

REGULAR BOARD MEETING
Wednesday, June 17, 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

None

CONSENT AGENDA

- A. **Factsheet 2026-036:** Consent Agenda – Motion No. M16:2026
- **Payment Listing** – May 14, 2026, through June 10, 2026
 - **Board Meeting Minutes** – May 20, 2026

ACTION ITEMS

- A. **Factsheet 2026-037:** General Manager Performance Review Planning – Motion No. M17:2026
Barb Cox, Human Resources Manager
- B. **Factsheet 2026-038:** 2026 Board Committee Appointments Amended – PRTPO – Motion No. M18:2026
Barb Cox, Human Resources Manager/Clerk to the Board
- C. **Factsheet 2026-043:** Hoch Construction Bid Award - Remodel – Motion No. M19:2026
Gary Abrams, Maintenance Manager
- D. **Factsheet 2026-044:** Amendment Interlocal Agreement City of Forks – Resolution R7:2026
Jason McNickle, General Manager

CLOSED SESSION

Pursuant to RCW 42.30.140 (4)(a), this session for the purpose of planning the strategy or position to be taken by the board during collective bargaining and is closed to the public. Board action is not anticipated.

INFORMATIONAL ITEMS

- | | |
|---|-----------------------------------|
| A. Executive Report | Jason McNickle, General Manager |
| 1. Transit Development Plan (TDP) Draft Review | |
| B. Factsheet 2026-039: Operations Department Report | Taron Lee, Operations Manager |
| C. Factsheet 2026-040: Finance Department Report | Cherie Huxtable, Finance Manager |
| 1. Factsheet 2026-041 – Credit Card Use Policy Update | |
| D. Maintenance Department Report | Gary Abrams, Maintenance Manager |
| E. Factsheet 2026-042: Administrative Services Department Report | Barb Cox, Human Resources Manager |

BOARD OPEN DISCUSSION

ADJOURNMENT



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

Factsheet: 2026-036
Date: June 17, 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 of the last meeting have been drafted and are presented for review and approval by the Board.

Recommended Action

Move to approve the actions outlined above in the consent agenda by CTS Motion No. M16:2026, as presented.

Attachments

- Payment Listing May 14, 2025, through June 10, 2026
- May 20, 2026, Board Meeting Minutes

Passed and adopted by the Board at a regular meeting by CTS Motion No. M16:2026 thereof this 17th day of June 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

June 17, 2026

Date

<u>Columbia Bank</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Automated Checks	5/14/2026	6/10/2026	102981	103089	191,283.62
ACHs - External Initiated	5/14/2026	6/10/2026	50851	50855	222,190.20
ACHs - Other Internal Initiated	5/14/2026	6/10/2026	629	654	108,875.91
TOTAL CHECK REPORT					\$ 522,349.73
ACHs - Payroll Internal Initiated	5/14/2026	6/10/2026	EFT0073	EFT0074	462,435.78
TOTAL ACH REGISTER					\$ 462,435.78
TOTAL ALL PAYMENTS					\$ 984,785.51

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: 05/14/2026 - 06/10/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 6078 - Checking-Umpqua Checking						
633	PETROCARD, INC	05/15/2026	EFT	0.00	16,022.54	629
214	AMALGAMATED TRANSIT UNION	05/15/2026	EFT	0.00	2,634.03	630
210	EMPLOYEES ASSOCIATION	05/15/2026	EFT	0.00	526.50	631
810	HRA VEBA	05/15/2026	EFT	0.00	4,755.53	632
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	05/15/2026	EFT	0.00	19,174.18	633
843	PF EA CHARITY FUND	05/15/2026	EFT	0.00	42.00	634
240	UNITED WAY OF CLALLAM COUNTY	05/15/2026	EFT	0.00	57.70	635
GA104	GARY ABRAMS	05/22/2026	EFT	0.00	129.00	636
5001	JUSTIN BURNS	05/22/2026	EFT	0.00	129.00	637
KW264	KYLE WARD	05/22/2026	EFT	0.00	373.87	638
633	PETROCARD, INC	05/22/2026	EFT	0.00	731.97	639
5001	JUSTIN BURNS	05/29/2026	EFT	0.00	306.00	640
633	PETROCARD, INC	05/29/2026	EFT	0.00	35,065.07	641
214	AMALGAMATED TRANSIT UNION	05/29/2026	EFT	0.00	1,787.24	642
210	EMPLOYEES ASSOCIATION	05/29/2026	EFT	0.00	511.50	643
810	HRA VEBA	05/29/2026	EFT	0.00	6,010.78	644
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	05/29/2026	EFT	0.00	18,965.95	645
843	PF EA CHARITY FUND	05/29/2026	EFT	0.00	42.00	646
240	UNITED WAY OF CLALLAM COUNTY	05/29/2026	EFT	0.00	37.70	647
633	PETROCARD, INC	06/05/2026	EFT	0.00	731.97	648
5166	Alexandra Luna	06/05/2026	EFT	0.00	40.00	649
5167	Forrest Ramsay	06/05/2026	EFT	0.00	40.00	650
5072	HAYLEY GRALL	06/05/2026	EFT	0.00	219.27	651
5168	John Fiorella	06/05/2026	EFT	0.00	136.00	652
5055	JOSHUA LEONARD CLARK	06/05/2026	EFT	0.00	271.11	653
5002	RYAN WOODS	06/05/2026	EFT	0.00	135.00	654
858	EFTPS - 941 DEPOSITS	05/15/2026	Bank Draft	0.00	75,845.85	50851
303	WA DRS - DEPT OF RETIREMENT SRVCS	05/19/2026	Bank Draft	0.00	35,924.43	50852
858	EFTPS - 941 DEPOSITS	05/29/2026	Bank Draft	0.00	75,073.89	50853
303	WA DRS - DEPT OF RETIREMENT SRVCS	05/29/2026	Bank Draft	0.00	35,016.90	50854
184	WA DOR - B&O TAXES	06/05/2026	Bank Draft	0.00	329.13	50855
730	TANKNOLOGY/NDE CORP	05/26/2026	Regular	0.00	-2,483.50	102276
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	05/15/2026	Regular	0.00	170.77	102981
999	CENTURYLINK	05/19/2026	Regular	0.00	335.45	102982
1066	CINTAS CORPORATION NO 3	05/19/2026	Regular	0.00	195.81	102983
1089	DR PANZA LLC	05/19/2026	Regular	0.00	630.00	102984
1308	Gallagher Benefit Services, Inc.	05/19/2026	Regular	0.00	21.00	102985
435	GALLS PARENT HOLDINGS LLC	05/19/2026	Regular	0.00	1,186.61	102986
014	LES SCHWAB GROUP HOLDINGS LLC	05/19/2026	Regular	0.00	5,008.20	102987
923	MATTHEW C LASHER III	05/19/2026	Regular	0.00	385.45	102988
237	OLYMPIC DM DISPOSAL	05/19/2026	Regular	0.00	128.59	102989
937	OLYMPIC SPRINGS, INC	05/19/2026	Regular	0.00	97.52	102990
1183	PROCOM LLC	05/19/2026	Regular	0.00	613.00	102991
118	QUILL CORPORATION	05/19/2026	Regular	0.00	25.68	102992
1239	Security Service Northwest, Inc.	05/19/2026	Regular	0.00	3,337.24	102993
573	SME SOLUTIONS LLC	05/19/2026	Regular	0.00	3,518.57	102994
181	VERIZON WIRELESS,BELLEVUE	05/19/2026	Regular	0.00	342.86	102995
181	VERIZON WIRELESS,BELLEVUE	05/19/2026	Regular	0.00	507.67	102996
509	VESTIS GROUP	05/19/2026	Regular	0.00	96.13	102997
1137	WALTER E NELSON OF WEST WASHINGTON	05/19/2026	Regular	0.00	369.11	102998
510	CUMMINS INC.	05/20/2026	Regular	0.00	50.77	102999
307	FERRELLGAS LP	05/20/2026	Regular	0.00	1,543.97	103000
751	MUNCIE RECLAMATION & SUPPLY	05/20/2026	Regular	0.00	3,086.51	103001
1128	NFI PARTS	05/20/2026	Regular	0.00	2,211.89	103002

Check Report

Date Range: 05/14/2026 - 06/10/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
221	RACE STREET AUTO PARTS-NAPA	05/20/2026	Regular	0.00	141.20	103003
1150	AMAZON CAPITAL SERVICES	05/26/2026	Regular	0.00	259.56	103004
031	CITY OF PORT ANGELES	05/26/2026	Regular	0.00	1,504.36	103005
435	GALLS PARENT HOLDINGS LLC	05/26/2026	Regular	0.00	1,008.34	103006
752	HI-TECH SECURITY, INC.	05/26/2026	Regular	0.00	190.58	103007
564	PUD #1 OF CLALLAM COUNTY	05/26/2026	Regular	0.00	91.90	103008
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	05/26/2026	Regular	0.00	2,956.46	103009
730	TANKNOLOGY/NDE CORP	05/26/2026	Regular	0.00	2,483.50	103010
1134	THERMO FLUIDS INC.	05/26/2026	Regular	0.00	180.54	103011
872	THOMAS PRINTING, INC.	05/26/2026	Regular	0.00	2,369.66	103012
509	VESTIS GROUP	05/26/2026	Regular	0.00	114.09	103013
845	WAVE DIVISION HOLDINGS, LLC	05/26/2026	Regular	0.00	2,812.28	103014
307	FERRELLGAS LP	05/27/2026	Regular	0.00	1,126.19	103015
221	RACE STREET AUTO PARTS-NAPA	05/27/2026	Regular	0.00	105.49	103016
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	05/29/2026	Regular	0.00	170.77	103017
179	BANK OF AMERICA	05/31/2026	Regular	0.00	2,653.48	103018
US0086	US BANK 0086	05/31/2026	Regular	0.00	757.38	103019
US0506	US BANK 0506	05/31/2026	Regular	0.00	93.75	103020
US2256	US BANK 2256	05/31/2026	Regular	0.00	600.00	103021
US2734	US BANK 2734	05/31/2026	Regular	0.00	654.19	103022
US6068	US BANK 6068	05/31/2026	Regular	0.00	18.49	103023
US6383	US BANK 6383	05/31/2026	Regular	0.00	661.81	103024
US0050	USBANK 0050	05/31/2026	Regular	0.00	2,547.11	103025
US2296	USBANK 2296	05/31/2026	Regular	0.00	27.81	103026
US3151	USBANK 3151	05/31/2026	Regular	0.00	808.48	103027
US9672	USBANK 9672	05/31/2026	Regular	0.00	2,440.30	103028
US9673	USBANK 9673	05/31/2026	Regular	0.00	600.00	103029
US9737	USBANK 9737	05/31/2026	Regular	0.00	5,072.04	103030
1150	AMAZON CAPITAL SERVICES	06/02/2026	Regular	0.00	219.98	103031
999	CENTURYLINK	06/02/2026	Regular	0.00	156.72	103032
109	CENTURYLINK	06/02/2026	Regular	0.00	145.63	103033
1066	CINTAS CORPORATION NO 3	06/02/2026	Regular	0.00	391.62	103034
982	FASTENAL COMPANY	06/02/2026	Regular	0.00	288.40	103035
062	FIRE CHIEF EQUIPMENT CO., INC.	06/02/2026	Regular	0.00	3,973.87	103036
435	GALLS PARENT HOLDINGS LLC	06/02/2026	Regular	0.00	1,019.13	103037
1027	GOOD TO GO!	06/02/2026	Regular	0.00	6.50	103038
057	GRAINGER	06/02/2026	Regular	0.00	330.61	103039
014	LES SCHWAB GROUP HOLDINGS LLC	06/02/2026	Regular	0.00	1,668.05	103040
923	MATTHEW C LASHER III	06/02/2026	Regular	0.00	754.64	103041
874	NORTHWEST PLASTICS, INC.	06/02/2026	Regular	0.00	631.62	103042
750	NORTHWEST PUMP & EQUIPMENT	06/02/2026	Regular	0.00	17,099.21	103043
1239	Security Service Northwest, Inc.	06/02/2026	Regular	0.00	1,668.62	103044
136	THYSSENKRUPP ELEVATOR CORPORATION	06/02/2026	Regular	0.00	108.90	103045
698	TRAPEZE SOFTWARE GROUP, INC.	06/02/2026	Regular	0.00	370.26	103046
181	VERIZON WIRELESS,BELLEVUE	06/02/2026	Regular	0.00	3,080.06	103047
181	VERIZON WIRELESS,BELLEVUE	06/02/2026	Regular	0.00	4,360.99	103048
509	VESTIS GROUP	06/02/2026	Regular	0.00	114.10	103049
1143	DOBBS HEAVY DUTY HOLDINGS LLC	06/03/2026	Regular	0.00	272.52	103050
307	FERRELLGAS LP	06/03/2026	Regular	0.00	1,493.08	103051
1224	KBT DISTRIBUTING LLC	06/03/2026	Regular	0.00	45,024.60	103052
751	MUNCIE RECLAMATION & SUPPLY	06/03/2026	Regular	0.00	467.18	103053
471	PRICE FORD	06/03/2026	Regular	0.00	36.75	103054
221	RACE STREET AUTO PARTS-NAPA	06/03/2026	Regular	0.00	795.59	103055
1150	AMAZON CAPITAL SERVICES	06/09/2026	Regular	0.00	366.80	103056
885	CBS REPORTING, INC	06/09/2026	Regular	0.00	658.85	103057
1081	CINTAS CORP NO 2	06/09/2026	Regular	0.00	289.36	103058
1066	CINTAS CORPORATION NO 3	06/09/2026	Regular	0.00	195.60	103059
031	CITY OF PORT ANGELES	06/09/2026	Regular	0.00	5,827.66	103060
1089	DR PANZA LLC	06/09/2026	Regular	0.00	1,260.00	103061
982	FASTENAL COMPANY	06/09/2026	Regular	0.00	790.66	103062
062	FIRE CHIEF EQUIPMENT CO., INC.	06/09/2026	Regular	0.00	1,846.62	103063

Check Report

Date Range: 05/14/2026 - 06/10/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
435	GALLS PARENT HOLDINGS LLC	06/09/2026	Regular	0.00	1,349.80	103064
812V	Garrett Blair	06/09/2026	Regular	0.00	97.71	103065
1223	HORTON WEIBEL BROUGHTON & PALMER PLLC	06/09/2026	Regular	0.00	1,596.25	103066
1121	LEMAY MOBILE SHREDDING	06/09/2026	Regular	0.00	74.81	103067
014	LES SCHWAB GROUP HOLDINGS LLC	06/09/2026	Regular	0.00	2,214.84	103068
237	OLYMPIC DM DISPOSAL	06/09/2026	Regular	0.00	128.59	103069
096	OLYMPIC PRINTERS, INC.	06/09/2026	Regular	0.00	1,078.11	103070
937	OLYMPIC SPRINGS, INC	06/09/2026	Regular	0.00	376.91	103071
1221	PORT ANGELES LOCKWORKS	06/09/2026	Regular	0.00	136.13	103072
1183	PROCOM LLC	06/09/2026	Regular	0.00	854.00	103073
036	ROBERT PURCELL	06/09/2026	Regular	0.00	1,134.88	103074
1239	Security Service Northwest, Inc.	06/09/2026	Regular	0.00	3,059.14	103075
768	SELECT ADVANTAGE	06/09/2026	Regular	0.00	275.00	103076
1330	Terance Golden	06/09/2026	Regular	0.00	10.00	103077
1046	UNITE GPS LLC	06/09/2026	Regular	0.00	3,841.45	103078
509	VESTIS GROUP	06/09/2026	Regular	0.00	111.65	103079
1137	WALTER E NELSON OF WEST WASHINGTON	06/09/2026	Regular	0.00	464.71	103080
746	WEST WASTE & RECYCLING, INC.	06/09/2026	Regular	0.00	240.00	103081
145	WSTA	06/09/2026	Regular	0.00	814.50	103082
344	XEROX CORPORATION	06/09/2026	Regular	0.00	362.93	103083
1143	DOBBS HEAVY DUTY HOLDINGS LLC	06/10/2026	Regular	0.00	7,835.42	103084
307	FERRELLGAS LP	06/10/2026	Regular	0.00	2,161.11	103085
305	GILLIG LLC	06/10/2026	Regular	0.00	3,897.53	103086
1162	GREEN MACHINES INC	06/10/2026	Regular	0.00	5,608.35	103087
178	HARLOW'S BUS SALES INC.	06/10/2026	Regular	0.00	140.85	103088
1128	NFI PARTS	06/10/2026	Regular	0.00	3,875.71	103089

Bank Code 6078 - Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	235	109	0.00	193,767.12
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-2,483.50
Bank Drafts	18	5	0.00	222,190.20
EFT's	56	26	0.00	108,875.91
	309	141	0.00	522,349.73

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	235	109	0.00	193,767.12
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-2,483.50
Bank Drafts	18	5	0.00	222,190.20
EFT's	56	26	0.00	108,875.91
	309	141	0.00	522,349.73

Fund Summary

Fund	Name	Period	Amount
100	General Fund	5/2026	382,992.69
100	General Fund	6/2026	139,357.04
			522,349.73

BOARD MEETING MINUTES



May 20, 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; Jeff Gingell, City of Forks; Rachel Anderson, 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 Hayley Grall, Deputy Clerk to the Board

1. CALL TO ORDER

*Ozias informally called the in-person and virtual meeting to order at 12:08 p.m., with three voting members present. **Quorum not met.***

2. PUBLIC COMMENT

Citizen provided feedback on organization chart and expressed appreciation for two drivers.

*Navarra Carr, City of Port Angeles in attendance at 12:12 p.m., Mike French, Clallam County in attendance at 12:14 p.m. and Jeff Gingell, City of Forks in attendance at 12:15 p.m. Six voting members present. **Quorum met.** Chairperson Gingell asked Ozias to chair the meeting due to remote attendance.*

*Ozias officially called the in-person and virtual meeting to order at 12:16 p.m. with six voting members present. **Quorum met.***

3. ROLL CALL

Kelly Burger, City of Sequim and Kaylan Kimball, City of Forks were absent.

4. PRESENTATION

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

Sam was recognized for her helpfulness and dedication to Clallam Transit System (CTS).

*Jeff Gingell, City of Forks in and out due to internet connectivity issues. Five voting members present. **Quorum met.***

5. 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 R6:2026** – Employee of the First Quarter 2026 – Samantha Paulsen
- **Proclamation P3:2026** – Ride Transit Month – June

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

6. ACTION ITEMS

A. Factsheet 2026-031: 2026 FTA Certifications and Assurances – Motion No. M14:2026

Annual requirement to maintain funding compliance. Legal counsel providing review.

FINAL ACTION: *Carr moved to 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. **Motion passed unanimously.***

B. Factsheet 2026-032: Community Advisory Committee – Motion No. M15:2026

Implementation recommendations for establishing a Community Advisory Committee. Discussed recruitment, work plan, and participation goals. Miller volunteered to represent the Board on the committee.

FINAL ACTION: *Miller moved to 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 with Miller as the Board representative, as presented. Motion passed unanimously.*

7. INFORMATIONAL ITEMS

A. Executive Report

1. **Administration and Finance Committee Meeting Minutes – April 16, 2026:** Presented. Discussed proposals for improvements, budget amendment projections, policy updates, and long-term investment strategies.
 - **Peninsula Regional Transit Planning Organization:** Discussed inter-agency route connections.
 - **Fixed route:** Calibrating schedules from major service update.
 - **World Cup:** Increased tourism and traffic expected this summer.
 - **Contracts:** Reviewing upcoming expirations.
 - **Charters:** Operating several buses to assist with marathon runners.
 - **Washington State Department of Transportation:** Roundabout planning included public transit considerations. Not expected to have significant impact on operations.

- B. **Factsheet 2026-033: Operations Department Report:** Overview provided. Schedule update effective May 24, 2026, includes system-wide revised trip times and return of Hurricane Ridge service. Increased ridership expected this summer. Code of conduct enforcement on oversized items to occur due to increased issues.

- C. **Factsheet 2026-034: Finance Department Report:** Overview provided. Discussed chart appearance updates expected next month.

D. Maintenance Department Report

- **Projects:** HVAC system upgrade and new fuel pumps in progress.
- **Buses:** Inspected new buses at Diamond Manufacturing in Kansas.

- E. **Factsheet 2026-035: Administrative Services Department Report:** Overview provided. Discussed increased recruitments due to organizational growth and headcount is now 116.5 full-time equivalent employees.

8. BOARD OPEN DISCUSSION

- Miller shared experience riding CTS bus for the first time.

9. MEETING ADJOURNMENT

Next regular board meeting, June 17, 2026, at 12:00 p.m. with in-person and remote options.

There being no further business, the board chairperson adjourned the meeting at 1:36 p.m.

Board Chairperson

Hayley Grall, Deputy Clerk to the Board



Title: General Manager Performance Review Planning
Submitted By: Barb Cox, Human Resources Manager
Authorized By: N/A

Factsheet: 2026-037
Date: June 17, 2026

Background

Pursuant to the Clallam Transit System (CTS) *General Manager Performance Evaluation and Merit Compensation Policy*, the Board conducts an annual performance review of the general manager. The review period is typically September 1st through August 31st; however, CTS General Manager Jason McNickle was appointed to the position on December 18, 2025, therefore the review period will be December 18, 2025, through August 31, 2026. An informal mid-year performance review of the CTS general manager was conducted in an executive session during the April 2026 regular board meeting.

Discussion

In accordance with the policy the Board will establish a performance review committee of no more than four board members for the purpose of conducting the process of evaluating the general manager. The general manager will be encouraged to complete a self-evaluation form for the committee. A meeting with the general manager will take place to afford the general manager the opportunity to provide feedback from consideration by the board prior to preparation of the evaluation form. CTS department managers may be invited individually to provide feedback as part of the evaluation process.

Board members will be encouraged to individually provide feedback to committee members for appropriate inclusion into the draft evaluation. The committee will prepare a draft evaluation with narratives and ratings for review at the August board meeting during executive session. The general manager will be invited into the executive session to be presented with the draft evaluation and provide any additional comment. The Board will then finalize the evaluation during executive session. The Board will discuss and award any merit pay by motion during open session.

Recommended Action

Move to approve by CTS Motion No. M37:2026, the nominations for the general manager performance review committee.

Attachments

CTS General Manager Performance Review and Merit Compensation Policy

Passed and Adopted by the Board at a regular meeting by CTS Motion No. M17:2026 thereof this 17th day of June 2026.

Board Chairperson

Attest:

Jason McNickle, General Manager

Barb Cox, Clerk to the Board

830 West Laurickjen Boulevard Port Angeles, Washington 98363			www.clallamtransit.com 360-452-4511
Policy Title: GENERAL MANAGER PERFORMANCE EVALUATION AND MERIT COMPENSATION		Policy No.: 10-500	
Review Responsibility: Barb Cox, Human Resources Manager		Approved By: James I. Fetzer, General Manager	
Adopted By: Clallam Transit System Resolution No. R9:2024		Effective Date: 09/18/2024	

1. PURPOSE

- A. The Board of Clallam Transit System (Board) is committed to providing an effective and fair evaluation process for discussing, assessing, and reviewing the performance of the Clallam Transit System (CTS) General Manager.
- B. The effective and timely review of the performance of the CTS General Manager ensures CTS continues to advance its mission, vision, and values.
- C. The performance evaluation provides a formal means of communicating job performance to the general manager, as well as establishing future goals and expectations.
- D. This policy will establish a consistent standard to award merit pay based on performance and outstanding service by the general manager.

2. POLICY

- A. The review period will be from September 1 through August 31, to align with the transit development plan (TDP) each year.
- B. The Board will formally review the performance of the general manager as near to September 1 as practicable of each year. An informal mid-year review may occur as near to March as practicable of the following year. More frequent informal reviews may also occur throughout the review period.
- C. Merit pay will be awarded based upon the overall rating as defined in the compensation matrix.

3. PERFORMANCE REVIEW ADMINISTRATION

A. General

The regular voting Board members will consider the accomplishments and strategies outlined in the updated TDP as a measurement tool to guide the evaluation process of the general manager. The Board may review the position description of the general manager and update as needed. The Board Chairperson may designate a CTS representative to provide administrative assistance during the evaluation process.

B. Performance Review Committee

The Board will establish a performance review committee of no more than four (4) Board members for the purpose of preparing the draft evaluation form for the current review period. The general manager will be strongly encouraged to complete a self-evaluation form for the committee. An executive session or meeting with the general manager will be held to afford the general manager the opportunity to provide feedback for consideration by the Board prior to the preparation of the evaluation form. CTS department managers may be invited individually to attend the executive session to provide feedback as part of the evaluation process.

C. Completion of Evaluation

Board members are encouraged to individually provide feedback to committee members for appropriate inclusion in the draft evaluation. The committee will prepare a draft evaluation with narratives and ratings for review by the Board at the next regular meeting during executive session. The general manager will be invited to executive session and be presented with the draft evaluation and provide any additional comment. The Board will finalize the evaluation during executive session. The Board will discuss and award any merit pay due by motion, during open session.

4. PERFORMANCE STANDARDS RATINGS

The performance standards ratings in the evaluation form are broadly defined as follows and not intended to be inclusive of all rating criteria.

5	Far Exceeds Standards	Exemplary performance and demonstration of the highest degree of achievement in the work. Performance and contributions are of such a high level that they produce a significantly positive impact on the performance of others and the overall service to the public.
4	Exceeds Standards	Consistently exceeds performance expectations and timelines. A proven, effective leader who builds trust and instills confidence in the organizational leadership, peers, and employees. Consistently exceeds performance expectations and timelines.
3	Meets Standards	Results achieved are those that can be reasonably expected to fully and adequately achieve assigned responsibilities under minimal supervision. Performs major aspects of the job well. Consistently supports the mission and values. Meets the scope of the job requirements. Can occasionally exceed or fall short of expectations.
2	Needs to Improve to Meet Standards	Consistently not meeting some job requirements. Demonstrates limited ability in work production, personal responsibility, and accountability. Requires frequent guidance and assistance.
1	Unacceptable – Fails to Meet Standards	Significant performance-related problem(s). Consistently fails to meet established performance standards. Does not perform in a manner which consistently supports CTS's mission and values. Requires extensive supervision and guidance.
NS	Not Sure	The evaluator does not have enough information and/or experience with the general manager to make a fair assessment of this performance measure.
NA	Not Applicable	The performance measure is not applicable during this review period.

5. MERIT COMPENSATION

- A. The ratings for each performance area section will be averaged and a final evaluation with the average rating will be used for the purpose of determining any merit compensation increase. Subject to CTS's financial restraints, the general manager will be eligible for a merit salary increase, according to the following performance matrix and subject to Board approval:

<u>Overall Average Rating</u>	<u>Merit Increase</u>
4.50 – 5.00	5% annual increase
4.00 – 4.49	4% annual increase
3.50 – 3.99	3% annual increase
3.00 – 3.49	2% annual increase
≤ 2.99	Zero

- B. The approved salary will take effect on September 1 to align with the annual CTS *Employment Agreement for General Manager* contract amendment.

6. FINAL EVALUATION

The CTS Board Chairperson and the CTS General Manager will sign the final evaluation that will be retained in the general manager's personnel file. A signed copy of the evaluation will be provided to the general manager.

7. REGULATORY AND ADMINISTRATIVE CHANGES

All changes to this policy require approval by the Board.

8. REFERENCES

- A. CTS General Manager Performance Evaluation Form
- B. CTS General Manager Position Description
- C. CTS General Manager Employment Contract



GENERAL MANAGER PERFORMANCE EVALUATION AND MERIT COMPENSATION POLICY – RESOLUTION NO. R9:2024

A resolution of the Board of Clallam Transit System for the purpose of adopting an updated performance evaluation and merit compensation policy for the Clallam Transit System General Manager, and rescinding CTS Resolution No. R29:2022.

Whereas, the Board of Clallam Transit System (Board) has adopted a general manager performance evaluation and merit policy by Clallam Transit System (CTS) Resolution No. R29:2022; and

Whereas, the Board desires to adopt an updated general manager performance evaluation and merit compensation policy; and

Whereas, it is in the best interest that such a general manager performance evaluation and merit compensation policy be updated for the benefit of public transportation services within the public transportation benefit area of Clallam County; now, therefore,

Be it Resolved by the Board that:

The general manager performance evaluation and merit compensation policy attached to this resolution as "Exhibit A" and incorporated herein by this reference, is hereby adopted by the Board as an official policy of Clallam Transit System, effective September 18, 2024, and CTS Resolution No. R29:2022 is hereby rescinded.

Passed and adopted by the Board at a regular meeting thereof this 21st day of December 2022.

Brendan Meyer, Board Chairperson

Approved as to Content:

James I. Fetzer, General Manager

Attest

Barb Cox, Clerk to the Board



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

Factsheet: 2026-038
Date: June 17, 2026

Background

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

On February 18, 2026, the Board established the committee members for the two standing committees in accordance with the CTS Bylaws. The Board also designated a primary representative and two alternate representatives to serve on the Peninsula Regional Transportation Planning Organization (PRTPO).

Discussion

It has been requested that CTS appoint a PRTPO representative that does not also represent another jurisdiction in the meetings. It has been brought to our attention that the current PRTPO primary appointee also represents the City of Port Angeles in these meetings. The committee appointments for 2026 are included for the Board's reference.

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

Recommended Action

Move by motion M18:2026, to appoint the 2026 PRTPO representatives, as nominated.

Attachments

None.

Passed and Adopted by the Board at a regular meeting by CTS Motion No. M18:2026 thereof this 17th day of June 2026.

Board Chairperson

Approved as to Content:

Jason McNickle, General Manager

Attest:

Barb Cox, Clerk to the Board



Title: Facility Remodel Contract Hoch Construction
Submitted By: Gary Abrams, Maintenance Manager
Authorized By: Jason McNickle, General Manager

Factsheet: 2026-043
Date: June 17, 2026

Background

Clallam Transit System (CTS) requested bids to construct two new office spaces within the main building and add a storage mezzanine in the maintenance building. One of the new office spaces is to accommodate the new position of Grants, Procurement, and Projects Coordinator and create a more confidential space for administrative services staff.

CTS received bids from two local contractors in the amounts of \$122,041.51 and \$120,923.27. Two other contractors declined to bid due to existing workload commitments. Hoch Construction submitted the lowest and most responsive bid at \$120,923.27, including tax. This project will be paid for using CTS local funds.

Discussion

We are seeking Board authorization to award Hoch Construction the bid by authorizing the CTS general manager to execute the contract for the facility remodel project.

Recommended Action

Move to authorize by CTS Motion No. M19:2026 the general manager to execute the contract for the facility remodel project with Hoch Construction and grant procurement authority not to exceed \$150,000 to allow for any possible change orders.

Attachments

None.

Passed and adopted by the Board at a regular meeting by CTS Motion No. M19:2026 thereof this 17th day of June 2026.

Board Chairperson

Approved as to content:

Jasom McNickle, General Manager

Attest:

Barb Cox, Clerk to the Board



Title: Interlocal Agreement Amendment Forks Transit Center
Submitted By: Jason McNickle, General Manager
Authorized By: N/A

Factsheet: 2026-044
Date: June 17, 2026

Background

A 30-year interlocal agreement (ILA) was approved by the Clallam Transit System (CTS) Board by Resolution No. 29:96 on July 15, 1996, with the City of Forks for the Forks Transit Center. The current agreement is set to expire on July 15, 2026.

Discussion

The current agreement has been in place for 30 years and is being reviewed to ensure it provides adequate parameters that benefit both entities. The agreement provides for shared expenses for the maintenance and repairs of the property as well as lease and sublease provisions that need to be considered further. We are working with CTS' legal counsel and the City of Forks to create an interlocal agreement that cooperatively supports both parties.

Attachment

Proposed Interlocal Agreement by and between the City of Forks and Clallam Transit System

Recommended Action

Move to authorize by CTS Resolution No. R7:2026, the CTS general manager to negotiate and execute a mutually agreed upon amendment to extend the term of the Interlocal Agreement by and between Clallam Transit System and the City of Forks as established by Resolution No. 29:96, effective July 15, 2026, through the close of business on December 31, 2026, as presented.

Passed and adopted by the Board at a regular meeting by CTS Resolution No. R7:2026 thereof this 17th day of June 2026.

Board Chairperson

Approved as to Content:

Jason McNickle, General Manager

Attest:

Barb Cox, Clerk to the Board



CITY OF FORKS INTERLOCAL AGREEMENT AMENDMENT RESOLUTION NO. R7:2026

A resolution of the Board of Clallam Transit System for the purpose of approving and amendment to the Interlocal Agreement between Clallam Transit System and the City of Forks for the Forks Multi-use Transportation Center.

Whereas, the Interlocal Cooperation Act, pursuant to Chapter 39.34 RCW, allows local governmental units to make the most efficient use of their powers by enabling them to cooperate and enter into such agreements; and

Whereas, Clallam Transit System and the City of Forks entered into an interlocal agreement in 1996 for the use, maintenance, and operation of the Forks Multi-use Transportation Center; and

Whereas, the term of the interlocal agreement is for thirty years and is set to expire on July 15, 2026; and

Whereas, Clallam Transit System and the City of Forks desire to extend the term of the interlocal agreement to allow continued cooperation as the parties prepare and negotiate a new interlocal agreement; and

Whereas, the Board has determined it to be in the best interests of Clallam Transit System to amend the ILA to extend the term of the same; Now, therefore,

Be it Resolved by the Clallam Transit System Board that:

The Board hereby approves and authorizes the first amendment to the Interlocal Agreement between Clallam Transit System and the City of Forks, a copy of which is attached and incorporated by reference, and authorizes the Clallam Transit System General Manager, or designee, to sign such agreement on behalf of Clallam Transit System. The general manager is authorized to incorporate minor revisions to the Amendment as may be approved by the City of Forks, including a revision which alters the term extension so long as the term extension does not exceed one year, and to execute such revised version.

Passed and adopted by the Board at a regular meeting thereof this 17th day of June 2026.

Board Chairperson

Approved as to Content:

Attest:

Jason McNickle, General Manager

Barb Cox, Clerk to the Board

**FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT
BETWEEN
CLALLAM TRANSIT SYSTEM
AND
THE CITY OF FORKS**

This Amendment is entered into by and between Clallam Transit System (CTS), and the City of Forks (City), collectively the Parties, on the date fully executed below. This Amendment amends the *Interlocal Agreement* regarding the Forks Multi-use Transportation Center which became effective on July 15, 1996 (ILA).

RECITALS

- A. Chapter 39.34 RCW authorizes cooperative efforts between public agencies.
- B. The Parties entered into the ILA in 1996 for the management, use, and operation of the Forks Multi-use Transportation Center.
- C. The ILA has an initial term of 30 years, which is set to expire on July 15, 2026. The parties desire to extend the term of the ILA to allow additional time to prepare and negotiate a revised version that further clarifies the rights and responsibilities of the respective parties.
- D. The ILA provides that all amendments shall be by written agreement between the Parties.

AGREEMENT

Pursuant to Section 12, the ILA is hereby Amended as follows:

- 1. The term of the ILA is hereby extended until and shall expire upon the close of business December 31, 2026.
- 2. All other terms and conditions of the ILA are unchanged and shall remain in full force and effect.
- 3. This Amendment may be executed in counterpart.

CLALLAM TRANSIT SYSTEM

CITY OF FORKS

DATE: _____

DATE: _____

By: _____
Jason McNickle, General Manager

By: _____

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT is entered into this 15th day of July, 1996, by and between CLALLAM TRANSIT SYSTEM, a municipal corporation of the State of Washington ("Transit") and the CITY OF FORKS, a municipal corporation of the State of Washington ("Forks").

Representations:

1. Transit is the owner of the following-described real property located within the City of Forks: SEE ATTACHED EXHIBIT A.
2. All of the above-described property, except for one acre, is burdened with a restriction, limiting its use to that of a transit facility, as otherwise described in an agreement between the State of Washington Department of Transportation, Clallam Transit, City of Forks and Clallam County, a true and correct copy of which is attached hereto as **Exhibit B** and incorporated herein by this reference.
3. Transit and Forks are desirous of establishing a cooperative agreement for the use and maintenance of the above-described property, to benefit the taxpayers of both municipal corporations.

NOW, THEREFORE, in consideration of the above representations, the parties agree as follows:

Agreements:

1. The above-described real property shall be subdivided, in accordance with the preliminary short plat application attached hereto as **Exhibit C** and incorporated herein by this reference.
2. Upon final approval of the short plat application, transit agrees to lease to Forks the one-acre portion located on the easterly side of the property, as described in Exhibit C. The term of this Lease shall be for a minimum of thirty (30) years. The consideration for this Lease shall be Forks' payment of any taxes, whether real, personal, or leasehold, associated with the Lease by Transit to Forks of this property.

3. Transit further agrees that Forks may sublease the above-described one-acre parcel for any lawful purposes, within the sole discretion and judgment of Forks. Upon request, Transit agrees to extend the term of its Lease with Forks in order to allow Forks to execute a thirty (30) year sublease of the above-described property. In the event of such sublease, the rent paid by Forks to Transit for the above-described property for the one-acre parcel shall not change, except as the applicable tax amounts may change.

4. Forks agrees to be wholly responsible for maintenance and development of the one-acre parcel, and for all costs or charges for such maintenance or development, including, but not limited to, any special assessments, development costs or other charges which may be levied against such property.

5. Upon completion of the project described in Exhibit B upon the remaining property, Forks and Transit shall be equally responsible for all maintenance and repair costs associated with the facility. Forks shall be responsible to provide maintenance, repair and management of the facility, either with its own employees or through contractors. Transit shall be consulted on individual expenditures or contracts exceeding a total value of \$1,000.00. Forks agrees and shall be responsible for accounting associated with repair and maintenance charges, and Transit may be billed its share of the maintenance charges either monthly or less frequently as determined by Forks. Forks shall provide, if requested, and at least annually, a written report to Transit of expenses associated with maintenance, repair and management of the facility.

6. In its management function, Forks may lease any portion of the project property for other purposes, so long as such purpose is not inconsistent with the Agreement attached hereto as Exhibit B, or with the purpose of the facility. Any rental received from such activity shall be credited against the expenses for maintenance and repair of the facility.

7. Transit and Forks shall each appoint a representative regarding all issues surrounding repair, maintenance and management of the facility. These representatives shall meet, at least in January of each calendar year, to discuss any issues associated with the performance of either party pursuant to this Agreement. Said representatives shall also meet to discuss issues regarding the leased property and the facility upon the request of either party.

8.A. Forks agrees to defend, indemnify and hold harmless Transit, its appointed and elected officers and employees, from and against any and all liability, loss, cost, damage, and expenses, including costs and attorney fees in defense thereof, because of actions, claims or lawsuits for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons, and on account of damage to property, including loss of use thereof, asserted or arising or alleged to have arisen directly or indirectly out of or in consequence of Forks or its employees' performance of this Agreement or the negligence or willful acts of Forks or its employees.

8.B. Transit agrees to defend, indemnify and hold harmless Forks, its appointed and elected officers and employees, from and against any and all liability, loss, cost, damage, and expenses, including costs and attorney fees in defense thereof, because of actions, claims or lawsuits for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons, and on account of damage to property, including loss of use thereof, asserted or arising or alleged to have arisen directly or indirectly out of or in consequence of Transit or its employees' performance of this Agreement or the negligence or willful acts of Transit or its employees.

9. If either of the parties to this Agreement defaults in their performance pursuant to this Agreement, and such default continues for more than thirty (30) days after notice of such default has been given to the non-defaulting party, then, at the option of the non-defaulting party, this Agreement shall be terminated, thirty (30) days after delivery of a second notice so indicating. Upon such termination, the dissolution provisions of this Agreement shall become operative, with the non-defaulting assuming control of the facility. In the alternative, the non-defaulting party may seek either specific performance or damages from the defaulting party.

10.A. Transit may terminate this Agreement upon notice given at least one-hundred and eighty (180) days before the end of any calendar year. Upon the giving of such notice Forks shall have ninety (90) days within which to exercise an option to assume operation of the project. In the event that Forks exercises such option, Transit shall, effective the first of the year following the giving of these notices, transfer to Forks all of its right, title and interest in the project described in this Agreement, with the consideration for such transfer being the cancellation of this Agreement. In the event Forks exercises this option, Forks agrees to be bound by all of the terms and conditions of Exhibit B, and any terms and conditions associated with the financing of the project by Transit with federal funds. When Forks either decides to no longer operate the project, or the useful life of the project, as defined in Paragraph 10.D. is concluded, Forks shall so notify Transit and shall provide Transit ninety (90) days' notice of the cessation of the project. After expiration of the ninety (90) day period, Transit shall be free to either dispose of or otherwise deal with the real property upon which the property was located. Any such transfer to Forks shall be subject to the terms of any sublease affected pursuant to Paragraph 3.

10.B. In the event Forks determines not to exercise its option, then this Agreement shall terminate, and both parties shall be discharged from any responsibilities pursuant to the terms of this Agreement. In such event, Transit may, after termination, deal with the above-described property in any manner which is available to Transit, subject to the terms of any sublease affected pursuant to Paragraph 3.

10.C. Forks may, upon the giving of one hundred eighty (180) days notice before the end of any calendar year to Transit, terminate its obligations pursuant to the terms of

this Agreement. In the event of such termination, Forks shall assign to Transit any subleases in effect for any portion of the above-described property, and Transit shall be bound by the terms of those subleases. Upon the effective date of such termination, Transit may manage, dispose of and transfer the real property in any manner available to Transit. All of the revenues from any sublease shall be the property of Transit. Transit shall, as of the effective date of such termination, become responsible for operation and maintenance of the facility.

10.D. At the conclusion of the useful life of the project constructed on the real property described above, as mutually agreed by the parties to have occurred or, in the event they are unable to agree, as determined by either the Department of Transportation of the State of Washington or the Federal Transit Administration, the responsibilities of each party pursuant to this Agreement shall terminate. Upon such termination, Transit may dispose of, transfer or otherwise deal with the property as it sees fit, subject to any valid and outstanding sublease.

11. This Agreement shall be binding upon the parties and their successors in interest.

12. This Agreement may only be amended by a written agreement between the parties.

13. If either of the parties to this Agreement is obligated to commence litigation in order to enforce its terms, the prevailing party in any such litigation shall be entitled to an award of attorneys fees, expert witness fees and reasonable costs incurred in the litigation.

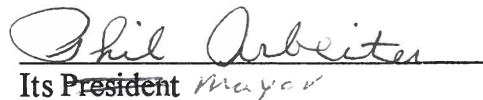
14. Each of the parties warrants that it has the authority to execute this Agreement. In the event such authority is not present, the party without authority shall be considered a defaulting party pursuant to the terms of Paragraph 9.

15. This Agreement may be executed in counterpart.

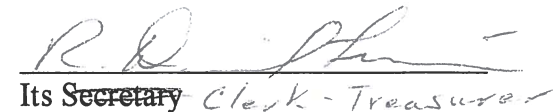
CLALLAM TRANSIT SYSTEM

CITY OF FORKS

By: 
Its ~~President~~ General Manager

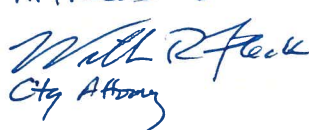
By: 
Its ~~President~~ Mayor

By: 
Its ~~Secretary~~ Clerk to the Board

By: 
Its ~~Secretary~~ Clerk - Treasurer

Approved as to form:


Craig Miller
Attorney to the Authority Board
(k)cforks.ila 6/19/96 - Page 4

APPROVED AS TO FORM

City Attorney

Resolution No. 29:96

A RESOLUTION of the Authority of the Clallam Transit System for the purpose of ratifying acceptance of an Interlocal Agreement with the City of Forks for the Forks Multi-use Transportation Center project signed by the CTS General Manager.

WHEREAS, the Authority of the Clallam Transit System ("AUTHORITY") has determined it to be desirable to enter into an Interlocal Agreement with the City of Forks for the Forks Multi-use Transportation Center project; and

WHEREAS, the City of Forks has indicated its willingness to enter into such an Interlocal Agreement; and

WHEREAS, the AUTHORITY has determined that this interlocal agreement is shown to be in the best interest and to the benefit of the people served within the Clallam County Public Transportation Benefit Area; now, therefore,

BE IT RESOLVED BY THE AUTHORITY THAT:

Section 1.

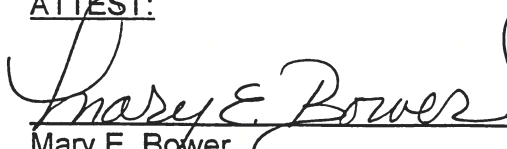
The AUTHORITY hereby accepts the terms and conditions of the Interlocal Agreement with the City of Forks for the Forks Multi-use Transportation Center project as set forth in "Exhibit A," which is attached to this resolution and made a part thereof by this reference.

Section 2.

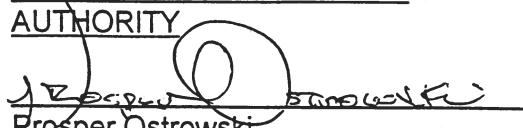
The AUTHORITY hereby ratifies the signature of the CTS General Manager on the Interlocal Agreement with the City of Forks for the Forks Multi-use Transportation Center project as referenced in Section 1 and hereby authorizes the General Manager to carry out and fulfill the conditions and provisions as contained therein to the best interest and benefit of the Clallam Transit System on behalf of the entire governing board.

PASSED AND ADOPTED BY THE AUTHORITY at a regular meeting thereof this 15th day of July 1996.

ATTEST:


Mary E. Bower
Clerk to the Authority

CLALLAM TRANSIT SYSTEM
AUTHORITY


Prosper Ostrowski
Chairman

APPROVED AS TO FORM:


Craig L. Miller
Attorney to the Authority

CLALLAM TRANSIT SYSTEM



2026-2031 TRANSIT DEVELOPMENT PLAN

Public Hearing: August 28, 2026
Date Approved: August 27, 2025
Approved by Resolution: R14:2025

830 West Lauridsen Boulevard
Port Angeles, Washington 98363

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SECTION 1: INTRODUCTION

Purpose

In accordance with RCW 35.58.2795, Clallam Transit System (CTS) has prepared this Transit Development Plan (TDP) for 2026 through 2031. This planning document provides the framework for guiding services to be provided in the current and next five years, as well as a review of the activities and accomplishments in 2025. This plan is a tool to communicate planning strategies to the public and is used within the agency to identify funding sources and procurement needs to create a viable financial plan. It is also used to update the Peninsula Regional Transportation Planning Organization (PRTPO) Plan and Washington State's Transportation Improvement Plan.

The TDP conforms to Washington State's Transportation Policy Goals (RCW 47.04.280) and supports local comprehensive planning and economic objectives within Clallam County, this agency, and the regional transportation goals established through the PRTPO.

Invitation to the Public

The public is encouraged to consider and provide feedback on this TDP. The public hearing to receive comments is scheduled during the regular meeting of the CTS Board on Wednesday, August 26, 2026, beginning at 12:00 p.m. The hybrid meeting will be held virtually and in person at the CTS Main Facility, 830 West Lauridsen Boulevard, Port Angeles, Washington 98363. For details on joining the meeting please visit our website at <https://www.clallamtransit.com/board>. General public comment is welcomed throughout the year at scheduled meetings or in writing. Reasonable accommodations will be provided in accordance with the Americans with Disabilities Act (ADA) and Chapter 49.60 RCW, Discrimination Human Rights Commission, upon request. Please contact CTS to make accommodation arrangements.

Adoption

The TDP is updated and presented to the CTS Board for consideration and approval prior to the filing deadline of August 31st annually. It may be amended, as necessary, to reflect funding revisions and service needs or objectives. Upon adoption by the board, the TDP will be available at <https://www.clallamtransit.com/> and will be submitted to the Washington State Department of Transportation (WSDOT).



New Interlink and Clallam Connect vehicles

SECTION 2: PLAN OVERVIEW

Service

This plan demonstrates expanding service levels while continuing to emphasize financial sustainability. The operating financial forecast assumes continued state and federal operating grant funding. The completion of the comprehensive operational analysis (COA) in 2021 produced service recommendations providing the groundwork for CTS service

improvements. The first layer of improvements identified in the COA, was the implementation of Interlink service in December 2022, in the cities of Forks and Sequim. This microtransit service has proven to be very successful with substantial ridership growth and high rider satisfaction. In March 2025, CTS implemented new scheduling software. The steady improvements in recruitment efforts and staffing consistency enabled implementation in accordance with the final COA recommendations in March 2026. The improvements consisted of route realignments and service efficiencies providing improved service frequencies, later service on key routes, and improved Jefferson Transit Authority (JTA) connections to both sides of the county.

Customers

Capital improvements offer a means of reducing operating costs, increasing service reliability, and improving customer experience. Customer enhancements include route and schedule evaluations and adjustments, amenity upgrades focusing on safety, expanding multi-modal connections, improved signage, and passenger waiting structure upgrades. With the launch of automatic vehicle location (AVL) data collection capabilities expanded allowing improved operational oversight and public communications. One key improvement for customers was implementation of a real-time bus application that enables customers to see the exact location of their bus, eliminating bus location uncertainty and decreasing bus stop wait times. The implementation of Interlink microtransit services in Forks and Sequim allows customers to schedule on-demand rides in designated service areas, providing curb to curb services to enhance customers transportation choices.

Recent improvements include implementation of an automated texting system that alerts customers to real-time route changes, detours, and delays. Customers can request rider alerts for the routes of their choice. CTS has begun the installation of automated stop announcements and driver safety barriers on all new vehicle orders and implementation on the current fleet.

CTS has made significant progress in replacing aging capital equipment including fixed-route, paratransit, and rideshare vehicles. As a result, the CTS fleet is in good condition, providing customers with more comfortable and reliable vehicles. In 2025 orders were placed for five new fixed route buses and 12 new paratransit vans. New, larger Interlink vans were placed in service in early 2025, improving microtransit service. Additionally, 13 new rideshare van orders were placed in 2025.

The CTS Board adopted a zero-fare policy for its services effective January 1, 2025, excluding the Strait Shot, Hurricane Ridge, services, and Clallam Connect services outside of the $\frac{3}{4}$ of fixed-route service area. The elimination of fares has been instrumental in removing a major Clallam County transportation barrier, especially for individuals with limited financial resources, resulting in a ridership surge of 29.8% in the zero-fare pilot year of 2024.



Asset Management

CTS proactively maintains all assets to the highest standards to achieve the most useful life possible and continues to adhere to the vehicle replacement schedule based on CTS's established benchmarks. Public transit provides opportunity for the public to reduce greenhouse gases by choosing transit over the use of personal vehicles. While public transit does lower emissions by reducing single occupant vehicle trips, CTS will make efforts to further reduce greenhouse gas emissions by evolving to zero-emission vehicles when available and financially feasible. The plan also reflects the implementation and procurement of infrastructure to support zero-emission fleet vehicles.

SECTION 3: GOALS AND VALUE STATEMENTS

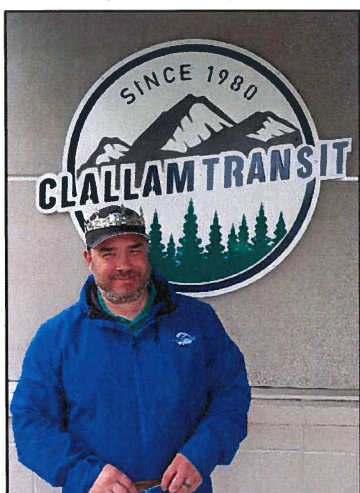
Washington State Transportation Policy Goals

The basis for the TDP derives from several founding resources, beginning with Washington State Transportation Policy Goals, RCW 47.04.280, which are as follows:

- 1) **Economic Vitality:** To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
- 2) **Preservation:** To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
- 3) **Safety:** To continuously improve the safety and security of our customers and the entire system.
- 4) **Mobility:** To improve upon and/or expand local and regional transportation choices to include the efforts and planning of multiple partners.
- 5) **Environment:** To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
- 6) **Stewardship:** To continuously improve the quality, effectiveness, and efficiency of the transportation system.

CTS Values Statements

From these goals, CTS has developed values statements that serve as the guiding principles of how we do business. As an organization and as individual employees, we care about the quality of life in our region, which we promote and enhance by respecting:



Dante Ruiz, Fixed route Operator
2025 Employee of the Year

- **Customers** – Provide a high level of courtesy and professionalism to the customer through clean, safe, accessible, reliable, and interconnected countywide public transportation services.
- **Employees** – Value our employees and work culture through fair hiring and treatment, well-supported benefits, and ongoing training.
- **Public Trust** – Ensure an efficient and effective delivery of services through a conservative approach to managing our resources and budgeting for the future.
- **Future Generations** – Seek and educate future customers about our services and adapting to the latest forms of communication and technology.
- **Environment** – Explore and implement sustainable alternative fuel sources and energy conservation opportunities.

CTS Comprehensive Plan

In 2019, CTS adopted a long-term comprehensive transit plan, **Connecting Clallam**, which provides guidance in decisions that shape the future of public transportation in our region. This plan aligns with our state's transportation policy goals and our own value statements serving as a key resource for the development of this planning document.

SECTION 4: ORGANIZATIONAL HISTORY AND STRUCTURE

Origin

The Clallam County Public Transportation Benefit Area (PTBA) was formed on July 24, 1979, with the trade name of CTS. Following the formation of the PTBA, the voters of Clallam County subsequently approved sales tax collection not to exceed 0.3% of one cent to fund public transportation services provided by CTS.

On October 13, 1980, CTS began its operations with a fleet of twelve, 22-passenger vehicles serving 10 routes. In 1981, paratransit operations began through contracted services to meet the needs of Clallam County's disabled and elderly populations. In 1984, the west end of the county, Forks, La Push, Clallam Bay, Sekiu, and Neah Bay, were annexed into the PTBA.

In 2000, after the elimination of the state motor vehicle excise tax (MVET), voters approved an additional 0.3% of one cent to replace the lost revenue from the MVET and establish necessary revenue to continue the provision of critical public transportation services provided by CTS. In 2011, CTS assumed operations of paratransit services. On October 13, 2025, CTS celebrated 45 years of service.

Today

CTS provides service with 14 fixed routes, one seasonal route, two microtransit routes, and paratransit services, with a fleet of approximately 100 vehicles and 115 employees. CTS serving over 77,000 county residents throughout the 1,738 square miles of Clallam County. CTS maintains over 61 bus shelters, five park-and-ride lots, and three transfer centers. In 2017, CTS expanded with a regional service to the Bainbridge Island Ferry Terminal and in 2021 added an additional trip each day to this successful Strait Shot Route 123. CTS also established seasonal fixed-route service to Hurricane Ridge National Park in 2022. CTS enhanced the prior year's transit service to the park for the 2023 season, allowing more visitors access to this popular destination. This service transported 7,918 customers in 2025 and it has been extraordinarily popular.



Strait Shot Route 123 bus

Composition

CTS is organized into four departmental areas: operations, maintenance, finance, and administrative services with the CTS general manager serving as the chief executive officer. CTS is governed by a board of eight elected officials and one non-voting labor representative. CTS retains legal counsel that is responsive to the CTS general manager and the CTS board. The membership of the board is as follows:

Two Clallam County Commissioners

Two City of Port Angeles officials

One union representative (non-voting board member)

Two City of Forks officials

Two City of Sequim officials

As required by statute, representatives from each jurisdiction completed the CTS board composition conference on May 15, 2024. No changes were made to the existing board composition.

Meetings

CTS conducts open public board meetings at CTS' main facility in accordance with the annually adopted regular board meeting schedule. Additional meetings may be scheduled, as necessary. The meeting schedule can be located on the CTS website and employees, and the public are encouraged to attend. Hybrid meetings continue to be offered for participation convenience.



New wrapped bus featuring Olympic Peninsula mountain range.

2026 BOARD MEMBERS

Amy Miller Councilmember City of Port Angeles

Navarra Carr, Councilmember City of Port Angeles

Mike French, Commissioner Clallam County

Jeff Gingell, Councilmember City of Forks

Kaylan Kimball, Councilmember City of Forks

Mark Ozias, Commissioner Clallam County

Kelly Burger, Councilmember City of Sequim

Rachel Anderson, Mayor City of Sequim

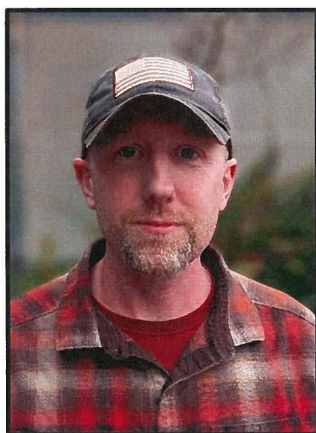
Rick Burton, Representative (non-voting), Amalgamated Transit Union Local 587

LEADERSHIP TEAM

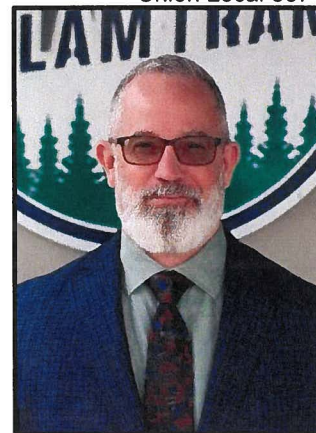
Jason McNickle
General Manager

Taron Lee	Gary Abrams
Operations	Maintenance
Manager	Manager

Cherie Huxtable	Barb Cox
Finance	Human Resources
Manager	Manager

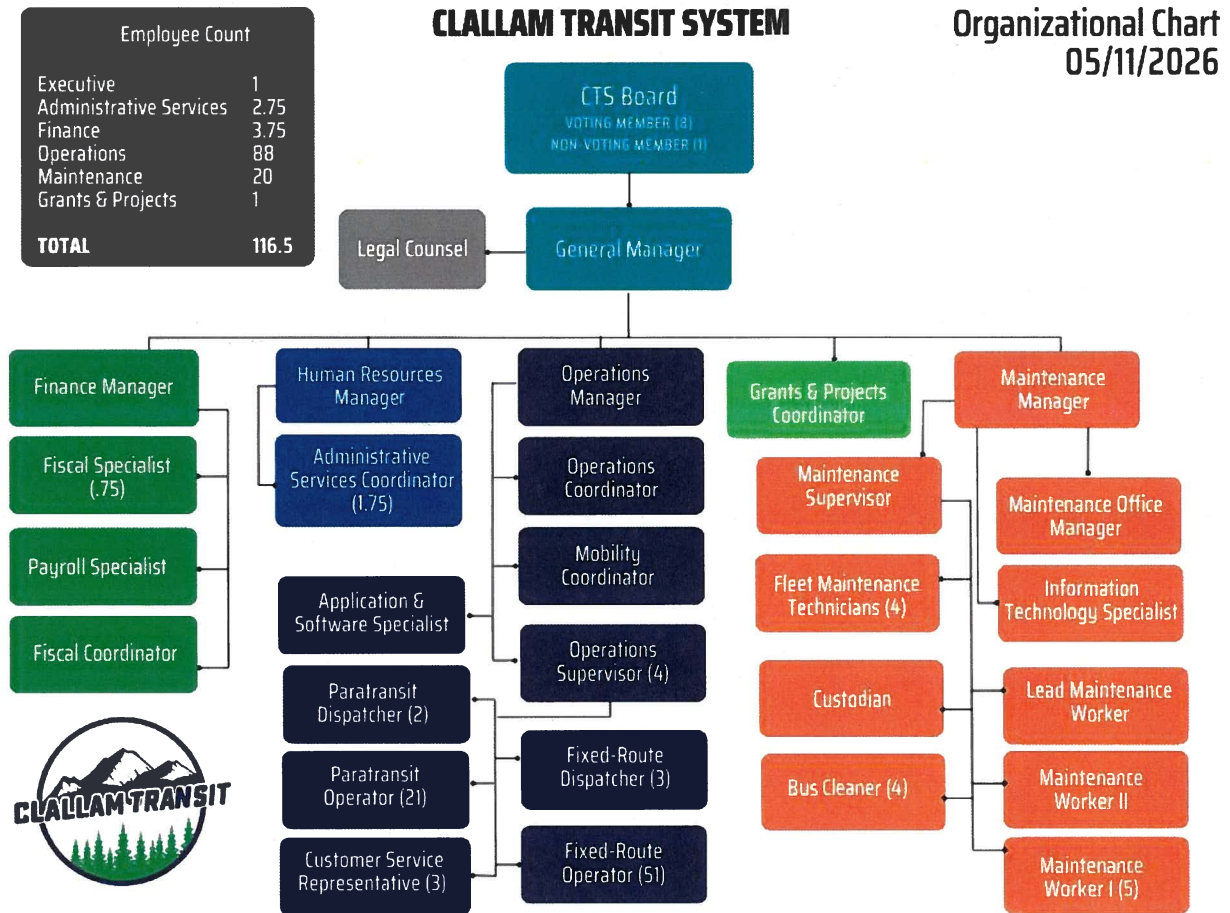


*Jeff Gingell
2026 CTS Board Chairperson*



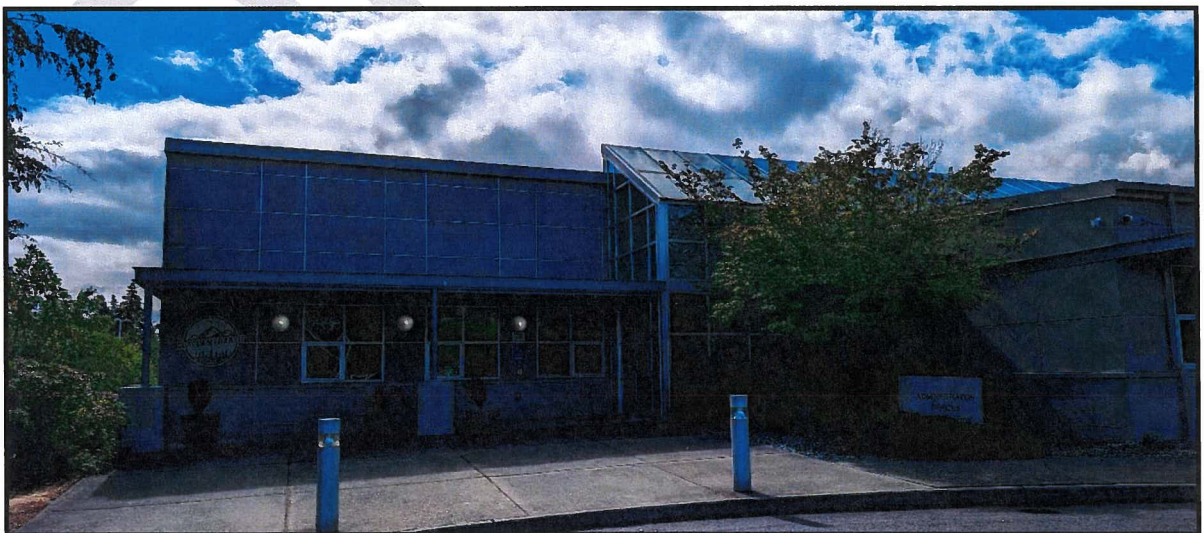
*Jason McNickle
CTS General Manager*

SECTION 5: ORGANIZATIONAL CHART



SECTION 6: PHYSICAL PLANT

CTS has administrative and operations offices at 830 West Lauridsen Boulevard, Port Angeles, Washington.



CTS Main Facility – Operations and Administrative Offices

The maintenance facility is located on the property at 4100 South Tumwater Truck Route, Port Angeles, Washington.



CTS Bus Yard

CTS has a multi-use transportation facility in Sequim used by CTS, JTA, and the City of Sequim, as well as the Gateway Transit Center in Port Angeles, served by local and regional services provided by CTS and the Dungeness Line operated by MTRWestern. CTS also has a multi-use transportation center and light maintenance facility, leased from the Quillayute Valley School District, in Forks. CTS maintains over 160 bus stops, including 61 stops with passenger waiting shelters (Appendix A).

SECTION 7: SERVICE CHARACTERISTICS

CTS provides fixed-route, microtransit, paratransit, dial-a-ride, and rideshare services throughout Clallam County.

Fixed-route Service

Fixed route service includes 14 weekday routes operating between 5:17 a.m. and 10:20 p.m., 12 Saturday routes operating between 6:30 a.m. and 8:59 p.m., and two Sunday routes operating between 8:05 a.m. and 8:10 p.m. Additionally, one seasonal fixed-route service is provided to Hurricane Ridge. These routes link cities, unincorporated areas, and tribal communities in Clallam County. The Strait Shot Route 123 service connects Port Angeles, Sequim, Poulsbo, and the Bainbridge Island Ferry Terminal in Kitsap County. The map in Appendix B shows the extent of the service area. In the summer of 2022, a service expansion was implemented that included the addition of the seasonal Hurricane Ridge service to the Olympic National Park providing nine daily trips. The most recent service expansion was the implementation of the COA recommendations. This included route realignments, service efficiencies and frequency, extended service hours on key routes, and enhanced interagency connectivity with JTA.



Guide dog training boarding Clallam Connect bus

Microtransit Service – Interlink

CTS implemented a microtransit service known as Interlink within the cities of Forks and Sequim. This on-demand service provides shared curb-to-curb transportation within the designated service areas. The Forks service operates weekdays from 5:30 a.m. to 5:15 p.m. and Saturdays from 7:45 a.m. to 4:45 p.m. The Sequim service operates weekdays and Saturdays from 8:30 a.m. to 4:40 p.m.

Paratransit Service – Clallam Connect

CTS provides wheelchair accessible, origin-to-destination paratransit service, with assistance for elderly and disabled persons who are unable to use fixed-route service. Zero fare service is provided within ¾-mile of fixed routes to registered customers. In other areas of Clallam County, Paratransit service can be pre-scheduled for a fee for each mile traveled beyond the ¾-mile ADA paratransit boundary.

Dial-a-Ride Service

Dial-a-ride service is provided to the public in the Dungeness Valley area, north of Highway 101, east of the junction with Old Olympic Highway, and west of Blake Avenue in Sequim.

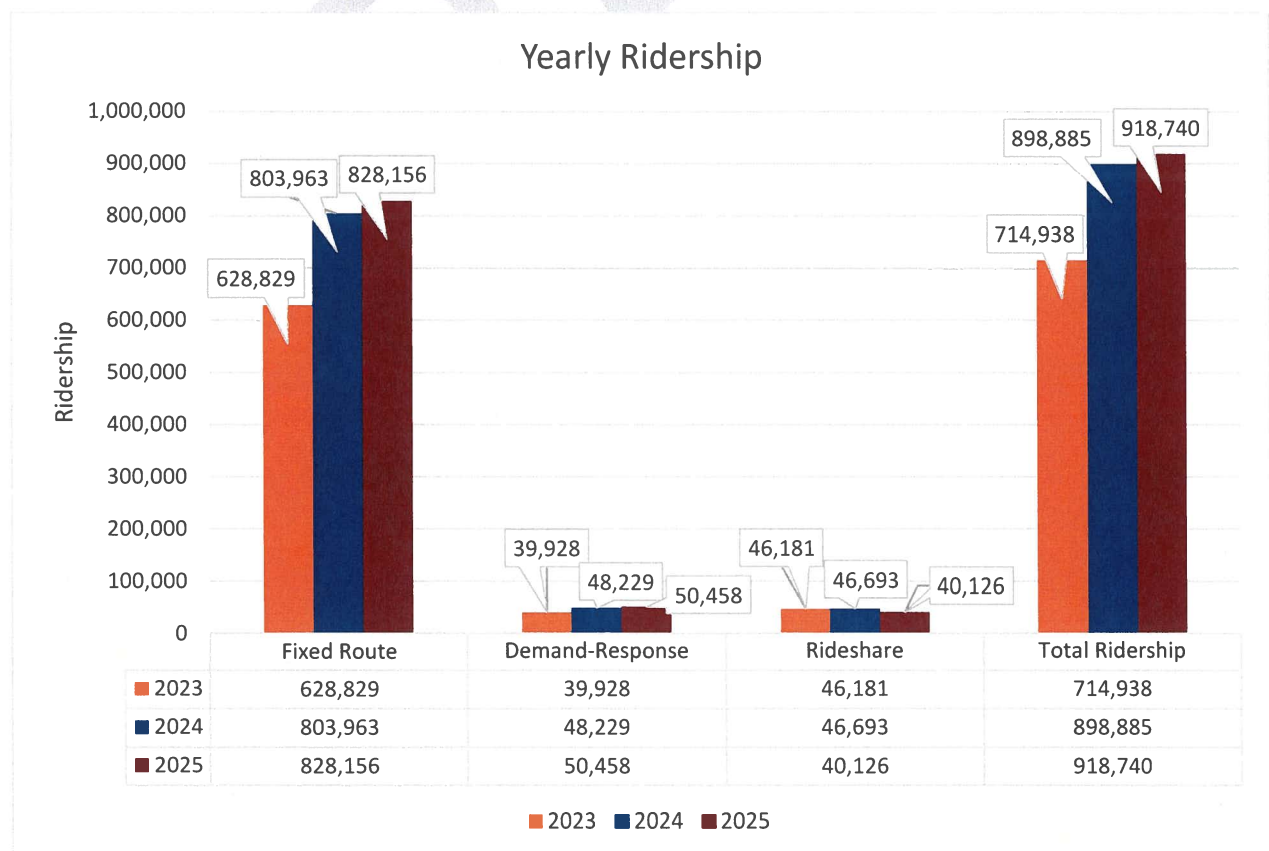
Rideshare

CTS rideshare groups operate seven days a week departing from Port Angeles and Forks to the Clallam Bay and Olympic Corrections Centers, La Push and Neah Bay Coast Guard stations, and to various employers in Clallam and Jefferson Counties. Each rideshare group sets its own schedule and pays a monthly fee to contribute toward the cost of operating and maintaining the vehicle. Rideshare drivers complete CTS provided safety training. At the time of this document update, there are a total of 19 established rideshare groups, with a waiting list for additional groups.

SECTION 8: RIDERSHIP

Ridership

Annual unlinked passenger trips for the 12 months ending in December are as follows:



SECTION 9: FARE STRUCTURE

On January 1, 2025, CTS implemented zero-fare on most routes, excluding Strait Shot Route 123, Hurricane Ridge, and paratransit rides that are more than ¾ mile from fixed routes. Zero-fare has increased transit ridership, become a more viable and affordable travel option, and provided transportation alternatives during high-traffic times on the Olympic Peninsula.

HURRICANE RIDGE SHUTTLE

Base Adult	\$1.00
Base Reduced (Regional Reduced Fare Permit (RRFP) required)	\$0.50
Youth (0-18 years)	\$0
Veterans (CTS Veterans Pass required)	\$0

STRAIT SHOT Route No. 123

Adult	\$10.00
RRFP	\$5.00
Youth (0-18 years)	\$0
Veterans	\$0

PARATRANSIT SERVICE

Base Paratransit (within ¾-mile of fixed routes)	\$0
Premium Paratransit (each additional mile or fraction thereof) for each mile outside of ¾-mile corridor	\$3.75
Dial-a-ride Adult	\$0
Dial-a-ride RRFP	\$0
Veterans	\$0
Youth (0-18 years)	\$0

PENINSULA COLLEGE

Peninsula College (PC) students actively enrolled in PC classes ride fare free by presenting a current student identification.

SECTION 10: SERVICE CONNECTIONS

CTS connects with JTA at the Sequim Transit Center for service to eastern Jefferson County and at the Forks Transit Center for service to western Jefferson County. CTS contributes annually to JTA's Olympic Loop Connection service between Forks and Amanda Park in Gray's Harbor County. CTS also connects



with JTA's paratransit trips when they can be integrated into CTS's fixed-route system. Beginning June 17, 2017, CTS implemented service from Port Angeles and Sequim to Bainbridge Island in Kitsap County. Additional service on this regional connection was added on August 15, 2021. This regional Strait Shot 123 express service makes this connection three times daily, Monday through Saturday, and twice on Sunday. This route provides an important connection from Port Angeles and Sequim to the Bainbridge Island Ferry terminal, allowing for enhanced access to and from the Seattle area. Connections with other transit agencies may be made at Discovery Bay (JTA), North Viking Transit Center (JTA and Kitsap Transit [KT]), SR 305 and Suquamish Way (KT), and Bainbridge Island Ferry Terminal (KT and Washington State Ferries). CTS is working with JTA to develop a park and ride at the Olympic Peninsula Visitors Center located at Highway 104 and Beaver Valley Road in Port Ludlow. This will allow for a connection between the CTS Strait Shot, and JTA's Kingston Express that provides service between Port Townsend and the Kingston Ferry

Terminal. This connection will allow access to both the Kingston and Bainbridge Ferry terminals for patrons of JTA and CTS.

CTS coordinates service with area tribal communities' transportation planners to establish connections with Makah Transit in Neah Bay, Quileute Community Shuttle, Forks and La Push, Lower Elwha Transit in Port Angeles, and with Jamestown S'Klallam for contracted service to Blyn and the Jamestown Campus.

Service is provided to the major employment centers and public schools in the CTS service area, as well as to the Peninsula College campus and satellite facilities in Port Angeles, Sequim, and Forks.

CTS provides service to seven park-and-ride lots: US101 at Deer Park Rest Stop, US112 at Peters Road, US101 at Laird's Corner, US101 at Sappho, Sequim Transit Center, Gateway Transit Center, and Forks Transit Center.

SECTION 11: ACTION STRATEGIES

Along with goals and values listed in Section 3, the following action strategies provide a framework for long-term planning as well as a measurement tool for our actions and accomplishments.

Service

- Ongoing evaluation of the CTS service structure to meet current and future ridership needs given financial opportunities and constraints.
- Consider expansion of microtransit service in urban areas.
- Consider late evening and Sunday service in urban areas with a combination of fixed route and microtransit services.
- Consider enhanced Strait Shot service with the opening of the park and ride at US104 and Beaver Valley Road. This park and ride will provide regional connections with Kitsap and Jefferson Transit agencies to the Bainbridge and Kingston ferry terminals.
- Restructure paratransit trips scheduling procedures by incorporating technology to maximize efficiency.
- Collaborate with groups, businesses, and other agencies to evaluate and improve multi-modal transportation, assist with transportation gaps, and support transportation initiatives.
- Promote ridership increases through continued customer experience improvements.
- Promote ridership increases through marketing.
- Implement technological improvements to enhance transit service for customers and service delivery.
- Continue to refine a mobility management program to train and promote CTS services.
- Monitor the revised rideshare program and consider alternative style vehicles to promote user increases.
- Procure and implement alternatively fueled/zero emission vehicles as practical.
- Consider and implement technologies that attract ridership and increase passenger convenience.
- Evaluate opportunities to serve high demand destinations to mitigate automobile traffic and allow more visitors to popular destinations that include La Push beaches, Rialto Beach, and the Hoh Rain Forest.

Asset Management

- Maximize grants as funding sources allow for asset additions and replacements. All purchases will be fully funded, and debt will not be used as a funding source.
- Seek grant opportunities for replacement of revenue vehicles that have met their useful life.
- Utilize an asset replacement schedule and capital reserve to accumulate funds for future asset purchases.
- Prioritize the capital reserve to ensure adequate annual funding contributions to sustain CTS reserves.
- Pursue new practicable technologies, alternative fuels, and zero-emission vehicles contingent upon financial opportunities.
- Investigate and integrate new technologies into the CTS fleet.
- Consider and implement cost-effective energy conservation projects intended to reduce operating and maintenance costs.

- Participate in partnerships with WSDOT, Clallam County, the cities of Port Angeles, Sequim, Forks, Olympic National Park/Western Federal Lands, and other groups to plan and implement public works projects and transit friendly development.

Employees

- Conduct ongoing staffing analyses on operational needs to identify appropriate staffing levels.
- Ensure employee training is timely, meaningful, and appropriate. Emphasize employee development and succession planning.
- Promote safe work practices and employee personal responsibility for safe working conditions.
- Conduct ongoing staff position description reviews to ensure position duties are effectively and accurately reflected.
- Promote positive morale and collaborative working relationships within CTS and with external stakeholders.
- Provide competitive compensation and benefit levels.

Administration

- Improve efficiency and maximize use of limited revenues.
- Review, update, and implement policies to reflect current laws, regulations, and organizational direction.
- Maintain financial flexibility by maximizing grants to acquire capital assets and not incur debt.
- Collaborate with groups, businesses, and other agencies for emergency preparedness.
- Plan and adopt budgets which reflect long-term forecasting and financial sustainability.

SECTION 12: 2025 ACTIONS AND ACCOMPLISHMENTS

Actions and accomplishments completed in 2025 are as follows:

Service

- Provided seasonal service to Hurricane Ridge.
- Provided financial support for a downtown resource officer located at the Gateway Transit Center.
- Contracted security services at the Gateway Transit Center.
- Improved fixed-route trip scheduling through enhanced route planning software.
- Installed a new high-definition security camera system at all transit centers and at the CTS main facility.
- Rebranded the paratransit and microtransit fleet with updated exterior graphics.

Asset Management

- Performed a surplus auction and sale of several vehicles retired from service. All vehicle sales were conducted through Public Surplus Auction services.
- Continued aggressive grant application process for replacement of 5 fixed-route vehicles and 5 paratransit vehicles through the State Bus and Bus Facilities grant program.
- Procurement of 13 new rideshare vans.
- Procurement of 7 paratransit vans.
- Replaced bus yard entrance gates.
- Repaired and sealed admin facility lot.
- Repainted exterior at Forks and Sequim Transit Centers.
- Repainted exteriors of CTS administration and maintenance buildings.
- Replaced 6 bus shelters.
- Replaced a dump truck.
- Replaced a snowplow.
- Installed 2 electric vehicle charger stations at the Forks Transit Center for CTS use.

Employees

- Successful recruitment and appointment of the new general manager in December of 2025, due to retirement.
- Awarded employee of the quarter and employee of the year selections and recognitions.
- 19 new employees were hired, of which 4 were paratransit operators, 1 was a bus cleaner, 2 were customer service representatives, 1 was a fleet technician, and 11 were fixed-route transit operators.
- Recognized the retirement of 10 employees.
- Monitored and maintained adequate staffing levels.
- Implemented the recruitment and staffing plan for the phased increase of transit operators and paratransit operators and for the major service expansion implementation planned in early 2026.
- Revised the employee recognition policy to increase recognition efforts to enhance employee morale and retention.

Administration

- Successful completion of Washington State Auditor's Office federal single financial statement, and accountability audits.
- Successfully completion of the DOT drug and alcohol audit for 2024 and 2025.
- Completed policy revisions and memorandums of understanding with the union to meet statutory requirements.
- Updated employee policies to provide clarity and to enhance employee recognition to increase retention.
- Received regional mobility funding to support the operation of the Strait Shot and Neah Bay services for four years.

SECTION 13: SUMMARY OF PLANNED ACTIONS 2026-2030

2026	Preservation	Improvement
Service	Procurement of new Paratransit dispatching software.	Implementation of COA recommendations with two new pilot routes and in-town service changes to increase route frequency on major corridors, extend service hours, and create linear routes for increased efficiency.
Vehicles	Take delivery of 12 paratransit buses. Procure 13 Rideshare vans. Take delivery of 1 support service/service vehicles.	Installation of 2 electric charging stations in Forks. New fixed route buses will have driver safety barriers, automatic announcements. Fixed route and paratransit vehicles to be fitted with upgraded camera systems.
Facilities & Equipment	Replace bus stop signs and bus decals with the updated logo. Replace 4 bus shelters. Update HVAC system main and maintenance buildings. Replaced fuel pumps in Maintenance	Remodel main facility to provide new offices in operations, improve employee fitness room, and add a drivers' break area. Remodel operations department to provide 3 additional office spaces to accommodate growth. Remodel administrative offices to provide 2 additional spaces.
Admin & Employees	Assess and maintain staffing levels based on services and demand. Continue to assess and implement effective succession planning. Continue to promote employee training for professional growth opportunities to promote longevity. Review and update the comprehensive plan as required.	Provide support for the implementation of a community advisory committee on a trial basis. Increase of operator and maintenance staffing levels to meet service expansion demands, increasing the headcount from 104.5 to 116.5. Continue to assess departmental needs associated with growth.

	Promote the rider alert notification program through increased marketing.	Implement identified strategies to meet the WCAG 2.1 ADA accessibility criteria for the CTS website prior to 2028 deadline. Reimplemented the maintenance supervisor position to achieve effective departmental oversight and succession planning. Develop and implement procurement, grants, and project coordinator position to meet growing demands.
2027	Preservation	Improvement
Service	Sustain service levels.	Implementation of new Paratransit software.
Vehicles	Replace 1 support/service vehicles. Take delivery of 13 Rideshare vehicles Take delivery of 5 BRT Gillig buses. Vehicle camera conversion	Place in service 5 fixed-route buses and 10 paratransit vehicles
Facilities & Equipment	Conduct a feasibility Study Replace bus wash and reclaim system. Replace 2 bus shelters. Replace vehicle exhaust fans. Replace carpet in administrative areas.	Consider adding public charging stations at STC and FTC Consider replacing underground fuel tanks via feasibility study. Consider ADA improvements for CTS bus stops and prioritize need and usage.
Admin & Employees	Evaluate and maintain adequate staffing levels. Monitor and update agency policies as applicable. Provide employee training opportunities to promote growth and increase retention.	Consider a compensation analysis for non-represented employee salaries and implementation in 2027 as applicable.
2028	Preservation	Improvement
Service	Sustain service levels.	Evaluate/consider expanded service options including later evening and or limited evening service.
Vehicles	Replace 5 PT replacement buses. Replace 1 Rideshare vehicle.	
Facilities & Equipment	Update the agency snow plan and emergency management response plan. Replace 2 bus shelters. Seal and stripe asphalt Admin	Implement an enterprise-wide software system conducive to maintenance, human resources, finance, operations, and payroll needs.
Admin & Employees	Evaluate and maintain adequate staffing levels. Provide employee training opportunities to promote growth and increase retention.	Meet the WCAG 2.1 (ADA) website requirements prior to the April 2028, deadline.
2029	Preservation	Improvement
Service	Sustain service levels.	Evaluate public transit operations
Vehicles	Replace 5 microtransit fleet vans	
Facilities & Equipment	Replace underground fuel storage tanks. Replace 2 bus shelters.	Secure parking at Forks Transit Center for CTS and JTA vehicles
Admin & Employees	Evaluate and maintain adequate staffing levels. Develop and provide employee training opportunities.	

2030	Preservation	Improvement
Service	Sustain Service levels	
Vehicles	Apply for 10 PT replacement buses. Replace 2 support/service vehicles. Replace 12 Rideshare vehicles	
Facilities & Equipment	Replace 2 bus shelters.	
Admin & Employees	Evaluate and maintain adequate staffing levels. Develop and provide employee training opportunities.	
2031	Preservation	Improvement
Service	Sustain Service levels.	
Vehicles	Replace 10 PT replacement buses. Replace 12 Rideshare vehicles. Replace 2 support/service vehicles.	
Facilities & Equipment	Replace 2 bus shelters. Replace lift bay 2	Add 4 new bus shelters.
Admin & Employees	Evaluate and maintain adequate staffing levels. Develop and provide employee training opportunities.	

SECTION 14: CAPITAL MANAGEMENT PLAN AND CAPITAL RESERVES

Reflects only the assets to be replaced in the planning horizon, not all assets.

Fixed-route Vehicles

Date into Service	Year	Make	Fuel Type	Recom. ULB	CTS Match %	Purch / Into Service 2026	Purch / Into Service 2027	Purch / Into Service 2028	Purch / Into Service 2029	Purch / Into Service 2030	Purch / Into Service 2031
5/26/11	2011	Gillig/35' L	diesel	500K/12yr	20%	750,000	-	-	-	-	-
5/26/11	2011	Gillig/35' L	diesel	500K/12yr	20%	750,000	-	-	-	-	-
5/31/11	2011	Gillig/35' L	diesel	500K/12yr	20%	750,000	-	-	-	-	-
4/16/13	2013	Gillig/40' L	diesel	500K/12yr	20%	750,000	-	-	-	-	-
4/16/13	2013	Gillig/40' L	diesel	500K/12yr	20%	750,000	-	-	-	-	-
9/15/22	2021	ADA Miniv	Unleaded	100K/4yr	20%	-	-	62,500	-	-	-
9/15/22	2021	ADA Miniv	Unleaded	100K/4yr	20%	-	-	62,500	-	-	-
9/15/22	2021	ADA Miniv	Unleaded	100K/4yr	20%	-	-	62,500	-	-	-
2/3/25	2024	Ford Trans	Unleaded	100K/4yr	20%	-	-	175,000	-	-	-
2/3/25	2024	Ford Trans	Unleaded	100K/4yr	20%	-	-	175,000	-	-	-
2/3/25	2024	Ford Trans	Unleaded	100K/4yr	20%	-	-	175,000	-	-	-
2/3/25	2024	Ford Trans	Unleaded	100K/4yr	20%	-	-	175,000	-	-	-
2/3/25	2024	Ford Trans	Unleaded	100K/4yr	20%	-	-	175,000	-	-	-
Total Purchase Cost						3,750,000	-	1,062,500	-	-	-
Est Grant						(3,000,000)	-	(850,000)	-	-	-
Est CTS Cost						750,000	-	212,500	-	-	-
Beginning Reserves						2,484,286	2,908,393	3,362,500	3,604,107	4,058,214	4,512,321
Add to Reserves						1,174,107	454,107	454,107	454,107	454,107	454,107
Less CTS Match						(750,000)	-	(212,500)	-	-	-
Ending Reserves						2,908,393	3,362,500	3,604,107	4,058,214	4,512,321	4,966,429

Paratransit Vehicles

Date into Service	Year	Make	Fuel Type	Recom. ULB	CTS Match %	Purch / Into Service 2026	Purch / Into Service 2027	Purch / Into Service 2028	Purch / Into Service 2029	Purch / Into Service 2030	Purch / Into Service 2031
5/19/2017	2017	Star Trans E-450	Propane	225K/8yr	0%	165,000	-	-	-	-	-
5/17/2017	2017	Star Trans E-450	Propane	225K/8yr	0%	165,000	-	-	-	-	-
5/19/2017	2017	Star Trans E-450	Propane	225K/8yr	0%	165,000	-	-	-	-	-
10/1/2018	2018	Star Trans E-450	Propane	225K/8yr	20%	165,000	-	-	-	-	-
10/1/2018	2018	Star Trans E-450	Propane	225K/8yr	20%	165,000	-	-	-	-	-
10/1/2018	2018	Star Trans E-450	Propane	225K/8yr	20%	165,000	-	-	-	-	-
10/1/2018	2018	Star Trans E-450	Propane	225K/8yr	20%	165,000	-	-	-	-	-
11/10/2020	2020	Star Trans E-450	Propane	225K/8yr	20%	165,000	-	-	-	-	-
11/10/2020	2020	Star Trans E-450	Propane	225K/8yr	20%	165,000	-	-	-	-	-
11/10/2020	2020	Star Trans E-450	Propane	225K/8yr	20%	165,000	-	-	-	-	-
11/10/2020	2020	Star Trans E-450	Propane	225K/8yr	20%	165,000	-	-	-	-	-
11/10/2020	2020	Star Trans E-450	Propane	225K/8yr	20%	165,000	-	-	-	-	-
2/4/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	175,000	-
2/4/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	175,000	-
2/4/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	175,000	-
2/4/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	175,000	-
2/4/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	175,000	-
2/4/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	175,000	-
2/4/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	175,000	-
2/26/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	175,000	-
2/26/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	175,000	-
5/19/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	175,000	-

Total Purchase Cost	1,980,000	-	-	-	1,750,000	-
Est Grant	(1,584,000)	-	-	-	(1,400,000)	-
Est CTS Cost	396,000	-	-	-	350,000	-
Beginning Reserve	413,810	76,000	134,333	192,667	251,000	(40,667)
Add to Reserves	58,190	58,333	58,333	58,333	58,333	58,333
Less CTS Match	(396,000)	-	-	-	(350,000)	-
Ending Reserves	76,000	134,333	192,667	251,000	(40,667)	17,667

Support Vehicles

Date into Service	Year	Make	Fuel Type	Recom. ULB	CTS Match %	Purch / Into Service 2026	Purch / Into Service 2027	Purch / Into Service 2028	Purch / Into Service 2029	Purch / Into Service 2030	Purch / Into Service 2031
12/27/17	2018	Chevy Equinox	unleaded	150K/8yr	100%	55,000	-	-	-	-	-
02/13/18	2018	Ford Fusion	unl/hyb	150K/8yr	100%	55,000	-	-	-	-	-
06/30/18	2019	Toyota Prius Prime	unleaded	150K/8yr	100%	-	45,000	-	-	-	-
10/01/22	2022	Tesla	Electric	200K/8yr	100%	-	-	-	-	85,000	-
10/01/22	2022	Tesla	Electric	200K/8yr	100%	-	-	-	-	85,000	-

Total Purchase Cost	110,000	45,000	-	-	170,000	-
Est Request	-	-	-	-	(170,000)	-
Est CTS Cost	110,000	45,000	-	-	-	-
Beginning Reserve	416,807	436,681	483,697	575,714	667,731	759,748
Add to Reserves	129,874	92,017	92,017	92,017	92,017	92,017
Add Sales Proceeds	-	-	-	-	-	-
Less CTS Match	(110,000)	(45,000)	-	-	-	-
Ending Reserves	436,681	483,697	575,714	667,731	759,748	851,765

Rideshare Vehicles

Date into Service	Year	Make	Fuel Type	Recom. ULB	CTS Match	Purch / Into Service 2026	Purch / Into Service 2027	Purch / Into Service 2028	Purch / Into Service 2029	Purch / Into Service 2030	Purch / Into Service 2031
10/9/2017	2017	Chevy	Propane	150K/6yr	100%	58,000	-	-	-	-	-
10/1/2018	2018	Chevy Exp 3500	unleaded	150K/6yr	100%	58,000	-	-	-	-	-
10/1/2018	2018	Chevy Exp 3500	unleaded	150K/6yr	100%	58,000	-	-	-	-	-
10/1/2018	2018	Chevy Exp 3500	unleaded	150K/6yr	100%	58,000	-	-	-	-	-
10/1/2018	2018	Chevy Exp 3500	unleaded	150K/6yr	100%	58,000	-	-	-	-	-
12/5/2022	2013	Dodge Caravan	unleaded	150K/6yr	100%	58,000	-	-	-	-	-
2/14/2023	2014	Dodge Caravan	unleaded	150K/6yr	100%	58,000	-	-	-	-	-
2/14/2023	2014	Dodge Caravan	unleaded	150K/6yr	100%	58,000	-	-	-	-	-
2/14/2023	2014	Dodge Caravan	unleaded	150K/6yr	100%	58,000	-	-	-	-	-
2/14/2023	2014	Dodge Caravan	unleaded	150K/6yr	100%	58,000	-	-	-	-	-
2/14/2023	2014	Dodge Caravan	unleaded	150K/6yr	100%	58,000	-	-	-	-	-
2/14/2023	2014	Dodge Caravan	unleaded	150K/6yr	100%	58,000	-	-	-	-	-
2/14/2023	2014	Dodge Caravan	unleaded	150K/6yr	100%	58,000	-	-	-	-	-
8/20/2024	2024	Chevy Express 3500	unleaded	150K/6yr	20%	-	-	-	-	70,000	-
8/20/2024	2024	Chevy Express 3500	unleaded	150K/6yr	20%	-	-	-	-	70,000	-
8/20/2024	2024	Chevy Express 3500	unleaded	150K/6yr	20%	-	-	-	-	70,000	-
7/25/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	70,000	-
8/20/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	70,000	-
8/20/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	70,000	-
8/20/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	70,000	-
8/20/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	70,000	-
8/20/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	70,000	-
8/20/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	70,000	-
10/24/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	70,000	-
10/24/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	70,000	-

Total Purchase Cost	754,000	-	-	-	840,000	-
Est Grant	-	-	-	-	(672,000)	-
Est CTS Cost	754,000	-	-	-	168,000	-
Beginning Reserve	802,000	84,000	112,000	112,000	140,000	140,000
Add to Reserves	36,000	28,000	28,000	28,000	28,000	28,000
Less CTS Match	(754,000)	-	-	-	(168,000)	-
Ending Reserves	84,000	112,000	140,000	140,000	-	168,000

Facilities and Technologies

Acq Year	Facility	Reserved Capital (>\$20K)	Est Life	Replace Year	Cost	Match %	2026	2027	2028	2029	2030	2031
Various	Various	Various Individual Less than \$20,000	Various			0%	25,000	25,000	25,000	25,000	25,000	25,000
Various	Shelters	Annual Bus Shelter Replacement Prog	30		70,000	100%	40,000	40,000	60,000	60,000	65,000	65,000
2012	Equipment	Bus Wash & Reclaim	20	2026	350,000	15%	350,000	-	-	-	-	-
2018	Technology	Seon Camera Software (27 Vehicles)	15	2026	350,000	15%	350,000	-	-	-	-	-
1995	Equipment	Vacuum system - M3641 (2 units)	26	2026	25,000	100%	25,000	-	-	-	-	-
1995	Maint Bldg	Paint building, interior	30	2026	35,000	100%	35,000	-	-	-	-	-
1995	Maint Bldg	Emerg generator rebuild. - M222	25	2026	40,000	100%	40,000	-	-	-	-	-
1995	CTS Grounds	Underground Fuel Storage	30	2027	600,000	100%	-	600,000	-	-	-	-
1995	Equipment	Vehicle exhaust fans	25	2027	20,000	100%	-	20,000	-	-	-	-
1995	Admin/Ops	Paint bldg int.	15	2027	20,000	100%	-	20,000	-	-	-	-
1995	CTS Grounds	Lower Parking Lot Concrete Repairs	20	2027	20,000	100%	-	20,000	-	-	-	-
2008	Admin/Ops	Carpet	15	2027	31,000	100%	-	31,000	-	-	-	-
2024	CTS Grounds	Seal & stripe, Asphalt	4	2028	50,000	100%	-	-	50,000	-	-	-
2024	CTS Grounds	Upper Lot Overlay/Striping	4	2028	10,000	100%	-	-	10,000	-	-	-
2008	Sequim Transit	Bike Lockers - STCBIKE	20	2028	20,000	100%	-	-	20,000	-	-	-
2005	Admin/Ops	Conference Room Tables (8)-Downstairs	23	2028	8,000	100%	-	-	8,000	-	-	-
2015	Maint Bldg	Waste oil heater	15	2030	15,000	100%	-	-	-	-	15,000	-
1995	Admin/Ops	Glazing (Windows)	30	2030	36,000	100%	-	-	-	-	36,000	-
1995	Maint Bldg	Glazing (Windows)	30	2030	26,000	100%	-	-	-	-	26,000	-
2012	Equipment	Lift - Bay # 2 - LIFT2012	18	2030	140,000	100%	-	-	-	-	140,000	-

Total Purchase Cost	865,000	756,000	173,000	85,000	307,000	90,000
Est Grant	(595,000)	-	-	-	-	-
Est CTS Cost	270,000	756,000	173,000	85,000	307,000	90,000
Beginning Reserve	2,728,224	2,636,740	2,059,255	2,064,771	2,158,287	2,029,802
Add to Reserves	178,516	178,516	178,516	178,516	178,516	178,516
Less CTS Match	(270,000)	(756,000)	(173,000)	(85,000)	(307,000)	(90,000)
Ending Reserves	2,636,740	2,059,255	2,064,771	2,158,287	2,029,802	2,118,318

SECTION 15: OPERATING FINANCIAL FORECAST

Operating Budget Forecast

As of May 31, 2026

	2023	2024	2025	2026	2027	2028	2029	2030	2031
	Actual	Actual	Actual	Forecast	Budget	Forecast	Forecast	Forecast	Forecast
Fares	772,752	341,053	371,857	303,293	361,000	352,412	361,222	370,253	379,509
Sales Tax	11,947,238	12,208,884	13,052,954	9,554,981	12,716,406	13,034,316	13,295,002	13,560,903	13,832,121
Grants	5,419,908	2,033,301	1,816,269	1,206,185	1,900,000	2,905,875	2,835,000	2,935,000	2,935,000
Interest & Other	1,609,210	1,841,918	1,640,420	1,229,971	1,241,950	1,272,999	1,304,773	1,337,367	1,370,777
Total Revenues	19,749,107	16,425,156	16,881,500	12,294,430	16,219,356	17,565,602	17,795,998	18,203,523	18,517,406
Wages	6,184,029	6,883,427	7,230,317	7,971,002	8,515,750	8,289,842	8,621,435	8,819,728	8,996,123
Benefits	3,188,987	3,466,314	3,853,464	3,974,993	4,664,800	4,160,601	4,327,025	4,426,547	4,515,078
Supplies	1,541,182	1,501,817	1,635,246	1,867,624	2,045,306	1,914,314	1,962,172	2,007,302	2,047,448
Services	1,552,721	1,685,831	1,669,906	1,738,791	2,053,862	1,782,261	1,826,817	1,868,834	1,906,211
Add to Capital Reserve	2,579,853	1,261,932	(8,744)	802,759	761,932	802,759	634,886	634,886	634,886
Total Expenditures	15,046,772	14,799,321	14,380,190	16,355,168	18,041,650	16,949,776	17,372,336	17,757,297	18,099,745
Revenues less Expenditures	4,702,335	1,625,835	2,501,310	(4,060,739)	(1,822,294)	615,825	423,662	446,226	446,992
Operating Reserve									
Beginning Reserve	17,235,583	21,937,918	23,563,753	26,065,063	26,065,063	22,004,324	22,620,150	23,043,812	23,490,038
Revenues	19,749,107	16,425,156	16,881,500	12,294,430	16,219,356	17,565,602	17,795,998	18,203,523	18,517,406
Expenditures	(15,046,772)	(14,799,321)	(14,380,190)	(16,355,168)	(18,041,650)	(16,949,776)	(17,372,336)	(17,757,297)	(18,099,745)
Ending Reserve	21,937,918	23,563,753	26,065,063	22,004,324	24,242,769	22,620,150	23,043,812	23,490,038	23,907,699

SECTION 16: OPERATING SERVICE DATA FORECAST

Figures in thousands of units, with the exception of fatalities and reportable accidents

	2026	2027	2028	2029	2030	2031
Fixed Route (projected growth at 2% per year)						
Vehicle revenue hours	57	58	59	60	61	62
Vehicle miles	1234	1258	1283	1308	1334	1360
Passenger trips	845	862	879	896	914	932
Fatalities	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0
Diesel Fuel Consumed	187	191	195	199	203	207
Unleaded Fuel Consumed	7	7	8	8	8	8
Paratransit (projected growth at 2% per year)						
Vehicle revenue hours	28	29	30	31	32	32
Vehicle revenue miles	372	379	387	395	403	411
Passenger trips	51	52	53	54	55	56
Fatalities	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0
Propane Fuel Consumed	48	49	50	51	52	53
Unleaded Fuel Consumed	9	9	10	10	10	10
Rideshare (projected growth at 1% per year)						
Vehicle Hours	11	11	11	11	11	11
Vehicle miles	380	384	388	392	396	403
Passenger trips	40	41	41	42	42	42
Fatalities	0	0	0	0	0	0
Reportable Injuries	2	0	0	0	0	0
Unleaded Fuel Consumed	22	23	23	24	24	24

APPENDIX A: TRANSIT AMENITIES

BUS SHELTERS

CITY OF FORKS

Forks Ave @ Tillicum Ln (northbound [NB])
Forks Ave @ Forks Outfitters (southbound [SB])
Forks Transit Center
5th Ave @ Bogachiel Way (SB)

CITY OF PORT ANGELES

C St @ 9th St (SB)
Caroline St @ Olympic Medical Center (WB)
Cherry St @ 8th St (NB)
Gateway Transit Center (6 shelters)
Lauridsen Blvd @ Ennis St (EB)
Lauridsen Blvd @ Laurel St (WB)
Lincoln St @ 4th St (SB – 2 shelters)
Lincoln St @ 9th St (SB)
Hurricane Ridge Switchback
Hurricane Ridge Park entrance
Peninsula College Parking Lot
1st St @ Chambers St (EB)
1st St @ Ennis St (EB)
1st St @ Eunice St (EB)
1st St @ Penn St (EB)
1st St @ Vine St (EB)
4th St @ Clallam County Courthouse (WB)
8th St @ B St (EB)
8th St @ G St (EB)
18th St @ M St (EB)
18th St @ N St (WB)
US 101 @ Del Guzzi (EB)

CITY OF SEQUIM

Sequim Transit Center (2 shelters)
Washington St @ Brackett Rd (westbound [WB])
Washington St @ Priest Rd (EB & WB)
Washington St @ W 600 Block (EB)
Washington St @ 9th Ave (WB)

UNINCORPORATED CLALLAM COUNTY

Deer Park Rest Area
Laird's Corner Park & Ride
Sappho Park & Ride
SR 112 @ Joyce-Piedmont Rd (EB)
SR 112 @ Loggers Ln (EB)
US 101 @ Barr Rd (EB & WB)
US 101 @ Kolonels Way Walmart (EB & WB)
US 101 @ Carlsborg Rd (WB)
US 101 @ Dryke Rd (WB)
US 101 @ Fairmount Ave (WB)
US 101 @ Hooker Rd (EB)
US 101 @ Jamestown Tribal Center (EB & WB)
US 101 @ Kirk Rd (EB)
US 101 @ Kitchen-Dick Rd (WB)
US 101 @ Larch Rd (WB)
US 101 @ Mill Rd (WB)
US 101 @ Monroe Rd (EB)
US 101 @ Mt. Pleasant Rd (EB)
US 101 @ O'Brien Rd (EB)
US 101 @ Old Olympic Highway (WB)
US 101 @ Pierson Rd (EB)
US 101 @ Pioneer Rd (WB)
US 101 @ SR 113 (EB)
US 101 @ Barnes Creek (2 Shelters)
US 101 @ Dry Creek (WB)

PARK-AND-RIDE LOTS

Deer Park Rest Stop (Clallam County)
Forks Transit Center & Rest Stop
Laird's Corner (US 101 @ Laird Road)
SR 112 @ Peters Rd (WSDOT)

Port Angeles Gateway Transit Center
Sappho (US 101 @ SR 113)
Sequim Transit Center

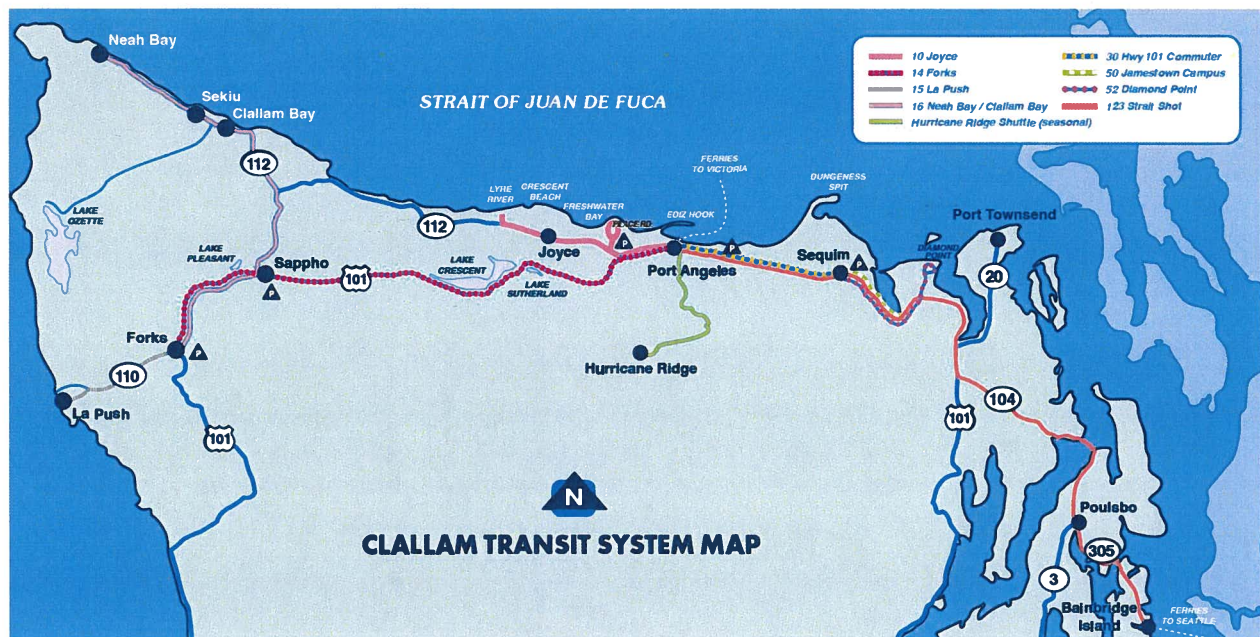
TRANSFER CENTERS

Forks Transit Center and Rest Stop
551 South Forks Avenue, Forks

Port Angeles Gateway Transit Center
123 East Front Street, Port Angeles

APPENDIX B: MAP OF SERVICE AREA

CTS Service Area Map North Olympic Peninsula, Washington State





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

Factsheet: 2026-039
Date: June 17, 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 May 2026, fixed-route ridership decreased by 1.13% compared to May 2025. CTS recorded 71,871 passenger trips, which is a decrease of 823 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. In May 2026, the average trip quality ratings were 4.99 in Forks and 4.95 in Sequim. Monthly ridership increased by 54.47% in Forks and decreased 5.25% in Sequim compared to May 2025. On time performance in Forks was 91% and 88% in Sequim.

Paratransit: Paratransit ridership rose by 2.35% in May 2026 compared to the same month in 2025. Key performance metrics are summarized in the tables below:

Measure	May 2026	May 2025	YTD 2026	YTD 2025	
Boardings	4,350	4,250	22,499	20,309	
On-Time Performance	94.35%	96.09%	96.621%	96.25%	Higher is better
No-Shows	6.53%	6.78%	6.69%	6.59%	Lower is better
Same-Day Cancellations	4.55%	5.95%	4.59%	5.88%	Lower is better
Newly Approved Applicants	51	94	351	410	

Vehicle Accidents and Incidents: For May 2026 there was one reportable accident in which a bus slightly damaged a mailbox. The mailbox was replaced.

Exclusions: There were two 30-day exclusions for May 2026:

- One for obscene and disruptive language aboard the bus to Forks
- One for throwing an object at the bus at First and Lincoln streets.
- Two adults were trespassed from the Gateway Transit Center property for camping and other illegal activities.

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

Month	Unique Users	Passes/Tickets	Gross Sales
May 2026	365	710	\$6,004
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

May 2026 Sales by Fare Type

Type of Fare	Fare	Passengers	Revenue
Regular Strait Shot Fare	\$10.00	554	\$5,540.00
Reduced Strait Shot Fare	\$5.00	77	\$385.00
Regular Hurricane Ridge	\$1.00	79	\$79.00
Reduced Hurricane Ridge	\$0.50	0	\$0.00
Totals		710	\$6,004.00

Operations Update: Fixed-route service run times have been refined to better reflect realistic conditions and improve overall service reliability. Staff are continuing work on what we expect will be the final round of refinements to the new schedules for planned implementation in September. The adjustments are intended to address remaining feedback and operational issues identified since the rollout of the new service schedules.

The route schedule printers did not meet the agreed-on production timeline for the latest two printing cycles. As a result, we are evaluating alternate printing vendors and are seeking to utilize a Washington-based printer for future schedule production to improve and delivery timelines.

Hurricane Ridge service has reopened for the season. We anticipate increased ridership demand as tourism activity begins to increase throughout the summer months.

Recommended Action

None.

Attachments

CTS Fixed-Route Ridership Statistics
Route Efficiency Report



Ridership Executive Summary

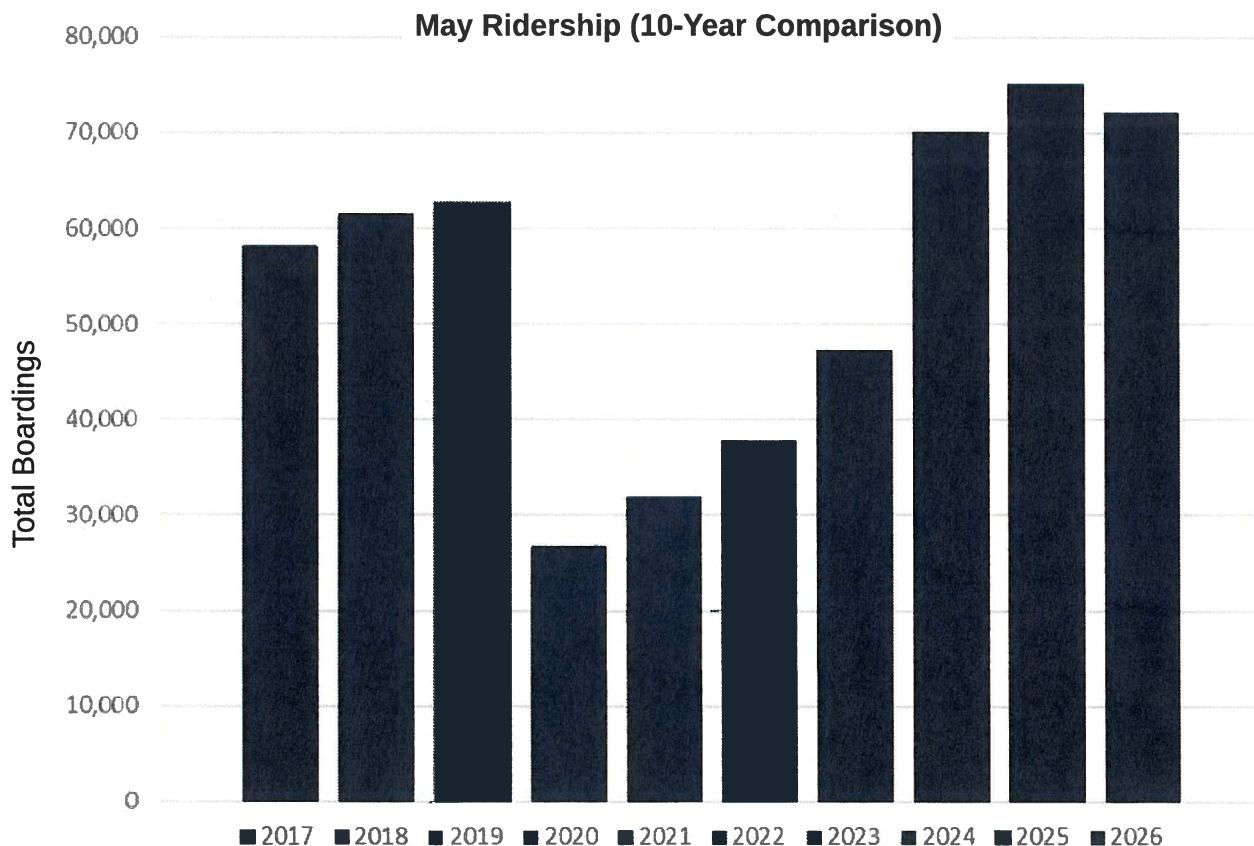
Report for May 2026

Key Metrics (May 2026)

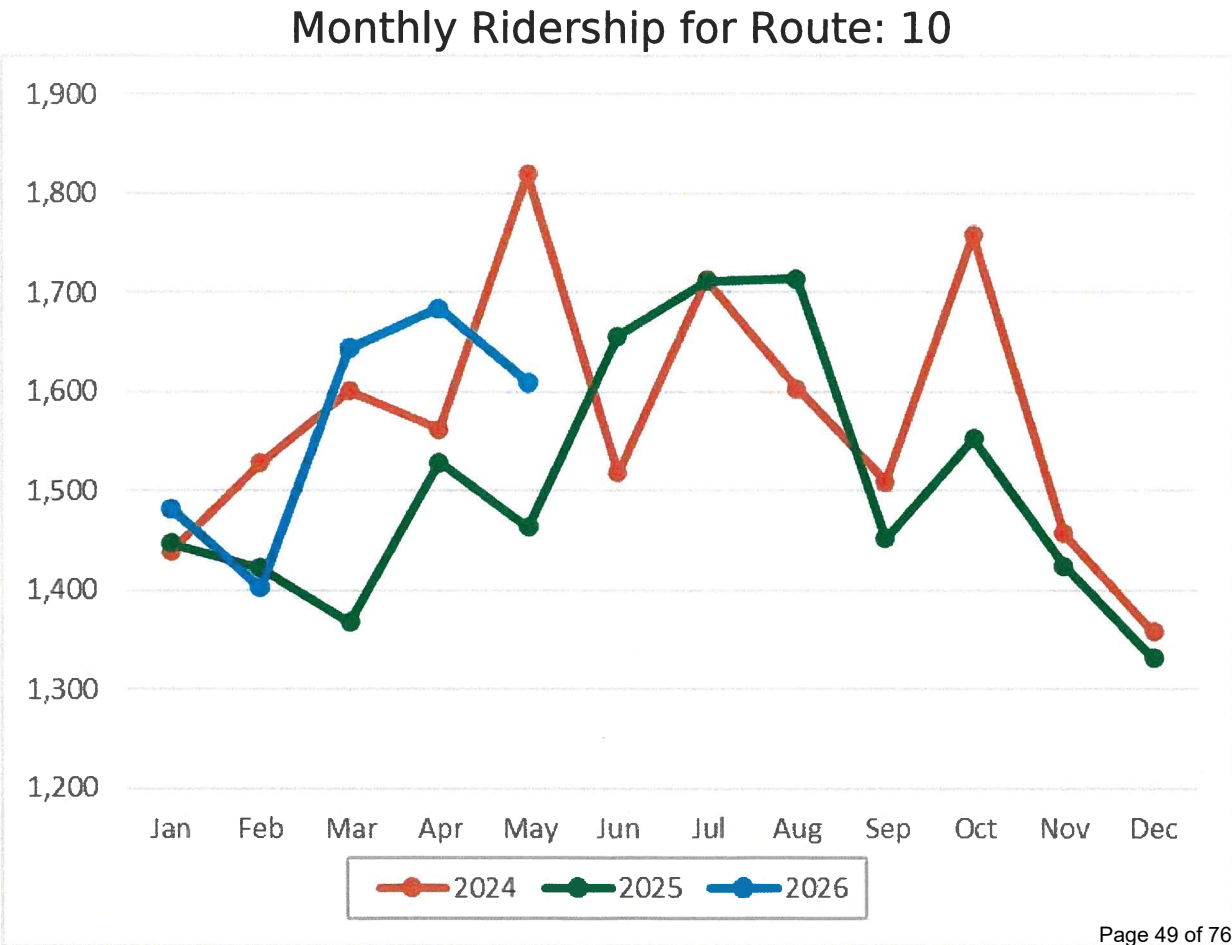
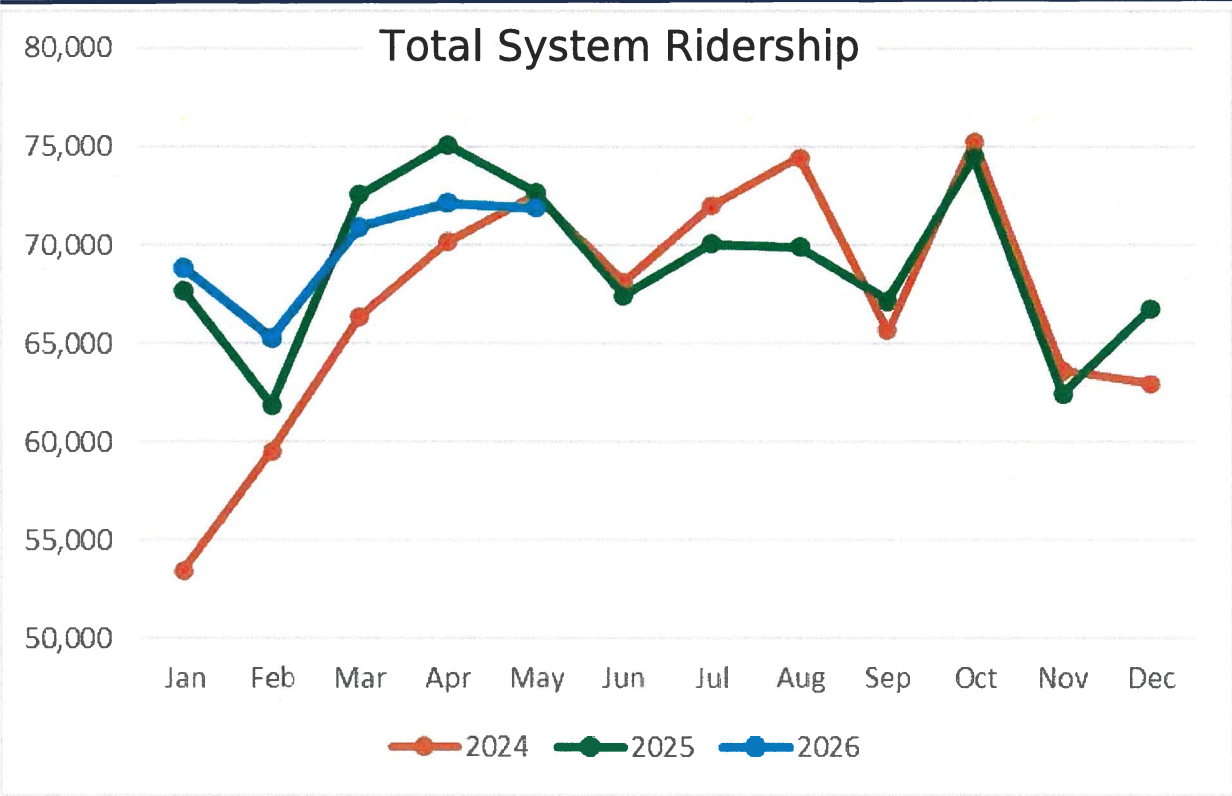
Total Ridership	Month-over-Month Change	Year-over-Year Change
71,871	-0.35%	-1.13%

Overall system ridership for May 2026 was **71,871**. This represents a -0.35% change from the previous month and a -1.13% change from the same month last year.

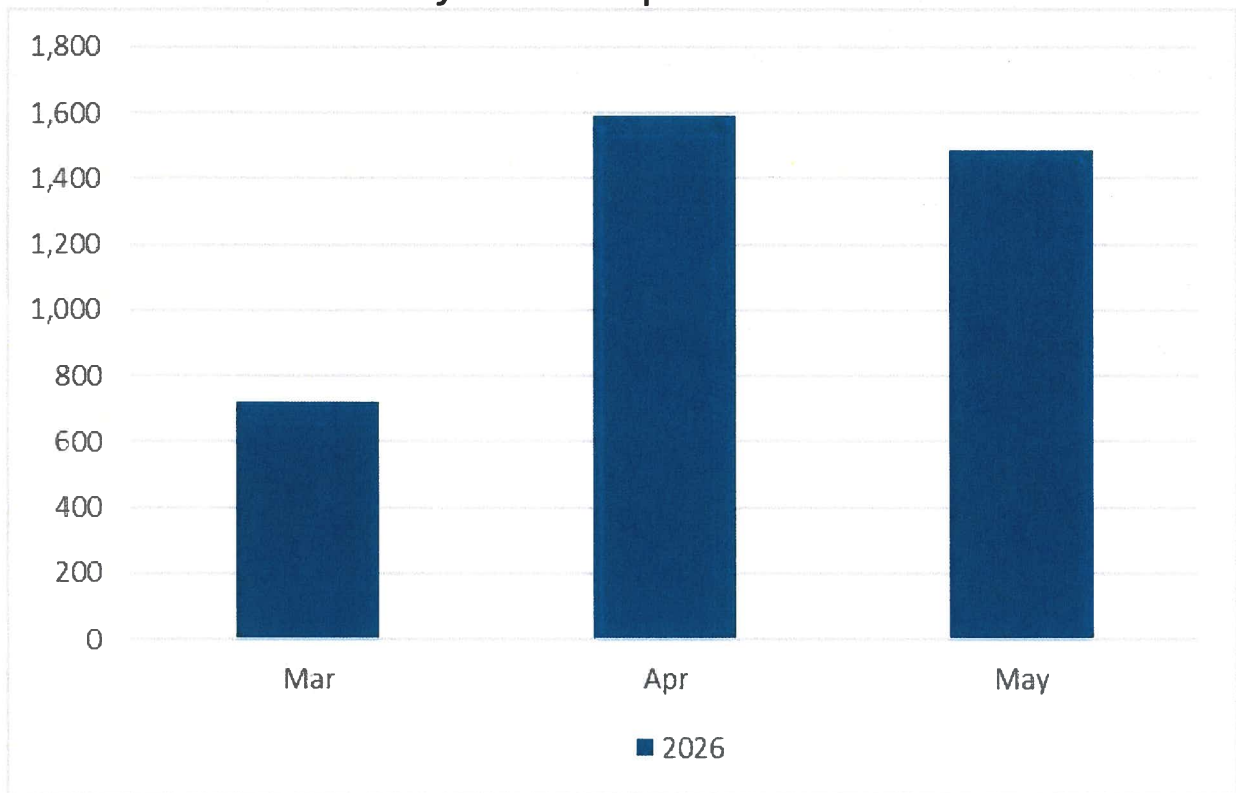
Long-Term System Context



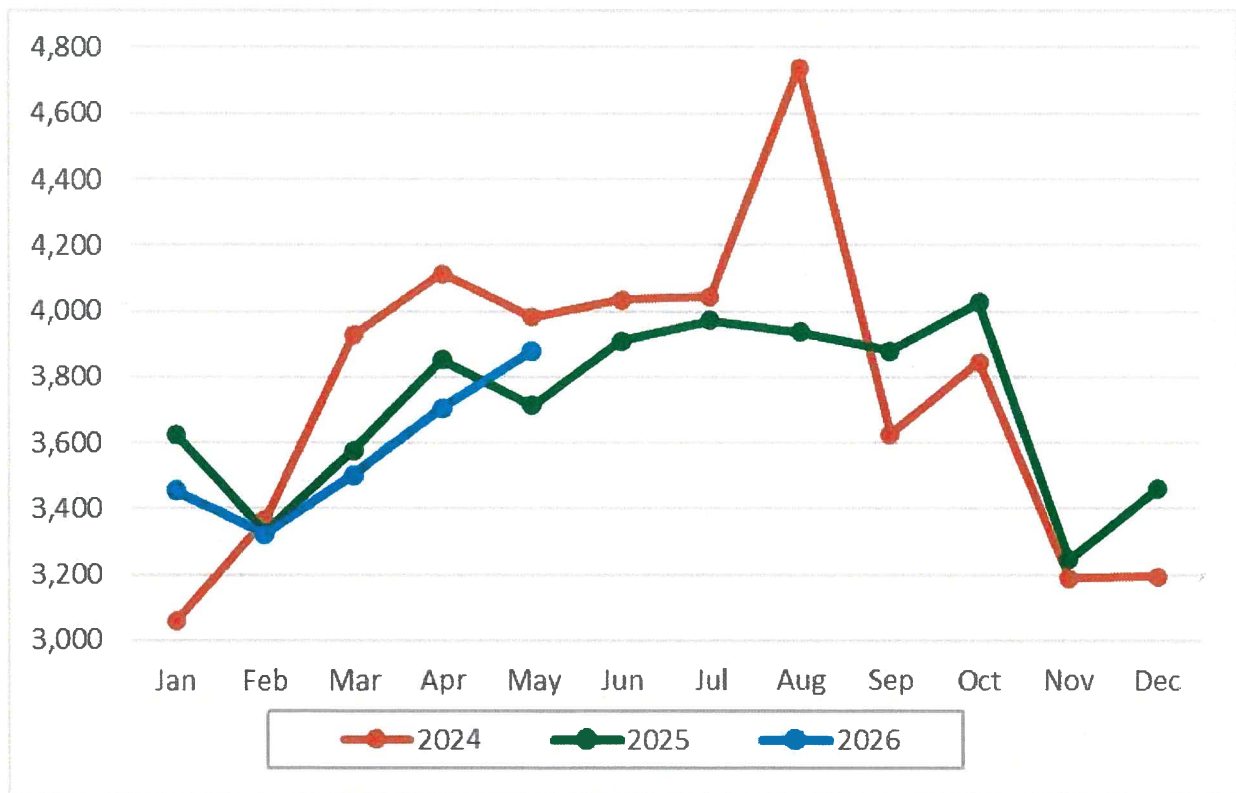
Detailed Route Performance (3-Year Comparison of Old Routes, Monthly Ridership & Route Comparison of New to Old Routes)



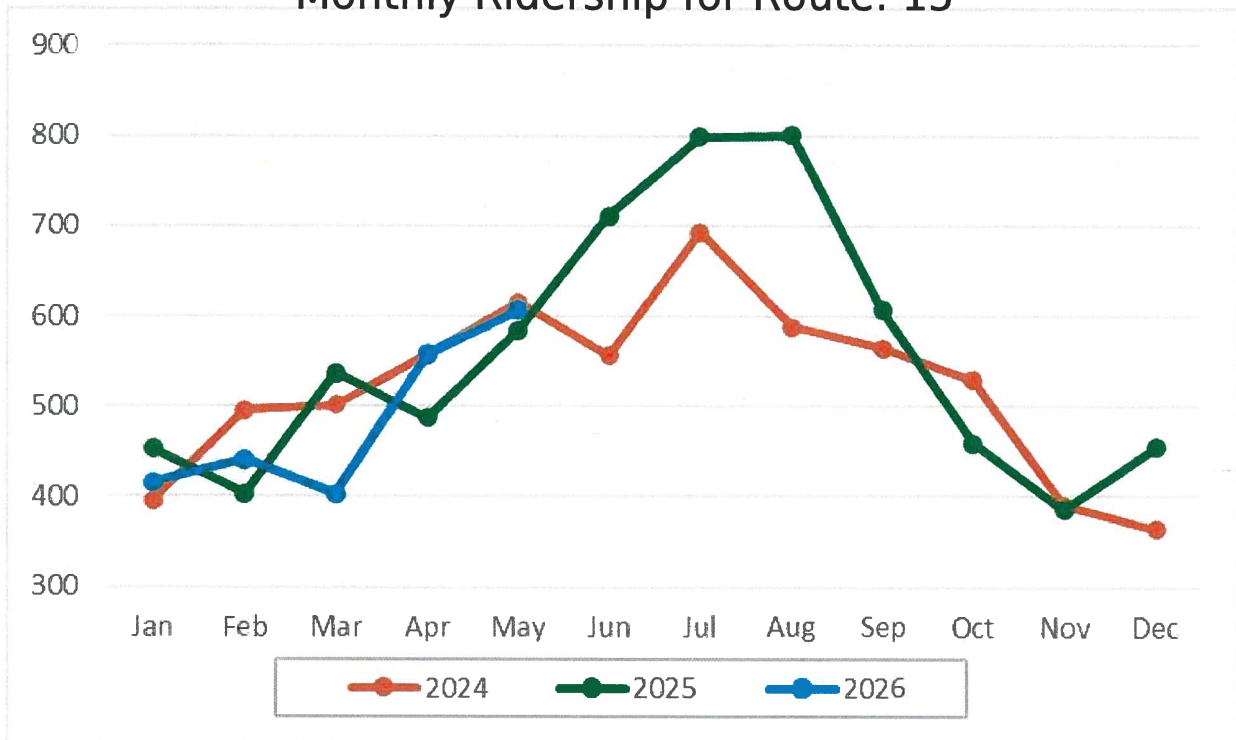
Monthly Ridership for Route: 12



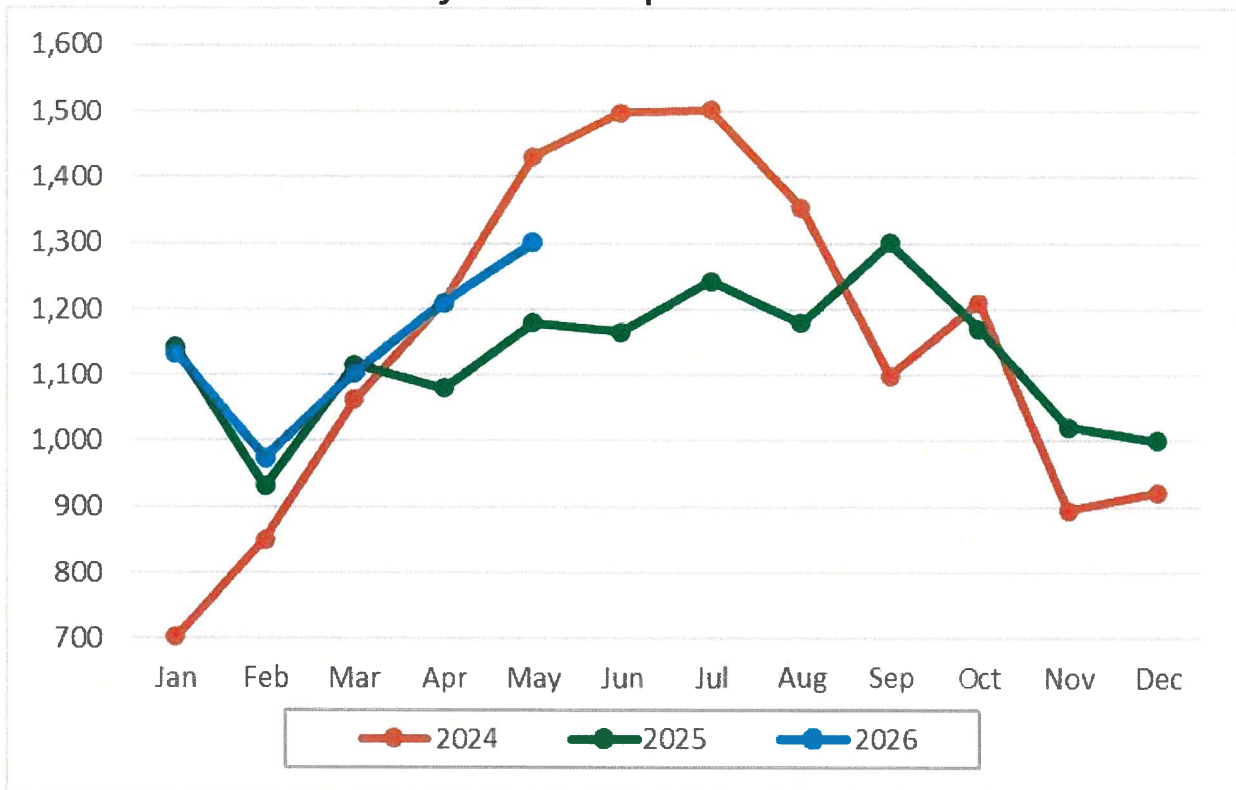
Monthly Ridership for Route: 14



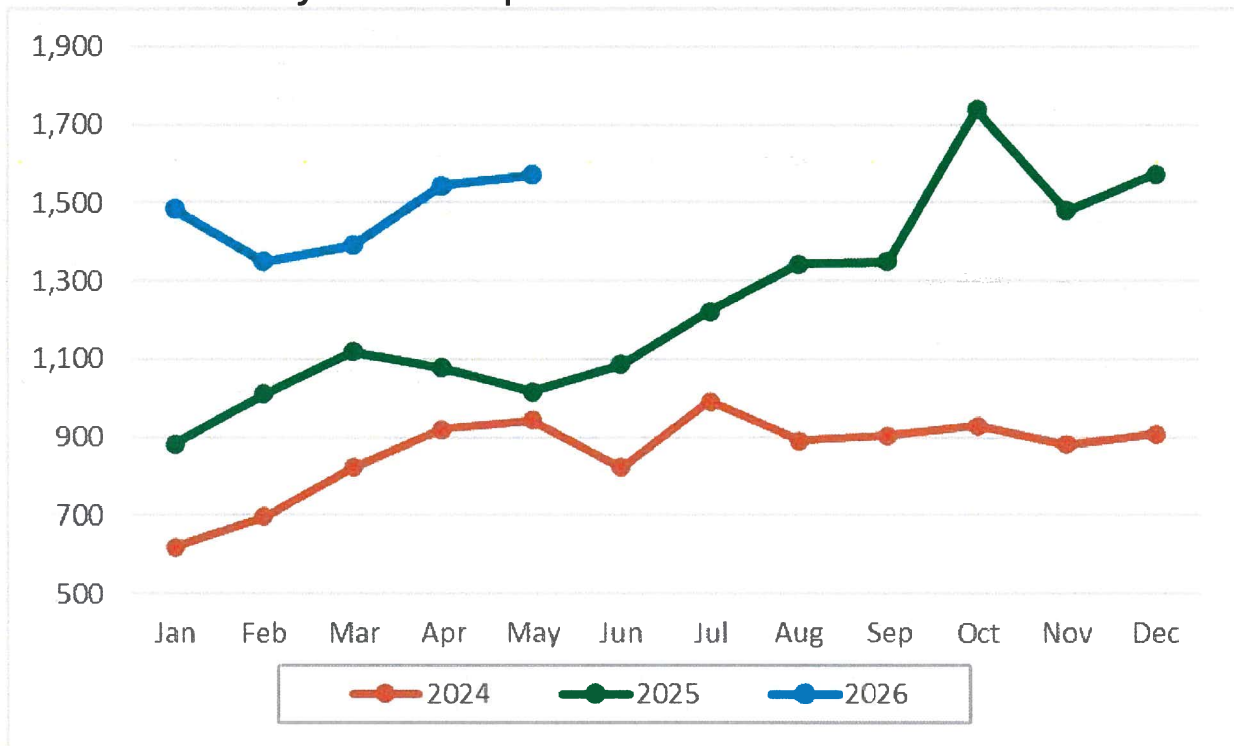
Monthly Ridership for Route: 15



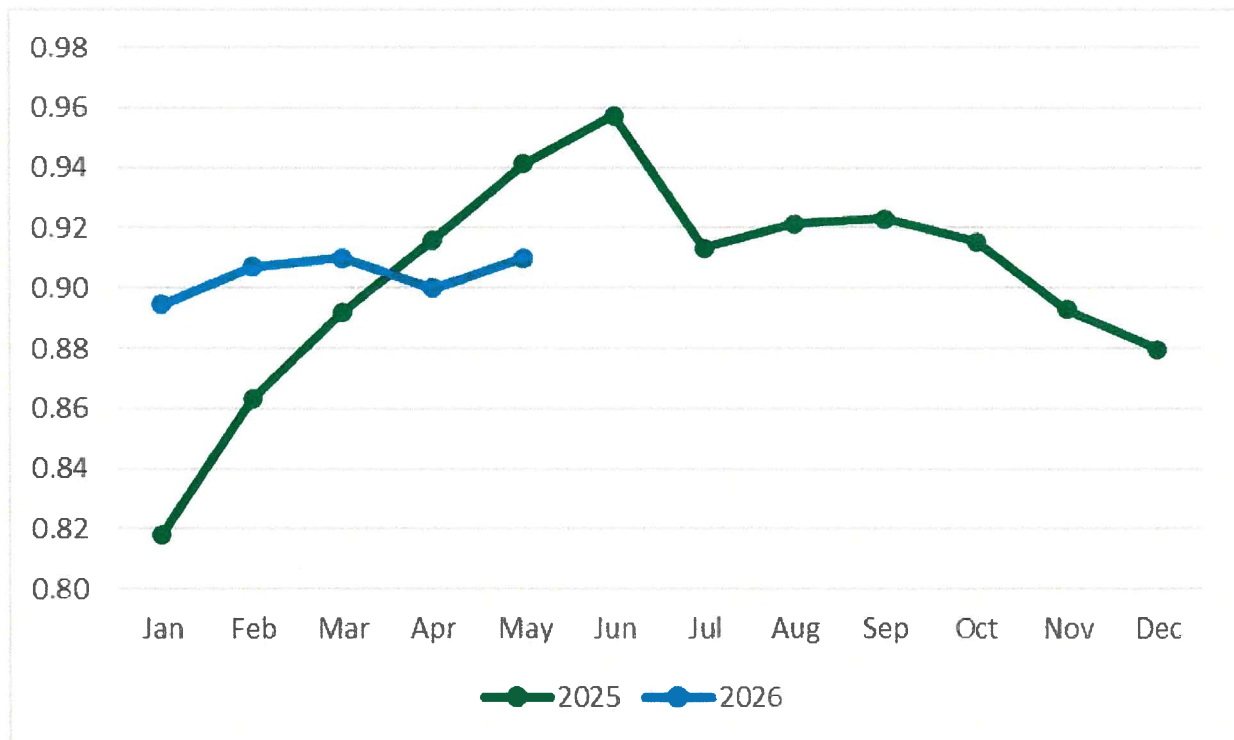
Monthly Ridership for Route: 16



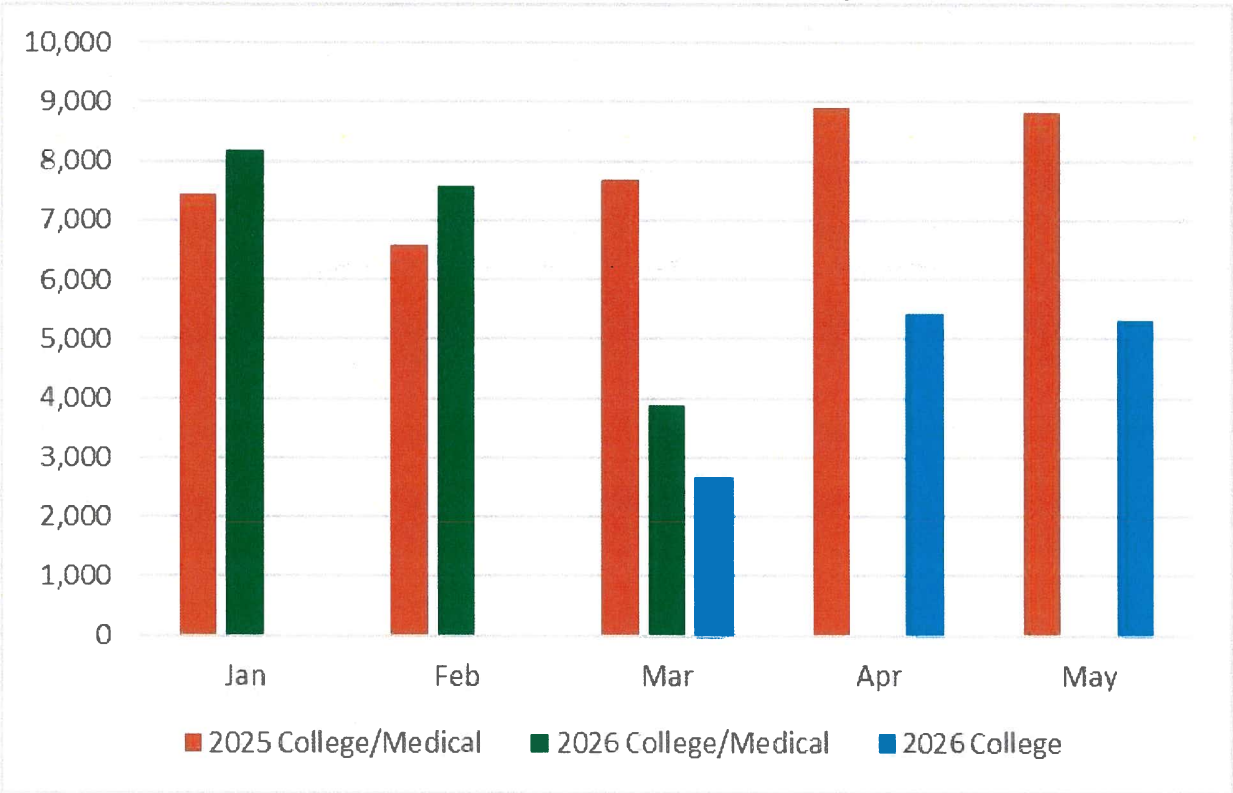
Monthly Ridership for Route: Forks Interlink



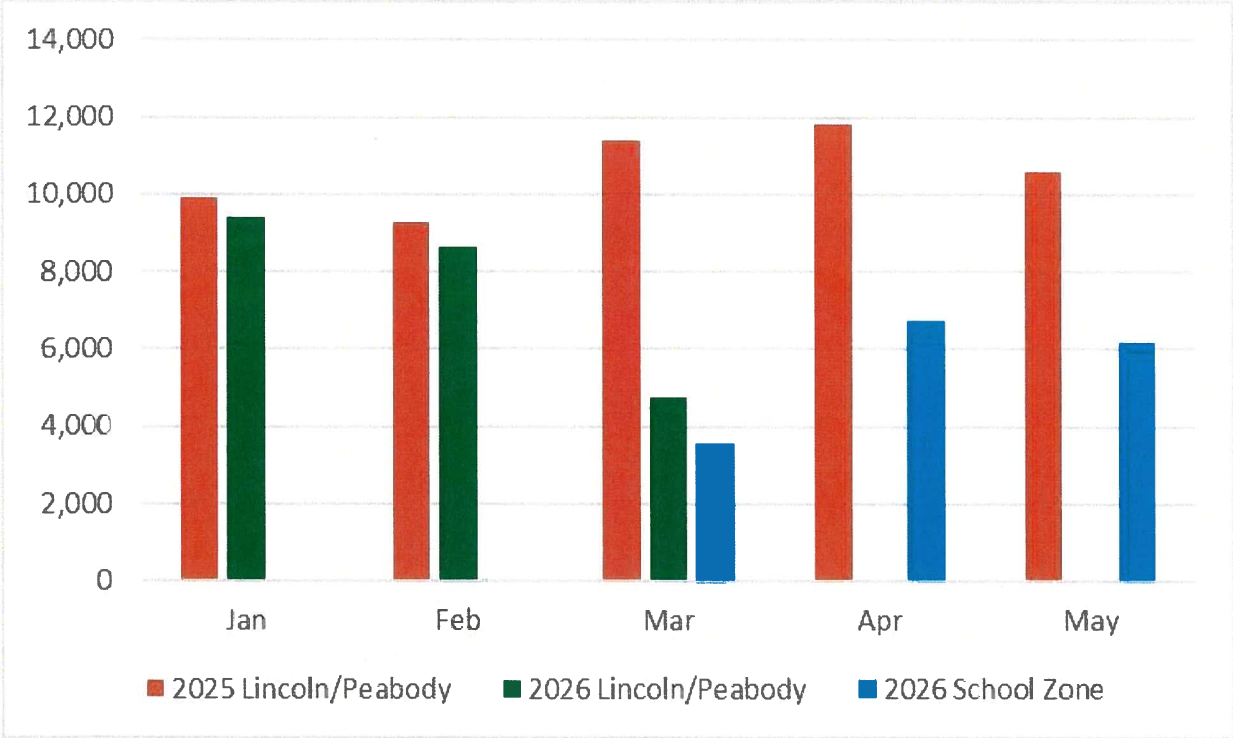
OTP Percentage Comparison to Last Year for: Forks Interlink



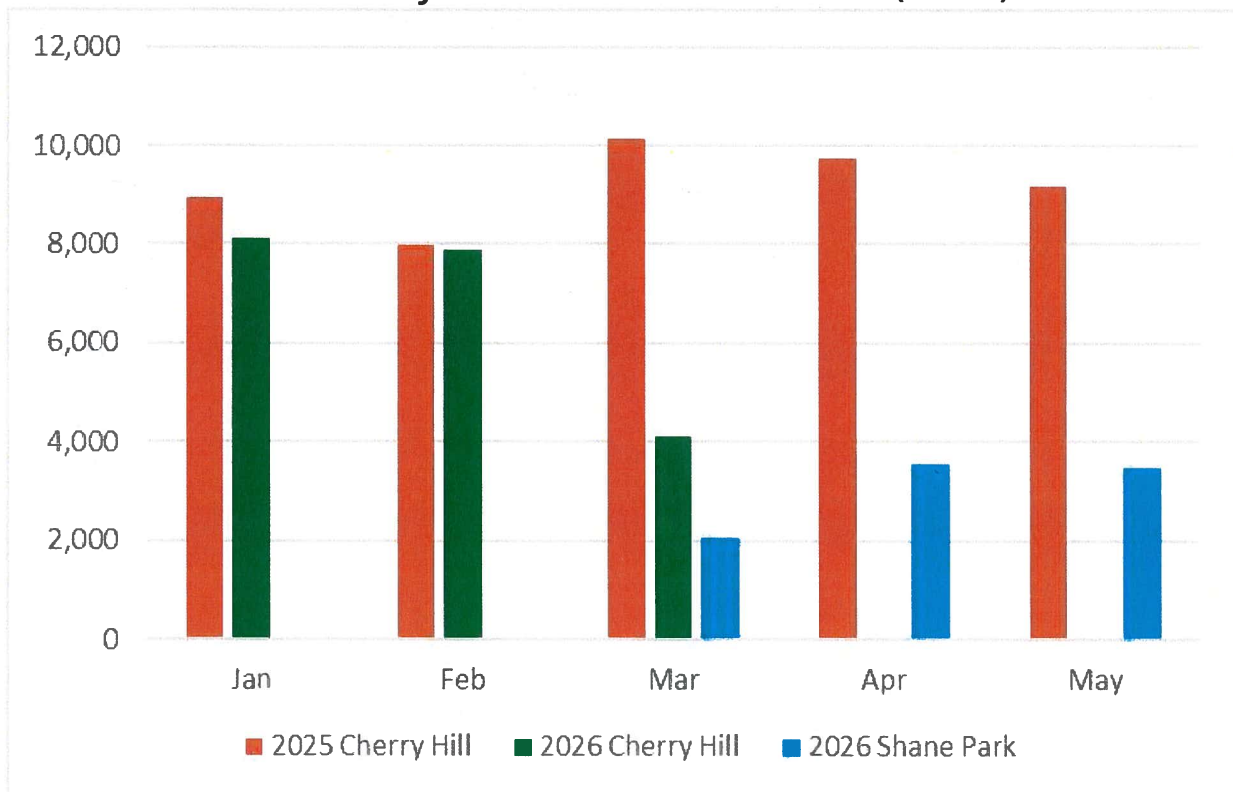
Monthly Ridership Comparison for Route:
20 College/Medical & 20 College (New)



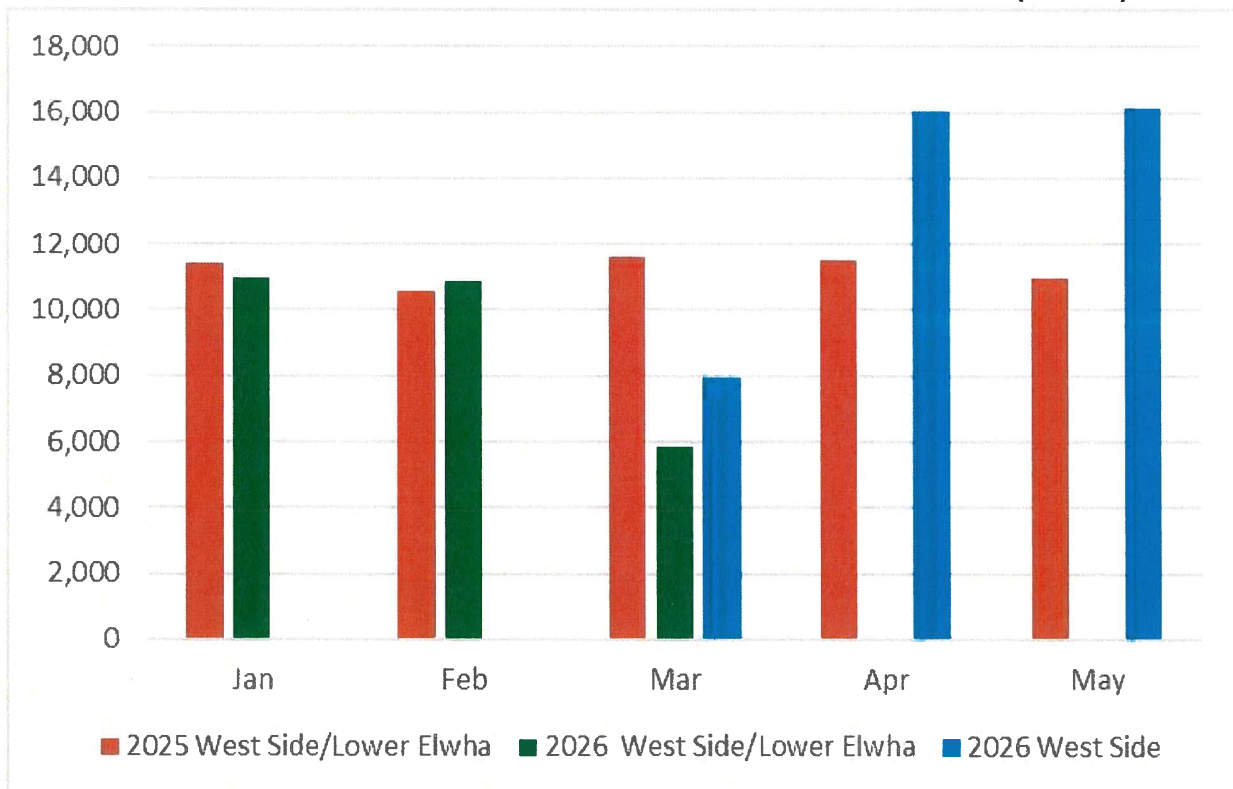
Monthly Ridership Comparison for Route: 22
Lincoln/Peabody & 22 School Zone (New)



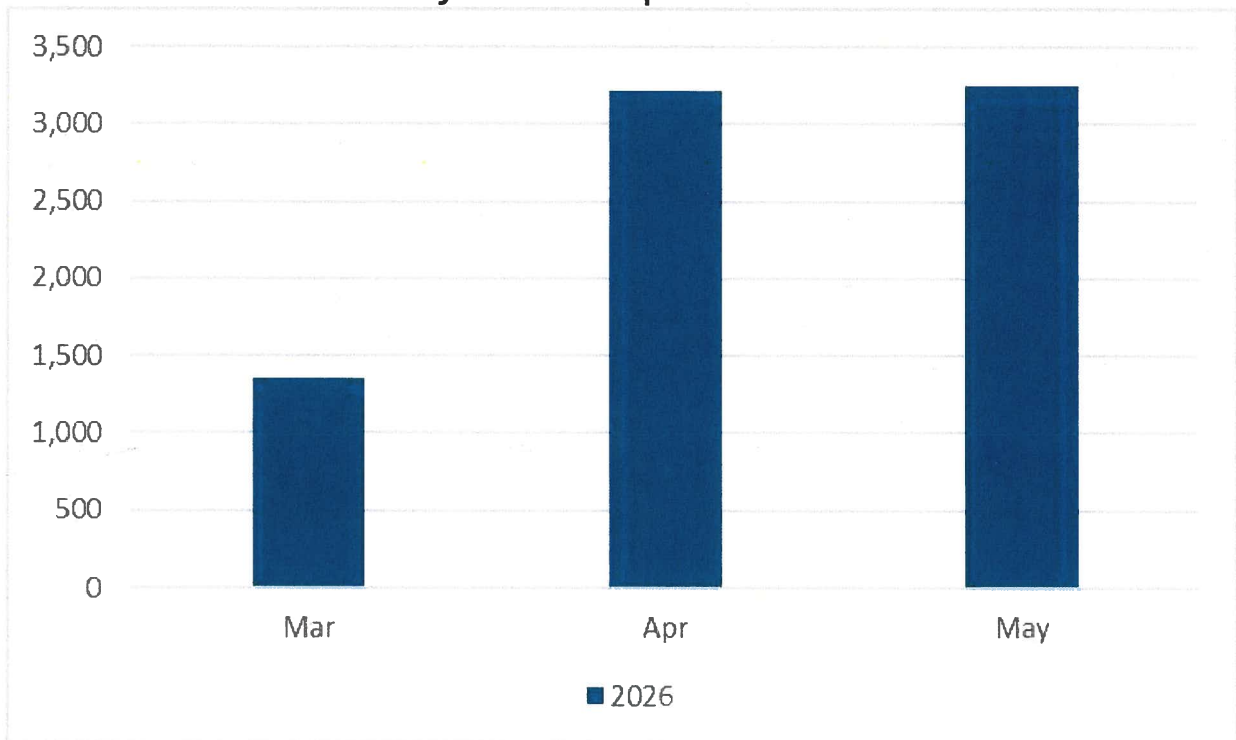
Monthly Ridership Comparison for Route: 24 Cherry Hill & 24 Shane Park (New)



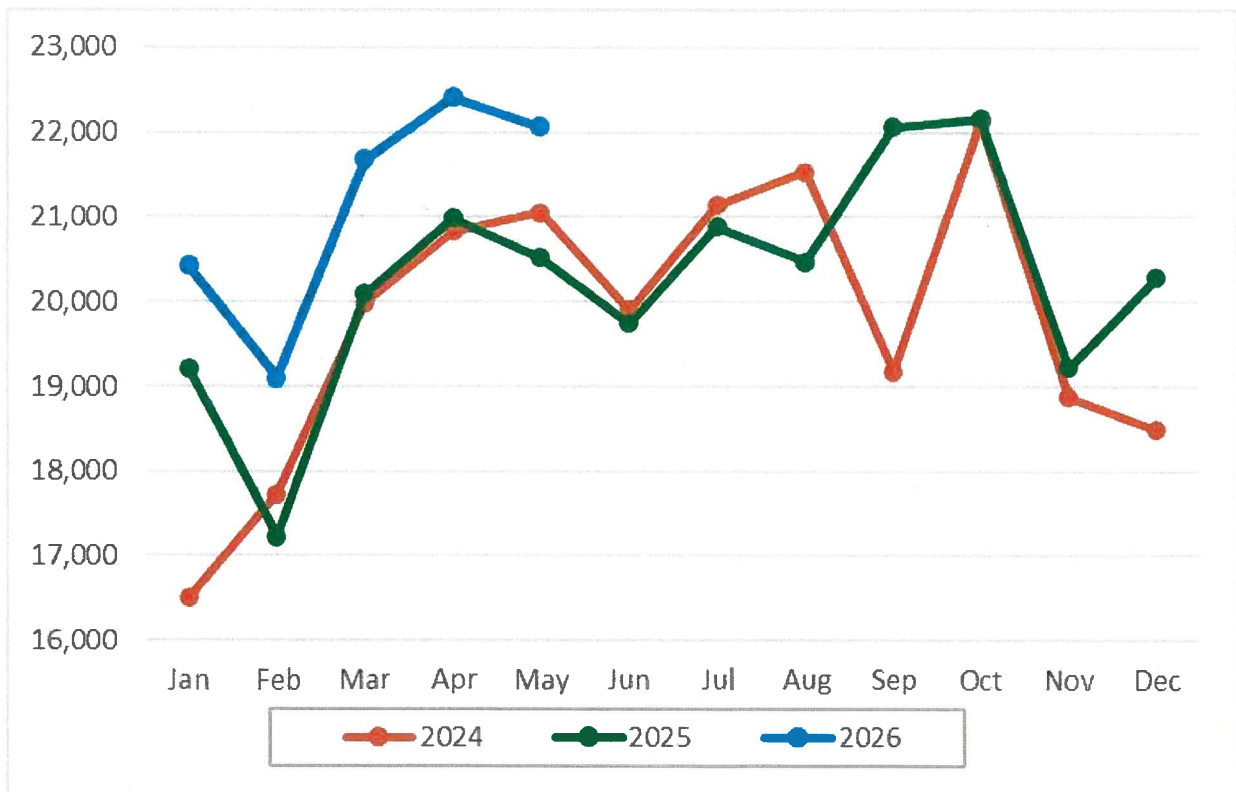
Monthly Ridership Comparison for Route: 26 West Side/Lower Elwha & 26 West Side (New)



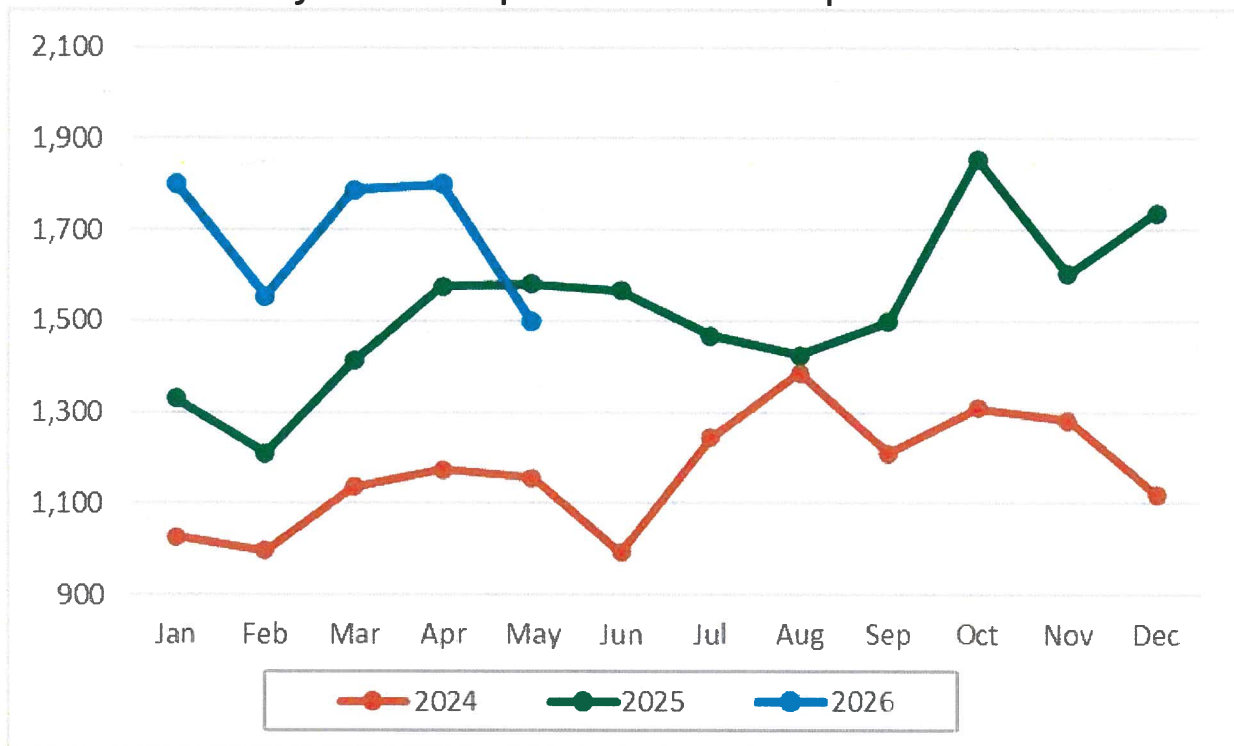
Monthly Ridership for Route: 28



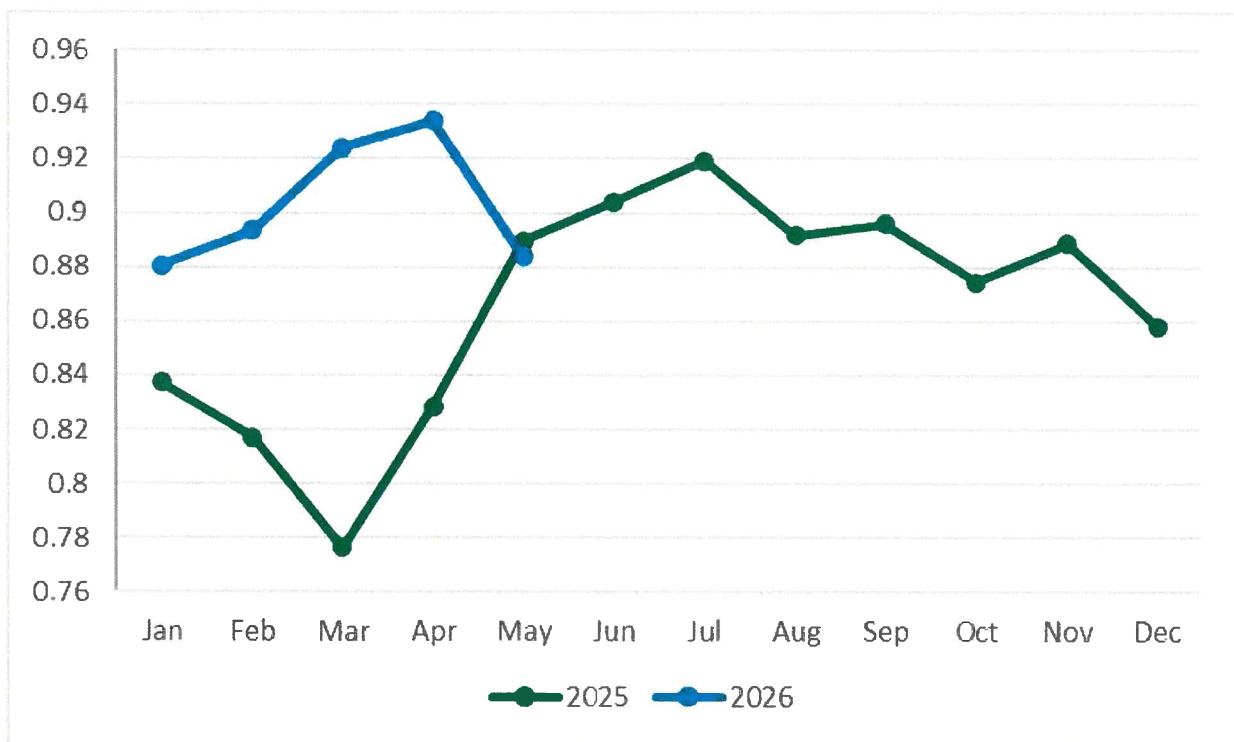
Monthly Ridership for Route: 30



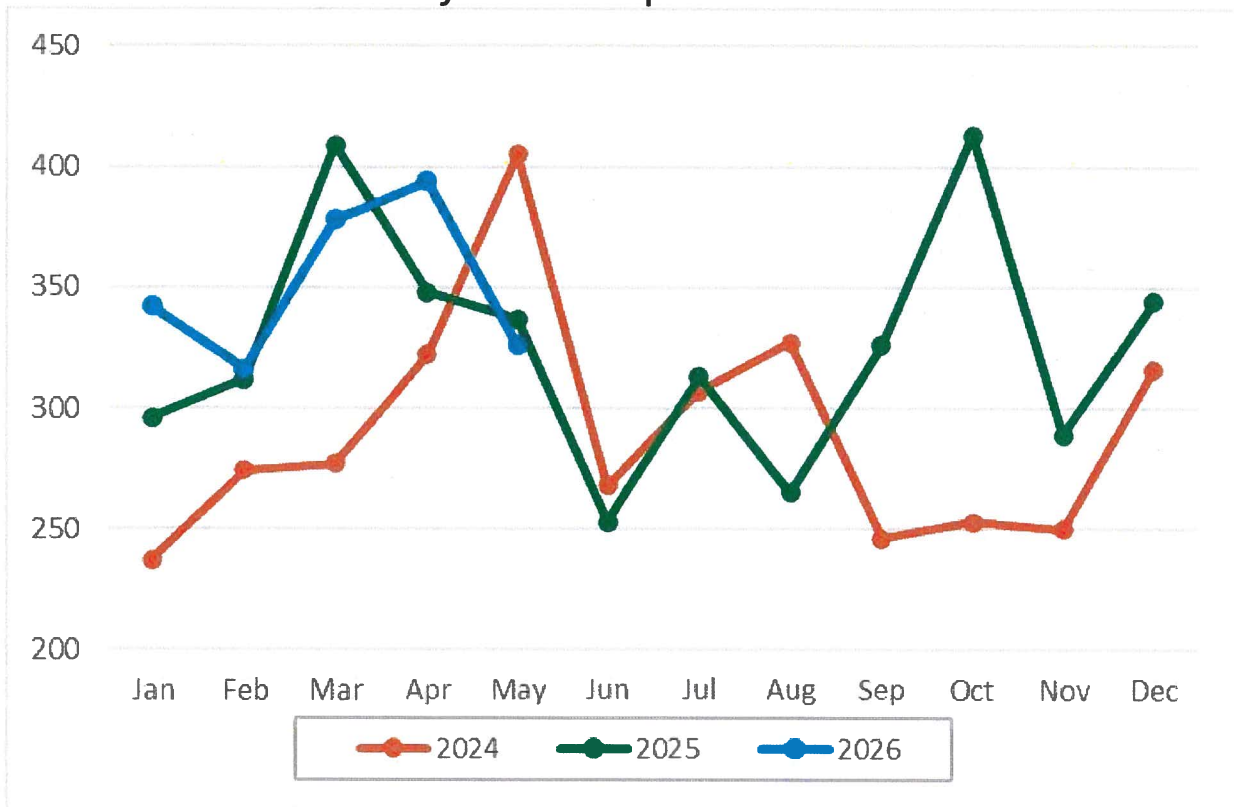
Monthly Ridership for Route: Sequim Interlink



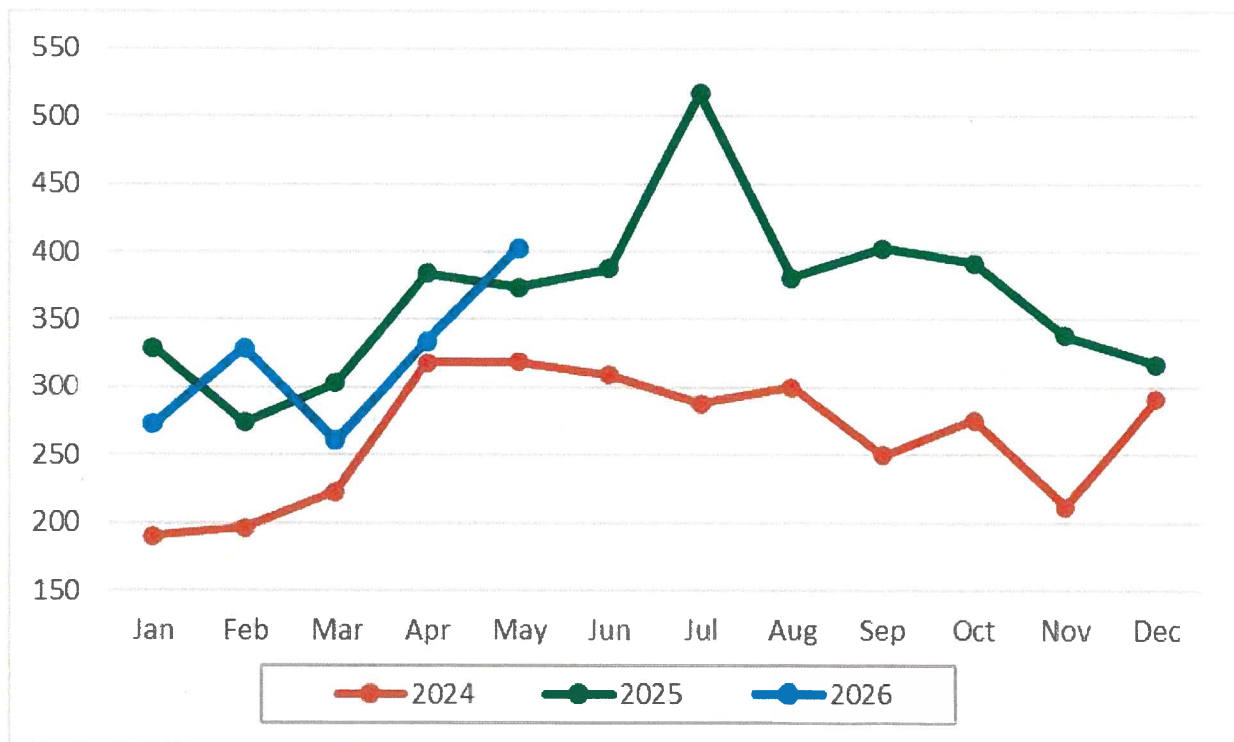
OTP Percentage Comparison to Last Year for: Sequim Interlink



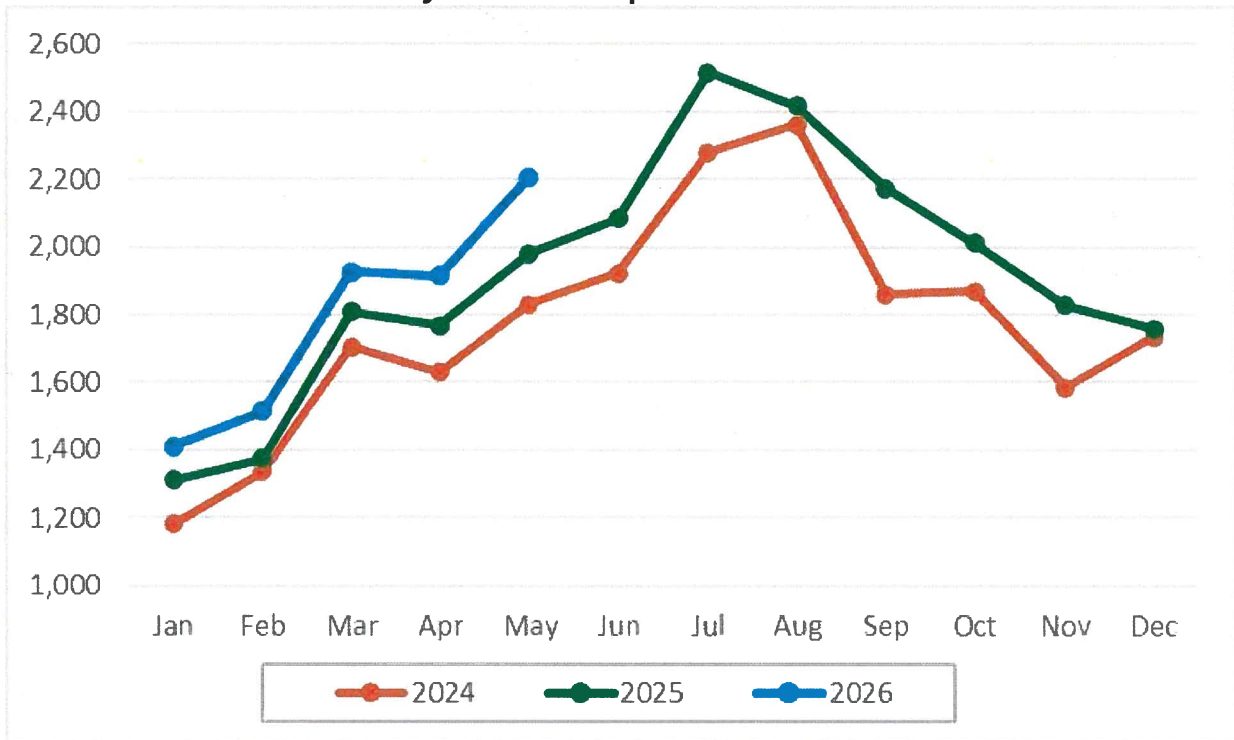
Monthly Ridership for Route: 50



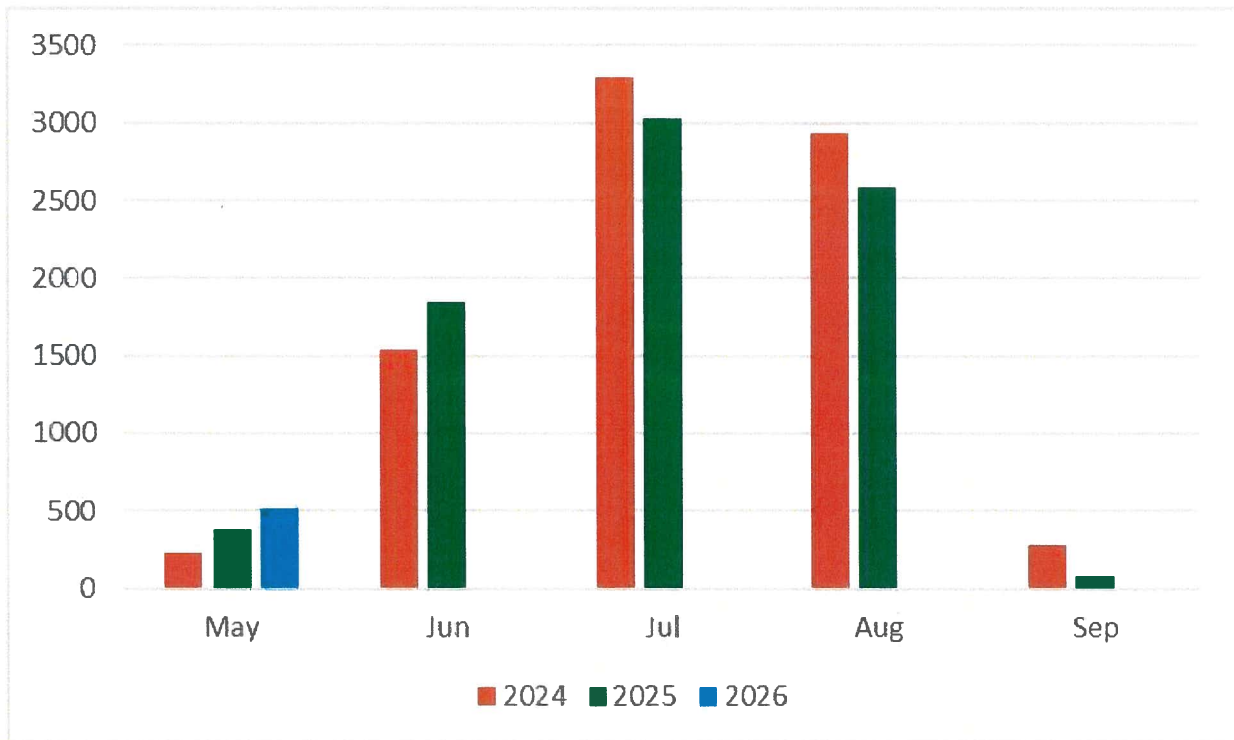
Monthly Ridership for Route: 52



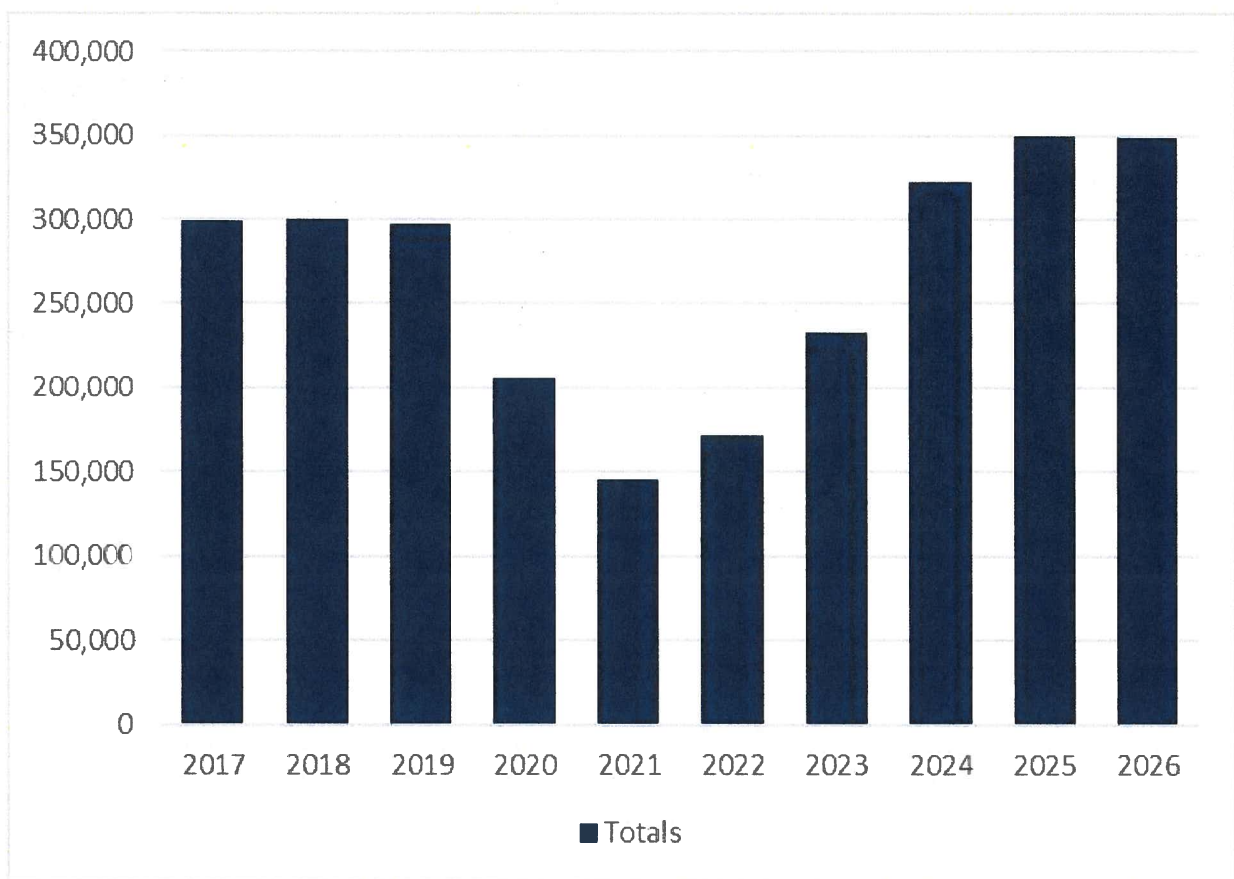
Monthly Ridership for Route: 123



Monthly Ridership for Route: HR Shuttle



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



May 2026 CTS Route Efficiency Report			
Route	Boardings	Rev Hours	Avg. Passengers per hour per route
26 - New West Side	16147	347.92	46.41
22 -School Zone	6196	215.07	28.81
30 - Commuter	22071	875.77	25.2
28 - Deer Park	3246	175.57	18.49
20 - College	5316	300.93	17.67
12 - Lower Elwha	1484	86.4	17.18
24 - Shane Park	3489	208.27	16.75
15 - La Push	607	69.15	8.78
14 - Forks	3880	479.43	8.09
10 - Joyce	1610	209.07	7.7
50 - Jamestown	326	175.57	7
Forks Interlink	1571	228.94	6.86
52 - Diamond Point	403	875.77	6.72
123 - The Strait Shot	2207	336.35	6.56
16 - Neah Bay	1301	230.27	5.65
Sequim Interlink	1499	307.99	4.87
ONP	518	144	3.6
	71,871	5,266.45	13.65



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

Factsheet: 2026-040
Date: June 17, 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 May 31, 2026, was \$33,431,921. Of those funds, \$26.5 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 May was \$1,069,330. This was 8.88% over budget for the month. Sales tax receipts are two months behind actual state collections.

Other Operating Revenue: Other operating revenue for May includes \$102.5 thousand in interest revenue. Interest rates from the Local Government Investment Pool (LGIP) decreased from 3.70% to 3.67%.

Financial Statements: The 2025 Financial Statement and supporting schedules have been submitted to the State Auditor's Office (SAO) on May 21, 2026. Requests for data and audit planning have begun, however, there is currently no audit start date. The entire Board will receive an invitation to the entrance conference once the audit begins.

RECOMMENDED ACTION

None.

ATTACHMENTS

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

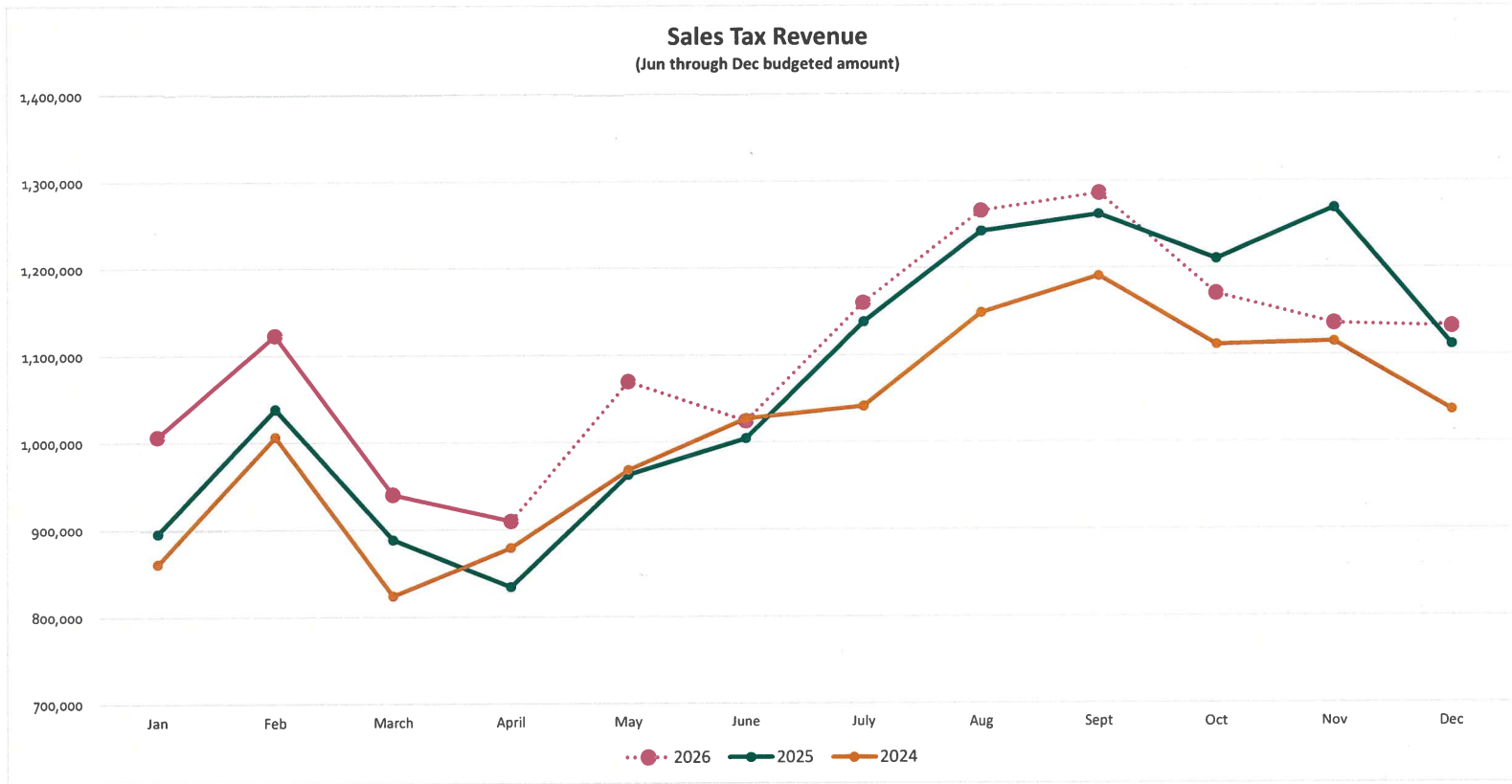


Clallam Transit System

Monthly Budget Report Group Summary

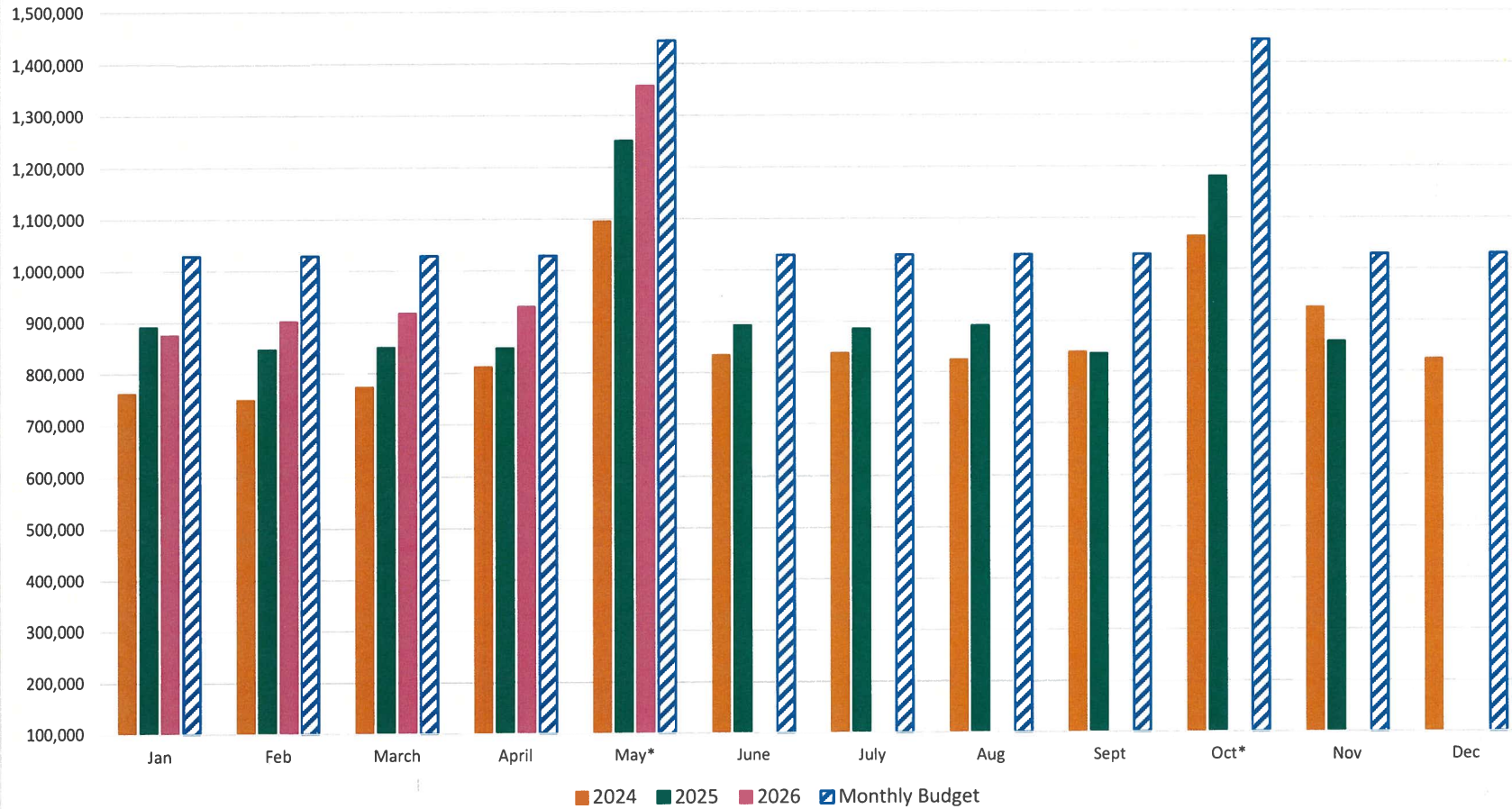
For Fiscal: Current Period Ending: 05/31/2026

ExpCa...	May Budget	May 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	14,925.46	264.66	-101.81%	73,304.00	66,375.57	-6,928.43	-90.55%	176,000.00
Total RevType: 10 - Passenger Fare Revenue:	14,660.80	14,925.46	264.66	-101.81%	73,304.00	66,375.57	-6,928.43	-90.55%	176,000.00
RevType: 20 - Rideshare Revenue									
	14,244.30	13,575.00	-669.30	-95.30%	71,221.50	54,925.00	-16,296.50	-77.12%	171,000.00
Total RevType: 20 - Rideshare Revenue:	14,244.30	13,575.00	-669.30	-95.30%	71,221.50	54,925.00	-16,296.50	-77.12%	171,000.00
RevType: 30 - Paratransit Revenue									
	1,166.20	1,249.87	83.67	-107.17%	5,831.00	5,273.49	-557.51	-90.44%	14,000.00
Total RevType: 30 - Paratransit Revenue:	1,166.20	1,249.87	83.67	-107.17%	5,831.00	5,273.49	-557.51	-90.44%	14,000.00
RevType: 40 - Sales Tax Revenue									
	982,077.00	1,069,330.35	87,253.35	-108.88%	4,712,237.00	5,050,572.41	338,335.41	-107.18%	12,716,406.00
Total RevType: 40 - Sales Tax Revenue:	982,077.00	1,069,330.35	87,253.35	-108.88%	4,712,237.00	5,050,572.41	338,335.41	-107.18%	12,716,406.00
RevType: 50 - WSDOT Grant Revenue									
	158,353.30	0.00	-158,353.30	0.00%	791,766.50	502,577.00	-289,189.50	-63.48%	1,901,000.00
Total RevType: 50 - WSDOT Grant Revenue:	158,353.30	0.00	-158,353.30	0.00%	791,766.50	502,577.00	-289,189.50	-63.48%	1,901,000.00
RevType: 60 - Other Operating Revenue									
	103,371.13	120,883.70	17,512.57	-116.94%	516,855.65	629,130.95	112,275.30	-121.72%	1,240,950.00
Total RevType: 60 - Other Operating Revenue:	103,371.13	120,883.70	17,512.57	-116.94%	516,855.65	629,130.95	112,275.30	-121.72%	1,240,950.00
Total Revenue:	1,273,872.73	1,219,964.38	-53,908.35	-95.77%	6,171,215.65	6,308,854.42	137,638.77	-102.23%	16,219,356.00
Expense									
00 - Salaries & Wages	983,569.12	956,458.10	27,111.02	97.24%	3,603,013.80	3,321,401.73	281,612.07	92.18%	8,515,750.00
10 - Personnel Benefits	460,865.99	400,580.80	60,285.19	86.92%	1,957,705.79	1,656,274.19	301,431.60	84.60%	4,664,800.00
20 - Fuel, Fluids, & Parts	131,551.52	147,599.28	-16,047.76	112.20%	657,757.60	648,409.56	9,348.04	98.58%	1,579,250.00
30 - Other Supplies	36,739.96	24,122.61	12,617.35	65.66%	183,699.80	147,080.53	36,619.27	80.07%	441,056.11
40 - Professional & Misc Services	69,251.45	29,958.06	39,293.39	43.26%	346,257.25	314,361.84	31,895.41	90.79%	831,350.00
50 - Maintenance & Repair	27,918.58	9,422.39	18,496.19	33.75%	139,592.90	70,434.22	69,158.68	50.46%	335,157.06
60 - Communications	10,496.20	10,508.55	-12.35	100.12%	52,481.00	45,544.54	6,936.46	86.78%	126,005.00
70 - Insurance	45,398.50	44,391.83	1,006.67	97.78%	226,992.50	221,959.19	5,033.31	97.78%	545,000.00
80 - Other Operating Expenses	20,104.45	11,960.20	8,144.25	59.49%	100,522.25	72,212.68	28,309.57	71.84%	241,350.00
Total Expense:	1,785,895.77	1,635,001.82	150,893.95	91.55%	7,268,022.89	6,497,678.48	770,344.41	89.40%	17,279,718.17
Report Total:	-512,023.04	-415,037.44	96,985.60		-1,096,807.24	-188,824.06	907,983.18		-1,060,362.17



	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	1,069,330	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	1,357,039								4,982,327	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

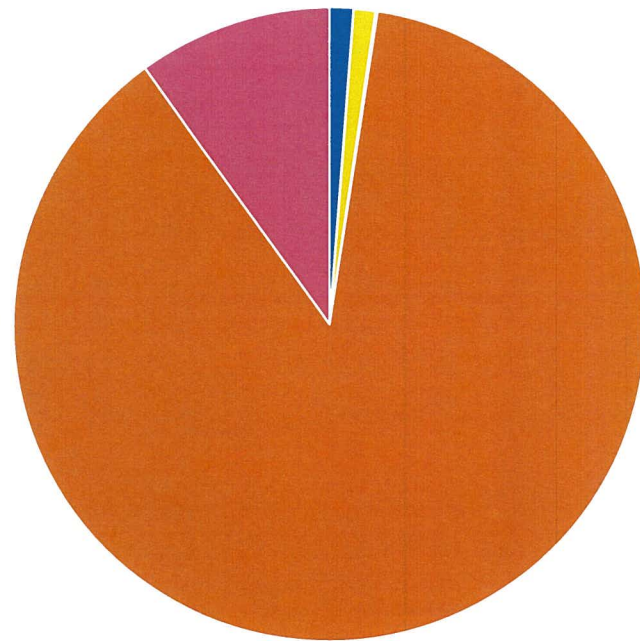
*Months with three payrolls

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	14,925								66,376	176,000	37.71%
Rideshare Fare	875	12,600	13,850	13,650	13,575								54,550	171,000	31.90%
Paratransit Fare	1,027	842	932	1,224	1,250								5,273	14,000	37.67%
Sales Tax Revenue	1,007,147	1,123,432	940,558	910,105	1,069,330								5,050,572	12,716,406	39.72%
All other Revenue	124,557	113,211	120,457	149,560	120,884								628,669	1,240,950	50.66%
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.

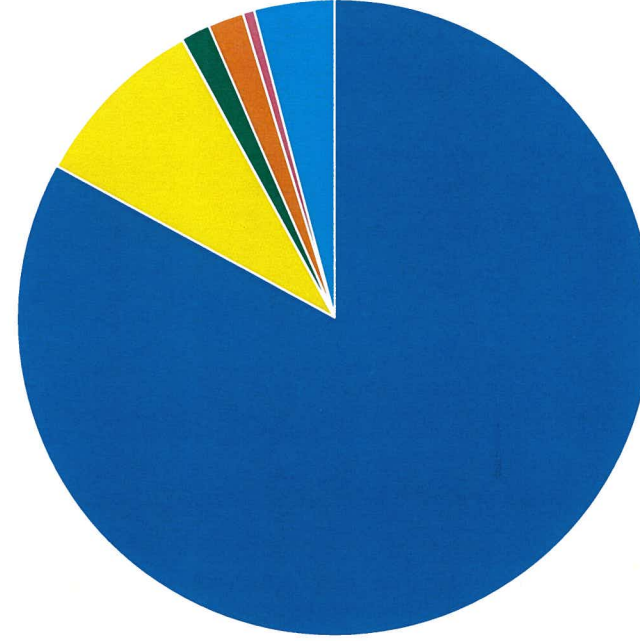
EXPENSES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
Wages & Benefits	875,831	902,254	917,513	929,690	1,357,039								4,982,327	13,180,550	37.80%
Fuel, Fluids, & Parts	84,915	101,286	151,764	162,845	147,599								648,410	1,579,250	41.06%
Other Supplies	15,574	23,889	47,299	36,205	24,123								147,089	441,056	33.35%
Professional & Misc. Services	59,288	128,902	59,089	73,860	29,958								351,097	831,350	42.23%
Maintenance & Repair	15,838	17,320	14,590	13,263	9,422								70,434	335,157	21.02%
All other expenses	51,128	66,403	87,700	67,625	66,861								339,716	912,355	37.24%

May Revenues



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

May Expenses



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

SMA Net Position

January 2026 - May 2026

SMA-Clallam Transit	January 2026	February 2026	March 2026	April 2026	May 2026	Period Totals
Operations						
ADDITIONS						
Investment Earnings	34,393.91*	31,352.57*	34,576.81*	33,627.25*	34,570.05*	168,520.59
DEDUCTIONS						
Administrative Expenses	394.48	357.37	396.69	385.05	399.33	1,932.92
Change in Net Position - Operations	33,999.43	30,995.20	34,180.12	33,242.20	34,170.72	166,587.67
SMA Participant Transactions						
CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
Change in Net Position - Part. Txns.	0.00	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	34,170.72	166,587.67
Beginning Net Position	10,377,953.90	10,411,953.33	10,442,948.53	10,477,128.65	10,510,370.85	10,377,953.90
Ending Net Position	10,411,953.33	10,442,948.53	10,477,128.65	10,510,370.85	10,544,541.57	10,544,541.57
AVERAGE BOOK BALANCE	10,321,534.43	10,352,431.56	10,379,295.84	10,410,737.98	10,448,381.62	
GROSS YIELD (Earnings before fee)	3.923%	3.948%	3.922%	3.930%	3.896%	
NET YIELD (Net of fee)	3.878%	3.903%	3.877%	3.885%	3.851%	
Fee Rate	0.045%	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*	10,461,764.66*	
Accrued Interest/Income	81,345.10	77,635.47	72,340.83	71,703.25	81,550.53	
Outstanding PAI	1,388.86	1,419.93	151.26	1,625.71	1,625.71	
Admin. Fee Liability	(394.48)	(357.37)	(396.69)	(385.05)	(399.33)	
Net Position (Amortized Cost)	10,411,953.33	10,442,948.53	10,477,128.65	10,510,370.85	10,544,541.57	
Market Value	10,383,021.08	10,462,166.60	10,407,631.58	10,423,424.56	10,421,763.11	

* = Includes Income from Securities Lending
for prior month



Title: Credit Card Use Policy Update
Submitted By: Cherie Huxtable, Finance Manager
Authorized By: Jason McNickle, General Manager

Factsheet: 2026-041
Date: June 17, 2026

Background

Clallam Transit System (CTS) Credit Card Use Policy was created and presented to the CTS Board (Board) on January 18, 2023, and approved by resolution R02:2023.

Discussion

As a local government, it is our responsibility to be good stewards of taxpayer dollars. This includes the legal requirement to report known or suspected losses, fraud, or other illegal activity to the State Auditor's Office (SAO).

A recent blog released by the SAO clarified that personal use of a government credit card is never allowable under state law and needs to be reported to the SAO as soon as the purchase is known, regardless of dollar amount, intent, or eventual resolution.

The CTS Credit Card Use Policy and Credit Card User Agreement has been updated to reflect this requirement to inform employees with government issued credit cards that CTS has a legal obligation to report it.

Included in this revision are grammatical and title fixes, an addition of wording for the general manager to delegate an authorized employee to oversee the contracting, guidelines, and oversight of the credit card program in the absence of a finance manager, and clarification of where to submit the receipts and approvals.

Recommended Action

None.

Attachments

CTS *Credit Card Use Policy* – Redline draft and final
CTS Credit Card User Agreement – Redline draft and final

830 West Lauridsen Boulevard Port Angeles, Washington 98363  www.clallamtransit.com 360-452-4511	
CLALLAM TRANSIT	
Policy Title:	Policy No.:
Credit Card Use Policy	20-340
Review Responsibility:	Approved By:
Cherie Huxtable, Finance Administrator <u>Manager</u>	Kevin E. Gallacci <u>Jason McNickle</u> , General Manager
Authorized By:	Effective Date:
Clallam Transit System Resolution No. R2:2023 original resolution	01/18/2023 <u>06/17/2026</u>

1. PURPOSE

The purpose of this policy is for Clallam Transit System ("CTS") to set guidelines for proper use of credit cards issued to CTS employees and establish minimum controls around managing those cards.

2. POLICY

- A. The ~~F~~inance ~~Administrator~~ manager, unless otherwise delegated by the general manager, is authorized to contract for issuance and establishing guidelines for use of CTS credit cards pursuant to RCW 43.09.2855 and RCW 42.24.115.
- B. CTS Employees assigned a company credit card are expected to use good judgement when incurring expenses on a CTS credit card to ensure only authorized company expenses are being charged. Types of authorized expenses include:
 - 2.B.1 Travel expenses outlined in the *CTS Employee Travel Handbook* during official business travel
 - 2.B.2 Pick and pay purchases as defined in the *CTS Procurement Policy 20-001*
 - 2.B.3 Online purchases
 - 2.B.4 Order and Deliver procurements where an established open line of credit is not established with the vendor
 - 2.B.5 Prior approved business meals and light refreshments (*CTS Business Meals and Light Refreshments Policy 20-350*)
 - 2.B.6 Awards and banquet costs as authorized by the *CTS Employee Recognition Policy 10-010*
 - 2.B.7 Job-affiliated expenses incurred by the general manager while representing CTS, as provided by the General Manager's employment contract
- C. Unauthorized purchases include but are not limited to:
 - 2.C.1 Cash advances
 - 2.C.2 Items or services for personal use
 - 2.C.3 Expenses incurred to pay for a spouse or other persons not authorized under agency policies
 - 2.C.4 Alcoholic beverages
 - 2.C.5 Celebrations or gifts not authorized under the *CTS Employee Recognition Policy*
 - 2.C.6 Fuel for privately owned vehicles
 - 2.C.7 Charges that exceed the employee's procurement limits as outlined in *Appendix A* of the *CTS Procurement Policy*
- D. Employees will reimburse CTS for any unauthorized purchases and any interest charged by check, United States currency, or payroll deduction before the credit card billing cycle end, or within 14 days, whichever is sooner.

- E. Employees assigned a departmental credit card for travel or other authorized purchases, will return the card to their department's ~~O~~ffice ~~M~~anager or the ~~A~~administrative department within 24 hours upon return from travel.
- F. Misuse of a CTS credit card may result in disciplinary action, termination, and/or legal action.

3. PROCEDURE

- A. Upon request of the employee's department manager, under the *CTS Procurement Policy* authorization, the ~~F~~inance ~~Administrat~~er~~man~~ager will issue a credit card to the employee.
- B. Credit limits will be set according to the current procurement limits set by Appendix A of the *CTS Procurement Policy*.
- C. Original itemized receipts with a clear description of the items purchased are to be submitted to finance with the appropriate approval form. ~~the employee's department manager for approval.~~
 - 3.C.1 Authorization for credit card purchases have~~has~~ the same documentation requirements as any other CTS purchase. A purchase order packet, micro-purchase approval form, or travel authorization should be included with the receipt when submitted to ~~F~~inance.
- D. In the event of a lost or destroyed receipt, the employee will be required to submit a completed *Affidavit for Missing Receipt*.
- E. Finance will maintain a detailed list of all employees assigned a company credit card, including credit limits, single purchase limits, expiration dates, and the last four numbers of their account.
- ~~F.~~ Finance will keep a detailed list of all credit card violation occurrences.
 - F.3.F.1 In accordance with RCW 43.09.185, any personal use or purchases not authorized by CTS will be reported to the State Auditor's Office (SAO) as "...known or suspected loss of public funds or assets or other illegal activity.", regardless of dollar amount, an employee's intent, or eventual resolution.
- G. Finance will reconcile and remit payment to the credit card companies using the current finance procedure.
- H. All employees assigned a CTS credit card will sign a *CTS Credit Card User Agreement*.

4. ADMINISTRATIVE AND REGULATORY CHANGES

A. Regulatory Changes

To facilitate the regular business routine of CTS, the CTS board authorizes and designates the CTS general manager to approve and implement subsequent changes to the policy that may be required to be in compliance with federal and state regulatory changes or clarifications. The board will be notified of all policy changes.

B. Administrative Changes

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

5. REFERENCES

- A. CTS Employee Travel Handbook
- B. CTS Procurement Policy
- C. CTS Business Meals and Light Refreshments Policy
- D. CTS Employee Recognition Policy
- D.E. CTS Credit Card User Agreement



CTS Credit Card User Agreement

1. I understand the Clallam Transit System (CTS) credit card is intended for purchases of business-related goods or services and not for my personal use.
2. I understand that if I am issued a card in my name, I am the only person authorized to use the card, and I am responsible for all charges made to the card.
3. I understand that if I am using a departmental card, I am doing so after getting authorization from my department manager or supervisor, and I am responsible for all charges made during the time the card has been assigned to me.
4. I understand that improper use of the card may result in disciplinary action, up to and including termination.
5. I understand that I am required to provide itemized receipts to my department manager for approval if the amount is above my purchase authority.
6. I understand that if a charge is not approved by my department manager, I will be held personally accountable to repay CTS within 14 days or before the statement cycle end date, whichever is sooner. In the event that my employment at CTS has been terminated before repayment is made, a payroll deduction will be made to reimburse CTS for the unauthorized purchase plus any interest charged by the credit card company.
- ~~6-7.~~ I understand that personal use or purchases not authorized by CTS will be reported as suspected loss or illegal activity, regardless of the circumstances or of eventual resolution.
- ~~7-8.~~ I understand that I am responsible for reporting fraudulent charges and resolving any discrepancies by contacting the credit card company directly, as well as notifying the finance department.
- ~~8-9.~~ I will safeguard any credit card issued to me and use appropriate security when using the card.
- ~~9-10.~~ If my card is lost or stolen, I will notify the credit card company and the finance department immediately, ~~and notify the finance department as soon as possible.~~
- ~~10-11.~~ I understand that the credit card is the property of CTS and must be immediately surrendered upon termination or at the demand of the finance ~~administrator~~ manager or general manager.

_____ (Initial) I hereby acknowledge receipt of CTS credit card ending in ____ _

As the assigned user of a CTS credit card, I agree to comply with the terms and conditions of this agreement. I have read and understand *CTS Credit Card Use Policy 20-340*.

Employee Signature: _____ Date: _____

Employee Name: _____

830 West Lauridsen Boulevard Port Angeles, Washington 98363  www.clallamtransit.com 360-452-4511	
Policy Title:	
Credit Card Use Policy	Policy No.: 20-340
Review Responsibility: Cherie Huxtable, Finance Manager	Approved By: Jason McNickle, General Manager
Authorized By: Clallam Transit System Resolution No. R2:2023 original resolution	Effective Date: 06/17/2026

1. PURPOSE

The purpose of this policy is for Clallam Transit System (CTS) to set guidelines for proper use of credit cards issued to CTS employees and establish minimum controls around managing those cards.

2. POLICY

- A. The finance manager, unless otherwise delegated by the general manager, is authorized to contract for issuance and establish guidelines for use of CTS credit cards pursuant to RCW 43.09.2855 and RCW 42.24.115.
- B. CTS Employees assigned a company credit card are expected to use good judgement when incurring expenses on a CTS credit card to ensure only authorized company expenses are being charged. Types of authorized expenses include:
 - 2.B.1 Travel expenses outlined in the *CTS Employee Travel Handbook* during official business travel
 - 2.B.2 Pick and pay purchases as defined in the *CTS Procurement Policy 20-001*
 - 2.B.3 Online purchases
 - 2.B.4 Order and Deliver procurements where an established open line of credit is not established with the vendor
 - 2.B.5 Prior approved business meals and light refreshments (*CTS Business Meals and Light Refreshments Policy 20-350*)
 - 2.B.6 Awards and banquet costs as authorized by the *CTS Employee Recognition Policy 10-010*
 - 2.B.7 Job-affiliated expenses incurred by the general manager while representing CTS, as provided by the General Manager's employment contract
- C. Unauthorized purchases include but are not limited to:
 - 2.C.1 Cash advances
 - 2.C.2 Items or services for personal use
 - 2.C.3 Expenses incurred to pay for a spouse or other persons not authorized under agency policies
 - 2.C.4 Alcoholic beverages
 - 2.C.5 Celebrations or gifts not authorized under the *CTS Employee Recognition Policy*
 - 2.C.6 Fuel for privately owned vehicles
 - 2.C.7 Charges that exceed the employee's procurement limits as outlined in *Appendix A* of the *CTS Procurement Policy*
- D. Employees will reimburse CTS for any unauthorized purchases and any interest charged by check, United States currency, or payroll deduction before the credit card billing cycle end, or within 14 days, whichever is sooner.

- E. Employees assigned a departmental credit card for travel or other authorized purchases, will return the card to their department's office manager or the administrative department within 24 hours upon return from travel.
- F. Misuse of a CTS credit card may result in disciplinary action, termination, and/or legal action.

3. PROCEDURE

- A. Upon request of the employee's department manager, under the *CTS Procurement Policy* authorization, the finance manager will issue a credit card to the employee.
- B. Credit limits will be set according to the current procurement limits set by Appendix A of the *CTS Procurement Policy*.
- C. Original itemized receipts with a clear description of the items purchased are to be submitted to finance with the appropriate approval form.
 - 3.C.1 Authorization for credit card purchases has the same documentation requirements as any other CTS purchase. A purchase order packet, micro-purchase approval form, or travel authorization should be included with the receipt when submitted to finance.
- D. In the event of a lost or destroyed receipt, the employee will be required to submit a completed *Affidavit for Missing Receipt*.
- E. Finance will maintain a detailed list of all employees assigned a company credit card, including credit limits, single purchase limits, expiration dates, and the last four numbers of their account.
- F. Finance will keep a detailed list of all credit card violation occurrences.
 - 3.F.1 In accordance with RCW 43.09.185, any personal use or purchases not authorized by CTS will be reported to the State Auditor's Office (SAO) as "...known or suspected loss of public funds or assets or other illegal activity.", regardless of dollar amount, an employee's intent, or eventual resolution.
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10. If my card is lost or stolen, I will notify the credit card company and the finance department immediately.
11. I understand that the credit card is the property of CTS and must be immediately surrendered upon termination or at the demand of the finance manager or general manager.

_____ (Initial) I hereby acknowledge receipt of CTS credit card ending in ____ _

As the assigned user of a CTS credit card, I agree to comply with the terms and conditions of this agreement. I have read and understand *CTS Credit Card Use Policy 20-340*.

Employee Signature: _____ Date: _____

Employee Name: _____



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

Factsheet: 2026-042
Date: June 17, 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 with candidates in process.
- Closed paratransit operator with current hiring needs met.
- Closed maintenance worker with 1 candidate hired to meet increased demand.
- Internal recruitment for relief paratransit CSR/dispatcher continues.
- Internal recruitment for paratransit instructors position assignment – One employee assigned.

The increased headcount to 51 fixed-route operators and 21 paratransit operators to meet the needs of the major service change is currently met!!

Recommended Action

None.

Attachments

None.