

REGULAR BOARD MEETING
Wednesday, August 27, 2025
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 virtually by joining via computer or phone 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.

PRESENTATIONS

Employee of the 2nd Quarter 2025 – Operations Supervisor Kim Hutcheson

PUBLIC HEARING

Receive public comment on the 2025-2030 Transit Development Plan

CONSENT AGENDA

- A. **Factsheet 2025-044:** Consent Agenda – Motion No. M19:2025
- **Payment Listing** – June 12, 2025, through August 13, 2025
 - **Board Meeting Minutes** – June 18, 2025
 - **Resolution No. R12:2025** – Employee of the 2nd Quarter of 2025
 - **Resolution No. R13:2025** – Retirement Recognition

ACTION ITEMS

- A. **Factsheet 2025-045:** 2025-2030 Transit Development Plan – Resolution No. R14:2025
Jason McNickle, Acting General Manager
- B. **Factsheet 2025-046:** 2025 FTA Certifications and Assurances– Motion No. M20:2025
Barb Cox, Human Resources Manager
- C. **Factsheet 2025-047:** Employee Recognition Policy – Motion No. M21:2025
Barb Cox, Human Resources Manager
- E. **Factsheet 2025-048:** Paratransit Vehicle Procurement Authority – Motion No. M22:2025
Gary Abrams, Maintenance Manager
- F. **Factsheet 2025-049:** Electric Vehicle Charging Station Procurement – Forks – Motion No. M23:2025
Gary Abrams, Maintenance Manager
- G. **Factsheet 2025-053:** Bus & Bus Facilities Grant – Fixed-route and Paratransit Vehicle Procurement – Motion No. M24:2025
Gary Abrams, Maintenance Manager

INFORMATIONAL ITEMS

- | | |
|---|--|
| A. Executive Report | Jason McNickle, Acting General Manager |
| B. Factsheet 2025-050: Operations Department Report | Taron Lee, Acting Operations Manager |
| C. Factsheet 2025-051: Finance Department Report | Cherie Huxtable, Finance Manager |
| D. Maintenance Department Report | Gary Abrams, Maintenance Manager |
| E. Factsheet 2025-052: Administrative Services Department Report | Barb Cox, Human Resources Manager |

BOARD OPEN DISCUSSION

ADJOURNMENT



Title: August 2025 Consent Agenda
Submitted By: Jason McNickle, Acting General Manager
Authorized By: N/A

Factsheet: 2025-044
Date: August 27, 2025

Background

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

Discussion

- **Payment Listing:** The listing of payments as summarized in the attached memorandum are presented for review and approval by the Board
- **Board Meeting Minutes:** The minutes from the last meeting have been drafted and are presented for review and approval by the Board
- **Resolution R12:2025:** Employee of the 2nd Quarter of 2025
- **Resolution R13:2025:** Retirement Recognition

Recommended Action

Move to approve the actions outlined above in the consent agenda by CTS Motion No. M19:2025, as presented.

Attachments

- Payment Listing – June 12, 2025, through August 13, 2025
- June 18, 2025, Board Minutes
- Resolution R12:2025 – Employee of the 2nd Quarter of 2025 – Operations Supervisor Kim Hutcheson
- Resolution R13:2025 – Retirement Recognition – Fixed-route Operator Jeffrey Dixon

Passed and adopted by the Board at a regular meeting by CTS Motion No. M19:2025 thereof this 27th day of August 2025.

Board Chairperson

Approved as to Content:

Attest:

Jason McNickle, Acting General Manager

Barb Cox, Clerk to the Board



Title: Payment Listing for Board Approval

Submitted By: Cherie Huxtable, Finance Manager

Authorized By: Jason McNickle, Acting 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

August 27, 2025

Date

<u>Umpqua Bank</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Automated Checks	6/12/2025	8/13/2025	101605	101863	635,274.61
ACHs - External Initiated	6/12/2025	8/13/2025	50762	50778	666,743.70
ACHs - Other Internal Initiated	6/12/2025	8/13/2025	328	379	601,570.61
TOTAL "Accounts Payable Check Disbursement List"					<u>\$ 1,903,588.92</u>
ACHs - Payroll	6/12/2025	8/13/2025	EFT0036	EFT0042	982,012.72
ACHs - Payroll Internal Adj	6/12/2025	8/13/2025	1005, 1006,	1008, 1009	2,066.91
TOTAL ACH REGISTER					<u>\$ 984,079.63</u>
TOTAL ALL PAYMENTS					<u>\$ 2,887,668.55</u>

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: 06/12/2025 - 08/13/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 6078 - Checking-Umpqua Checking						
Payment Type: EFT						
633	PETROCARD, INC	06/13/2025	EFT	0.00	10,750.09	328
5137	Douglas Gates	06/13/2025	EFT	0.00	282.30	329
214	AMALGAMATED TRANSIT UNION	06/13/2025	EFT	0.00	2,286.56	330
210	EMPLOYEES ASSOCIATION	06/13/2025	EFT	0.00	476.50	331
810	HRA VEBA	06/13/2025	EFT	0.00	25,897.88	332
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	06/13/2025	EFT	0.00	10,521.98	333
843	PF EA CHARITY FUND	06/13/2025	EFT	0.00	32.00	334
240	UNITED WAY OF CLALLAM COUNTY	06/13/2025	EFT	0.00	40.00	335
810	HRA VEBA	06/16/2025	EFT	0.00	304.80	336
633	PETROCARD, INC	06/20/2025	EFT	0.00	621.74	337
9JG20	JEFF GINGELL	06/20/2025	EFT	0.00	77.14	338
633	PETROCARD, INC	06/27/2025	EFT	0.00	24,194.82	339
	Void	06/27/2025	EFT	0.00	0.00	340
214	AMALGAMATED TRANSIT UNION	06/27/2025	EFT	0.00	2,250.03	341
210	EMPLOYEES ASSOCIATION	06/27/2025	EFT	0.00	477.50	342
810	HRA VEBA	06/27/2025	EFT	0.00	16,435.03	343
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	06/27/2025	EFT	0.00	11,187.72	344
843	PF EA CHARITY FUND	06/27/2025	EFT	0.00	32.00	345
240	UNITED WAY OF CLALLAM COUNTY	06/27/2025	EFT	0.00	40.00	346
AK067	ANITA CAMPBELL	07/03/2025	EFT	0.00	300.00	347
LH087	Leo Hansen	07/03/2025	EFT	0.00	300.00	348
325A	HEALTH CARE AUTHORITY	07/11/2025	EFT	0.00	151,178.74	349
633	PETROCARD, INC	07/11/2025	EFT	0.00	11,927.15	350
KG021	KEVIN E GALLACCI	07/11/2025	EFT	0.00	300.00	351
214	AMALGAMATED TRANSIT UNION	07/11/2025	EFT	0.00	2,300.95	352
210	EMPLOYEES ASSOCIATION	07/11/2025	EFT	0.00	462.50	353
810	HRA VEBA	07/11/2025	EFT	0.00	14,627.55	354
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	07/11/2025	EFT	0.00	21,636.97	355
843	PF EA CHARITY FUND	07/11/2025	EFT	0.00	32.00	356
240	UNITED WAY OF CLALLAM COUNTY	07/11/2025	EFT	0.00	40.00	357
633	PETROCARD, INC	07/18/2025	EFT	0.00	621.74	358
AK067	ANITA CAMPBELL	07/18/2025	EFT	0.00	300.00	359
633	PETROCARD, INC	07/25/2025	EFT	0.00	627.77	360
5001	JUSTIN BURNS	07/25/2025	EFT	0.00	135.13	361
214	AMALGAMATED TRANSIT UNION	07/25/2025	EFT	0.00	2,267.67	362
210	EMPLOYEES ASSOCIATION	07/25/2025	EFT	0.00	462.50	363
810	HRA VEBA	07/25/2025	EFT	0.00	8,381.13	364
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	07/25/2025	EFT	0.00	18,772.31	365
843	PF EA CHARITY FUND	07/25/2025	EFT	0.00	32.00	366
240	UNITED WAY OF CLALLAM COUNTY	07/25/2025	EFT	0.00	40.00	367
633	PETROCARD, INC	08/01/2025	EFT	0.00	10,460.85	368
5137	Douglas Gates	08/01/2025	EFT	0.00	228.13	369
LH087	Leo Hansen	08/01/2025	EFT	0.00	300.00	370
214	AMALGAMATED TRANSIT UNION	08/08/2025	EFT	0.00	2,239.47	371
210	EMPLOYEES ASSOCIATION	08/08/2025	EFT	0.00	456.50	372
810	HRA VEBA	08/08/2025	EFT	0.00	49,463.67	373
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	08/08/2025	EFT	0.00	18,187.99	374
843	PF EA CHARITY FUND	08/08/2025	EFT	0.00	32.00	375
240	UNITED WAY OF CLALLAM COUNTY	08/08/2025	EFT	0.00	40.00	376
KG021	KEVIN E GALLACCI	08/08/2025	EFT	0.00	300.00	377
325A	HEALTH CARE AUTHORITY	08/08/2025	EFT	0.00	166,281.99	378
633	PETROCARD, INC	08/08/2025	EFT	0.00	12,925.81	379
Total EFT:				0.00	601,570.61	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
858	EFTPS - 941 DEPOSITS	06/13/2025	Bank Draft	0.00	66,290.30	50762
303	WA DRS - DEPT OF RETIREMENT SRVCS	06/13/2025	Bank Draft	0.00	42,359.28	50763
858	EFTPS - 941 DEPOSITS	06/16/2025	Bank Draft	0.00	32.46	50764
858	EFTPS - 941 DEPOSITS	06/27/2025	Bank Draft	0.00	67,569.00	50765
303	WA DRS - DEPT OF RETIREMENT SRVCS	06/27/2025	Bank Draft	0.00	45,682.78	50766
303	WA DRS - DEPT OF RETIREMENT SRVCS	06/27/2025	Bank Draft	0.00	45,939.02	50767
184	WA DOR - B&O TAXES	07/11/2025	Bank Draft	0.00	264.50	50768
858	EFTPS - 941 DEPOSITS	07/11/2025	Bank Draft	0.00	67,092.13	50769
183	WA L&I - WORKERS COMP	07/25/2025	Bank Draft	0.00	119,145.03	50770
1041	WA ESD - PFML & CARES	07/25/2025	Bank Draft	0.00	18,499.46	50771
1041	WA ESD - PFML & CARES	07/25/2025	Bank Draft	0.00	10,682.48	50772
858	EFTPS - 941 DEPOSITS	07/25/2025	Bank Draft	0.00	23,777.42	50773
858	EFTPS - 941 DEPOSITS	07/25/2025	Bank Draft	0.00	34,541.88	50773
858	EFTPS - 941 DEPOSITS	07/25/2025	Bank Draft	0.00	8,078.22	50773
303	WA DRS - DEPT OF RETIREMENT SRVCS	07/25/2025	Bank Draft	0.00	31,252.05	50774
303	WA DRS - DEPT OF RETIREMENT SRVCS	07/25/2025	Bank Draft	0.00	-31,252.05	50774
Total Bank Draft:				0.00	549,953.96	

Check Report				Date Range: 06/12/2025 - 08/13/2025		
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Manual						
303	WA DRS - DEPT OF RETIREMENT SRVCS	07/25/2025	Manual	0.00	20,629.16	50775
Total Manual:				0.00	20,629.16	

Check Report				Date Range: 06/12/2025 - 08/13/2025		
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
184	WA DOR - B&O TAXES	08/08/2025	Bank Draft	0.00	589.48	50776
858	EFTPS - 941 DEPOSITS	08/08/2025	Bank Draft	0.00	64,809.18	50777
303	WA DRS - DEPT OF RETIREMENT SRVCS	08/08/2025	Bank Draft	0.00	30,761.92	50778
Total Bank Draft:				0.00	96,160.58	

Check Report

Date Range: 06/12/2025 - 08/13/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Regular						
322	MOHAWK MFG. & SUPPLY CO.	06/16/2025	Regular	0.00	-161.28	101301
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	06/12/2025	Regular	0.00	170.77	101605
1150	AMAZON CAPITAL SERVICES	06/17/2025	Regular	0.00	534.65	101606
1014	AVAIL TECHNOLOGIES, INC.	06/17/2025	Regular	0.00	33,759.00	101607
999	CENTURYLINK	06/17/2025	Regular	0.00	338.94	101608
1066	CINTAS CORPORATION NO 3	06/17/2025	Regular	0.00	196.05	101609
031	CITY OF PORT ANGELES	06/17/2025	Regular	0.00	1,385.17	101610
982	FASTENAL COMPANY	06/17/2025	Regular	0.00	33.26	101611
435	GALLS PARENT HOLDINGS LLC	06/17/2025	Regular	0.00	379.47	101612
1212	HEWLETT PACKARD ENTERPRISE COMPANY	06/17/2025	Regular	0.00	3,193.58	101613
923	MATTHEW C LASHER III	06/17/2025	Regular	0.00	157.90	101614
322	MOHAWK MFG. & SUPPLY CO.	06/17/2025	Regular	0.00	161.28	101615
237	OLYMPIC DM DISPOSAL	06/17/2025	Regular	0.00	128.15	101616
937	OLYMPIC SPRINGS, INC	06/17/2025	Regular	0.00	366.07	101617
1239	Security Service Northwest, Inc.	06/17/2025	Regular	0.00	2,667.50	101618
768	SELECT ADVANTAGE	06/17/2025	Regular	0.00	160.00	101619
1024	SEMACONNECT, INC.	06/17/2025	Regular	0.00	240.00	101620
440	SHERWIN-WILLIAMS CO.	06/17/2025	Regular	0.00	824.10	101621
698	TRAPEZE SOFTWARE GROUP, INC.	06/17/2025	Regular	0.00	11,537.96	101622
181	VERIZON WIRELESS,BELLEVUE	06/17/2025	Regular	0.00	357.58	101623
181	VERIZON WIRELESS,BELLEVUE	06/17/2025	Regular	0.00	505.13	101624
1137	WALTER E NELSON OF WEST WASHINGTON	06/17/2025	Regular	0.00	302.56	101625
845	WAVE DIVISION HOLDINGS, LLC	06/17/2025	Regular	0.00	1,457.78	101626
288	COMMERCIAL BRAKE & CLUTCH, INC.	06/18/2025	Regular	0.00	21.54	101627
510	CUMMINS INC.	06/18/2025	Regular	0.00	3,772.89	101628
1143	DOBBS HEAVY DUTY HOLDINGS LLC	06/18/2025	Regular	0.00	2,500.69	101629
1142	EUROFINS TESTOIL, INC	06/18/2025	Regular	0.00	1,100.00	101630
307	FERRELLGAS LP	06/18/2025	Regular	0.00	1,490.08	101631
305	GILLIG LLC	06/18/2025	Regular	0.00	3,206.31	101632
1128	NFI PARTS	06/18/2025	Regular	0.00	4.12	101633
221	RACE STREET AUTO PARTS-NAPA	06/18/2025	Regular	0.00	514.39	101634
1150	AMAZON CAPITAL SERVICES	06/25/2025	Regular	0.00	41.36	101635
999	CENTURYLINK	06/25/2025	Regular	0.00	158.55	101636
109	CENTURYLINK	06/25/2025	Regular	0.00	143.46	101637
1066	CINTAS CORPORATION NO 3	06/25/2025	Regular	0.00	198.60	101638
057	GRAINGER	06/25/2025	Regular	0.00	69.26	101639
1267	Kendall Dealership Holdings, LLC	06/25/2025	Regular	0.00	91,664.18	101640
014	LES SCHWAB GROUP HOLDINGS LLC	06/25/2025	Regular	0.00	2,591.81	101641
874	NORTHWEST PLASTICS, INC.	06/25/2025	Regular	0.00	507.47	101642
564	PUD #1 OF CLALLAM COUNTY	06/25/2025	Regular	0.00	89.88	101643
1239	Security Service Northwest, Inc.	06/25/2025	Regular	0.00	990.00	101644
440	SHERWIN-WILLIAMS CO.	06/25/2025	Regular	0.00	52.22	101645
1134	THERMO FLUIDS INC.	06/25/2025	Regular	0.00	87.00	101646
1143	DOBBS HEAVY DUTY HOLDINGS LLC	06/25/2025	Regular	0.00	1,235.77	101647
307	FERRELLGAS LP	06/25/2025	Regular	0.00	1,294.15	101648
305	GILLIG LLC	06/25/2025	Regular	0.00	861.85	101649
178	HARLOW'S BUS SALES INC.	06/25/2025	Regular	0.00	221.50	101650
751	MUNCIE RECLAMATION & SUPPLY	06/25/2025	Regular	0.00	897.16	101651
221	RACE STREET AUTO PARTS-NAPA	06/25/2025	Regular	0.00	185.13	101652
664	ROMAINE ELECTRIC CORP.	06/25/2025	Regular	0.00	1,052.61	101653
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	06/27/2025	Regular	0.00	170.77	101654
179	BANK OF AMERICA	06/30/2025	Regular	0.00	359.63	101655
US0506	US BANK 0506	06/30/2025	Regular	0.00	111.72	101656
US2256	US BANK 2256	06/30/2025	Regular	0.00	906.27	101657
US3520	US BANK 3520	06/30/2025	Regular	0.00	415.98	101658
US6383	US BANK 6383	06/30/2025	Regular	0.00	67.78	101659
US6466	US BANK 6466	06/30/2025	Regular	0.00	19.72	101660
US7926	US BANK 7926	06/30/2025	Regular	0.00	362.24	101661
US9494	US BANK 9494	06/30/2025	Regular	0.00	1,557.89	101662
US1603	USBANK 1603	06/30/2025	Regular	0.00	1,276.38	101663

Check Report

Date Range: 06/12/2025 - 08/13/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
US3151	USBANK 3151	06/30/2025	Regular	0.00	633.62	101664
US9673	USBANK 9673	06/30/2025	Regular	0.00	49.99	101665
US9737	USBANK 9737	06/30/2025	Regular	0.00	377.77	101666
1211	JUAN JERONIMO MATIAS	06/30/2025	Regular	0.00	40,003.75	101667
504	ANGELES COMMUNICATION INC	07/01/2025	Regular	0.00	614.74	101668
1081	CINTAS CORP NO 2	07/01/2025	Regular	0.00	147.18	101669
1066	CINTAS CORPORATION NO 3	07/01/2025	Regular	0.00	198.60	101670
245	CITY /PORT ANGELES	07/01/2025	Regular	0.00	143.98	101671
1089	DR PANZA LLC	07/01/2025	Regular	0.00	840.00	101672
982	FASTENAL COMPANY	07/01/2025	Regular	0.00	189.04	101673
435	GALLS PARENT HOLDINGS LLC	07/01/2025	Regular	0.00	303.81	101674
752	HI-TECH SECURITY, INC.	07/01/2025	Regular	0.00	11,156.10	101675
014	LES SCHWAB GROUP HOLDINGS LLC	07/01/2025	Regular	0.00	7,012.37	101676
923	MATTHEW C LASHER III	07/01/2025	Regular	0.00	473.72	101677
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	07/01/2025	Regular	0.00	2,294.69	101678
1239	Security Service Northwest, Inc.	07/01/2025	Regular	0.00	1,443.75	101679
440	SHERWIN-WILLIAMS CO.	07/01/2025	Regular	0.00	469.95	101680
536	THRYV, INC	07/01/2025	Regular	0.00	35.00	101681
698	TRAPEZE SOFTWARE GROUP, INC.	07/01/2025	Regular	0.00	172.43	101682
181	VERIZON WIRELESS,BELLEVUE	07/01/2025	Regular	0.00	4,392.46	101683
181	VERIZON WIRELESS,BELLEVUE	07/01/2025	Regular	0.00	1,129.30	101684
509	VESTIS GROUP	07/01/2025	Regular	0.00	341.33	101685
1137	WALTER E NELSON OF WEST WASHINGTON	07/01/2025	Regular	0.00	326.20	101686
344	XEROX CORPORATION	07/01/2025	Regular	0.00	328.39	101687
288	COMMERCIAL BRAKE & CLUTCH, INC.	07/02/2025	Regular	0.00	717.43	101688
1143	DOBBS HEAVY DUTY HOLDINGS LLC	07/02/2025	Regular	0.00	363.91	101689
307	FERRELLGAS LP	07/02/2025	Regular	0.00	1,490.36	101690
178	HARLOW'S BUS SALES INC.	07/02/2025	Regular	0.00	526.69	101691
1224	KBT DISTRIBUTING LLC	07/02/2025	Regular	0.00	35,456.60	101692
1128	NFI PARTS	07/02/2025	Regular	0.00	175.76	101693
1150	AMAZON CAPITAL SERVICES	07/08/2025	Regular	0.00	730.59	101694
885	CBS REPORTING, INC	07/08/2025	Regular	0.00	63.50	101695
1081	CINTAS CORP NO 2	07/08/2025	Regular	0.00	42.23	101696
1066	CINTAS CORPORATION NO 3	07/08/2025	Regular	0.00	198.60	101697
057	GRAINGER	07/08/2025	Regular	0.00	133.88	101698
089	HOCH CONSTRUCTION, INC.	07/08/2025	Regular	0.00	61,909.65	101699
1223	HORTON WEIBEL BROUGHTON & PALMER PLLC	07/08/2025	Regular	0.00	26.50	101700
522	JEFFERSON TRANSIT AUTHORITY	07/08/2025	Regular	0.00	2,969.83	101701
014	LES SCHWAB GROUP HOLDINGS LLC	07/08/2025	Regular	0.00	3,649.95	101702
1052A	OneBridge Benefits	07/08/2025	Regular	0.00	150.00	101703
1183	PROCOM LLC	07/08/2025	Regular	0.00	156.00	101704
1095	REANDEAU STORMWATER MANAGEMENT	07/08/2025	Regular	0.00	1,442.93	101705
036	ROBERT PURCELL	07/08/2025	Regular	0.00	595.00	101706
1239	Security Service Northwest, Inc.	07/08/2025	Regular	0.00	962.50	101707
1046	UNITE GPS LLC	07/08/2025	Regular	0.00	3,527.50	101708
170	WA L&I - BOILER PRESSURE SECTION	07/08/2025	Regular	0.00	95.40	101709
746	WEST WASTE & RECYCLING, INC.	07/08/2025	Regular	0.00	120.00	101710
344	XEROX CORPORATION	07/08/2025	Regular	0.00	50.67	101711
307	FERRELLGAS LP	07/09/2025	Regular	0.00	1,369.93	101712
305	GILLIG LLC	07/09/2025	Regular	0.00	18.35	101713
322	MOHAWK MFG. & SUPPLY CO.	07/09/2025	Regular	0.00	344.75	101714
221	RACE STREET AUTO PARTS-NAPA	07/09/2025	Regular	0.00	422.09	101715
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	07/11/2025	Regular	0.00	170.77	101716
999	CENTURYLINK	07/15/2025	Regular	0.00	88.86	101717
1066	CINTAS CORPORATION NO 3	07/15/2025	Regular	0.00	198.60	101718
031	CITY OF PORT ANGELES	07/15/2025	Regular	0.00	3,922.55	101719
032	CITY OF SEQUIM	07/15/2025	Regular	0.00	3,343.43	101720
752	HI-TECH SECURITY, INC.	07/15/2025	Regular	0.00	1,267.47	101721
087	MCMASTER-CARR SUPPLY CO	07/15/2025	Regular	0.00	102.54	101722
874	NORTHWEST PLASTICS, INC.	07/15/2025	Regular	0.00	995.35	101723
237	OLYMPIC DM DISPOSAL	07/15/2025	Regular	0.00	128.15	101724

Check Report

Date Range: 06/12/2025 - 08/13/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
937	OLYMPIC SPRINGS, INC	07/15/2025	Regular	0.00	366.07	101725
1239	Security Service Northwest, Inc.	07/15/2025	Regular	0.00	1,430.00	101726
108	SOUND PUBLISHING INC.	07/15/2025	Regular	0.00	699.00	101727
872	THOMAS PRINTING, INC.	07/15/2025	Regular	0.00	2,751.91	101728
140	US POSTAL SERVICE	07/15/2025	Regular	0.00	1,000.00	101729
181	VERIZON WIRELESS,BELLEVUE	07/15/2025	Regular	0.00	490.46	101730
181	VERIZON WIRELESS,BELLEVUE	07/15/2025	Regular	0.00	332.98	101731
509	VESTIS GROUP	07/15/2025	Regular	0.00	229.49	101732
845	WAVE DIVISION HOLDINGS, LLC	07/15/2025	Regular	0.00	1,457.78	101733
550	WSTIP	07/15/2025	Regular	0.00	5,000.00	101734
1143	DOBBS HEAVY DUTY HOLDINGS LLC	07/16/2025	Regular	0.00	1,140.68	101735
307	FERRELLGAS LP	07/16/2025	Regular	0.00	1,483.34	101736
305	GILLIG LLC	07/16/2025	Regular	0.00	386.49	101737
751	MUNCIE RECLAMATION & SUPPLY	07/16/2025	Regular	0.00	1,528.53	101738
1128	NFI PARTS	07/16/2025	Regular	0.00	360.02	101739
471	PRICE FORD	07/16/2025	Regular	0.00	299.48	101740
221	RACE STREET AUTO PARTS-NAPA	07/16/2025	Regular	0.00	942.89	101741
1273	Alfred Deese	07/22/2025	Regular	0.00	10.00	101742
504	ANGELES COMMUNICATION INC	07/22/2025	Regular	0.00	614.74	101743
999	CENTURYLINK	07/22/2025	Regular	0.00	244.20	101744
1066	CINTAS CORPORATION NO 3	07/22/2025	Regular	0.00	198.60	101745
245	CITY /PORT ANGELES	07/22/2025	Regular	0.00	46.37	101746
031	CITY OF PORT ANGELES	07/22/2025	Regular	0.00	1,385.60	101747
307	FERRELLGAS LP	07/22/2025	Regular	0.00	163.35	101748
752	HI-TECH SECURITY, INC.	07/22/2025	Regular	0.00	849.42	101749
1172	IVS, INC.	07/22/2025	Regular	0.00	1,768.54	101750
498	LONG BUILDING TECHNOLOGIES, INC.	07/22/2025	Regular	0.00	3,333.43	101751
923	MATTHEW C LASHER III	07/22/2025	Regular	0.00	473.72	101752
087	MCMASTER-CARR SUPPLY CO	07/22/2025	Regular	0.00	103.45	101753
874	NORTHWEST PLASTICS, INC.	07/22/2025	Regular	0.00	995.35	101754
453	OLYMPIC ELECTRIC CO INC	07/22/2025	Regular	0.00	451.44	101755
127	PENINSULA DAILY NEWS-SUBS	07/22/2025	Regular	0.00	187.20	101756
564	PUD #1 OF CLALLAM COUNTY	07/22/2025	Regular	0.00	15.09	101757
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	07/22/2025	Regular	0.00	1,816.93	101758
375	RUDELL AUTO INC.	07/22/2025	Regular	0.00	629.07	101759
1239	Security Service Northwest, Inc.	07/22/2025	Regular	0.00	1,485.00	101760
573	SME SOLUTIONS LLC	07/22/2025	Regular	0.00	2,530.16	101761
509	VESTIS GROUP	07/22/2025	Regular	0.00	109.71	101762
1137	WALTER E NELSON OF WEST WASHINGTON	07/22/2025	Regular	0.00	296.65	101763
1143	DOBBS HEAVY DUTY HOLDINGS LLC	07/23/2025	Regular	0.00	2,045.37	101764
307	FERRELLGAS LP	07/23/2025	Regular	0.00	1,394.29	101765
305	GILLIG LLC	07/23/2025	Regular	0.00	970.64	101766
1224	KBT DISTRIBUTING LLC	07/23/2025	Regular	0.00	34,240.26	101767
751	MUNCIE RECLAMATION & SUPPLY	07/23/2025	Regular	0.00	6,862.18	101768
1128	NFI PARTS	07/23/2025	Regular	0.00	301.26	101769
471	PRICE FORD	07/23/2025	Regular	0.00	348.60	101770
221	RACE STREET AUTO PARTS-NAPA	07/23/2025	Regular	0.00	167.86	101771
375	RUDELL AUTO INC.	07/23/2025	Regular	0.00	76.58	101772
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	07/25/2025	Regular	0.00	170.77	101773
1150	AMAZON CAPITAL SERVICES	07/29/2025	Regular	0.00	1,506.83	101774
999	CENTURYLINK	07/29/2025	Regular	0.00	155.43	101775
1066	CINTAS CORPORATION NO 3	07/29/2025	Regular	0.00	198.60	101776
960	EVERGREEN COLLISION CENTER, INC.	07/29/2025	Regular	0.00	3,816.13	101777
141	GOVERNMENT FINANCE OFFICERS ASSOC	07/29/2025	Regular	0.00	150.00	101778
014	LES SCHWAB GROUP HOLDINGS LLC	07/29/2025	Regular	0.00	4,632.88	101779
1118	LEVER INC	07/29/2025	Regular	0.00	11,290.75	101780
923	MATTHEW C LASHER III	07/29/2025	Regular	0.00	510.69	101781
874	NORTHWEST PLASTICS, INC.	07/29/2025	Regular	0.00	620.73	101782
453	OLYMPIC ELECTRIC CO INC	07/29/2025	Regular	0.00	792.40	101783
156	PITNEY BOWES	07/29/2025	Regular	0.00	230.39	101784
564	PUD #1 OF CLALLAM COUNTY	07/29/2025	Regular	0.00	73.27	101785

Check Report

Date Range: 06/12/2025 - 08/13/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
536	THRYV, INC	07/29/2025	Regular	0.00	35.00	101786
509	VESTIS GROUP	07/29/2025	Regular	0.00	117.37	101787
188	WA DES - DEPT OF ENTERPRISE SRVCS	07/29/2025	Regular	0.00	1,776.00	101788
562	WA DOE - DEPT OF ECOLOGY	07/29/2025	Regular	0.00	67.00	101789
212	WA L&I - RIGHT TO KNOW	07/29/2025	Regular	0.00	217.50	101790
307	FERRELLGAS LP	07/30/2025	Regular	0.00	1,334.17	101791
305	GILLIG LLC	07/30/2025	Regular	0.00	733.09	101792
322	MOHAWK MFG. & SUPPLY CO.	07/30/2025	Regular	0.00	1,846.50	101793
221	RACE STREET AUTO PARTS-NAPA	07/30/2025	Regular	0.00	815.17	101794
369	SEON SYSTEMS SALES, INC.	07/30/2025	Regular	0.00	696.30	101795
179	BANK OF AMERICA	07/31/2025	Regular	0.00	4,011.70	101796
US0506	US BANK 0506	07/31/2025	Regular	0.00	25.80	101797
US2500	US BANK 2500	07/31/2025	Regular	0.00	475.56	101798
US3520	US BANK 3520	07/31/2025	Regular	0.00	581.62	101799
US6383	US BANK 6383	07/31/2025	Regular	0.00	63.78	101800
US6466	US BANK 6466	07/31/2025	Regular	0.00	42.26	101801
US7926	US BANK 7926	07/31/2025	Regular	0.00	383.65	101802
US8067	US BANK 8067	07/31/2025	Regular	0.00	299.00	101803
US9494	US BANK 9494	07/31/2025	Regular	0.00	646.36	101804
US1603	USBANK 1603	07/31/2025	Regular	0.00	3,702.11	101805
	Void	07/31/2025	Regular	0.00	0.00	101806
US2843	USBANK 2843	07/31/2025	Regular	0.00	22.72	101807
US3151	USBANK 3151	07/31/2025	Regular	0.00	1,724.68	101808
US9737	USBANK 9737	07/31/2025	Regular	0.00	2,734.62	101809
885	CBS REPORTING, INC	08/05/2025	Regular	0.00	187.00	101810
109	CENTURYLINK	08/05/2025	Regular	0.00	145.63	101811
1081	CINTAS CORP NO 2	08/05/2025	Regular	0.00	206.04	101812
1066	CINTAS CORPORATION NO 3	08/05/2025	Regular	0.00	178.99	101813
1272	Clarity Consulting Partners, LLC	08/05/2025	Regular	0.00	2,550.00	101814
982	FASTENAL COMPANY	08/05/2025	Regular	0.00	327.66	101815
062	FIRE CHIEF EQUIPMENT CO., INC.	08/05/2025	Regular	0.00	1,244.10	101816
057	GRAINGER	08/05/2025	Regular	0.00	133.88	101817
923	MATTHEW C LASHER III	08/05/2025	Regular	0.00	157.90	101818
874	NORTHWEST PLASTICS, INC.	08/05/2025	Regular	0.00	2,331.55	101819
453	OLYMPIC ELECTRIC CO INC	08/05/2025	Regular	0.00	347.39	101820
036	ROBERT PURCELL	08/05/2025	Regular	0.00	595.00	101821
1239	Security Service Northwest, Inc.	08/05/2025	Regular	0.00	1,485.00	101822
768	SELECT ADVANTAGE	08/05/2025	Regular	0.00	270.00	101823
072	SEQUIM GAZETTE	08/05/2025	Regular	0.00	70.00	101824
698	TRAPEZE SOFTWARE GROUP, INC.	08/05/2025	Regular	0.00	219.88	101825
181	VERIZON WIRELESS,BELLEVUE	08/05/2025	Regular	0.00	1,129.30	101826
509	VESTIS GROUP	08/05/2025	Regular	0.00	112.46	101827
597	WA ESD - UNEMPLOYMENT TAXES	08/05/2025	Regular	0.00	10,961.92	101828
145	WSTA	08/05/2025	Regular	0.00	1,725.00	101829
344	XEROX CORPORATION	08/05/2025	Regular	0.00	226.66	101830
307	FERRELLGAS LP	08/06/2025	Regular	0.00	1,510.49	101831
305	GILLIG LLC	08/06/2025	Regular	0.00	1,118.46	101832
1224	KBT DISTRIBUTING LLC	08/06/2025	Regular	0.00	33,352.69	101833
751	MUNCIE RECLAMATION & SUPPLY	08/06/2025	Regular	0.00	775.80	101834
471	PRICE FORD	08/06/2025	Regular	0.00	837.71	101835
221	RACE STREET AUTO PARTS-NAPA	08/06/2025	Regular	0.00	1,803.99	101836
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	08/08/2025	Regular	0.00	170.77	101837
834	CERTIFIED FOLDER DISPLAY SERVICES, INC.	08/12/2025	Regular	0.00	4,198.62	101838
245	CITY /PORT ANGELES	08/12/2025	Regular	0.00	58.57	101839
031	CITY OF PORT ANGELES	08/12/2025	Regular	0.00	4,574.30	101840
960	EVERGREEN COLLISION CENTER, INC.	08/12/2025	Regular	0.00	10,156.89	101841
435	GALLS PARENT HOLDINGS LLC	08/12/2025	Regular	0.00	826.54	101842
	Void	08/12/2025	Regular	0.00	0.00	101843
089	HOCH CONSTRUCTION, INC.	08/12/2025	Regular	0.00	19,490.92	101844
1223	HORTON WEIBEL BROUGHTON & PALMER PLLC	08/12/2025	Regular	0.00	662.50	101845
1121	LEMAY MOBILE SHREDDING	08/12/2025	Regular	0.00	144.56	101846

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
014	LES SCHWAB GROUP HOLDINGS LLC	08/12/2025	Regular	0.00	1,181.87	101847
937	OLYMPIC SPRINGS, INC	08/12/2025	Regular	0.00	506.94	101848
1239	Security Service Northwest, Inc.	08/12/2025	Regular	0.00	1,471.25	101849
1046	UNITE GPS LLC	08/12/2025	Regular	0.00	3,927.50	101850
181	VERIZON WIRELESS,BELLEVUE	08/12/2025	Regular	0.00	4,494.68	101851
509	VESTIS GROUP	08/12/2025	Regular	0.00	114.09	101852
389	VESTIS GROUP INC	08/12/2025	Regular	0.00	290.36	101853
845	WAVE DIVISION HOLDINGS, LLC	08/12/2025	Regular	0.00	1,457.78	101854
746	WEST WASTE & RECYCLING, INC.	08/12/2025	Regular	0.00	120.00	101855
344	XEROX CORPORATION	08/12/2025	Regular	0.00	34.08	101856
510	CUMMINS INC.	08/13/2025	Regular	0.00	26.16	101857
	Void	08/13/2025	Regular	0.00	0.00	101858
307	FERRELLGAS LP	08/13/2025	Regular	0.00	1,427.46	101859
305	GILLIG LLC	08/13/2025	Regular	0.00	1,067.38	101860
751	MUNCIE RECLAMATION & SUPPLY	08/13/2025	Regular	0.00	3,790.64	101861
1128	NFI PARTS	08/13/2025	Regular	0.00	117.17	101862
221	RACE STREET AUTO PARTS-NAPA	08/13/2025	Regular	0.00	541.60	101863
Total Regular:				0.00	635,274.61	

Bank Code 6078 - Checking Summary

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	499	256	0.00	635,435.89
Manual Checks	5	1	0.00	20,629.16
Voided Checks	0	4	0.00	-161.28
Bank Drafts	58	19	0.00	646,114.54
EFT's	134	52	0.00	601,570.61
	696	332	0.00	1,903,588.92

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	499	256	0.00	635,435.89
Manual Checks	5	1	0.00	20,629.16
Voided Checks	0	4	0.00	-161.28
Bank Drafts	58	19	0.00	646,114.54
EFT's	134	52	0.00	601,570.61
	696	332	0.00	1,903,588.92

Fund Summary

Fund	Name	Period	Amount
100	General Fund	6/2025	593,742.04
100	General Fund	7/2025	827,912.76
100	General Fund	8/2025	481,934.12
			1,903,588.92

BOARD MEETING MINUTES

Wednesday, June 18, 2025
Regular Meeting

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



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

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

1. CALL TO ORDER

*Ozias called the in-person and virtual meeting to order at 12:02 p.m., with 7 voting members present. **Quorum met.***

2. ROLL CALL

Brendan Meyer, City of Port Angeles, was absent.

3. PUBLIC COMMENT

None.

4. PRESENTATION – CTS 30-year Anniversary – Gary Abrams, Maintenance Manager

Certificate presented and Gary thanked for his years of service.

5. CONSENT AGENDA

A. Factsheet 2025-036: Consent Agenda – Motion No. M15:2025

- **Payment Listing** – May 15, 2025, through June 11, 2025
- **Board Meeting Minutes** – May 21, 2025
- **Resolution R11:2025** – 30-year anniversary – Gary Abrams, Maintenance Manager

FINAL ACTION: *Gingell moved to approve the consent agenda. **Motion passed unanimously.***

6. ACTION ITEMS

A. Factsheet 2025-037: Recompete Grant Contract Olympic Community of Health – Motion No. M16:2025

Grant supporting community employment will reimburse Clallam Transit System (CTS) for the cost of up to three rideshare groups.

FINAL ACTION: *Gingell moved to authorize by CTS Motion No. M16:2025 the general manager to execute the grant agreement with the Olympic Community of Health, as presented. **Motion passed unanimously.***

B. Factsheet 2025-038: Dump Truck Procurement Authorization – Motion No. M17:2025

Replacement requested in accordance with the CTS vehicle replacement schedule.

FINAL ACTION: *Schromen-Wawrin moved to authorize the general manager by CTS Motion No. M17:2025 to procure one 2024 or 2025 dump truck with a total procurement spending authority not to exceed \$100,000, including taxes and licensing, and to execute all necessary contract agreements and procurement documents related to the procurement of the vehicle. **Motion passed unanimously.***

C. Factsheet 2025-043: Resignation Board Member Brendan Meyer – Motion No. M18:2025

CTS Board resignation submitted due to Meyer's resignation from city council.

FINAL ACTION: *Schromen-Wawrin moved to authorize by CTS Motion No. M18:2025 to accept CTS Board Member Brendan Meyer's resignation effective June 19, 2025, as presented. **Motion passed unanimously.***

7. INFORMATIONAL ITEMS

A. Executive Report

1) Transit Development Plan (TDP) Draft Review: Presented and Board feedback requested. The Board provided information and options to broaden community input.

2) WSDOT Consolidated Program Grant Awards: Funding awarded to support the Strait Shot 123 and Route 16 services.

B. Factsheet 2025-039: Operations Department Report: Overview provided. Exclusion process discussed.

C. Factsheet 2025-040: Finance Department Report: Overview provided.

D. Maintenance Department Report

- **Facility Remodel:** Construction in process.
- **Painting:** Administration and maintenance building exteriors underway.
- **Bus Shelters:** Removed unused shelters in Forks and Sequim due to Interlink implementation. Vandalism has decreased.
- **Dump Truck:** Order to be placed.

E. Factsheet 2025-041: Administrative Services Department Report: Overview provided.

8. BOARD OPEN DISCUSSION

- The board acknowledged this is Fetzer's last board meeting due to his upcoming retirement. He was thanked for his guidance and leadership having made a positive impact on the organization and for ensuring a successful transition. Fetzer thanked the board for their support over the last six years.
- Burton reported that a Jefferson Transit Authority board member recently completed the "Olympic Loop" using transit. Their story will be published in the Port Townsend Leader.

9. MEETING ADJOURNMENT

Next board meeting, August 27, 2025, at 12:00 p.m. with in-person and remote options.

There being no further business, the board chairperson adjourned the meeting at 12:53 p.m.

Board Chairperson

Hayley Grall, Deputy Clerk to the Board



KIMBERLY HUTCHESON EMPLOYEE OF THE QUARTER RESOLUTION NO. R12:2025

A resolution of the Board of Clallam Transit System for the purpose of recognizing and commending Operations Supervisor Kimberly Hutcheson for leadership upon being selected as the “*Employee of the Quarter*,” for the second quarter of 2025.

Whereas, Kim Hutcheson “always demonstrates the best of CTS” in her position with Clallam Transit System (CTS). Kim “is knowledgeable, dedicated, respectful and caring to employees and customers”; and

Whereas, Kim leads the operations department’s training program that consistently achieves positive results; and

Whereas, Kim is excellent when dealing with employees as well as customers. “She demonstrates excellence in doing her job”; and

Whereas, Kim was hired as a fixed-route operator on April 17, 2018 and was promoted to operations supervisor on October 2, 2022. She completed the Transit Next Leader Institute (TNLI) in 2024; and

Whereas, Kim received the Washington State Insurance Pool (WSTIP) Above and Beyond Award in 2021 for her heroic actions involving an assault on a passenger on her bus; and

Whereas, Kim has been nominated by her peers for employee of the year and employee of the quarter; and

Whereas, the Board of the Clallam Transit System wishes to express its appreciation and commend Kim for service and leadership; now, therefore,

Be it Resolved by the Board that:

The Board hereby recognizes Operations Supervisor Kim Hutcheson as the CTS *Employee of the Quarter* for the 2nd quarter of 2025 for dedication and service to Clallam Transit System, and hereby extends its gratitude for such dedicated service.

Passed and adopted by the Board at a regular meeting thereof this 27th day of August 2025.

Board Chairperson

Approved as to Content:

Attest:

Jason McNickle, Acting General Manager

Barb Cox, Clerk to the Board



July 25, 2025

Selection of the "Employee of the Quarter" – Second Quarter of 2025

To All Employees,

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

Kim Hutcheson, Operations Manager

"Kim always demonstrates the best of CTS. She is knowledgeable, dedicated, respectful and caring to employees and customers. She leads up training in the Operations Department, which is known as a very good program that consistently has great results.

Kim is excellent when dealing with employees as well as customers. She demonstrates excellence in doing her job."

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

Bus Cleaners-Maintenance

Julie Shannon-Administrative Services Coordinator

Jeff Tingelstad-Application and Software Specialist

Congratulations Kim! We are grateful for the contributions you make as an operations supervisor. Your training skills are helping build competent, safe drivers to serve our community. Excellent work!

Thank you,

Jim Fetzer
General Manager



JEFF DIXON RETIREMENT RESOLUTION NO. R13:2025

A resolution of the Board of Clallam Transit System for the purpose of honoring Fixed-route Operator Jeffrey Dixon for his years of service upon retirement.

Whereas, Jeffrey Dixon has served as a fixed-route operator and fixed-route operator instructor in his 10 years with Clallam Transit System; and

Whereas, Jeff will retire effective August 31, 2025, after 10 years serving his community providing commendable service; and

Whereas, Jeff began his career with Clallam Transit System on March 30, 2015; and

Whereas, Jeff has been instrumental in training fixed-route operators in his role as an instructor. He has been a leader, mentor, and a valuable resource for all operations employees; and

Whereas, Jeff has been honored with many safety and attendance awards throughout his years with Clallam Transit System. He was selected as the employee of the quarter in 2016 and in 2017, also receiving nominations for employee of the quarter and employee of the year; and

Whereas, Jeff has received many commendations and Kudos during his career in recognition of his expertise, compassion, empathy, and dedication to Clallam Transit System; and

Now, therefore be it resolved that the Board of Clallam Transit System takes great pleasure in recognizing the contributions of Jeffery Dixon and herewith expresses its sincerest gratitude for the invaluable service he has provided to the people of Clallam County and Clallam Transit System.

Be it further resolved that the Board extends its congratulations on Jeff's well-earned retirement, and best wishes for continued success, happiness, and health in the years to come.

Passed and adopted by the Board at a regular meeting thereof this 27th day of August 2025.

Board Chairperson

Approved as to content:

Attest:

Jason McNickle, Acting General manager

Barb Cox, Clerk to the Board



Title: 2025-2030 Transit Development Plan
Submitted By: Jason McNickle, Acting General Manager
Authorized By: N/A

Factsheet: 2025-045
Date: August 27, 2025

Background

In accordance with RCW 35.58.2795, Clallam Transit System (CTS) is required to develop a six-year transit development plan (TDP) demonstrating how state and local long-range priorities for public transportation, capital improvements, and significant operating changes planned for the agency will be met. The TDP must also specify any projects of regional significance for inclusion in the transportation improvement program within that region. The plan will demonstrate how program needs will be funded.

The development of the TDP requires a minimum of one public hearing. The final plan document must be approved by the CTS Board by September 1st of each year and be filed with Washington State Department of Transportation to maintain grant funding eligibility.

Discussion

The proposed 2025-2030 TDP, as presented, represents a conservative approach that includes comprehensive operational analysis (COA) implementation with a moderate increase in fixed-route service improvements in 2026. It also reflects CTS's financially stable condition with a conservative estimate in grant revenues. Staff will continue to apply for all grant opportunities that benefit CTS as they become available.

To encourage input from the community the draft TDP has been distributed to CTS staff and provided to the chamber organizations in Port Angeles, Sequim, and Forks. It has also been posted on the CTS website.

Public and Board comments from the August 27, 2025, public hearing will be incorporated into the final plan, as appropriate and directed by the Board.

Recommended Action

Approve by CTS Resolution No. R14:2025, the Clallam Transit System *2025-2030 Transit Development Plan*, as amended.

Attachments

CTS Resolution No. R14:2025, with Exhibit A, the *2025-2030 Transit Development Plan*



2025-2030 TRANSIT DEVELOPMENT PLAN RESOLUTION NO. R14:2025

A resolution of the Board of Clallam Transit System for the purpose of adopting the 2025-2030 Transit Development Plan.

Whereas, Clallam Transit System is required to adopt a six-year transit development plan (TDP) annually in accordance with RCW 35.58.2795. The TDP covers the current calendar year and the ensuing five years. Submittal by September 1st to Washington State Department of Transportation is required; and

Whereas, the TDP will be consistent with the adopted comprehensive plans of Clallam County and the cities of Sequim, Forks, and Port Angeles; and

Whereas, the TDP intends to meet state and long-range priorities for public transportation, capital improvements, planned significant operating changes, and funding needs; and

Whereas, Clallam Transit System will implement the state's transportation system policy goals of economic vitality, preservation, safety, mobility, environment, and stewardship in accordance with RCW 47.04.280, as approved by the state transportation commission; and

Whereas, a Clallam Transit System public hearing was held on August 27, 2025, as prescribed in RCW 35.58.2795; now, therefore,

Be it resolved by the Board that:

The Board of Clallam Transit System hereby adopts the 2025-2030 Transit Development Plan attached to this resolution as "Exhibit A" and incorporated herein by this reference, as presented. Public comment received during the public hearing, as deemed appropriate, may be incorporated into the 2025-2030 Transit Development Plan, as directed by the Board, for submission and inclusion to the Washington Statewide Transportation Improvement Plan.

Passed and adopted by the Board at a regular meeting thereof this 27th day of August 2025.

Board Chairperson

Approved as to Content:

Jason McNickle, Acting General Manager

Attest:

Barb Cox, Clerk to the Board

CLALLAM TRANSIT SYSTEM



2025-2030 TRANSIT DEVELOPMENT PLAN

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

830 West Lauridsen Boulevard
Port Angeles, Washington 98363

360-452-4511
info@clallamtransit.com
www.clallamtransit.com

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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 2025 through 2030. 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 2024. 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 hear comments is scheduled during the regular meeting of the CTS Board on Wednesday, August 27, 2025, beginning at 12:00 p.m. The meeting will be held virtually at 253-215-8782, meeting ID 585 1027 6869 and in person at the CTS Main Facility, 830 West Lauridsen Boulevard, Port Angeles, Washington 98363. 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 no later than August 31st annually. It may be amended, as necessary, to reflect funding amendments and changing service needs or objectives. Upon adoption by the board, the TDP will be available at 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 emphasis financial sustainability. The operating financial forecast assumes continued state and federal operating grant funding. CTS is positioned to consider sustainable expansion of current service levels. The completion of the comprehensive operational analysis (COA) in 2021 produced service recommendations providing the groundwork for future CTS service improvements. The first

layer of improvements identified in the COA known as Interlink microtransit, was implemented in December of 2022. The implementation of microtransit service in the cities of Forks and Sequim has proven to be quite successful with substantial ridership growth and rider satisfaction remains at a high level. A layer of improvements has been targeted for future implementation that includes route realignments and service efficiencies that provide improved service frequencies and later service on key routes. It has not been possible to implement these improvements due to post pandemic staffing challenges and scheduling software needs. With the steady improvements shown in recruiting and staffing and the procurement of scheduling software these improvements are anticipated to be implemented by early 2026.

Customers

One-time capital improvements offer a means of reducing operating costs, increasing service reliability, and improving the customer's experience. Customer enhancements to grow ridership include evaluating or adjusting routes/schedules to optimize services, upgrading amenities (emphasizing mobility, safety, and lighting), expanding multi-modal connections, improved way finding (signage), and upgrading passenger waiting structures. In 2020, CTS launched automatic vehicle location (AVL) equipment that expanded data collection capabilities and allowed for improving operational oversight and public communications. A key improvement for customers was the implementation of a real time bus application that enable customers to see the exact location of their bus, eliminating the uncertainty of where the bus is eliminating excessive time at bus stops. The implementation of Interlink microtransit services in Forks and Sequim, in December of 2022, allowed customers to schedule real-time rides in designated service areas up to two hours in advance, providing curb to curb service to further enhance the customers mobility choices.

More recent improvements include the implementation of an automated texting system alerting customers of real time route changes, route detours, and route delays. Customers are now able to sign up for rider alerts for the routes of their choice.

CTS has made significant progress in replacing aging capital equipment including fixed route buses, paratransit vans, and rideshare vehicles. As a result, the CTS bus fleet is in currently in good condition, providing customers with more comfortable and reliable vehicles. In 2024 and 2025, four new fixed route buses were placed in service, as well as ten new paratransit vans. New, larger Interlink vans were placed in service in early 2025 improving the service for microtransit customers. Additionally, twelve new rideshare vans were placed in service in 2024.

The CTS Board implemented a one-year zero-fare pilot program effective January 1, 2024. Due to the many positive outcomes of this pilot the Board has adopted a zero-fare policy for its services effective January 1, 2025, excluding the Strat Shot and Hurricane Ridge seasonal services, and all Clallam Connect services outside of the $\frac{3}{4}$ of fixed-route services. The elimination of fares has been instrumental in removing a major barrier for transportation in Clallam County, especially for individuals with limited financial means, resulting in a ridership surge. Fixed route ridership grew by 29.8% during the zero-fare pilot year in 2024.



Interlink van

Asset Management

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

SECTION 3: GOALS AND VALUE STATEMENTS

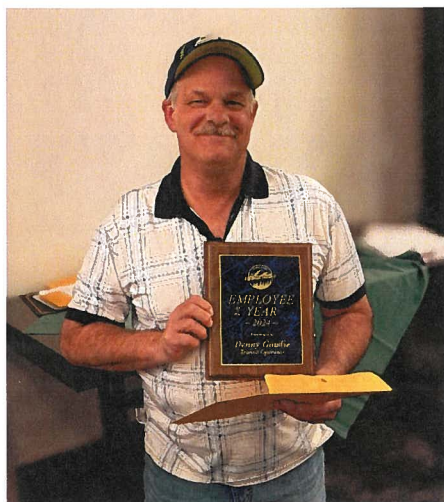
Washington State Transportation Policy Goals

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 upon 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:



Denny Goudie, Fixed route Operator
2024 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), with the trade name Clallam Transit System (CTS), was formed on July 24, 1979. Following the formation of the PTBA, the voters of Clallam County subsequently approved sales tax collection not to exceed 0.3 percent (0.3%) of one cent (\$0.01) 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 percent (0.3%) of one cent (\$0.01) 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, 2020, CTS celebrated 40 years of service.

Today

CTS provides service through 13 fixed routes, two microtransit routes, and complimentary demand-response services, with a fleet of approximately 100 vehicles and 100 employees, serving over 77,000 county residents throughout the 1,738 square miles of Clallam County. CTS maintains over 60 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 regional route, the 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 without an automobile. This service has proven to be extraordinarily popular. The shuttle transported 8,277 customers in 2024.



Passenger boarding CTS bus at Hurricane Ridge

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 officials of the City of Port Angeles
One union representative (non-voting board member)

Two officials of the City of Forks
Two officials of the City of Sequim

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 the CTS main facility in accordance with the adopted meeting schedule for the upcoming year. Additional meetings may be scheduled, as necessary. The board meeting schedule can be located on the CTS website. 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.

2025 BOARD MEMBERS

Lindsey Schromen-Wawrin,
Councilmember City of Port
Angeles

Vacant, Councilmember
City of Port Angeles

Mike French, Commissioner
Clallam County

Jeff Gingell, Councilmember
City of Forks

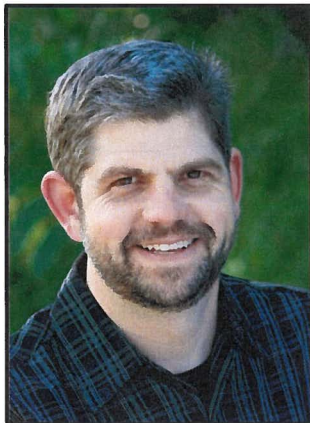
Clint Woods, Councilmember
City of Forks

Mark Ozias, Commissioner
Clallam County

Kelly Burger, Councilmember
City of Sequim

Rachel Anderson, Councilmember
City of Sequim

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



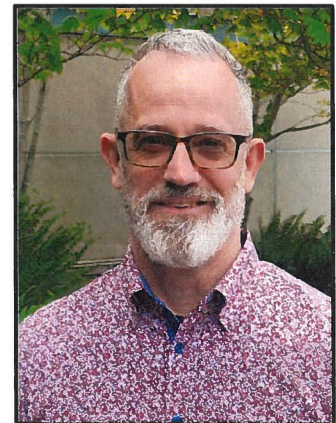
*Mark Ozias
2025 CTS Board Chairperson*

LEADERSHIP TEAM

Jason McNickle
Acting General Manager

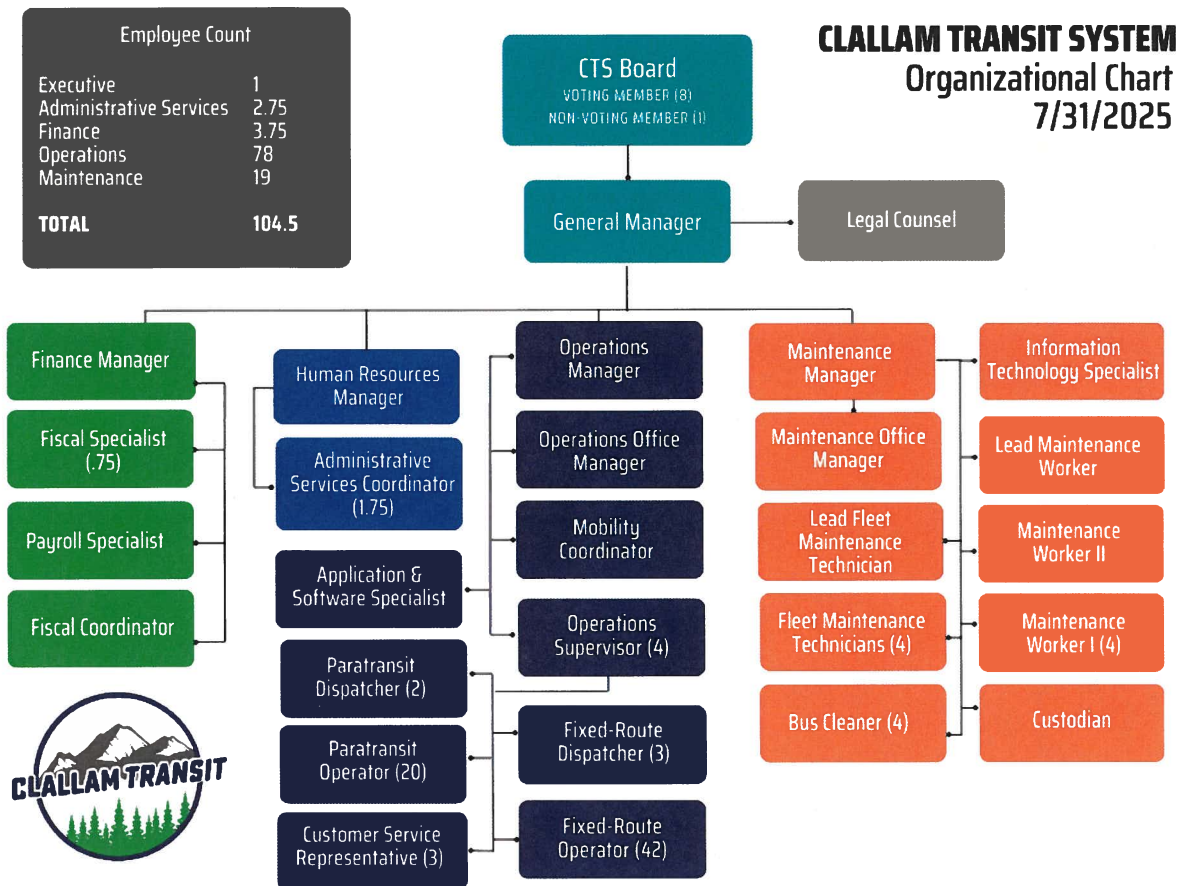
Jason McNickle	Gary Abrams
Operations	Maintenance
Manager	Manager

Cherie Huxtable	Barb Cox
Finance	Human Resources
Manager	Manager



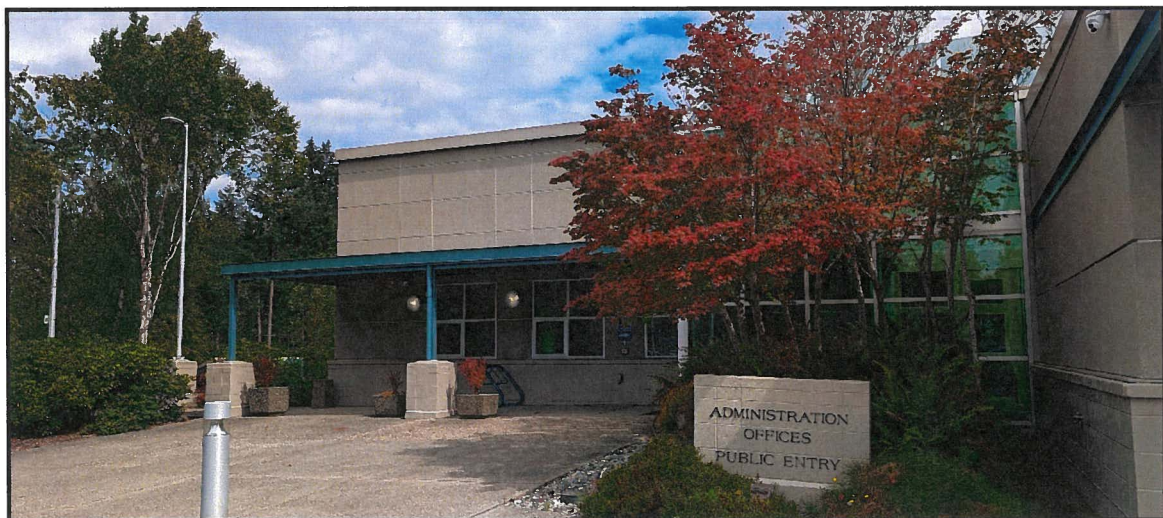
*Jason McNickle
CTS Acting General Manager*

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

A multi-use transportation center and light maintenance facility, leased from the Quillayute Valley School District, located in Forks. CTS has a multi-use transportation facility in Sequim used by CTS, Jefferson Transit Authority, and the City of Sequim, as well as the multi-use Gateway Transit Center in Port Angeles, served by local and regional services provided by CTS and the Dungeness Line.

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 12 weekday routes between 5:13 a.m. and 10:13 p.m., 10 Saturday routes between 7:00 a.m. and 8:59 p.m., and two Sunday routes between 8:05 a.m. and 8:10 p.m. Additionally, one seasonal fixed route is provided to Hurricane Ridge. Two microtransit routes are provided on weekdays between 6:30 a.m. to 5:15 p.m. and on Saturdays between 8:25 a.m. and 4:40 p.m. The routes link the cities, unincorporated areas, and tribal nations in Clallam County. The Strait Shot 123 service connects Port Angeles and Sequim with Poulsbo and the Bainbridge Island Ferry Terminal in Kitsap County. The system map in Appendix B shows the extent of the service area. The most recent service expansion includes one additional trip to the National Park Service Hurricane Ridge area on the CTS seasonal service for a total of nine daily trips.



Four new buses featuring eight different eye-catching photos

Paratransit Service – Clallam Connect

CTS provides wheelchair accessible, origin-to-destination paratransit (PT) service, with assistance for elderly and disabled persons who are unable to use fixed-route service. Within ¾-mile of fixed routes, service is provided at no fare to registered customers. In other areas of Clallam County, PT service can be arranged in advance, based on a fee for each mile 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.

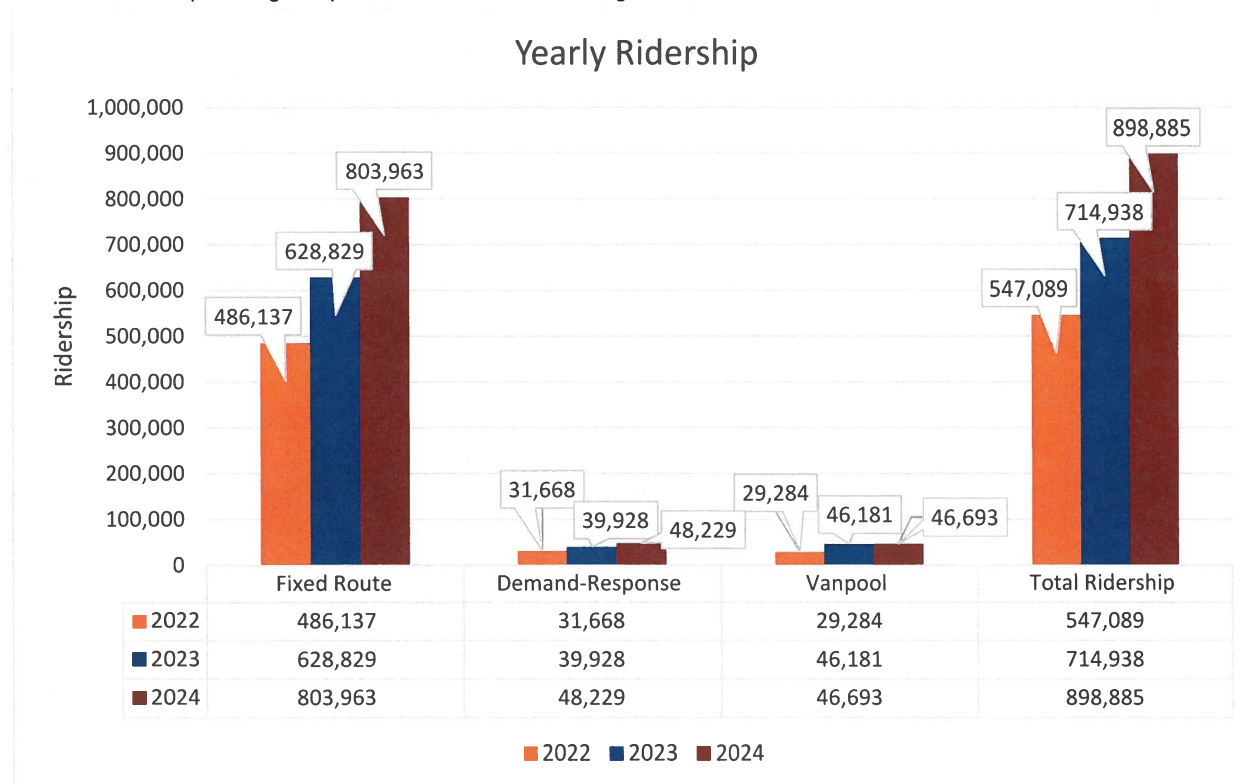
Rideshare

CTS rideshare groups operate up to seven days a week departing from Port Angeles and Forks to the Clallam Bay and Olympic Corrections Centers, Coast Guard stations at La Push and Neah Bay, 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 and drivers' safety training, which is supplied and supported by CTS. At the time of this document update, there are a total of 20 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 123, Hurricane Ridge Shuttle, and paratransit rides that are more than ¾ mile from fixed routes. Zero-fare has produced 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
PREMIUM ROUTE - Route No. 123	
Adult	\$10.00
RRFP	\$5.00
Youth (0-18 years)	\$0
Veterans	\$0
DEMAND-RESPONSE	
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 credit-earning Peninsula College classes ride fare free by presenting a current student identification.

SECTION 10: SERVICE CONNECTIONS

CTS connects with Jefferson Transit Authority (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 links 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 located in Kitsap County. Additional service on this important 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 site of the Olympic Peninsula Visitors Center located at Highway 104 and Beaver Valley Road in Port Ludlow. This will allow for a needed connection between the CTS Strait Shot that travels between Port Angeles

and the Bainbridge Ferry Terminal, and JTA's Kingston Express that provides service between Port Townsend and the Kingston Ferry Terminal. This connection will allow for access to both the Kingston and Bainbridge Ferry terminals for patrons of JTA and CTS.

CTS coordinates service with area tribal nation 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.
- Continued implementation of selected route alterations or expansions based on the results of the 2021 Comprehensive Operational Analysis.
- Consider expansion of microtransit service in urban areas that are not conducive to traditional fixed route services.
- 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 improving the customer experience.
- 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 LaPush 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 the reserve.

- 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.
- Encourage employee personal emergency response preparedness.
- Promote positive morale and a 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, in a timely manner.
- 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: 2024 ACTIONS AND ACCOMPLISHMENTS

Actions and accomplishments completed in 2024 are as follows:

Service

- Implemented Zero Fare on fixed route and paratransit services.
- Provided seasonal service to Hurricane Ridge
- Awarded the 2024 Safety Star Award from the Washington State Transit Insurance Pool (WSTIP) for the safest mid-sized transit system. This was the fourth year in a row that CTS has received the award.
- Assisted and financially supported a downtown resource officer housed 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.
- Completed four bus wraps promoting tourism in the region with artwork from local photographers depicting wildlife and regional landscape scenes.

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 five fixed-route vehicles and five paratransit vehicles through the State Bus and Bus Facilities grant program.
- Received and placed in service four 40-foot heavy-duty clean diesel buses through the State Bus and Bus Facilities program.
- Received and placed in service 12 new rideshare vans.

- Received and placed in service five new Interlink vans.
- Received and placed in service 10 paratransit vans.
- Implemented a telematics program to better monitor the rideshare program enhancing safe driving practices.
- Replaced bus yard entrance gates.
- Repaired and sealed admin facility lot.
- Exterior paint at Forks and Sequim Transit Centers.
- Replaced 6 bus shelters.
- Replaced shop forklift.

Employees

- Awarded employee of the quarter and employee of the year selections and recognitions.
- Hired 21 new employees, eight paratransit operators, one bus cleaner, and 12 fixed-route transit operators.
- Maintained adequate staffing levels increasing operator staffing levels to meet demand.
- Increased paratransit dispatcher by one to meet departmental needs.
- Implemented a new systemwide financial, HR, payroll, and operations software management system

Administration

- Successful completion of Washington State Auditor's Office federal single, financial statement, and accountability audits.
- Completed multiple statutory and administrative policy revisions.
- Installed new phone system at CTS.
- Applied for Regional Mobility funding to support four years operation of the Strait Shot service and Route 16, Neah Bay.
- Applied for and received funding for 12 rideshare vans through the WSDOT Rideshare Program.
- Updated the Clallam Transit System Americans with Disabilities Act (ADA) plan.
- Implemented new company wide financial management software system.
- Acquired a new fixed route run-cutting program.

SECTION 13: SUMMARY OF PLANNED ACTIONS 2025-2030

2025	Preservation	Improvement
Service	Procure new fixed route scheduling software system.	Implement seasonal service to Olympic National Park/Hurricane Ridge.
Vehicles	Take delivery and place 5 new BRT Style buses into service. Replace 12 Rideshare vans Replace 1 support/service vehicles	Apply for 3 electric buses and infrastructure of 3 charging stations. Develop and implement a new fleet brand image
Facilities & Equipment	Replace bus stop signs and bus decals with a new logo. Replace 2 bus shelters. Repaint Admin and Maintenance exterior.	Install solar panels on the CTS Admin facility. Remodel main facility to provide new offices in operations, improve fitness room, and add drivers break area.
Admin & Employees	Maintain adequate staffing levels based on services and demand. Develop employee training to provide professional growth opportunities to promote longevity. Continue to support the board to transition to a new general manager. Implement new fleet management system	Prepare to increase transit operator count by ~7 FTE to support COA service enhancements. Implement software program for rider alert notifications. Develop and implement strategies for filling the vacant general manager position with the August 1, 2025, retirement of the general manager. Develop and implement new strategies for succession planning.

2026	Preservation	Improvement
Service	Sustain service levels.	Expand service to “moderate level” as identified in the COA as recommended by consultants.
Vehicles	Apply for 5 replacement PT service buses. Replace 2 support/service vehicles. Replace 12 Rideshare vehicles	Place in service five Fixed-route buses and ten paratransit vehicles
Facilities & Equipment	Replace bus wash and reclaim system. Replace 2 bus shelters.	Install private charging stations at the Sequim Transit Center (STC) and at the Forks Transit Center (FTC). Consider adding public charging stations at STC and FTC
Admin & Employees	Evaluate and maintain adequate staffing levels. Review and update the comprehensive plan as required.	
2027	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. Repair settled concrete at main facility entrance	
Admin & Employees	Evaluate and maintain adequate staffing levels. Develop and provide for employee training opportunities.	
2028	Preservation	Improvement
Service	Sustain service levels.	Evaluate public transit operations
Vehicles	Replace 3 microtransit fleet vans	
Facilities & Equipment	Replace underground fuel storage tanks. Replace 2 bus shelters.	
Admin & Employees	Evaluate and maintain adequate staffing levels. Develop and provide for employee training opportunities.	
2029	Preservation	Improvement
Service	Sustain Service levels	
Vehicles	Apply for 10 PT replacement buses	
Facilities & Equipment	Replace 2 bus shelters.	
Admin & Employees	Evaluate and maintain adequate staffing levels. Develop and provide for employee training opportunities.	
2030	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.	Add 4 new shelters.
Admin & Employees	Evaluate and maintain adequate staffing levels. Develop and provide for 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 2025	Purch / Into Service 2026	Purch / Into Service 2027	Purch / Into Service 2028	Purch / Into Service 2029	Purch / Into Service 2030
5/26/11	2011	Gillig/35' L	diesel	500K/12yr	20%	700,000	-	-	-	-	-
5/26/11	2011	Gillig/35' L	diesel	500K/12yr	20%	700,000	-	-	-	-	-
5/31/11	2011	Gillig/35' L	diesel	500K/12yr	20%	700,000	-	-	-	-	-
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	Gasoline	100K/4yr	20%	-	-	-	62,500	-	-
9/15/22	2021	ADA Miniv	Gasoline	100K/4yr	20%	-	-	-	62,500	-	-
9/15/22	2021	ADA Miniv	Gasoline	100K/4yr	20%	-	-	-	62,500	-	-
Total Purchase Cost						3,600,000	-	-	187,500	-	-
Est Grant						(2,880,000)	-	-	(150,000)	-	-
Est CTS Cost						720,000	-	-	37,500	-	-
Beginning Reserves						1,933,131	1,725,546	2,237,960	2,750,375	3,225,290	3,737,704
Add to Reserves						512,415	512,415	512,415	512,415	512,415	512,415
Less CTS Match						(720,000)	-	-	(37,500)	-	-
Ending Reserves						1,725,546	2,237,960	2,750,375	3,225,290	3,737,704	4,250,119

Paratransit Vehicles

Date into Service	Year	Make	Fuel Type	Recom. ULB	CTS Match %	Purch / Into Service 2025	Purch / Into Service 2026	Purch / Into Service 2027	Purch / Into Service 2028	Purch / Into Service 2029	Purch / Into Service 2030
10/1/2018	2018	Star Trans E-450	Propane	225K/8yr	20%	-	130,000	-	-	-	-
10/1/2018	2018	Star Trans E-450	Propane	225K/8yr	20%	-	130,000	-	-	-	-
10/1/2018	2018	Star Trans E-450	Propane	225K/8yr	20%	-	130,000	-	-	-	-
10/1/2018	2018	Star Trans E-450	Propane	225K/8yr	20%	-	130,000	-	-	-	-
10/1/2018	2018	Star Trans E-450	Propane	225K/8yr	20%	-	130,000	-	-	-	-
11/10/2020	2020	Star Trans E-450	Propane	225K/8yr	20%	-	-	140,000	-	-	-
11/10/2020	2020	Star Trans E-450	Propane	225K/8yr	20%	-	-	140,000	-	-	-
11/10/2020	2020	Star Trans E-450	Propane	225K/8yr	20%	-	-	140,000	-	-	-
11/10/2020	2020	Star Trans E-450	Propane	225K/8yr	20%	-	-	140,000	-	-	-
11/10/2020	2020	Star Trans E-450	Propane	225K/8yr	20%	-	-	140,000	-	-	-
2/4/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	-	135,000
2/4/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	-	135,000
2/4/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	-	135,000
2/4/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	-	135,000
2/4/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	-	135,000
2/4/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	-	135,000
2/4/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	-	135,000
2/4/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	-	135,000
2/26/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	-	135,000
2/26/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	-	135,000
5/19/2025	2024	Ford Transit	Unleaded	225K/8yr	20%	-	-	-	-	-	135,000
Total Purchase Cost						-	650,000	700,000	-	-	1,350,000
Est Grant						-	(520,000)	(560,000)	-	-	(1,080,000)
Est CTS Cost						-	130,000	140,000	-	-	270,000
Beginning Reserve						149,983	231,233	182,483	123,733	204,983	286,233
Add to Reserves						81,250	81,250	81,250	81,250	81,250	81,250
Less CTS Match						-	(130,000)	(140,000)	-	-	(270,000)
Ending Reserves						231,233	182,483	123,733	204,983	286,233	97,483

Support Vehicles

Date into Service	Year	Make	Fuel Type	Recom. ULB	CTS Match %	Purch / Into Service 2025	Purch / Into Service 2026	Purch / Into Service 2027	Purch / Into Service 2028	Purch / Into Service 2029	Purch / Into Service 2030
04/30/07	2007	Dodge/3500 D	diesel	150K/18yr	100%	100,000	-	-	-	-	-
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	-	-	-	-
10/01/22	2022	Tesla	Electric	200K/8yr	100%	-	-	-	-	-	85,000
10/01/22	2022	Tesla	Electric	200K/8yr	100%	-	-	-	-	-	85,000
06/30/18	2019	Toyota Prius Prime	unleaded	150K/8yr	100%	-	-	40,000	-	-	-
Total Purchase Cost						100,000	110,000	40,000	-	-	170,000
Est Request						-	-	-	-	-	-
Est CTS Cost						100,000	110,000	40,000	-	-	170,000
Beginning Reserve						90,572	124,953	149,335	243,716	378,097	512,479
Add to Reserves						134,381	134,381	134,381	134,381	134,381	134,381
Less CTS Match						(100,000)	(110,000)	(40,000)	-	-	(170,000)
Ending Reserves						124,953	149,335	243,716	378,097	512,479	476,860

Rideshare Vehicles

Date into Service	Year	Make	Fuel Type	Recom. ULB	CTS Match	Purch / Into Service 2025	Purch / Into Service 2026	Purch / Into Service 2027	Purch / Into Service 2028	Purch / Into Service 2029	Purch / Into Service 2030
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%	-	-	-	-	-	60,000
8/20/2024	2024	Chevy Express 3500	unleaded	150K/6yr	20%	-	-	-	-	-	60,000
8/20/2024	2024	Chevy Express 3500	unleaded	150K/6yr	20%	-	-	-	-	-	60,000
7/25/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	-	60,000
8/20/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	-	60,000
8/20/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	-	60,000
8/20/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	-	60,000
8/20/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	-	60,000
8/20/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	-	60,000
8/20/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	-	60,000
10/24/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	-	60,000
10/24/2024	2024	Ford Transit	unleaded	150K/6yr	20%	-	-	-	-	-	60,000
Total Purchase Cost						-	754,000	-	-	-	720,000
Est Grant						-	-	-	-	-	(576,000)
Est CTS Cost						-	754,000	-	-	-	144,000
Beginning Reserve						2,219,833	919,833	315,572	315,572	465,312	465,312
Add to Reserves						(1,300,000)	149,739	149,739	149,739	149,739	149,739
Less CTS Match						-	(754,000)	-	-	-	(144,000)
Ending Reserves						919,833	315,572	465,312	465,312	615,051	471,051

Facilities and Technologies

Acq Year	Facility	Reserved Capital (>\$20K)	Est Life	Match %	2025	2026	2027	2028	2029	2030
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	100%	70,000	70,000	70,000	70,000	70,000	70,000
1995	Admin/Ops	Paint building, ext	15	100%	20,000	-	-	-	-	-
2005	Maint Bldg	Paint building, ext.	15	100%	20,000	-	-	-	-	-
2012	Equipment	Bus Wash & Reclaim	20	0%	-	300,000	-	-	-	-
2018	Technology	Seon Camera Software (27 Vehicles)	15	100%	-	50,000	-	-	-	-
1995	CTS Grounds	Underground Fuel Storage	30	100%	-	600,000	-	-	-	-
1995	Equipment	Vacuum system - M3641 (2 units)	26	100%	-	20,000	-	-	-	-
1995	Maint Bldg	Paint building, interior	30	100%	-	35,000	-	-	-	-
1995	Maint Bldg	Emerg generator rebuild. - M222	25	100%	-	20,000	-	-	-	-
1995	Equipment	Vehicle exhaust fans	25	100%	-	20,000	-	-	-	-
1995	Admin/Ops	Paint bldg int.	15	100%	-	-	20,000	-	-	-
1995	CTS Grounds	Lower Parking Lot Concrete Repairs	20	100%	-	-	20,000	-	-	-
2008	Admin/Ops	Carpet	15	100%	-	-	-	31,000	-	-
2024	CTS Grounds	Seal & stripe, Asphalt	4	100%	-	-	-	50,000	-	-
1995	Admin/Ops	Glazing (Windows)	30	100%	-	-	-	-	-	36,000
1995	Maint Bldg	Glazing (Windows)	30	100%	-	-	-	-	-	26,000
2012	Equipment	Lift - Bay # 2 - LIFT2012	18	100%	-	-	-	-	-	102,000
Total Purchase Cost					135,000	1,140,000	135,000	176,000	95,000	259,000
Est Grant					-	300,000	-	-	-	-
Est CTS Cost					135,000	1,440,000	135,000	176,000	95,000	259,000
Beginning Reserve					2,723,351	2,756,224	1,484,097	1,516,970	1,508,843	1,581,716
Add to Reserves					167,873	167,873	167,873	167,873	167,873	167,873
Less CTS Match					(135,000)	(1,440,000)	(135,000)	(176,000)	(95,000)	(259,000)
Ending Reserves					2,756,224	1,484,097	1,516,970	1,508,843	1,581,716	1,490,590

SECTION 15: OPERATING FINANCIAL FORECAST

Operating Budget Forecast

As of July 21, 2025

	2022	2023	2024	2025	2025	2026	2027	2028	2029	2030
	Actual	Actual	Actual	Forecast	Budget	Budget	Forecast	Forecast	Forecast	Forecast
Fares	692,516	772,752	341,053	303,277	306,500	309,342	317,076	325,003	333,128	339,790
Sales Tax	11,702,949	11,947,238	12,208,884	11,087,618	12,166,345	11,309,371	11,535,558	11,766,269	12,001,595	12,241,626
Grants	4,746,446	5,419,908	2,033,301	1,001,969	2,325,000	2,930,000	2,953,750	3,073,094	3,098,046	3,160,007
Interest & Other	475,706	1,609,210	1,841,918	1,527,452	1,003,450	1,558,001	1,596,951	1,636,874	1,677,796	1,711,352
Total Revenues	17,617,617	19,749,107	16,425,156	13,920,315	15,801,295	16,106,713	16,403,334	16,801,240	17,110,565	17,452,776
Wages	5,777,437	6,184,029	6,883,427	7,351,955	7,840,950	7,498,994	7,798,954	7,978,330	8,137,897	8,300,655
Benefits	3,238,973	3,188,987	3,466,314	3,752,941	4,069,350	3,827,999	3,981,119	4,072,685	4,154,139	4,237,222
Supplies	1,587,190	1,558,578	1,501,817	1,433,089	1,953,900	1,461,751	1,498,294	1,532,755	1,563,410	1,594,678
Services	1,260,945	1,552,721	1,685,831	1,650,934	1,918,850	1,683,953	1,726,051	1,765,751	1,801,066	1,837,087
Add to Capital Reserve	1,800,584	2,579,853	1,261,932	(404,081)	761,932	1,045,658	877,785	877,785	877,785	877,785
Total Expenditures	13,665,129	15,064,168	14,799,321	13,784,838	16,544,982	15,518,355	15,882,204	16,227,306	16,534,296	16,847,426
Revenues less Expenditures	3,952,488	4,684,939	1,625,835	135,478	(743,687)	588,358	521,130	573,934	576,268	605,349
Operating Reserve										
Beginning Reserve	13,283,095	17,235,583	21,920,522	23,546,357	23,546,357	22,802,670	23,391,029	23,912,159	24,486,093	25,062,361
Revenues	17,617,617	19,749,107	16,425,156	13,920,315	15,801,295	16,106,713	16,403,334	16,801,240	17,110,565	17,452,776
Expenditures	(13,665,129)	(15,064,168)	(14,799,321)	(13,784,838)	(16,544,982)	(15,518,355)	(15,882,204)	(16,227,306)	(16,534,296)	(16,847,426)
Ending Reserve	17,235,583	21,920,522	23,546,357	23,681,835	22,802,670	23,391,029	23,912,159	24,486,093	25,062,361	25,667,710

SECTION 16: OPERATING SERVICE DATA FORECAST

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

	2025	2026	2027	2028	2029	2030
Fixed Route (projected growth at 2% per year)						
Vehicle revenue hours	58	59	60	61	63	64
Vehicle miles	1,230	1,255	1,280	1,305	1,332	1,358
Passenger trips	820	836	853	870	888	905
Fatalities	0	0	0	0	0	0
Reportable Injuries	1	0	0	0	0	0
Diesel Fuel Consumed	191	195	199	203	207	211
Unleaded Fuel Consumed	4	4	4	4	4	4
Paratransit (projected growth at 2% per year)						
Vehicle revenue hours	25	26	26	27	28	28
Vehicle revenue miles	448	457	466	475	485	495
Passenger trips	49	50	51	52	53	54
Fatalities	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0
Unleaded Fuel Consumed	7	12	24	24	25	25
Rideshare (projected growth at 1% per year)						
Vehicle Hours	13	13	13	13	13	13
Vehicle miles	466	471	475	480	485	490
Passenger trips	47	48	48	49	49	50
Fatalities	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0
Unleaded Fuel Consumed	27	28	28	28	29	29

APPENDIX A: TRANSIT AMENITIES

BUS SHELTERS

CITY OF FORKS

Forks Ave @ Tillicum Ln (northbound [NB])
Forks Ave @ S 900 Block (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)
Peabody St @ Park St (NB)
Peabody St @ 7th St (NB)
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 @ Blue Mountain Rd (EB)
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 @ W Lake Pleasant Rd (EB)
US 101 @ Barnes Creek (2 Shelters)

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

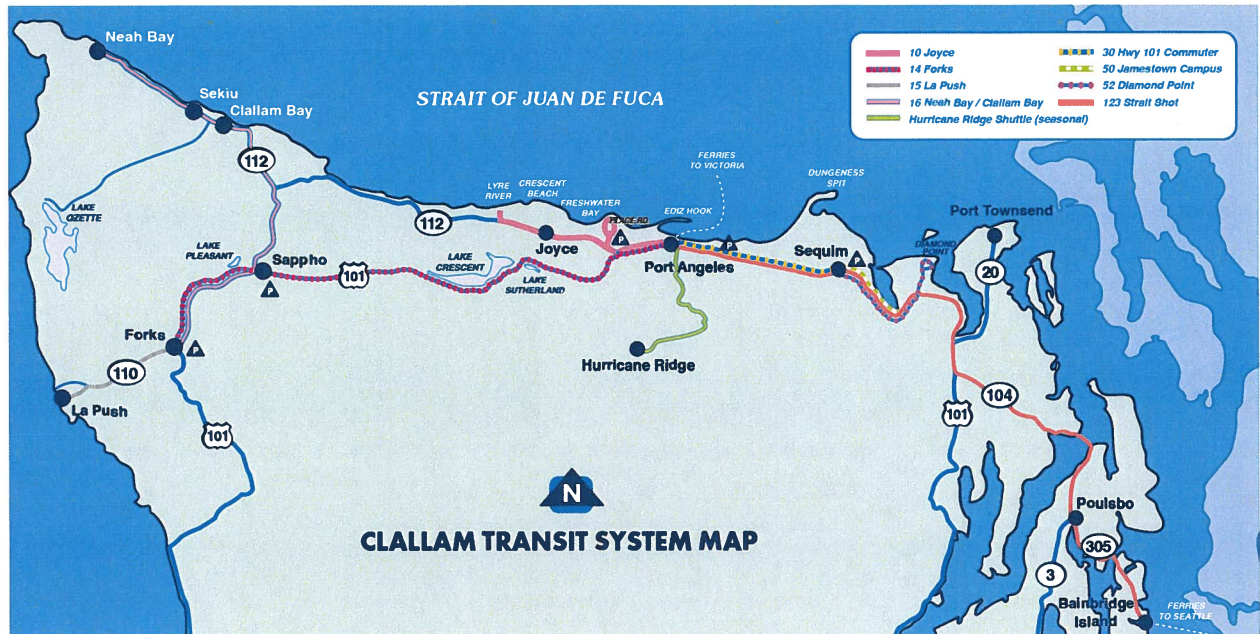
TRANSFER CENTERS

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: 2025 FTA Certifications and Assurances
Submitted By: Barb Cox, Human Resources Manager
Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2025-046
Date: August 27, 2025

Background

Each year, Clallam Transit System (CTS) must annually certify compliance with state and federal regulatory requirements, executive orders, and administrative directions to remain eligible for discretionary grant funding through Washington State Department of Transportation (WSDOT) and as a Federal Transit Administration (FTA) subrecipient.

Discussion

There are 20 certification categories and agencies only certify to the applicable selected categories. These are typically due to WSDOT for submission to the FTA by April 30th annually; however, due to delays WSDOT provided an updated deadline of September 1, 2025.

Recommended Action

Approve by motion M20:2025, to authorize the CTS Board Chairperson to certify the remainder of Fiscal Year 2025 Federal Transit Administration Certifications and Assurances, as presented.

Attachments

Fiscal Year 2025 FTA Certifications and Assurances

Passed and adopted by the Board at a regular meeting by CTS Motion No. M20:2025 thereof this 27th day of August 2025.

Board Chairperson

Approved as to Content:

Attest:

Jason McNickle, Acting General Manager

Barb Cox, Clerk to the Board



August 27, 2025

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

Dear Ms. Frazier:

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

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

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

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

Sincerely,

Board Chairperson
Clallam Transit System

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

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

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

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

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

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

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

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

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

1.2. Standard Assurances: Additional Assurances for Construction Projects.

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

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

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

1.3. Procurement.

The Uniform Administrative Requirements, 2 CFR § 200.325, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

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

1.4. Increased Micro-Purchase Threshold.

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

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

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

1.5. Suspension and Debarment.

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

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

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

1.6. Lobbying.

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

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

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

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

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

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

1.6.2. Statement for Loan Guarantees and Loan Insurance.

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

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

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

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

1.7. Real Property Use

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

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

CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

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

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

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

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

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

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

CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.

If the applicant is a business association (regardless of for-profit, not for-profit, or tax-exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Further Consolidated Appropriations Act, 2024, Pub. L. 118-47, div. B, tit. VII, §§ 744-745. U.S. DOT Order 4200.6 defines a "corporation" as "any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association", and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.

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

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

CATEGORY 4. PRIVATE SECTOR PROTECTIONS.

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

4.1. Charter Service Agreement.

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

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

4.2. School Bus Agreement.

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

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

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

CATEGORY 5. TRANSIT ASSET MANAGEMENT PLAN.

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

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

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

6.1. Rolling Stock Buy America Reviews.

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

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

6.2. Bus Testing.

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

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

CATEGORY 7. URBANIZED AREA FORMULA GRANTS PROGRAM.

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

The applicant certifies that it:

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

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

CATEGORY 8. FORMULA GRANTS FOR RURAL AREAS.

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

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

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

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

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

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

The applicant certifies that it:

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

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

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

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

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

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

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

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

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

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

The applicant certifies that:

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

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

CATEGORY 12. STATE OF GOOD REPAIR GRANTS.

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

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

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

CATEGORY 13. INFRASTRUCTURE FINANCE PROGRAMS.

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

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

CATEGORY 14. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

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

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

CATEGORY 15. RAIL SAFETY TRAINING AND OVERSIGHT.

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

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

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

CATEGORY 16. DEMAND RESPONSIVE SERVICE.

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

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

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

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

CATEGORY 17. INTEREST AND FINANCING COSTS.

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

The applicant certifies that:

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

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

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

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

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

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

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

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

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

CATEGORY 20. EMERGENCY RELIEF PROGRAM.

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

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

FEDERAL FISCAL YEAR 2025 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

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

Name of Applicant: Clallam Transit System

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

Or,

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

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

Certifications and Assurances

Fiscal Year 2025

12 State of Good Repair Grants



13 Infrastructure Finance Programs



14 Alcohol and Controlled Substances Testing



15 Rail Safety Training and Oversight

16 Demand Responsive Service



17 Interest and Financing Costs



18 Cybersecurity Certification for Rail Rolling Stock and Operations



19 Tribal Transit Programs



20 Emergency Relief Program



CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of the Applicant: Clallam Transit System

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

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

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

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

Signature _____

Date: _____

Name _____ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Clallam Transit System

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

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

Signature _____ Date: _____

Name David Horton Attorney for Applicant

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

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



Title: Employee Recognition Policy Update
Submitted By: Barb Cox, Human Resources Manager
Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2025-047
Date: August 27, 2025

Background

The Clallam Transit System Board (Board) approved the updated CTS *Employee Recognition Policy*, by Resolution No. R15:2022. The purpose of the policy is to provide a formal system of recognizing employees to create a positive working environment, boost morale, express appreciation, and aid in retention.

Discussion

The organization and language revisions provide clarity and conciseness for ease of understanding and administering the policy. The changes to employee service awards and retiree eligibility were based on current retention trends. The noted national trends are that 1 in 2 employees are looking for other employment and the median tenure with a current employer in 2024 was 3.9 years.

The revisions impacting monetary awards are:

- Retirement recognition: Lowered from 10 years to 5 for ages 60+ and <60 and from 25 years of service to 20 with a monetary award change from \$200 to \$250.
- Service awards: Lowered from beginning at 20 years to 5 years. Awards progression ranges from \$100 to \$700.
- Employee of the year: Removed “work teams” to align with the employee of the quarter award.

The policy adopted on May 18, 2022, included a handbook attached to the actual policy. The handbook was incorporated into the policy which required an extensive rewrite. The major revisions are redlined. CTS legal counsel has reviewed the policy update.

Recommended Action

Move to approve by CTS Motion No. M21:2025, the updated Employee Recognition Program Policy as amended by CTS Resolution No. R15:2022, as presented.

Attachments

- CTS *Employee Recognition Program Policy* redline version
- Proposed CTS *Employee Recognition Program Policy*

Passed and adopted by the Board at a regular meeting by CTS Motion No. M21:2025 thereof this 27th day of August 2025.

Board Chairperson

Approved as to Content:

Jason McNickle, Acting General Manager

Attest:

Barb Cox, Clerk to the Board

830 West Lauridsen Boulevard
Port Angeles, Washington 98363



www.clallamtransit.com
360-452-4511

Policy Title:

EMPLOYEE RECOGNITION PROGRAM

Policy No.:

10-010

Review Responsibility:

~~Andy Rowlsen~~ Barb Cox, Human Resources Manager

Approved By:

Jason McNickle, Acting General Manager

Authorized By:

Clallam Transit System Resolution No. R15:2022, which supersedes all prior resolutions.

Effective Date:

06/01/2022

10/01/2025

1. PURPOSE

To establish a recognition program for employees demonstrating their commitment to Clallam Transit System's (CTS) mission, vision, and values. The program is intended to create a positive working environment, boost morale, express appreciation, and aid in retention and recruitment.

2. POLICY

This policy establishes a formal system to acknowledge and reward CTS employees for exceptional performance, service, and dedication. It provides a framework for financial awards and other forms of appreciation.

3. ADMINISTRATION

A. Award Payments and Tax Status

All monetary awards are taxable and processed through regular payroll cycles on the applicable pay dates. Recipients are responsible for all related taxes.

B. Employee of the Quarter

To recognize outstanding performance of regular employees having completed probation and having no disciplinary actions during the nomination period.

3.B.1 Nomination: After the end of each calendar quarter, employees are invited by an administrative services designee, to nominate a fellow employee who embodies CTS values.

3.B.2 Selection Committee: One operations supervisor, the department managers, and two previous award recipients, or designees, are provided the nominations and a rating form to complete and return to the designee. The ratings are based on the selection criteria.

3.B.1 Selection Criteria: Based on achievement, attendance, work quality, attitude, and alignment with CTS's mission, vision, and values.

3.B.4 Award: The award winner receives an award letter from the general manager and nominees receive a nomination letter from their department manager. The letters are distributed to the winners and nominees and distributed to their personnel files. The employee of the quarter and nominees are provided to the board announced to CTS staff. A summary of nominees is provided for the board. The employee of the quarter receives:

- Board meeting recognition (paid attendance if scheduled to work).
- Certificate and resolution.

- Annual awards ceremony recognition.
- Photo and public announcement.
- Dedicated parking spot for the following quarter.
- \$350.00 monetary award.

C. Employee of the Year

To recognize outstanding performance of regular employees ~~or a workgroup or team~~ having completed probation and having no disciplinary actions during the nomination period.

- 3.C.1 Nomination:** After the end of each calendar year employees are invited by an administrative services designee to nominate an outstanding employee ~~or workgroup or team~~ that has accomplished a significant task or exhibited extraordinary contributions.
- 3.C.2 Selection Committee:** The selection committee is comprised of the CTS leadership team. They are provided the nominations and a rating form to complete and return to the designee. The ratings are based on the selection criteria.
- 3.C.3 Selection Criteria:** Based on achievement, attendance, work quality, attitude, and alignment with CTS's mission, vision, and values.
- 3.C.4 Award:** The employee of the year is announced at the annual awards ceremony. The winner receives an award letter from the general manager. Nominees receive a nomination letter from their department manager. The letters are distributed to their personnel files. The employee of the year and nominees are provided to the board and announced to CTS staff. The employee the year receives:
- Board meeting recognition (paid attendance if scheduled to work).
 - Certificate, plaque/trophy, and resolution.
 - Annual awards ceremony recognition.
 - Photo and public announcement.
 - Dedicated parking spot for a year.
 - Wall of Fame recognition with paid attendance at the annual conference, Travel is in accordance with the *CTS Employee Travel Policy*. ~~If a workgroup or team is selected up to two members chosen by the team may attend.~~
 - \$750.00 monetary award. ~~A workgroup or team award is divided with each receiving a minimum of \$250.00.~~

D. Retiring **AND SEPARATING** Employees

In acknowledgement of the consistent, quality work that long-term employees contribute to the agency and to the riding public, CTS recognizes employees as they transition to other phases of their life.

- 3.D.1 Eligibility:** Regular employees providing a minimum of 14-days' notice of their intent to retire ~~or separate~~ from service are eligible for recognition if:
- They are age 60+ and at least ~~10~~ 5 years of continuous employment with CTS, **OR**
 - Have ~~25~~ 20 years of continuous employment with CTS.
- 3.D.2 Award:** Eligible retiring ~~and separating~~ employees receive the following:
- Board meeting recognition (paid attendance if scheduled to work).
 - Certificate, plaque/trophy, and resolution.
 - Annual awards ceremony recognition. Banquet cost paid by CTS.
 - Future annual awards ceremony attendance. Banquet cost paid by retiree as a guest.
 - Lifetime system wide services bus pass for retiree and spouse.
 - Photo and public announcement.
 - ~~\$200.00~~ 250.00 monetary award. Disbursed on their final paycheck.

E. Employee Service Awards

In recognition of the benefits that experienced employees bring to the agency and the public, CTS recognizes long-term employees for their years of service encouraging longevity.

3.E.1 Eligibility: All regular employees receive five-year interval service awards based on continuous employment from date of hire. Employees are not eligible if they have submitted a separation notice and their last working day is prior to their anniversary date.

3.E.2 Award: Employees receive an anniversary card from the CTS general manager for each milestone anniversary of five years of service. Administrative services coordinate anniversary card distribution. Certificates are prepared from an approved list by an administrative services designee for presentation at the annual awards ceremony. Each department coordinates the awards distribution for the annual awards ceremony.

Eligible employees receive annual awards ceremony recognition and monetary awards at the following intervals:

- 5-years: \$100.00
- 10-years: \$200.00
- 15-years: \$300.00
- 20-years: ~~\$200~~ \$400.00
- 25-years: ~~\$250~~ \$500.00
- 30-years: ~~\$300~~ \$600.00
- 35-years: ~~\$350~~ \$700.00

Light refreshments may be provided for all CTS employees to acknowledge those employees celebrating milestone anniversaries.

Additional emphasis is placed on significant employee service anniversaries of 20, 25, 30, and 35 years with eligible employees receiving the following:

- Board meeting recognition (paid attendance if scheduled to work).
- Certificate, plaque/trophy, and resolution.
- Photo and public announcement.

F. Employee Safety Awards

CTS provides incentives to recognize employees demonstrating exceptional safety in the performance of their duties.

3.F.1 Eligibility: All regular CTS employees are eligible, except the general manager and managers, ~~to receive employee safety awards who have had no preventable accidents or occupational injuries for the entire previous calendar year or six-months for newly hired employees. under the agency's adopted safety and accident prevention program.~~ Employees are not eligible if they have submitted a separation notice with their last working day prior to the end of the calendar year.

3.F.2 Award: Eligible employees earning this award receive:

- Certificate at the annual awards ceremony.
- 3 additional hours of general leave processed through payroll on the payroll date after the award announcement.

Special emphasis is placed on fixed-route and paratransit operators whose primary responsibilities are driving CTS vehicles in their daily duties. Fixed-route and paratransit operators having no preventable accidents ~~or occupational injuries~~ for the entire previous calendar year or six-months for newly hired operators will also receive monetary awards of:

- 5 years: \$50
- 10 years: \$100
- 15 years: \$200
- 25 years: \$250
- 30 years: \$300
- 35 years: \$350

The awards will be processed through the regular payroll process on the payroll date after the awards are announced at the annual awards banquet.

8.B.2 Operations Supervisor Awards

~~Operations supervisors work extensively in the field, interacting with customers and the general public must possess a commercial drivers' license (CDL). Operations supervisors often respond to and handle difficult or tense situations. Operations supervisors who have no preventable vehicle accident or occupational injuries for the full previous calendar year or six months for newly hired operations supervisors earn 3 hours of general leave.~~

8.B.3 Maintenance Awards

~~In the maintenance department many employees that must have the ability to drive an agency owned or leased vehicle as part of their regular daily assignment duties and possess a drivers' license or CDL are eligible for this award. Also, most Maintenance employees that must use hand tools and power tools or handle vehicle fueling duties such as fueling vehicles as part of their regular duties are eligible for this award. daily assignment. The eligible maintenance employees who have no preventable vehicle accident or occupational injuries for the full previous calendar year or six months for new employees earn 3 hours of general leave.~~

G. Bus Rodeo Competitions

Regular status employees may submit a request to compete in the annual bus rodeo competition representing CTS.

~~The competition classes are defined by the specific rodeo rules. For fixed route operators the classes are 35' coach, 40' coach, or body on chassis and paratransit operator the class is body on chassis, and maintenance team class is a 35' coach.~~

3.G.1 Eligibility: CTS regular status operators may be authorized to compete in the regional rodeo competition based on the established criteria. Qualifying participants placing in the top three will be authorized to attend the state bus rodeo, conference, and banquet. ~~Qualifying participants meeting the Washington State Transit Administration (WSTA) established criteria will advance to the annual state rodeo competition.~~ Participants in the state competition placing in the top four, may qualify and be authorized to compete in the national rodeo. Participation will be limited to staff availability and CTS budget constraints.

3.G.2 Travel: Participants traveling outside of Clallam County to compete will be provided travel expenses as defined in the *CTS Employee Travel Policy*.

3.G.3 Awards: CTS recognizes competing employees awarded first, second, and third places. They will receive the following monetary awards:

- First place: \$250.00
- Second place: \$150.00
- Third place: \$100.00.

Monetary awards will be to be paid through the next payroll process date after the award announcement.

CTS also recognizes competing employees awarded first place in the class they competed in with the following:

- Board meeting recognition (paid attendance if scheduled to work).
- Certificate, trophy, and resolution.
- Annual awards ceremony recognition.
- Photo and public announcement.

H. Transit Employee Appreciation Day

Annual day to acknowledge and celebrate all CTS employees for the value they bring to the agency and the public. The managers prepare made to order breakfasts and lunches to express appreciation for their work in keeping transit running smoothly, safely, and efficiently in the community. CTS pays all expenses associated with this event.

I. Annual Awards Ceremony and Banquet

Annual event to recognize employees for outstanding performance, service, and safety accomplishments.

Employees, board members, and retirees are encouraged to attend. CTS provides for the cost of the ceremony and banquet for all regular employees, board members, and current year retirees. The cost of the banquet for guests and prior year retirees is to be paid by these attendees. The event is organized by administrative services and other department designees.

J. Other Tokens of Appreciation

The general manager may approve requests in recognition of individuals or workgroups for exemplary work. Tokens of appreciation generally will not exceed \$50 per employee. Requests to recognize an employee or workgroup will include specific, work-related details of the exemplary task or behavior to be recognized.

~~Examples include meeting a defined response time, "most improved" or delivering a project on time and on budget.~~ Tokens may include but are not limited to:

- Certificate of appreciation.
- Letter from the general manager.
- Light refreshments.
- ~~• Receiving a memento or CTS-paid luncheon upon completion of a milestone project or other significant work accomplishment.~~
- ~~• Receiving a plaque for achieving a specific work goal such as helping increase ridership, pass sales, etc.~~
- ~~• A work team receiving CTS coffee mugs to commemorate exceptional work efforts during a winter snowstorm.~~

4. REGULATORY AND ADMINISTRATIVE CHANGES

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

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

2. POLICY

A. ~~CTS uses a recognition program to celebrate exceptional employee performance, service, and commitment.~~

~~The program involves financial awards as well as tokens of appreciation or acknowledgement to current and retiring CTS employees and Board members. All financial awards must be related to or recognize CTS business with criteria established before the award is made.~~

B. ~~The CTS Employee Recognition Handbook guides employee recognition.~~

~~The Employee Recognition Handbook detail all aspects of the program, including recognition for service on the CTS Board of Directors. The program is Appendix A of this policy.~~

C. ~~The CTS general manager may recognize employees, outside of the CTS Employee Recognition Handbook.~~

~~The general manager may recognize CTS employees or work groups outside of what is noted provided for in the CTS Employee Recognition Program Handbook. As a general guide, Financial awards, or tokens of appreciation, or acknowledgement should will be modest and will generally have a value of \$50 or less per individual.~~

D. ~~The CTS general manager may revise some aspects of the Employee Recognition Handbook.~~

~~The CTS general manager may approve non-monetary changes, updates, and revisions to the content (non-monetary amounts) of the CTS Employee Recognition Handbook as needed after consultation with the Human Resources and Finance Managers.~~

~~The CTS Board of Directors must approve changes all revisions to the monetary amounts listed within the Employee Recognition Program Handbook.~~

ATTACHMENT

Appendix A: CTS Employee Recognition Handbook



Policy Title:

EMPLOYEE RECOGNITION PROGRAM

Policy No.:

10-010

Review Responsibility:

Barb Cox, Human Resources Manager

Approved By:

Jason McNickle, Acting General Manager

Authorized By:

Clallam Transit System Resolution No. R15:2022, which supersedes all prior resolutions.

Effective Date:

10/01/2025

1. PURPOSE

To establish a recognition program for employees demonstrating their commitment to Clallam Transit System's (CTS) mission, vision, and values. The program is intended to create a positive working environment, boost morale, express appreciation, and aid in retention and recruitment.

2. POLICY

This policy establishes a formal system to acknowledge and reward CTS employees for exceptional performance, service, and dedication. It provides a framework for financial awards and other forms of appreciation.

3. ADMINISTRATION

A. Award Payments and Tax Status

All monetary awards are taxable and processed through regular payroll cycles on the applicable pay dates. Recipients are responsible for all related taxes.

B. Employee of the Quarter

To recognize outstanding performance of regular employees having completed probation and having no disciplinary actions during the nomination period.

3.B.1 Nomination: After the end of each calendar quarter, employees are invited by an administrative services designee, to nominate a fellow employee who embodies CTS values.

3.B.2 Selection Committee: One operations supervisor, the department managers, and two previous award recipients, or designees, are provided the nominations and a rating form to complete and return to the designee. The ratings are based on the selection criteria.

3.B.1 Selection Criteria: Based on achievement, attendance, work quality, attitude, and alignment with CTS's mission, vision, and values.

3.B.4 Award: The award winner receives an award letter from the general manager and nominees receive a nomination letter from their department manager. The letters are distributed to the winners and nominees and copies retained in their personnel files. The employee of the quarter and nominees are provided to the board and announced to CTS staff. A summary of nominees is provided for the board. The employee of the quarter receives:

- Board meeting recognition (paid attendance if scheduled to work).
- Certificate and resolution.
- Annual awards ceremony recognition.

- Photo and public announcement.
- Dedicated parking spot for the following quarter.
- \$350.00 monetary award.

C. Employee of the Year

To recognize outstanding performance of regular employees having completed probation and having no disciplinary actions during the nomination period.

- 3.C.1 Nomination:** After the end of each calendar year employees are invited by an administrative services designee to nominate an outstanding employee that has accomplished a significant task or exhibited extraordinary contributions.
- 3.C.2 Selection Committee:** The selection committee is comprised of the CTS leadership team. They are provided the nominations and a rating form to complete and return to the designee. The ratings are based on the selection criteria.
- 3.C.3 Selection Criteria:** Based on achievement, attendance, work quality, attitude, and alignment with CTS's mission, vision, and values.
- 3.C.4 Award:** The employee of the year is announced at the annual awards ceremony. The winner receives an award letter from the general manager. Nominees receive a nomination letter from their department manager. The letters are distributed to their personnel files. The employee of the year and nominees are provided to the board and announced to CTS staff. The employee the year receives:
 - Board meeting recognition (paid attendance if scheduled to work).
 - Certificate, plaque/trophy, and resolution.
 - Annual awards ceremony recognition.
 - Photo and public announcement.
 - Dedicated parking spot for a year.
 - Wall of Fame recognition with paid attendance at the annual conference, Travel is in accordance with the *CTS Employee Travel Policy*.
 - \$750.00 monetary award.

D. Retiring Employees

In acknowledgement of the consistent, quality work that long-term employees contribute to the agency and to the riding public, CTS recognizes employees as they transition to other phases of their life.

- 3.D.1 Eligibility:** Regular employees providing a minimum of 14-days' notice of their intent to retire from service are eligible for recognition if:
 - They are age 60+ and at least 5 years of continuous employment with CTS, **OR**
 - Have 20 years of continuous employment with CTS.
- 3.D.2 Award:** Eligible retiring employees receive the following:
 - Board meeting recognition (paid attendance if scheduled to work).
 - Certificate, plaque/trophy, and resolution.
 - Annual awards ceremony recognition. Banquet cost paid by CTS.
 - Future annual awards ceremony attendance. Banquet cost paid by retiree as a guest.
 - Lifetime system wide services bus pass for retiree and spouse.
 - Photo and public announcement.
 - \$250.00 monetary award. Disbursed on their final paycheck.

E. Employee Service Awards

In recognition of the benefits that experienced employees bring to the agency and the public, CTS recognizes long-term employees for their years of service encouraging longevity.

3.E.1 Eligibility: All regular employees receive five-year interval service awards based on continuous employment from date of hire. Employees are not eligible if they have submitted a separation notice and their last working day is prior to their anniversary date.

3.E.2 Award: Employees receive an anniversary card from the CTS general manager for each milestone anniversary of five years of service. Administrative services coordinate anniversary card distribution. Certificates are prepared from an approved list by an administrative services designee for presentation at the annual awards ceremony. Each department coordinates the awards distribution for the annual awards ceremony.

Eligible employees receive annual awards ceremony recognition and monetary awards at the following intervals:

- 5-years: \$100.00
- 10-years: \$200.00
- 15-years: \$300.00
- 20-years: \$400.00
- 25-years: \$500.00
- 30-years: \$600.00
- 35-years: \$700.00

Light refreshments may be provided for all CTS employees to acknowledge those employees celebrating milestone anniversaries.

Additional emphasis is placed on significant employee service anniversaries of 20, 25, 30, and 35 years with eligible employees receiving the following:

- Board meeting recognition (paid attendance if scheduled to work).
- Certificate, plaque/trophy, and resolution.
- Photo and public announcement.

F. Employee Safety Awards

CTS provides incentives to recognize employees demonstrating exceptional safety in the performance of their duties.

3.F.1 Eligibility: All regular CTS employees are eligible, except the general manager and managers, who have had no preventable accidents or occupational injuries for the entire previous calendar year or six-months for newly hired employees. Employees are not eligible if they have submitted a separation notice with their last working day prior to the end of the calendar year.

3.F.2 Award: Eligible employees earning this award receive:

- Certificate at the annual awards ceremony.
- 3 additional hours of general leave processed through payroll on the payroll date after the award announcement.

Special emphasis is placed on fixed-route and paratransit operators whose primary responsibilities are driving CTS vehicles in their daily duties. Fixed-route and paratransit operators having no preventable accidents or occupational injuries for the entire previous calendar year or six-months for newly hired operators will also receive monetary awards of:

- 5 years: \$50
- 10 years: \$100
- 15 years: \$200
- 25 years: \$250
- 30 years: \$300
- 35 years: \$350

The awards will be processed through the regular payroll process on the payroll date after the awards are announced at the annual awards banquet.

G. Bus Rodeo Competitions

Regular status employees may submit a request to compete in the annual bus rodeo competition representing CTS.

3.G.1 Eligibility: CTS regular status operators may be authorized to compete in the regional rodeo competition based on the established criteria. Qualifying participants placing in the top three will be authorized to attend the state bus rodeo, conference, and banquet. Participants in the state competition placing in the top four, may qualify and be authorized to compete in the national rodeo. Participation will be limited to staff availability and CTS budget constraints.

3.G.2 Travel: Participants traveling outside of Clallam County to compete will be provided travel expenses as defined in the *CTS Employee Travel Policy*.

3.G.3 Awards: CTS recognizes competing employees awarded first, second, and third places. They will receive the following monetary awards:

- First place: \$250.00
- Second place: \$150.00
- Third place: \$100.00

Monetary awards will be to be paid through the next payroll process date after the award announcement.

CTS also recognizes competing employees awarded first place in the class they competed in with the following:

- Board meeting recognition (paid attendance if scheduled to work).
- Certificate, trophy, and resolution.
- Annual awards ceremony recognition.
- Photo and public announcement.

H. Transit Employee Appreciation Day

Annual day to acknowledge and celebrate all CTS employees for the value they bring to the agency and the public. The managers prepare made to order breakfasts and lunches to express appreciation for their work in keeping transit running smoothly, safely, and efficiently in the community. CTS pays all expenses associated with this event.

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J. Other Tokens of Appreciation

The general manager may approve requests in recognition of individuals or workgroups for exemplary work. Tokens of appreciation generally will not exceed \$50 per employee. Requests to recognize an employee or workgroup will include specific, work-related details of the exemplary task or behavior to be recognized.

Tokens may include but are not limited to:

- Certificate of appreciation.
- Letter from the general manager.
- Light refreshments.



Title: Paratransit Vehicle Procurement Authorization
Submitted By: Gary Abrams, Maintenance Manager
Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2025-048
Date: August 27, 2025

Background

Clallam Transit System (CTS) has a vehicle replacement schedule as set in our Transit Asset Management Plan (TAMP). We have 10 Americans with Disabilities Act (ADA) paratransit vehicles in need of replacement. Five of the vehicles have met or exceeded their useful life benchmarks in 2025 and five in 2026; however, federal funding was not released for their replacement prior.

Upon notification from Washington State Department of Transportation (WSDOT) of the 2025/2027 Paratransit/Special Needs formula grant distribution of \$1,011,603, CTS applied to use the funding for the replacement of seven ADA vehicles.

Discussion

We are seeking board authorization for the procurement of seven ADA paratransit vehicles upon WSDOT's approval to utilize the funding for the replacement vehicles. The requested vehicles are necessary to support CTS paratransit service provision and have the capacity for two wheelchairs and a minimum of five passengers. The requested vehicles are included in the CTS vehicle replacement schedule for replacement in 2025 and in 2026.

We are seeking Board authorization for the purchase of up to seven ADA compliant vehicles using the Paratransit/Special Needs formula grant funding of \$1,011,603 and up to \$236,397 in local funds as needed for the procurement.

Recommended Action

Move to authorize the CTS General Manager by CTS Motion No. M22:2025, to procure up to seven ADA compliant paratransit vehicles for a total spending authority not to exceed \$1,248,000, including taxes and licensing, and to execute all necessary contract agreements and procurement documents related to the procurement of the ADA vehicles.

Attachments

None.

Passed and adopted by the Board at a regular meeting by CTS Motion No. M22:2025 thereof this 27th day of August 2024.

Board Chairperson

Approved as to content:

Jason McNickle, Acting General Manager

Attest:

Barb Cox, Clerk to the Board

June 17, 2025

Jim Fetzer
Clallam Transit System
830 W Lauridsen Blvd
Port Angeles, WA 98363-2300

Subject: 2025-2027 Paratransit/Special Needs formula grant distribution

Dear Jim Fetzer:

Congratulations! We are pleased to distribute your organization's Paratransit/Special Needs formula award for the 2025-2027 biennium.

The Washington State Department of Transportation (WSDOT) is distributing state Paratransit/Special Needs grant funding to 31 transit agencies across the state to assist in sustaining and expanding services to people with disabilities, seniors, and children.

Awards are contingent upon availability of state funds.

Program	Award
Paratransit/Special Needs formula distribution for 2025-2027	\$1,011,603

WSDOT calculated your Paratransit/Special Needs formula distribution using data from the most recent Summary of Public Transportation.

Paratransit/Special Needs formula funds are reimbursable for grant-related activities beginning July 1, 2025. Project expenditures accrued prior to this date may not be charged to your award.

Laura Moxham, community transportation planner, is your primary WSDOT contact, who will assist you with all aspects of your project. You can reach Laura at laura.moxham@wsdot.wa.gov or 360-705-6928 should you have questions or concerns.

We look forward to finalizing your grant agreement and funding your project so that you can provide valuable services in your community. Again, congratulations!

Jim Fetzer
June 17, 2025
Page 2

Sincerely,

A handwritten signature in blue ink, consisting of a stylized 'J' followed by a loop and a horizontal stroke.

Jill Nordstrom, grants and community partnerships manager
Public Transportation Division

JN:dl

cc: Gary Abrams, Clallam Transit System
Cherie Huxtable, Clallam Transit System
Laura Moxham, WSDOT
Firas Makhlouf, WSDOT
Evan Olsen, WSDOT
Debi LaVaque, WSDOT



Title: Forks Electric Vehicle Charging Stations
Submitted By: Gary Abrams, Maintenance Manager
Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2025-049
Date: August 27, 2025

Background

Clallam Transit System (CTS) is seeking authorization to install two level 2 electric vehicle (EV) charging stations at the Forks Transfer Station. The charging stations will be utilized for CTS vehicles only. Local funds will be used for this project.

Discussion

To meet the required procurement process CTS requested quotes from three vendors and two quotes were received. It was determined that Olympic Electric Co. of Port Angeles submitted the most cost-effective quote of \$19,900 plus tax. The second quote was for ~\$21,000. We are seeking Board approval to move forward with Olympic Electric Co. for this project.

To account for any applicable taxes, fees, and track changes we are requesting a procurement authority not to exceed \$30,000, and to execute all necessary contract agreements and procurement documents related to the Forks Transfer Station EV charging station project.

Recommended Action

Move to authorize the CTS General Manager by CTS Motion No. M23:2025, to execute the Forks Transfer Station EV charging station project to include a procurement spending authority not to exceed \$30,000 and to execute all necessary contract agreements and procurement documents related to the project as presented.

Passed and adopted by the Board at a regular meeting by CTS Motion No. M23:2025 thereof this 27th day of August 2025.

Board Chairperson

Approved as to Content:

Jason McNickle, Acting General Manager

Attest:

Barb Cox, Clerk to the Board



Title: Fixed-route & Paratransit Vehicle Procurement
5339(b) Bus and Bus Facilities Discretionary program
Submitted By: Gary Abrams, Maintenance Manager
Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2025-053
Date: August 27, 2025

Background

Early in 2024, Clallam Transit System (CTS) applied for funding under the Federal Transit Administration (FTA) 5339(b) Bus and Bus Facilities Discretionary program through Washington State Department of Transportation (WSDOT) as the direct federal funds recipient. The application was for five heavy-duty fixed-route replacement buses and five Americans with Disabilities (ADA) paratransit vehicles that will have met their useful life benchmarks. In late summer of 2024, CTS was notified of the award; however, prior to WSDOT getting the funding under contract, the FTA announced that discretionary grant funds not under contract were to be reviewed prior to any funding release. CTS was notified earlier this month that the funds have been released and are under contract with WSDOT. This enables CTS to move forward with the grant project.

Discussion

The grant award in 2024 was \$3,655,000 for the procurement of five clean diesel, heavy-duty fixed-route buses and five paratransit vehicles requiring a minimum local share of \$913,750. On August 28, 2024, CTS Board authorization was provided for the general manager to execute all necessary contracts, agreements, and procurement not to exceed \$4,568,750. However, due to the delay in the release of funding the current bus prices have increased requiring a greater local share. CTS has adequate capital and operating reserve funds to cover the projected price overages.

We are requesting Board authorization to procure these vehicles using the fiscal year 2024/2025 Bus and Bus Facilities Discretionary program grant 5339(b) award and local funds for a total estimated cost not to exceed \$4,800,000 with the local share to not exceed \$1,145,000. The vehicles would be purchased through the Washington State Department of Enterprise Services (DES) contract.

Recommended Action

Move to authorize the CTS General Manager by CTS Motion No. M24:2025, to execute the WSDOT grant agreement and all contracts and procurement documents directly related to the procurement of up to five fixed-route and up to five medium duty paratransit buses through the DES contract and authorize a total spending authority not to exceed \$4,800,000, including taxes and licensing, as presented.

Attachments

Factsheet 2024-056

Passed and adopted by the Board at a regular meeting by CTS Motion No. M24:2025 thereof this 27th day of August 2025.

Board Chairperson

Approved as to content:

Jason McNickle, Acting General Manager

Attest:

Barb Cox, Clerk to the Board



Title: FFY 5339(b) Bus and Bus Facilities Program Award
Contract and Procurement Authorization Request
Submitted By: James I. Fetzer, General Manager
Authorized By: N/A

Factsheet: 2024-056
Date: August 28, 2024

Background

Clallam Transit System (CTS) received a notice of grant funding award from Washington Department of Transportation (WSDOT) for the Federal Transit Administration's (FTA) 5339(b) Bus and Bus Facilities discretionary program award for the Federal Fiscal Year (FFY) 2024. Staff also applied for the 2024 5339(c) Low- and No-emissions Vehicle Program; however, this grant application was not awarded.

Discussion

The federally funded grant award is for five (5) replacement heavy-duty clean diesel buses and five (5) replacement paratransit vehicles. The total funding being awarded to CTS is 3.655 million dollars, with a 20% local match of \$913,750, for the replacement of 10 CTS buses that have exceeded their useful life. The vehicles due for replacement are included in the 2024-2029 CTS Draft Transit Development Plan (TDP).

Recommended Action

Move to authorize by CTS Motion No. M24:2024, the CTS general manager to execute all necessary agreements, contracts, and procurement documents directly related to expending the FFY 2024 5339(b) Bus and Bus Facilities discretionary program award funding for a total procurement spending authority for 10 replacement buses, not to exceed \$4,568,750.

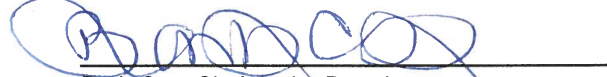
Passed and adopted by the Board at a regular meeting by CTS Motion No. M24:2024 thereof this 28th day of August 2024.


Brendan Meyer, Board Chairperson

Approved as to Content:


James I. Fetzer, General Manager

Attest:


Barb Cox, Clerk to the Board



Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

July 29, 2024

James Fetzer
Clallam Transit System
830 W. Lauridsen Blvd.
Port Angeles, WA 98363

Subject: Federal Fiscal Year 2024 5339(b) Bus and Bus Facilities Discretionary program award

Dear James Fetzer:

The Washington State Department of Transportation (WSDOT) is pleased to announce your agency's Federal Transit Administration's (FTA) 5339(b) Bus and Bus Facilities discretionary program award.

This fiscal year, FTA awarded nearly \$1.5 billion in Low-and No-Emission and Buses and Bus Facilities program funds to support 117 projects nationally. WSDOT will receive \$21.2 million of this amount for capital construction and purchases for vehicles and equipment at three transit agencies that provide rural service in multiple counties across Washington. The projects will help improve safety, access, and mobility for transit riders and residents in rural Washington. Below is a summary of projects under WSDOT's award.

Applicant	Purpose	Federal grant funds requested
Clallam Transit System	Replaces heavy-duty buses that have surpassed their useful life with new buses and paratransit vehicles.	\$3,655,000
Grays Harbor Transit	Funds the renovation of the aging maintenance and operations facility in Hoquiam. Improvements include upgrading parking areas, installing new surfacing, and enhancing the roof.	\$2,639,564
Island Transit	Replaces diesel buses with hydrogen fuel cell buses to advance Island Transit's plan to transition their entire fixed-route fleet to zero-emissions vehicles.	\$14,959,971
	Total	\$21,254,535

You will have pre-award authority when your project is adopted in the Statewide Transportation Improvement Program (STIP), which is expected to occur this fall. We will notify you when the STIP is updated to include your project. You can review the STIP at wsdot.wa.gov/business-wsdot/support-local-

James Fetzer
July 29, 2024
Page 2

[programs/delivering-your-project/statewide-transportation-improvement-program-stip](#) under Web-Based STIP.

WSDOT will obligate your funds in FTA's Transit Award Management System and send you a contract for execution.

Your primary contact for capital equipment projects is Emily Geraldts at Emily.Geraldts@wsdot.wa.gov. Your primary contact for capital construction projects is Jeff Petterson at Jeff.Petterson@wsdot.wa.gov. You can also reach out to your [community transportation planner](#) for additional assistance.

Thank you for delivering valuable services in your community.

Sincerely,



Jillian Nordstrom, grants & community partnerships manager
Public Transportation Division

JN:dl

cc: Cherie Huxtable, Clallam Transit System

Emily Geraldts, WSDOT

Jeff Petterson, WSDOT

Firas Makhlouf, WSDOT

Elizabeth Safsten, WSDOT

Steven Meyeroff, WSDOT

Cherryl Steben, WSDOT

Evan Olsen, WSDOT

Olivia Cormier, WSDOT



Title: June & July 2025 Operations Report
Submitted By: Taron Lee, Acting Operations Manager
Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2025-050
Date: August 27, 2025

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 July 2025, fixed-route ridership decreased by 2.68% compared to July 2024. CTS recorded 70,046 passenger trips, which is a decrease of 1,932 rides from the previous year. In June 2025 ridership decreased by 0.99% compared to June 2024. CTS recorded 67,426 passenger trips, which is a decrease of 671 rides from the previous year. Detailed ridership and performance data are presented in the *CTS Fixed-Route Ridership Statistics and Route Efficiency Report*.

Interlink Micro-transit Service: Customer feedback for Interlink services remains highly positive. Riders rate their experience on a scale of 1 to 5, with 5 indicating the highest satisfaction. In July 2025, the average trip quality ratings were 4.77 in Forks and 4.98 in Sequim. Monthly ridership increased by 23.41% in Forks and 18.01% in Sequim compared to July 2024. In June 2025, the average trip quality ratings were 4.88 in Forks and 4.94 in Sequim. Monthly ridership increased by 32.24% in Forks and 57.96% in Sequim compared to June 2024.

Paratransit: Paratransit ridership rose by 6.67% in July 2025 and by 2.39% in June 2025 compared to the same month in 2024. Key performance metrics are summarized in the tables below:

Measure	July 2025	July 2024	YTD 2025	YTD 2024	
Boardings	4430	4153	28559	27595	
On-Time Performance	95.34%	94.95%	96.00%	94.46%	Higher is better
No-Shows	5.30%	7.10%	6.42%	6.61%	Lower is better
Same-Day Cancellations	4.72%	4.17%	5.60%	4.25%	Lower is better
Newly Approved Applicants	91	69	577	486	

Measure	June 2025	June 2024	YTD 2025	YTD 2024	
Boardings	3,820	3,711	24,129	23,422	
On-Time Performance	95.42%	94.19%	96.12%	94.37%	Higher is better
No-Shows	6.83%	6.3%	6.63%	6.52%	Lower is better
Same-Day Cancellations	5.08%	5.07%	5.76%	4.26%	Lower is better
Newly Approved Applicants	76	63	486	417	

Vehicle Accidents and Incidents: Between June and July 2025, three reportable vehicle incidents occurred:

1. **Fairmont Bus stop – Hit and Run (June):** The stop sustained complete damage to its light assembly.
2. **Sequim Commuter Bus – Minor Collision (July):** The #30 made contact with another vehicle while turning onto 2nd Avenue in Sequim. Minimal damage was reported.
3. **Rideshare Van – Animal Strike (July):** A van was towed after striking a deer west of Forks.

Exclusions (June–July 2025):

June 2025: Two individuals were excluded from services after multiple warnings at the GTC.

- One for disorderly conduct.
- One for having an open container.
- One juvenile's existing exclusion was extended for violating its terms at the GTC.

July 2025: Five individuals were excluded:

- Two previously excluded juveniles for vandalism of a power supply breaker at the GTC.
- Two adults for threatening and intimidating CTS drivers. One on the #30 bus and one on the inbound #14.
- One adult male for fare evasion on the Straight Shot.

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

Month	Unique Users	Passes/Tickets	Gross Sales
July 2025	543	1361	\$7,759
June 2025	409	911	\$5,629
May 2025	302	564	\$5,085
April 2025	269	493	\$4,560
March 2025	260	492	\$4,640
February 2025	209	375	\$3,515
January 2025	209	370	\$3,405
December 2024	268	477	\$4,485
November 2024	238	413	\$3,900
October 2024	266	483	\$4,575
September 2024	295	554	\$5,033
August 2024	460	1,061	\$6,869.50
July 2024	425	1,018	\$5,979
June 2024	347	737	\$5,070

July 2025 Sales by Fare Type			
Type of Fare	Fare	Passengers	Revenue
Regular Strait Shot Fare	\$10.00	674	\$6,740.00
Reduced Strait Shot Fare	\$5.00	85	\$425.00
Regular Hurricane Ridge Fare	\$1.00	586	\$586.00
Reduced Hurricane Ridge Fare	\$0.50	16	\$8.00
Totals		1361	\$7,759

June 2025 Sales by Fare Type			
Type of Fare	Fare	Passengers	Revenue
Regular Strait Shot Fare	\$10.00	493	\$4,930.00
Reduced Strait Shot Fare	\$5.00	72	\$360.00
Regular Hurricane Ridge Fare	\$1.00	332	\$332.00
Reduced Hurricane Ridge Fare	\$0.50	14	\$7.00
Totals		911	\$5,629.00

Operations Update: We will be implementing a new bid effective August 31, 2025, which was developed using our new scheduling and routing software, Remix. Leveraging this platform will allow us to capture comparable data from both census metrics and operational analytics.

Additionally, Hurricane Ridge shuttle ridership in July 2025 decreased by 7.87% compared to July 2024. In June 2025 ridership increased by 19.66% compared to June 2024.

Recommended Action

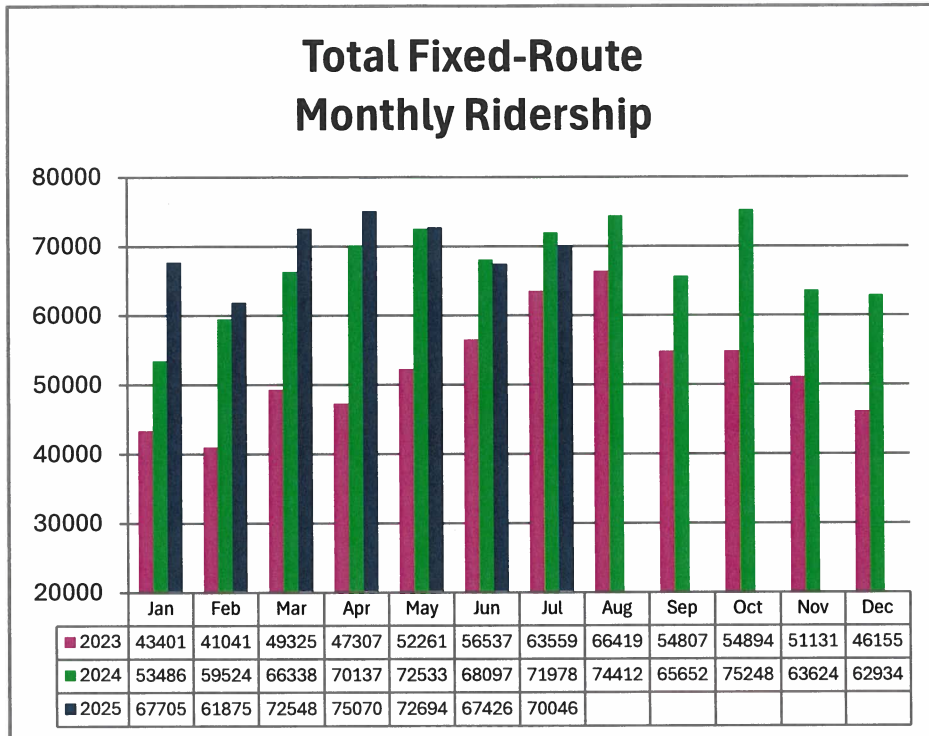
None.

Attachments

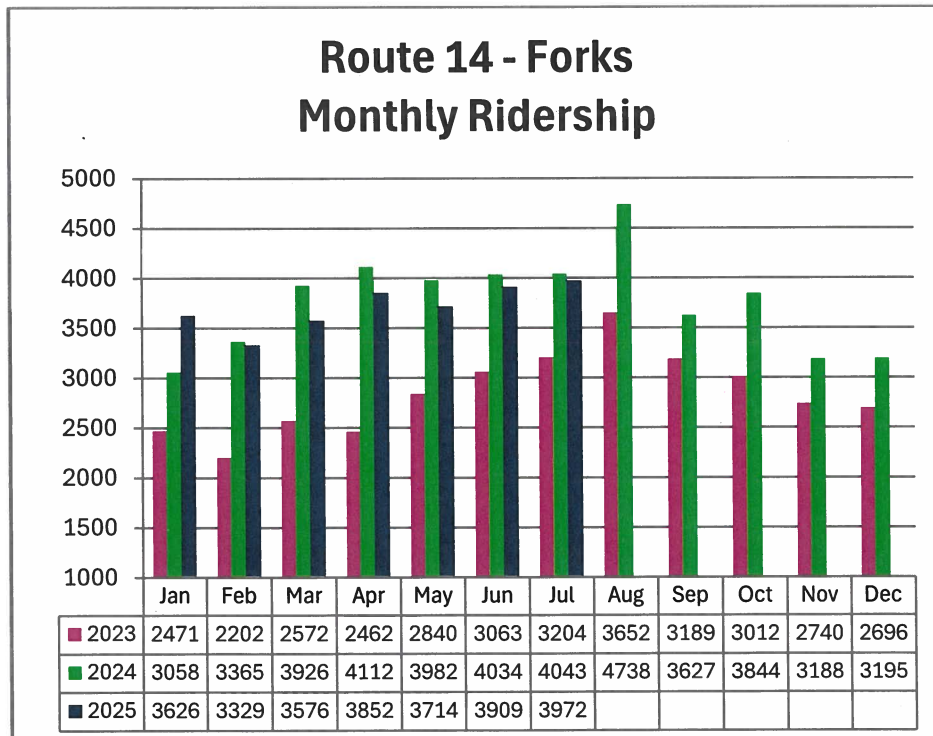
CTS Fixed-Route Ridership Statistics
Route Efficiency Report

CTS Fixed-Route Ridership Statistics June & July 2025

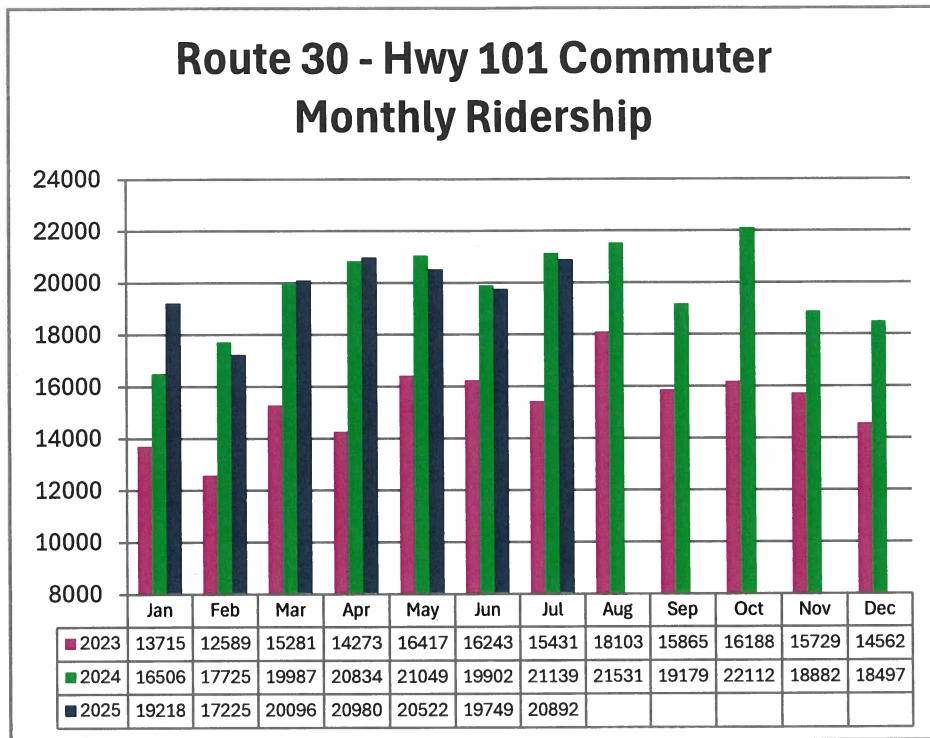
Total Fixed-Route Monthly Ridership



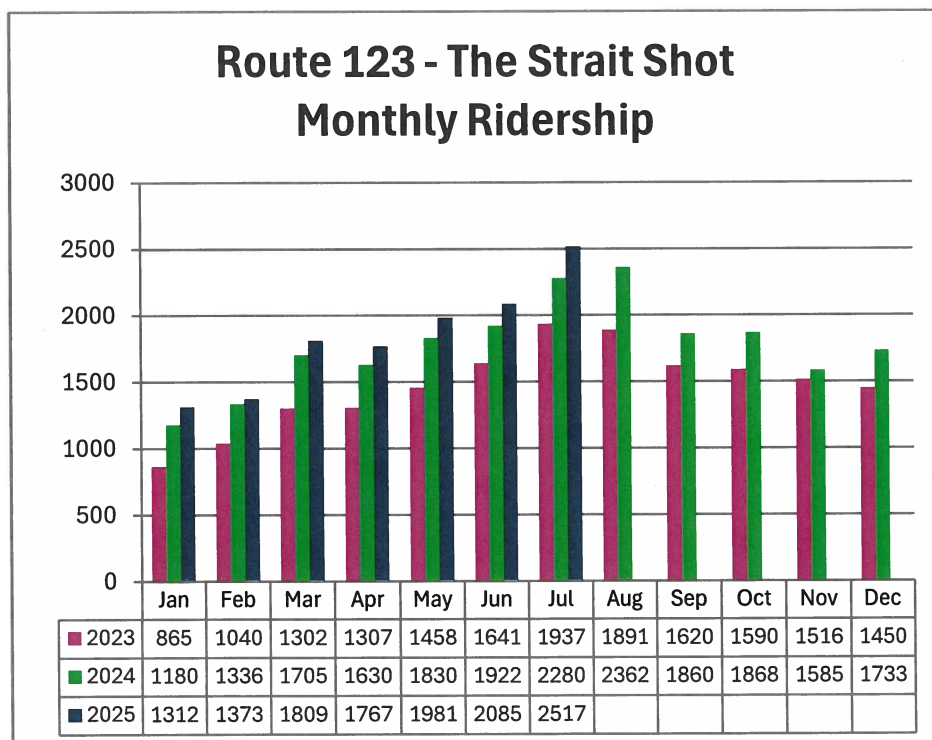
InterCity Routes (14, 30, 123)



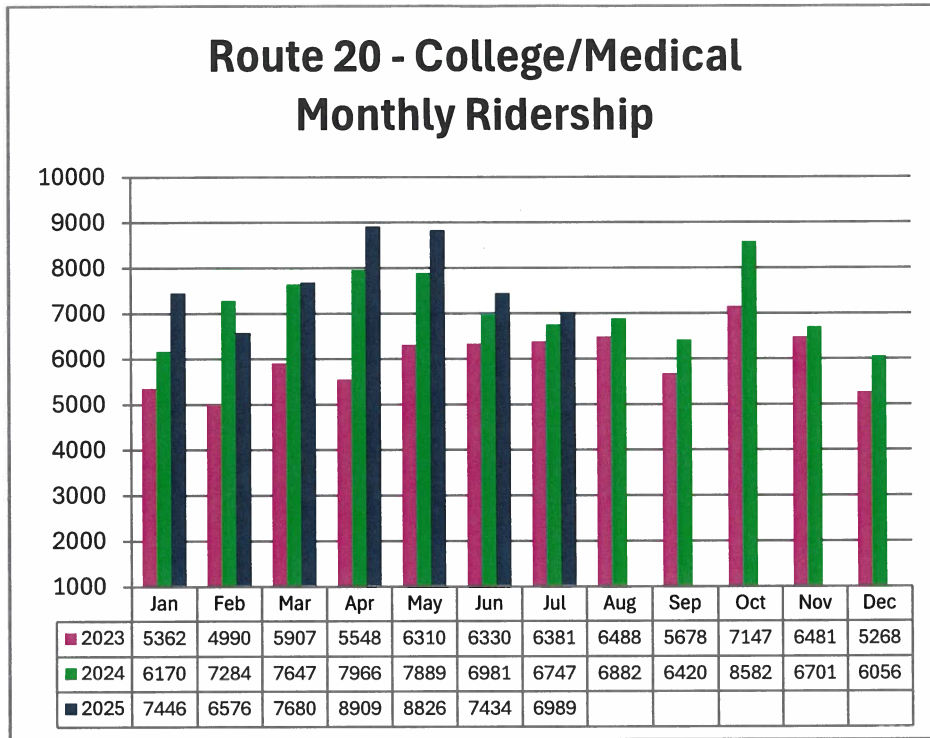
InterCity Routes (14, 30, 123)



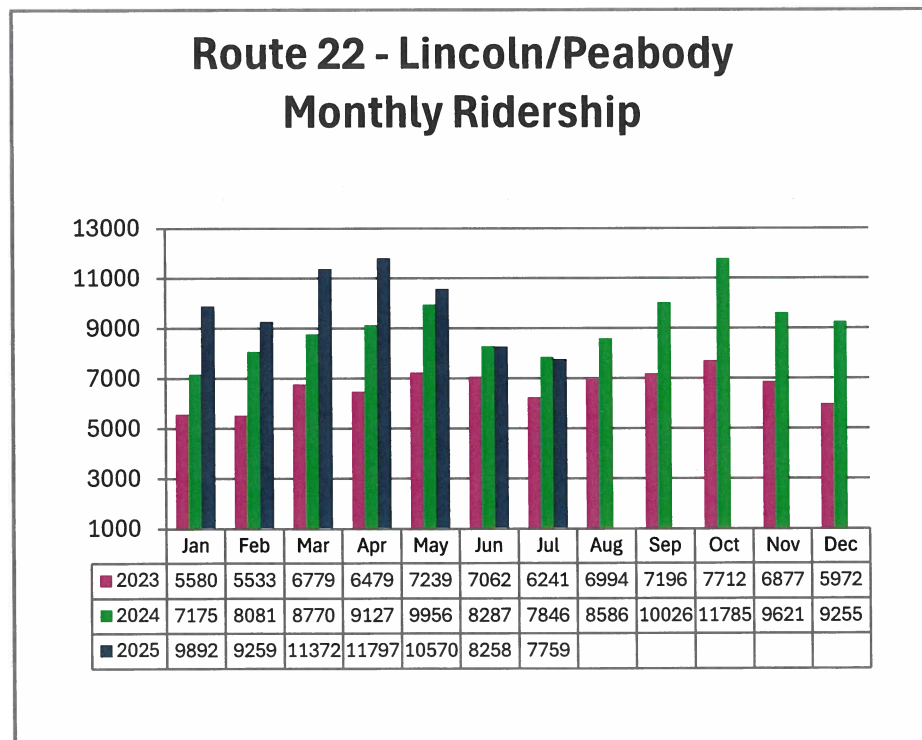
InterCity Routes (14, 30, 123)



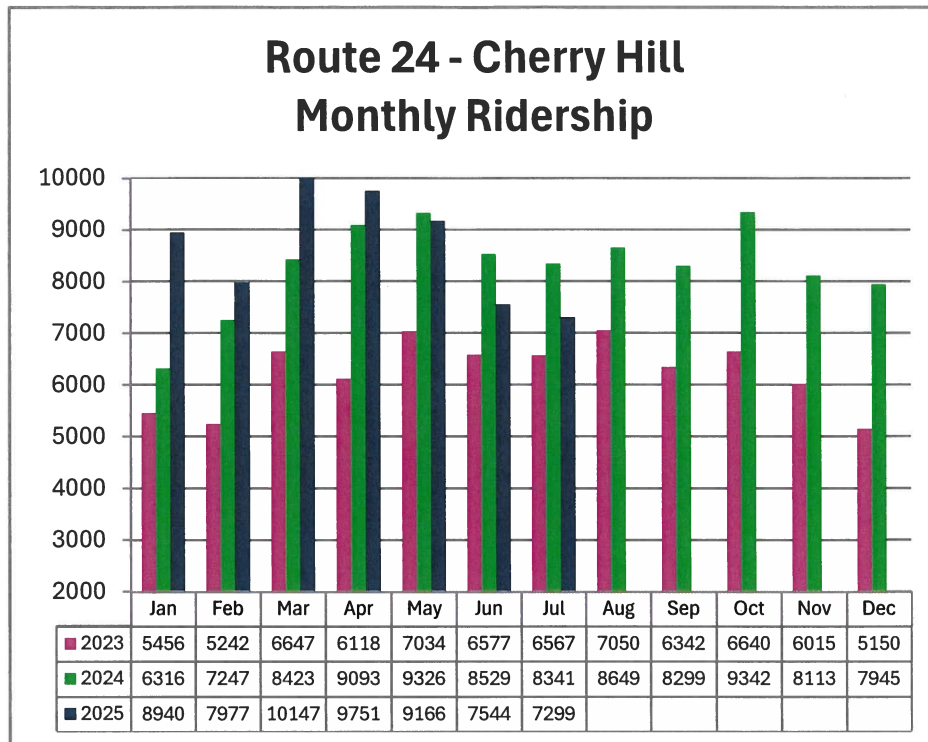
Urban Routes (20, 22, 24, 26)



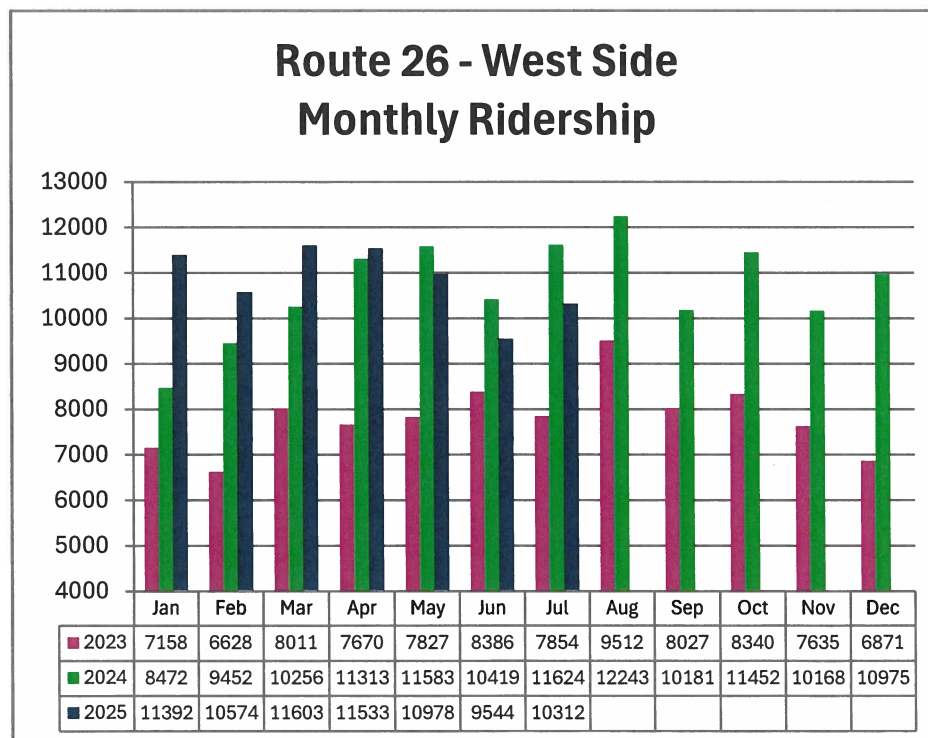
Urban Routes (20, 22, 24, 26)



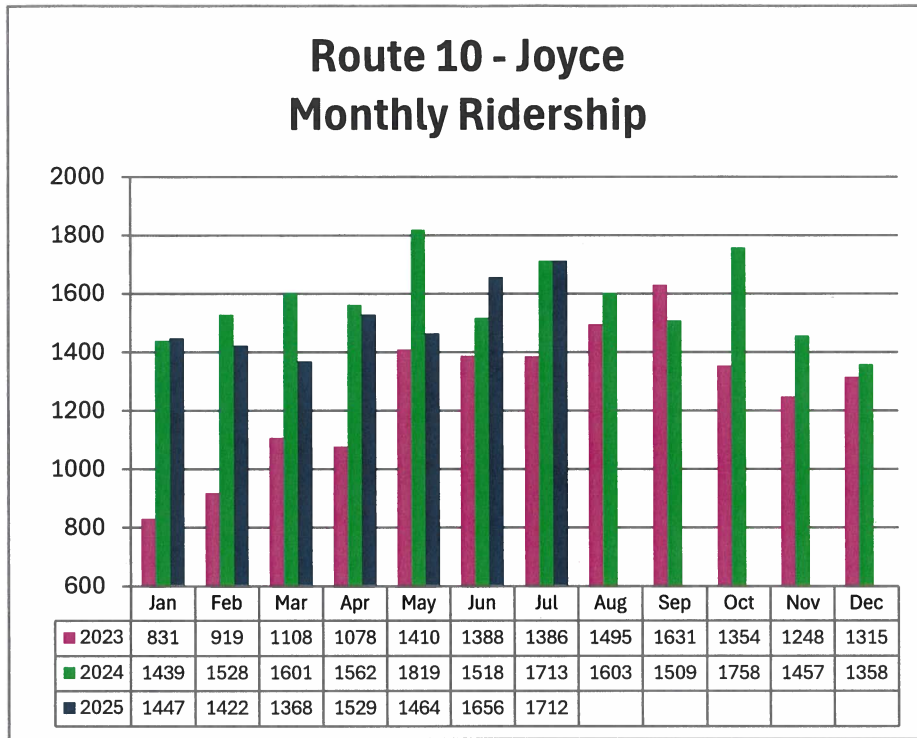
Urban Routes (20, 22, 24, 26)



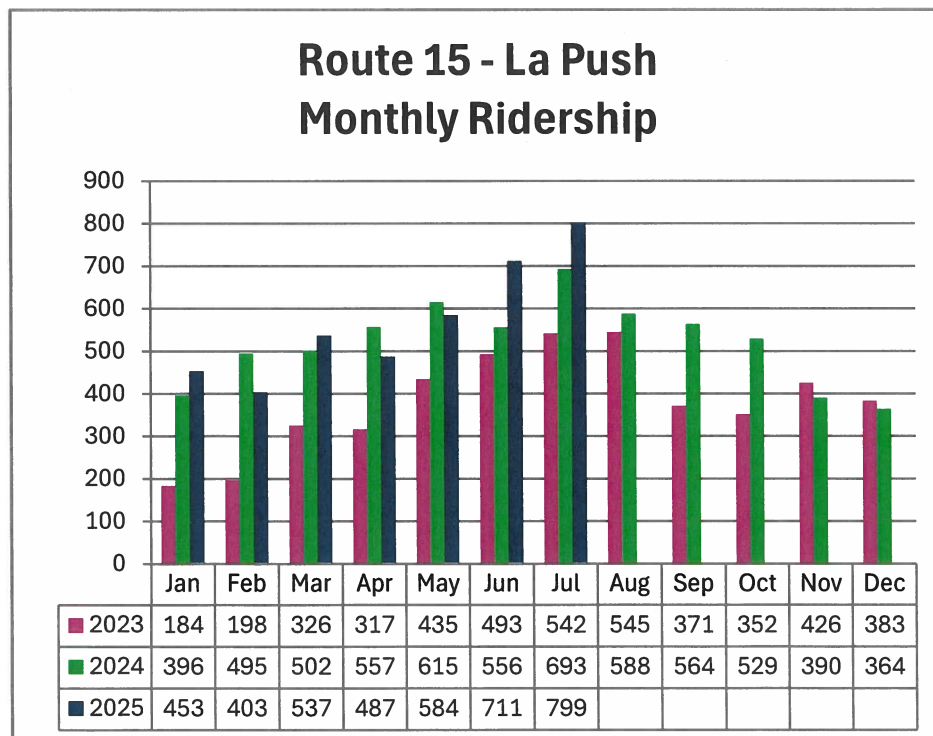
Urban Routes (20, 22, 24, 26)



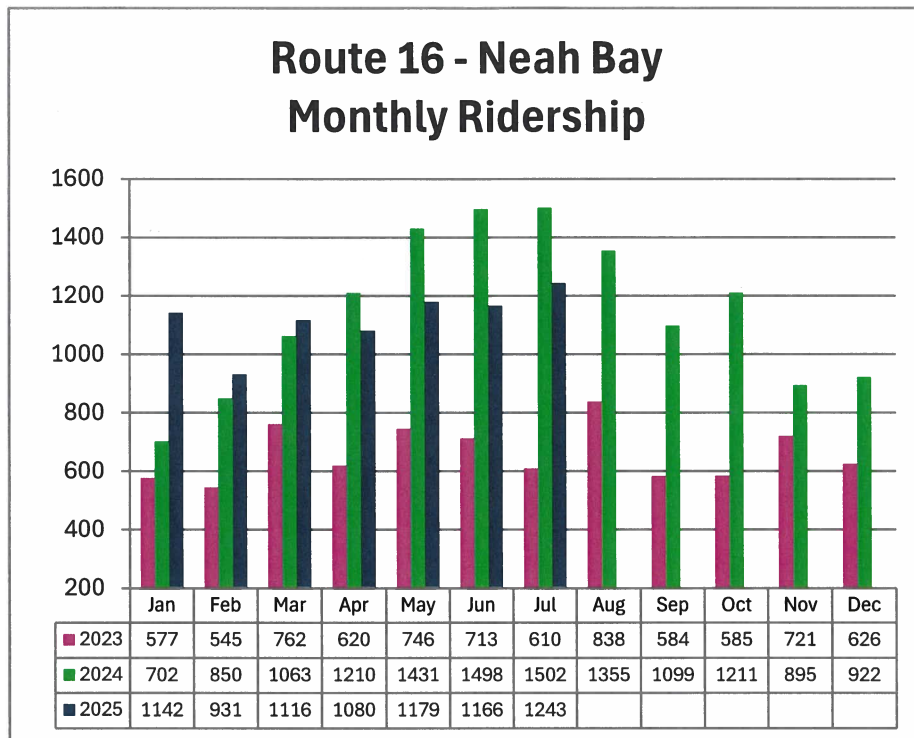
Rural Routes (10, 15, 16, 50, 52)



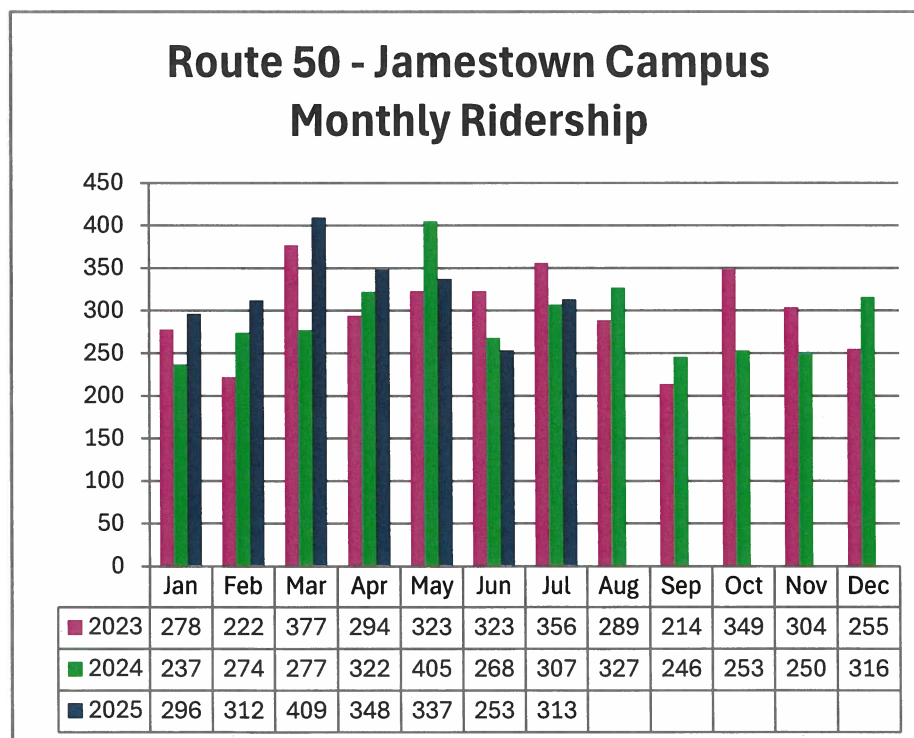
Rural Routes (10, 15, 16, 50, 52)



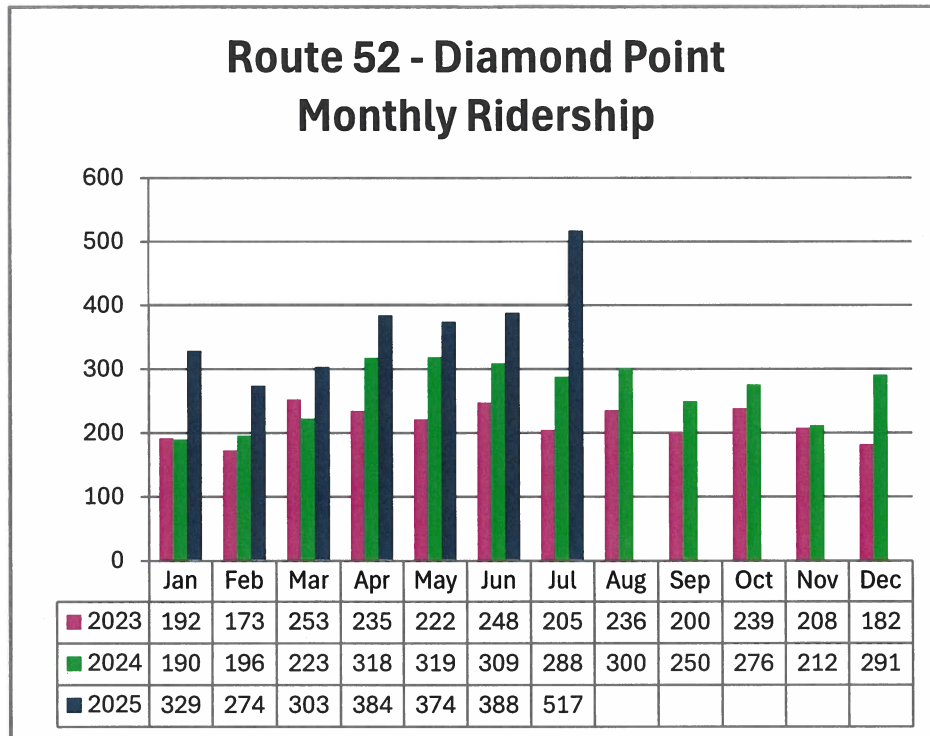
Rural Routes (10, 15, 16, 50, 52)



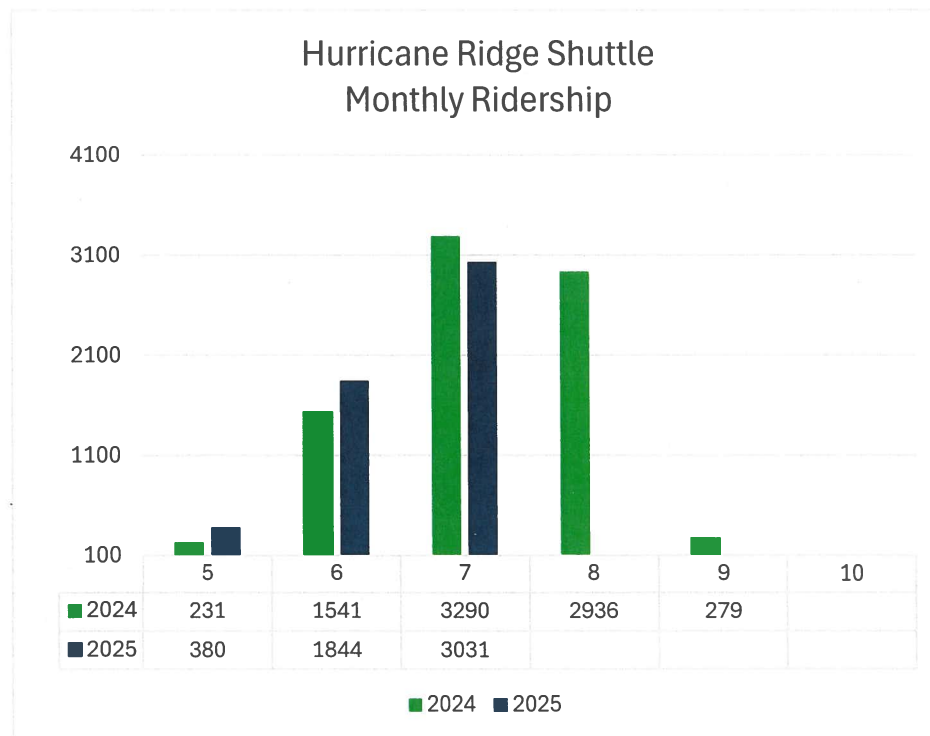
Rural Routes (10, 15, 16, 50, 52)



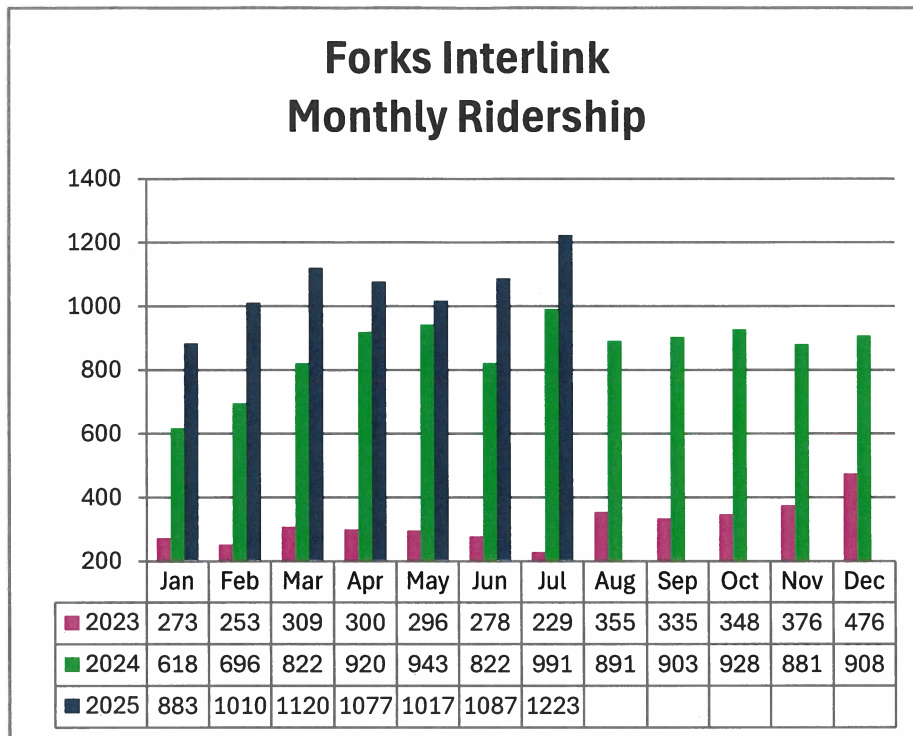
Rural Routes (10, 15, 16, 50, 52)



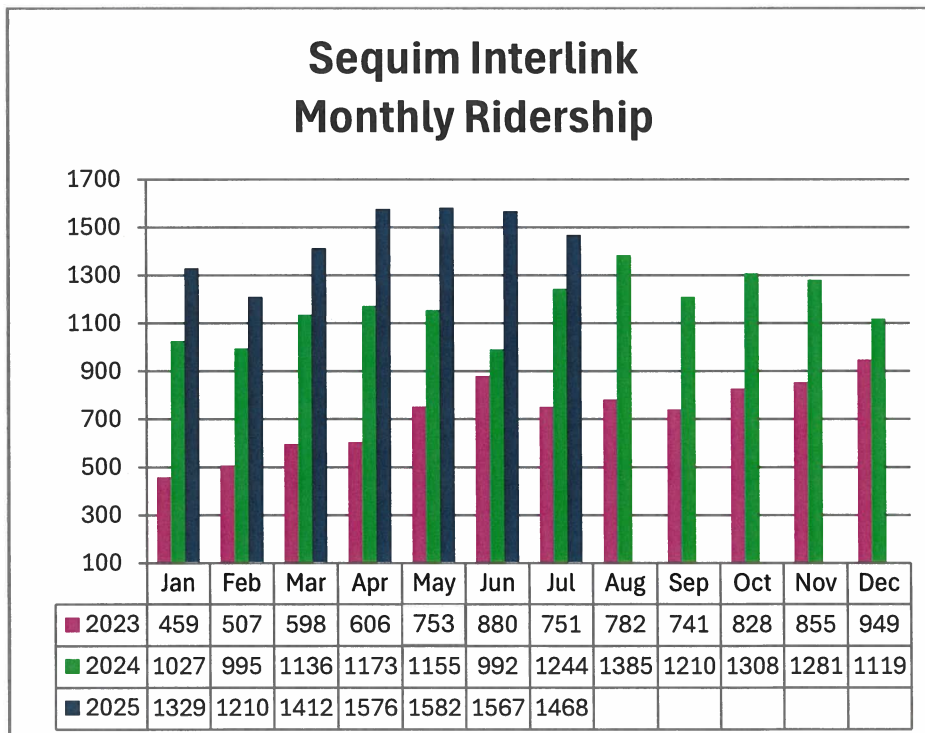
Hurricane Ridge



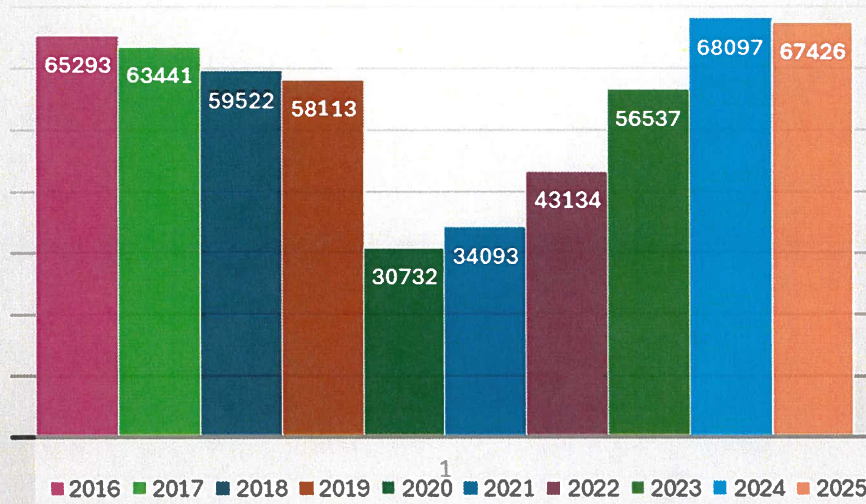
Interlink services (Sequim and Forks)



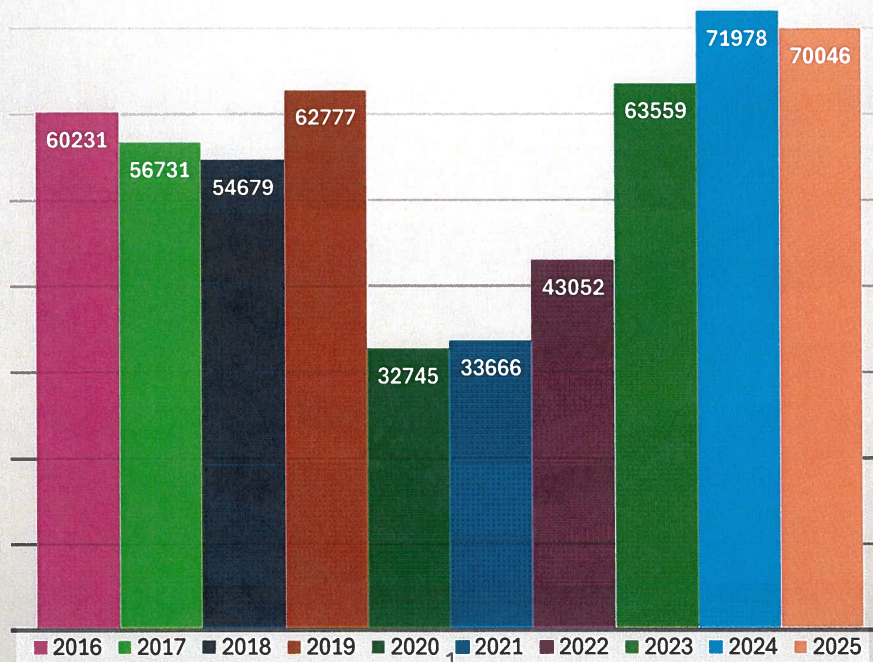
Interlink services (Sequim and Forks)

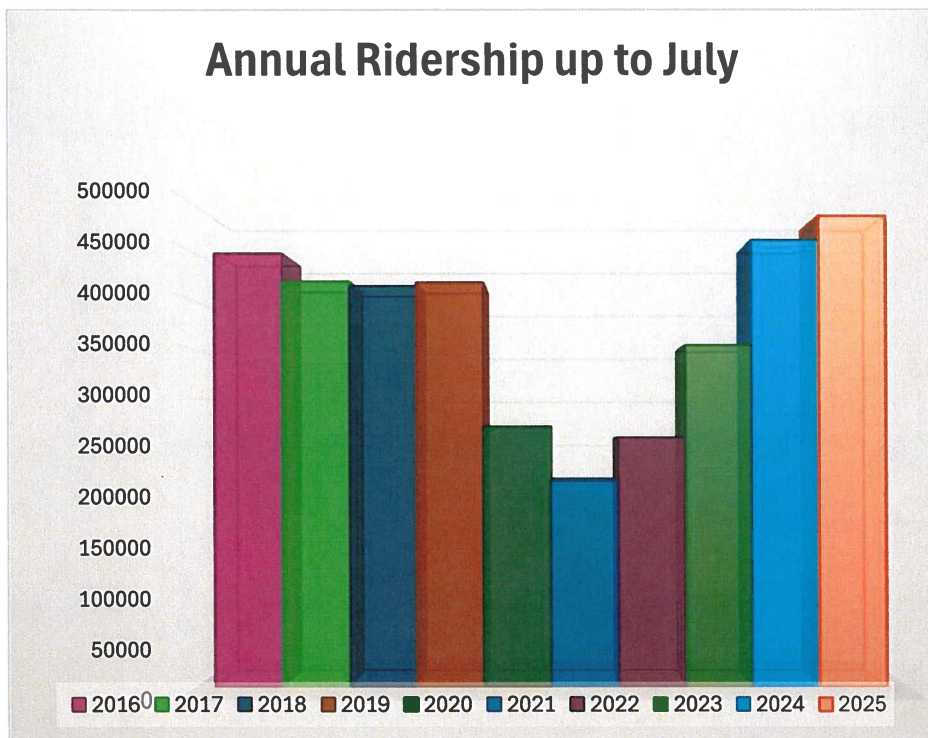
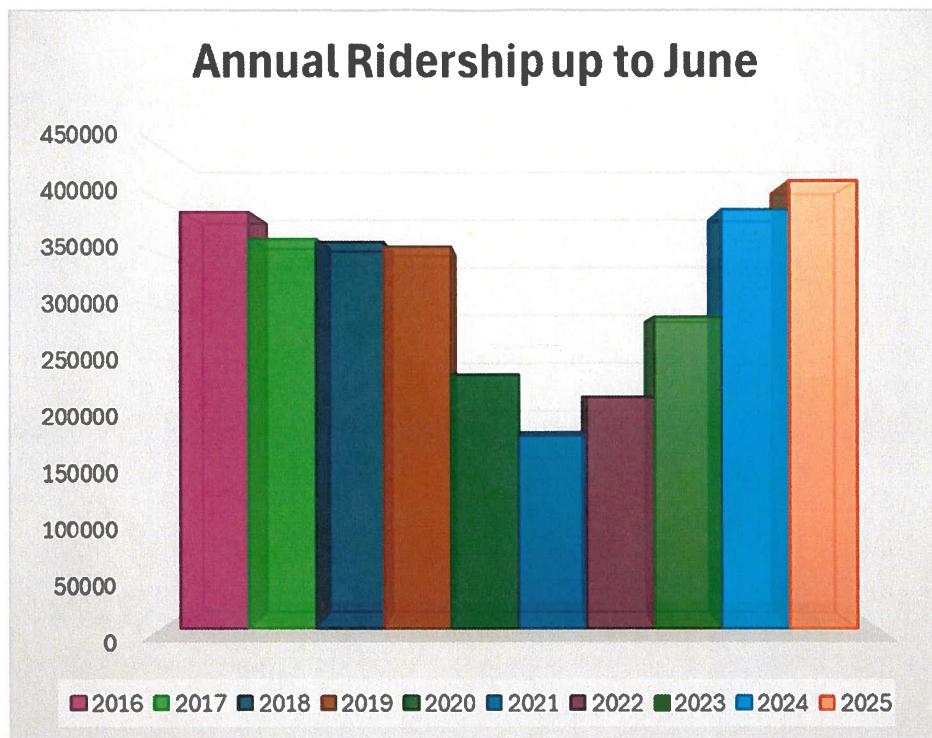


June Ridership by Year



July Ridership by Year







Title: July 2025 Financial Report
Submitted By: Cherie Huxtable, Finance Manager
Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2025-051
Date: August 15, 2025

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 July 31, 2025, was \$32,349,591. Of those funds, \$25.2 million is unrestricted. Ten million dollars 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 June was \$1,004,324. This was 2.67% over budget for the month. The sales tax deposit for July was \$1,138,020. This was 8.64% over budget for the month. Sales tax receipts are two months behind actual state collections.

Other Operating Revenue: Other operating revenue includes \$104,600 in interest revenue. Interest rates from the Local Government Investment Pool (LGIP) rose from 4.38% to 4.39%. The interest revenue for June was \$101,290. The interest rate of the LGIP in June rose from 4.37% to 4.38%.

RECOMMENDED ACTION

None.

ATTACHMENTS

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



Clallam Transit System

Monthly Budget Report

Group Summary

For Fiscal: Current Period Ending: 06/30/2025

ExpCa...	June Budget	June Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Revenue									
RevType: 10 - Passenger Fare Revenue									
	13,744.50	13,598.22	-146.28	-98.94%	82,467.00	75,770.31	-6,696.69	-91.88%	165,000.00
Total RevType: 10 - Passenger Fare Revenue:	13,744.50	13,598.22	-146.28	-98.94%	82,467.00	75,770.31	-6,696.69	-91.88%	165,000.00
RevType: 20 - Rideshare Revenue									
	11,245.50	17,575.00	6,329.50	-156.28%	67,473.00	77,100.00	9,627.00	-114.27%	135,000.00
Total RevType: 20 - Rideshare Revenue:	11,245.50	17,575.00	6,329.50	-156.28%	67,473.00	77,100.00	9,627.00	-114.27%	135,000.00
RevType: 30 - Paratransit Revenue									
	541.45	2,566.72	2,025.27	-474.05%	3,248.70	7,234.89	3,986.19	-222.70%	6,500.00
Total RevType: 30 - Paratransit Revenue:	541.45	2,566.72	2,025.27	-474.05%	3,248.70	7,234.89	3,986.19	-222.70%	6,500.00
RevType: 40 - Sales Tax Revenue									
	978,228.00	1,004,324.43	26,096.43	-102.67%	5,577,470.00	5,624,165.36	46,695.36	-100.84%	12,166,345.00
Total RevType: 40 - Sales Tax Revenue:	978,228.00	1,004,324.43	26,096.43	-102.67%	5,577,470.00	5,624,165.36	46,695.36	-100.84%	12,166,345.00
RevType: 50 - WSDOT Grant Revenue									
	83.30	0.00	-83.30	0.00%	581,749.80	417,487.00	-164,262.80	-71.76%	2,326,000.00
Total RevType: 50 - WSDOT Grant Revenue:	83.30	0.00	-83.30	0.00%	581,749.80	417,487.00	-164,262.80	-71.76%	2,326,000.00
RevType: 60 - Other Operating Revenue									
	83,504.08	158,925.90	75,421.82	-190.32%	501,024.48	860,441.70	359,417.22	-171.74%	1,002,450.00
Total RevType: 60 - Other Operating Revenue:	83,504.08	158,925.90	75,421.82	-190.32%	501,024.48	860,441.70	359,417.22	-171.74%	1,002,450.00
Total Revenue:	1,087,346.83	1,196,990.27	109,643.44	-110.08%	6,813,432.98	7,062,199.26	248,766.28	-103.65%	15,801,295.00
Expense									
00 - Salaries & Wages	604,263.62	563,829.74	40,433.88	93.31%	3,920,475.02	3,627,144.39	293,330.63	92.52%	7,840,950.00
10 - Personnel Benefits	326,338.53	328,345.00	-2,006.47	100.61%	2,034,561.28	1,892,070.23	142,491.05	93.00%	4,069,350.00
20 - Fuel and Fluids	113,013.11	100,012.96	13,000.15	88.50%	678,078.66	589,336.35	88,742.31	86.91%	1,356,700.00
30 - Parts and Supplies	48,080.95	11,736.00	36,344.95	24.41%	288,485.70	135,677.12	152,808.58	47.03%	577,200.00
40 - Professional & Misc Services	61,575.45	27,828.36	33,747.09	45.19%	369,452.70	276,143.12	93,309.58	74.74%	739,200.00
50 - Maintenance & Repair	28,363.65	12,317.34	16,046.31	43.43%	170,181.90	139,175.14	31,006.76	81.78%	340,500.00
60 - Communications	11,162.20	8,317.39	2,844.81	74.51%	66,973.20	48,035.74	18,937.46	71.72%	134,000.00
70 - Insurance	41,233.50	41,055.25	178.25	99.57%	247,401.00	246,331.50	1,069.50	99.57%	495,000.00
80 - Other Operating Expenses	19,171.49	8,489.09	10,682.40	44.28%	115,028.94	76,211.08	38,817.86	66.25%	230,150.00
Total Expense:	1,253,202.50	1,101,931.13	151,271.37	87.93%	7,890,638.40	7,030,124.67	860,513.73	89.09%	15,783,050.00
Report Total:	-165,855.67	95,059.14	260,914.81		-1,077,205.42	32,074.59	1,109,280.01		18,245.00

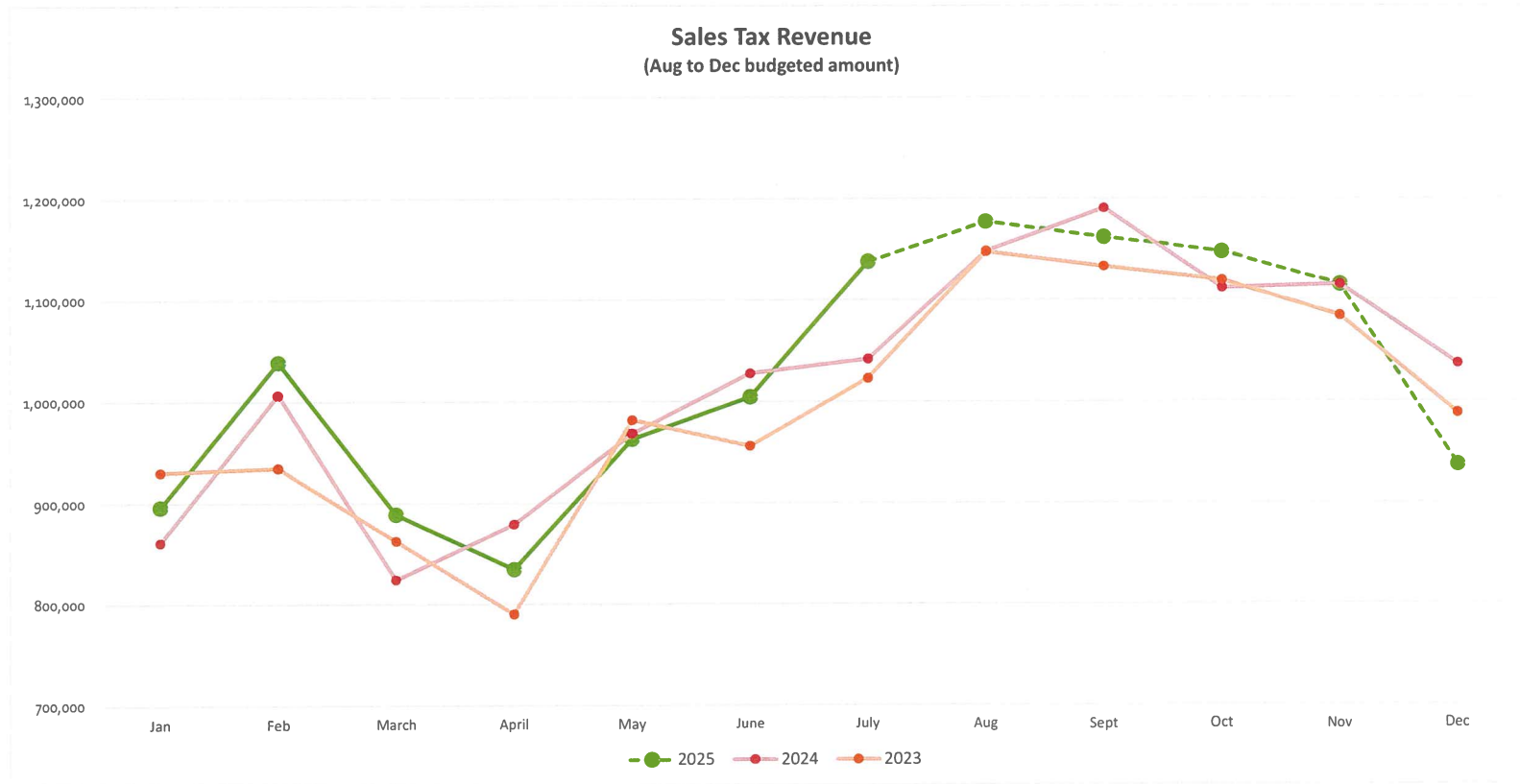


Clallam Transit System

Monthly Budget Report Group Summary

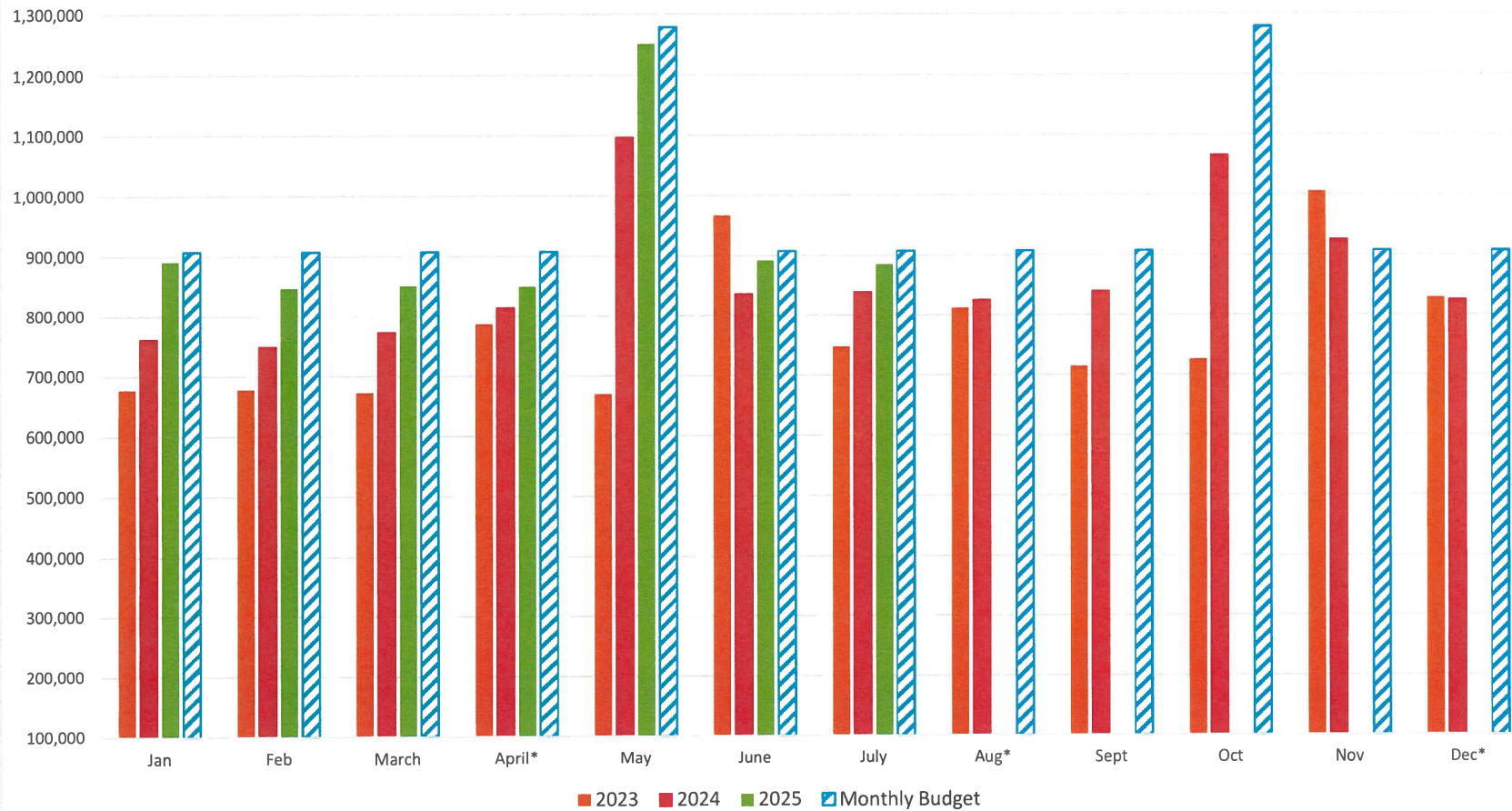
For Fiscal: Current Period Ending: 07/31/2025

ExpCa...	July Budget	July Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Revenue									
RevType: 10 - Passenger Fare Revenue									
	13,744.50	23,464.96	9,720.46	-170.72%	96,211.50	99,235.27	3,023.77	-103.14%	165,000.00
Total RevType: 10 - Passenger Fare Revenue:	13,744.50	23,464.96	9,720.46	-170.72%	96,211.50	99,235.27	3,023.77	-103.14%	165,000.00
RevType: 20 - Rideshare Revenue									
	11,245.50	15,975.00	4,729.50	-142.06%	78,718.50	93,075.00	14,356.50	-118.24%	135,000.00
Total RevType: 20 - Rideshare Revenue:	11,245.50	15,975.00	4,729.50	-142.06%	78,718.50	93,075.00	14,356.50	-118.24%	135,000.00
RevType: 30 - Paratransit Revenue									
	541.45	966.91	425.46	-178.58%	3,790.15	8,201.80	4,411.65	-216.40%	6,500.00
Total RevType: 30 - Paratransit Revenue:	541.45	966.91	425.46	-178.58%	3,790.15	8,201.80	4,411.65	-216.40%	6,500.00
RevType: 40 - Sales Tax Revenue									
	1,047,493.00	1,138,020.34	90,527.34	-108.64%	6,624,963.00	6,762,185.70	137,222.70	-102.07%	12,166,345.00
Total RevType: 40 - Sales Tax Revenue:	1,047,493.00	1,138,020.34	90,527.34	-108.64%	6,624,963.00	6,762,185.70	137,222.70	-102.07%	12,166,345.00
RevType: 50 - WSDOT Grant Revenue									
	581,333.30	346,564.00	-234,769.30	-59.62%	1,163,083.10	764,051.00	-399,032.10	-65.69%	2,326,000.00
Total RevType: 50 - WSDOT Grant Revenue:	581,333.30	346,564.00	-234,769.30	-59.62%	1,163,083.10	764,051.00	-399,032.10	-65.69%	2,326,000.00
RevType: 60 - Other Operating Revenue									
	83,504.08	123,176.25	39,672.17	-147.51%	584,528.56	983,617.95	399,089.39	-168.28%	1,002,450.00
Total RevType: 60 - Other Operating Revenue:	83,504.08	123,176.25	39,672.17	-147.51%	584,528.56	983,617.95	399,089.39	-168.28%	1,002,450.00
Total Revenue:	1,737,861.83	1,648,167.46	-89,694.37	-94.84%	8,551,294.81	8,710,366.72	159,071.91	-101.86%	15,801,295.00
Expense									
00 - Salaries & Wages	604,263.62	564,860.49	39,403.13	93.48%	4,524,738.64	4,192,004.88	332,733.76	92.65%	7,840,950.00
10 - Personnel Benefits	326,338.53	319,969.45	6,369.08	98.05%	2,360,899.81	2,211,976.72	148,923.09	93.69%	4,069,350.00
20 - Fuel and Fluids	113,013.11	115,381.83	-2,368.72	102.10%	791,091.77	704,718.18	86,373.59	89.08%	1,356,700.00
30 - Parts and Supplies	48,080.95	39,507.89	8,573.06	82.17%	336,566.65	175,185.01	161,381.64	52.05%	577,200.00
40 - Professional & Misc Services	61,575.45	75,075.22	-13,499.77	121.92%	431,028.15	351,218.34	79,809.81	81.48%	739,200.00
50 - Maintenance & Repair	28,363.65	32,930.30	-4,566.65	116.10%	198,545.55	172,105.44	26,440.11	86.68%	340,500.00
60 - Communications	11,162.20	10,904.51	257.69	97.69%	78,135.40	58,940.25	19,195.15	75.43%	134,000.00
70 - Insurance	41,233.50	41,055.25	178.25	99.57%	288,634.50	287,386.75	1,247.75	99.57%	495,000.00
80 - Other Operating Expenses	19,171.49	8,831.13	10,340.36	46.06%	134,200.43	85,042.21	49,158.22	63.37%	230,150.00
Total Expense:	1,253,202.50	1,208,516.07	44,686.43	96.43%	9,143,840.90	8,238,577.78	905,263.12	90.10%	15,783,050.00
Report Total:	484,659.33	439,651.39	-45,007.94		-592,546.09	471,788.94	1,064,335.03		18,245.00



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget
2025	895,731	1,038,604	888,518	834,168	962,820	1,004,324	1,138,020	1,177,778	1,162,551	1,148,189	1,115,098	937,766	895,731	12,166,345
2024	860,635	1,006,762	823,904	878,809	968,302	1,027,322	1,041,358	1,148,186	1,190,563	1,111,519	1,114,918	1,036,605	12,208,884	12,118,505
2023	930,181	934,432	862,265	790,040	981,638	955,824	1,022,400	1,147,624	1,132,989	1,119,185	1,083,882	988,239	11,948,698	11,205,720

Salary, Wages, and Benefits



	Jan	Feb	March	April*	May	June	July	Aug*	Sept	Oct	Nov	Dec*	YTD	Annual Budget
Monthly Budget	907,701	907,701	907,701	907,701	1,279,125	907,701	907,701	907,701	907,701	1,279,125	907,701	907,701		11,841,575
2025	891,035	846,596	850,518	849,018	1,251,128	892,175	884,830						6,467,324	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
2023	677,278	678,107	672,436	787,116	669,476	966,873	747,987	811,363	714,182	725,669	1,005,124	828,340	9,283,952	9,628,040

Highlighted cells are months with three payrolls.

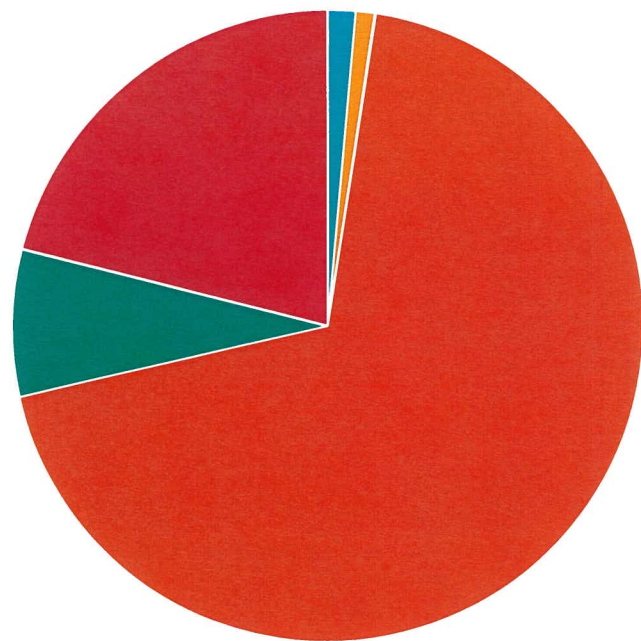
*In 2023, Retention payments will be made to staff in April, August, and December.

REVENUES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
Passenger Fare Revenue	11,624	9,692	13,531	10,860	16,465	13,598	23,465						99,235	165,000	60.14%
Rideshare Fare	1,175	14,475	14,425	15,650	13,800	17,575	15,975						93,075	135,000	68.94%
Paratransit Fare	315	716	1,121	1,028	1,487	2,567	967						8,202	6,500	126.18%
Sales Tax Revenue	895,731	1,038,604	888,518	834,168	962,820	1,004,324	1,138,020						6,762,186	12,166,345	55.58%
All other Revenue	144,323	122,209	138,285	141,929	154,560	158,926	123,176						983,408	1,002,450	98.10%
Grant Revenue*	-	-	-	417,487	-	-	346,564						764,051	2,326,000	32.85%

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

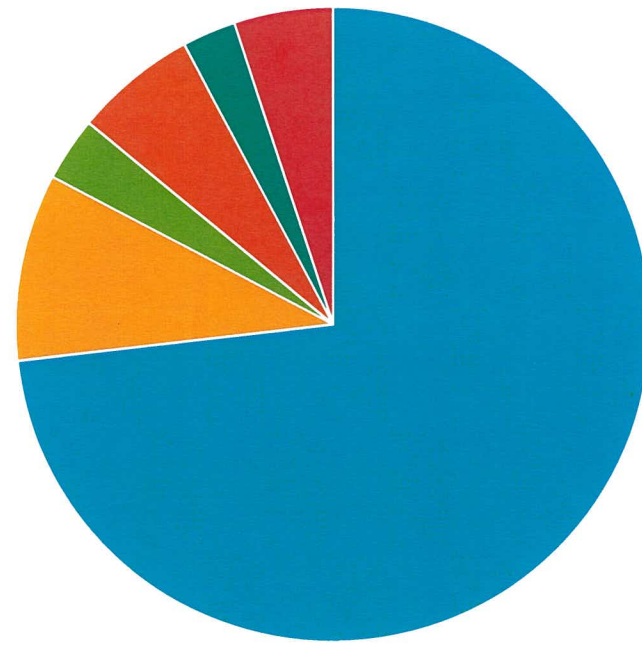
EXPENSES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
Wages & Benefits	829,781	846,596	850,518	849,018	1,251,128	892,175	884,830						6,404,045	11,635,491	55.04%
Fuel & Fluids	21,287	94,493	89,327	109,386	101,314	100,013	115,382						631,202	1,927,900	32.74%
Parts & Supplies	18,376	32,577	27,571	31,149	15,483	11,736	39,508						176,400	736,200	23.96%
Professional & Misc. Services	114,274	10,847	52,066	49,009	22,643	27,828	75,075						351,743	736,200	47.78%
Maintenance & Repair	23,983	23,549	11,567	46,731	21,028	12,317	32,930						172,105	340,500	50.54%
All other expenses	47,284	73,470	62,559	67,508	61,895	57,862	60,791						431,369	859,150	50.21%

July Revenues



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

July Expenses



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

SMA Net Position

January 2025 - July 2025

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

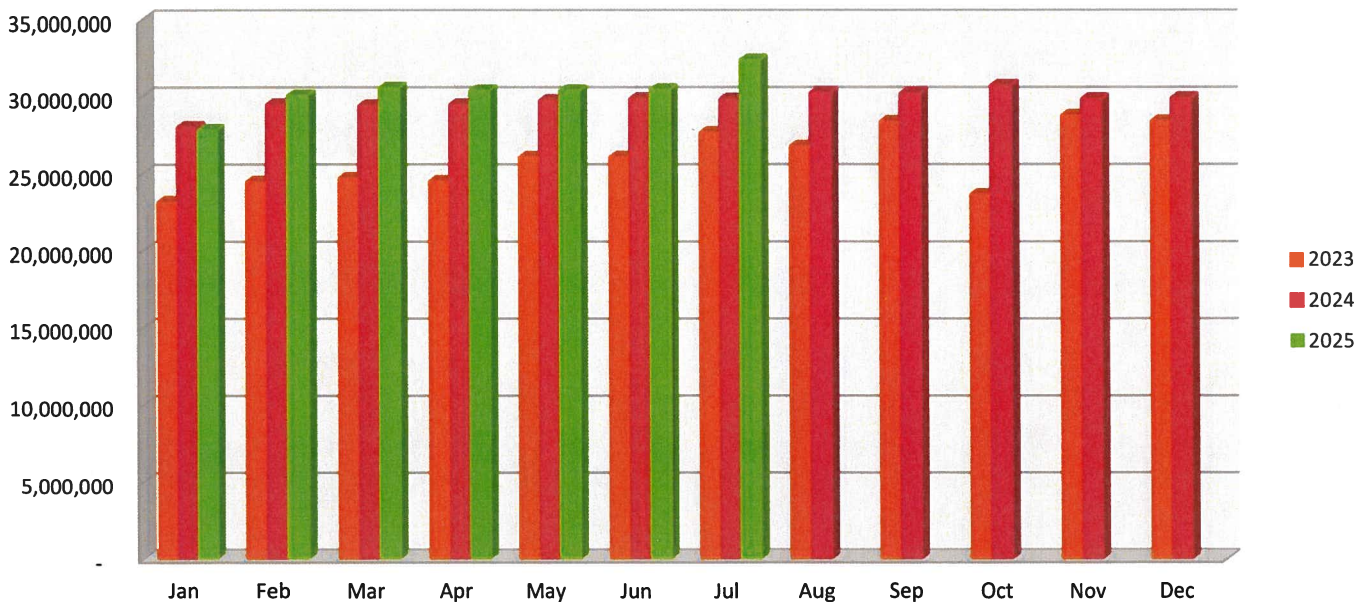
* = Includes Income from Securities Lending
for prior month

SMA-Clallam Transit	Period Totals
Operations	
ADDITIONS	
Investment Earnings	210,878.46
DEDUCTIONS	
Administrative Expenses	2,221.96
Change in Net Position - Operations	208,656.50
SMA Participant Transactions	
CONTRIBUTIONS	10,000,000.00
DISTRIBUTIONS	0.00
Change in Net Position - Part. Txns.	10,000,000.00
Change in Net Position	10,208,656.50
Beginning Net Position	0.00
Ending Net Position	10,208,656.50
AVERAGE BOOK BALANCE	
GROSS YIELD (Earnings before fee)	
NET YIELD (Net of fee)	
Fee Rate	
Statement of Net Position	
Investment Book Value	
Accrued Interest/Income	
Outstanding PAI	
Admin. Fee Liability	
Net Position (Amortized Cost)	
Market Value	
* = Includes Income from Securities Lending for prior month	

Clallam Transit System
Treasurer's Report
As of July 31, 2025

	Acquisition Date	Maturity Date	Interest Earned This Month	Balance at Month End	Earnings Rate
INVESTMENTS (Long Term)					
OST Separately Managed Accounts	2/3/2025	Varies	35,141	10,208,657	4.08%
Total Investments			35,141	10,208,657	
CASH & INVESTMENTS					
Front Desk Change Drawer & Petty Cash				100	
Umpqua Bank			14	3,452,375	0.01%
Local Government Investment Pool			69,445	18,688,459	4.39%
Total Cash			69,459	22,140,934	
TOTAL CASH & INVESTMENTS BY SOURCE			104,600	32,349,591	
CASH & INVESTMENTS RESTRICTED FOR:				Ending Balance	
Vehicle Replacement Reserve Fund				4,482,748	
Facility Maintenance Reserve Fund				2,665,351	
Total Restricted Cash & Investments				7,148,099	
CASH & INVESTMENTS UNRESTRICTED					
Unrestricted				25,201,492	
Total Unrestricted Cash & Investments				25,201,492	
TOTAL CASH & INVESTMENTS BY RESTRICTION				32,349,591	

Combined Cash & Investments





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

Factsheet: 2025-052
Date: August 27, 2025

Background

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

Discussion

Recruitments included:

- Paratransit Operator – Working to fill 1 opening as 1 employee moving to fixed-route.
- Customer Service Representative (CSR) – Opened and closed with 1 opening filled. One paratransit operator resigned prompting us to look at the paratransit dispatcher and CSR positions to ensure departmental needs are met efficiently. We have historically had 3 CSR and 2 dispatcher positions. Upon review it was determined that 3 CSR's and 2 dispatchers will meet departmental needs.

Mid-year review of employee's leaving CTS prior to July 1, 2025. There were 13 total employee departures for the following reasons:

- 2 involuntary terminations
- 2 relocations
- 2 personal reasons
- 7 retirements

We continue to have one employee out on workers compensation and one on modified duty.

The City of Port Angeles Clerk advised us that they will not be making an appointment to our vacant Board member position until mid-September. I will reach out to the 2 alternates to attend in the interim.

Recommended Action

None.

Attachments

None.