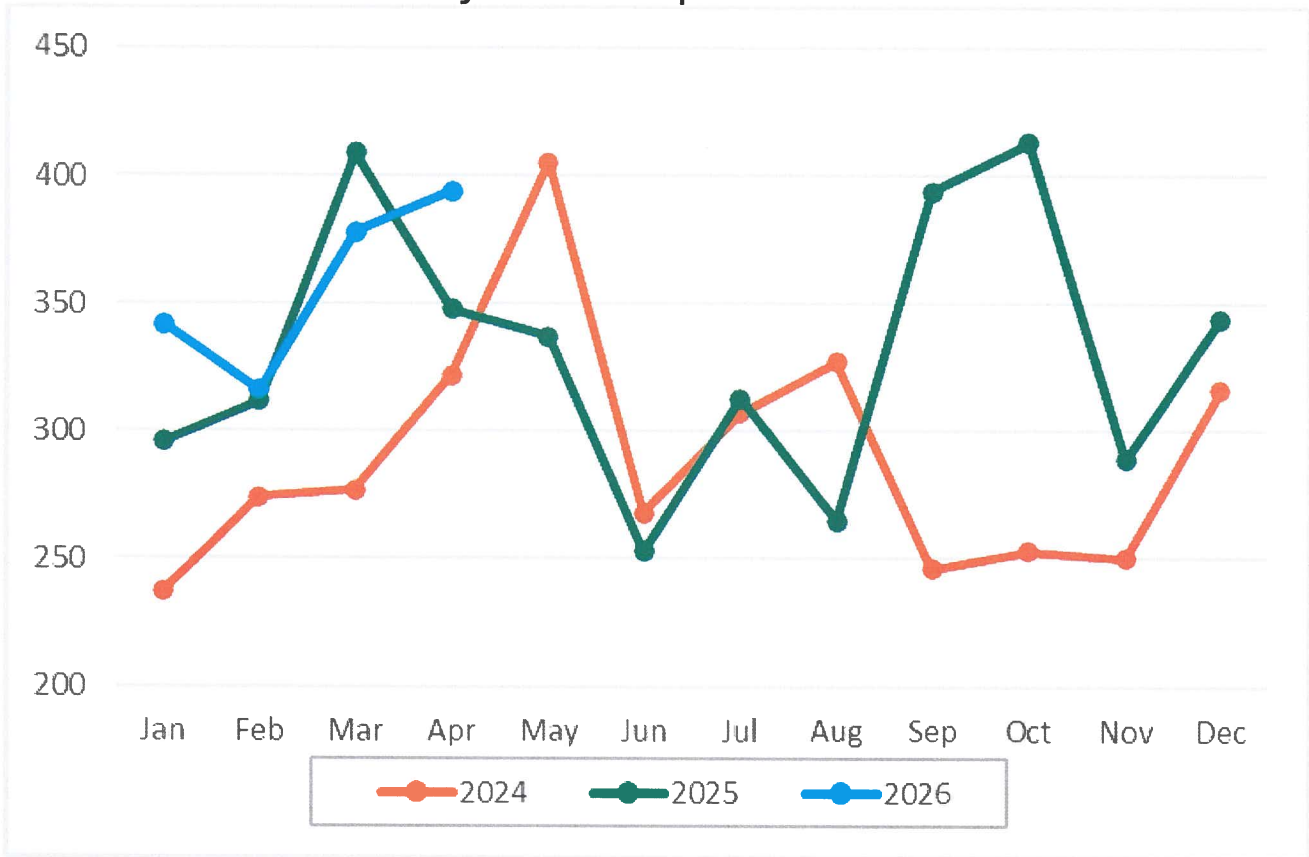
Monthly Ridership for Route: Sequim Interlink



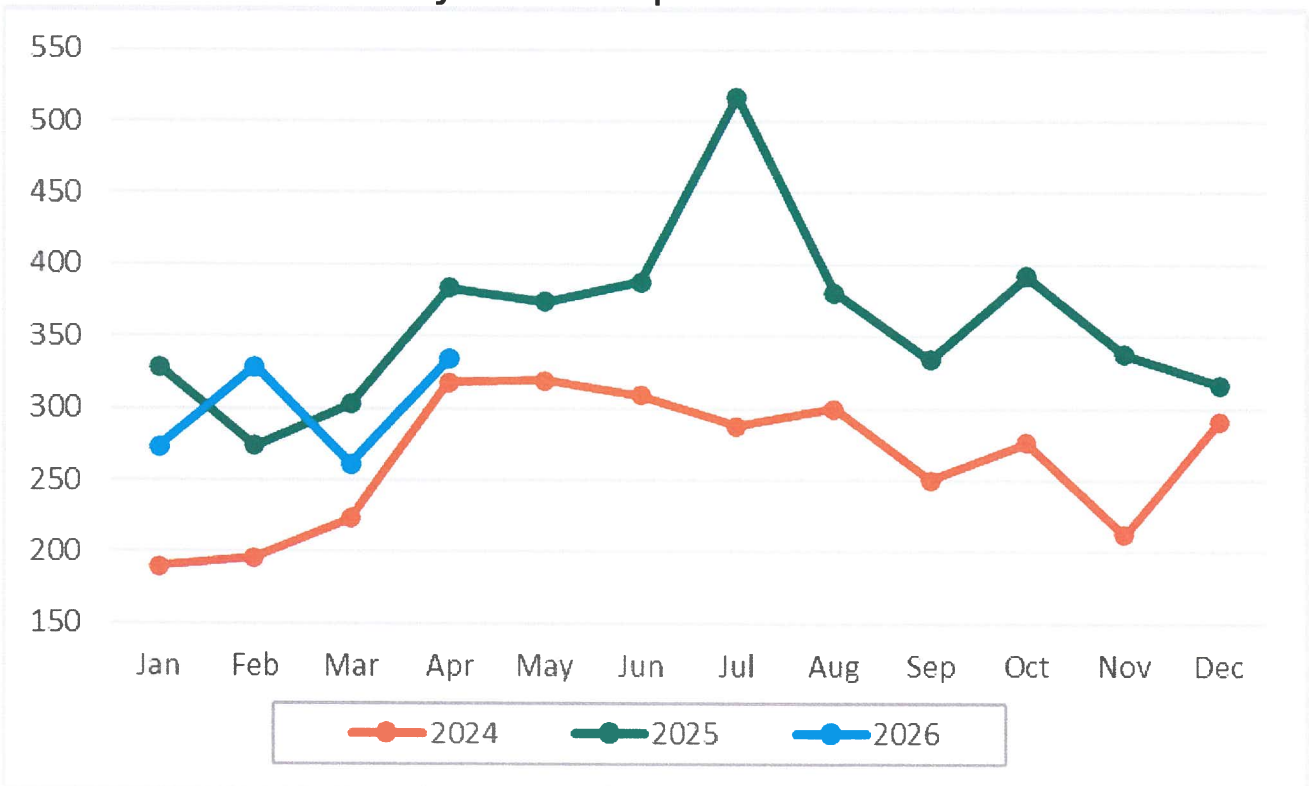
OTP Percentage Comparison to Last Year for: Sequim Interlink



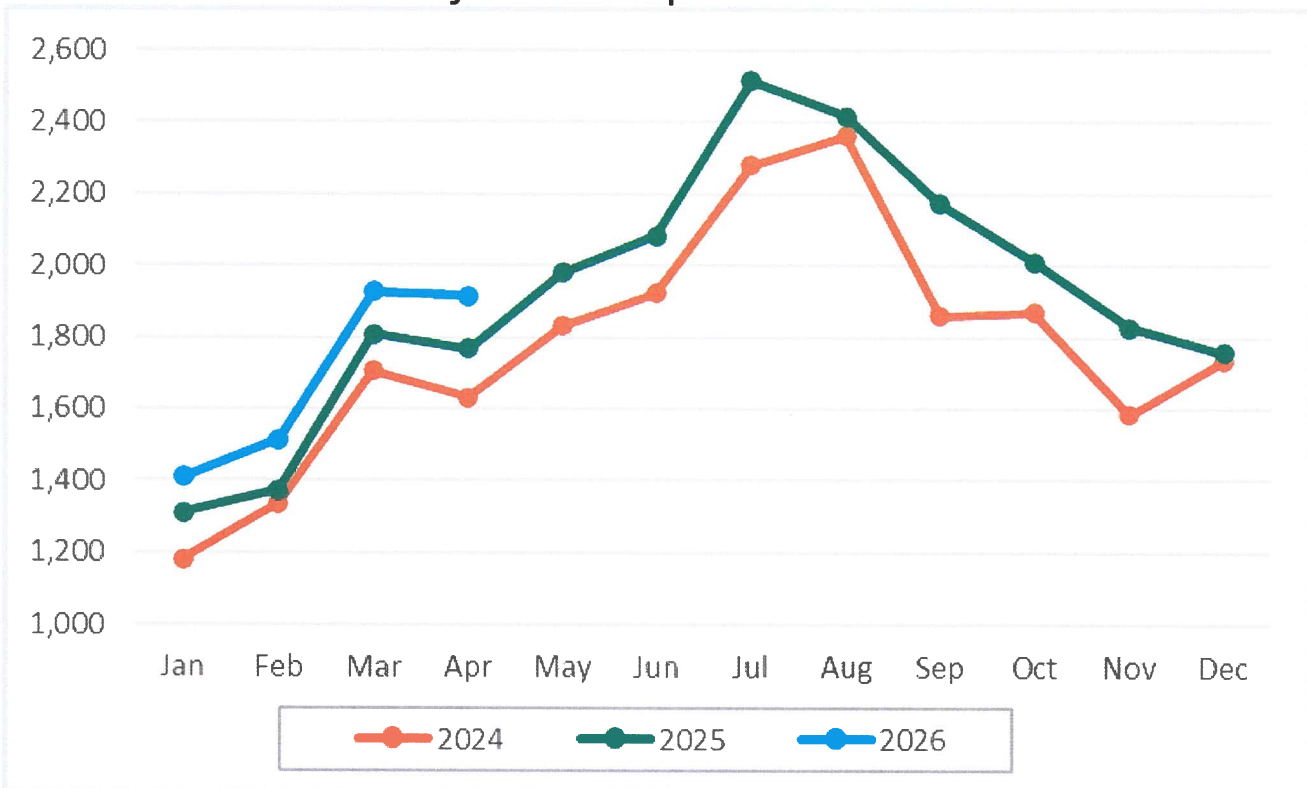
Monthly Ridership for Route: 50



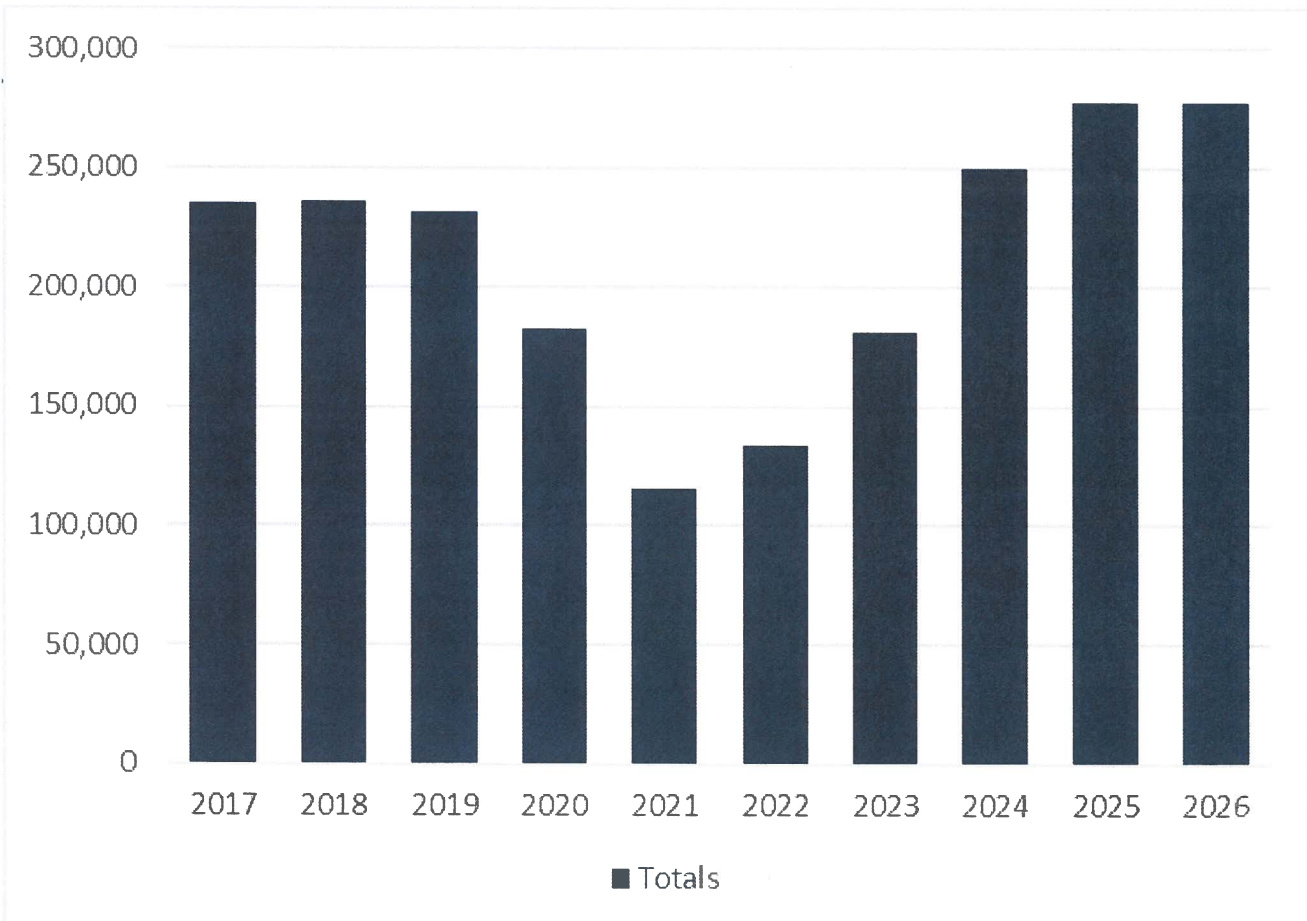
Monthly Ridership for Route: 52



Monthly Ridership for Route: 123



Detailed Ridership Performance Year-to-Date (10-Year Comparison)





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

Factsheet: 2026-034
Date: May 20, 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 April 30, 2026, was \$33,289,987. Of those funds, \$26.4 million is unrestricted. Approximately \$10.5 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 April was \$910,105. This was 6.96% over budget for the month. Sales tax receipts are two months behind actual state collections.

Other Operating Revenue: Other operating revenue for April includes \$100 thousand in interest revenue. Interest rates from the Local Government Investment Pool (LGIP) decreased from 3.71% to 3.70%.

RECOMMENDED ACTION

None.

ATTACHMENTS

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



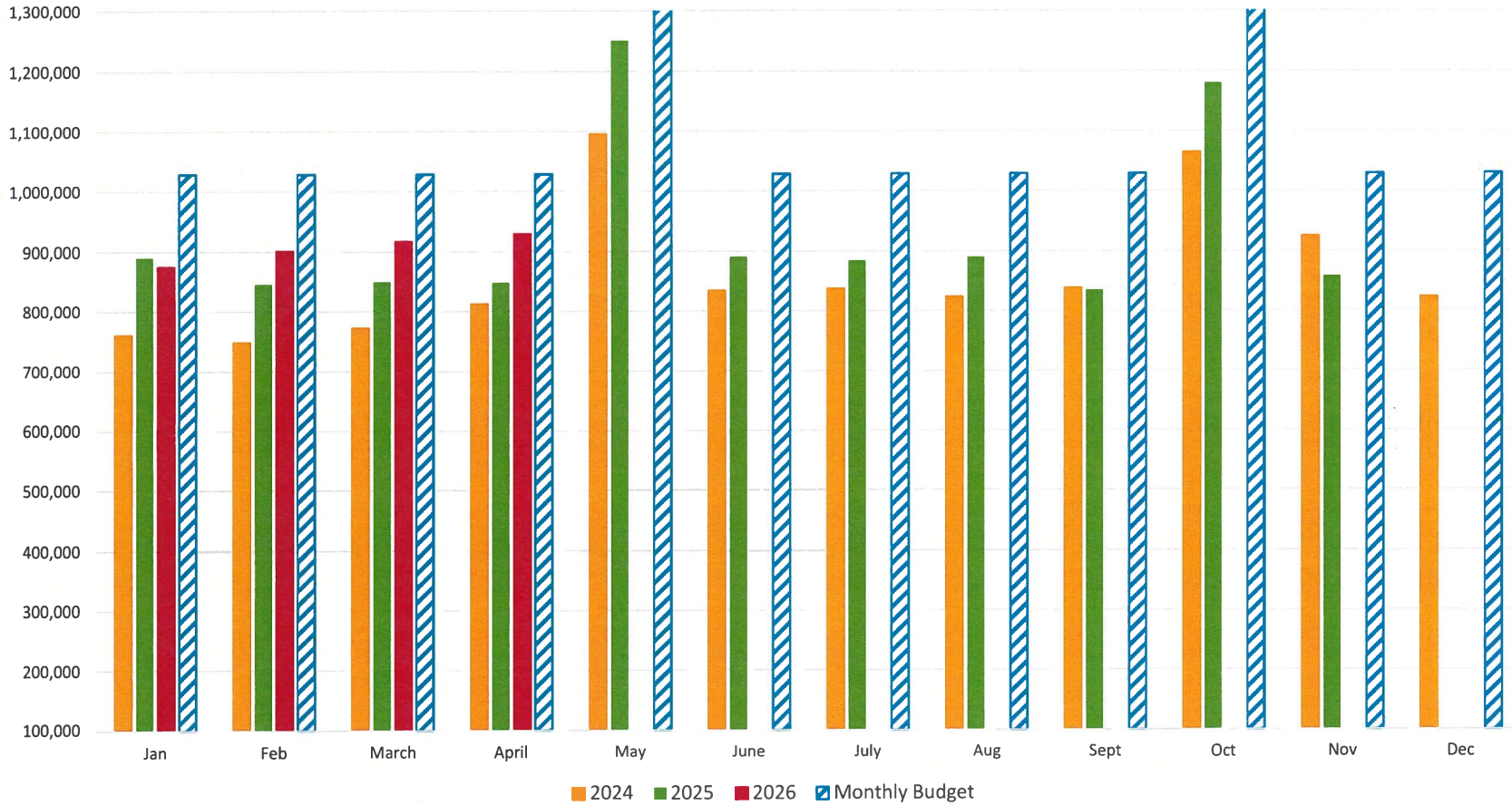
ExpCa...	April Budget	April Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Revenue									
RevType: 10 - Passenger Fare Revenue									
	14,660.80	15,112.93	452.13	-103.08%	58,643.20	51,450.11	-7,193.09	-87.73%	176,000.00
Total RevType: 10 - Passenger Fare Revenue:	14,660.80	15,112.93	452.13	-103.08%	58,643.20	51,450.11	-7,193.09	-87.73%	176,000.00
RevType: 20 - Rideshare Revenue									
	14,244.30	13,650.00	-594.30	-95.83%	56,977.20	40,975.00	-16,002.20	-71.91%	171,000.00
Total RevType: 20 - Rideshare Revenue:	14,244.30	13,650.00	-594.30	-95.83%	56,977.20	40,975.00	-16,002.20	-71.91%	171,000.00
RevType: 30 - Paratransit Revenue									
	1,166.20	1,223.61	57.41	-104.92%	4,664.80	4,023.62	-641.18	-86.25%	14,000.00
Total RevType: 30 - Paratransit Revenue:	1,166.20	1,223.61	57.41	-104.92%	4,664.80	4,023.62	-641.18	-86.25%	14,000.00
RevType: 40 - Sales Tax Revenue									
	850,851.00	910,105.07	59,254.07	-106.96%	3,730,160.00	3,981,242.06	251,082.06	-106.73%	12,716,406.00
Total RevType: 40 - Sales Tax Revenue:	850,851.00	910,105.07	59,254.07	-106.96%	3,730,160.00	3,981,242.06	251,082.06	-106.73%	12,716,406.00
RevType: 50 - WSDOT Grant Revenue									
	158,353.30	502,577.00	344,223.70	-317.38%	633,413.20	502,577.00	-130,836.20	-79.34%	1,901,000.00
Total RevType: 50 - WSDOT Grant Revenue:	158,353.30	502,577.00	344,223.70	-317.38%	633,413.20	502,577.00	-130,836.20	-79.34%	1,901,000.00
RevType: 60 - Other Operating Revenue									
	103,371.13	149,560.39	46,189.26	-144.68%	413,484.52	508,247.25	94,762.73	-122.92%	1,240,950.00
Total RevType: 60 - Other Operating Revenue:	103,371.13	149,560.39	46,189.26	-144.68%	413,484.52	508,247.25	94,762.73	-122.92%	1,240,950.00
Total Revenue:	1,142,646.73	1,592,229.00	449,582.27	-139.35%	4,897,342.92	5,088,515.04	191,172.12	-103.90%	16,219,356.00
Expense									
00 - Salaries & Wages	654,861.17	614,071.36	40,789.81	93.77%	2,619,444.68	2,364,943.63	254,501.05	90.28%	8,515,750.00
10 - Personnel Benefits	374,209.95	315,618.96	58,590.99	84.34%	1,496,839.80	1,255,693.39	241,146.41	83.89%	4,664,800.00
20 - Fuel, Fluids, & Parts	131,551.52	162,845.17	-31,293.65	123.79%	526,206.08	500,810.28	25,395.80	95.17%	1,579,250.00
30 - Other Supplies	36,739.96	36,205.25	534.71	98.54%	146,959.84	122,957.92	24,001.92	83.67%	441,056.11
40 - Professional & Misc Services	69,251.45	73,860.41	-4,608.96	106.66%	277,005.80	321,139.38	-44,133.58	115.93%	831,350.00
50 - Maintenance & Repair	27,918.58	13,263.41	14,655.17	47.51%	111,674.32	61,011.83	50,662.49	54.63%	335,157.06
60 - Communications	10,496.20	6,278.75	4,217.45	59.82%	41,984.80	35,035.99	6,948.81	83.45%	126,005.00
70 - Insurance	45,398.50	44,391.83	1,006.67	97.78%	181,594.00	177,567.36	4,026.64	97.78%	545,000.00
80 - Other Operating Expenses	20,104.45	16,954.14	3,150.31	84.33%	80,417.80	60,252.48	20,165.32	74.92%	241,350.00
Total Expense:	1,370,531.78	1,283,489.28	87,042.50	93.65%	5,482,127.12	4,899,412.26	582,714.86	89.37%	17,279,718.17
Report Total:	-227,885.05	308,739.72	536,624.77		-584,784.20	189,102.78	773,886.98		-1,060,362.17

Sales Tax Revenue
(May 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	940,558	910,105	982,077	1,024,411	1,160,781	1,266,938	1,286,965	1,171,153	1,137,400	1,133,689	3,981,242	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	917,513	929,690									3,625,288	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

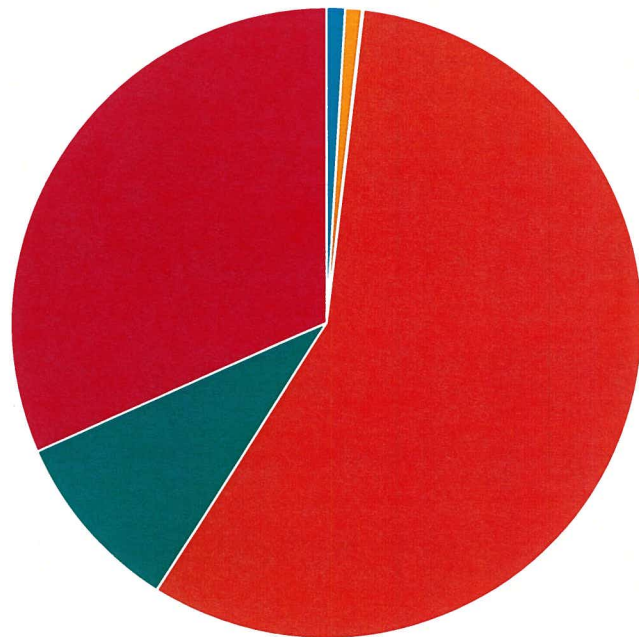
Highlighted cells are months with three payrolls.

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	10,371	12,750	15,113									51,450	176,000	29.23%
Rideshare Fare	875	12,600	13,850	13,650									40,975	171,000	23.96%
Paratransit Fare	1,027	842	932	1,224									4,024	14,000	28.74%
Sales Tax Revenue	1,007,147	1,123,432	940,558	910,105									3,981,242	12,716,406	31.31%
All other Revenue	124,557	113,211	120,457	149,560									507,785	1,240,950	40.92%
Grant Revenue*	-	-	-	502,577									502,577	1,901,000	26.44%

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

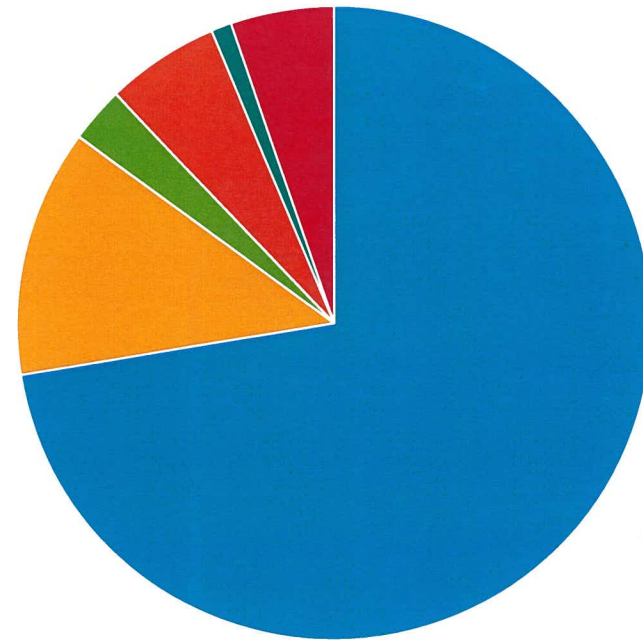
EXPENSES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget
															Used
Wages & Benefits	875,831	902,254	917,513	929,690									3,625,288	13,180,550	27.50%
Fuel, Fluids, & Parts	84,915	101,286	151,764	162,845									500,810	1,579,250	31.71%
Other Supplies	15,574	23,889	47,299	36,205									122,966	441,056	27.88%
Professional & Misc. Services	59,288	128,902	59,089	73,860									321,139	831,350	38.63%
Maintenance & Repair	15,838	17,320	14,590	13,263									61,012	335,157	18.20%
All other expenses	51,128	66,403	87,700	67,625									272,856	912,355	29.91%

April Revenues



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

April Expenses



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

SMA Net Position

January 2026 - April 2026

SMA-Clallam Transit	January 2026	February 2026	March 2026	April 2026	Period Totals
Operations					
ADDITIONS					
Investment Earnings	34,393.91*	31,352.57*	34,576.81*	33,627.25*	133,950.54
DEDUCTIONS					
Administrative Expenses	394.48	357.37	396.69	385.05	1,533.59
Change in Net Position - Operations	33,999.43	30,995.20	34,180.12	33,242.20	132,416.95
SMA Participant Transactions					
CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
Change in Net Position - Part. Txns.	0.00	0.00	0.00	0.00	0.00
Change in Net Position	33,999.43	30,995.20	34,180.12	33,242.20	132,416.95
Beginning Net Position	10,377,953.90	10,411,953.33	10,442,948.53	10,477,128.65	10,377,953.90
Ending Net Position	10,411,953.33	10,442,948.53	10,477,128.65	10,510,370.85	10,510,370.85
AVERAGE BOOK BALANCE	10,321,534.43	10,352,431.56	10,379,295.84	10,410,737.98	
GROSS YIELD (Earnings before fee)	3.923%	3.948%	3.922%	3.930%	
NET YIELD (Net of fee)	3.878%	3.903%	3.877%	3.885%	
Fee Rate	0.045%	0.045%	0.045%	0.045%	
Statement of Net Position					
Investment Book Value	10,329,613.85*	10,364,250.50*	10,405,033.25*	10,437,426.94*	
Accrued Interest/Income	81,345.10	77,635.47	72,340.83	71,703.25	
Outstanding PAI	1,388.86	1,419.93	151.26	1,625.71	
Admin. Fee Liability	(394.48)	(357.37)	(396.69)	(385.05)	
Net Position (Amortized Cost)	10,411,953.33	10,442,948.53	10,477,128.65	10,510,370.85	
Market Value	10,383,021.08	10,462,166.60	10,407,631.58	10,423,424.56	

* = 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: 2026-035
Date: May 20, 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 three new hires. Position was reopened with the increased headcount to meet service expansion goals. Applicants in process.
- Opened paratransit operator to fill one vacancy with the increased headcount to meet needs.
- Opened maintenance worker 1 to fill one vacancy with the increased headcount to meet needs.
- Internal recruitment for relief paratransit CSR/dispatcher continues.
- Internal recruitment for paratransit instructors position assignment.

The agency organizational chart has been updated to reflect current needs and is effective 05/11/2026.

Recommended Action

None.

Attachments

Clallam Transit System Organizational Chart

CLALLAM TRANSIT SYSTEM

Organizational Chart
05/11/2026

Employee Count	
Executive	1
Administrative Services	2.75
Finance	3.75
Operations	88
Maintenance	20
Grants & Projects	1
TOTAL	116.5

