

REGULAR BOARD MEETING
Wednesday, September 17, 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 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

CONSENT AGENDA

- A. **Factsheet 2025-054:** Consent Agenda – Motion No. M25:2025
- **Payment Listing** – August 14, 2025, through September 10, 2025
 - **Board Meeting Minutes** – August 27, 2025

ACTION ITEMS

- A. **Factsheet 2025-055:** General Manager Recruitment Strategies – Special Committee Minutes – Motion M26:2025
Barb Cox, Human Resources Manager
- B. **Factsheet 2025-056:** Employee Recognition Policy Revised Update - Motion No. M27:2025
Barb Cox, Human Resources Manager
- C. **Factsheet 2025-060:** Capital Asset Policy Update – Motion No. M28:2025
Cherie Huxtable, Finance Manager

INFORMATIONAL ITEMS

- | | |
|-------------------------------------------------------------------------|----------------------------------------|
| A. Executive Report | Jason McNickle, Acting General Manager |
| B. Factsheet 2025-057: Operations Department Report | Taron Lee, Acting Operations Manager |
| C. Factsheet 2025-058: Finance Department Report | Cherie Huxtable, Finance Manager |
| D. Maintenance Department Report | Gary Abrams, Maintenance Manager |
| E. Factsheet 2025-059: Administrative Services Department Report | Barb Cox, Human Resources Manager |

BOARD OPEN DISCUSSION

ADJOURNMENT



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

Factsheet: 2025-054
Date: September 17, 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 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 are presented for review and approval by the Board.

Recommended Action

Move to approve the actions outlined above in the consent agenda by CTS Motion No. M25:2025, as presented.

Attachments

- Payment Listing – August 14, 2025, through September 10, 2025
- August 27, 2025, Board Minutes

Passed and adopted by the Board at a regular meeting by CTS Motion No. M25:2025 thereof this 17th day of September 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."

 _____ September 17, 2025
Finance Manager Date

<u>Umpqua Bank</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Automated Checks	8/14/2025	9/10/2025	101864	101972	253,288.98
ACHs - External Initiated	8/14/2025	9/10/2025	50779	50784	190,204.75
ACHs - Other Internal Initiated	8/14/2025	9/10/2025	380	404	87,888.49
TOTAL "Accounts Payable Check Disbursement List"					\$ 531,382.22
ACHs - Payroll Avail	8/14/2025	9/10/2025	EFT0043	EFT0044	387,200.45
TOTAL ACH REGISTER					\$ 387,200.45
TOTAL ALL PAYMENTS					\$ 918,582.67

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: 08/14/2025 - 09/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 6078 - Checking-Umpqua Checking						
Payment Type: EFT						
5112	David Johnson	08/15/2025	EFT	0.00	8.01	380
633	PETROCARD, INC	08/15/2025	EFT	0.00	12,094.95	381
633	PETROCARD, INC	08/22/2025	EFT	0.00	627.77	382
5137	Douglas Gates	08/22/2025	EFT	0.00	165.08	384
FC229	WILLIAM FRANKLIN CARR JR	08/22/2025	EFT	0.00	102.00	385
214	AMALGAMATED TRANSIT UNION	08/22/2025	EFT	0.00	2,206.19	386
210	EMPLOYEES ASSOCIATION	08/22/2025	EFT	0.00	431.50	387
810	HRA VEBA	08/22/2025	EFT	0.00	4,518.91	388
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	08/22/2025	EFT	0.00	16,595.50	389
843	PF EA CHARITY FUND	08/22/2025	EFT	0.00	32.00	390
240	UNITED WAY OF CLALLAM COUNTY	08/22/2025	EFT	0.00	40.00	391
633	PETROCARD, INC	08/29/2025	EFT	0.00	13,536.76	392
1099	CHERIE HUXTABLE	08/29/2025	EFT	0.00	353.80	393
5037	DELANEY RONISH	08/29/2025	EFT	0.00	65.85	394
5074	DENNY GOUDIE	08/29/2025	EFT	0.00	176.00	395
5084	JOEL NICHOLLS	08/29/2025	EFT	0.00	76.22	396
JM183	JASON MCNICKLE	09/05/2025	EFT	0.00	176.00	397
LH087	Leo Hansen	09/05/2025	EFT	0.00	300.00	398
214	AMALGAMATED TRANSIT UNION	09/05/2025	EFT	0.00	2,239.64	399
210	EMPLOYEES ASSOCIATION	09/05/2025	EFT	0.00	438.50	400
810	HRA VEBA	09/05/2025	EFT	0.00	15,434.93	401
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	09/05/2025	EFT	0.00	18,196.88	402
843	PF EA CHARITY FUND	09/05/2025	EFT	0.00	32.00	403
240	UNITED WAY OF CLALLAM COUNTY	09/05/2025	EFT	0.00	40.00	404
Total EFT:				0.00	87,888.49	

Check Report				Date Range: 08/14/2025 - 09/10/2025		
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
858	EFTPS - 941 DEPOSITS	08/22/2025	Bank Draft	0.00	63,414.34	50779
303	WA DRS - DEPT OF RETIREMENT SRVCS	08/22/2025	Bank Draft	0.00	30,212.68	50780
303	WA DRS - DEPT OF RETIREMENT SRVCS	08/22/2025	Bank Draft	0.00	0.01	50781
184	WA DOR - B&O TAXES	09/05/2025	Bank Draft	0.00	80.39	50782
858	EFTPS - 941 DEPOSITS	09/05/2025	Bank Draft	0.00	65,705.34	50783
303	WA DRS - DEPT OF RETIREMENT SRVCS	09/05/2025	Bank Draft	0.00	30,791.99	50784
Total Bank Draft:				0.00	190,204.75	

Check Report

Date Range: 08/14/2025 - 09/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Regular						
1150	AMAZON CAPITAL SERVICES	08/20/2025	Regular	0.00	1,050.17	101864
999	CENTURYLINK	08/20/2025	Regular	0.00	332.87	101865
1066	CINTAS CORPORATION NO 3	08/20/2025	Regular	0.00	385.41	101866
245	CITY /PORT ANGELES	08/20/2025	Regular	0.00	10.00	101867
057	GRAINGER	08/20/2025	Regular	0.00	750.51	101868
014	LES SCHWAB GROUP HOLDINGS LLC	08/20/2025	Regular	0.00	613.77	101869
923	MATTHEW C LASHER III	08/20/2025	Regular	0.00	473.72	101870
874	NORTHWEST PLASTICS, INC.	08/20/2025	Regular	0.00	1,350.36	101871
237	OLYMPIC DM DISPOSAL	08/20/2025	Regular	0.00	128.15	101872
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	08/20/2025	Regular	0.00	3,110.34	101873
181	VERIZON WIRELESS,BELLEVUE	08/20/2025	Regular	0.00	486.60	101874
181	VERIZON WIRELESS,BELLEVUE	08/20/2025	Regular	0.00	355.39	101875
509	VESTIS GROUP	08/20/2025	Regular	0.00	114.09	101876
389	VESTIS GROUP INC	08/20/2025	Regular	0.00	134.56	101877
1137	WALTER E NELSON OF WEST WASHINGTON	08/20/2025	Regular	0.00	323.36	101878
1143	DOBBS HEAVY DUTY HOLDINGS LLC	08/21/2025	Regular	0.00	156.19	101879
307	FERRELLGAS LP	08/21/2025	Regular	0.00	1,635.22	101880
305	GILLIG LLC	08/21/2025	Regular	0.00	2,038.80	101881
178	HARLOW'S BUS SALES INC.	08/21/2025	Regular	0.00	171.18	101882
1224	KBT DISTRIBUTING LLC	08/21/2025	Regular	0.00	31,289.97	101883
751	MUNCIE RECLAMATION & SUPPLY	08/21/2025	Regular	0.00	6,497.41	101884
221	RACE STREET AUTO PARTS-NAPA	08/21/2025	Regular	0.00	557.13	101885
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	08/21/2025	Regular	0.00	170.77	101886
109	CENTURYLINK	08/26/2025	Regular	0.00	145.63	101887
999	CENTURYLINK	08/26/2025	Regular	0.00	155.43	101888
1081	CINTAS CORP NO 2	08/26/2025	Regular	0.00	95.36	101889
1066	CINTAS CORPORATION NO 3	08/26/2025	Regular	0.00	198.60	101890
031	CITY OF PORT ANGELES	08/26/2025	Regular	0.00	1,527.59	101891
960	EVERGREEN COLLISION CENTER, INC.	08/26/2025	Regular	0.00	2,247.42	101892
752	HI-TECH SECURITY, INC.	08/26/2025	Regular	0.00	130.68	101893
014	LES SCHWAB GROUP HOLDINGS LLC	08/26/2025	Regular	0.00	9,047.62	101894
874	NORTHWEST PLASTICS, INC.	08/26/2025	Regular	0.00	1,557.27	101895
1052A	OneBridge Benefits	08/26/2025	Regular	0.00	150.00	101896
564	PUD #1 OF CLALLAM COUNTY	08/26/2025	Regular	0.00	89.64	101897
1239	Security Service Northwest, Inc.	08/26/2025	Regular	0.00	2,970.00	101898
108	SOUND PUBLISHING INC.	08/26/2025	Regular	0.00	699.00	101899
223	STATE AUDITOR'S OFFICE	08/26/2025	Regular	0.00	12,519.00	101900
863	SUMMIT LAW GROUP PLLC	08/26/2025	Regular	0.00	170.00	101901
509	VESTIS GROUP	08/26/2025	Regular	0.00	117.37	101902
510	CUMMINS INC.	08/27/2025	Regular	0.00	1,028.96	101903
1143	DOBBS HEAVY DUTY HOLDINGS LLC	08/27/2025	Regular	0.00	1,472.66	101904
307	FERRELLGAS LP	08/27/2025	Regular	0.00	1,801.34	101905
305	GILLIG LLC	08/27/2025	Regular	0.00	1,180.28	101906
178	HARLOW'S BUS SALES INC.	08/27/2025	Regular	0.00	441.16	101907
751	MUNCIE RECLAMATION & SUPPLY	08/27/2025	Regular	0.00	77.23	101908
221	RACE STREET AUTO PARTS-NAPA	08/27/2025	Regular	0.00	14.05	101909
664	ROMAINE ELECTRIC CORP.	08/27/2025	Regular	0.00	470.79	101910
179	BANK OF AMERICA	08/29/2025	Regular	0.00	27.95	101911
US0506	US BANK 0506	08/29/2025	Regular	0.00	21.16	101912
US2256	US BANK 2256	08/29/2025	Regular	0.00	795.56	101913
US2500	US BANK 2500	08/29/2025	Regular	0.00	997.09	101914
US2734	US BANK 2734	08/29/2025	Regular	0.00	223.05	101915
US3520	US BANK 3520	08/29/2025	Regular	0.00	115.71	101916
US6068	US BANK 6068	08/29/2025	Regular	0.00	94.21	101917
US6276	US BANK 6276	08/29/2025	Regular	0.00	71.00	101918
US6383	US BANK 6383	08/29/2025	Regular	0.00	63.74	101919
US6466	US BANK 6466	08/29/2025	Regular	0.00	94.11	101920
US7926	US BANK 7926	08/29/2025	Regular	0.00	993.52	101921
US9494	US BANK 9494	08/29/2025	Regular	0.00	432.45	101922
US1603	USBANK 1603	08/29/2025	Regular	0.00	1,548.63	101923

Check Report

Date Range: 08/14/2025 - 09/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
US3151	USBANK 3151	08/29/2025	Regular	0.00	817.60	101924
US9673	USBANK 9673	08/29/2025	Regular	0.00	1,407.63	101925
US9737	USBANK 9737	08/29/2025	Regular	0.00	943.81	101926
504	ANGELES COMMUNICATION INC	09/02/2025	Regular	0.00	767.24	101927
1081	CINTAS CORP NO 2	09/02/2025	Regular	0.00	26.30	101928
1066	CINTAS CORPORATION NO 3	09/02/2025	Regular	0.00	198.60	101929
1089	DR PANZA LLC	09/02/2025	Regular	0.00	1,050.00	101930
960	EVERGREEN COLLISION CENTER, INC.	09/02/2025	Regular	0.00	2,787.50	101931
049	EVERGREEN COLLISION CENTERS, INC.	09/02/2025	Regular	0.00	7,209.78	101932
982	FASTENAL COMPANY	09/02/2025	Regular	0.00	170.76	101933
307	FERRELLGAS LP	09/02/2025	Regular	0.00	1,576.45	101934
435	GALLS PARENT HOLDINGS LLC	09/02/2025	Regular	0.00	390.53	101935
057	GRAINGER	09/02/2025	Regular	0.00	164.58	101936
923	MATTHEW C LASHER III	09/02/2025	Regular	0.00	157.90	101937
874	NORTHWEST PLASTICS, INC.	09/02/2025	Regular	0.00	1,419.51	101938
036	ROBERT PURCELL	09/02/2025	Regular	0.00	595.00	101939
1239	Security Service Northwest, Inc.	09/02/2025	Regular	0.00	1,485.00	101940
536	THRYV, INC	09/02/2025	Regular	0.00	35.00	101941
289	TOLAR MANUFACTURING CO	09/02/2025	Regular	0.00	58,985.00	101942
698	TRAPEZE SOFTWARE GROUP, INC.	09/02/2025	Regular	0.00	9,795.56	101943
1175	TYLER TECHNOLOGIES, INC	09/02/2025	Regular	0.00	1,219.00	101944
181	VERIZON WIRELESS,BELLEVUE	09/02/2025	Regular	0.00	1,129.30	101945
181	VERIZON WIRELESS,BELLEVUE	09/02/2025	Regular	0.00	4,291.98	101946
509	VESTIS GROUP	09/02/2025	Regular	0.00	114.09	101947
344	XEROX CORPORATION	09/02/2025	Regular	0.00	311.00	101948
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	09/05/2025	Regular	0.00	170.77	101949
885	CBS REPORTING, INC	09/09/2025	Regular	0.00	69.00	101950
1066	CINTAS CORPORATION NO 3	09/09/2025	Regular	0.00	198.60	101951
1272	Clarity Consulting Partners, LLC	09/09/2025	Regular	0.00	7,328.00	101952
982	FASTENAL COMPANY	09/09/2025	Regular	0.00	59.57	101953
1223	HORTON WEIBEL BROUGHTON & PALMER PLLC	09/09/2025	Regular	0.00	2,252.50	101954
923	MATTHEW C LASHER III	09/09/2025	Regular	0.00	315.81	101955
1052A	OneBridge Benefits	09/09/2025	Regular	0.00	150.00	101956
028	PORT ANGELES CHAMBER OF COMMERCE	09/09/2025	Regular	0.00	84.00	101957
1183	PROCOM LLC	09/09/2025	Regular	0.00	397.00	101958
1046	UNITE GPS LLC	09/09/2025	Regular	0.00	3,527.50	101959
509	VESTIS GROUP	09/09/2025	Regular	0.00	112.46	101960
562	WA DOE - DEPT OF ECOLOGY	09/09/2025	Regular	0.00	2,230.00	101961
1137	WALTER E NELSON OF WEST WASHINGTON	09/09/2025	Regular	0.00	295.25	101962
845	WAVE DIVISION HOLDINGS, LLC	09/09/2025	Regular	0.00	1,307.95	101963
746	WEST WASTE & RECYCLING, INC.	09/09/2025	Regular	0.00	120.00	101964
510	CUMMINS INC.	09/10/2025	Regular	0.00	2,389.14	101965
1143	DOBBS HEAVY DUTY HOLDINGS LLC	09/10/2025	Regular	0.00	358.50	101966
307	FERRELLGAS LP	09/10/2025	Regular	0.00	2,526.39	101967
305	GILLIG LLC	09/10/2025	Regular	0.00	2,868.43	101968
1224	KBT DISTRIBUTING LLC	09/10/2025	Regular	0.00	32,594.57	101969
1128	NFI PARTS	09/10/2025	Regular	0.00	44.69	101970
664	ROMAINE ELECTRIC CORP.	09/10/2025	Regular	0.00	470.79	101971

Check Report		Date Range: 08/14/2025 - 09/10/2025				
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
369	SEON SYSTEMS SALES, INC.	09/10/2025	Regular	0.00	447.71	101972
Total Regular:				0.00	253,288.98	

Bank Code 6078 - Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	198	109	0.00	253,288.98
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	29	6	0.00	190,204.75
EFT's	58	24	0.00	87,888.49
	285	139	0.00	531,382.22

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	198	109	0.00	253,288.98
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	29	6	0.00	190,204.75
EFT's	58	24	0.00	87,888.49
	285	139	0.00	531,382.22

Fund Summary

Fund	Name	Period	Amount
100	General Fund	8/2025	243,747.84
100	General Fund	9/2025	287,634.38
			531,382.22

BOARD MEETING MINUTES

Wednesday, August 27, 2025
Regular Meeting

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



BOARD MEMBERS PRESENT: Mike French, Clallam County; Mark Ozias, Clallam County; Kelly Burger, City of Sequim; Rachel Anderson, City of Sequim; Navarra Carr, City of Port Angeles; Kate Dexter, City of Port Angeles; and Rick Burton, ATU Local 587 Representative (non-voting)

STAFF PRESENT: Jason McNickle, Acting General Manager; Taron Lee, Acting 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 12:00 p.m., with five voting members present. **Quorum met.***

2. ROLL CALL

Jeff Gingell, City of Forks; Clint Wood, City of Forks; and Lindsey Schromen-Wawrin, City of Port Angeles, were absent.

3. PUBLIC COMMENT

None.

Kate Dexter in at 12:06 p.m., with six voting members present.

4. PRESENTATION

Employee of the 2nd Quarter of 2025 – Operations Supervisor Kim Hutcheson
Hutcheson honored and thanked for her dedicated service.

Retirement Recognition – Fixed-route Operator and Trainer Jeff Dixon
Dixon commended for his 10 years at Clallam Transit System.

5. PUBLIC HEARING – 2025-2030 Transit Development Plan

*Opened at 12:08 p.m. No comments. **Hearing closed at 12:09 p.m.***

6. 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 R12:2025** – Employee of the 2nd Quarter
- **Resolution R13:2025** – Retirement Recognition

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

7. ACTION ITEMS

A. Factsheet 2025-045: 2025-2030 Transit Development Plan – Resolution No. R14:2025

Public, local chambers, and staff comments were solicited. TDP included comprehensive operational analysis (COA) implementation with a moderate increase in fixed-route service improvements in 2026. Discussed new scheduling software, west end service expansions, and future groups to consider for soliciting feedback. Discussed Jefferson Transit Authority (JTA) collaboration after COA implementation.

FINAL ACTION: *French moved to approve by CTS Resolution No. R14:2025, the Clallam Transit System 2025-2030 Transit Development Plan, as presented. **Motion passed unanimously.***

B. Factsheet 2025-046: 2025 FTA Certifications and Assurances – Motion No. M20:2025

Executive orders delayed deadline for submission. Annual certification required to remain eligible for state and federal funding.

FINAL ACTION: *French moved to approve by CTS Motion No. M20:2025 to authorize the CTS Board Chairperson to certify the remainder of Fiscal Year 2025 Federal Transit Administration Certifications and Assurances, as presented. Motion passed unanimously.*

C. Factsheet 2025-047: Employee Recognition Policy – Motion No. M21:2025

Included changes to employee service and retiree awards based on current retention trends. Update also included rewrite to incorporate the handbook into the policy.

FINAL ACTION: *French moved to approve by CTS Motion No. M21:2025, the updated Employee Recognition Program Policy as amended by CTS Resolution No. R15:2022, as presented. Motion passed unanimously.*

D. Factsheet 2025-048: Paratransit Vehicle Procurement Authority – Motion No. M22:2025

Requested procurement of vehicles in accordance with the vehicle replacement schedule and grant funding availability. Vehicle preferences discussed.

FINAL ACTION: *French moved 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. Motion passed unanimously.*

E. Factsheet 2025-049: Electric Vehicle (EV) Charging Station Procurement – Forks – Motion No. M23:2025

Installation of two EV charging stations in Forks for CTS vehicle use only. Discussed potential addition of EVs to fleet.

FINAL ACTION: *French moved 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. Motion passed unanimously.*

F. Factsheet 2025-053: Bus & Bus Facilities Grant – Fixed-route and Paratransit Vehicle Procurement – Motion No. M24:2025

Funding delays resulted in price increases, requiring a greater local share. 40-foot and 35-foot bus usage discussed.

FINAL ACTION: *French moved 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 \$4,8000,000, including taxes and licensing, as presented. Motion passed unanimously.*

Navarra Carr out at 12:58 p.m. with five voting members present.

8. INFORMATIONAL ITEMS

A. Executive Report

- **Hurricane Ridge:** Met with Olympic National Park to review past season and address future partnership opportunities.
- **Remodel:** Basement nearing completion. Soliciting employee feedback on break and fitness room amenities.
- **Clallam County Fair:** CTS received free fair tickets for partnership. Distributed to employees.
- **Quileute Valley School District:** Contract renewed with minimal increases.
- **Consultant:** General Manager consulting contract executed to assist during transition.

- B. Factsheet 2025-050: Operations Department Report:** Overview provided. Evaluating possible Interlink service expansion. Discussed employee coverage. Hurricane Ridge low ridership may be attributed to decline in Canadian tourism. Cruise ship partnership for excursions discussed.

Rachel Anderson out at 1:14 p.m. with four voting members present.

- C. Factsheet 2025-051: Finance Department Report:** Overview provided. Audit in progress.

D. Maintenance Department Report

- **Bus Shelters:** Three smaller style shelters installation nearing completion.
- **Projects:** Staff completed many projects.
- **New vehicles:** Fixed-route and paratransit orders in progress.
- **Fuel Tanks:** Passed annual inspection. Replacement will be a major project. Consider exploring local partnerships to increase fuel capacity and aid in emergencies.

- E. Factsheet 2025-052: Administrative Services Department Report:** Overview provided. Discussed availability of board meeting recordings online.

9. BOARD OPEN DISCUSSION

- Dexter shared compliments received about the Strait Shot service.

10. MEETING ADJOURNMENT

Next board meeting, September 17, 2025, at 12:00 p.m. with in-person and remote options.

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

Board Chairperson

Hayley Grall, Deputy Clerk to the Board



Title: General Manager Recruitment Strategies Committee
Report
Submitted By: Barb Cox, Human Resources Manager
Authorized By: N/A

Factsheet: 2025-055
Date: September 17, 2025

Background

The Clallam Transit System (CTS) Board (Board) appointed an acting general manager on May 21, 2025, effective August 1, 2025, as recommended by the special committee (Committee). This enabled the Board ample time to plan and implement a comprehensive recruitment strategy.

Recommendations

The Committee met on September 4, 2025, and is unanimously making the following recommendations to the CTS Board:

The Committee recommends “casting a wide net” and engaging in an outreach (partial) external search for qualified candidates. In addition to giving the agency the opportunity to attract as many qualified candidates as possible, this strategy will also ensure that any internal candidates would have the full confidence of the organization and community by having gone through a thorough process.

Further, the Committee recommends utilizing Karras Consulting Group to partner with CTS’ human resources department to carry out the recruitment process. Karras is on the state contract (and therefore can be utilized without a full RFP process) and has experience working with several other transit agencies in the state. Additionally, Karras is willing to take on discrete aspects of this work according to our specific needs. The Committee believes it is important for CTS’s team to have direct involvement throughout the process.

The Committee recommends establishing a salary range for this position of \$160,000 to \$185,000 annually. The low end of this range will allow accommodation for a candidate who may be taking on a general manager position for the first time, while the high end of this range ensures that we remain competitive with other medium-sized transit agencies in the state.

The position description has been reviewed and it is believed to be thorough and accurate.

The recommended recruitment and applicant processing plan, if the Board approves of the above recommendations, advertising will begin on or about October 1. The recruitment period would remain open until filled with a first review of candidates on or about October 31. If there are insufficient qualified candidates, this recruitment period would continue.

Once there are sufficient qualified applicants, a special Board committee would be established to work with the CTS’ human resources team to review the applicants and move forward with a virtual interview of the top 3-5 candidates. At the conclusion of these interviews, one or more finalists would be identified and move forward to an in-person interview at CTS, to include “open house” time with CTS staff, Board and community members.

Once the finalist(s) have moved through the in-person component of the process, the Board will hold a special board meeting and in executive session evaluate and discuss the qualifications of the finalist(s). Should the Board decide to extend an offer to the top candidate, the human resources manager and/or the Board chairperson would be authorized, in open session, to make and negotiate a contingent offer to the selected candidate.

Recommended Action

Approved by CTS Motion No. M26:2025 to authorize the engagement of Karras Consulting to provide a partial external search partnering with CTS' human resources to carry out the recruitment process, establish a salary range for general manager position of \$160,000 to \$185,000 annually, approve the recommended recruitment and applicant processing plan, and approve the Special Committee Meeting Minutes from September 4, 2025, as presented.

Attachments

Recruitment and Planning Committee Minutes from September 4, 2025

Passed and adopted by the Board at a regular meeting by CTS Motion No. M26:2025 thereof this 17th day of September 2025.

Board Chairperson

Approved as to content:

Barb Cox, Human Resources Manager/Clerk to the Board



SPECIAL COMMITTEE MEETING MINUTES

Thursday September 4, 2025
Special Committee Meeting

In-person and
Virtual Meeting
445 757 4032

COMMITTEE MEMBERS PRESENT: Mark Ozias, Clallam County, Board Chairperson;
Rachel Anderson, City of Sequim; and Jeff Gingell, City of Forks

STAFF PRESENT: Barb Cox, Human Resources Manager/Clerk to the Board

GENERAL MANAGER RECRUITMENT & TRANSITION PLANNING

1. CALL TO ORDER

Ozias called the committee meeting to order at 10:07 a.m. Schromen-Wawrin was not in attendance.

1. DISCUSSION

A. Review Recruitment Strategies and Methods

- **Internal or external recruitment:** Discussed options. The Committee elected to pursue an external recruitment to broaden the results and build a strong candidate pool that would encompass internal candidates. **Consensus reached** to recommend to the Board that CTS launch an external recruitment.
- **Define methods if elect external:** Discussed recruitment strategies and the benefits of a wide executive search utilizing Karras Consulting and CTS human resources staff's hands on approach. **Consensus reached** to recommend to the Board that CTS move forward with procuring Karras Consulting's to conduct a partial recruitment in conjunction with CTS human resources staff.

B. Review Updated Salary Survey and Establish Recruitment Salary Range

Discussed salary survey results and a broad salary range to attract a strong candidate pool. **Consensus reached** to recommend to the Board to establish the annual salary range of \$160,000 to \$185,000.

C. Review General Manager Position Description

The current general manager position description was reviewed, and no revisions were recommended. **Consensus reached** to accept the CTS general manager position description as is.

D. Establish Applicant Flow and Interview Process

- **Identify ideal timelines:** Discussed a minimum time to fill position and variables. Recruitment could open October 1st and first review in 30 days with extensions to timeframes as needed. **Consensus reached** to establish an ideal timeline of a minimum of three months to fill the position.
- **Recruitment announcement to include 2-3 questions:** No discussion, informational.
- **Develop 1st and 2nd interview questions:** Discussed options. **Consensus reached** for CTS staff to draft and submit the interview questions to the committee via email for finalization.
- **Initial review of applicants:** Applicant flow discussed. **Consensus reached** for CTS staff to provide initial review of applicants and forward to committee via email to identify viable candidates to be selected for progressing to first interview.
- **Applicant interviews: 1st interview:** Discussed inviting other Board members to participate on special committee with next year's board chairperson, Gingell, participating for continuity. **Consensus reached** for 1st interview of candidates be conducted via Zoom with a special committee of the Board.
- **Selection of finalist for interview:** Discussed process. **Consensus reached** for Board special committee to make finalist selection for interviews.
- **Finalist interview:** Discussed process strategies. **Consensus reached** to conduct a reception for finalists with staff and Board, provide feedback forms, followed by a special board meeting scheduled for interviews in executive session by the Board.

- **Candidate selection:** Discussed offer process occur in an open meeting authorizing the Board Chair/HRM to make and negotiate a contingent offer to the selected candidate.

2. BOARD AUTHORIZATION

Consensus reached to seek Board authorization to execute the recruitment plan for the CTS general manager position identified by the committee to:

- Engage executive search services for a partial recruitment through Karras Consulting
- Establish a salary range of \$160,000 to \$185,000
- Initiate and conduct the identified strategies for applicant processing and interview processes
- Updates to the Board to be provided at subsequent Board meetings.

3. ADJOURNMENT

The special committee meeting adjourned at 10:38 a.m.


Mark Ozias, Board Chairperson


Barb Cox, Clerk to the Board



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

Factsheet: 2025-056
Date: September 17, 2025

Background

The Clallam Transit System Board (Board) approved the updated CTS *Employee Recognition Policy* on August 27, 2025. This policy was previously approved 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 policy update effective October 1, 2025, contained the following error.

The requested revision to the updated policy is:

- Service awards: The 20-year award was inadvertently omitted when the 15 years was added. The progression range was skewed with this omission and 15-year award has been changed to \$150 and the 20-year award replaced at \$200.

This updated revised policy update corrects this error.

Recommended Action

Move to approve by CTS Motion No. M27:2025, the revised 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. M27:2025 thereof this 17th day of September 2025.

Board Chairperson

Approved as to Content:

Jason McNickle, Acting General Manager

Attest:

Barb Cox, Clerk to the Board



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~~ \$150
- 20 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
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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.

Tokens may include but are not limited to:

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



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

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 - Have 20 years of continuous employment with CTS.
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The awards will be processed through the regular payroll process on the payroll date after the awards are announced at the annual awards banquet.

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Tokens may include but are not limited to:

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



Title: Capital Assets Policy

Submitted By: Cherie Huxtable, Finance Manager

Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2025-060

Date: September 17, 2025

Background

Clallam Transit System (CTS) established an updated capital assets policy on May 15, 2019, by resolution R11:2019.

Since CTS retains most of its net position in capital assets, periodic review of the thresholds and other capitalization standards is best practice. With rising inflation and changes to guidance for certain types of assets from the Governmental Accounting Standards Board (GASB), the policy has been reviewed and updated to ensure compliance.

Using guidance from the Government Finance Officers Association (GFOA), the Washington State Auditor's Office (SAO), the Municipal Research and Service Center of Washington (MRSC), and other transit agency's policies as reference, several updates to the CTS policy have been made. CTS legal counsel has also reviewed the proposed policy update.

Discussion

Since this was a major revision, there is no redline version available. Instead, a copy of the current policy and proposed revised policy has been provided for your review.

Major changes to the policy include:

- Adding definitions and thresholds for the asset categories Leases and Subscription Based Information Technology Agreements.
- Increasing the capitalization threshold for equipment, shelters, and vehicle type assets to \$10,000 from \$5,000.
- Increasing the threshold for small and attractive assets to \$500 from \$300.
- Added asset categories and useful life guidelines.
- Added language to specify how to determine the full value of an asset to be capitalized.
- Extended language for the depreciation process.
- Extended language for the disposal process to include applicable Revised Code of Washington (RCW) laws.
- Increased disposal authority for the general manager to \$10,000 from \$5,000.
- Updated the physical verification process.

Recommended Action

Move to approve by CTS Motion No. M28:2025, the updated Capital Assets Policy, as amended by CTS Resolution No. R11:2019, as presented.

Attachments

CTS Capital Assets Policy dated May 16, 2019

Proposed CTS Capital Assets Policy

Passed and adopted by the Board at a regular meeting by CTS Motion No. M28:2025 thereof this 17th day of September 2025.


Board Chairperson

Approved as to Content:

Jason McNickle, Acting General Manager

Attest:

Barb Cox, Clerk to the Board

 <div style="text-align: center;"> Clallam Transit System 830 W. Lauridsen Blvd. Port Angeles, WA 98363 www.clallamtransit.com </div> <div style="text-align: right;"> (360) 452-1315 1-800-858-3747 WA FAX (360) 452-1316 Passenger Assistance: (360) 452-4511 </div>	
Policy Title: <div style="text-align: center;">CAPITAL ASSETS</div>	Policy No.: 20-450
Review Responsibility: Donyele Mason, Finance Manager	Approved By: Kevin E. Gallacci, General Manager <i>[Signature]</i>
Authorized By: Clallam Transit System Resolution No. R11:2019, which supersedes all prior resolutions.	Effective Date: 05/16/2019

1. PURPOSE

The purpose of this policy is for Clallam Transit System (CTS) to establish definitions and controls around managing capital assets and small and attractive assets.

2. POLICY

- A. Managers are responsible for the system of internal controls regarding the purchasing, coding, tracking, monitoring, and disposing of capital assets, as well as small and attractive assets.
- B. The straight-line method of depreciation will be used for all depreciable assets.
- C. **Additions.** The CTS Finance Manager approves the capitalization of assets. Replacement of components and repairs to existing assets will be treated as repairs and not as additions or partial disposals of the underlying capital asset. Additive improvements to an existing asset will be capitalized as a separate asset.
- D. **Disposals.** CTS will declare and dispose of surplus real and personal property in a competitive manner to ensure a fair process and to gain the greatest recovery value. All sales and transfers will be reported to the CTS Board, except for the following types of disposals:
 - 2.D.1 Personal property traded-in upon the purchase of a like item.
 - 2.D.2 CTS General Manager sale approval at full original cost recovery (including taxes and freight).
 - 2.D.3 Scrapped vehicle parts or components or supplies.

3. DEFINITIONS

- A. **Additive improvement:** An improvement with a useful life greater than one year and costing more than \$5,000 for vehicles, equipment and shelter type assets and more than \$50,000 for facility and grounds type assets.
- B. **Capital asset:** An item with a useful life greater than one year and costing more than \$5,000 for equipment, shelters and vehicle type assets and costing more than \$50,000 for building, grounds, and facility type assets.
- C. **Personal property:** Any property which is moveable such as equipment and vehicles.

D. *Real property*: Fixed property such as land and buildings.

E. *Small and attractive assets*: An item with a useful life greater than one year, costing more than \$300, but less than the threshold for capital assets and which, by its nature, may be at high risk of misappropriation for personal use. Examples of these items include, but are not limited to cameras, laptops, projectors, computers, monitors, printers, and tools.

F. *Supplies*: Items purchased which are expected to be consumed in the normal course of business within a year.

4. ASSET DISPOSAL

- A. Managers are delegated authority to dispose of vehicle parts, components and other supplies, which are deemed excess to the future needs of CTS in a manner he/she determines to be in the best interest of CTS.
- B. The general manager is delegated authority to dispose of personal property having a value of \$5,000 or less and all vehicles regardless of value, which are deemed excess to the future needs of CTS in a manner he/she determines to be in the best interest of CTS.
- C. The CTS Board, by resolution, will declare personal property (excluding vehicles) in excess of \$5,000 and all real property as surplus in a public hearing. The general manager will recommend to the board the method of disposal which will gain the largest public participation and realize the best sales price to CTS.
- D. For disposals of all real property, a current appraisal signed by an appraiser licensed in Washington State will be provided to the board during executive session in accordance with RCW 42.30.110 (c).

5. ETHICS

CTS employees will be eligible to purchase surplus property at a public auction or through another competitive process open to the public, so as not to give the appearance of favoritism or conflict of interest. The CTS Employee Handbook provides further guidance.

6. PHYSICAL VERIFICATION


- A. Beginning in 2019, and every other calendar year thereafter, the finance manager will distribute the current list of small and attractive assets assigned to each manager. The managers' designees will physically verify the asset is still on hand or note which items on the list cannot be located. Managers will review, verify, and approve the changes to the physical inventory list.
- B. A list of all missing items will be provided to the general manager for his/her review. The general manager will sign and forward the approved list of missing items to the finance manager to update the asset management system.
- C. Each year, the list of all bus shelters will be reviewed, physically verified and the list revised as part of the annual Transportation Development Plan update.

7. ADMINISTRATIVE AND REGULATORY CHANGES

- A.** To facilitate the regular business routine of the CTS, the CTS Board authorizes and designates the CTS General Manager to approve and implement subsequent changes to the policy that may be required to be in compliance with federal and state regulatory changes or clarifications. The board will be notified of all policy changes.
- B.** All other changes to this policy will require approval by the CTS Board.

8. REFERENCES

- A.** CTS Surplus Disposal Form
- B.** CTS Procurement Policy, 20-001
- C.** CTS Employee Handbook
- D.** State Auditor's Office Gifts of Public Funds Criteria

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> 830 West Lauridsen Boulevard Port Angeles, Washington 98363 </div> <div style="text-align: center;">  </div> <div style="text-align: center;"> www.clallamtransit.com 360-452-4511 </div> </div>	
Policy Title: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">CAPTIAL ASSETS POLICY</div>	Policy No.: 20-450
Review Responsibility: Cherie Huxtable, Finance Manager	Approved By: Jason McNickle, Acting General Manager
Authorized By: Clallam Transit System Resolution No. R11:2019, which supersedes all prior resolutions	Effective Date: 09/17/2025

1. PURPOSE

To establish definitions and controls for Clallam Transit System (CTS) around the accounting, safeguarding, tracking, and management of capital assets and small and attractive assets in accordance with Generally Accepted Accounting Principles (GAAP), the requirements of the Governmental Accounting Standards Board (GASB), the Federal Transit Administration (FTA), and applicable Revised Code of Washington (RCW) laws.

2. SCOPE

This policy applies to all employees involved in the acquisition, management, and disposal of capital assets and small and attractive assets. The CTS finance manager will determine the proper classification and capitalization of assets.

3. THRESHOLD

- A. Capital assets must have a useful life of more than one year and an acquisition cost of \$10,000¹ or more for equipment, shelters, and vehicle type assets.
- B. Building, grounds, and facility type assets will have an acquisition cost of \$50,000 or more.
- C. Land will be capitalized regardless of cost.
- D. An additive improvement to an existing asset must be permanently attached to or an integral part of the assets functionality and extend the life by more than one year. Additive improvements will be capitalized as a separate asset if the acquisition cost meets the thresholds for the asset type in sections 3.A through 3.C.
 - 3.D.1 Additive improvements create additional value in the asset. Added value is achieved by either lengthening the asset's estimated useful life by more than one year or increases that asset's ability to provide greater service (such as better efficiency or effectiveness).
 - 3.D.2 Routine repairs and maintenance retain the value of the asset and do not extend the life. These repairs are expensed and not capitalized, regardless of cost.
- E. Small and attractive assets are items with a useful life greater than one year, cost more than \$500 but less than \$10,000, and are at a high risk of misappropriation for personal use or theft. Examples include but are not limited to tools, laptops, computers, or power equipment.
- F. Leases or contracts that fall under the qualifications of GASB 87 and Subscription Based Information Technology Agreements (SBITA) under the qualifications of GASB 96 will have a contract cost of \$50,000 or more.
- G. Individual items below the dollar threshold but are purchased in a significant quantity for capital projects may be capitalized in aggregate if the value of the purchase exceeds the capitalization threshold. This will be determined on a case-by-case basis by the finance manager.

¹ Assets purchased prior to September 17, 2025, were capitalized at an acquisition cost of \$5,000. Those assets will continue to be reported as capital assets on CTS's financial statements until disposal.

- H. Donated items will be recorded as a capital asset if the fair market value (FMV) of the item exceeds \$10,000 at the time of acquisition.
- I. Maintenance or repairs to an existing asset will be expensed in the period the cost was incurred.
- J. Work-in-process assets are those CTS has possession of but are not yet ready for use. These assets are not capitalized until they are officially placed into service and ready for their intended use.

4. CATEGORIES

When an asset is capitalized, it will be assigned one of the following classes:

<u>Class</u>	<u>Description</u>
105	Land
110	Buildings
120	Shelters
140	Vehicles
170	Computers, Cameras, & IT Equipment
175	Furniture, Fixtures, & Non-IT Equipment
180	Leases
185	SBITA
200	Small and Attractive

5. ACQUISITION

- A. All capital asset and non-capital asset purchases must follow CTS Procurement Policy 20-001.
- B. Capital asset purchases must be on the Board approved Capital Project List or receive Board approval before purchasing.
- C. Finance will assign the appropriate project account numbers for tracking and accounting to identify all costs associated with the asset.
- D. Valuation of capital assets will be recorded for all costs incurred directly relating to making the asset ready for use. These costs include but are not limited to taxes, shipping, registration fees, installation, logo applications, and planning.
 - 5.D.1 All invoices and supporting documentation that pertains to the asset valuation will be retained by finance in accordance with applicable government retention schedules and according to CTS Records Management Policy 30-250.

6. ASSET IDENTIFICATION

All capital assets, small and attractive assets, and items or equipment purchased with grant funding will be assigned an asset tag to be attached for easy asset identification. When attaching a physical tag is not practical, the asset will be identified by some other reference, such as a serial number or inscription.

7. DEPRECIATION

- A. Assets that are capitalized will be depreciated using the straight-line method over the asset's estimated useful life, beginning when the asset is placed into service. An asset is considered "placed into service" when it is in the location and condition necessary for it to be capable of its intended use.
 - 7.A.1 Useful life for rolling stock is in accordance with the FTA circulars, regardless of the funding used to procure the vehicle.
 - 7.A.2 The custodian or purchaser of the asset will assist finance in determining the useful life of an asset based on historical experience with similar types of assets, condition of the asset at time of acquisition, expected use and maintenance, manufacturer recommendations, and/or any legal, regulatory, or contractual provisions.
 - 7.A.3 The general estimates for useful life used for depreciation purposes are as follows:

Land	Not Depreciated
Buildings	10 to 40 years
Shelters	5 to 15 years
Vehicles	4 to 12 years
Computers, Cameras, & IT Equipment	3 to 10 years
Furniture, Fixtures, & Non-IT Equipment	3 to 15 years
Intangible Assets	3 to 10 years

- B. Depreciation expense is calculated at least annually and is based on months of life used since the previous calculation.
- C. Work-in-process is not depreciated until the asset is complete and put into service.

8. CUSTODY

- A. All employees are expected to safeguard CTS assets from loss and misuse to the best of their ability.
- B. Department managers are the assigned custodian for assets that are assigned to their department.
 - 8.B.1 Custodians are expected to track and maintain the assets assigned to their department.
 - 8.B.2 Custodians will communicate to finance any new acquisitions, impairments, or disposals of assets within their custody using the appropriate forms, if applicable.
- C. Finance will maintain the master list of assets which identifies the custodial department for each asset.

9. DISPOSAL

- A. Assets deemed no longer needed or obsolete can be disposed of via public surplus, donation, scrap, or sale to another government agency.
 - 9.A.1 Requests for disposal approval will be made by the assets assigned custodian on the CTS Disposal Form and signed by the proper authority in accordance with Section 9.B through 9.C.
 - 9.A.2 Approved forms will be returned to finance after disposition is completed to update the asset records.
- B. Custodians are delegated authority to dispose of vehicle parts, components, and other supplies, which are deemed excess to the future needs of CTS in a manner they determine to be in the best interest of CTS.
- C. The general manager is delegated authority to dispose of capital assets having a book value of \$10,000 or less and all vehicles, regardless of value, which are deemed excess to the future needs of CTS.
 - 9.C.1 Assets purchased with grant monies have certain requirements to be deemed as excess or no longer useful. The general manager will refer to the grant contract and/or applicable guidebooks before deeming property as disposal to ensure all the requirements have been met.
- D. Board approval is required before the disposal of personal property (excluding vehicles) having a book value in excess of \$10,000.
- E. All real property, defined as fixed property, such as land and buildings, will have an appraisal completed and signed by an appraiser licensed in the State of Washington within the last 90 days before determining mode of disposal. The report will be provided to the Board during an executive session in accordance with RCW 42.30.110(c).
- F. All personal and real property with an estimated value of more than \$50,000 must undergo a public hearing process before being declared surplus in accordance with procedures outlined in RCW 39.33.020.

10. PHYSICAL VERIFICATION

- A. Capital assets and small and attractive assets will be physically verified every two years.
- B. **Roles and Responsibilities**
 - 10.B.1 Finance will initiate the physical verification process by providing lists of the assets assigned to each custodian. The custodian will assign a designee to complete the verification.
 - 10.B.2 The Custodian is responsible for the overall management and accountability of assets within their

department. They ensure the accuracy of the asset register.

- 10.B.3** A qualified employee assigned by the Custodian to assist with the physical verification process. The designee is responsible for locating and verifying all assets assigned to the department.

C. Verification Process

- 10.C.1** The Custodian, or their assigned designee, will physically verify the existence of all assigned assets, look for evidence of misuse, and ensure the asset is still properly tagged. They will document any incorrect descriptions or serial numbers, any changes in location, need for repairs, or if the asset is rendered useless or missing on the listing provided by finance.
- 10.C.2** The Custodian will review and verify the forms accuracy before submitting to finance.
- 10.C.3** Any missing items will be evaluated by finance for fraud or suspected losses that are reportable to the Washington State Auditor's Office (SAO) in compliance with CTS policy 30-150 Losses of Public Resource and Illegal Activities.
- 10.C.4** Following this evaluation, the general manager will review and may approve the removal of the asset from the asset management system if they deem removal appropriate.

11. ADMINISTRATIVE AND REGULATORY 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 this policy when required to be compliant with federal and state regulatory changes or clarifications. The Board will be notified of all policy changes as soon as reasonably possibly.

12. REFERENCES

- A.** CTS Disposal Form
- B.** CTS Procurement Policy, 20-001
- C.** CTS Losses of Public Resource and Illegal Activities Policy, 30-150
- D.** CTS Records Management Policy. 30-250
- E.** RCW 42.30.110 Executive Sessions
- F.** RCW 39.33.020 Disposal of surplus property – Hearing – Notice
- G.** Accounting for Capital Assets, 2nd edition; Government Finance Officers Association



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

Factsheet: 2025-057
Date: September 17, 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 August 2025, fixed-route ridership decreased by 6.05% compared to August 2024. CTS recorded 69,911 passenger trips, which is a decrease of 4,501 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 August 2025, the average trip quality ratings were 4.92 in Forks and 4.99 in Sequim. Monthly ridership increased by 50.84% in Forks and 2.89% in Sequim compared to August 2024.

Paratransit: Paratransit ridership decreased by 5.18% in August 2025 compared to the same month in 2024. Key performance metrics are summarized in the table below:

Measure	August 2025	August 2024	YTD 2025	YTD 2024	
Boardings	4,048	4,269	32,607	31,864	
On-Time Performance	96.63%	95.72%	96.08%	94.63%	<i>Higher is better</i>
No-Shows	6.47%	95.72%	6.43%	6.62%	<i>Lower is better</i>
Same-Day Cancellations	5.04%	4.99%	5.53%	4.35%	<i>Lower is better</i>
Newly Approved Applicants	90	91	667	577	

Vehicle Accidents and Incidents: One reportable accident occurred in August 2025 in which the Strait Shot bus was sideswiped by an oncoming van on highway 101, east of the 7 Cedars casino.

Exclusions: No individuals were excluded in August 2025.

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

Month	Unique Users	Passes/Tickets	Gross Sales
August 2025	513	1,117	\$7,091
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

August 2025 Sales by Fare Type			
Type of Fare	Fare	Passengers	Revenue
Regular Strait Shot Fare	\$10.00	615	\$6,150.00
Reduced Strait Shot Fare	\$5.00	112	\$560.00
Regular Hurricane Ridge Fare	\$1.00	372	\$372.00
Reduced Hurricane Ridge Fare	\$0.50	18	\$9.00
Totals		911	\$7,091.00

Operations Update: Major route and service changes media campaign for public feedback has been launched and public workshops dates are scheduled at our transit centers. The information can be found on our website at <https://www.clallamtransit.com/servicechanges>

The new bid for fixed-route was successfully implemented and we are now able to use the operational module of Remix.

Ridership for August 2025 decreased by 11.99% compared to August 2024. The 2025 Hurricane Ridge season is now complete, with a total ridership of 7,918, representing 95% of last year's total.

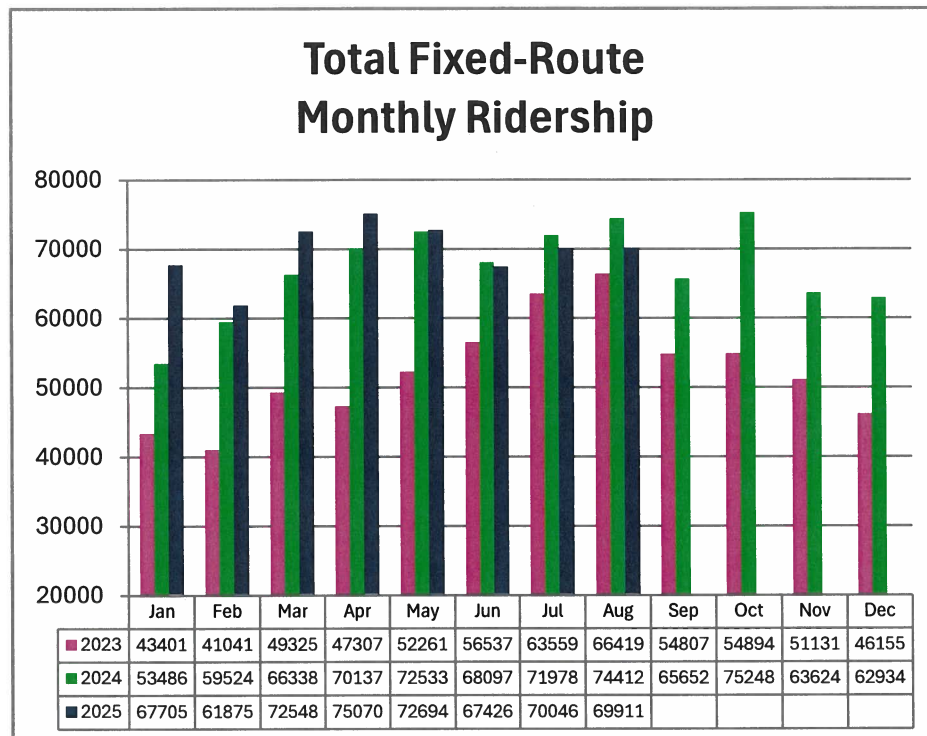
Recommended Action

None.

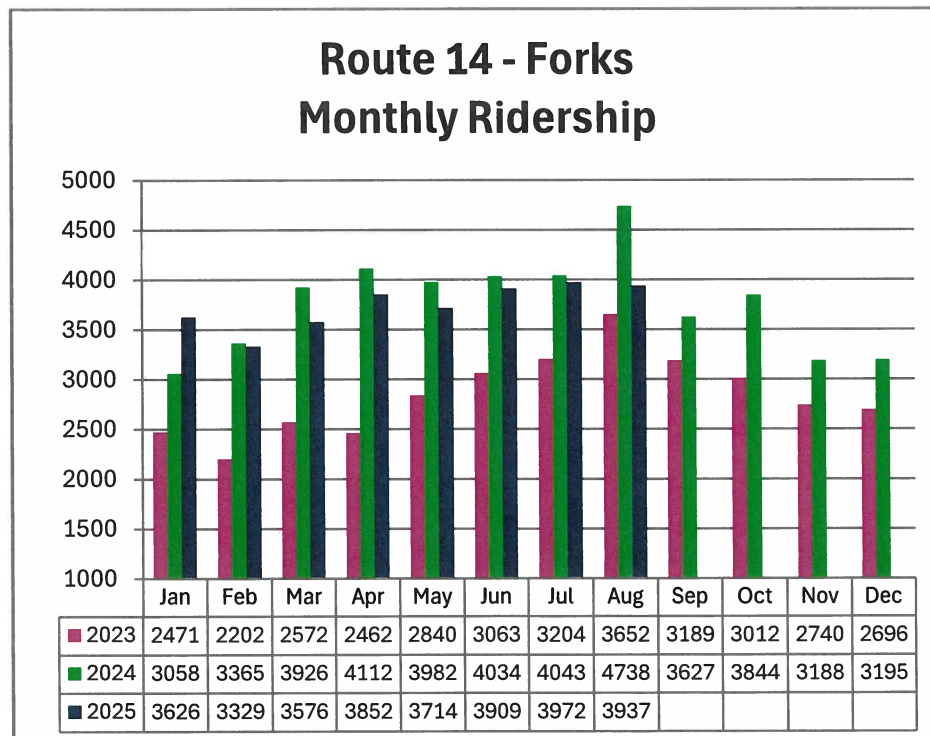
Attachments

CTS Fixed-Route Ridership Statistics
Route Efficiency Report

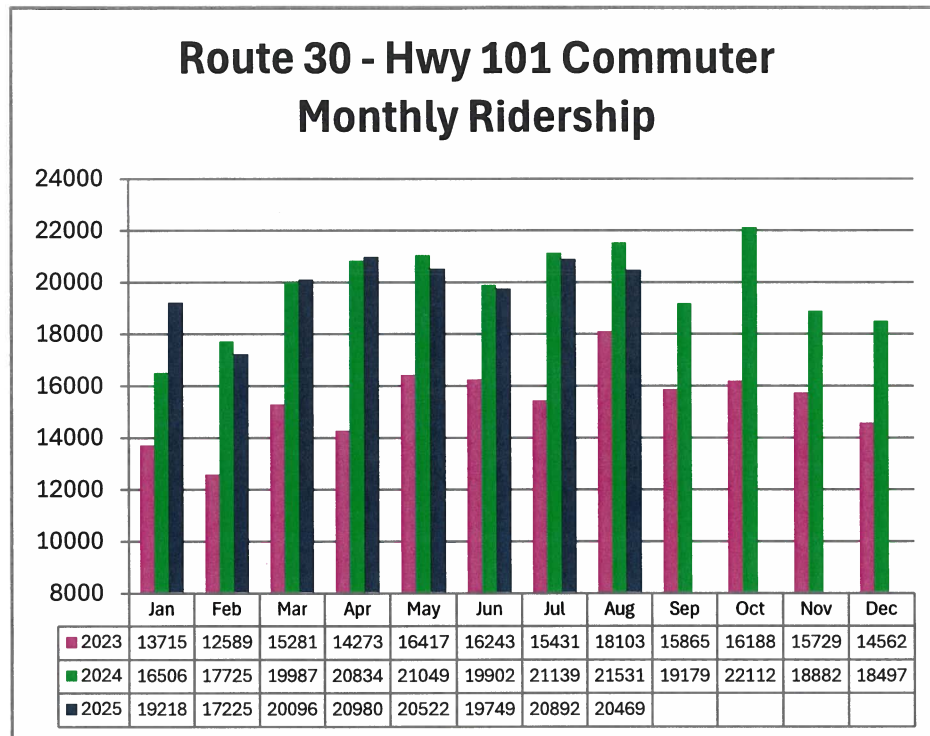
CTS Fixed-Route Ridership Statistics August 2025
Total Fixed-Route Monthly Ridership



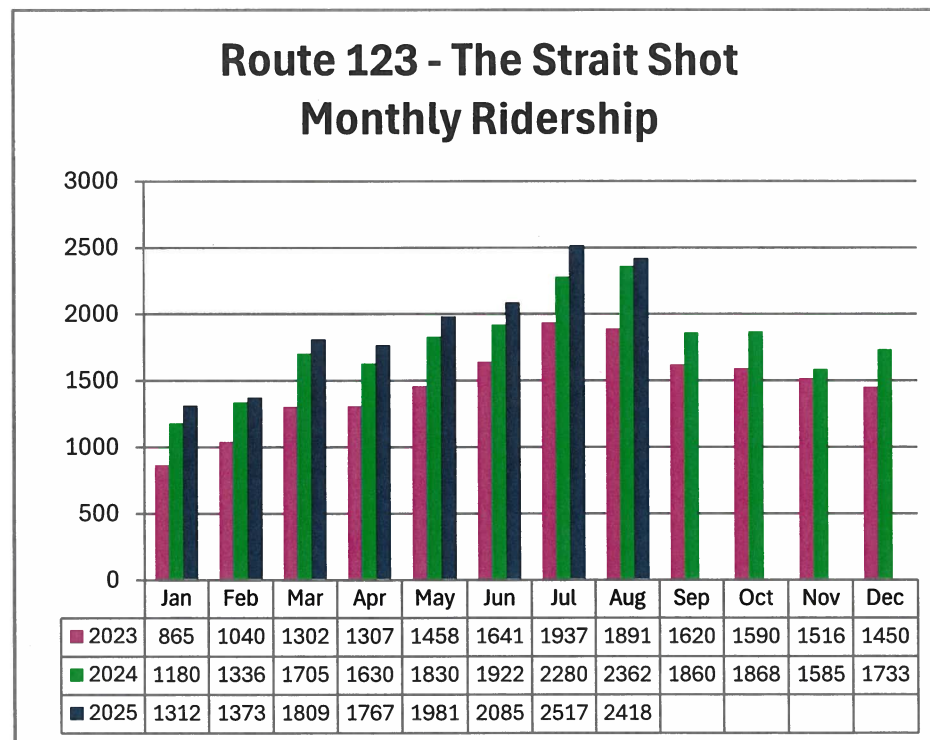
InterCity Routes (14, 30, 123)



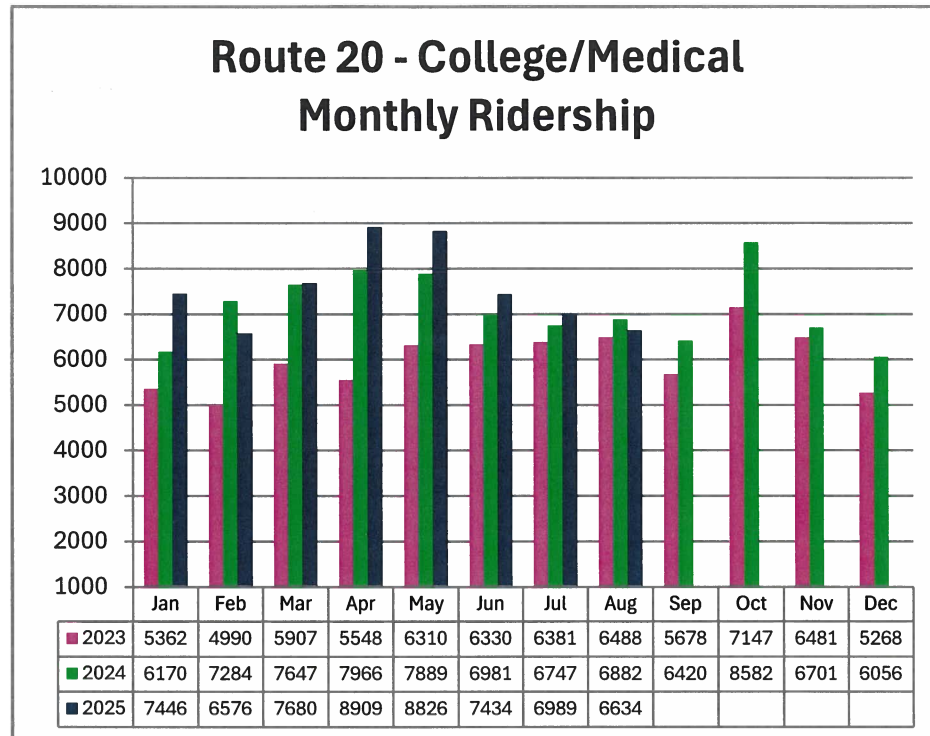
InterCity Routes (14, 30, 123)



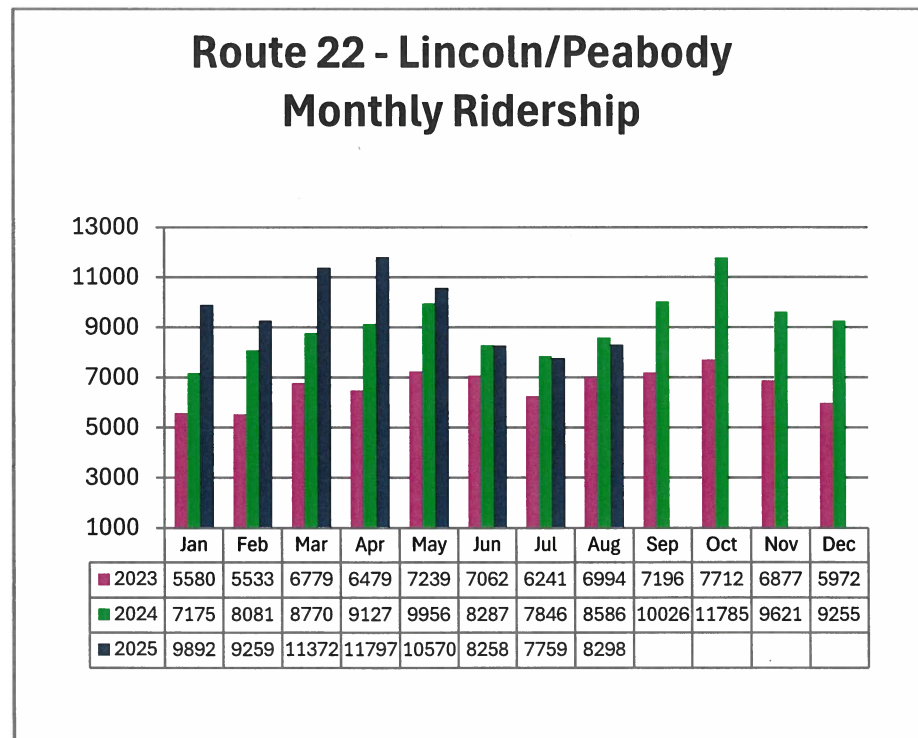
InterCity Routes (14, 30, 123)



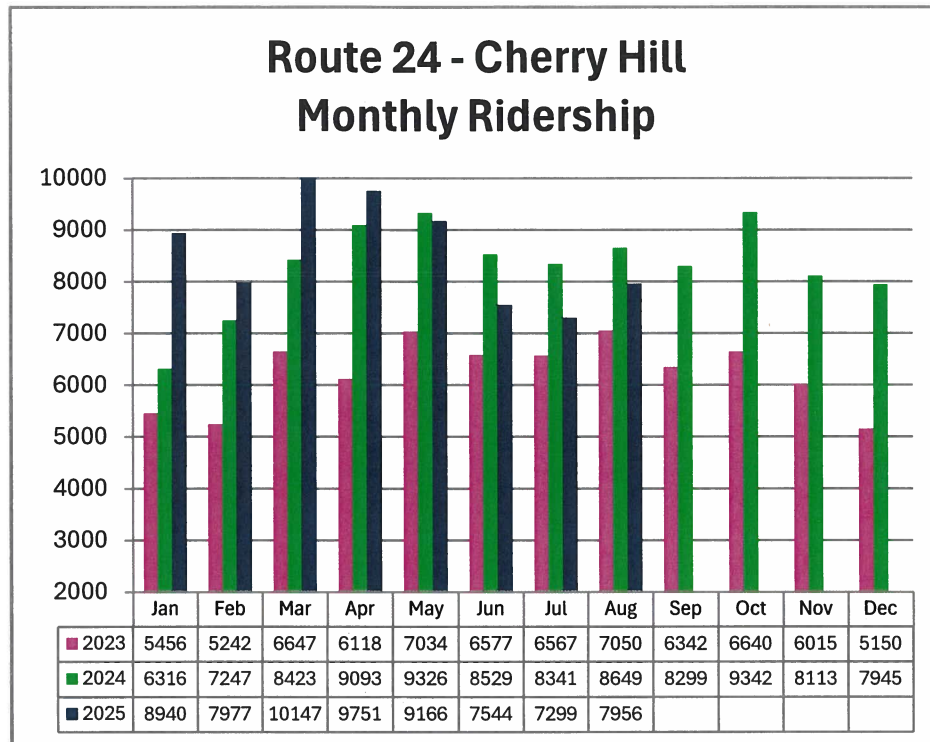
Urban Routes (20, 22, 24, 26)



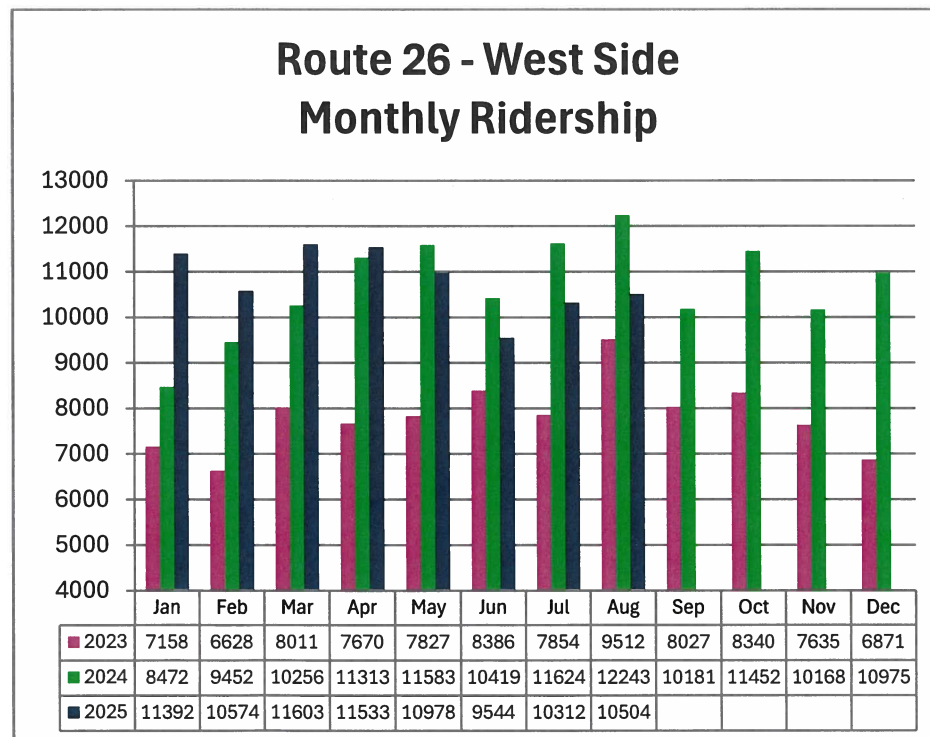
Urban Routes (20, 22, 24, 26)



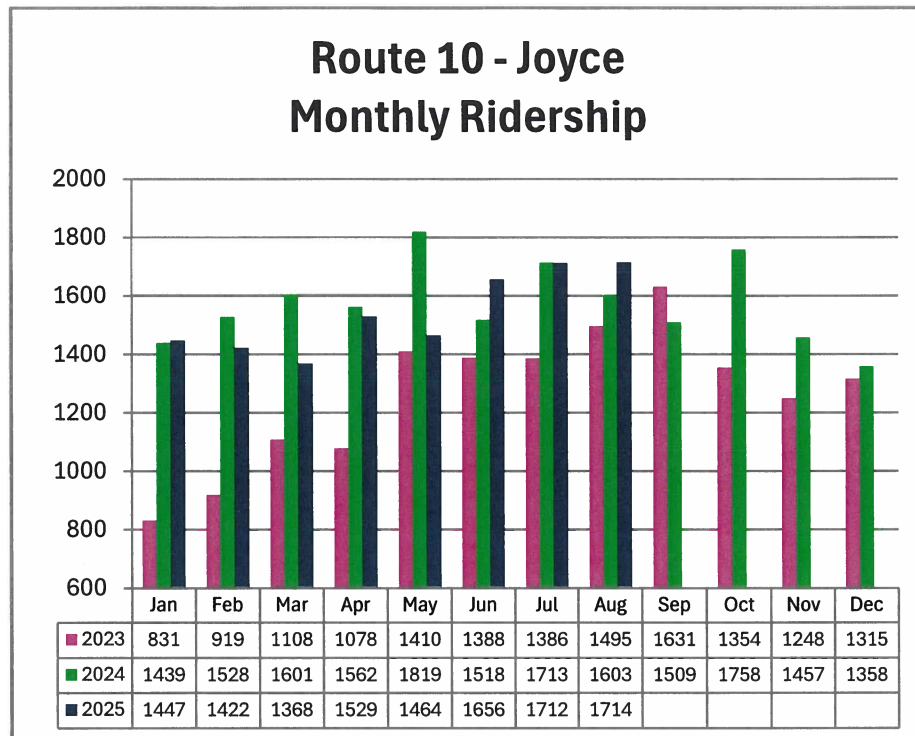
Urban Routes (20, 22, 24, 26)



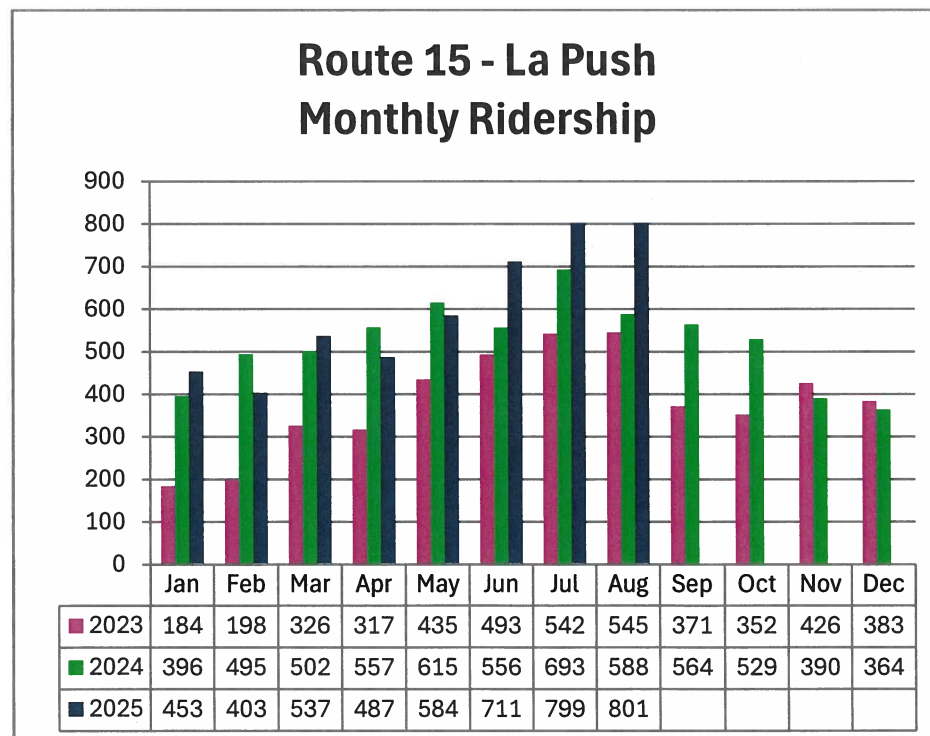
Urban Routes (20, 22, 24, 26)



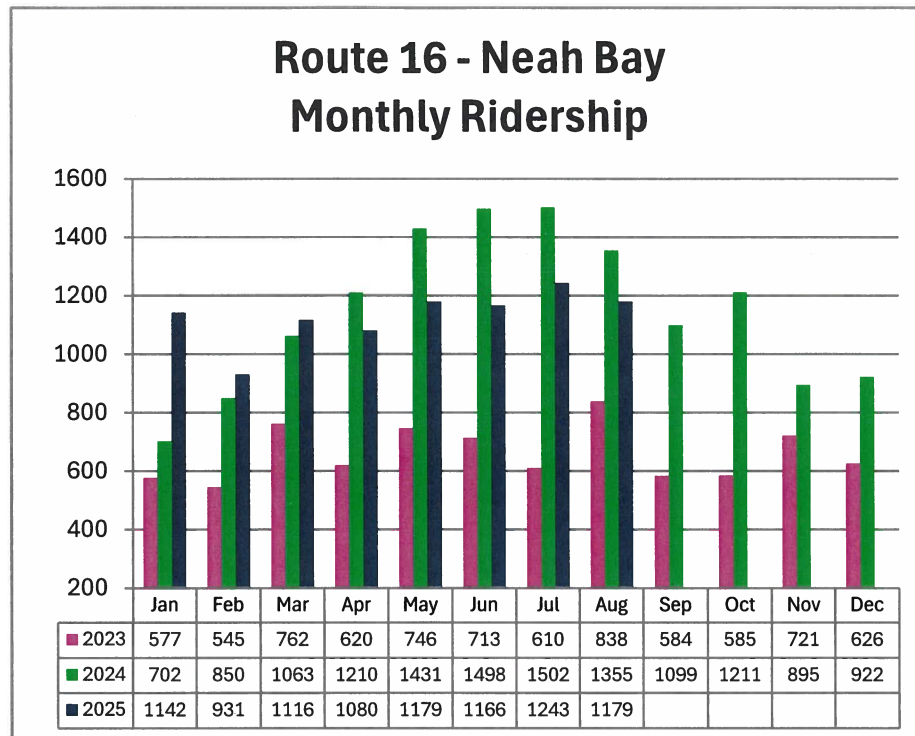
Rural Routes (10, 15, 16, 50, 52)



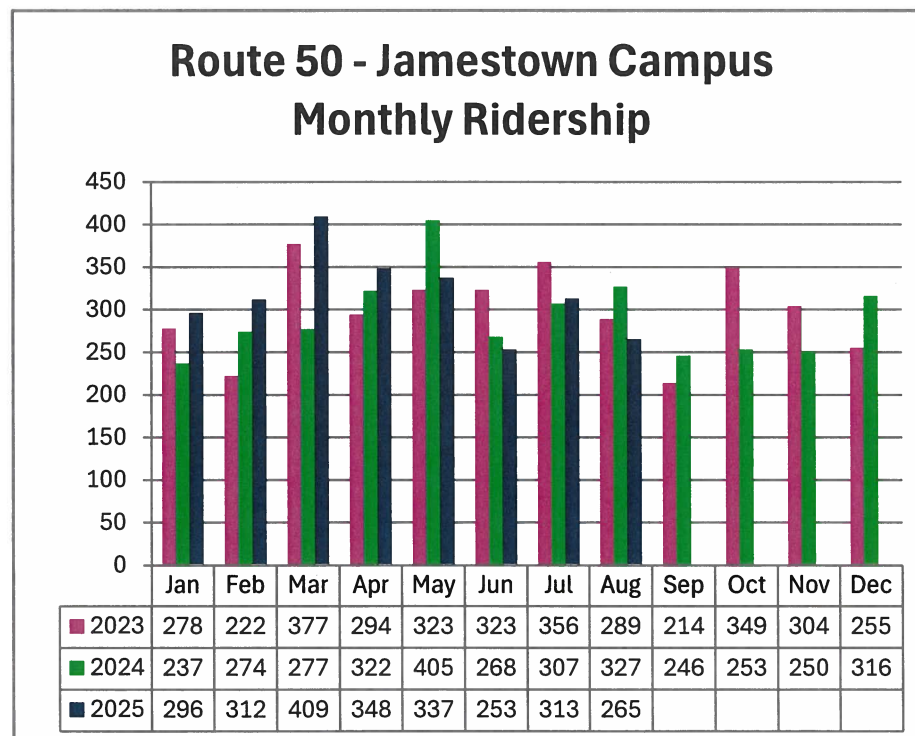
Rural Routes (10, 15, 16, 50, 52)



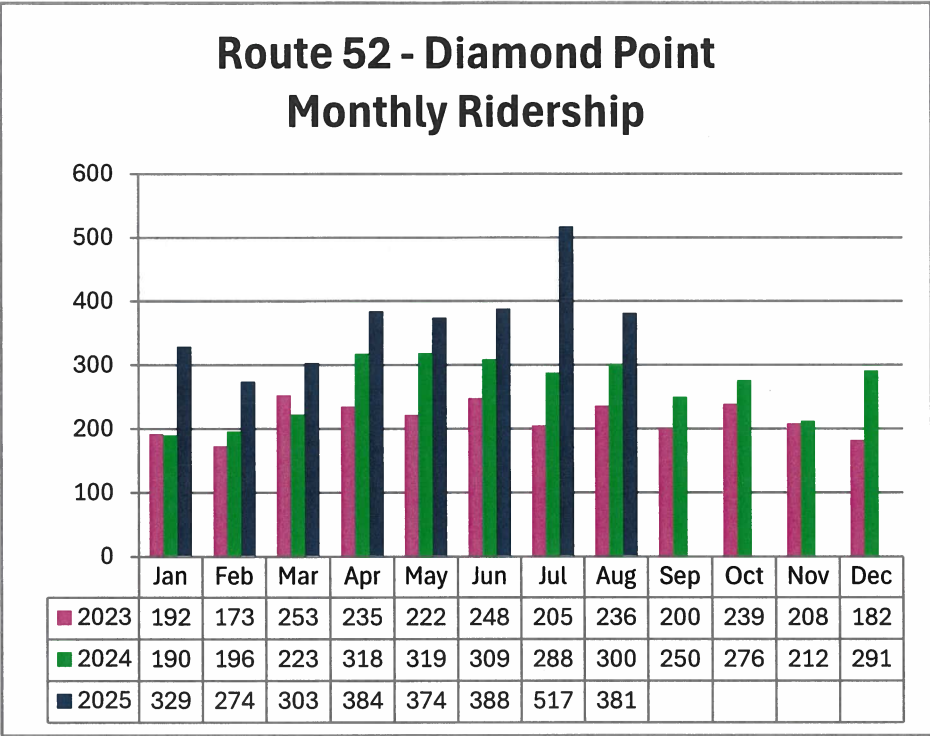
Rural Routes (10, 15, 16, 50, 52)



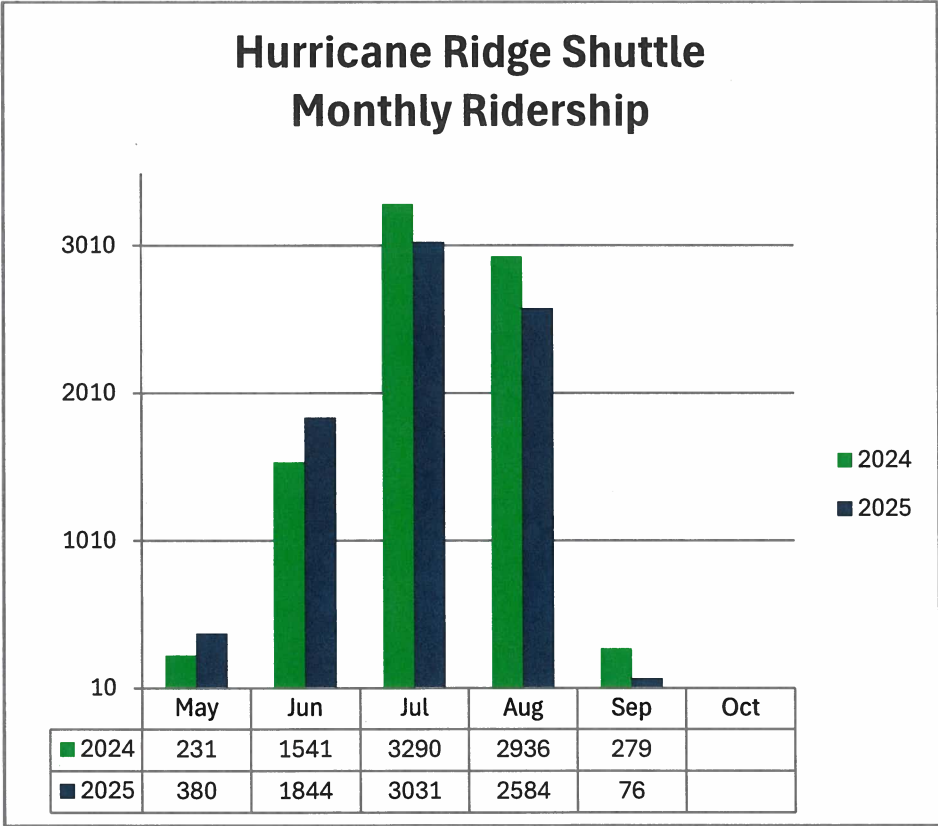
Rural Routes (10, 15, 16, 50, 52)



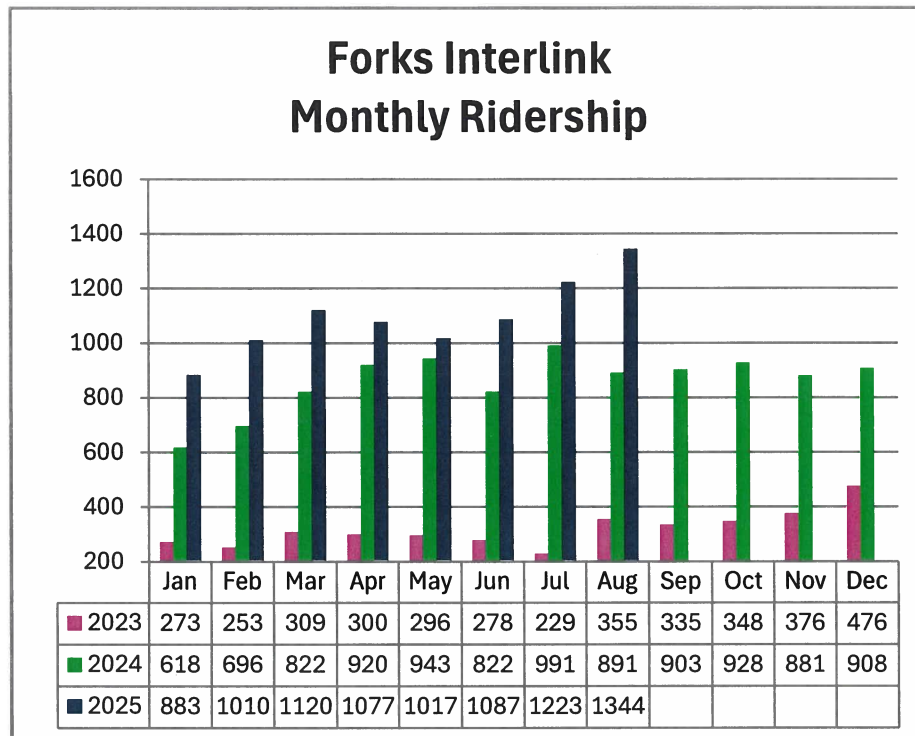
Rural Routes (10, 15, 16, 50, 52)



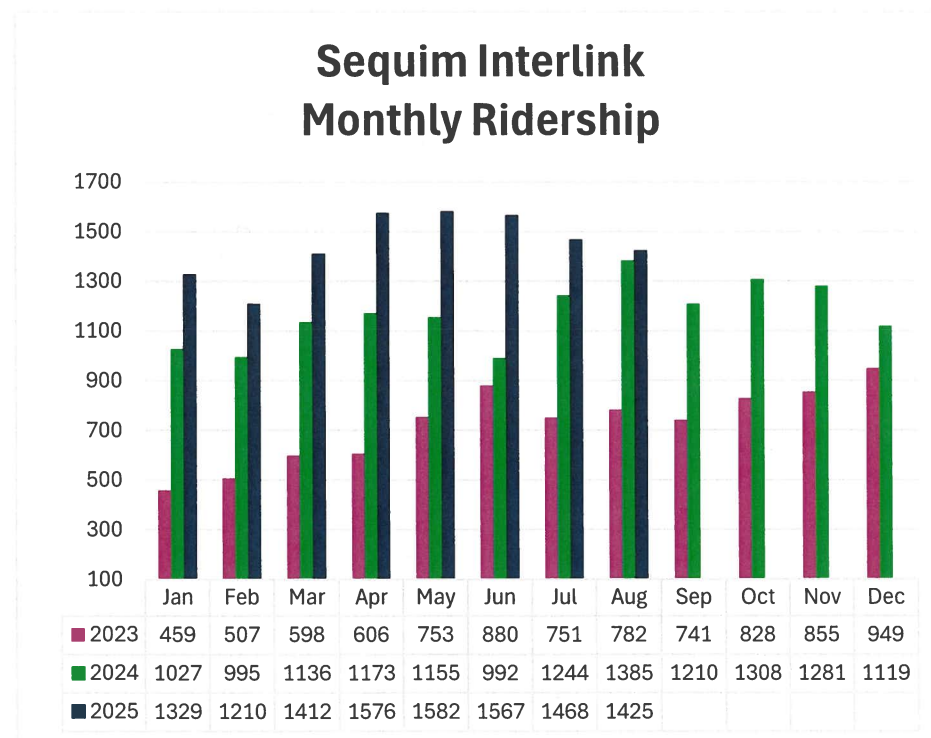
Hurricane Ridge

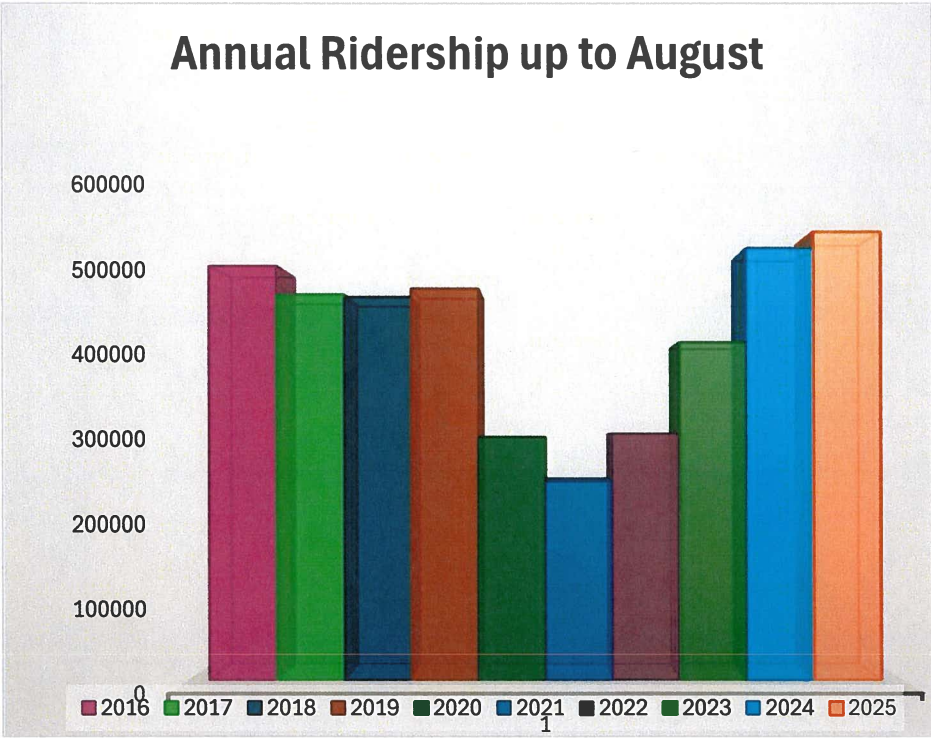
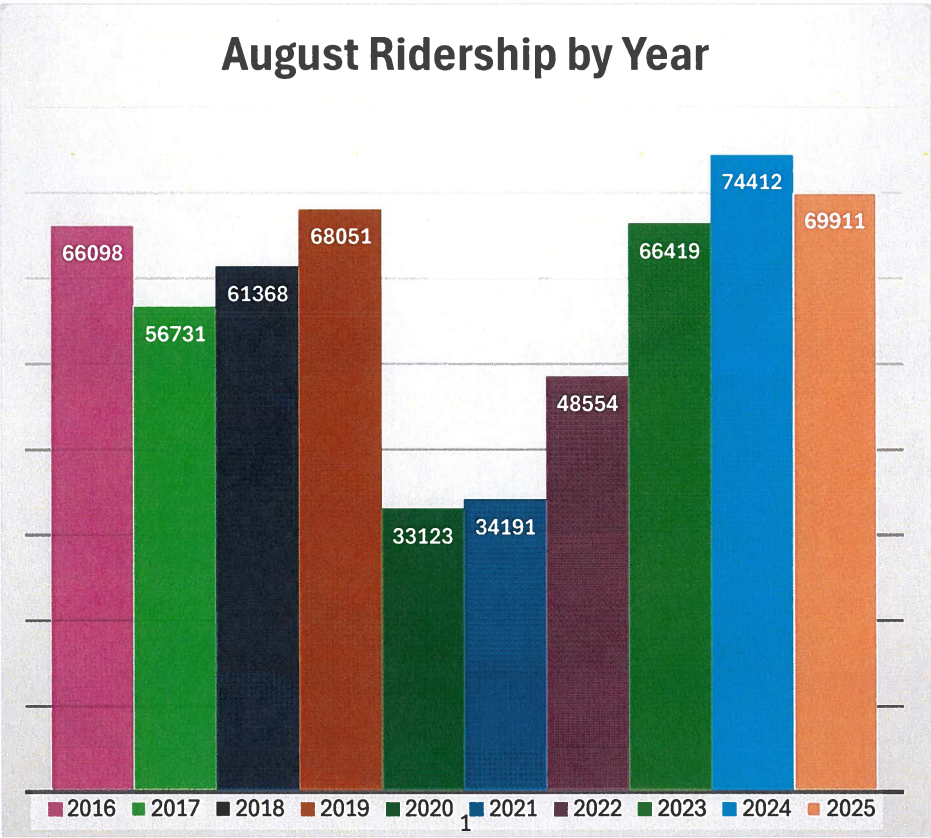


Interlink services (Sequim and Forks)



Interlink services (Sequim and Forks)





August 2025 CTS Route Efficiency Report

Efficiency Ranking	Route	Boardings	Rev Hours	Avg. Passengers per hour per route
1	26 – West Side	10,504	337.44	31.128
2	22 – Lincoln/Peabody	8,298	283.51	29.269
3	24 – Cherry Hill	7,956	325.55	24.439
4	30 – Commuter	20,469	1,005.37	20.360
5	20 – College/Medical	6,634	348.45	19.039
6	15 – La Push	801	85.59	9.359
7	10 – Joyce	1,714	199.88	8.575
8	14 – Forks	3,937	648.51	6.071
9	Forks Interlink	1,344	226.15	5.943
10	123 – The Strait Shot	2,418	408.32	5.922
11	50 – Jamestown	265	47.04	5.634
12	52 – Diamond Point	381	71.82	5.305
13	Sequim Interlink	1,425	304.25	4.684
14	16 – Neah Bay	1,179	295.11	3.995
15	ONP	2,584	558.00	0.136
		69,909	5,144.99	13.58778151



Title: August 2025 Financial Report

Submitted By: Cherie Huxtable, Finance Manager

Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2025-058

Date: September 17, 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 August 31, 2025, was \$32,557,453. Of those funds, \$25.4 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 August was \$1,242,096. This was 5.46% over budget for the month. Sales tax receipts are two months behind actual state collections. Engrossed Substitute Senate Bill (ESSB) 5814 changed the taxability on several services that were previously non-taxable. Beginning October 1, 2025, businesses will be required to begin collecting sales tax. The effects of that bill should be seen starting with the December 31st remittance from the State.

Other Operating Revenue: Other operating revenue includes \$111 thousand in interest revenue. Interest rates from the Local Government Investment Pool (LGIP) dropped from 4.39% to 4.38%.

Audit: There has been a change to the Washington State Auditor team assigned to the CTS audit. The staff at their office have assured me that we will still meet the September 30th certification deadline.

RECOMMENDED ACTION

None.

ATTACHMENTS

Monthly Board Report

Sales Tax Chart

Salary, Wages, and Benefits Chart

Revenue and Expenses Chart

SMA Net Position



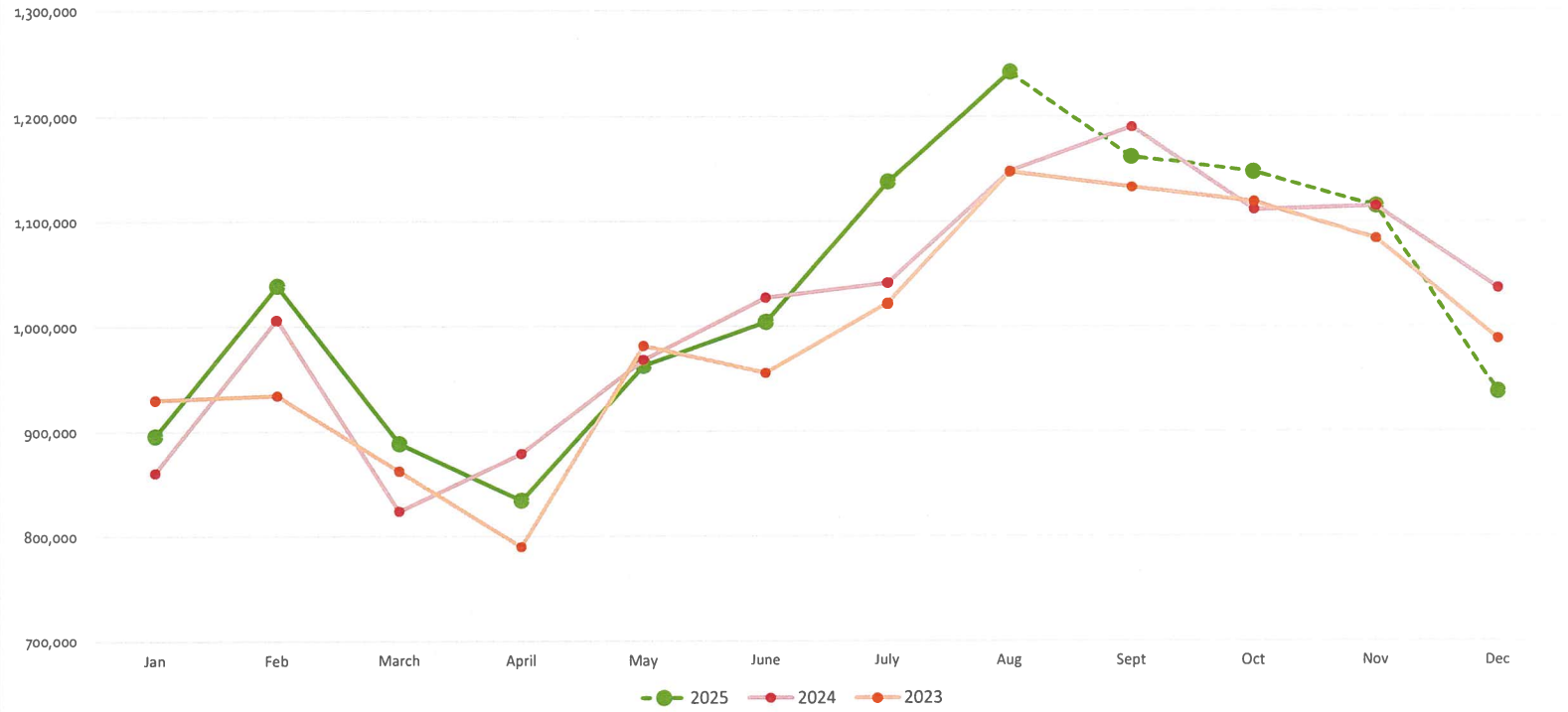
Clallam Transit System

Monthly Budget Report Group Summary

For Fiscal: Current Period Ending: 08/31/2025

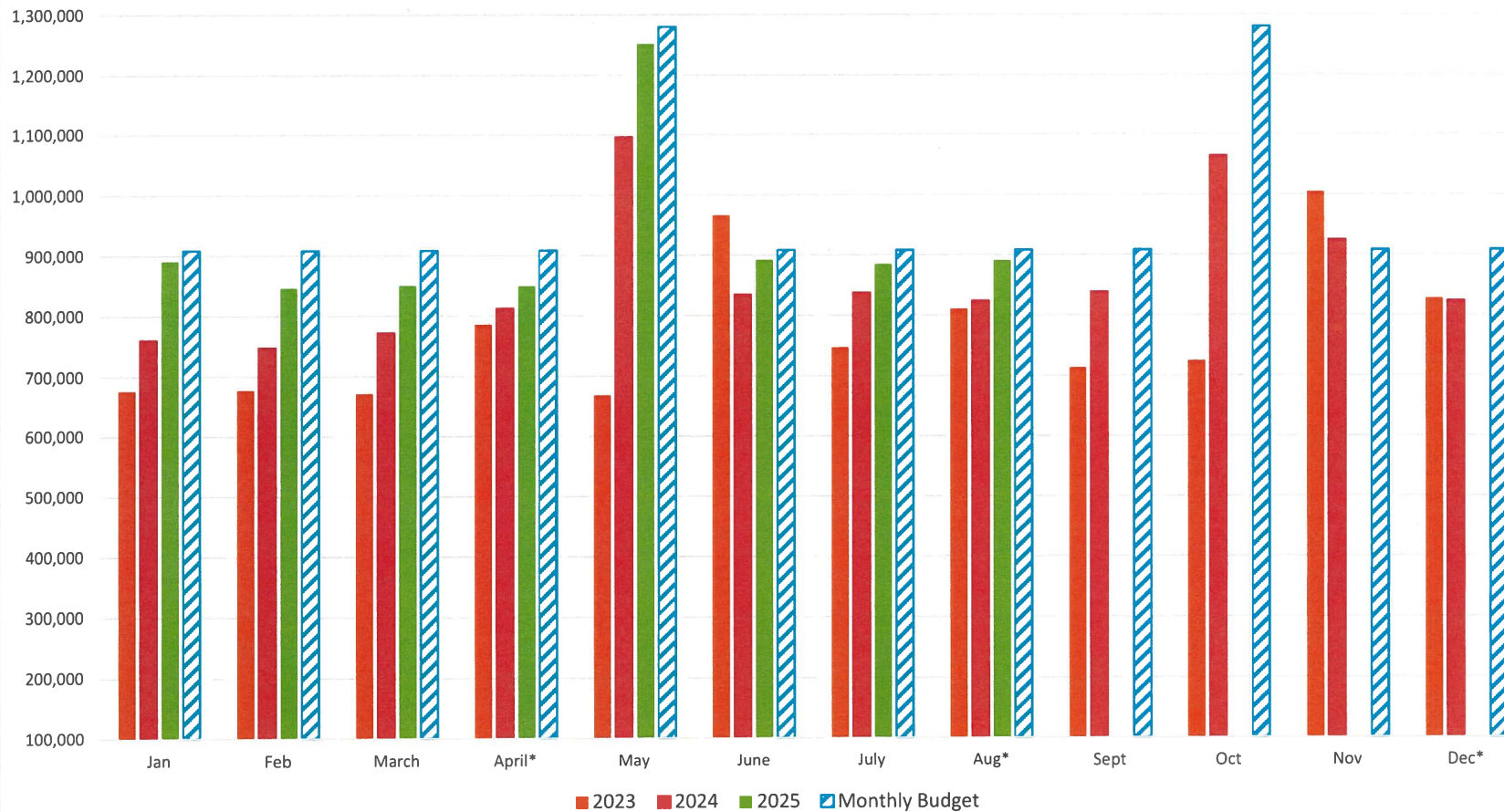
ExpCa...	August Budget	August Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Revenue									
RevType: 10 - Passenger Fare Revenue									
	13,744.50	18,623.06	4,878.56	-135.49%	109,956.00	117,858.33	7,902.33	-107.19%	165,000.00
Total RevType: 10 - Passenger Fare Revenue:	13,744.50	18,623.06	4,878.56	-135.49%	109,956.00	117,858.33	7,902.33	-107.19%	165,000.00
RevType: 20 - Rideshare Revenue									
	11,245.50	14,900.00	3,654.50	-132.50%	89,964.00	107,975.00	18,011.00	-120.02%	135,000.00
Total RevType: 20 - Rideshare Revenue:	11,245.50	14,900.00	3,654.50	-132.50%	89,964.00	107,975.00	18,011.00	-120.02%	135,000.00
RevType: 30 - Paratransit Revenue									
	541.45	976.01	434.56	-180.26%	4,331.60	9,177.81	4,846.21	-211.88%	6,500.00
Total RevType: 30 - Paratransit Revenue:	541.45	976.01	434.56	-180.26%	4,331.60	9,177.81	4,846.21	-211.88%	6,500.00
RevType: 40 - Sales Tax Revenue									
	1,177,778.00	1,242,096.43	64,318.43	-105.46%	7,802,741.00	8,004,282.13	201,541.13	-102.58%	12,166,345.00
Total RevType: 40 - Sales Tax Revenue:	1,177,778.00	1,242,096.43	64,318.43	-105.46%	7,802,741.00	8,004,282.13	201,541.13	-102.58%	12,166,345.00
RevType: 50 - WSDOT Grant Revenue									
	83.30	0.00	-83.30	0.00%	1,163,166.40	764,051.00	-399,115.40	-65.69%	2,326,000.00
Total RevType: 50 - WSDOT Grant Revenue:	83.30	0.00	-83.30	0.00%	1,163,166.40	764,051.00	-399,115.40	-65.69%	2,326,000.00
RevType: 60 - Other Operating Revenue									
	83,504.08	131,976.11	48,472.03	-158.05%	668,032.64	1,115,594.06	447,561.42	-167.00%	1,002,450.00
Total RevType: 60 - Other Operating Revenue:	83,504.08	131,976.11	48,472.03	-158.05%	668,032.64	1,115,594.06	447,561.42	-167.00%	1,002,450.00
Total Revenue:	1,286,896.83	1,408,571.61	121,674.78	-109.45%	9,838,191.64	10,118,938.33	280,746.69	-102.85%	15,801,295.00
Expense									
00 - Salaries & Wages	604,263.62	547,569.81	56,693.81	90.62%	5,129,002.26	4,739,574.69	389,427.57	92.41%	7,840,950.00
10 - Personnel Benefits	326,338.53	343,113.06	-16,774.53	105.14%	2,687,238.34	2,555,089.78	132,148.56	95.08%	4,069,350.00
20 - Fuel and Fluids	113,013.11	120,116.39	-7,103.28	106.29%	904,104.88	824,834.57	79,270.31	91.23%	1,356,700.00
30 - Parts and Supplies	48,080.95	26,022.16	22,058.79	54.12%	384,647.60	201,207.17	183,440.43	52.31%	577,200.00
40 - Professional & Misc Services	61,575.45	32,447.10	29,128.35	52.69%	492,603.60	383,665.44	108,938.16	77.89%	739,200.00
50 - Maintenance & Repair	28,363.65	24,434.40	3,929.25	86.15%	226,909.20	196,539.84	30,369.36	86.62%	340,500.00
60 - Communications	11,162.20	8,362.93	2,799.27	74.92%	89,297.60	67,303.18	21,994.42	75.37%	134,000.00
70 - Insurance	41,233.50	41,055.25	178.25	99.57%	329,868.00	328,442.00	1,426.00	99.57%	495,000.00
80 - Other Operating Expenses	19,171.49	15,892.98	3,278.51	82.90%	153,371.92	100,935.19	52,436.73	65.81%	230,150.00
Total Expense:	1,253,202.50	1,159,014.08	94,188.42	92.48%	10,397,043.40	9,397,591.86	999,451.54	90.39%	15,783,050.00
Report Total:	33,694.33	249,557.53	215,863.20		-558,851.76	721,346.47	1,280,198.23		18,245.00

Sales Tax Revenue
(Sep to Dec budgeted amount)



	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	1,242,096	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	890,683					7,358,007	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.

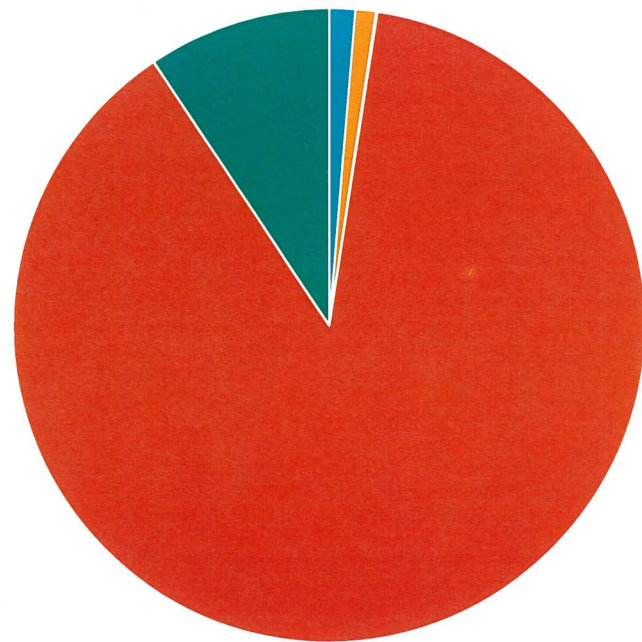
*In 2023, Retention payments will be made to staff in April, August, and December.

REVENUES															% of Budget
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	Used
Passenger Fare Revenue	11,624	9,692	13,531	10,860	16,465	13,598	23,465	18,623					117,858	165,000	71.43%
Rideshare Fare	1,175	14,475	14,425	15,650	13,800	17,575	15,975	14,900					107,975	135,000	79.98%
Paratransit Fare	315	716	1,121	1,028	1,487	2,567	967	976					9,178	6,500	141.20%
Sales Tax Revenue	895,731	1,038,604	888,518	834,168	962,820	1,004,324	1,138,020	1,242,096					8,004,282	12,166,345	65.79%
All other Revenue	144,323	122,209	138,285	141,929	154,560	158,926	123,176	131,976					1,115,384	1,002,450	111.27%
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.

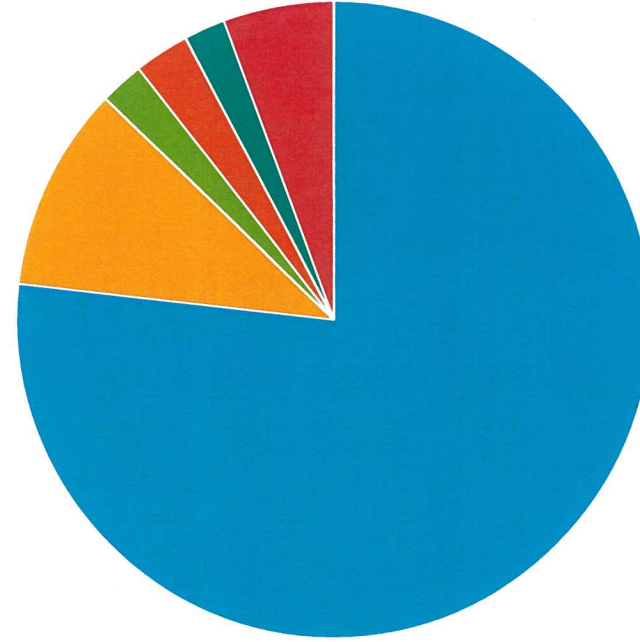
EXPENSES															% of Budget
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	Used
Wages & Benefits	829,781	846,596	850,518	849,018	1,251,128	892,175	884,830	890,683					7,294,728	11,635,491	62.69%
Fuel & Fluids	21,287	94,493	89,327	109,386	101,314	100,013	115,382	120,116					751,319	1,927,900	38.97%
Parts & Supplies	18,376	32,577	27,571	31,149	15,483	11,736	39,508	26,022					202,422	736,200	27.50%
Professional & Misc. Services	114,274	10,847	52,066	49,009	22,643	27,828	75,075	32,447					384,190	736,200	52.19%
Maintenance & Repair	23,983	23,549	11,567	46,731	21,028	12,317	32,930	24,434					196,540	340,500	57.72%
All other expenses	47,284	73,470	62,559	67,508	61,895	57,862	60,791	65,311					496,680	859,150	57.81%

August Revenues



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

August Expenses



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

SMA Net Position

January 2025 - August 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 Net Position

January 2025 - August 2025

SMA-Clallam Transit	August 2025	Period Totals
Operations		
ADDITIONS		
Investment Earnings	35,045.34*	245,923.80
DEDUCTIONS		
Administrative Expenses	388.52	2,610.48
Change in Net Position - Operations	34,656.82	243,313.32
SMA Participant Transactions		
CONTRIBUTIONS	0.00	10,000,000.00
DISTRIBUTIONS	0.00	0.00
Change in Net Position - Part. Txns.	0.00	10,000,000.00
Change in Net Position	34,656.82	10,243,313.32
Beginning Net Position	10,208,656.50	0.00
Ending Net Position	10,243,313.32	10,243,313.32
AVERAGE BOOK BALANCE	10,165,511.72	
GROSS YIELD (Earnings before fee)	4.059%	
NET YIELD (Net of fee)	4.014%	
Fee Rate	0.045%	
Statement of Net Position		
Investment Book Value	10,177,369.14*	
Accrued Interest/Income	54,251.93	
Outstanding PAI	12,080.77	
Admin. Fee Liability	(388.52)	
Net Position (Amortized Cost)	10,243,313.32	
Market Value	10,241,822.44	

* = Includes Income from Securities Lending
for prior month



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

Factsheet: 2025-059
Date: September 17, 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 – filled and closed.
- Internal Operations Coordinator – opened to fill an upcoming retirement.
- Internal Fixed-route Instructor – opened to fill a vacancy due to retirement.
- Transit Operator – opened to increase from 40 operators to 51 for COA implementation.

We continue to have one employee out on workers compensation.

Since the implementation of Simplify Transit on July 30, 2025, there have been 142 users that have signed up for text alerts as of September 9, 2025.

Marketing strategies have been implemented to solicit community feedback for the upcoming proposed major service changes. We have developed a goal of hiring 11 new transit operators for the implementation of the service expansion. It includes a comprehensive recruitment, marketing, and hiring plan with strategic timelines to accomplish this.

I reached out to the City of Port Angeles Clerk and there has been no update as to an appointment of a CTS Board member.

Recommended Action

None.

Attachments

None.