

**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](mailto: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

Retirement Recognition – Fixed-route Operator and Trainer Jeff Dixon  
Employee of the 2<sup>nd</sup> 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 2<sup>nd</sup> 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

Next regular meeting: September 17, 2025