

REGULAR BOARD MEETING
Wednesday, September 16, 2026
12:00 p.m.
Hybrid Participation



CLALLAM TRANSIT SYSTEM
In-Person: 830 W. Lauridsen Blvd., Port Angeles
Virtual: 253-215-8782
Meeting ID: 858 1027 6869

AGENDA

Agenda items requiring action may be taken by unanimous consent, when appropriate to do so.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

The public is welcome to participate in the meeting by joining via phone by calling **253-215-8782**, entering meeting ID no. **858 1027 6869**. 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

None.

EXECUTIVE SESSION

None.

CONSENT AGENDA

- A. **Factsheet 2026-056:** Consent Agenda – Motion M27:2026
- **Payment Listing** – August 13, 2026, through September 09, 2026
 - **Board Meeting Minutes** – August 26, 2026

ACTION ITEMS

- A. **Factsheet 2026-057:** Evergreen Collision Center Agreement – Motion M28:2026
Gary Abrams, Maintenance Manager
- B. **Factsheet 2026-058:** Legal Services Agreement – Kitsap Law Group – Motion M29. 2026
Jason McNickle, General Manager

CLOSED SESSION

None.

INFORMATIONAL ITEMS

- | | |
|---|-----------------------------------|
| A. Executive Report | Jason McNickle, General Manager |
| B. Factsheet 2026-059: Operations Department Report | Taron Lee, Operations Manager |
| C. Factsheet 2026-060: Finance Department Report | Cherie Huxtable, Finance Manager |
| D. Maintenance Department Report | Gary Abrams, Maintenance Manager |
| E. Factsheet 2026-061: Administrative Services Department Report | Barb Cox, Human Resources Manager |

BOARD OPEN DISCUSSION

ADJOURNMENT



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

Factsheet: 2026-056
Date: September 16, 2026

Background

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

Discussion

- **Payment Listing:** The listing of payments as summarized in the attached memorandum are presented for review and approval by the Board.
- **Board Meeting Minutes:** The minutes from the last meeting have been drafted and presented for review and approval by the Board.

Recommended Action

Move to approve the actions outlined above in the consent agenda by CTS Motion M27:2026, as presented.

Attachments

- Payment Listing – August 13, 2026, through September 9, 2026
- August 26, 2026, Board Minutes

Passed and adopted by the Board at a regular meeting by CTS Motion M27:2026 thereof this 16th day of September 2026.

Board Chairperson

Approved as to Content:

Attest:

Jason McNickle, General Manager

Barb Cox, Clerk to the Board



Title: Payment Listing for Board Approval

Submitted By: Cherie Huxtable, Finance Manager

Authorized By: Jason McNickle, General Manager

PAYMENT LISTING FOR BOARD APPROVAL

The listing of payments as summarized above and listed on the following pages, are hereby presented for approval.

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just and due obligations against the Clallam Transit System, and that I am authorized to authenticate and certify to said claims."

	September 16, 2026				
Finance Manager	Date				
<u>Columbia Bank</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Automated Checks	8/13/2026	9/9/2026	103359	103469	264,014.48
ACHs - External Initiated	8/13/2026	9/9/2026	50875	50881	220,877.26
ACHs - Other Internal Initiated	8/13/2026	9/9/2026	713	737	313,714.79
TOTAL CHECK REPORT					\$ 798,606.53
ACHs - Payroll	8/13/2026	9/9/2026	EFT0083	EFT0084	460,765.29
TOTAL ACH REGISTER					\$ 460,765.29
TOTAL ALL PAYMENTS					\$ 1,259,371.82

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
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Clallam Transit System

Check Report

By Check Number

Date Range: 08/13/2026 - 09/09/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 6078 - Checking-Umpqua Checking						
633	PETROCARD, INC	08/14/2026	EFT	0.00	29,415.42	713
JG250	JEREMY GUSTAFSON	08/14/2026	EFT	0.00	136.00	714
5127	ZACHARY PRITCHETT	08/14/2026	EFT	0.00	102.00	715
325A	HEALTH CARE AUTHORITY	08/17/2026	EFT	0.00	210,689.78	716
1099	CHERIE HUXTABLE	08/21/2026	EFT	0.00	263.95	717
5072	HAYLEY GRALL	08/21/2026	EFT	0.00	170.00	718
JM183	JASON MCNICKLE	08/21/2026	EFT	0.00	884.92	719
5002	RYAN WOODS	08/21/2026	EFT	0.00	129.00	720
5042	TARON LEE	08/21/2026	EFT	0.00	129.00	721
633	PETROCARD, INC	08/21/2026	EFT	0.00	16,310.27	722
214	AMALGAMATED TRANSIT UNION	08/21/2026	EFT	0.00	2,937.31	723
210	EMPLOYEES ASSOCIATION	08/21/2026	EFT	0.00	504.00	724
810	HRA VEBA	08/21/2026	EFT	0.00	5,053.80	725
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	08/21/2026	EFT	0.00	18,202.00	726
843	PF EA CHARITY FUND	08/21/2026	EFT	0.00	47.50	727
240	UNITED WAY OF CLALLAM COUNTY	08/21/2026	EFT	0.00	57.70	728
9JG20	JEFF GINGELL	08/28/2026	EFT	0.00	79.90	729
5175	Melanie Hansen	09/04/2026	EFT	0.00	119.00	730
5173	Ryan Sage	09/04/2026	EFT	0.00	68.00	731
214	AMALGAMATED TRANSIT UNION	09/04/2026	EFT	0.00	2,557.82	732
210	EMPLOYEES ASSOCIATION	09/04/2026	EFT	0.00	494.00	733
810	HRA VEBA	09/04/2026	EFT	0.00	7,638.79	734
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	09/04/2026	EFT	0.00	17,619.43	735
843	PF EA CHARITY FUND	09/04/2026	EFT	0.00	47.50	736
240	UNITED WAY OF CLALLAM COUNTY	09/04/2026	EFT	0.00	57.70	737
448	WASHINGTON STATE SUPPORT REGISTRY	08/21/2026	Bank Draft	0.00	389.07	50875
858	EFTPS - 941 DEPOSITS	08/21/2026	Bank Draft	0.00	74,985.17	50876
303	WA DRS - DEPT OF RETIREMENT SRVCS	08/21/2026	Bank Draft	0.00	35,738.95	50877
184	WA DOR - B&O TAXES	09/04/2026	Bank Draft	0.00	132.55	50878
448	WASHINGTON STATE SUPPORT REGISTRY	09/04/2026	Bank Draft	0.00	389.07	50879
858	EFTPS - 941 DEPOSITS	09/04/2026	Bank Draft	0.00	73,877.72	50880
303	WA DRS - DEPT OF RETIREMENT SRVCS	09/04/2026	Bank Draft	0.00	35,364.73	50881
1150	AMAZON CAPITAL SERVICES	08/18/2026	Regular	0.00	339.74	103359
999	CENTURYLINK	08/18/2026	Regular	0.00	340.35	103360
1066	CINTAS CORPORATION NO 3	08/18/2026	Regular	0.00	195.60	103361
245	CITY /PORT ANGELES	08/18/2026	Regular	0.00	211.09	103362
031	CITY OF PORT ANGELES	08/18/2026	Regular	0.00	5,838.34	103363
1089	DR PANZA LLC	08/18/2026	Regular	0.00	1,050.00	103364
982	FASTENAL COMPANY	08/18/2026	Regular	0.00	1,136.76	103365
1308	Gallagher Benefit Services, Inc.	08/18/2026	Regular	0.00	21.00	103366
435	GALLS PARENT HOLDINGS LLC	08/18/2026	Regular	0.00	1,266.73	103367
	Void	08/18/2026	Regular	0.00	0.00	103368
1345	Jay Mendoza	08/18/2026	Regular	0.00	15.02	103369
1121	LEMAY MOBILE SHREDDING	08/18/2026	Regular	0.00	291.81	103370
014	LES SCHWAB GROUP HOLDINGS LLC	08/18/2026	Regular	0.00	262.61	103371
237	OLYMPIC DM DISPOSAL	08/18/2026	Regular	0.00	128.59	103372
937	OLYMPIC SPRINGS, INC	08/18/2026	Regular	0.00	97.52	103373
564	PUD #1 OF CLALLAM COUNTY	08/18/2026	Regular	0.00	15.50	103374
1239	Security Service Northwest, Inc.	08/18/2026	Regular	0.00	1,668.62	103375
223	STATE AUDITOR'S OFFICE	08/18/2026	Regular	0.00	21,517.75	103376
1046	UNITE GPS LLC	08/18/2026	Regular	0.00	4,277.05	103377
181	VERIZON WIRELESS,BELLEVUE	08/18/2026	Regular	0.00	418.27	103378
181	VERIZON WIRELESS,BELLEVUE	08/18/2026	Regular	0.00	530.61	103379
389	VESTIS GROUP INC	08/18/2026	Regular	0.00	266.69	103380

Check Report

Date Range: 08/13/2026 - 09/09/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
188	WA DES - DEPT OF ENTERPRISE SRVCS	08/18/2026	Regular	0.00	1,776.00	103381
845	WAVE DIVISION HOLDINGS, LLC	08/18/2026	Regular	0.00	1,929.79	103382
287	BAXTER AUTO PARTS	08/19/2026	Regular	0.00	326.59	103383
307	FERRELLGAS LP	08/19/2026	Regular	0.00	909.89	103384
305	GILLIG LLC	08/19/2026	Regular	0.00	1,030.49	103385
1128	NFI PARTS	08/19/2026	Regular	0.00	5,040.74	103386
221	RACE STREET AUTO PARTS-NAPA	08/19/2026	Regular	0.00	70.40	103387
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	08/20/2026	Regular	0.00	170.77	103388
1150	AMAZON CAPITAL SERVICES	08/25/2026	Regular	0.00	42.77	103389
999	CENTURYLINK	08/25/2026	Regular	0.00	159.36	103390
1081	CINTAS CORP NO 2	08/25/2026	Regular	0.00	389.48	103391
1066	CINTAS CORPORATION NO 3	08/25/2026	Regular	0.00	195.60	103392
245	CITY /PORT ANGELES	08/25/2026	Regular	0.00	61.87	103393
982	FASTENAL COMPANY	08/25/2026	Regular	0.00	180.07	103394
435	GALLS PARENT HOLDINGS LLC	08/25/2026	Regular	0.00	584.13	103395
1027	GOOD TO GO!	08/25/2026	Regular	0.00	6.50	103396
057	GRAINGER	08/25/2026	Regular	0.00	167.80	103397
014	LES SCHWAB GROUP HOLDINGS LLC	08/25/2026	Regular	0.00	3,930.86	103398
923	MATTHEW C LASHER III	08/25/2026	Regular	0.00	419.81	103399
087	MCMASTER-CARR SUPPLY CO	08/25/2026	Regular	0.00	81.42	103400
028	PORT ANGELES CHAMBER OF COMMERCE	08/25/2026	Regular	0.00	84.00	103401
564	PUD #1 OF CLALLAM COUNTY	08/25/2026	Regular	0.00	77.72	103402
118	QUILL CORPORATION	08/25/2026	Regular	0.00	572.78	103403
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	08/25/2026	Regular	0.00	5,388.58	103404
1239	Security Service Northwest, Inc.	08/25/2026	Regular	0.00	1,668.62	103405
562	WA DOE - DEPT OF ECOLOGY	08/25/2026	Regular	0.00	2,370.00	103406
1143	DOBBS HEAVY DUTY HOLDINGS LLC	08/26/2026	Regular	0.00	4,551.36	103407
307	FERRELLGAS LP	08/26/2026	Regular	0.00	1,690.24	103408
1224	KBT DISTRIBUTING LLC	08/26/2026	Regular	0.00	44,736.29	103409
751	MUNCIE RECLAMATION & SUPPLY	08/26/2026	Regular	0.00	6,154.24	103410
1128	NFI PARTS	08/26/2026	Regular	0.00	1,004.24	103411
471	PRICE FORD	08/26/2026	Regular	0.00	377.03	103412
179	BANK OF AMERICA	08/31/2026	Regular	0.00	2,026.13	103413
US0506	US BANK 0506	08/31/2026	Regular	0.00	76.54	103414
US2256	US BANK 2256	08/31/2026	Regular	0.00	152.46	103415
US2734	US BANK 2734	08/31/2026	Regular	0.00	1,074.44	103416
US6068	US BANK 6068	08/31/2026	Regular	0.00	405.06	103417
US6383	US BANK 6383	08/31/2026	Regular	0.00	131.93	103418
US6466	US BANK 6466	08/31/2026	Regular	0.00	75.91	103419
US0050	USBANK 0050	08/31/2026	Regular	0.00	4,729.55	103420
	Void	08/31/2026	Regular	0.00	0.00	103421
US2296	USBANK 2296	08/31/2026	Regular	0.00	836.75	103422
US2331	USBANK 2331	08/31/2026	Regular	0.00	690.44	103423
US3151	USBANK 3151	08/31/2026	Regular	0.00	1,273.85	103424
US9672	USBANK 9672	08/31/2026	Regular	0.00	443.17	103425
US9673	USBANK 9673	08/31/2026	Regular	0.00	427.71	103426
US9737	USBANK 9737	08/31/2026	Regular	0.00	38.08	103427
1150	AMAZON CAPITAL SERVICES	09/01/2026	Regular	0.00	234.97	103428
504	ANGELES COMMUNICATION INC	09/01/2026	Regular	0.00	614.74	103429
1333	Capitol City Press Inc	09/01/2026	Regular	0.00	2,365.08	103430
109	CENTURYLINK	09/01/2026	Regular	0.00	145.63	103431
1081	CINTAS CORP NO 2	09/01/2026	Regular	0.00	115.67	103432
1066	CINTAS CORPORATION NO 3	09/01/2026	Regular	0.00	195.60	103433
982	FASTENAL COMPANY	09/01/2026	Regular	0.00	494.97	103434
062	FIRE CHIEF EQUIPMENT CO., INC.	09/01/2026	Regular	0.00	637.78	103435
461	GLASS SERVICES CO.	09/01/2026	Regular	0.00	326.00	103436
014	LES SCHWAB GROUP HOLDINGS LLC	09/01/2026	Regular	0.00	18,451.63	103437
923	MATTHEW C LASHER III	09/01/2026	Regular	0.00	217.36	103438
874	NORTHWEST PLASTICS, INC.	09/01/2026	Regular	0.00	490.05	103439
1068	SAN LUIS AVIATION, INC	09/01/2026	Regular	0.00	8,893.93	103440
1239	Security Service Northwest, Inc.	09/01/2026	Regular	0.00	1,560.47	103441

Check Report

Date Range: 08/13/2026 - 09/09/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1343	T- Mobile USA, Inc	09/01/2026	Regular	0.00	36.48	103442
1134	THERMO FLUIDS INC.	09/01/2026	Regular	0.00	310.99	103443
1175	TYLER TECHNOLOGIES, INC	09/01/2026	Regular	0.00	12,946.14	103444
181	VERIZON WIRELESS,BELLEVUE	09/01/2026	Regular	0.00	1,257.50	103445
509	VESTIS GROUP	09/01/2026	Regular	0.00	353.89	103446
1137	WALTER E NELSON OF WEST WASHINGTON	09/01/2026	Regular	0.00	431.66	103447
344	XEROX CORPORATION	09/01/2026	Regular	0.00	179.80	103448
288	COMMERCIAL BRAKE & CLUTCH, INC.	09/02/2026	Regular	0.00	657.32	103449
307	FERRELLGAS LP	09/02/2026	Regular	0.00	1,242.65	103450
471	PRICE FORD	09/02/2026	Regular	0.00	4,994.33	103451
221	RACE STREET AUTO PARTS-NAPA	09/02/2026	Regular	0.00	53.75	103452
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	09/04/2026	Regular	0.00	170.77	103453
1066	CINTAS CORPORATION NO 3	09/08/2026	Regular	0.00	195.60	103454
982	FASTENAL COMPANY	09/08/2026	Regular	0.00	55.67	103455
435	GALLS PARENT HOLDINGS LLC	09/08/2026	Regular	0.00	129.05	103456
1223	HORTON WEIBEL BROUGHTON & PALMER PLLC	09/08/2026	Regular	0.00	1,032.50	103457
014	LES SCHWAB GROUP HOLDINGS LLC	09/08/2026	Regular	0.00	122.70	103458
036	ROBERT PURCELL	09/08/2026	Regular	0.00	1,185.16	103459
1239	Security Service Northwest, Inc.	09/08/2026	Regular	0.00	1,637.73	103460
1046	UNITE GPS LLC	09/08/2026	Regular	0.00	3,841.45	103461
181	VERIZON WIRELESS,BELLEVUE	09/08/2026	Regular	0.00	4,446.33	103462
344	XEROX CORPORATION	09/08/2026	Regular	0.00	54.64	103463
1150	AMAZON CAPITAL SERVICES	09/09/2026	Regular	0.00	69.82	103464
1143	DOBBS HEAVY DUTY HOLDINGS LLC	09/09/2026	Regular	0.00	350.39	103465
307	FERRELLGAS LP	09/09/2026	Regular	0.00	811.25	103466
305	GILLIG LLC	09/09/2026	Regular	0.00	45.12	103467
1224	KBT DISTRIBUTING LLC	09/09/2026	Regular	0.00	53,032.22	103468
221	RACE STREET AUTO PARTS-NAPA	09/09/2026	Regular	0.00	1,204.58	103469

Bank Code 6078 - Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	240	109	0.00	264,014.48
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	27	7	0.00	220,877.26
EFT's	59	25	0.00	313,714.79
	326	143	0.00	798,606.53

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	240	109	0.00	264,014.48
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	27	7	0.00	220,877.26
EFT's	59	25	0.00	313,714.79
	326	143	0.00	798,606.53

Fund Summary

Fund	Name	Period	Amount
100	General Fund	8/2026	534,646.85
100	General Fund	9/2026	263,959.68
			798,606.53

BOARD MEETING MINUTES



August 26, 2026
Regular Meeting

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

BOARD MEMBERS PRESENT: Mark Ozias, Clallam County; Mike French, Clallam County; Jeff Gingell, City of Forks; Rachel Anderson, City of Sequim; Navarra Carr, City of Port Angeles; and LaTrisha Suggs, City of Port Angeles

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

1. CALL TO ORDER

*Gingell called the in-person and virtual meeting to order at 12:03 p.m., with four voting members present. **Quorum not met.***

2. ROLL CALL

Amy Miller, City of Port Angeles; Kaylan Kimball, City of Forks; Kelly Burger, City of Sequim; and Rick Burton, ATU Local 587 Representative (non-voting) were absent.

*Anderson in attendance at 12:05 p.m. with five voting members present. **Quorum met.***

3. PUBLIC COMMENT

None.

4. PUBLIC HEARING – 2026-2031 Transit Development Plan

Opened at 12:06 p.m. No comments. Closed at 12:06 p.m.

5. CONSENT AGENDA

A. Factsheet 2026-045: Consent Agenda – Motion No. M20:2026

- **Payment Listing** – June 11, 2026 through August 12, 2026
- **Board Meeting Minutes** – June 17, 2026
- **Resolution No. R8:2026** – Employee of the 2nd Quarter of 2026 – Operations Supervisor Kyle Ward

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

*French in attendance at 12:08 p.m. with six voting members present. **Quorum met.***

6. EXECUTIVE SESSION

Pursuant to RCW 42.30.110(g), evaluate the performance of a public employee. The session is closed to the public. Board action may follow. Pursuant to RCW 36.57A.050(4), the non-voting board member is excluded from the closed session.

The Board adjourned into executive session at 12:08 p.m. until 12:18 p.m. and was extended to 12:26 p.m. The regular meeting was called back to order at 12:27 p.m.

7. ACTION ITEMS

A. Factsheet 2026-046: Employment Agreement – General Manager – Motion No. M21:2026

General manager merit increase following performance review and amended employment agreement.

FINAL ACTION: Ozias moved to authorize by CTS Motion No. M21:2026, to amend the CTS Employment Agreement for the General Manager, effective September 1, 2026, to reflect an adjusted annual salary of \$175,898.25 effective September 1, 2026. Motion passed unanimously.

B. Factsheet 2026-047: 2026-2031 Transit Development Plan – Resolution R9:2026

Feedback solicited from community through an online survey with 41 comments received. TDP updated to reflect consideration of Sunday service, Interlink service expansion, and fleet expansion needs.

FINAL ACTION: French moved to approve by CTS Resolution No. R9:2026, the Clallam Transit System 2026-2031 Transit Development Plan. **Motion passed unanimously.**

C. Factsheet 2026-048: Heckman Motors Agreement Amendment – Motion No. M22:2026

Agreement extension requested to conduct request for proposals (RFP) or request for quotes (RFQ) process and seek legal counsel review.

FINAL ACTION: French moved to authorize by Motion No. M22:2026, the CTS general manager to amend and extend the management agreement with Heckman Motors, Inc. as restated by Resolution No. 14:2012, effective September 1, 2026, through August 31, 2027, as presented. **Motion passed unanimously.**

D. Factsheet 2026-049: Community Advisory Committee – Motion No. M23:2026

Committee proposed revised guidelines for the addition of youth representation and consideration of individuals with previous CTS exclusions.

FINAL ACTION: French moved to approve by motion M23:2026, to authorize the revised Ad Hoc Community Advisory Committee Guidelines, as presented. **Motion passed unanimously.**

E. Factsheet 2026-050: AngelTrax Procurement – Motion No. M24:2026

Authorization of vehicle camera software upgrade for fixed-route and paratransit vehicles with vendor selected through RFP process.

FINAL ACTION: French moved to authorize by CTS Motion No. M24:2026, the CTS general manager to award the vehicle camera upgrade project to AngelTrax to include a procurement spending authority not to exceed \$320,000, for implementation in the first year, and to execute all necessary agreements and procurement documents related to the project as presented. **Motion passed unanimously.**

F. Factsheet 2026-051: RTA Fleet Procurement – Motion No. M25:2026

Authorization of maintenance department asset management software with vendor selected through RFQ process.

FINAL ACTION: French moved to authorize by CTS Motion No. M25:2026, the CTS general manager award the procurement to RTA Fleet to include a spending authority not to exceed \$60,000 for implementation in the first year, and to execute all necessary agreements and procurement documents related to the project, as presented. **Motion passed unanimously.**

G. Factsheet 2026-052: Westmatic Gantry Procurement – Motion No. M26:2026

Authorization of replacement bus washing equipment with vendor selected through RFQ process.

FINAL ACTION: Gingell moved to authorize by CTS Motion No. M26:2026, the CTS general manager to award the gantry replacement to Westmatic to include a procurement spending authority not to exceed \$400,000 and to execute all necessary agreements and procurement documents related to the project, as presented. **Motion passed unanimously.**

8. CLOSED SESSION

Pursuant to RCW 42.30.140 (4)(a), this session is for the purpose of planning the strategy or position to be taken by the board during collective bargaining and is closed to the public. Board action is not anticipated. Pursuant to RCW 36.57A.050(4), the non-voting board member is excluded from the closed session.

The Board adjourned into closed session at 12:52 p.m. until 1:07 p.m. The regular meeting was called back to order at 1:08 p.m. No action was taken.

Ozias out at 1:00 p.m. Five voting members present. **Quorum met.**

9. INFORMATIONAL ITEMS

A. Executive Report

- **Grants:** In progress for Strait Shot buses, safety barriers, and paratransit expenses.
- **Quileute Valley School District:** Contract update in process.

- B. Factsheet 2026-039: Operations Department Report:** Overview provided. Discussed service animal exclusions and positive service change feedback. Highest ridership for fixed-route in the past 10 years.

*Anderson out at 1:17 p.m. Four voting board members present. **Quorum not met.***

- C. Factsheet 2026-040: Finance Department Report:** Overview provided. Discussed diesel fuel budget impacts and Financial Statement, Federal Single, and Accountability audits in process. Exit conference planned September 14, 2026, at 9:00 a.m. Auditor will invite Board members. Accountability audit exit conference date to be announced.

D. Maintenance Department Report

- **Projects:** Many in process with three pending.
- **Fire Department:** Scheduled safety training this afternoon.

- E. Factsheet 2026-042: Administrative Services Department Report:** Overview provided. Discussed CAC implementation.

10. BOARD OPEN DISCUSSION

- All departments commended for their work over the past year implementing major service changes.

11. MEETING ADJOURNMENT

Next regular board meeting, September 16, 2026, at 12:00 p.m. with in-person and remote options.

There being no further business, the board chairperson adjourned the meeting at 1:24 p.m.

Board Chairperson

Hayley Grall, Deputy Clerk to the Board



Title: Evergreen Collision Center Contract
Submitted By: Gary Abrams, Maintenance Manager
Authorized By: Jason McNickle, General Manager

Factsheet: 2026-057
Date: September 16, 2026

Background

Clallam Transit System (CTS) requires occasional paint, body, and frame repairs to fleet vehicles. Evergreen Collision Center of Sequim meets CTS's basic requirements and the costs are appropriate. Evergreen Collision Center was selected to provide frame and body repair for CTS in accordance with the *CTS Procurement Policy* process. The CTS Board approved the contract with Evergreen Collision Center on June 16, 2022, by motion M18:2022.

In accordance with the *CTS Procurement Policy* the general manager must seek Board approval for contracts with the same vendor for more than five years or when a contract renewal has a price increase exceeding 10%.

Discussion

The Evergreen Collision Center agreement terms were July 31, 2022, through July 30, 2023, and included options of four, one-year extensions, upon mutual agreement between the vendor and CTS. The maximum value of these services will not exceed \$100,000.00 aggregate for each 12-month period. The proposed agreement by Evergreen Collision Center, exceeds the 10% general manager's threshold, therefore I am seeking Board authorization to renew this agreement. The increase in costs from 2022 to 2026 are shown in the table below:

	2022 Agreement	2026 Agreement
Body Repair, refinish, and in-house glass work	\$65.00/hour	\$85.00/hour
Mobile glass rate to include after-hours	\$125.00/hour	\$135.00/hour
Frame repair rate	\$125.00/hour	\$150.00/hour
Regular materials rate	\$38.00/hour	\$45.00/hour
Wheel Alignment - heavy duty	\$250.00	\$250.00
Wheel Alignment - medium duty	\$187.50	\$230.00
Wheel Alignment - standard I-beam	\$185.00	\$195.00
Parts cost margin (markup)	25%	25%

Board authorization is requested to exercise the one-year extension option with Evergreen Collision Center from July 31, 2026, through July 31, 2027, with the updated pricing listed in the amendment.

Recommended Action

Move to approve by CTS Motion M28:2026, to authorize the CTS general manager to execute the Evergreen Collision Center Agreement - Amendment 4, as presented.

Attachments

Agreement Amendment 4 – Evergreen Collision Center

Passed and adopted by the Board at a regular meeting by CTS Motion M28:2026 thereof this 16th day of September 2026.

Board Chairperson

Approved as to Content:

Jason McNickle, General Manager

Attest:

Barb Cox, Clerk to the Board



**Evergreen Collision Agreement Amendment No. 4
August 1, 2026, through July 31, 2027**

This Fourth Amendment (Amendment) is made to the original agreement titled **Agreement for Body and Frame Repair Services** between **Clallam Transit System (CTS)** and **Evergreen Collision (Contractor)**, hereinafter referred to as the Agreement.

The most recent Agreement was executed by the contracting parties and became effective on **July 31, 2022**.

It is mutually understood and agreed by the undersigned contracting parties that the Agreement is amended as follows:

Section 1. Description of Services and Fees

All work shall be billed at the following rate schedule:

Body Repair, refinish, and in-house glass work	\$85.00/hour
Mobile glass rate to include after-hours	\$135.00/hour
Frame repair rate	\$150.00/hour
Regular materials rate	\$45.00/hour
Wheel Alignment - heavy duty	\$250.00
Wheel Alignment – medium duty	\$230.00
Wheel Alignment - standard I-beam	\$195.00
Parts cost margin (markup)	25%

Section 12. Term of Agreement

The term of the original Agreement is **July 31, 2022, through July 30, 2023**. Negotiated rates and terms may be renewed up to four (4) one-year terms upon mutual agreement of both parties. The term of this renewed contract is **July 31, 2026, through July 30, 2027, and retroactive**.

Except as expressly set forth in this Amendment, all other terms and conditions of the Agreement remain unchanged and shall continue in full force and effect. In the event of any conflict or inconsistency between this Amendment and the Agreement, the terms of this Amendment shall prevail.

In witness whereof, the parties have executed this Fourth Amendment as of the dates set forth below.

CLALLAM TRANSIT SYSTEM

By: _____
Name: _____
Title: _____
Date: _____

EVERGREEN COLLISION

By: _____
Name: _____
Title: _____
Date: _____



Title: Legal Services – David Horton of Kitsap Law Group
Submitted By: Jason McNickle, General Manager
Authorized By: N/A

Factsheet: 2026-058
Date: September 16, 2026

Background

Clallam Transit System (CTS) has historically maintained an agreement with an attorney or firm to provide general counsel legal services for the CTS Board (Board) and the general manager, as deemed appropriate. In addition, CTS leadership team may periodically utilize specialized legal services at the discretion of the CTS general manager.

CTS' current legal services agreement with Kitsap Law Group for general counsel services has been in place since September 22, 2024, and will expire on November 1, 2026.

In accordance with the CTS *Procurement Policy* the general manager must seek Board approval for contracts with the same vendor for more than five years or when a contract renewal has a price increase exceeding 10%.

Discussion

General legal counsel is necessary to support the functions of the Board and the general manager, as well as the leadership team at the general manager's discretion. It is important that CTS legal counsel be reasonably available to provide advisement and action that requires an understanding of public service and specific transit expertise.

The proposed renewal of the legal services agreement exceeds the general manager's 10% approval threshold and requires Board authorization. The increase is due to a 10.2% increase in partner billing rates and a 7.5% increase in associate billing rates.

Attachment

Legal Services Agreement – Kitsap Law Group

Recommended Action

Move to authorize by Motion M29:2026, the CTS general manager to execute the Agreement for Legal Services Amendment 2 with Kitsap Law Group, effective November 1, 2026, through October 31, 2027, as presented.

Passed and adopted by the Board at a regular meeting by CTS Motion M29:2026 thereof this 16th day of September 2026.

Board Chairperson

Approved as to Content:

Jason McNickle, General Manager

Attest:

Barb Cox, Clerk to the Board



AGREEMENT FOR LEGAL SERVICES AMENDMENT 2

This amendment is made to the original Agreement for Legal Services between Kitsap Law Group and Clallam Transit System (CTS) as Amendment 2.

The Agreement was previously executed by the Contractor David Horton of Kitsap Law Group and the CTS General Manager Jim Fetzer on September 12, 2024.

It is mutually agreed by the undersigned contracting parties to amend this Agreement as follows:

Section 2. Consideration

The first sentence is deleted and replaced with: As consideration for the service provided, CTS agrees to pay compensation in the amount of \$325.00 per hour as the billing rate for partners, and \$285.00 for associates. This rate is effective October 1, 2026.

Section 9. Renewal

This agreement may be renewed upon mutual agreement with four one-year options. The expiration of this agreement is no later than October 31, 2029.

The term of this Amendment 2 to the original Agreement will be November 1, 2026, through October 31, 2027

Except as set forth in this Amendment 2 of the Legal Services Agreement, the Agreement is unaffected and will continue in full force and effect in accordance with the terms. If there is a conflict between this Amendment 2 and the original Agreement, the terms of this Amendment 2 will prevail.

CLALLAM TRANSIT SYSTEM

KITSAP LAW GROUP

By: _____
Jason McNickle, General Manager

By: _____
David P. Horton

Date: _____

Date: _____



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

Factsheet: 2026-059
Date: August 16, 2026

Background

Clallam Transit System (CTS) provides operational data to inform the board of ridership trends, service performance, vehicle accidents, passenger exclusions, and mobile ticketing usage for the prior month(s).

Discussion

Fixed-Route: In August 2026, fixed-route ridership increased by 7.39% compared to August 2025. CTS recorded 75,076 passenger trips, which is an increase of 5,165 rides from the previous year. Detailed ridership and performance data are presented in the *CTS Fixed-Route Ridership Statistics* and *Route Efficiency Reports*.

Interlink Micro-transit Service: Customer feedback for Interlink services remains highly positive. In August 2026, the average trip quality ratings were 5.0 in Forks and 4.95 in Sequim. Monthly ridership increased by 6.85% in Forks and 23.37% in Sequim compared to August 2025. On time performance in Forks was 91% and 88% in Sequim.

Paratransit: Paratransit ridership rose by 13.07% in August 2026 compared to the same month in 2025. Key performance metrics are summarized in the tables below:

Measure	August 2026	August 2025	YTD 2026	YTD 2025	
Boardings	4,577	4,048	36,598	32,607	
On-Time Performance	95.32%	96.63%	95.86%	96.08%	Higher is better
No-Shows	2.95%	6.47%	6.25%	6.43%	Lower is better
Same-Day Cancellations	5.13%	5.04%	4.71%	5.53%	Lower is better
Newly Approved Applicants	61	92	626	679	

Vehicle Accidents and Incidents: August 2026 there were no reportable accidents.

Exclusions: There was one 30-day exclusion in August 2026 for public intoxication and the inability to care for self or belongings.

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

Month	Unique Users	Passes/Tickets	Gross Sales
August 2026	565	1,385	\$7,897.50
July 2026	537	1,234	\$7,264.50
June 2026	470	1,001	\$6,687.50
May 2026	365	710	\$6,004
April 2026	275	472	\$4,395
March 2026	260	470	\$4,280
February 2026	225	413	\$3,830
January 2026	205	390	\$3,635
December 2025	293	480	\$4,470
November	259	488	\$4,605
October 2025	309	596	\$5,490
September 2025	324	584	\$5,284
August 2025	513	1,117	\$7,091

August 2026 Sales by Fare Type

Type of Fare	Fare	Passengers	Revenue
Regular Strait Shot Fare	\$10.00	692	\$6,920.0
Reduced Strait Shot Fare	\$5.00	72	\$360.00
Regular Hurricane Ridge	\$1.00	614	\$614.00
Reduced Hurricane Ridge	\$0.50	7	\$3.50
Totals		1,385	\$7,897.50

Operations Update: In August, Hurricane Ridge ridership increased by 39.55% compared to 2025. The current bid schedules have been finalized with minimal changes and are running well.

Recommended Action

None.

Attachments

CTS Fixed-Route Ridership Statistics
Route Efficiency Report



Ridership Executive Summary

Report for August 2026

Key Metrics (August 2026)

Total Monthly
Ridership

75,076

Month-over-Month
Change

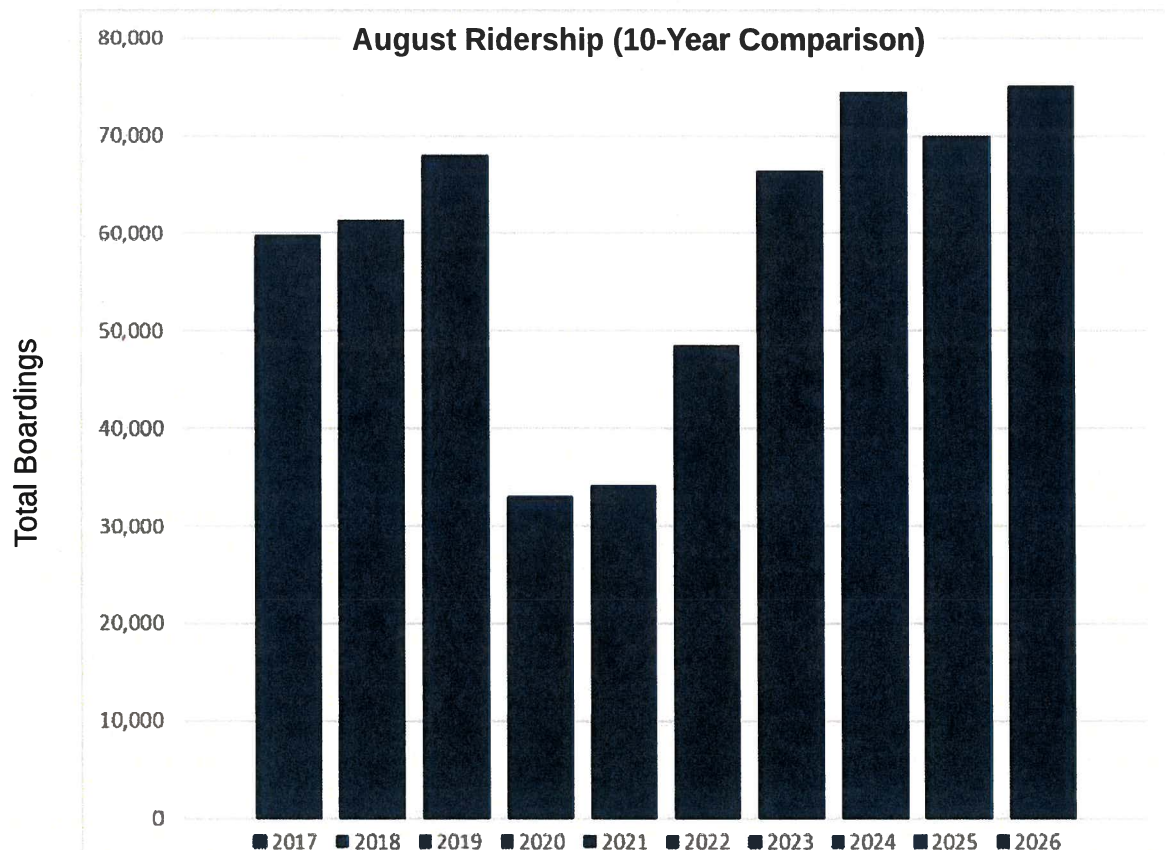
-2.59%

Year-over-Year
Change

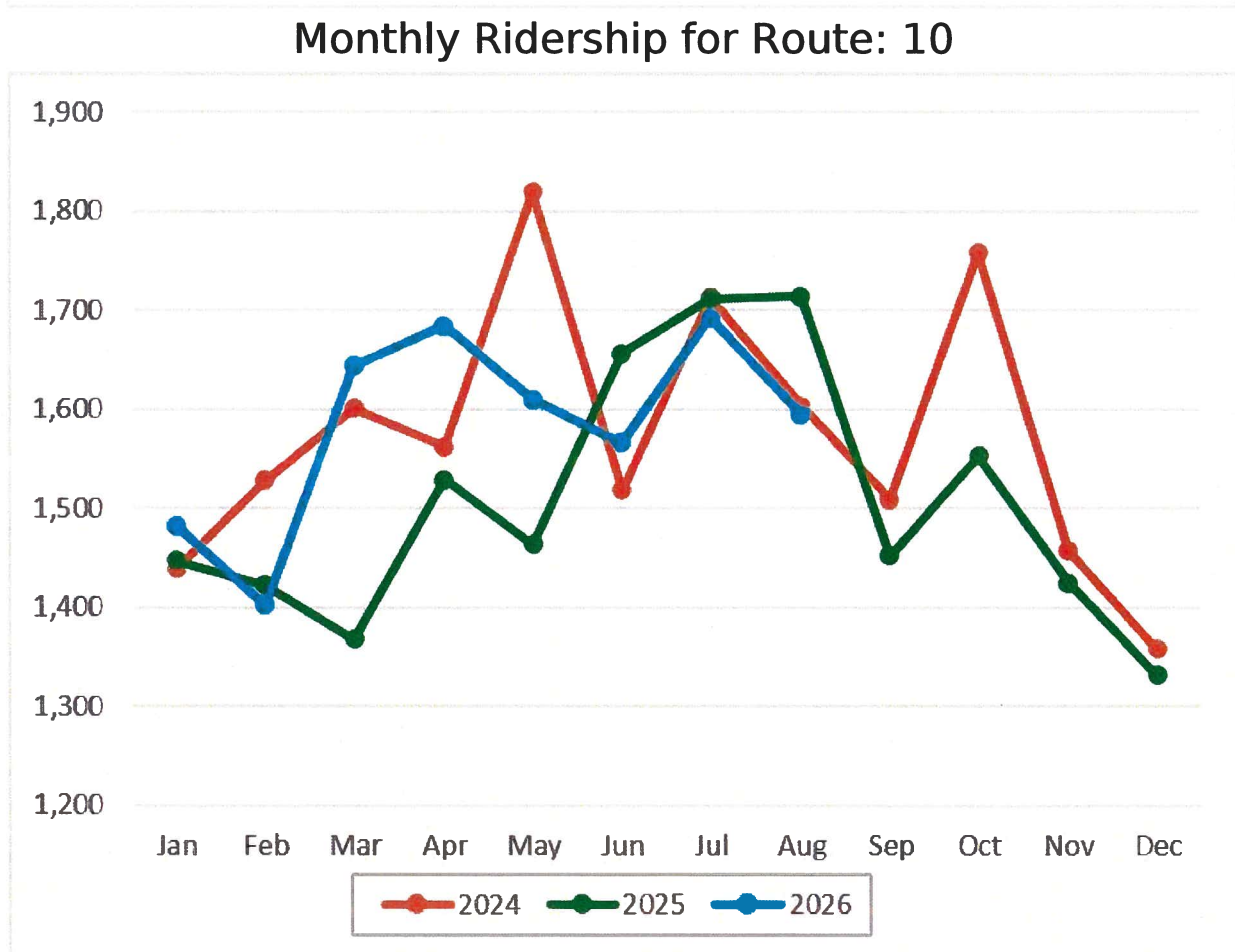
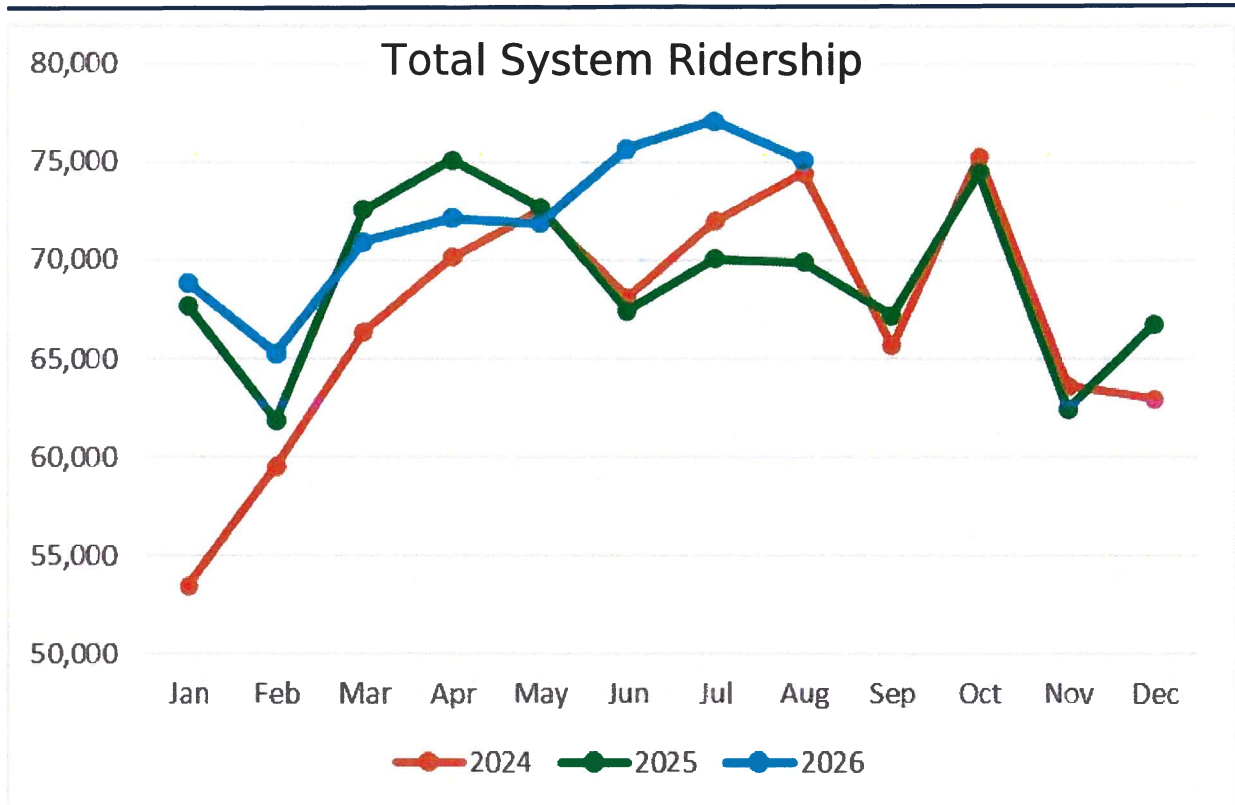
7.39%

Overall system ridership for August 2026 was **75,076**. This represents a **-2.59%** change from the previous month and a **7.39%** change from the same month last year.

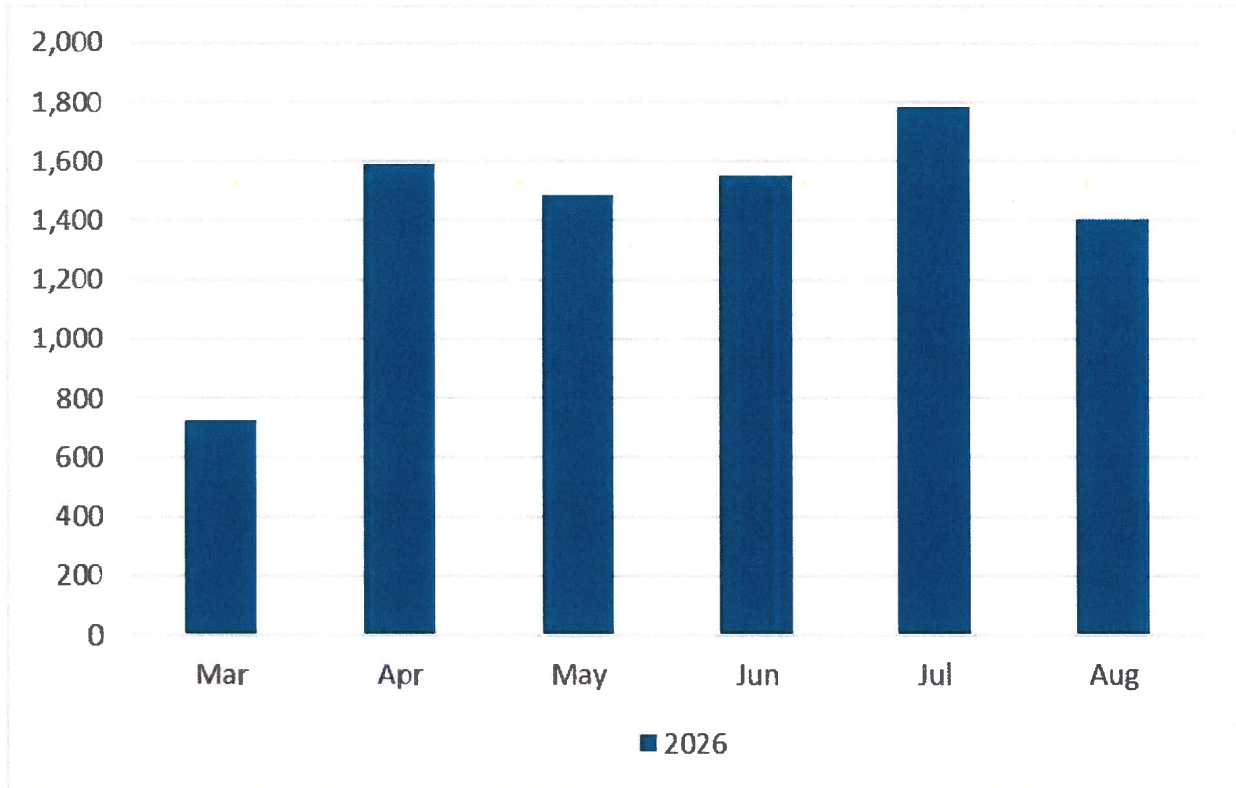
Long-Term System Context



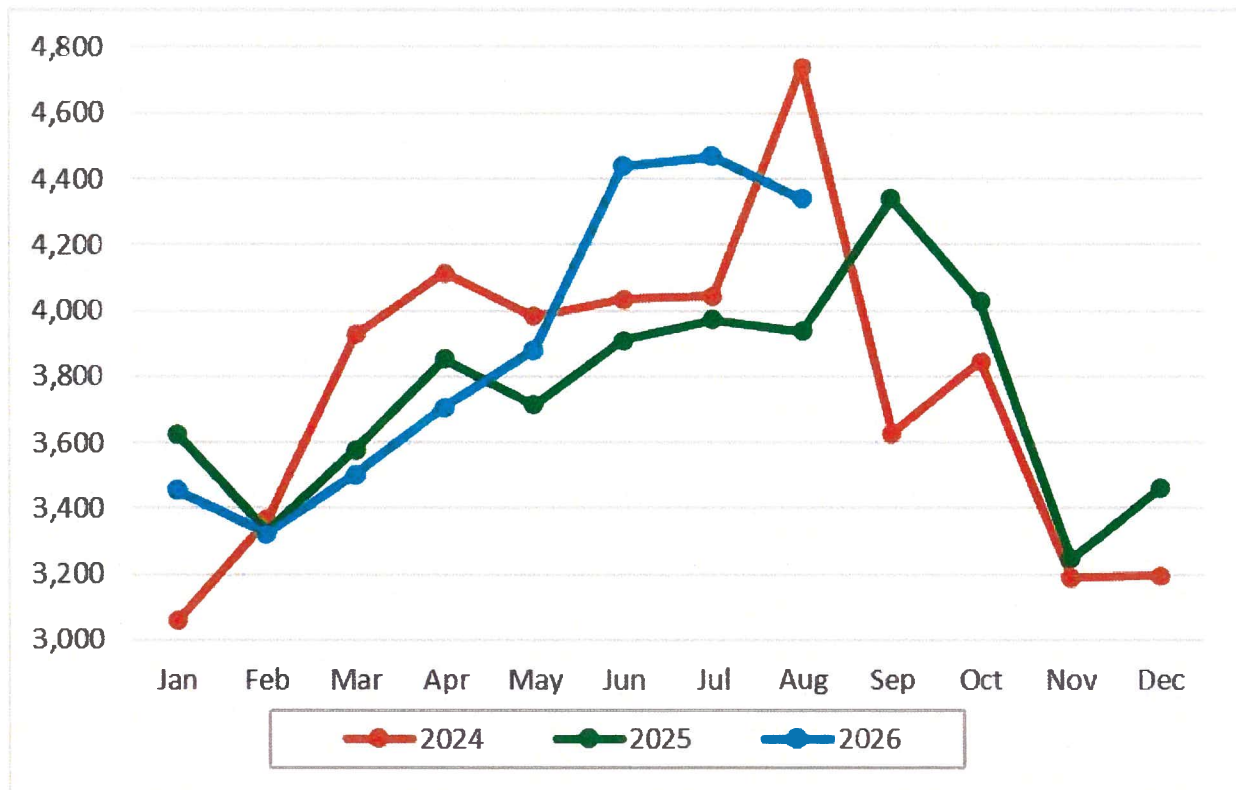
Detailed Route Performance (3-Year Comparison of Old Routes, Monthly Ridership & Route Comparison of New Routes)



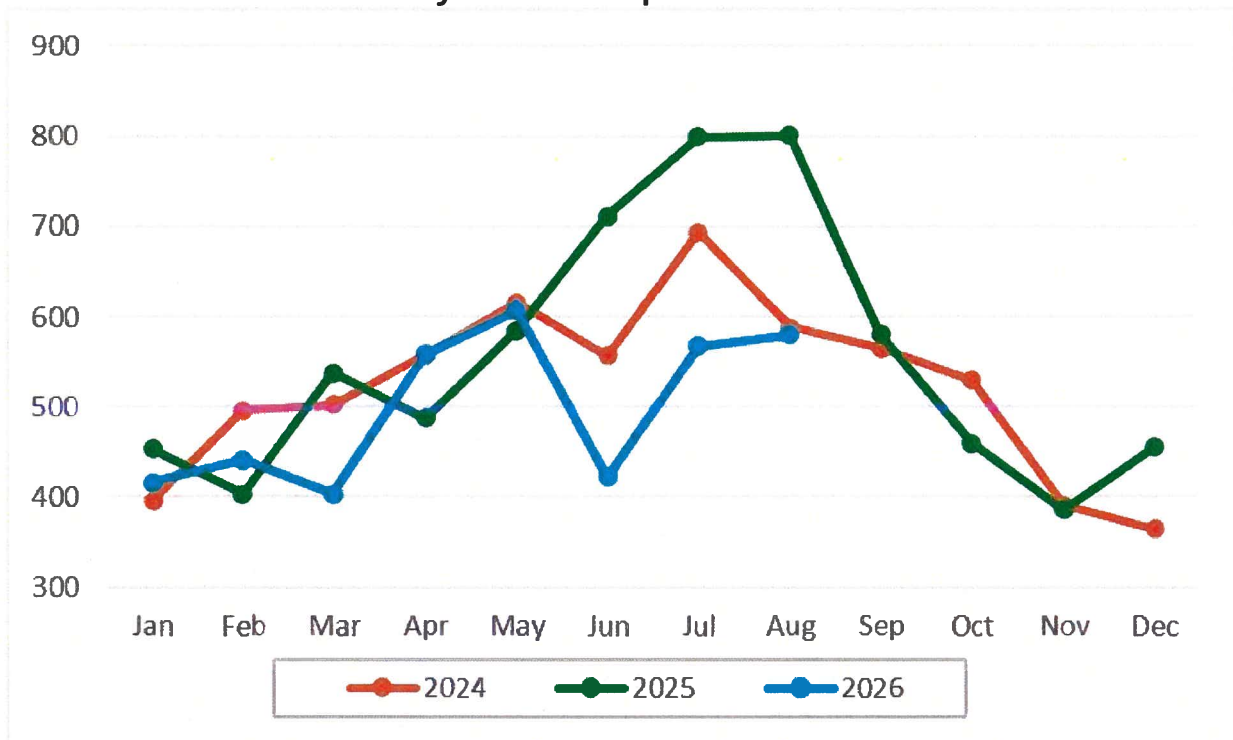
Monthly Ridership for Route: 12



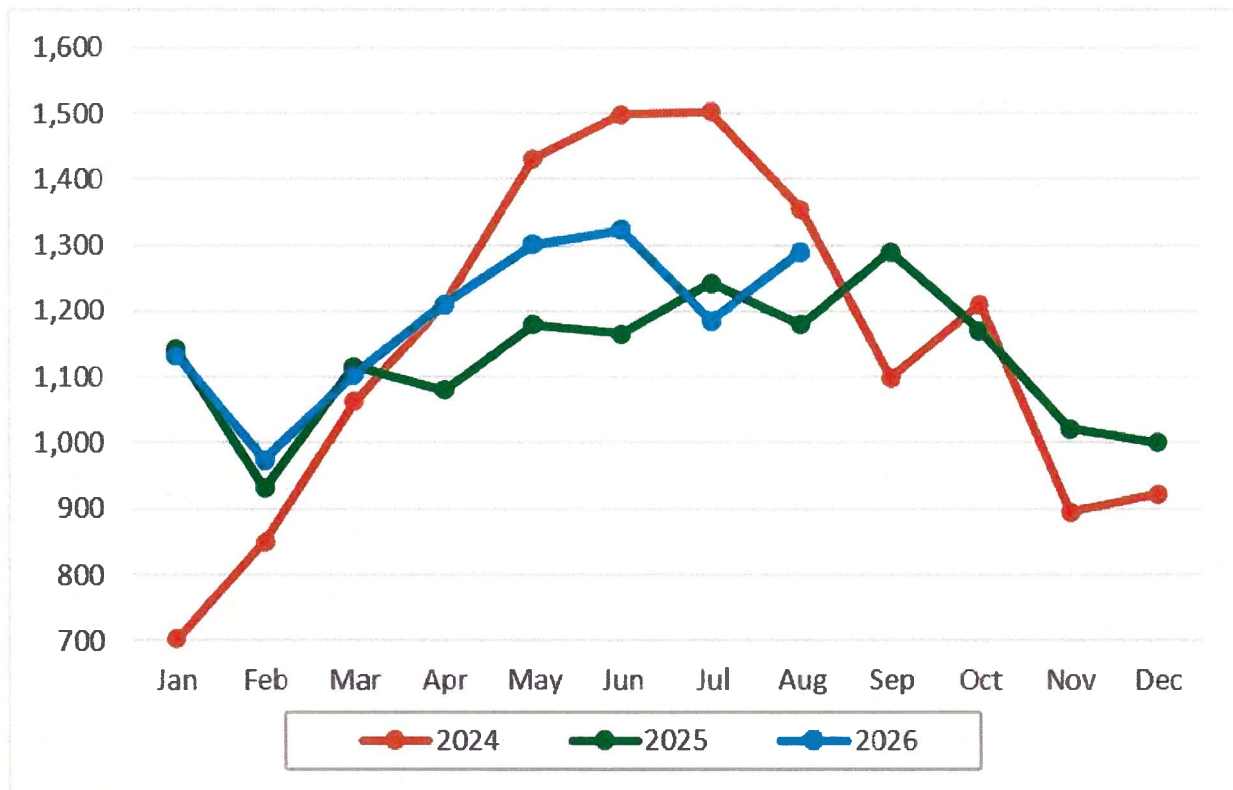
Monthly Ridership for Route: 14



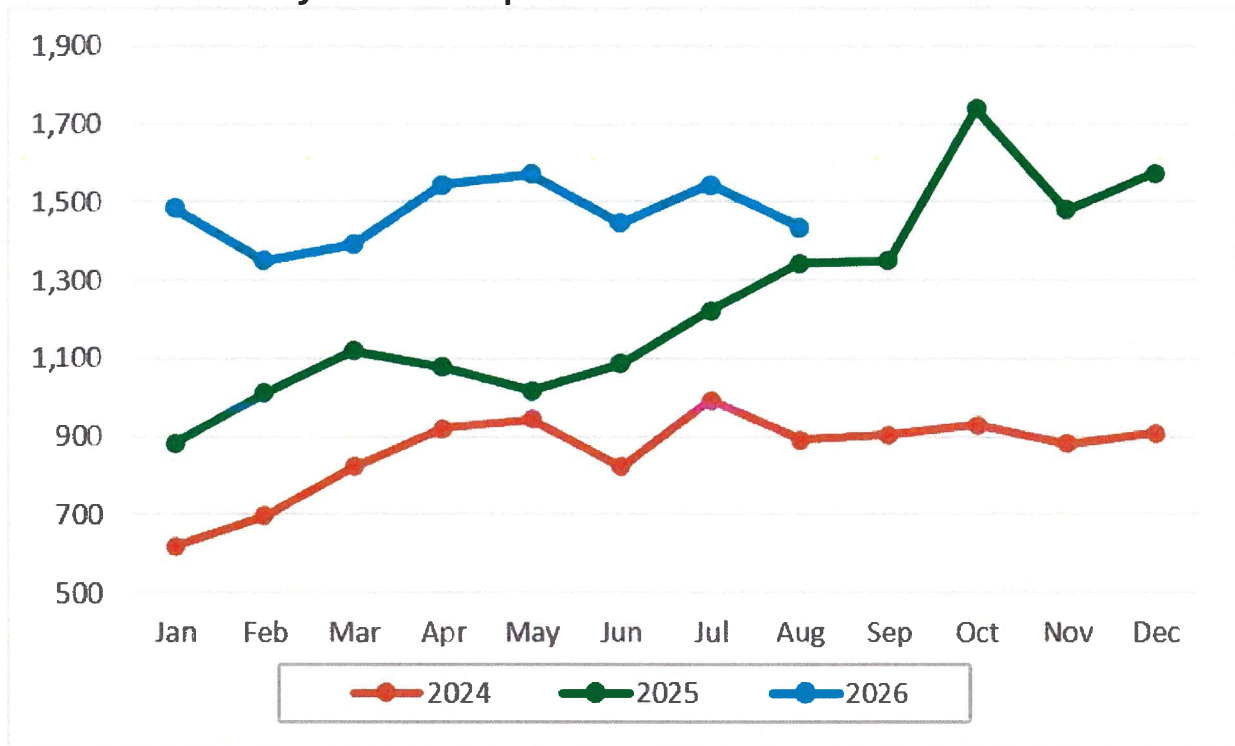
Monthly Ridership for Route: 15



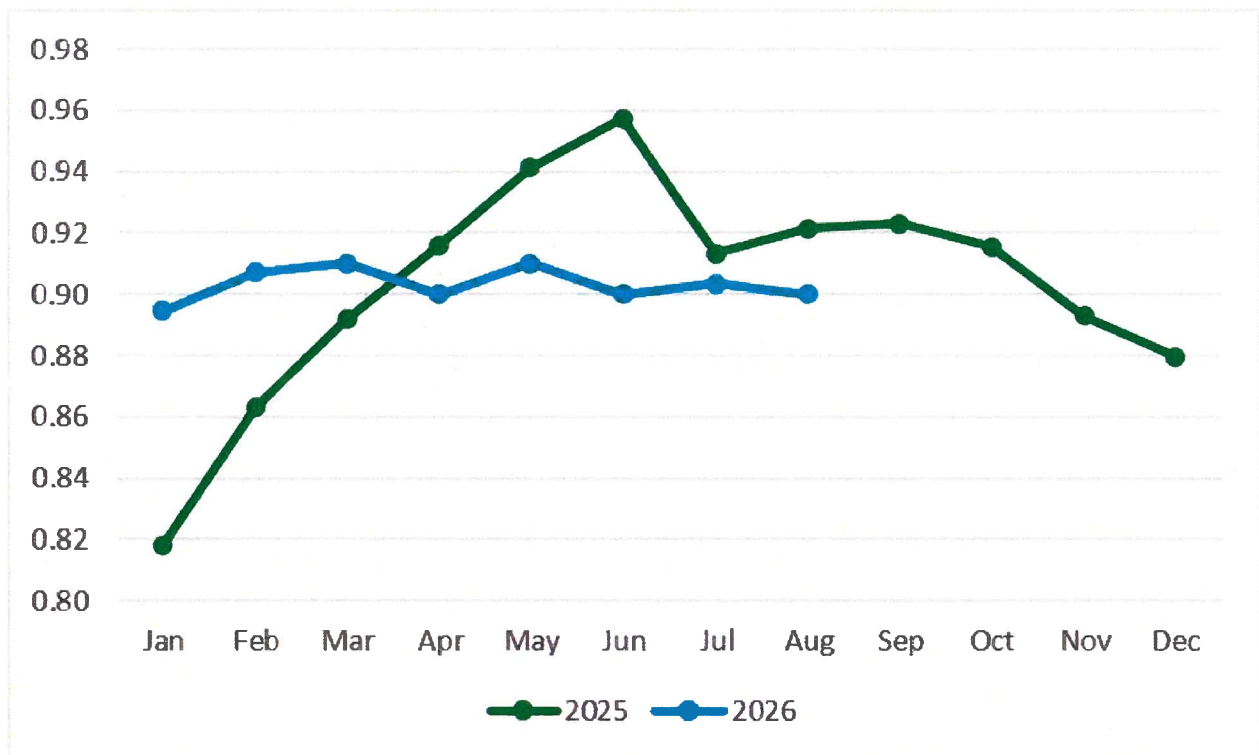
Monthly Ridership for Route: 16



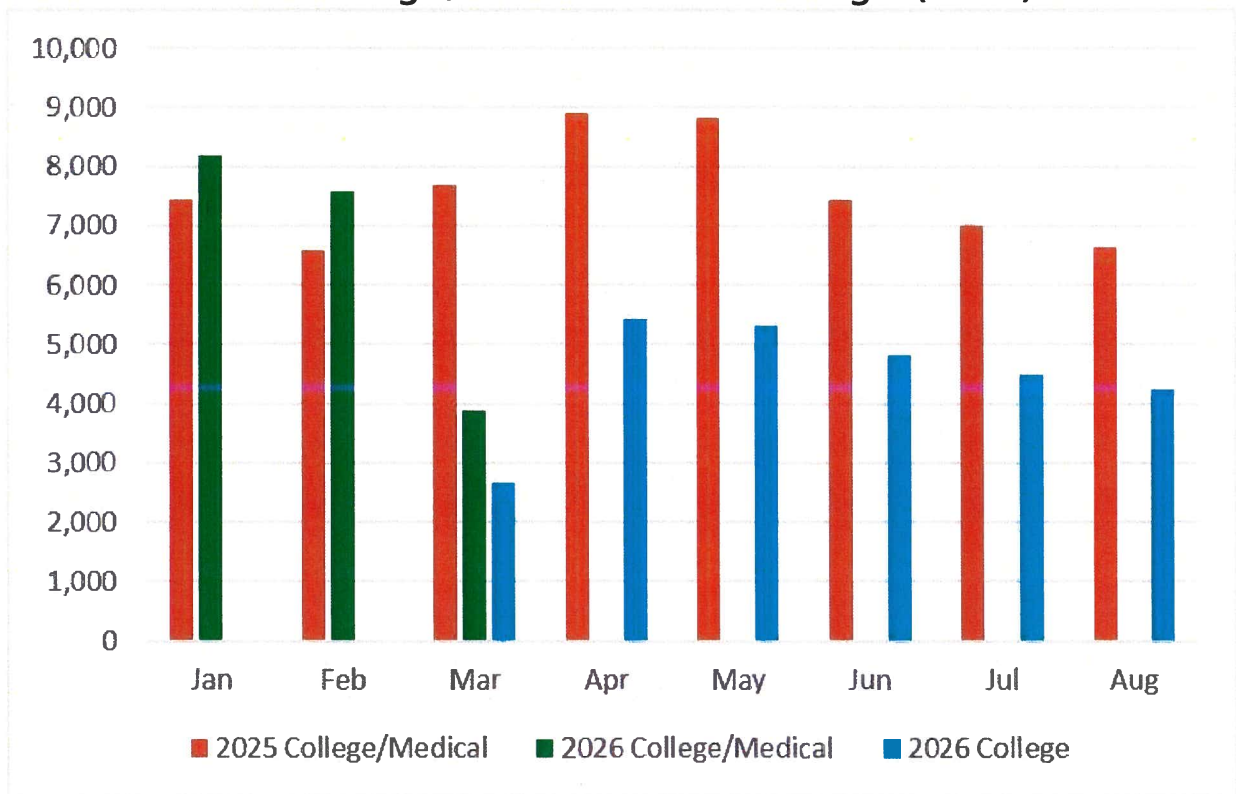
Monthly Ridership for Route: Forks Interlink



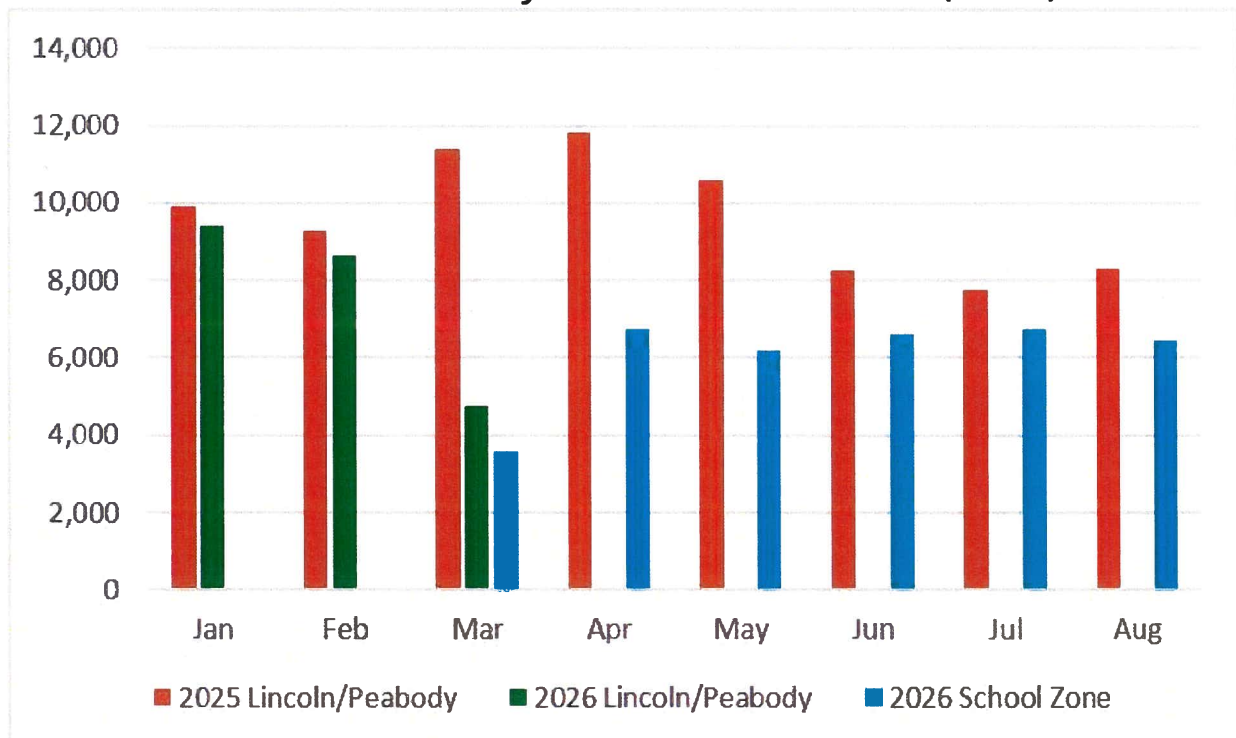
OTP Percentage Comparison to Last Year for: Forks Interlink



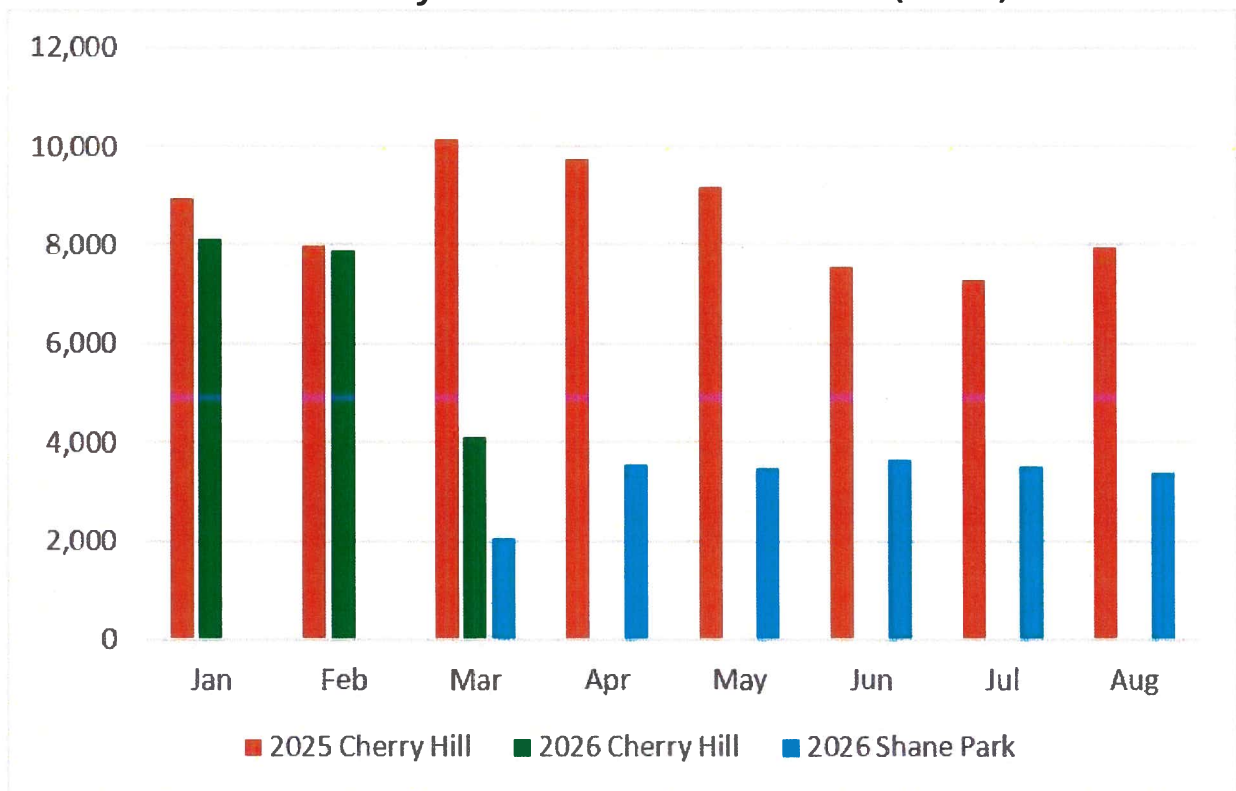
Monthly Ridership Comparison for Route: 20 College/Medical & 20 College (New)



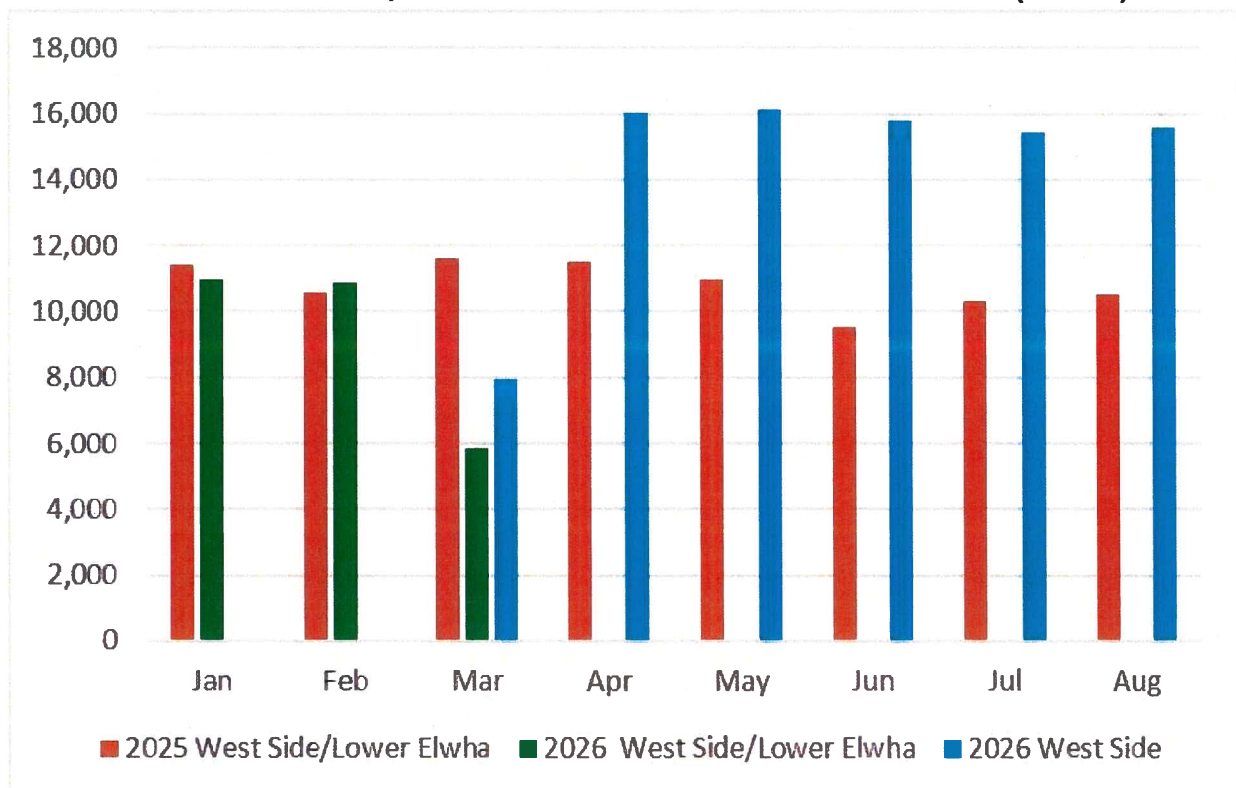
Monthly Ridership Comparison for Route: 22 Lincoln/Peabody & 22 School Zone (New)



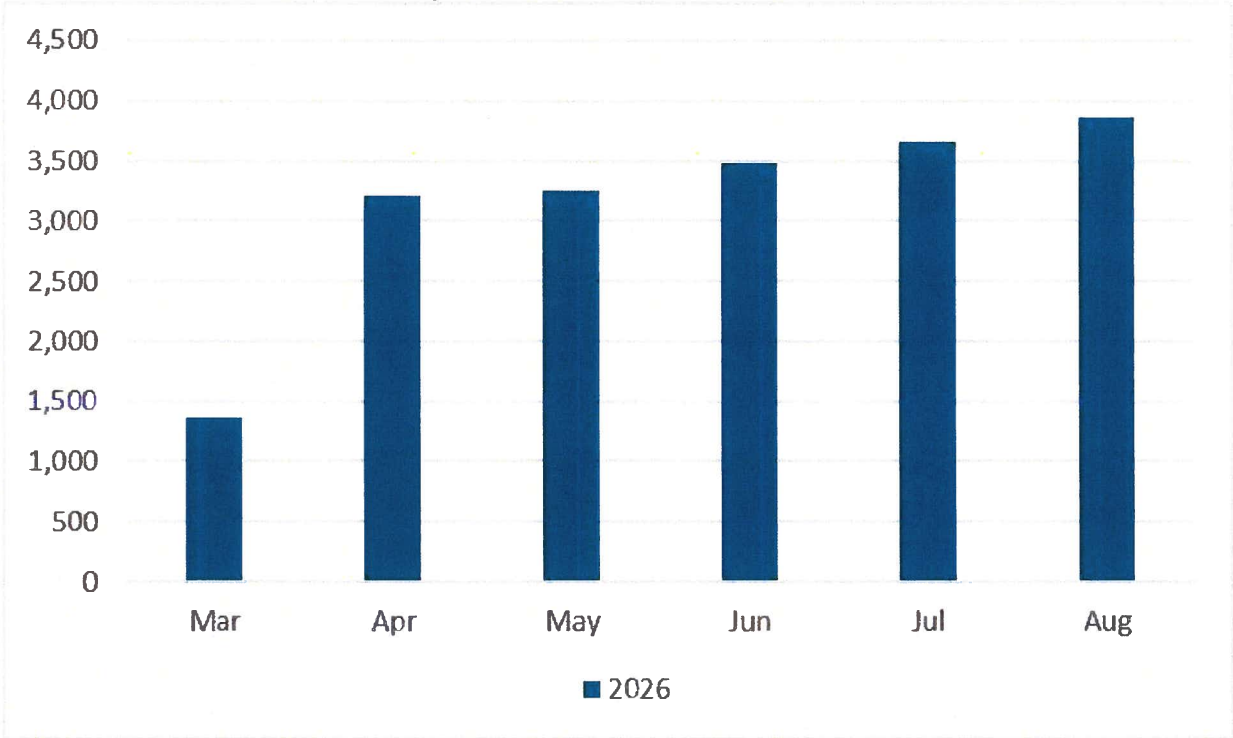
Monthly Ridership Comparison for Route: 24 Cherry Hill & 24 Shane Park (New)



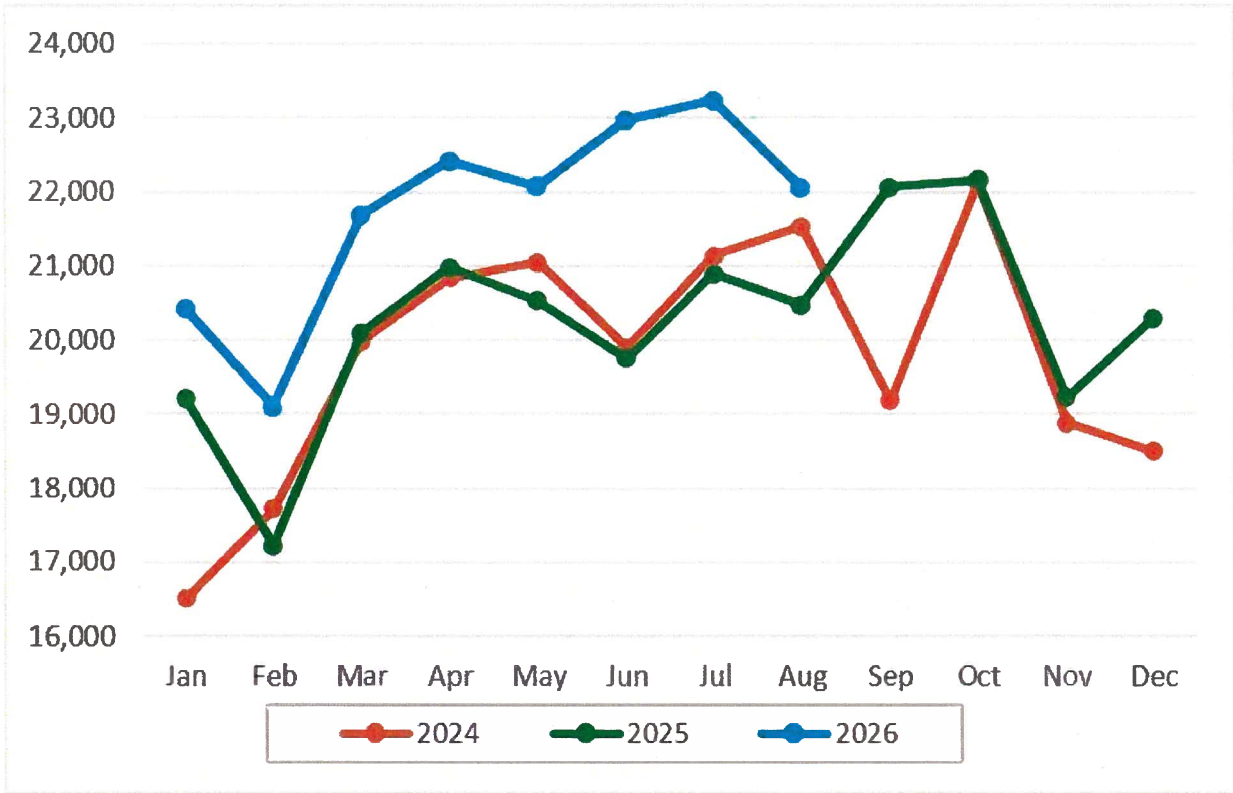
Monthly Ridership Comparison for Route: 26 West Side/Lower Elwha & 26 West Side (New)



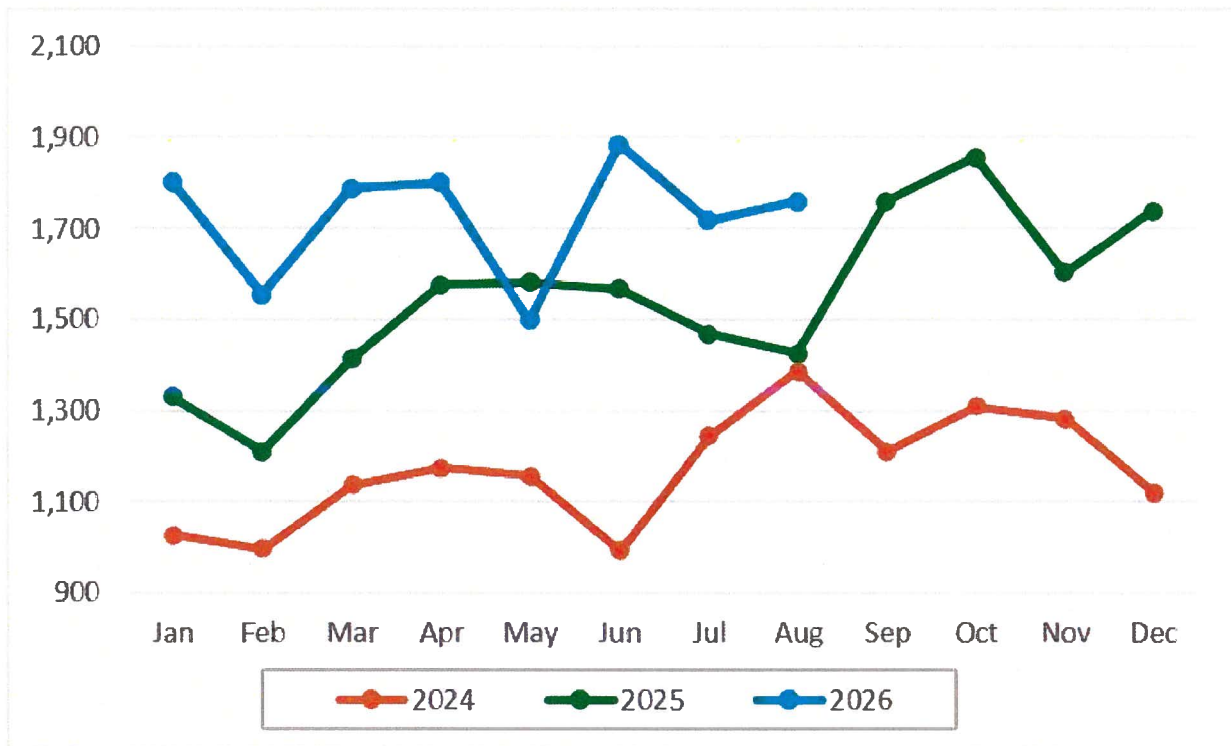
Monthly Ridership for Route: 28



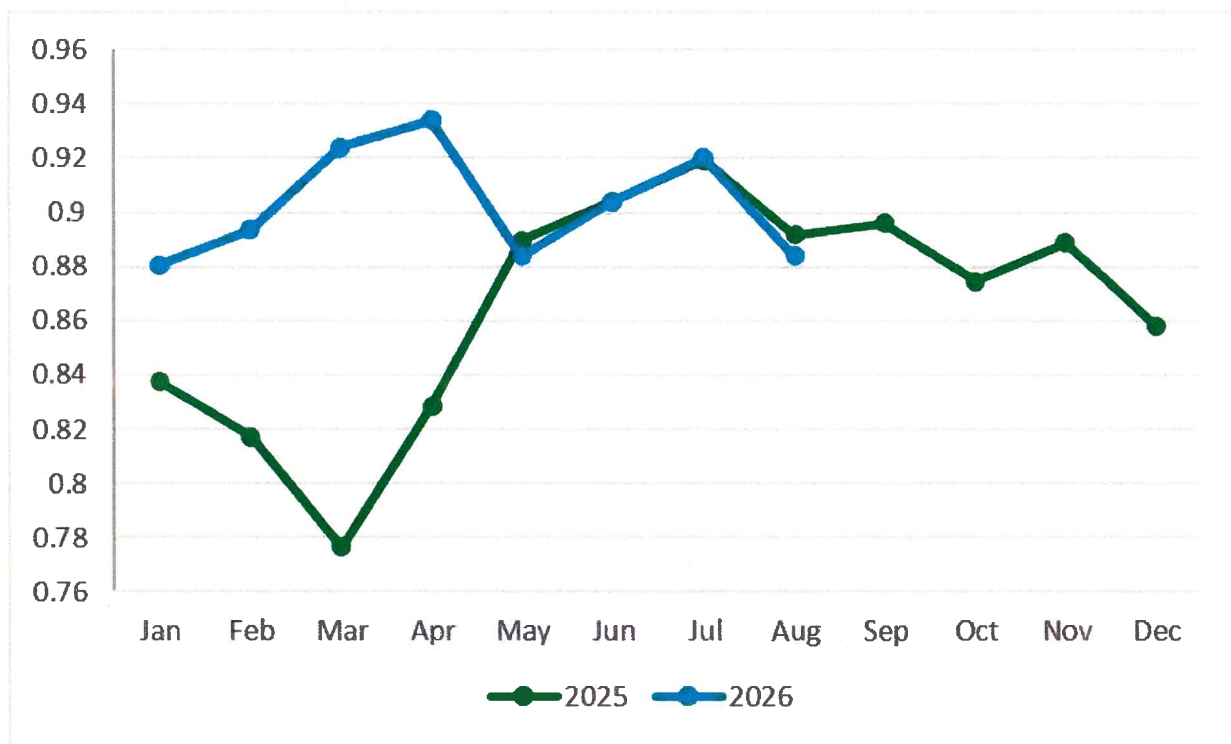
Monthly Ridership for Route: 30



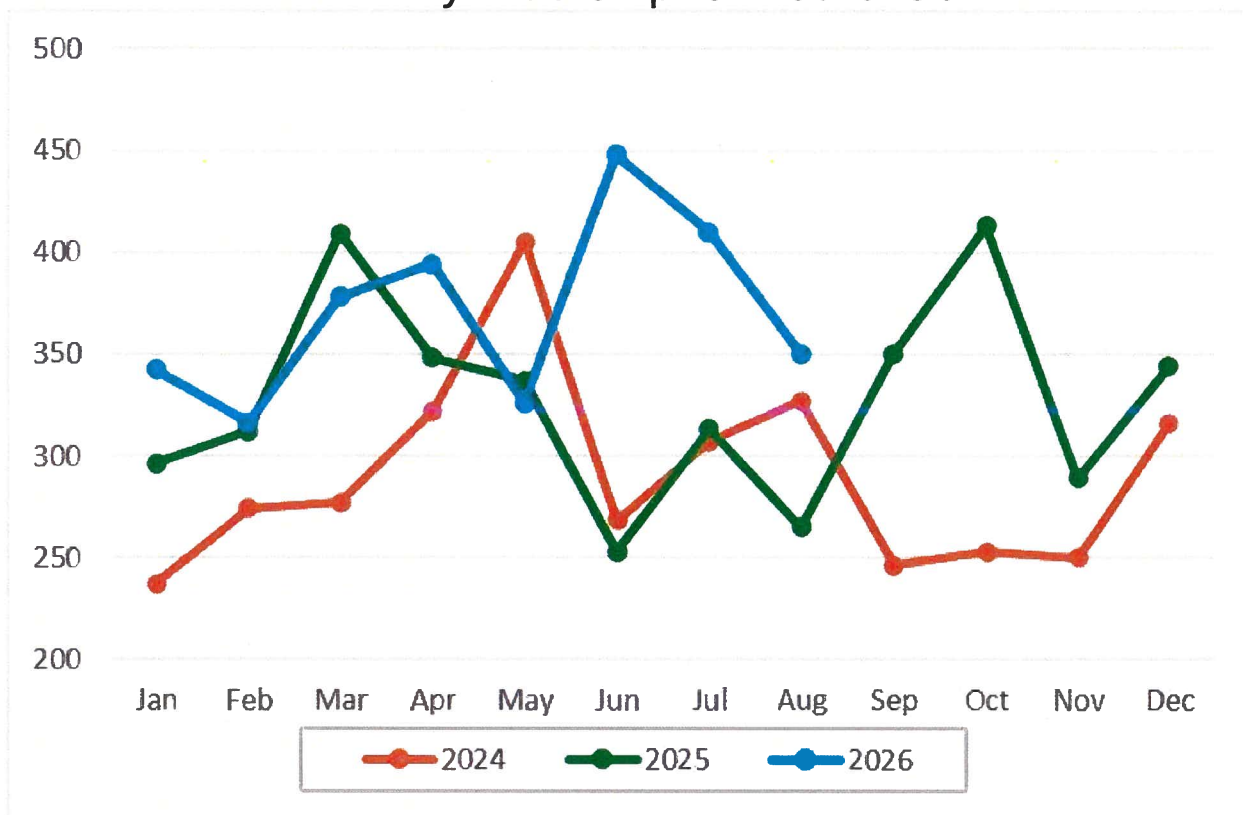
Monthly Ridership for Route: Sequim Interlink



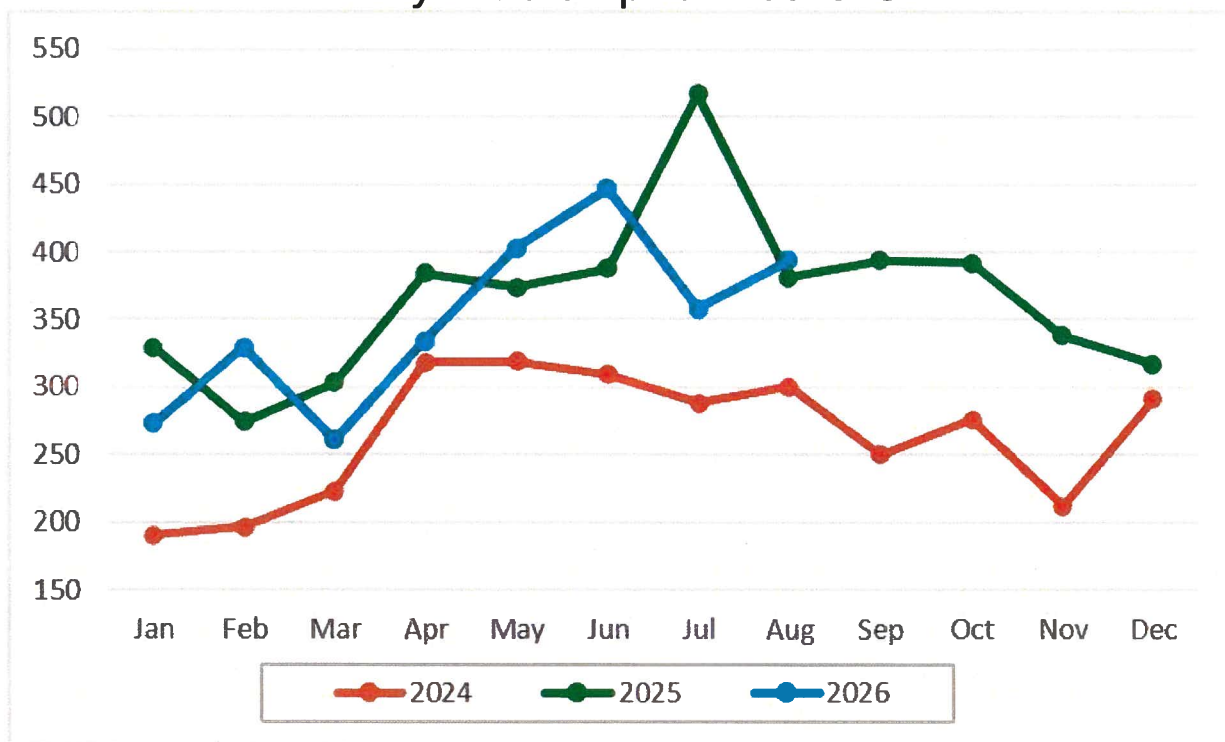
OTP Percentage Comparison to Last Year for: Sequim Interlink



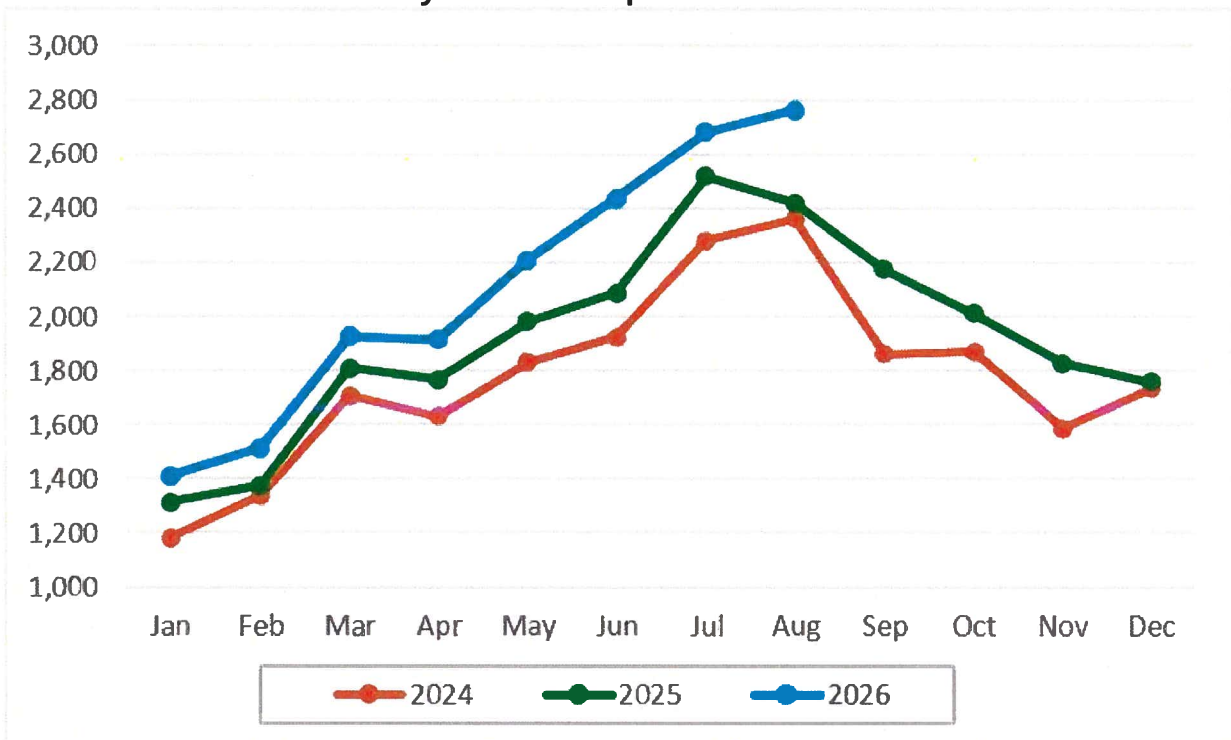
Monthly Ridership for Route: 50



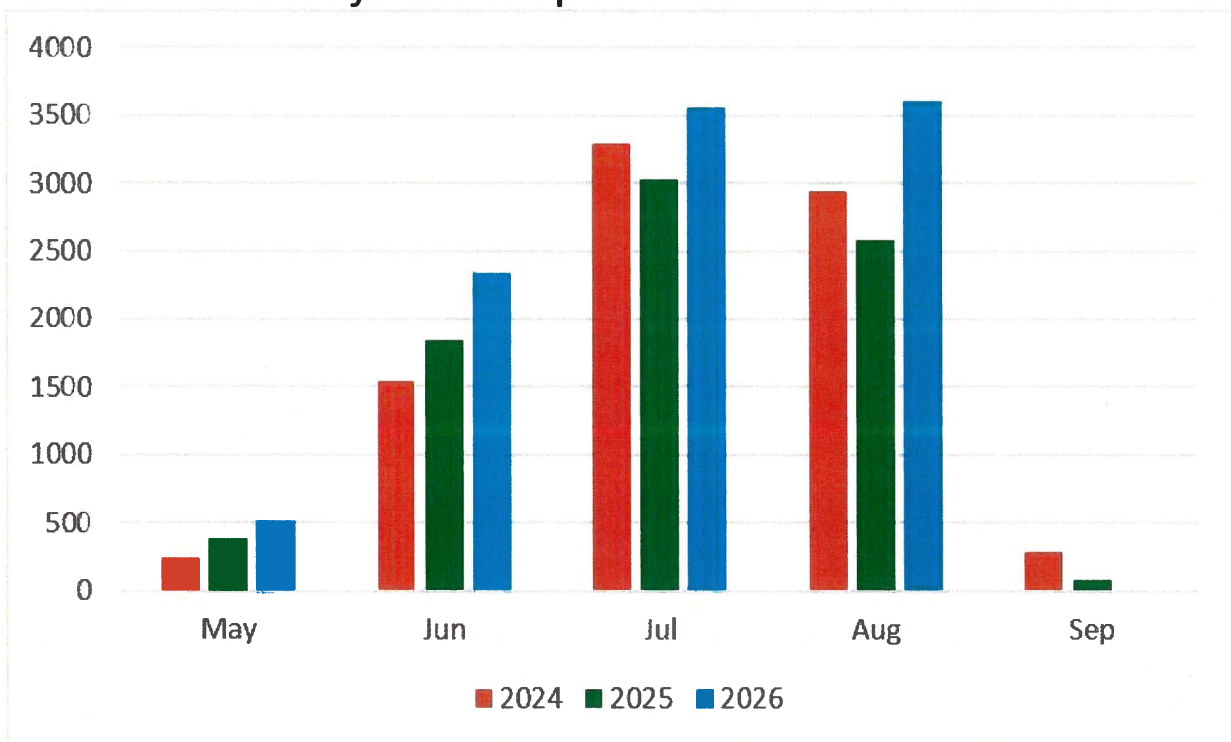
Monthly Ridership for Route: 52



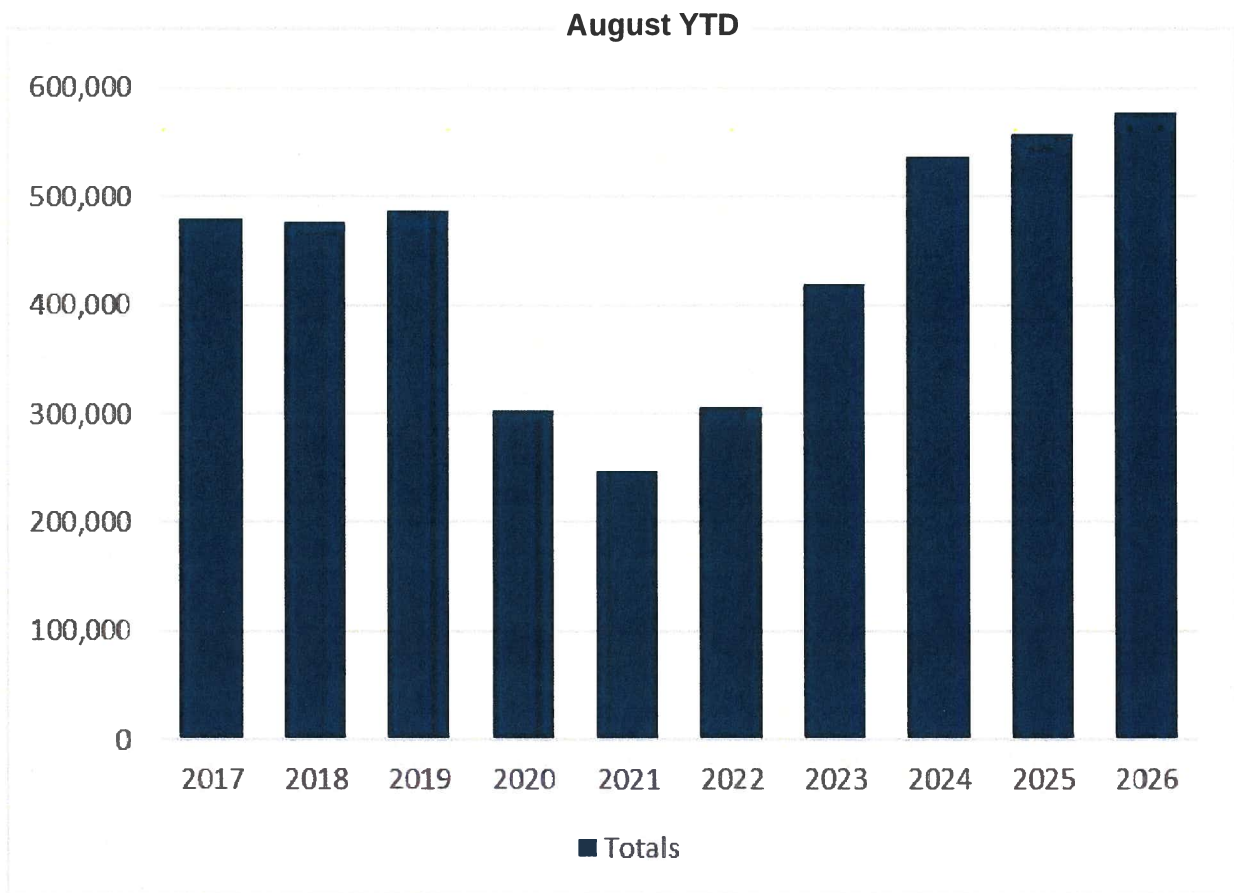
Monthly Ridership for Route: 123



Monthly Ridership for Route: HR Shuttle



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



August Route Efficiency Report			
Route	Boardings	Rev Hours	Avg. Passengers per hour per route
26 - New West Side	15,588	404.65	38.52
30 - Commuter	22,056	922.83	23.9
22 -School Zone	6,464	325.77	19.84
12 - Lower Elwha	1,404	107.27	13.09
28 - Deer Park	3,861	310.45	12.44
24 - Shane Park	3,367	293.85	11.46
20 - College	4,226	379.1	11.15
14 - Forks	4,338	499.45	8.69
ONP	3,606	420.67	8.57
123 - The Strait Shot	2,763	340.03	8.13
15 - La Push	580	71.85	8.07
10 - Joyce	1,595	220.73	7.23
50 - Jamestown	350	49	7.14
52 - Diamond Point	394	63	6.25
Forks Interlink	1,436	247.75	5.8
Sequim Interlink	1,758	323.35	5.44
16 - Neah Bay	1,290	238.68	5.4
Totals	75,076	5,218.44	14.39



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

Factsheet: 2026-060
Date: September 16, 2026

BACKGROUND

Clallam Transit System (CTS) provides financial data information to keep the board informed of the financial status for the previous month, as well as short-term projections. The discussion items below represent items of note for the reporting month's activity.

DISCUSSION

Cash Balances: The total cash balance as of August 31, 2026, was \$33,690,386. Of those funds, \$26.7 million is unrestricted. Approximately \$10.6 million of those unrestricted funds are currently held in the Separately Managed Account (SMA) for long-term investments.

Sales Tax Revenue: The sales tax deposit for August was \$1,335,099. This was 5.38% over budget for the month. Sales tax receipts are two months behind actual state collections.

Other Operating Revenue: Other operating revenue for August includes \$103.5 thousand in interest revenue. Interest rates from the Local Government Investment Pool (LGIP) increased from 3.70% to 3.74%.

Audit: The exit conference for the Financial Statement and Federal Single audit for the fiscal year 2025 was held on September 14, 2026. The Accountability audit is still underway with an exit conference expected for the first full week of October.

RECOMMENDED ACTION

None.

ATTACHMENTS

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



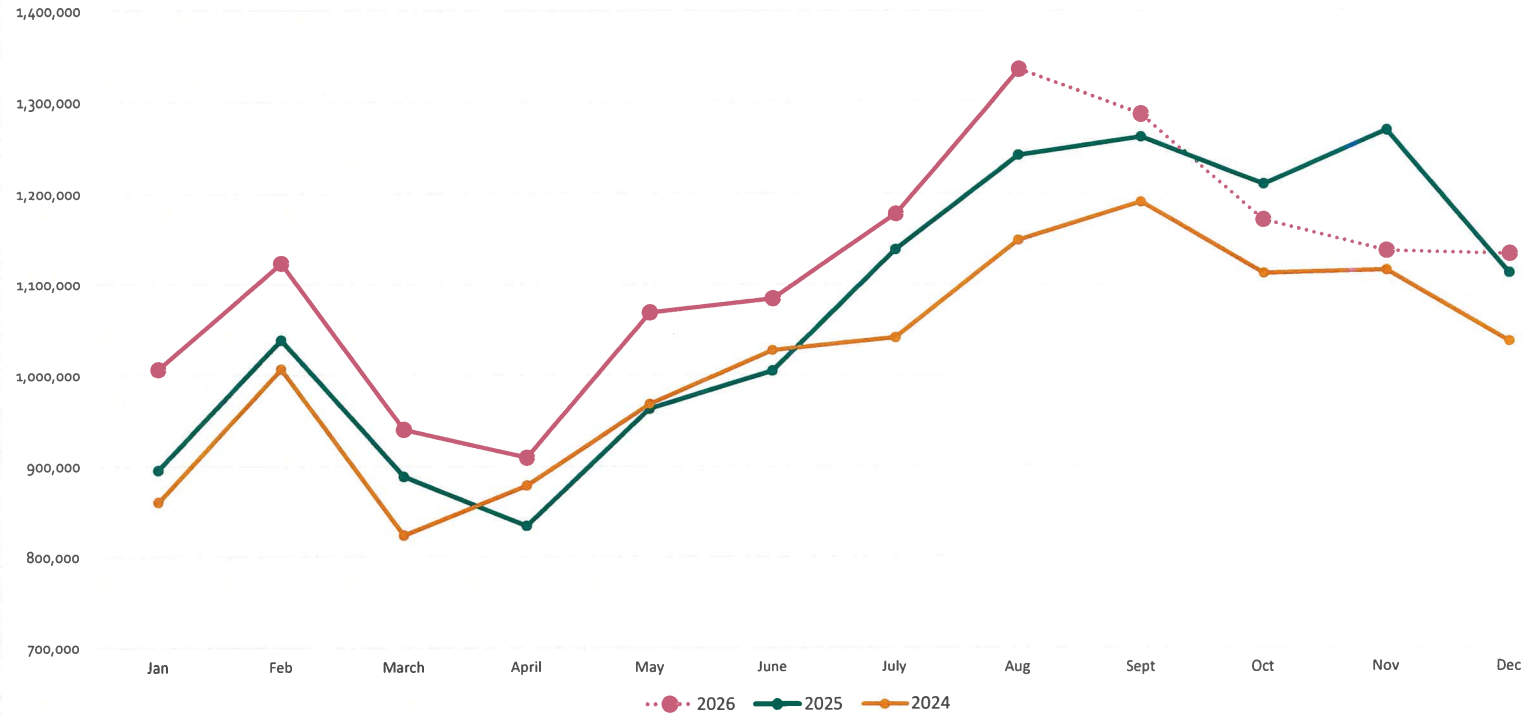
Clallam Transit System

Monthly Budget Report Group Summary

For Fiscal: Current Period Ending: 08/31/2026

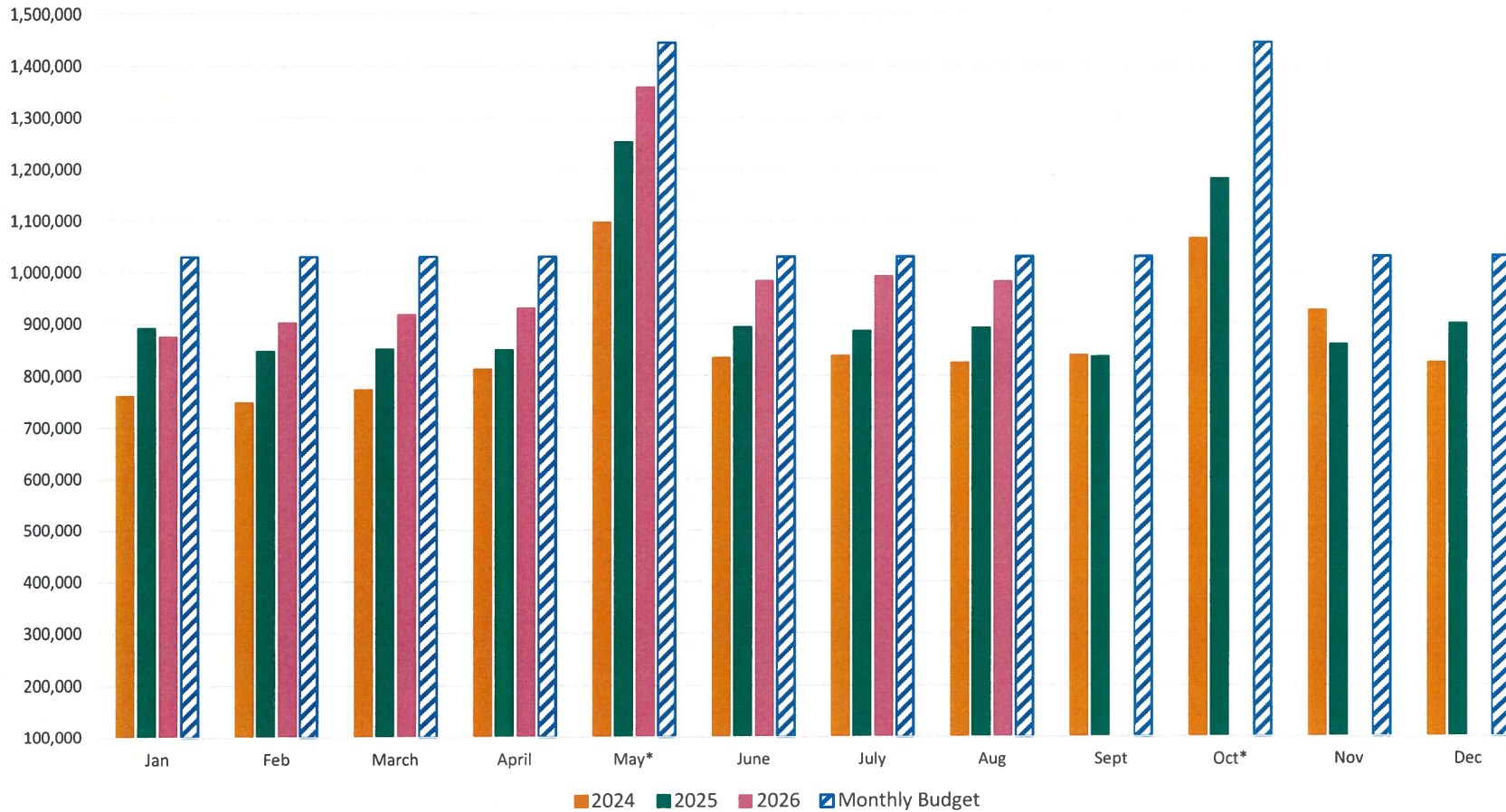
ExpCa...	August Budget	August Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Revenue									
RevType: 10 - Passenger Fare Revenue									
	14,660.80	22,446.38	7,785.58	-153.10%	117,286.40	134,746.72	17,460.32	-114.89%	176,000.00
Total RevType: 10 - Passenger Fare Revenue:	14,660.80	22,446.38	7,785.58	-153.10%	117,286.40	134,746.72	17,460.32	-114.89%	176,000.00
RevType: 20 - Rideshare Revenue									
	14,244.30	15,200.00	955.70	-106.71%	113,954.40	97,125.00	-16,829.40	-85.23%	171,000.00
Total RevType: 20 - Rideshare Revenue:	14,244.30	15,200.00	955.70	-106.71%	113,954.40	97,125.00	-16,829.40	-85.23%	171,000.00
RevType: 30 - Paratransit Revenue									
	1,166.20	971.03	-195.17	-83.26%	9,329.60	8,241.39	-1,088.21	-88.34%	14,000.00
Total RevType: 30 - Paratransit Revenue:	1,166.20	971.03	-195.17	-83.26%	9,329.60	8,241.39	-1,088.21	-88.34%	14,000.00
RevType: 40 - Sales Tax Revenue									
	1,266,938.00	1,335,099.48	68,161.48	-105.38%	8,164,367.00	8,648,361.35	483,994.35	-105.93%	12,716,406.00
Total RevType: 40 - Sales Tax Revenue:	1,266,938.00	1,335,099.48	68,161.48	-105.38%	8,164,367.00	8,648,361.35	483,994.35	-105.93%	12,716,406.00
RevType: 50 - WSDOT Grant Revenue									
	158,353.30	0.00	-158,353.30	0.00%	1,266,826.40	1,974,051.00	707,224.60	-155.83%	1,901,000.00
Total RevType: 50 - WSDOT Grant Revenue:	158,353.30	0.00	-158,353.30	0.00%	1,266,826.40	1,974,051.00	707,224.60	-155.83%	1,901,000.00
RevType: 60 - Other Operating Revenue									
	103,371.13	124,124.64	20,753.51	-120.08%	826,969.04	997,659.72	170,690.68	-120.64%	1,240,950.00
Total RevType: 60 - Other Operating Revenue:	103,371.13	124,124.64	20,753.51	-120.08%	826,969.04	997,659.72	170,690.68	-120.64%	1,240,950.00
Total Revenue:	1,558,733.73	1,497,841.53	-60,892.20	-96.09%	10,498,732.84	11,860,185.18	1,361,452.34	-112.97%	16,219,356.00
Expense									
00 - Salaries & Wages	654,861.17	649,870.21	4,990.96	99.24%	5,567,597.31	5,269,397.05	298,200.26	94.64%	8,515,750.00
10 - Personnel Benefits	374,209.95	331,125.25	43,084.70	88.49%	3,080,335.64	2,658,249.13	422,086.51	86.30%	4,664,800.00
20 - Fuel, Fluids, & Parts	131,551.52	147,358.40	-15,806.88	112.02%	1,052,412.16	1,136,349.64	-83,937.48	107.98%	1,579,250.00
30 - Other Supplies	36,739.96	12,003.52	24,736.44	32.67%	293,919.68	249,058.55	44,861.13	84.74%	441,056.11
40 - Professional & Misc Services	69,251.45	51,352.94	17,898.51	74.15%	554,011.60	468,187.50	85,824.10	84.51%	831,350.00
50 - Maintenance & Repair	27,918.58	22,147.58	5,771.00	79.33%	223,348.64	134,461.93	88,886.71	60.20%	335,157.06
60 - Communications	10,496.20	11,045.61	-549.41	105.23%	83,969.60	76,700.84	7,268.76	91.34%	126,005.00
70 - Insurance	45,398.50	44,391.83	1,006.67	97.78%	363,188.00	355,134.68	8,053.32	97.78%	545,000.00
80 - Other Operating Expenses	20,104.45	13,000.59	7,103.86	64.67%	160,835.60	113,720.32	47,115.28	70.71%	241,350.00
Total Expense:	1,370,531.78	1,282,295.93	88,235.85	93.56%	11,379,618.23	10,461,259.64	918,358.59	91.93%	17,279,718.17
Report Total:	188,201.95	215,545.60	27,343.65		-880,885.39	1,398,925.54	2,279,810.93		-1,060,362.17

Sales Tax Revenue
(Sep through Dec budgeted amount)



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget
2026	1,007,147	1,123,432	940,558	910,105	1,069,330	1,084,736	1,177,954	1,335,099	1,286,965	1,171,153	1,137,400	1,133,689	7,313,262	12,716,406
2025	895,731	1,038,604	888,518	834,168	962,820	1,004,324	1,138,020	1,242,096	1,261,730	1,210,017	1,269,220	1,111,460	11,745,250	12,166,345
2024	860,635	1,006,762	823,904	878,809	968,302	1,027,322	1,041,358	1,148,186	1,190,563	1,111,519	1,114,918	1,036,605	12,208,884	12,118,505

Salary, Wages, and Benefits



	Jan	Feb	March	April	May*	June	July	Aug	Sept	Oct*	Nov	Dec	YTD	Annual Budget
Monthly Budget	1,029,071	1,029,071	1,029,071	1,029,071	1,444,435	1,029,071	1,029,071	1,029,071	1,029,071	1,444,435	1,029,071	1,030,040		13,180,550
2026	875,831	902,254	917,513	929,690	1,357,039	981,979	991,461	980,995					7,936,762	13,180,550
2025	891,035	846,596	850,518	849,018	1,251,128	892,175	884,830	890,683	835,636	1,180,225	858,716	898,559	11,129,118	11,635,491
2024	761,986	749,110	773,474	813,419	1,096,265	835,082	838,348	824,801	839,214	1,064,962	925,298	824,426	10,346,384	11,841,575

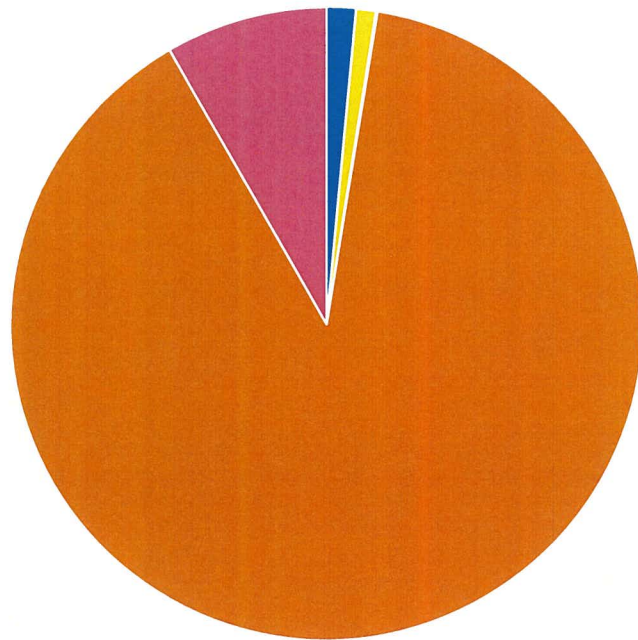
*Months with three payrolls

REVENUES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget
															Used
Passenger Fare Revenue	13,216	10,371	12,750	15,113	14,925	20,339	25,586	22,446					134,747	176,000	76.56%
Rideshare Fare	875	12,600	13,850	14,025	13,575	12,550	14,450	15,200					97,125	171,000	56.80%
Paratransit Fare	1,027	842	932	1,224	1,250	997	1,000	971					8,241	14,000	58.87%
Sales Tax Revenue	1,007,147	1,123,432	940,558	910,105	1,069,330	1,084,736	1,177,954	1,335,099					8,648,361	12,716,406	68.01%
All other Revenue	124,557	113,674	120,457	149,560	120,884	119,230	125,174	124,125					997,660	1,240,950	80.39%
Grant Revenue*	-	-	-	502,577	-	-	1,471,474	-					1,974,051	1,901,000	103.84%

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

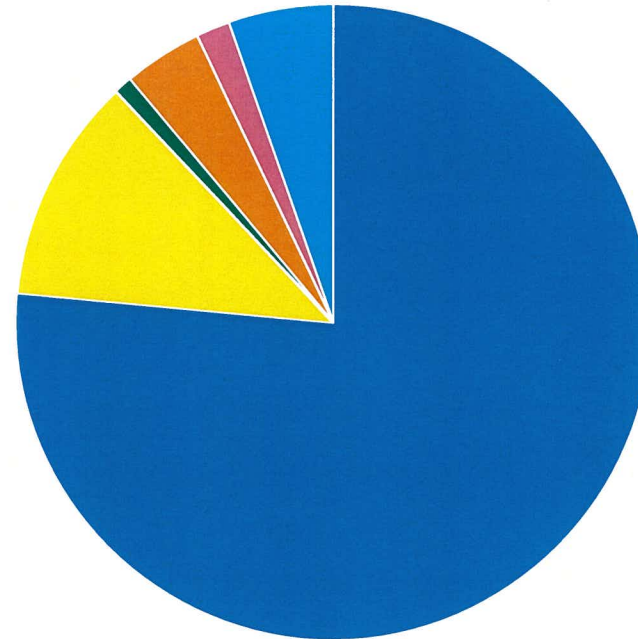
EXPENSES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget
															Used
Wages & Benefits	875,831	902,254	918,798	925,225	1,357,039	981,979	991,461	980,995					7,933,583	13,180,550	60.19%
Fuel, Fluids, & Parts	84,915	101,286	151,764	162,845	147,599	180,723	159,859	147,358					1,136,350	1,579,250	71.96%
Other Supplies	15,574	23,889	47,290	36,205	24,120	50,516	32,140	12,004					241,737	441,056	54.81%
Professional & Misc. Services	59,288	128,902	59,089	37,125	29,958	44,169	58,304	51,353					468,188	831,350	56.32%
Maintenance & Repair	15,838	17,320	14,590	13,263	9,422	20,915	20,965	22,148					134,462	335,157	40.12%
All other expenses	51,128	66,403	87,700	67,625	66,861	71,420	65,981	68,438					545,556	912,355	59.80%

August Revenues



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

August Expenses



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



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

Factsheet: 2026-055
Date: August 26, 2026

Background

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

Discussion

Recruitments included:

- Maintenance manager position opened internally for 1 vacancy due to retirement.
- Customer service representative position opened and closed with 1 vacancy filled.
- Fixed-route operator position opened and closed with 1 vacancy filled.
- Internal recruitment for relief paratransit CSR/dispatcher continues with 2 applicants in process.
- Internal recruitment for paratransit instructors position assignment continues.

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

Once the new office space has been completed, we will begin the recruitment process for the new position of CTS Grants and Contracts Specialist. We are planning for a few upcoming retirements for employees who have advised us of their intentions to ensure we are fulfilling CTS's needs. We continue to assess and strategize, agency wide, the impacts of the recent growth we have experienced to adequately address our needs.

We have 1 active workers compensation claim and there are 5 employees off work on FMLA with a few approved for intermittent leave.

Recommended Action

None.

Attachments

None.