

REGULAR BOARD MEETING
Wednesday, October 29, 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** or by attending in-person. However, we encourage anyone interested in providing public comment to the CTS Board to please email your comments to boardclerk@clallamtransit.com or mail to Clallam Transit System, 830 West Lauridsen Boulevard, 98363. Providing comments 24 hours in advance of the meeting will ensure that they are distributed to the board. During the public comment period, persons may speak for up to three minutes by stating their name and residential jurisdiction. Comments will be addressed to the entire CTS Board and not to one individual. Board members will not provide responses or engage in direct conversation during the public comment period.

PRESENTATION

A. Employee of the Third Quarter – Paratransit Operator Scott Estep

CONSENT AGENDA

- A. **Factsheet 2025-061:** Consent Agenda – Motion No. M29:2025
- **Payment Listing** – September 11, 2025, through October 08, 2025
 - **Board Meeting Minutes** – September 17, 2025
 - **Resolution R15:2025** – Employee of the 3rd Quarter 2025

BOARD STRATEGY PLANNING SESSION

- A. **Factsheet 2025-062:** CTS Board Planning Session and Budget Workshop Cherie Huxtable, Finance Manager

ACTION ITEMS

- A. **Factsheet 2025-067:** Snowplow Procurement Motion No. M30:2025 Gary Abrams, Maintenance Manager

INFORMATIONAL ITEMS

- A. **Executive Report** Jason McNickle, Acting General Manager
1. **Factsheet 2025-063: Governing Body RCW 36.57A.050**
- B. **Factsheet 2025-064:** Operations Department Report Taron Lee, Acting Operations Manager
- C. **Factsheet 2025-065:** Finance Department Report Cherie Huxtable, Finance Manager
1. **Office of Washington State Auditor Exit Conference**
- D. **Maintenance Department Report** Gary Abrams, Maintenance Manager
- E. **Factsheet 2025-066:** Administrative Services Department Report Barb Cox, Human Resources Manager

BOARD OPEN DISCUSSION

ADJOURNMENT



October 20, 2025

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

To All Employees,

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

Scott Estep, Paratransit Operator

"Scott shows up each and every day ready to work, with a positive attitude, a strong work ethic, and a clear commitment to serving our community. His reliability is unmatched; he is consistently punctual, prepared, and focused, ensuring that passengers can depend on safe and timely transportation day in and day out. There is no question that Scott is a valuable asset to CTS, and it is an honor to work alongside him."

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

Bus Cleaners-Maintenance

Taron Lee-Interim Operations Manager

Joe Sutton-Fixed-route Operator

Jeff Tingelstad-Application and Software Specialist

Congratulations Scott! We are grateful for the contributions you make as a paratransit operator. Excellent work!

Thank you,

Jason McNickle
Interim General Manager



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

Factsheet: 2025-061
Date: October 29, 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.
- **Commendation:** Resolution R15:2025 – Employee of 3rd Quarter 2025 – Paratransit Operator Scott Estep

Recommended Action

Move to approve the actions outlined above in the consent agenda by CTS Motion No. M29:2025, as presented.

Attachments

- Payment Listing – September 11, 2025, through October 8, 2025
- September 17, 2025 Board Minutes
- Resolution R15:2025 – Employee of the 3rd Quarter 2025

Passed and adopted by the Board at a regular meeting by CTS Motion No. M29:2025 thereof this 29th day of October 2025.

Board Chairperson

Approved as to Content:

Attest:

Jason McNickle, Acting General Manager

Barb Cox, Clerk to the Board



Title: Payment Listing for Board Approval
Submitted By: Cherie Huxtable, Finance Manager
Authorized By: Jason McNickle, Acting General Manager

PAYMENT LISTING FOR BOARD APPROVAL

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

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



Finance Manager

October 29, 2025

Date

<u>Umpqua Bank</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Automated Checks	9/11/2025	10/8/2025	101973	102084	213,514.73
ACHs - External Initiated	9/11/2025	10/8/2025	50785	50790	190,481.15
ACHs - Other Internal Initiated	9/11/2025	10/8/2025	405	425	247,847.03
TOTAL "Accounts Payable Check Report"					\$ 651,842.91
ACHs - Payroll Internal Initiated	9/11/2025	10/8/2025	EFT0045	EFT0046	378,376.33
TOTAL ACH REGISTER					\$ 378,376.33
TOTAL ALL PAYMENTS					\$ 1,030,219.24

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: 09/11/2025 - 10/08/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 6078 - Checking-Umpqua Checking						
Payment Type: EFT						
5033	ERIK SLATER	09/12/2025	EFT	0.00	180.00	405
325A	HEALTH CARE AUTHORITY	09/12/2025	EFT	0.00	162,080.25	406
633	PETROCARD, INC	09/12/2025	EFT	0.00	11,529.56	407
214	AMALGAMATED TRANSIT UNION	09/19/2025	EFT	0.00	2,276.45	408
210	EMPLOYEES ASSOCIATION	09/19/2025	EFT	0.00	443.50	409
810	HRA VEBA	09/19/2025	EFT	0.00	11,265.24	410
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	09/19/2025	EFT	0.00	18,036.43	411
843	PF EA CHARITY FUND	09/19/2025	EFT	0.00	32.00	412
240	UNITED WAY OF CLALLAM COUNTY	09/19/2025	EFT	0.00	40.00	413
AK067	ANITA CAMPBELL	09/19/2025	EFT	0.00	300.00	414
KG021	KEVIN E GALLACCI	09/19/2025	EFT	0.00	300.00	415
5001	JUSTIN BURNS	09/26/2025	EFT	0.00	315.45	416
633	PETROCARD, INC	09/26/2025	EFT	0.00	12,565.59	417
214	AMALGAMATED TRANSIT UNION	10/03/2025	EFT	0.00	2,523.52	418
210	EMPLOYEES ASSOCIATION	10/03/2025	EFT	0.00	443.50	419
810	HRA VEBA	10/03/2025	EFT	0.00	6,642.25	420
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	10/03/2025	EFT	0.00	18,026.96	421
843	PF EA CHARITY FUND	10/03/2025	EFT	0.00	32.00	422
240	UNITED WAY OF CLALLAM COUNTY	10/03/2025	EFT	0.00	40.00	423
5001	JUSTIN BURNS	10/03/2025	EFT	0.00	474.33	424
LH087	Leo Hansen	10/03/2025	EFT	0.00	300.00	425
Total EFT:				0.00	247,847.03	

Check Report**Date Range: 09/11/2025 - 10/08/2025**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
858	EFTPS - 941 DEPOSITS	09/19/2025	Bank Draft	0.00	60,468.28	50785
303	WA DRS - DEPT OF RETIREMENT SRVCS	09/19/2025	Bank Draft	0.00	30,235.77	50786
858	EFTPS - 941 DEPOSITS	10/03/2025	Bank Draft	0.00	63,206.79	50787
303	WA DRS - DEPT OF RETIREMENT SRVCS	10/03/2025	Bank Draft	0.00	30,570.31	50788
1284	Pollution Liability Insurance Agency	10/03/2025	Bank Draft	0.00	6,000.00	50790
Total Bank Draft:				0.00	190,481.15	

Check Report

Date Range: 09/11/2025 - 10/08/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Regular						
1066	CINTAS CORPORATION NO 3	09/15/2025	Regular	0.00	426.02	101973
031	CITY OF PORT ANGELES	09/15/2025	Regular	0.00	3,755.41	101974
361	COPY CAT GRAPHICS & SIGNS, LLC	09/15/2025	Regular	0.00	87.12	101975
049	EVERGREEN COLLISION CENTERS, INC.	09/15/2025	Regular	0.00	1,905.75	101976
435	GALLS PARENT HOLDINGS LLC	09/15/2025	Regular	0.00	207.38	101977
923	MATTHEW C LASHER III	09/15/2025	Regular	0.00	315.81	101978
874	NORTHWEST PLASTICS, INC.	09/15/2025	Regular	0.00	735.62	101979
237	OLYMPIC DM DISPOSAL	09/15/2025	Regular	0.00	129.43	101980
937	OLYMPIC SPRINGS, INC	09/15/2025	Regular	0.00	355.25	101981
156	PITNEY BOWES	09/15/2025	Regular	0.00	10.77	101982
1239	Security Service Northwest, Inc.	09/15/2025	Regular	0.00	1,237.50	101983
108	SOUND PUBLISHING INC.	09/15/2025	Regular	0.00	699.00	101984
181	VERIZON WIRELESS,BELLEVUE	09/15/2025	Regular	0.00	595.31	101985
181	VERIZON WIRELESS,BELLEVUE	09/15/2025	Regular	0.00	340.35	101986
845	WAVE DIVISION HOLDINGS, LLC	09/15/2025	Regular	0.00	149.83	101987
145	WSTA	09/15/2025	Regular	0.00	225.00	101988
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	09/19/2025	Regular	0.00	170.77	101989
510	CUMMINS INC.	09/18/2025	Regular	0.00	11,439.22	101990
307	FERRELLGAS LP	09/18/2025	Regular	0.00	1,614.77	101991
305	GILLIG LLC	09/18/2025	Regular	0.00	1,103.49	101992
089	HOCH CONSTRUCTION, INC.	09/18/2025	Regular	0.00	31,681.19	101993
1128	NFI PARTS	09/18/2025	Regular	0.00	255.50	101994
874	NORTHWEST PLASTICS, INC.	09/18/2025	Regular	0.00	544.50	101995
471	PRICE FORD	09/18/2025	Regular	0.00	9.20	101996
221	RACE STREET AUTO PARTS-NAPA	09/18/2025	Regular	0.00	1,015.09	101997
1281	Mary Jo Mulick	09/19/2025	Regular	0.00	70.00	101998
999	CENTURYLINK	09/23/2025	Regular	0.00	488.13	101999
1081	CINTAS CORP NO 2	09/23/2025	Regular	0.00	182.79	102000
1066	CINTAS CORPORATION NO 3	09/23/2025	Regular	0.00	198.60	102001
245	CITY /PORT ANGELES	09/23/2025	Regular	0.00	266.19	102002
049	EVERGREEN COLLISION CENTERS, INC.	09/23/2025	Regular	0.00	571.73	102003
982	FASTENAL COMPANY	09/23/2025	Regular	0.00	109.64	102004
467	KNIGHT FIRE PROTECTION	09/23/2025	Regular	0.00	2,470.00	102005
014	LES SCHWAB GROUP HOLDINGS LLC	09/23/2025	Regular	0.00	14,410.07	102006
923	MATTHEW C LASHER III	09/23/2025	Regular	0.00	352.78	102007
564	PUD #1 OF CLALLAM COUNTY	09/23/2025	Regular	0.00	87.53	102008
1239	Security Service Northwest, Inc.	09/23/2025	Regular	0.00	2,970.00	102009
1108	SELS USA LLC	09/23/2025	Regular	0.00	3,700.00	102010
863	SUMMIT LAW GROUP PLLC	09/23/2025	Regular	0.00	297.50	102011
509	VESTIS GROUP	09/23/2025	Regular	0.00	228.19	102012
1137	WALTER E NELSON OF WEST WASHINGTON	09/23/2025	Regular	0.00	306.44	102013
510	CUMMINS INC.	09/24/2025	Regular	0.00	6,633.64	102014
1143	DOBBS HEAVY DUTY HOLDINGS LLC	09/24/2025	Regular	0.00	448.80	102015
307	FERRELLGAS LP	09/24/2025	Regular	0.00	1,734.09	102016
305	GILLIG LLC	09/24/2025	Regular	0.00	152.56	102017
1224	KBT DISTRIBUTING LLC	09/24/2025	Regular	0.00	33,605.08	102018
751	MUNCIE RECLAMATION & SUPPLY	09/24/2025	Regular	0.00	912.92	102019
1128	NFI PARTS	09/24/2025	Regular	0.00	460.79	102020
179	BANK OF AMERICA	09/30/2025	Regular	0.00	4,931.42	102021
US0506	US BANK 0506	09/30/2025	Regular	0.00	138.14	102022
US2204	US BANK 2204	09/30/2025	Regular	0.00	110.00	102023
US2500	US BANK 2500	09/30/2025	Regular	0.00	340.00	102024
US2734	US BANK 2734	09/30/2025	Regular	0.00	385.59	102025
US3520	US BANK 3520	09/30/2025	Regular	0.00	733.70	102026
US6068	US BANK 6068	09/30/2025	Regular	0.00	47.03	102027
US6383	US BANK 6383	09/30/2025	Regular	0.00	338.00	102028
US6466	US BANK 6466	09/30/2025	Regular	0.00	315.41	102029
US7926	US BANK 7926	09/30/2025	Regular	0.00	217.80	102030
US8067	US BANK 8067	09/30/2025	Regular	0.00	160.00	102031
US1603	USBANK 1603	09/30/2025	Regular	0.00	2,833.94	102032

Check Report

Date Range: 09/11/2025 - 10/08/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	Void	09/30/2025	Regular	0.00	0.00	102033
US3151	USBANK 3151	09/30/2025	Regular	0.00	2,444.96	102034
US9673	USBANK 9673	09/30/2025	Regular	0.00	2,709.00	102035
504	ANGELES COMMUNICATION INC	09/30/2025	Regular	0.00	614.74	102036
109	CENTURYLINK	09/30/2025	Regular	0.00	145.63	102037
1081	CINTAS CORP NO 2	09/30/2025	Regular	0.00	32.58	102038
1066	CINTAS CORPORATION NO 3	09/30/2025	Regular	0.00	198.60	102039
031	CITY OF PORT ANGELES	09/30/2025	Regular	0.00	1,429.73	102040
101	CLALLAM COUNTY DEPARTMENT	09/30/2025	Regular	0.00	114.00	102041
587	DELL USA LP	09/30/2025	Regular	0.00	1,114.67	102042
141	GOVERNMENT FINANCE OFFICERS ASSOC	09/30/2025	Regular	0.00	350.00	102043
014	LES SCHWAB GROUP HOLDINGS LLC	09/30/2025	Regular	0.00	351.46	102044
1281	Mary Jo Mulick	09/30/2025	Regular	0.00	30.00	102045
923	MATTHEW C LASHER III	09/30/2025	Regular	0.00	157.90	102046
874	NORTHWEST PLASTICS, INC.	09/30/2025	Regular	0.00	1,104.25	102047
453	OLYMPIC ELECTRIC CO INC	09/30/2025	Regular	0.00	21,709.14	102048
1239	Security Service Northwest, Inc.	09/30/2025	Regular	0.00	1,471.25	102049
181	VERIZON WIRELESS,BELLEVUE	09/30/2025	Regular	0.00	4,281.90	102050
181	VERIZON WIRELESS,BELLEVUE	09/30/2025	Regular	0.00	1,129.30	102051
509	VESTIS GROUP	09/30/2025	Regular	0.00	111.65	102052
1137	WALTER E NELSON OF WEST WASHINGTON	09/30/2025	Regular	0.00	386.07	102053
344	XEROX CORPORATION	09/30/2025	Regular	0.00	129.06	102054
307	FERRELLGAS LP	10/01/2025	Regular	0.00	1,812.92	102055
305	GILLIG LLC	10/01/2025	Regular	0.00	2,483.01	102056
751	MUNCIE RECLAMATION & SUPPLY	10/01/2025	Regular	0.00	216.66	102057
471	PRICE FORD	10/01/2025	Regular	0.00	136.51	102058
221	RACE STREET AUTO PARTS-NAPA	10/01/2025	Regular	0.00	675.83	102059
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	10/03/2025	Regular	0.00	170.77	102060
1284	Pollution Liability Insurance Agency	10/03/2025	Regular	0.00	6,000.00	102061
1284	Pollution Liability Insurance Agency	10/03/2025	Regular	0.00	-6,000.00	102061
1150	AMAZON CAPITAL SERVICES	10/08/2025	Regular	0.00	725.72	102062
1066	CINTAS CORPORATION NO 3	10/08/2025	Regular	0.00	198.60	102063
1089	DR PANZA LLC	10/08/2025	Regular	0.00	420.00	102064
982	FASTENAL COMPANY	10/08/2025	Regular	0.00	20.42	102065
435	GALLS PARENT HOLDINGS LLC	10/08/2025	Regular	0.00	141.79	102066
1223	HORTON WEIBEL BROUGHTON & PALMER PLLC	10/08/2025	Regular	0.00	159.00	102067
014	LES SCHWAB GROUP HOLDINGS LLC	10/08/2025	Regular	0.00	2,218.36	102068
314	M & P GARAGE DOORS	10/08/2025	Regular	0.00	800.37	102069
923	MATTHEW C LASHER III	10/08/2025	Regular	0.00	157.90	102070
874	NORTHWEST PLASTICS, INC.	10/08/2025	Regular	0.00	2,357.69	102071
1052A	OneBridge Benefits	10/08/2025	Regular	0.00	150.00	102072
536	THRYV, INC	10/08/2025	Regular	0.00	35.00	102073
1046	UNITE GPS LLC	10/08/2025	Regular	0.00	3,527.50	102074
509	VESTIS GROUP	10/08/2025	Regular	0.00	113.28	102075
145	WSTA	10/08/2025	Regular	0.00	137.75	102076
344	XEROX CORPORATION	10/08/2025	Regular	0.00	171.37	102077
510	CUMMINS INC.	10/08/2025	Regular	0.00	1,293.42	102078
1143	DOBBS HEAVY DUTY HOLDINGS LLC	10/08/2025	Regular	0.00	6,174.82	102079
307	FERRELLGAS LP	10/08/2025	Regular	0.00	1,721.93	102080
305	GILLIG LLC	10/08/2025	Regular	0.00	6,250.88	102081
178	HARLOW'S BUS SALES INC.	10/08/2025	Regular	0.00	90.42	102082
751	MUNCIE RECLAMATION & SUPPLY	10/08/2025	Regular	0.00	218.26	102083

Check Report

Date Range: 09/11/2025 - 10/08/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
221	RACE STREET AUTO PARTS-NAPA	10/08/2025	Regular	0.00	700.88	102084
Total Regular:				0.00	213,514.73	

Bank Code 6078 - Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	228	111	0.00	219,514.73
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-6,000.00
Bank Drafts	26	5	0.00	190,481.15
EFT's	54	21	0.00	247,847.03
	308	139	0.00	651,842.91

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	228	111	0.00	219,514.73
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-6,000.00
Bank Drafts	26	5	0.00	190,481.15
EFT's	54	21	0.00	247,847.03
	308	139	0.00	651,842.91

Fund Summary

Fund	Name	Period	Amount
100	General Fund	9/2025	490,302.19
100	General Fund	10/2025	161,540.72
			651,842.91

BOARD MEETING MINUTES

Wednesday, September 17, 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; Rachel Anderson, City of Sequim; Kate Dexter, City of Port Angeles; Lindsey Schromen-Wawrin, City of Port Angeles; Clint Wood, City of Forks; 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 six voting members present. **Quorum met.***

2. ROLL CALL

Kelly Burger, City of Sequim and Jeff Gingell, City of Forks were absent.

3. PUBLIC COMMENT

None.

4. 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

FINAL ACTION: *Schromen-Wawrin moved to approve the consent agenda. **Motion passed unanimously.***

5. ACTION ITEMS

A. Factsheet 2025-055: General Manager Recruitment Strategies – Special Committee Minutes – Motion M26:2025

Ozias provided the special committee recommendations following the September 4, 2025, meeting. Board discussed prior positive interactions with Karras Consulting. Board member requested salary survey.

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

B. Factsheet 2025-056: Employee Recognition Policy Revised Update - Motion No. M27:2025

Requested revision to add omitted service award.

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

C. Factsheet 2025-060: Capital Asset Policy Update – Motion No. M28:2025

Updated policy to reflect current needs and requirements including added definitions, thresholds, and updated language for clarity.

FINAL ACTION: *Wood moved to approve by CTS Motion No. M28:2025, the updated Capital Assets Policy, as amended by CTS Resolution No. R11:2019, as presented. **Motion passed unanimously.***

6. INFORMATIONAL ITEMS

A. Executive Report

- **Driver Assault:** No sustained injuries. Will continue to be proactive with de-escalation training and enhancing security measures on buses. Board discussed importance of driver and passenger safety. Supported implementation of staff recommendations.
- **Legal services:** Amended and extended annual agreement.
- **Jamestown S’Klallam Tribe:** Contract amendment for Route 50 in process.
- **45th Anniversary:** Celebration October 13. Board members invited. Local artwork purchased for building to commemorate milestone anniversary.
- **Proposed Major Service Changes:** Based on Comprehensive Operation Analysis (COA) completed in 2021. Feedback requested and additional information on website. Workshops scheduled and in process.

B. Factsheet 2025-057: Operations Department Report: Overview provided. Discussed major service changes regarding new routes, route frequency, methods of soliciting public and specific rider group feedback. Discussed Forks Interlink ridership growth and resolutions. Discussed driver safety.

C. Factsheet 2025-058: Finance Department Report: Overview provided. Audit in progress and projected to be completed prior to September 30 deadline. Board will be invited to exit conference.

D. Maintenance Department Report

- **Electric Vehicle (EV) Chargers:** Installed and operational in Forks.
- **New buses:** Ordered with expected two-year build. Will be equipped with driver security enhancements.
- **Security:** Requested quote to retrofit current fleet with security features.

E. Factsheet 2025-059: Administrative Services Department Report: Overview provided. Purchased software to put board meeting recordings on website.

7. BOARD OPEN DISCUSSION

- Schromen-Wawrin expressed interest in consideration of allowing board composition to include two transit users to be elected to the board under RCW 36.57A.050. It was requested that staff provide a list of considerations regarding potential next steps for discussion at a future board meeting.

8. MEETING ADJOURNMENT

Next board meeting, October 29, 2025, at 12:00 p.m. with in-person and remote options.

There being no further business, the board chairperson adjourned the meeting at 12:56 p.m.

Board Chairperson

Hayley Grall, Deputy Clerk to the Board



MARTIN (SCOTT) ESTEP EMPLOYEE OF THE QUARTER RESOLUTION NO. R15:2025

A resolution of the Board of Clallam Transit System for the purpose of recognizing and commending Paratransit Operator Scott Estep for leadership upon being selected as the *"Employee of the Quarter,"* for the third quarter of 2025.

Whereas, Scott Estep "always demonstrates the best of CTS" in his position with Clallam Transit System (CTS). Scott "is knowledgeable, dedicated, respectful and caring to employees and customers"; and

Whereas, Scott "shows up each and every day ready to work, with a positive attitude, a strong work ethic, and a clear commitment to serving our community"; and

Whereas, Scott is excellent when dealing with employees as well as customers. "His reliability is unmatched; he is consistently punctual, prepared, and focused"; and

Whereas, Scott models excellent customer service in "ensuring that passengers can depend on safe and timely transportation day in and day out"; and

Whereas, Scott joined the team at CTS when hired as a paratransit operator on October 25, 2021; and

Whereas, Scott has been nominated by his peers for employee of the year and employee of the quarter; and

Whereas, the Board of the Clallam Transit System wishes to express its appreciation and commend Scott for his service. "There is no question that Scott is a valuable asset to CTS, and it is an honor to work alongside him." and now, therefore,

Be it Resolved by the Board that: The Board hereby recognizes Paratransit Operator Martin (Scott) Estep as the CTS Employee of the Quarter for his dedication and service to Clallam Transit System, during the third quarter of 2025. The Board hereby extends its gratitude to Scott for his dedicated service.

Passed and adopted by the Board at a regular meeting thereof this 29th day of October 2025.

Board Chairperson

Approved as to Content:

Attest:

Jason McNickle, Acting General Manager

Barb Cox, Clerk to the Board



Title: Board Budget Planning Session Introduction
Submitted By: Cherie Huxtable, Finance Manager *CH*
Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2025-062
Date: October 29, 2025

Background

In accordance with the Clallam Transit System (CTS) Board Planning Cycle, the October board meeting is designated as a planning session and budget workshop. The purpose is to review and discuss the most current budget draft and any additional strategies that may or may not have been addressed during the development of the CTS Transit Development Plan as we progress towards the adoption of the CTS 2026 Operating Budget.

Discussion

The purpose of the planning session and budget workshop is to provide an informal forum for the CTS Board to engage in open discussion. The following topics are planned to be presented for discussion by the CTS Board and leadership team:

- 2025 Budget – Status/Review
- Service Expansion Update
- Preliminary 2026 Operating Budget
- Preliminary Changes to the Capital and Project Budget
- Open CTS Board Discussion and Additional Items

No action is sought or expected during the strategy planning session on any of the items presented. The final 2026 CTS Budget will be presented for adoption at the CTS Board Meeting on December 17, 2025. A required public hearing will also be conducted.

Attachments

2026 Draft Operating Budget Forecast
Capital and Project Budget
Equipment Replacement Schedules

Recommended Action

None.

Operating Budget Forecast

As of September 30, 2025

	2022	2023	2024	2025	2025	2026	2027	2028	2029	2030
	Actual	Actual	Actual	Forecast	Budget	Budget	Forecast	Forecast	Forecast	Forecast
Fares	692,516	772,752	341,053	360,468	306,500	345,000	353,625	362,466	371,527	378,958
Sales Tax	11,702,949	11,947,238	12,208,884	12,354,683	12,166,345	12,716,406	12,970,734	13,230,149	13,494,752	13,764,647
Grants	4,746,446	5,419,908	2,033,301	1,018,735	2,325,000	1,900,000	1,900,000	1,960,000	1,960,000	1,992,000
Interest & Other	475,706	1,609,210	1,841,918	1,552,250	1,003,450	1,241,950	1,272,974	1,304,773	1,337,367	1,364,095
Total Revenues	17,617,617	19,749,107	16,425,156	15,286,136	15,801,295	16,203,356	16,497,333	16,857,388	17,163,646	17,499,699
Wages	5,777,437	6,184,029	6,883,427	7,039,739	7,840,950	8,420,750	8,757,580	8,959,004	9,138,185	9,320,948
Benefits	3,238,973	3,188,987	3,466,314	3,800,662	4,069,350	4,662,300	4,848,792	4,960,314	5,059,521	5,160,711
Supplies	1,587,190	1,558,578	1,501,817	1,597,880	1,953,900	2,010,676	2,060,943	2,108,345	2,150,512	2,193,522
Services	1,260,945	1,552,721	1,685,831	1,629,785	1,918,850	2,026,975	2,077,649	2,125,435	2,167,944	2,211,303
Add to Capital Reserve	1,800,584	2,579,853	1,261,932	(404,081)	761,932	1,045,658	877,785	877,785	877,785	877,785
Total Expenditures	13,665,129	15,064,168	14,799,321	13,663,985	16,544,982	18,166,359	18,622,750	19,030,884	19,393,946	19,764,269
Revenues less	3,952,488	4,684,939	1,625,835	1,622,151	(743,687)	(1,963,003)	(2,125,417)	(2,173,496)	(2,230,299)	(2,264,569)
Operating Reserve										
Beginning Reserve	13,283,095	17,235,583	21,920,522	23,546,357	23,546,357	22,802,670	20,839,667	18,714,250	16,540,754	14,310,455
Revenues	17,617,617	19,749,107	16,425,156	15,286,136	15,801,295	16,203,356	16,497,333	16,857,388	17,163,646	17,499,699
Expenditures	(13,665,129)	(15,064,168)	(14,799,321)	(13,663,985)	(16,544,982)	(18,166,359)	(18,622,750)	(19,030,884)	(19,393,946)	(19,764,269)
Ending Reserve	17,235,583	21,920,522	23,546,357	25,168,508	22,802,670	20,839,667	18,714,250	16,540,754	14,310,455	12,045,886

Operating Expenses by Division

	2022	2023	2024	2025	2025	2026	2027	2028	2029	2030
	Actual	Actual	Actual	Forecast	Budget	Budget	Forecast	Forecast	Forecast	Forecast
Operations Administration	979,442	891,419	936,808	1,050,619	1,110,800	1,172,150	1,217,889	1,245,901	1,270,819	1,296,235
Fixed Route Operations	4,777,811	4,971,862	5,178,653	5,375,727	6,334,900	7,184,550	7,455,984	7,627,472	7,780,021	7,935,621
Rideshare	134,689	188,092	179,968	148,068	226,550	185,599	190,721	195,108	199,010	202,990
Paratransit Operations	1,887,643	2,010,552	2,396,075	2,565,490	2,561,200	2,794,552	2,901,885	2,968,629	3,028,001	3,088,561
Facility Maintenance	811,767	886,763	1,001,338	1,065,699	1,187,950	1,195,900	1,235,905	1,264,330	1,289,617	1,315,409
Maintenance Administration	437,295	440,317	599,165	506,006	606,200	572,050	593,786	607,443	619,592	631,984
Fixed Route Maintenance	1,114,721	1,027,374	1,175,705	1,367,108	1,476,800	1,507,600	1,558,674	1,594,524	1,626,414	1,658,943
CTS Administration	1,721,177	2,067,936	2,069,678	1,989,349	2,278,650	2,508,300	2,590,120	2,649,693	2,702,686	2,756,740
	11,864,545	12,484,315	13,537,389	14,068,066	15,783,050	17,120,701	17,744,965	18,153,099	18,516,161	18,886,484

Revenue assumptions made:

- Sales tax income at 2% over 2025 actual earnings
- Current grants remain funded through 2030
- Lower interest rates in LGIP; SMA remains at ~4%

Expense assumptions made:

- New GM added at mid-range salary, with spouse benefits
- Full implementation of all route and time changes; includes supply increase
 - Eight new fixed route operators with varied range of benefits
- Mid-range Grants & Procurement position added

Capital Project List 2026

PROJECT	EXPECTED FUNDING SOURCE		BUDGET
	GRANT	LOCAL	
Annual shelter replacement - 2 per year		40,000	40,000
Hanover destination sign upgrade**		38,000	38,000
Bus wash	300,000	0	300,000
Site feasibility study		200,000	200,000
Basement/OPS office Spaces**		310,000	310,000
Admin HVAC upgrades		300,000	300,000
Fixed Route diesel buses (5)	3,000,000	750,000	3,750,000
Paratransit vehicles (12)	1,536,000	400,000	1,936,000
Rideshare vehicles (13)		775,000	775,000
Support vehicles (2)		125,000	125,000
Emergency Generator Rebuild		20,000	20,000
Propane Pressure Washer		25,000	25,000
Vehicle Exhaust Fans		20,000	20,000
Vacuum System		20,000	20,000
Vehicle Camera software upgrade		50,000	50,000
Fuel Pump system		100,000	100,000
Underground Storage Tank replacements		600,000	600,000
			0
Total	4,836,000	3,773,000	8,609,000

*Not yet awarded

**Currently in process

Fixed Route Vehicles

Year	Make	Fuel Type	Recom. ULB	CTS Match %	Purch / Into Service 2025	Purch / Into Service 2026	Purch / Into Service 2027	Purch / Into Service 2028	Purch / Into Service 2029	Purch / Into Service 2030
2011	Gillig/35' LF	diesel	500K/12yr	20%	750,000	-	-	-	-	-
2011	Gillig/35' LF	diesel	500K/12yr	20%	750,000	-	-	-	-	-
2011	Gillig/35' LF	diesel	500K/12yr	20%	750,000	-	-	-	-	-
2013	Gillig/40' LF	diesel	500K/12yr	20%	750,000	-	-	-	-	-
2013	Gillig/40' LF	diesel	500K/12yr	20%	750,000	-	-	-	-	-
2021	ADA Miniva	Unleaded	100K/4yr	20%	-	-	-	62,500	-	-
2021	ADA Miniva	Unleaded	100K/4yr	20%	-	-	-	62,500	-	-
2021	ADA Miniva	Unleaded	100K/4yr	20%	-	-	-	62,500	-	-
Total Purchase Cost					3,750,000	-	-	1,062,500	-	-
Est Grant					(3,000,000)	-	-	(850,000)	-	-
Est CTS Cost					750,000	-	-	212,500	-	-
Beginning Reserves					1,933,131	1,724,058	2,264,984	2,805,911	3,134,337	3,675,264
Add to Reserves					540,927	540,927	540,927	540,927	540,927	540,927
Less CTS Match					(750,000)	-	-	(212,500)	-	-
Ending Reserves					1,724,058	2,264,984	2,805,911	3,134,337	3,675,264	4,216,190

Paratransit Vehicles

Year	Make	Fuel Type	Recom. ULB	CTS Match %	Purch / Into Service 2025	Purch / Into Service 2026	Purch / Into Service 2027	Purch / Into Service 2028	Purch / Into Service 2029	Purch / Into Service 2030
2018	Star Trans E-450	Propane	225K/8yr	20%	-	160,000	-	-	-	-
2018	Star Trans E-450	Propane	225K/8yr	20%	-	160,000	-	-	-	-
2018	Star Trans E-450	Propane	225K/8yr	20%	-	160,000	-	-	-	-
2018	Star Trans E-450	Propane	225K/8yr	20%	-	160,000	-	-	-	-
2018	Star Trans E-450	Propane	225K/8yr	20%	-	160,000	-	-	-	-
2020	Star Trans E-450	Propane	225K/8yr	20%	-	-	160,000	-	-	-
2020	Star Trans E-450	Propane	225K/8yr	20%	-	-	160,000	-	-	-
2020	Star Trans E-450	Propane	225K/8yr	20%	-	-	160,000	-	-	-
2020	Star Trans E-450	Propane	225K/8yr	20%	-	-	160,000	-	-	-
2020	Star Trans E-450	Propane	225K/8yr	20%	-	-	160,000	-	-	-
Total Purchase Cost					-	800,000	800,000	-	-	1,750,000
Est Grant					-	(640,000)	(640,000)	-	-	(1,400,000)
Est CTS Cost					-	160,000	160,000	-	-	350,000
Beginning Reserve					149,983	251,173	192,364	133,554	234,745	335,935
Add to Reserves					101,190	101,190	101,190	101,190	101,190	101,190
Less CTS Match					-	(160,000)	(160,000)	-	-	(350,000)
Ending Reserves					251,173	192,364	133,554	234,745	335,935	87,126

Rideshare Vehicles

[illegible]

Support Vehicles

Year	Make	Fuel Type	Recom. ULB	CTS Match %	Purch / Into Service 2025	Purch / Into Service 2026	Purch / Into Service 2027	Purch / Into Service 2028	Purch / Into Service 2029	Purch / Into Service 2030
2007	Dodge/3500 D	diesel	150K/18yr	100%	100,000	-	-	-	-	-
2018	Chevy Equinox	unleaded	150K/8yr	100%	-	55,000	-	-	-	-
2018	Ford Fusion	unl/hyb	150K/8yr	100%	-	55,000	-	-	-	-
2019	Toyota Prius Prime	unleaded	150K/8yr	100%	-	-	40,000	-	-	-
2022	Tesla	Electric	200K/8yr	100%	-	-	-	-	-	85,000
2022	Tesla	Electric	200K/8yr	100%	-	-	-	-	-	85,000

Total Purchase Cost	100,000	110,000	40,000	-	-	170,000
Est Request	-	-	-	-	-	-
Est CTS Cost	100,000	110,000	40,000	-	-	170,000
Beginning Reserve	90,572	124,953	149,335	243,716	378,097	512,479
Add to Reserves	134,381	134,381	134,381	134,381	134,381	134,381
Add Sales Proceeds	-	-	-	-	-	-
Less CTS Match	(100,000)	(110,000)	(40,000)	-	-	(170,000)
Ending Reserves	124,953	149,335	243,716	378,097	512,479	476,860

Facilities & Technology

Acq Year	Facility	Reserved Capital (>\$20K)	Est Life	Replace Year	Cost	Match %	2025	2026	2027	2028	2029	2030
Various	Various	Various Individual Less than \$20,000	Various			0%	25,000	25,000	25,000	25,000	25,000	25,000
Various	Shelters	Annual Bus Shelter Replacement Prog	30		70,000	100%	40,000	40,000	60,000	60,000	65,000	65,000
1995	Admin/Ops	Paint building, ext	15	2025	20,000	100%	20,000	-	-	-	-	-
2005	Maint Bldg	Paint building, ext.	15	2025	20,000	100%	20,000	-	-	-	-	-
2012	Equipment	Bus Wash & Reclaim	20	2026	300,000	0%	-	300,000	-	-	-	-
2018	Technology	Seon Camera Software (27 Vehicles)	15	2026	50,000	100%	-	50,000	-	-	-	-
1995	CTS Grounds	Underground Fuel Storage	30	2026	600,000	100%	-	600,000	-	-	-	-
1995	Equipment	Vacuum system - M3641 (2 units)	26	2026	20,000	100%	-	20,000	-	-	-	-
1995	Maint Bldg	Paint building, interior	30	2026	35,000	100%	-	35,000	-	-	-	-
1995	Maint Bldg	Emerg generator rebuild. - M222	25	2026	20,000	100%	-	20,000	-	-	-	-
1995	Equipment	Vehicle exhaust fans	25	2026	20,000	100%	-	20,000	-	-	-	-
1995	Admin/Ops	Paint bldg int.	15	2027	20,000	100%	-	-	20,000	-	-	-
1995	CTS Grounds	Lower Parking Lot Concrete Repairs	20	2027	20,000	100%	-	-	20,000	-	-	-
2008	Admin/Ops	Carpet	15	2028	31,000	100%	-	-	-	31,000	-	-
2024	CTS Grounds	Seal & stripe, Asphalt	4	2028	50,000	100%	-	-	-	50,000	-	-
1995	Admin/Ops	Glazing (Windows)	30	2030	36,000	100%	-	-	-	-	-	36,000
1995	Maint Bldg	Glazing (Windows)	30	2030	26,000	100%	-	-	-	-	-	26,000
2012	Equipment	Lift - Bay # 2 - LIFT2012	18	2030	102,000	100%	-	-	-	-	-	102,000

Total Purchase Cost	105,000	1,110,000	125,000	166,000	90,000	254,000
Est Grant	-	300,000	-	-	-	-
Est CTS Cost	105,000	1,410,000	125,000	166,000	90,000	254,000
Beginning Reserve	2,723,351	2,786,224	1,544,097	1,586,970	1,588,843	1,666,716
Add to Reserves	167,873	167,873	167,873	167,873	167,873	167,873
Less CTS Match	(105,000)	(1,410,000)	(125,000)	(166,000)	(90,000)	(254,000)
Ending Reserves	2,786,224	1,544,097	1,586,970	1,588,843	1,666,716	1,580,590



Title: Snowplow Procurement Authority
Submitted By: Gary Abrams, Maintenance Manager
Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2025-067
Date: October 29, 2025

Background

Clallam Transit System (CTS) has an outdated and aging snowplow in need of replacement. Quotes to replace the plow were requested and two vendors submitted quotes in the amounts of \$12,789.81 and \$15,531.00

Discussion

The best quote for a SnowDogg VXFII plow that will fit our new dump truck was from Allied Body in the amount of \$12,789.81. The snowplow is necessary for CTS properties to maintain operational abilities in inclement weather.

We are seeking board authorization to replace the current snowplow with a snowplow system that fits our new dump truck.

Recommended Action

Move to authorize the CTS general manager by CTS Motion No. M30:2025, to procure a new snowplow from Allied Body not to exceed \$15,000, including taxes and licensing and to execute all necessary contract agreements and procurement documents related to this procurement.

Attachments

None.

Passed and adopted by the Board at a regular meeting by CTS Motion No. M30:2025 thereof this 29th day of October 2025.

Board Chairperson

Approved as to content:

Jason McNickle, Acting General Manager

Attest:

Barb Cox, Clerk to the Board



Title: Board Structure RCW 36.57A.050 Consideration
Submitted By: Jason McNickle, Acting General Manager
Authorized By: N/A

Factsheet: 2025-063
Date: October 29, 2025

Background

The Clallam Transit System (CTS) Board (Board) provided information on the update to RCW 36.57A.050, effective January 1, 2026. The update includes Public Transportation Benefits Area (PTBA) language that authorizes PTBAs to include 2 additional voting board members as defined in the RCW.

Discussion

On September 17, 2025, the Board requested a list of considerations and information to review to assist them with determination of potential next steps for discussion.

The following items have been identified by CTS staff as impactful in the consideration of potential next steps of the Board:

- Revision of CTS Bylaws required for consideration of the addition of 2 positions raising the number of board members to 10 voting and 1 non-voting, therefore increasing quorum requirements to 6. Also, term of office, vacancies, and attendance would require revision.
- Development of application and screening procedures to include criminal background check, board panel interview, and appointment process.
- Development/revision of ethics, confidentiality, discrimination, harassment, conduct guidelines, roles, responsibilities, and conflict of interest applicable specifically to board members.
- Development of mandated and agency specific training within 90 days or prior to starting appointment.

Executive and closed session attendance includes all voting board members. Impact consideration that 2 citizen board members may create regarding confidential and sensitive information. This would include collective bargaining matters, general manager matters, litigation/claims, and personnel issues.

Another option for consideration is the possible implementation of a citizen advisory committee to provide customer feedback to the Board. The preparation and implementation of this option would encompass most of the same items necessary for the addition of 2 voting citizen board members. This would provide a structured process for citizen input for staff and the Board to consider.

CTS staff welcomes and actively solicits community input. The avenues have been enhanced in recent years to receive feedback with hybrid board meetings, increased social media presence, website access, workshops, and public hearing outreach.

Recommendation Action

None.

Attachments

RCW 36.57A.050 Governing Body
RCW 42.30.205 Training
CTS Bylaws

Severability—Effective date—1975 1st ex.s. c 270: See notes following RCW 35.58.272.

RCW 36.57A.050 Governing body—Selection, qualification, number of members—Travel expenses, compensation. (Effective January 1, 2026.) (1)(a) Within 60 days of the establishment of the boundaries of the public transportation benefit area the members of the county legislative authority and the elected representative of each city within the area shall provide for the selection of the governing body of such area, the public transportation benefit area authority, which shall consist of elected officials selected by and serving at the pleasure of the governing bodies of component cities within the area and the county legislative authority of each county within the area. Two other transit-using members may be appointed to the governing body of such area, pursuant to subsection (3)(b) of this section.

(b) The elected official members of the governing body of the public transportation benefit area, if the population of the county in which the public transportation benefit area is located is more than 400,000 and the county does not also contain a city with a population of 75,000 or more operating a transit system pursuant to chapter 35.95 RCW, must be selected to assure proportional representation, based on population, of each of the component cities located within the public transportation benefit area and the unincorporated areas of the county located within the public transportation benefit area, to the extent possible within the restrictions placed on the size of the governing body of a public transportation benefit area. If necessary to assure such proportional representation, multiple cities may be represented by a single elected official from one of the cities. A majority of the governing board may not be selected to represent a single component city.

(c) If at the time a public transportation benefit area authority assumes the public transportation functions previously provided under the interlocal cooperation act (chapter 39.34 RCW) there are citizen positions on the governing board of the transit system, those positions may be retained as positions on the governing board of the public transportation benefit area authority.

(2) Within such 60-day period, any city may by resolution of its legislative body withdraw from participation in the public transportation benefit area. The county legislative authority and each city remaining in the public transportation benefit area may disapprove and prevent the establishment of any governing body of a public transportation benefit area if the composition thereof does not meet its approval.

(3)(a) In no case shall the governing body of a single county public transportation benefit area be greater than 11 voting members and in the case of a multicounty area, 17 voting members. Those cities within the public transportation benefit area and excluded from direct membership on the authority are hereby authorized to designate a member of the authority who shall be entitled to represent the interests of such city which is excluded from direct membership on the authority. The legislative body of such city shall notify the authority as to the determination of its authorized representative on the authority.

(b)(i) In addition to the maximum of nine elected official voting members of the governing body of a single county public transportation

benefit area or 15 elected official voting members of the governing body, in the case of a multicounty area, there may be two transit-using voting members appointed to each governing body by the elected official voting members. Transit-using voting members may not be employees of the transit agency operating under the public transportation benefit area authority.

(ii) One transit-using voting member must primarily rely on public transportation systems for transportation.

(iii) One transit-using voting member must represent a community-based organization and at least occasionally use public transportation systems for transportation. If no such representative in the public transportation benefit area's service area is available to serve, the governing body must appoint a second transit-using voting member who meets the requirements of (b)(ii) of this subsection.

(iv) If transit-using voting members are appointed to a governing body, meetings of the governing body must occur at a time and a place that are reasonably accessible by transit, in order to facilitate the participation of the transit-using voting members.

(v) Transit-using voting members must be provided comprehensive training regarding the open public meetings act established in chapter 42.30 RCW, the public records act established in chapter 42.56 RCW, and chapter 42.23 RCW regarding ethics for municipal officers, as soon as is reasonably practicable after the member's appointment.

(vi) This subsection (3)(b) does not apply to any public transportation benefit area authority where there are retained citizen positions on the governing body, pursuant to subsection (1)(c) of this section.

(c) There is one nonvoting member of the public transportation benefit area authority. The nonvoting member is recommended by the labor organization representing the public transportation employees within the local public transportation system. If the public transportation employees are represented by more than one labor organization, all such labor organizations shall select the nonvoting member by majority vote. The nonvoting member shall comply with all governing bylaws and policies of the authority. The chair or cochair of the authority shall exclude the nonvoting member from attending any executive session held for the purpose of discussing negotiations with labor organizations. The chair or cochair may exclude the nonvoting member from attending any other executive session. The requirement that a nonvoting member be appointed to the governing body of a public transportation benefit area authority does not apply to an authority that has no employees represented by a labor union.

(4)(a) Each member of the authority is eligible to be reimbursed for travel expenses in accordance with RCW 43.03.050 and 43.03.060 and to receive compensation, as set by the authority, in an amount not to exceed \$44 for each day during which the member attends official meetings of the authority or performs prescribed duties approved by the chair of the authority. Except that the authority may, by resolution, increase the payment of per diem compensation to each member from \$44 up to \$90 per day or portion of a day for actual attendance at board meetings or for performance of other official services or duties on behalf of the authority. In no event may a member be compensated in any year for more than 75 days, except the chair who may be paid compensation for not more than 100 days: PROVIDED, That compensation shall not be paid to an elected official or employee of federal, state, or local government who is receiving

regular full-time compensation from such government for attending meetings and performing prescribed duties of the authority.

(b) The dollar thresholds established in this section must be adjusted for inflation by the office of financial management every five years, beginning January 1, 2024, based upon changes in the consumer price index during that time period. "Consumer price index" means, for any calendar year, that year's annual average consumer price index, for Washington state, for wage earners and clerical workers, all items, compiled by the bureau of labor and statistics, United States department of labor. If the bureau of labor and statistics develops more than one consumer price index for areas within the state, the index covering the greatest number of people, covering areas exclusively within the boundaries of the state, and including all items shall be used for the adjustments for inflation in this section. The office of financial management must calculate the new dollar threshold and transmit it to the office of the code reviser for publication in the Washington State Register at least one month before the new dollar threshold is to take effect.

(c) A person holding office as commissioner for two or more special purpose districts shall receive only that per diem compensation authorized for one of his or her commissioner positions as compensation for attending an official meeting or conducting official services or duties while representing more than one of his or her districts. However, such commissioner may receive additional per diem compensation if approved by resolution of all boards of the affected commissions. [2025 c 230 s 1; 2020 c 83 s 2; 2018 c 154 s 1; 2010 c 278 s 3; 2009 c 549 s 4097; 2007 c 469 s 14; 1998 c 121 s 15; 1983 c 65 s 3; 1977 ex.s. c 44 s 2; 1975 1st ex.s. c 270 s 15.]

Effective date—2025 c 230: "This act takes effect January 1, 2026." [2025 c 230 s 2.]

Effective date—2018 c 154: "This act takes effect August 1, 2018." [2018 c 154 s 3.]

Severability—Effective date—1977 ex.s. c 44: See notes following RCW 36.57A.030.

Severability—Effective date—1975 1st ex.s. c 270: See notes following RCW 35.58.272.

RCW 42.30.205 Training. (1) Every member of the governing body of a public agency must complete training on the requirements of this chapter no later than ninety days after the date the member either:

(a) Takes the oath of office, if the member is required to take an oath of office to assume his or her duties as a public official; or

(b) Otherwise assumes his or her duties as a public official.

(2) In addition to the training required under subsection (1) of this section, every member of the governing body of a public agency must complete training at intervals of no more than four years as long as the individual is a member of the governing body or public agency.

(3) Training may be completed remotely with technology including but not limited to internet-based training. [2014 c 66 s 2.]

Findings—Short title—Effective date—2014 c 66: See notes following RCW 42.56.150.

**BYLAWS
OF THE
CLALLAM COUNTY PUBLIC TRANSPORTATION BENEFIT AREA**

**ARTICLE I
NAME**

Section 1.1 Name

The name of this municipal corporation, duly established pursuant to the laws of the State of Washington, shall be **Clallam Transit System** (CTS). The offices of CTS shall be at 830 West Lauridsen Boulevard, Port Angeles, Washington.

**ARTICLE II
THE GOVERNING BODY - BOARD COMPOSITION**

Section 2.1 Board Composition

Subject to the provisions of RCW 36.57A.050, as it now exists or may be amended, the governing body of CTS, hereinafter referred to as the "Board," shall consist of eight (8) voting members, all of whom shall be elected officials selected by and serving at the pleasure of the governing bodies of the cities of Sequim, Port Angeles, and Forks and of Clallam County; and one (1) non-voting member. The membership of the Board shall consist of the following:

- a) Two elected voting officials of the City of Port Angeles.
- b) Two elected voting officials of the City of Sequim.
- c) Two elected voting officials of the City of Forks.
- d) Two elected voting commissioners of Clallam County.
- e) One appointed nonvoting member appointed in accordance with RCW 36.57A.050.

Section 2.2 Alternate Representatives

The Cities and the County may each appoint up to two (2) alternate members to serve at a Board meeting in the event of a regular member's absence, and to exercise all of the powers and duties of the regular Board member at that meeting. Such alternate member(s) shall also be an elected official of the member cities or Clallam County.

Section 2.3 Term of Office

Each member of the Board shall hold office until their successor has been selected, as provided herein, unless such person is legally ineligible to hold such position.

Section 2.4 Attendance of Board Members

It is recognized that attendance by Board members is of prime public concern. Any Board member not able to attend a regularly scheduled Board meeting shall notify the General Manager or Clerk to the Board, or designated alternates. In the event that a Board member or alternate shall not consistently attend Board meetings, the Board may request from the member City or the County the appointment of a replacement for such Board member.

Section 2.5 Periodic Review of Board Composition

In accordance with the provisions of RCW 36.57A.055, the Board shall, commencing in 2000, and every four years thereafter, request that the member Cities and Clallam County perform a review of the composition of the Board.

ARTICLE III DUTIES OF THE BOARD AND BOARD MEETINGS

Section 3.1 Duties of the Board

The Board shall provide the policy and legislative direction for CTS and its administrators. The Board may create such departments, offices, or advisory boards as it finds necessary or advisable and may determine the powers and duties of each department or office.

CTS shall have all of the powers specified in 36.57A RCW, specifically including those enumerated in RCW 36.57A.080 and .090, as now enacted or hereafter amended, and all other powers which are necessary to carry out the purposes of CTS.

Section 3.2 Meetings and Meeting Notice.

a) Regular Meetings

The time and place of regular meetings of the Board shall be established by a resolution of the Board. Such resolution may also specify the appropriate notification of such meetings.

b) Special Meetings

Special meetings may be called at any time, in accordance with the procedures of RCW 42.30.080, as now enacted or hereafter amended.

Section 3.3 Quorum.

At any regular or special meeting, any five (5) voting members of the Board shall constitute a quorum for the transaction of business, provided, however, that during the consideration of the following actions, there shall be present at least one member from each of the member Cities and the County:

- a)** Initial appointment or dismissal of a General Manager; and
- b)** Selection of Chairperson and Vice-Chairperson; and
- c)** Revision or amendment of the Bylaws.

Section 3.4 Parliamentary Procedure

This Section shall govern the procedures to be followed by the Board for the conduct of Board meetings and the maintenance of order.

a) Open Public Meetings Act

The Board shall comply with the provisions of the Open Public Meetings Act, Chapter 42.30 RCW, in the conduct of all meetings to which said act is applicable.

b) Executive Sessions

The Board may discuss topics in executive session, which topics are specified in RCW 42.30.110 or relate to potential or pending litigation and are subject to attorney-client privilege. The Corporate Counsel shall inform the Board whenever any proposed discussion in executive session is not legally allowed. The Chair will announce whether the nonvoting member will be excluded, consistent with RCW 36.57A.050.

No member of the Board, employee of the Corporation, or any other person present during executive sessions of the Board shall disclose to any person the content or substance of any discussion or action which took place during said executive session, unless a majority of the Board shall authorize such disclosure.

c) Work Sessions

The Board may, as it deems necessary, conduct either regular or special meetings as work sessions for the purpose of in-depth review and discussion of specified issues.

d) Voting Procedure and the Chair of the Board

Every voting member of the Board shall be entitled to one vote on all issues before the Board; the nonvoting member is entitled to no vote.

The Chair of the Board may vote on all matters coming before the Board; however, the Chair of the Board shall not be required to vote except in the event of a tie.

The Chair of the Board shall state all questions coming before the Board, provide the opportunity for discussion from the floor, and announce the decision of the Board on all subjects. Procedural decisions shall be made by the Chair of the Board, who may request advice on such matters from the Corporate Counsel. Procedural decisions made by the Chair of the Board may be overruled by a majority vote of the Board.

e) Decorum and Debate

When a measure is presented for consideration to the Board, the Chair of the Board shall recognize the appropriate individual to present the matter. When two or more members wish to speak, the Chair of the Board shall name the member who is to speak first. No member of the Board shall interrupt another while speaking except to make a point of order or privilege.

No Board member shall be permitted to indulge in personalities, use language personally offensive, or use language tending to hold a member of the Board up to contempt.

If a member is speaking out of order or otherwise transgressing the rules of the Board, the Chair of the Board shall or any Board member may call him/her to order, in which case they shall immediately be quiet unless permitted to explain. The Board shall, if appealed to, decide the case without debate. If the decision is in favor of the member called to order, he/she shall be at liberty to proceed, but not otherwise. A Board member transgressing this rule shall be liable to censure or other such punishment as the Board may deem proper.

f) Questions of Parliamentary Procedure

Questions of parliamentary procedure not covered by these rules shall be governed by the current version of Robert's Rules of Order. The Board hereby adopts a special rule of order allowing for the consent agenda process.

g) Parliamentarian

The Corporate Counsel shall act as the parliamentarian of the Board.

h) Attendance at Meetings

Board members may attend Board meetings either in person, or, when a Board member may not attend in person, through the use of video or telephonic media. Attendance by such media shall be pursuant to procedures approved by the Board.

Section 3.5 Board Acting as a Body

The Board shall act as a body in making its decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these Bylaws.

Section 3.6 Records of Board Meetings - Minutes

The proceedings of the Board meetings shall be recorded and maintained in the CTS offices. The minutes shall consist primarily of a record of the session in accordance with Resolution No. 11:83, as now existing or hereinafter revised. Copies of the proposed minutes shall be forwarded to all Board members prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary correction.

Section 3.7 Clerk to the Board

The General Manager shall designate a Clerk to the Board, who will be an employee of CTS. The duties of the Clerk to the Board shall be outlined in the designated employee's CTS position description.

The General Manager may designate a Deputy Clerk to the Board, who will also be an employee of CTS. The deputy will act as the Clerk to the Board's designated alternate when necessary.

Section 3.8 Committees.

Such standing or special committees as shall be necessary or appropriate may be formed, in accordance with the procedures of this paragraph.

a) Standing Committees

The Board acting as a whole may form standing committees. Such standing committees shall be formed by amendment to these Bylaws. The amendment shall contain provisions stating the specific purpose of the committee and its membership, provided that, in no event, shall a standing committee's membership constitute a quorum of the Board and that the general purpose of such standing committees shall be to adopt recommendations to the Board. Standing committees may contain citizen-electors residing within the CTS boundaries, provided that the number of citizen-electors on any standing committee shall not exceed the number of Board members appointed to such standing committee.

b) Special Committees.

Special committees may be formed and members appointed by the Chair of the Board. Membership shall be composed of Board members and may include citizen-electors residing within the Clallam County Public Transportation Benefit Area boundaries, but the number of citizen-elector members shall not exceed the number of Board members appointed.

At the time of the appointment of the members, the Chair of the Board shall state the objective of the committee and the expected date upon which a report shall be issued to the Board.

- c)** The Chair of the Board may appoint themselves or the Vice-Chair of the Board as an ex-officio member of any or all committees.
- d)** Any electors serving on a committee who fail to attend three (3) consecutive meetings or who are absent from five (5) meetings within one (1) year, shall be deemed to have resigned from such committee.
- e)** The General Manager shall be an ex-officio, non-voting member of any or all standing or special committees.
- f)** The following are the standing committees of CTS:

1. Operations and Maintenance Committee

There shall be a committee of the Board for the purpose of reviewing the operations and maintenance affairs and activities of CTS and adopting recommendations for consideration by the whole Board.

The system's Operations and Maintenance Committee shall be composed of not more than four (4) regular voting Board members (one designated from each jurisdiction) and citizen-elector members, if determined to be needed. The Chair of the Board may appoint individual members, with the consent of

the Board. The conduct of the Operations and Maintenance Committee shall be as established by the Clallam Transit System bylaws.

2. Administration and Finance

There shall be a committee of the Board for the purpose of reviewing the administrative and financial affairs and activities of CTS and adopting recommendations for consideration by the whole Board.

The system's Administration and Finance Committee shall be composed of not more than four (4) regular voting Board members (one designated from each jurisdiction) and citizen-electors, if determined to be needed. The Chair of the Board may appoint individual members, with the consent of the Board. The conduct of the Administration and Finance Committee shall be as established by the Clallam Transit System bylaws.

ARTICLE IV SELECTION AND DUTIES OF THE CHAIR OF THE BOARD AND VICE-CHAIR OR THE BOARD

Section 4.1 Chair of the Board and Vice-Chair of the Board

The Board shall select a Chair of the Board and Vice-Chair of the Board from the voting members at the first meeting of the year. The Chair of the Board shall hold office until their successor is elected. The office of the Chair of the Board shall rotate on a yearly basis among the following four (4) represented categories and in the following suggested sequence: (1) Clallam County; (2) City of Forks; (3) City of Port Angeles; and (4) City of Sequim. Election of successors shall be deemed to occur at 12:01 a.m. of the day following the vote upon the question.

Section 4.2 Preside at Board Meetings

The Chair of the Board shall preside at all meetings of the Board. In the event of the Chair of the Board's absence or inability to preside, the Vice-Chair of the Board shall assume the duties of presiding; however, if the Chair of the Board is permanently unable to preside, the Board shall select a new Chair of the Board for the remainder of the Chair of the Board's term. In the event that the Vice-Chair of the Board is selected as the new Chair of the Board, then a new Vice-Chair of the Board shall be selected for the remainder of the Vice-Chair of the Board's term.

Section 4.3 Spokesperson

The Chair of the Board shall act as the spokesperson for CTS and shall act as its representative at meetings with other organizations, committees and other such activities, unless such representative shall otherwise be authorized by the Board; provided, however, the Chair of the Board may delegate to any Board member the duty of being a spokesperson or representative. Such spokesperson or representative shall make no pronouncements that will obligate or commit CTS except pursuant to prior authorization of the Board.

ARTICLE V GENERAL MANAGER

Section 5.1 Appointment and Removal of General Manager.

The Board may appoint a General Manager. The General Manager shall serve at the pleasure of the Board. The General Manager shall be the chief executive and administrative officer of CTS and shall perform such duties as specified in these by-laws, and as may otherwise be assigned by the Board.

Section 5.2 Duties of the General Manager.

The powers and duties of the General Manager of CTS shall be as shown in the Board-approved General Manager position description.

Section 5.3 Acting General Manager Appointment

In the event that the General Manager shall become unable to perform their duties, the Board shall appoint an acting General Manager.

ARTICLE VI ADVISORY COMMITTEES

Section 6.1 Creation and Authority

The Board finds that, from time to time, it may be appropriate to create ad hoc advisory committees to provide the Board with information and recommendations on issues of interest to the Board.

Section 6.2 Direction to Committee

In creating each such ad hoc advisory committee, the Board shall approve a written direction for the committee, which shall include specific issues or questions to be addressed by the committee, rules for operation of the committee, and a timeline for the committee's actions.

Section 6.3 Committee Membership

The members of the committee shall be appointed by the Chair of the Board after public solicitation of applicants for membership. The number of members of the committee shall also be established by the Board. Members of such committees shall be selected so as to provide the Board with the best advice available on the issue on which the Board desires to receive information or recommendations. Board members and transit staff may be included in the membership of each ad hoc committee.

ARTICLE VII CONFLICT OF INTEREST

Section 7.1 Conflict of Interest

Any Board member who has an interest in a contract or other transaction with the District or who has any other type of situation vis-à-vis CTS which would be construed by a judge or jury applying the "reasonable person" standard as a conflict including, but not limited to, family relationships,

shall make a full, frank and prompt disclosure to the Board prior to taking part in the discussion and vote in the matter at issue. Such disclosure shall include any relevant information and material facts known to the Board member concerning the potential conflict of interest which might reasonably be construed to affect the person's participation in the matter at issue.

Section 7.2 Disqualification

The remaining members of the Board shall determine by majority vote whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If the conflict is deemed to exist, the Board member shall not vote on, use personal influence in, nor participate in discussions or deliberations with respect to the matter at hand. Such Board member shall not be counted in determining whether or not a quorum exists. The minutes shall reflect that the Board member made the disclosure, abstained from voting and whether or not a quorum was present at the time of the action.

ARTICLE VIII SEVERABILITY

If any provision of these Bylaws, or its application to any person or circumstance is held invalid, the remainder of these Bylaws, or the application of the provisions to other persons or circumstances is not affected.

ARTICLE IX AMENDMENTS

These Bylaws, as adopted by the Board may be revised or amended at any regular or special meeting of the Board, with the provision that members receive copies of the proposed change(s) at least two (2) weeks prior to that meeting.



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

Factsheet: 2025-064
Date: October 29, 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 September 2025, fixed-route ridership increased by 2.32% compared to September 2024. CTS recorded 67,174 passenger trips, which is an increase of 1,522 rides over 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 September 2025, the average trip quality ratings were 4.91 in Forks and 4.95 in Sequim. Monthly ridership increased by 46.95% in Forks and 29.34% in Sequim compared to September 2024.

Paratransit: Paratransit ridership increased by 9.37% in September 2025 compared to the same month in 2024. Key performance metrics are summarized in the table below:

Measure	September 2025	September 2024	YTD 2025	YTD 2024	
Boardings	4,259	3,894	36,866	35,758	
On-Time Performance	96.37%	95.19%	96.11%	94.69%	<i>Higher is better</i>
No-Shows	5.89%	6.91%	6.37%	6.65%	<i>Lower is better</i>
Same-Day Cancellations	5.02%	4.85%	5.47%	4.40%	<i>Lower is better</i>
Newly Approved Applicants	97	72	764	649	

Vehicle Accidents and Incidents One reportable incident in September 2025:

1. Passenger claimed injury from fall on bus September 13, 2025.

Exclusions: Two individuals were excluded in September 2025.

1. One adult male excluded for assaulting another passenger at the Gateway Transit center.
2. One adult male excluded for assaulting the operator of bus 921 at First and Lincoln.

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

Month	Unique Users	Passes/Tickets	Gross Sales
September 2025	324	584	\$5,284
July 2025	543	1361	\$7,759
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 2025 Sales by Fare Type			
Type of Fare	Fare	Passengers	Revenue
Regular Strait Shot Fare	\$10.00	488	\$4,880
Reduced Strait Shot Fare	\$5.00	77	\$385
Regular Hurricane Ridge Fare	\$1.00	19	\$19
Reduced Hurricane Ridge Fare	\$0.50	0	\$0
Totals		584	\$5,284

Operations Update: The campaign to gather public feedback on major route and service changes was successfully completed. Workshops were hosted at Gateway, Sequim, and Forks Transit Centers. The majority of feedback was submitted through the CTS website campaign. Staff are now compiling and analyzing the input received.

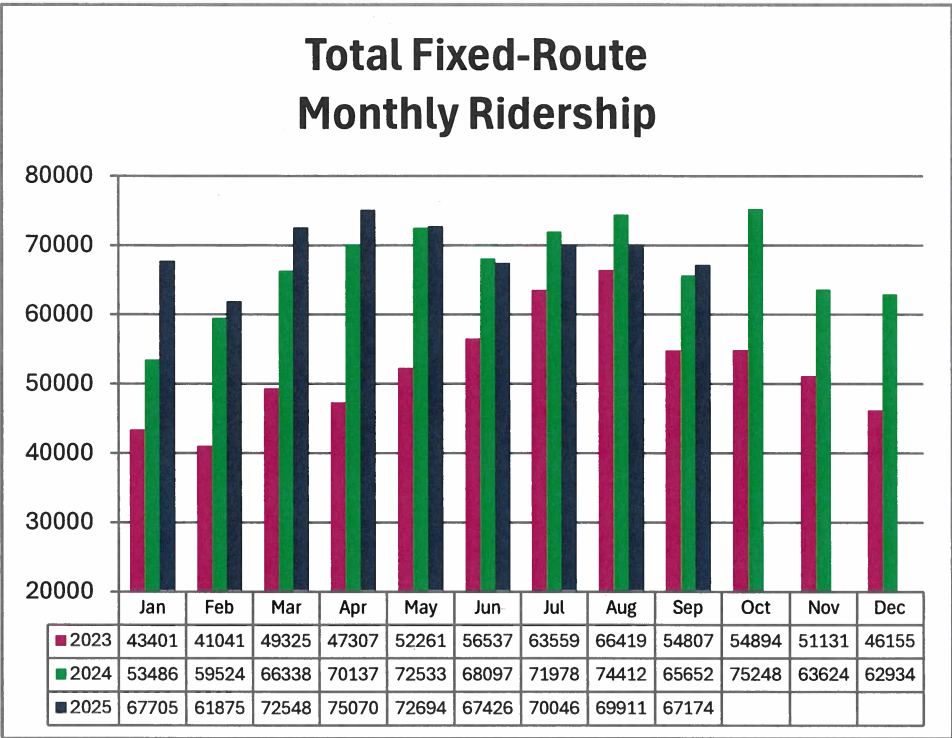
Recommended Action

None.

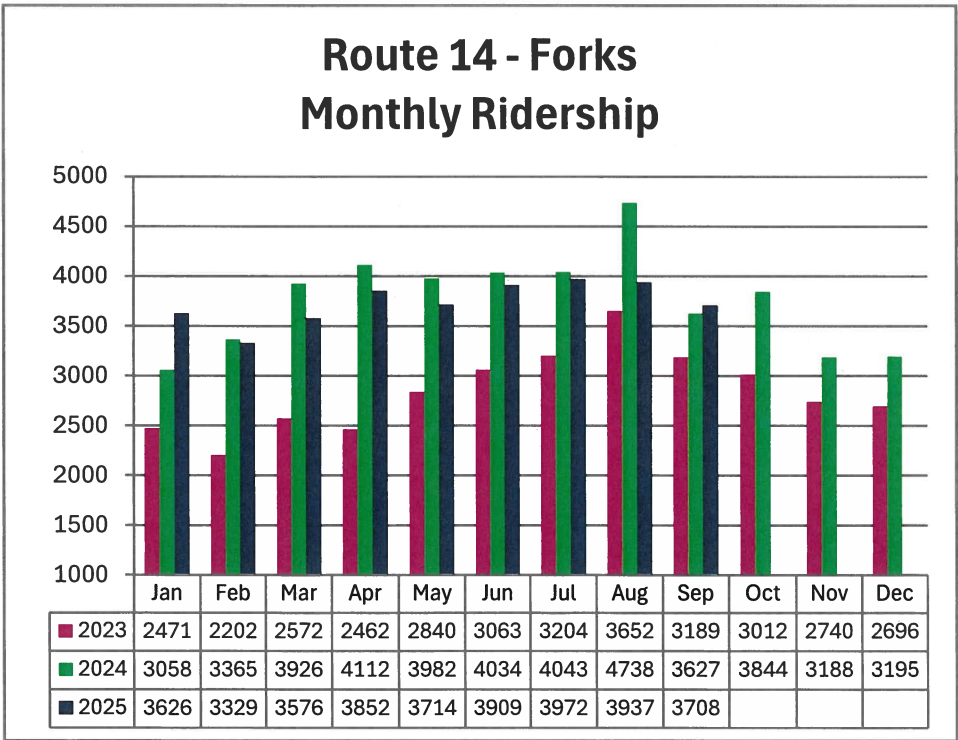
Attachments

CTS Fixed-Route Ridership Statistics
Route Efficiency Report

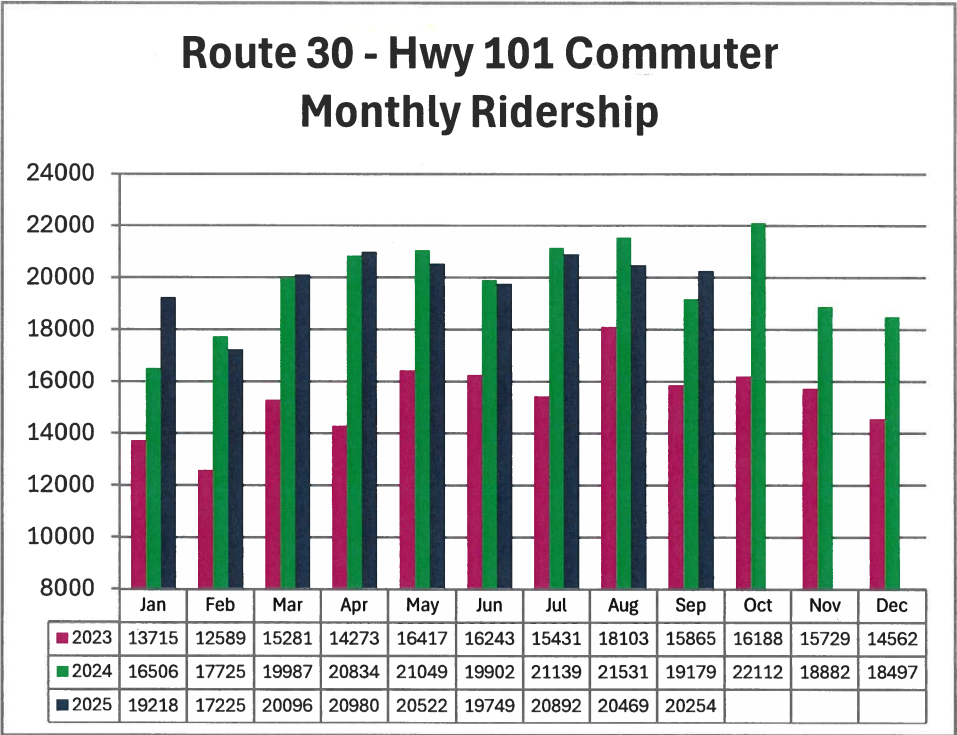
CTS Fixed-Route Ridership Statistics August 2025
Total Fixed-Route Monthly Ridership



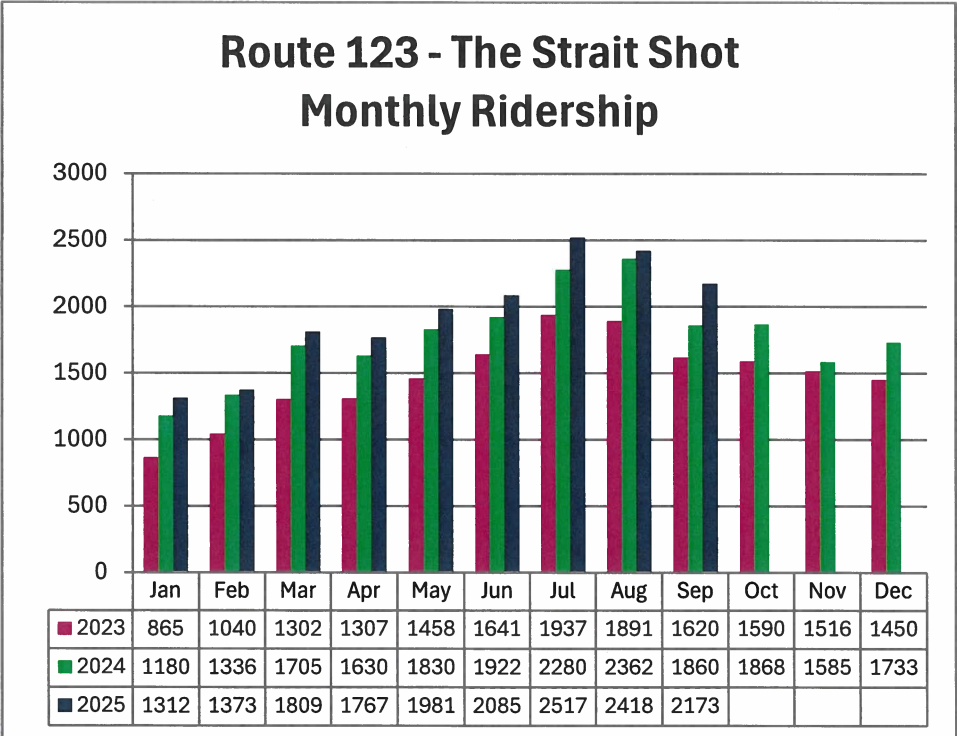
InterCity Routes (14, 30, 123)



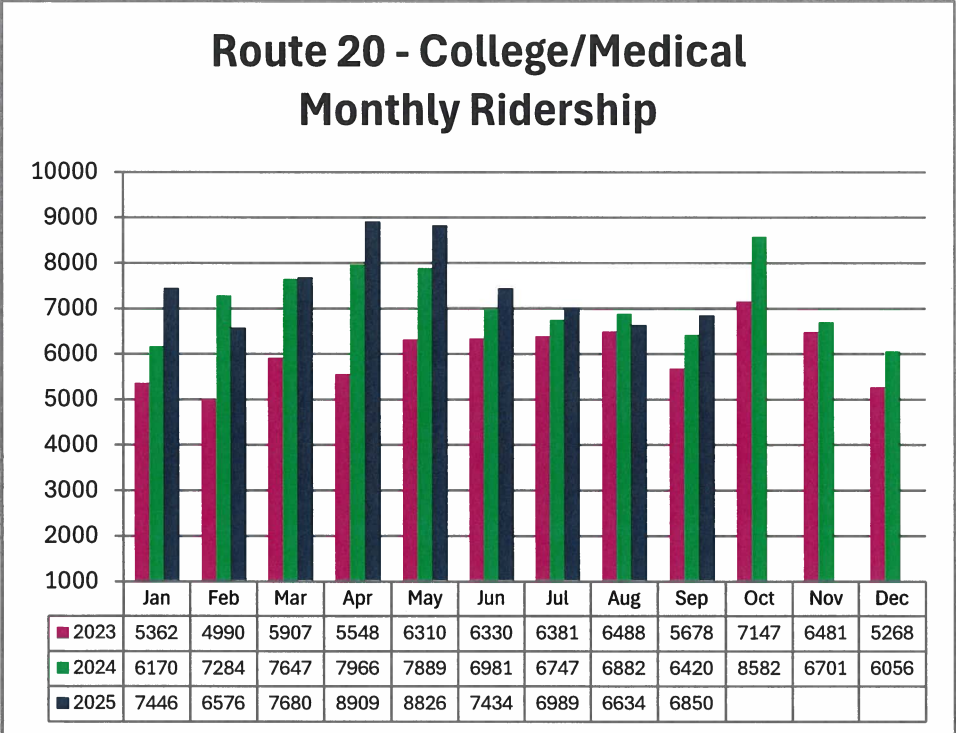
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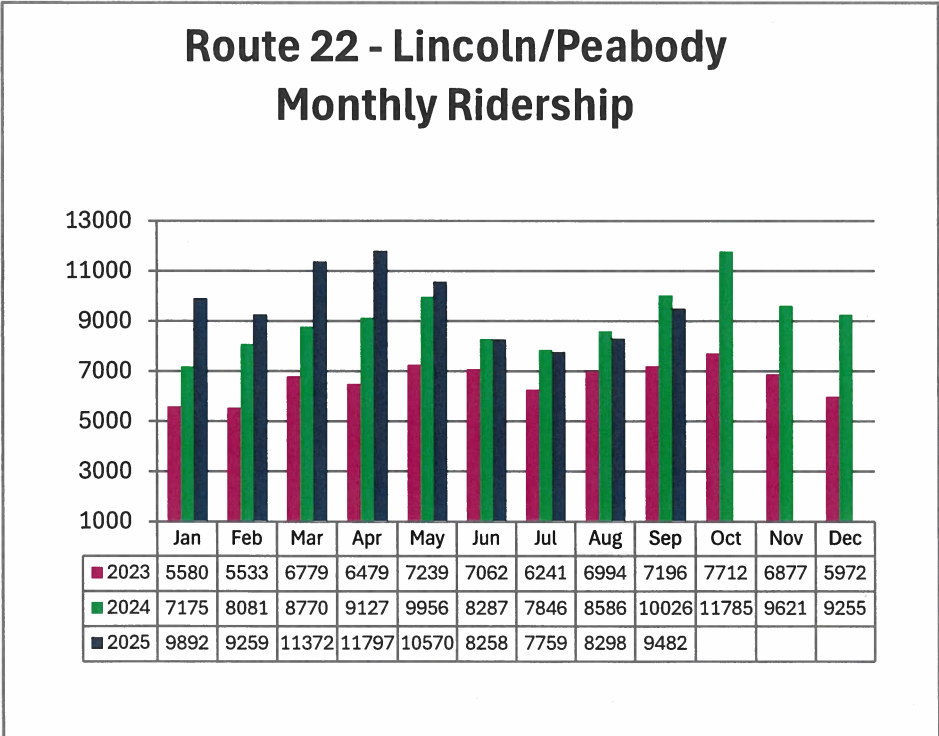
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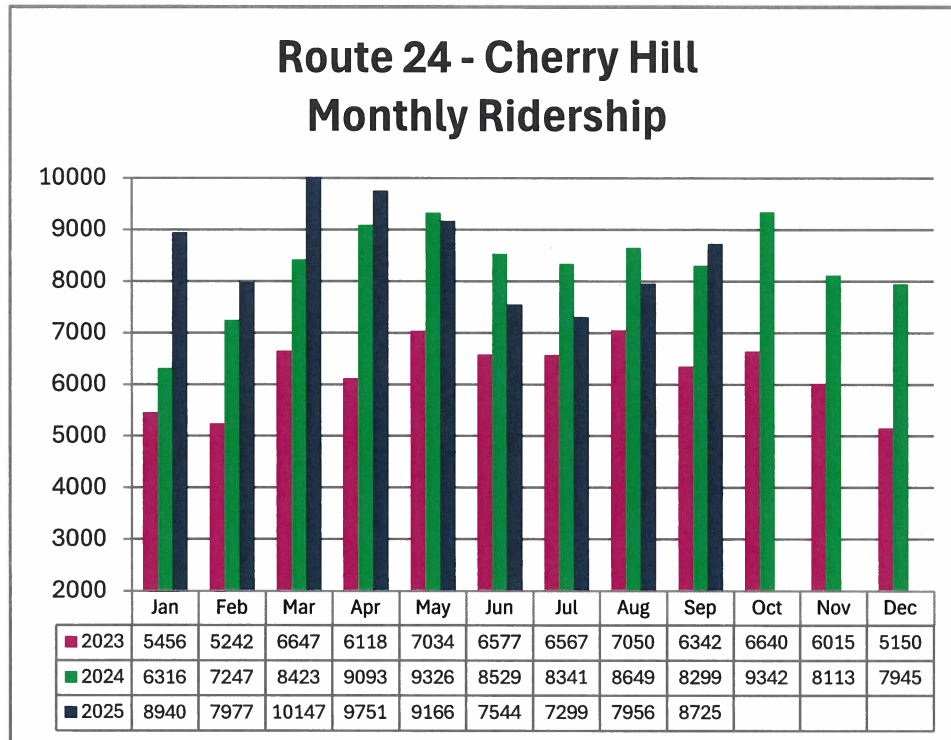
Urban Routes (20, 22, 24, 26)



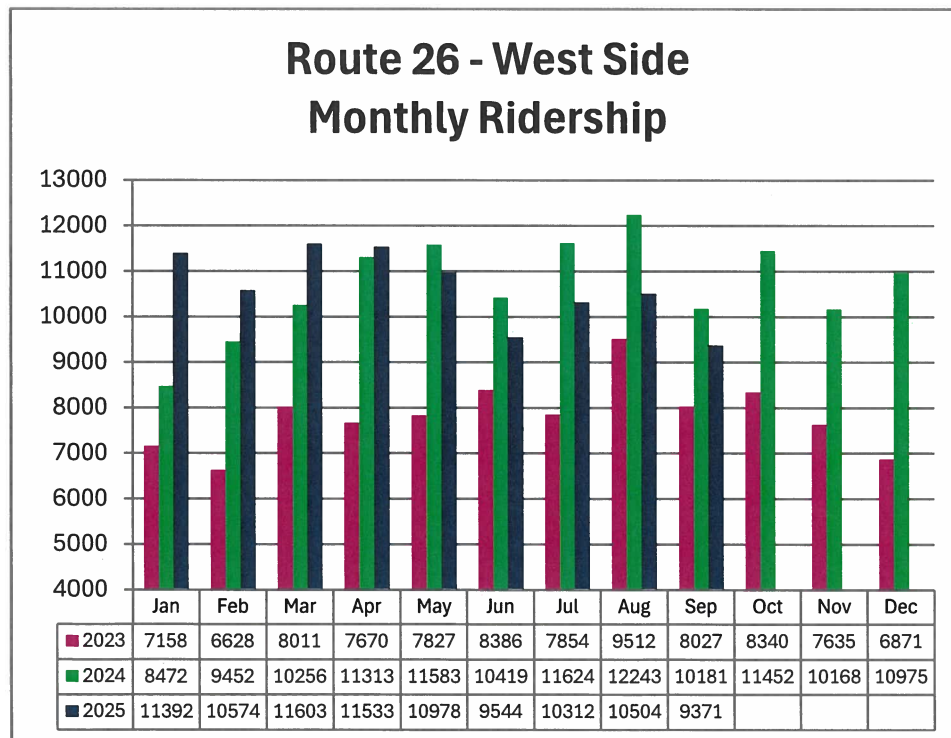
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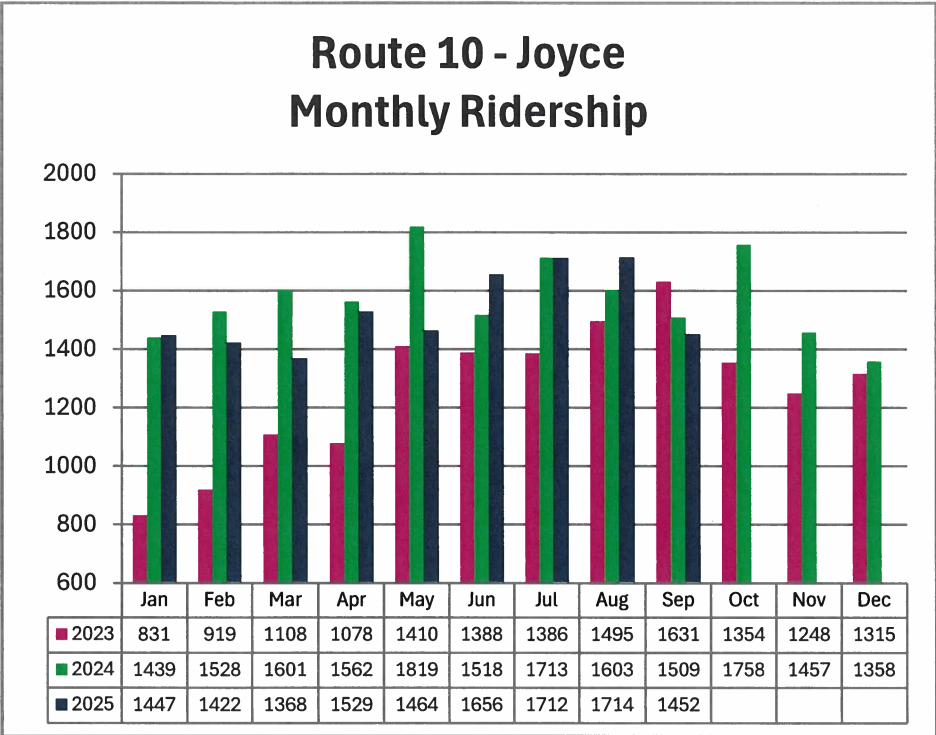
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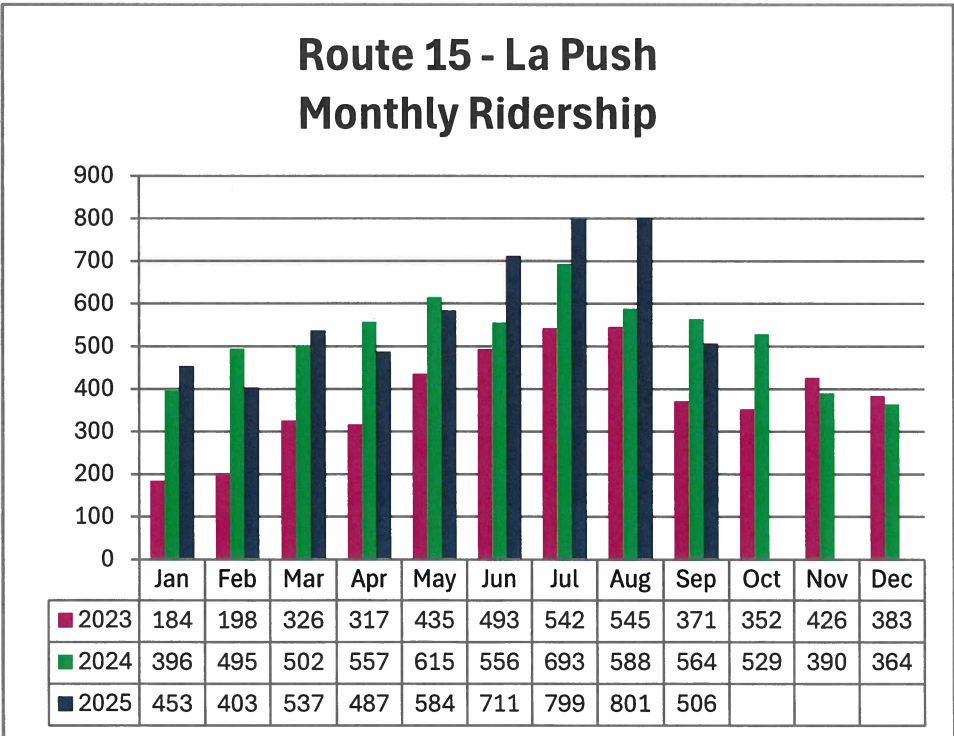
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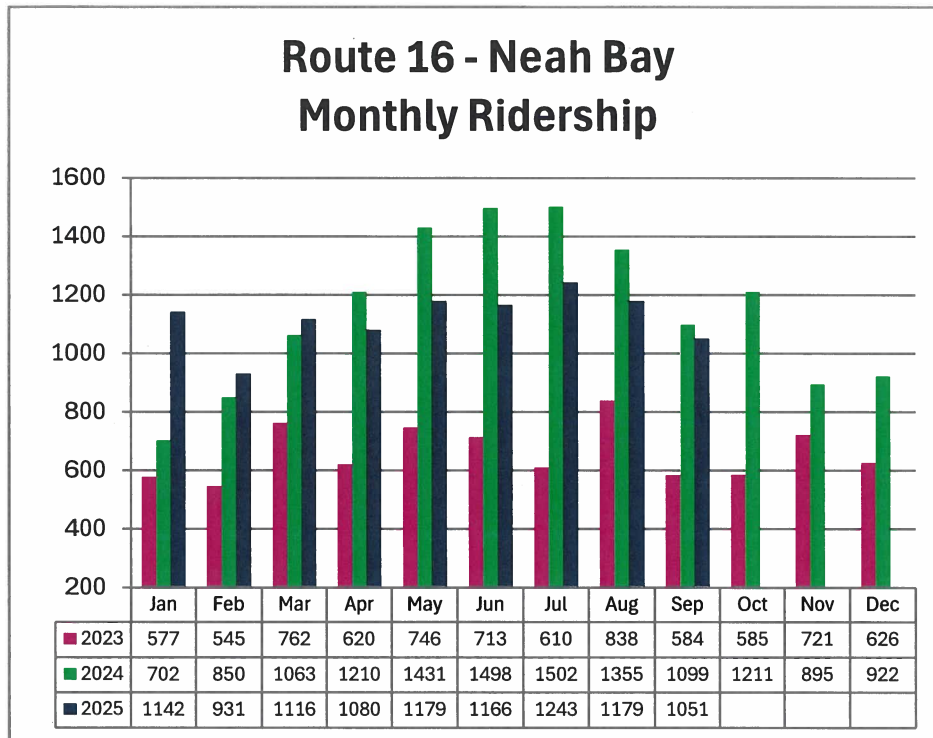
Rural Routes (10, 15, 16, 50, 52)



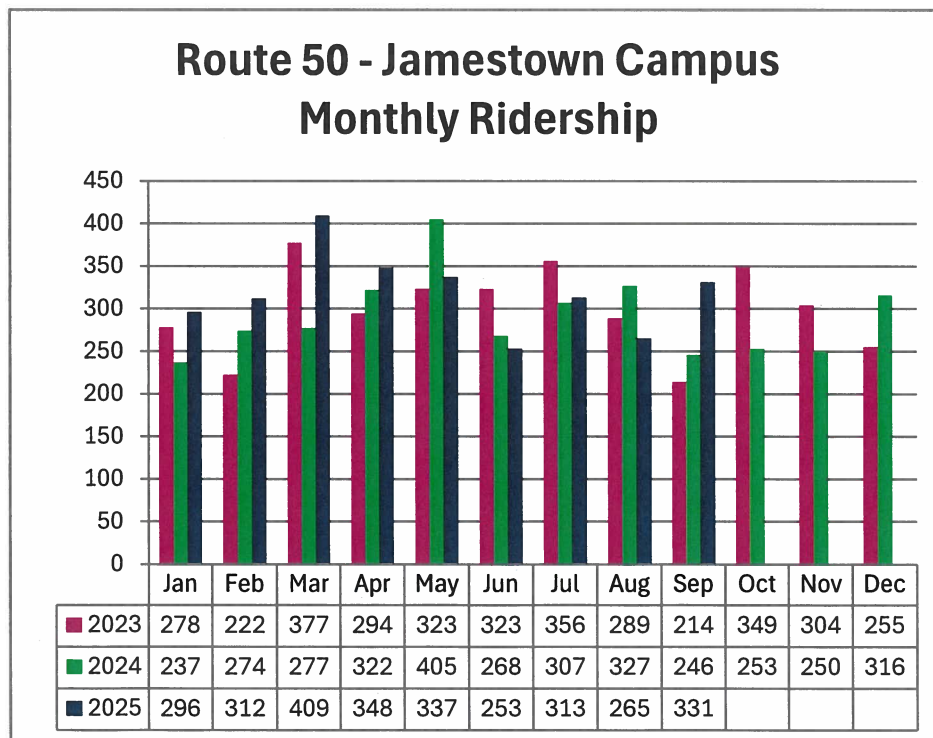
Rural Routes (10, 15, 16, 50, 52)



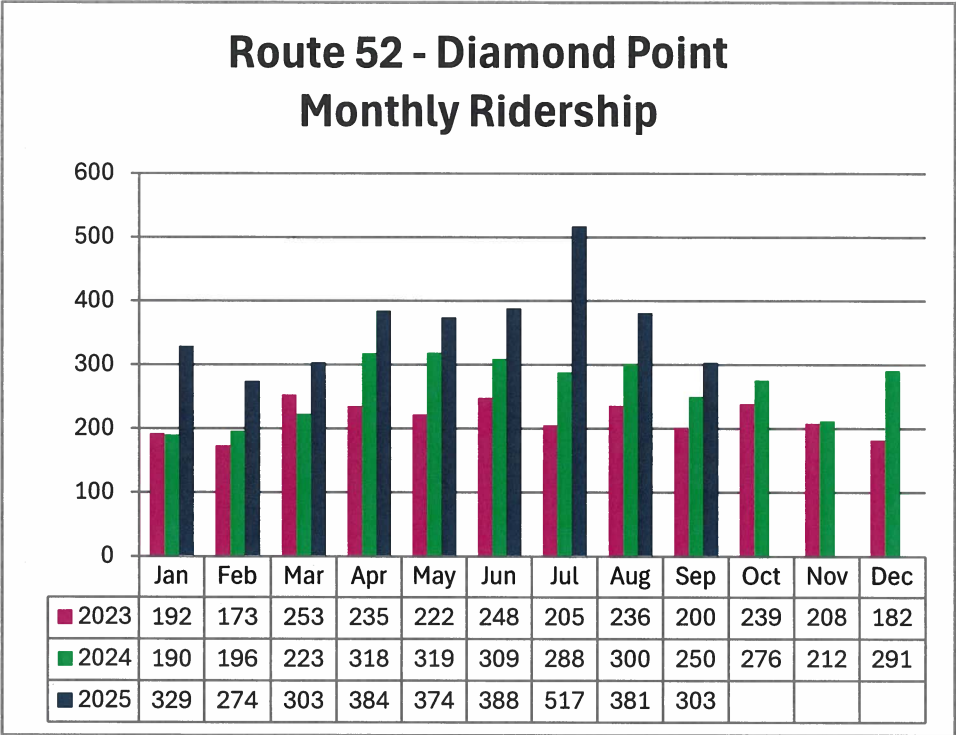
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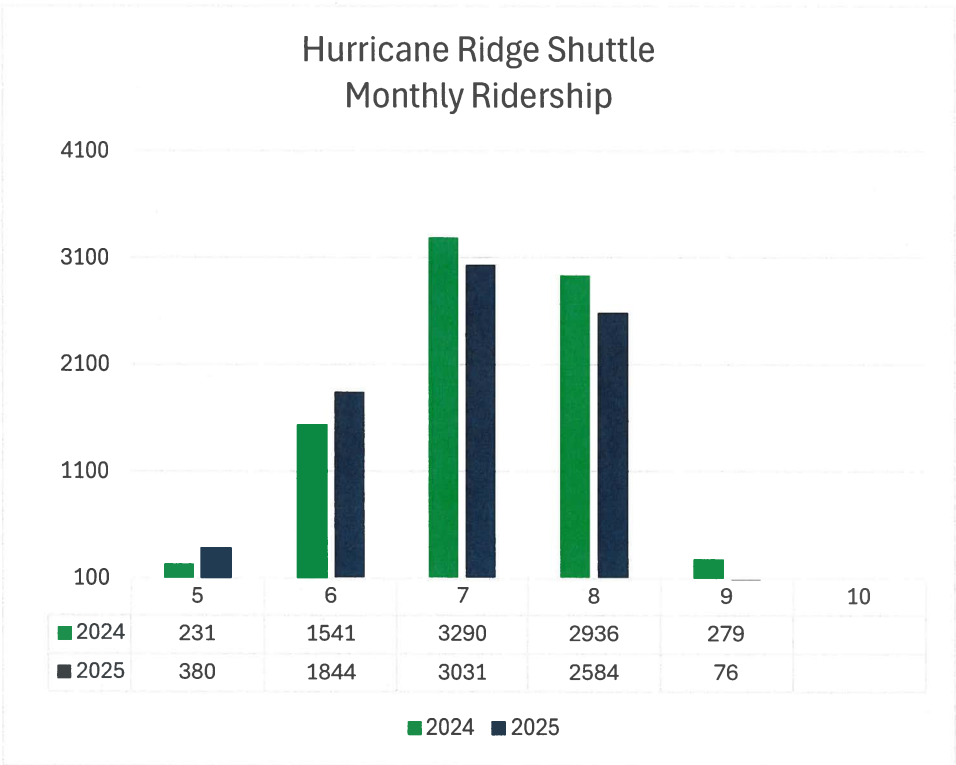
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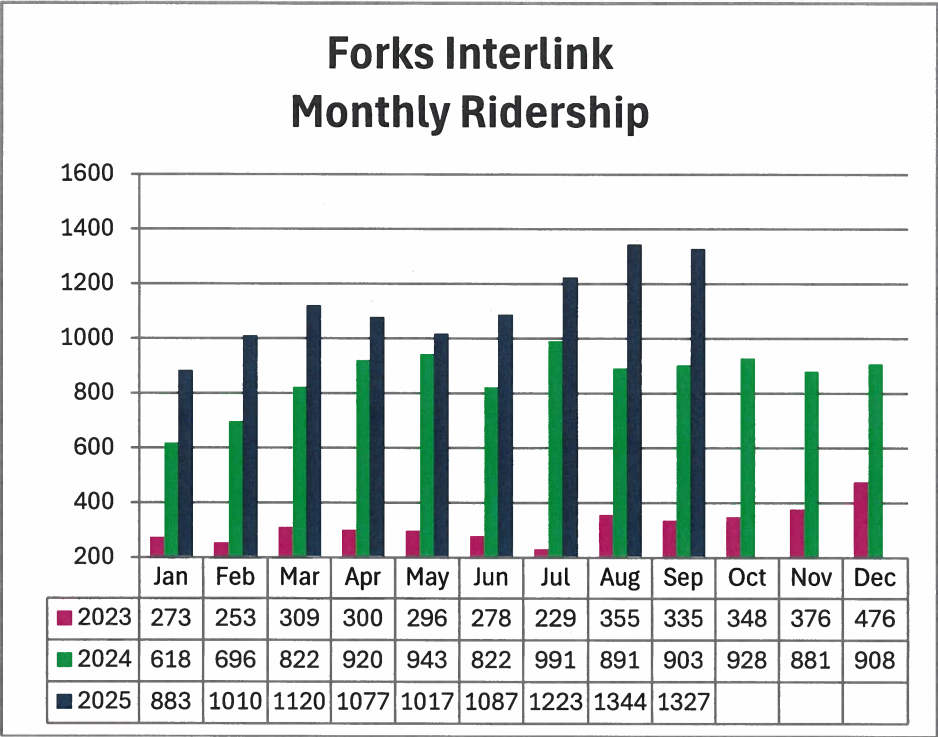
Rural Routes (10, 15, 16, 50, 52)



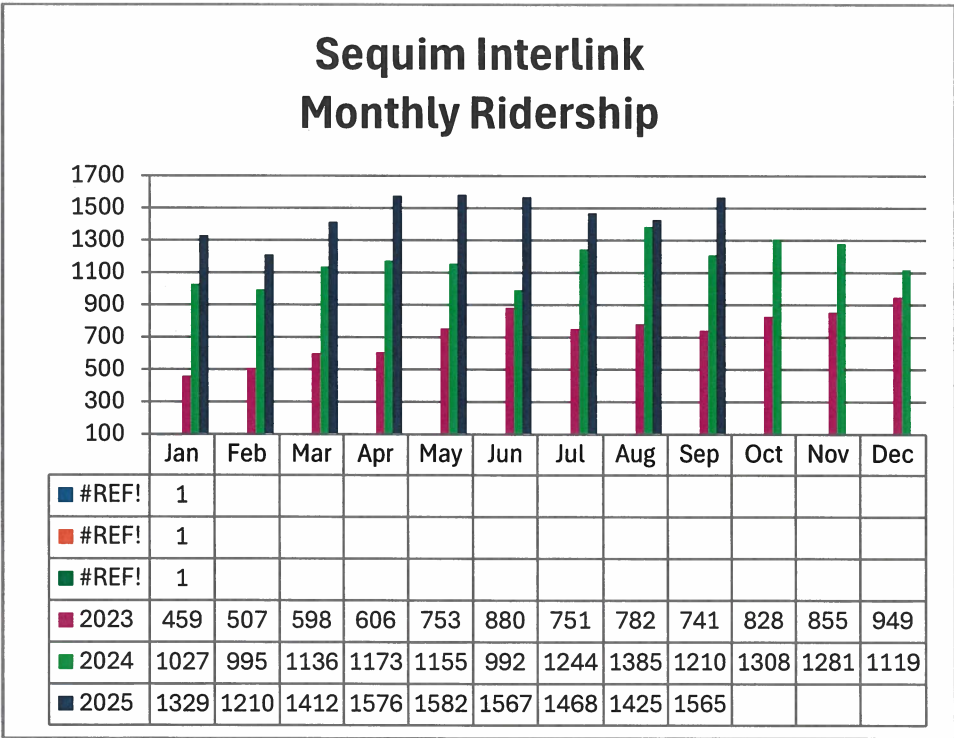
Hurricane Ridge



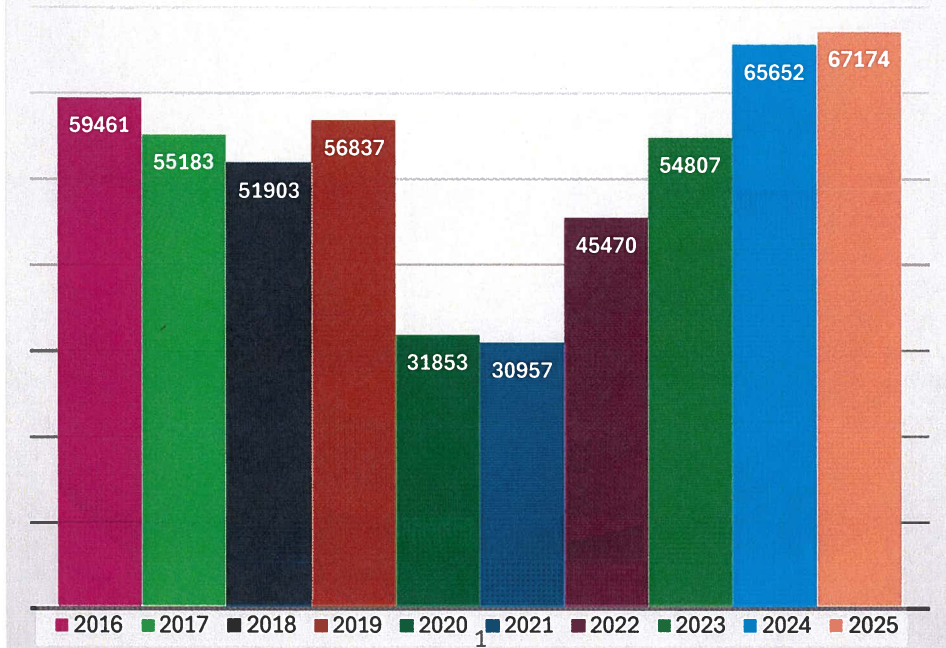
Interlink services (Sequim and Forks)



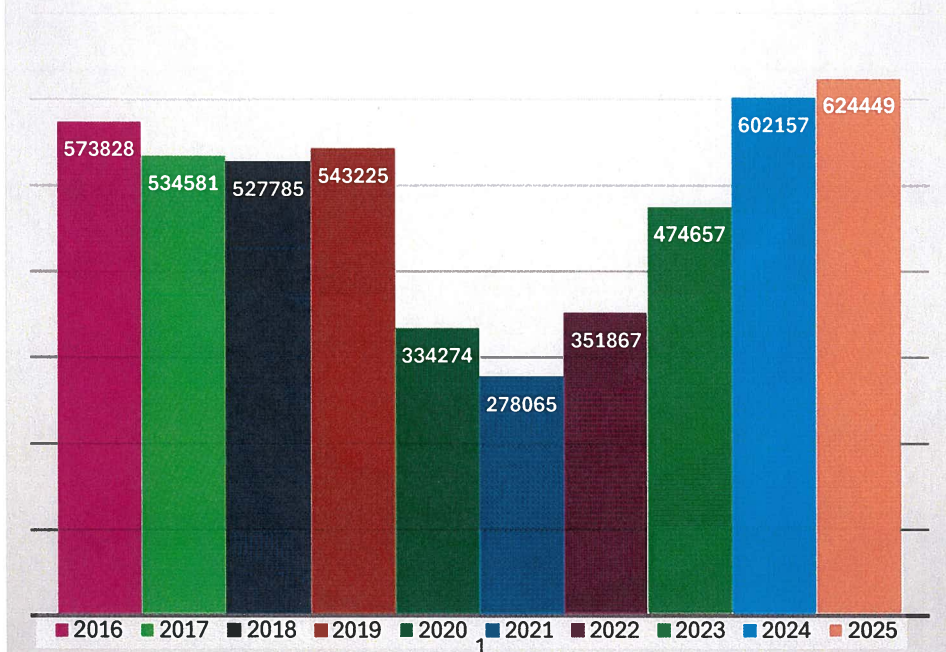
Interlink services (Sequim and Forks)



September Ridership by Year



Annual Ridership up to September



September 2025 CTS Route Efficiency Report

Efficiency Ranking	Route	Boardings	Rev Hours	Avg. Passengers per hour per route
1	22 – Lincoln/Peabody	9,482	277.88	34.123
2	26 – West Side	9,371	328.50	28.527
3	24 – Cherry Hill	8,725	319.66	27.295
4	30 – Commuter	20,254	985.40	20.554
5	20 – College/Medical	6,850	340.92	20.093
6	10 – Joyce	1,452	194.05	7.483
7	50 – Jamestown	331	47.04	7.037
8	15 – La Push	506	82.08	6.165
9	Forks Interlink	1,327	219.96	6.033
10	14 – Forks	3,708	636.03	5.830
11	123 – The Strait Shot	2,173	394.40	5.510
12	Sequim Interlink	1,565	323.75	4.834
13	ONP	76	18.00	4.222
14	52 – Diamond Point	303	71.82	4.219
15	16 – Neah Bay	1,051	289.68	3.628
		67,174	4,529.17	14.83141503



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

Factsheet: 2025-065
Date: October 29, 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 September 30, 2025, was \$32,826,172. Of those funds, \$25.6 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 September was \$1,261,730. This was 8.53% over budget for the month. Sales tax receipts are two months behind actual state collections.

Other Operating Revenue: Other operating revenue includes \$108 thousand in interest revenue. Interest rates from the Local Government Investment Pool (LGIP) dropped from 4.38% to 4.29%.

Audit: The financial statement, federal single, and accountability audits for the fiscal year ended December 31, 2024 have been completed and exit conferences held. The audit determined the agency to be in compliance for all areas audited and no significant deficiencies or material weaknesses were identified. In their opinion, the financial statements and related notes are presented fairly and in accordance with generally accepted accounting principles (GAAP).

The full auditor's reports can be accessed at the Office of the Washington State Auditor's website at <https://sao.wa.gov/reports-data/audit-reports/> by selecting Clallam County Public Transportation Benefit Area.

RECOMMENDED ACTION

None.

ATTACHMENTS

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

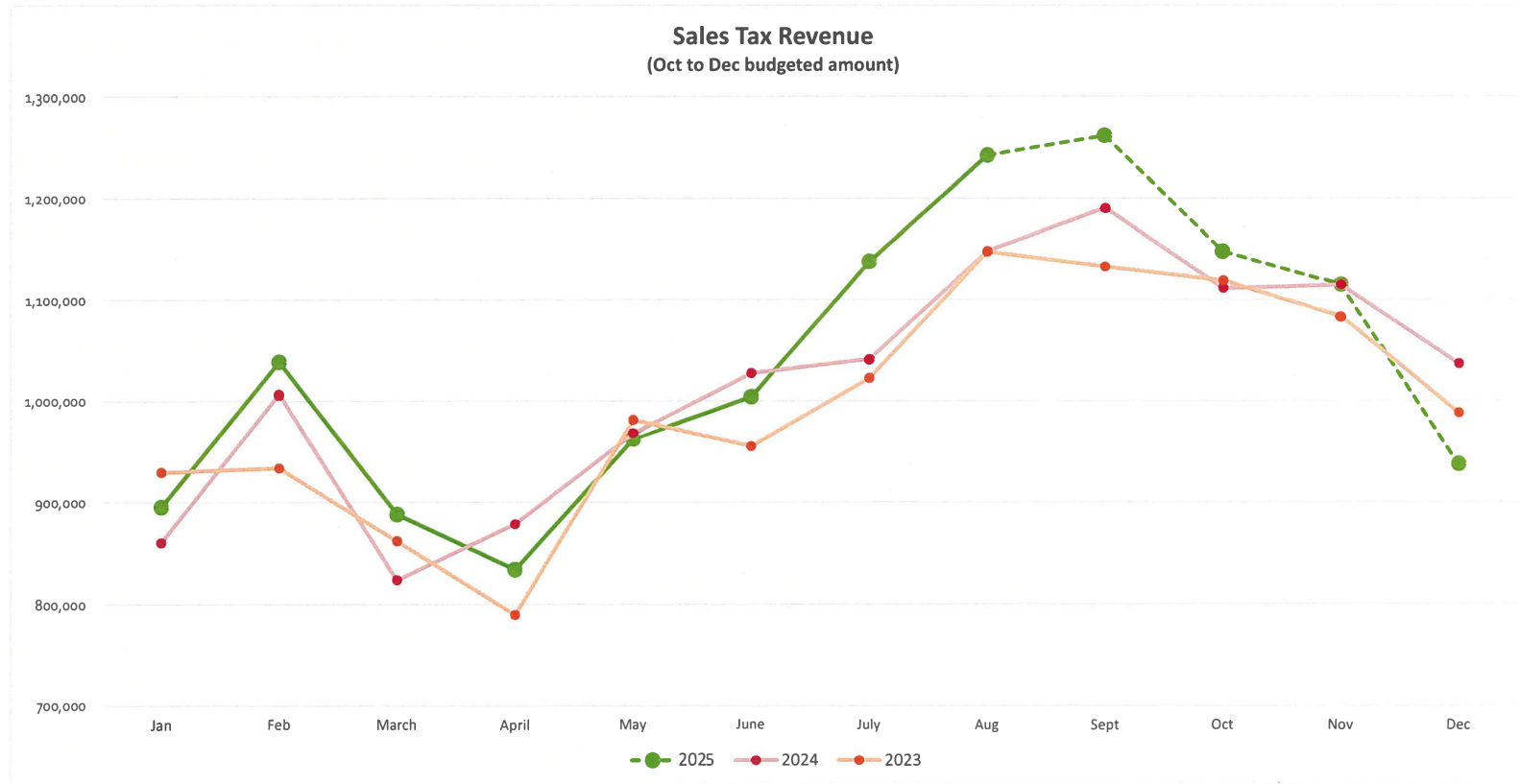


Clallam Transit System

Monthly Budget Report Group Summary

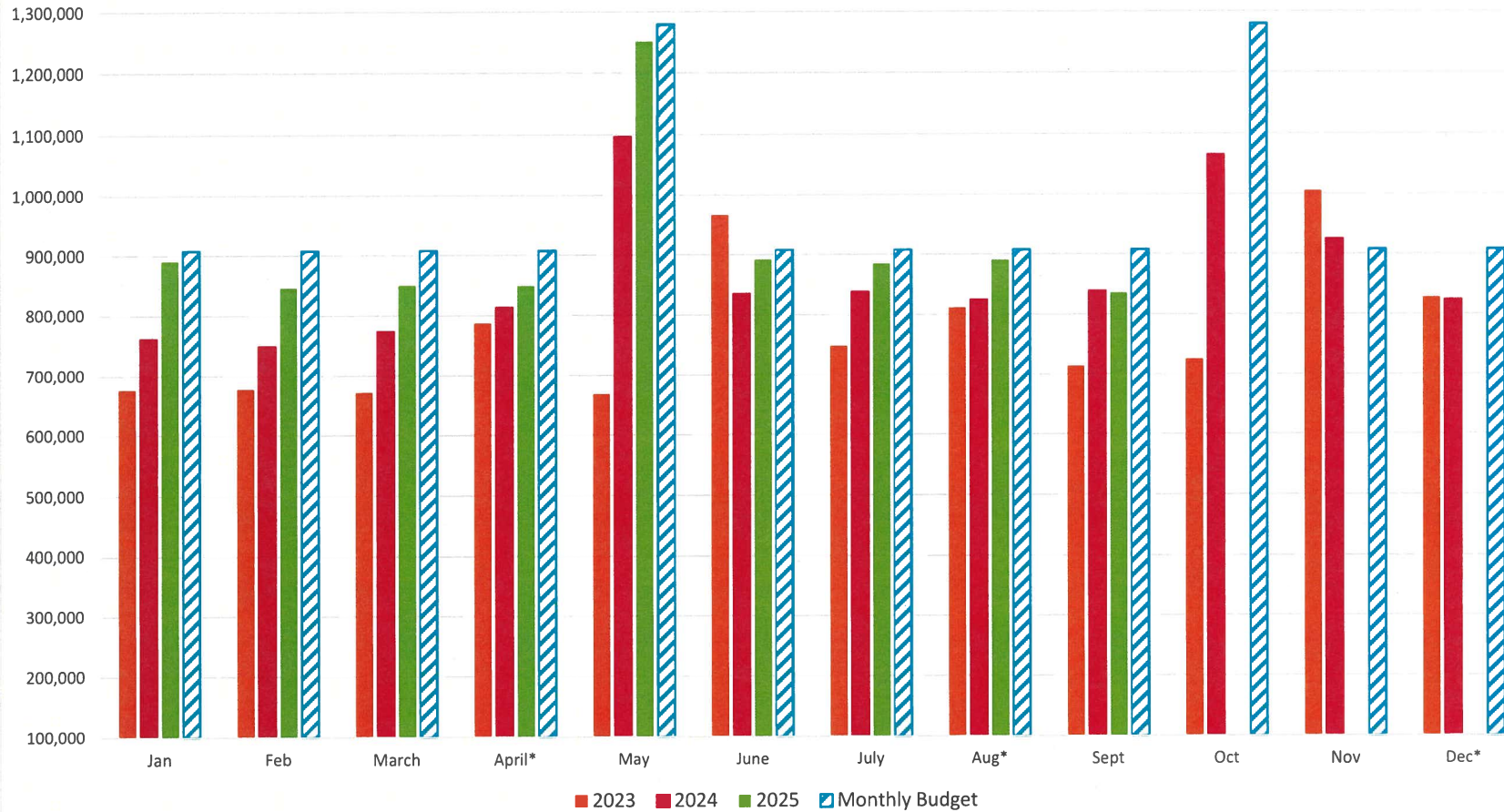
For Fiscal: Current Period Ending: 09/30/2025

ExpCat	September Budget	September 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	16,243.65	2,499.15	-118.18%	123,700.50	134,101.98	10,401.48	-108.41%	165,000.00
Total RevType: 10 - Passenger Fare Revenue:	13,744.50	16,243.65	2,499.15	-118.18%	123,700.50	134,101.98	10,401.48	-108.41%	165,000.00
RevType: 20 - Rideshare Revenue									
	11,245.50	17,900.00	6,654.50	-159.17%	101,209.50	125,875.00	24,665.50	-124.37%	135,000.00
Total RevType: 20 - Rideshare Revenue:	11,245.50	17,900.00	6,654.50	-159.17%	101,209.50	125,875.00	24,665.50	-124.37%	135,000.00
RevType: 30 - Paratransit Revenue									
	541.45	1,196.28	654.83	-220.94%	4,873.05	10,374.09	5,501.04	-212.89%	6,500.00
Total RevType: 30 - Paratransit Revenue:	541.45	1,196.28	654.83	-220.94%	4,873.05	10,374.09	5,501.04	-212.89%	6,500.00
RevType: 40 - Sales Tax Revenue									
	1,162,551.00	1,261,730.21	99,179.21	-108.53%	8,965,292.00	9,266,012.34	300,720.34	-103.35%	12,166,345.00
Total RevType: 40 - Sales Tax Revenue:	1,162,551.00	1,261,730.21	99,179.21	-108.53%	8,965,292.00	9,266,012.34	300,720.34	-103.35%	12,166,345.00
RevType: 50 - WSDOT Grant Revenue									
	83.30	0.00	-83.30	0.00%	1,163,249.70	764,051.00	-399,198.70	-65.68%	2,326,000.00
Total RevType: 50 - WSDOT Grant Revenue:	83.30	0.00	-83.30	0.00%	1,163,249.70	764,051.00	-399,198.70	-65.68%	2,326,000.00
RevType: 60 - Other Operating Revenue									
	83,504.08	134,930.49	51,426.41	-161.59%	751,536.72	1,250,524.55	498,987.83	-166.40%	1,002,450.00
Total RevType: 60 - Other Operating Revenue:	83,504.08	134,930.49	51,426.41	-161.59%	751,536.72	1,250,524.55	498,987.83	-166.40%	1,002,450.00
Total Revenue:	1,271,669.83	1,432,000.63	160,330.80	-112.61%	11,109,861.47	11,550,938.96	441,077.49	-103.97%	15,801,295.00
Expense									
00 - Salaries & Wages	604,263.62	540,229.50	64,034.12	89.40%	5,733,265.88	5,279,804.19	453,461.69	92.09%	7,840,950.00
10 - Personnel Benefits	326,338.53	295,406.64	30,931.89	90.52%	3,013,576.87	2,850,496.42	163,080.45	94.59%	4,069,350.00
20 - Fuel and Fluids	113,013.11	118,285.36	-5,272.25	104.67%	1,017,117.99	943,119.93	73,998.06	92.72%	1,356,700.00
30 - Parts and Supplies	48,080.95	55,700.40	-7,619.45	115.85%	432,728.55	255,290.40	177,438.15	59.00%	577,200.00
40 - Professional & Misc Services	61,575.45	24,934.33	36,641.12	40.49%	554,179.05	408,599.77	145,579.28	73.73%	739,200.00
50 - Maintenance & Repair	28,363.65	42,539.26	-14,175.61	149.98%	255,272.85	239,079.10	16,193.75	93.66%	340,500.00
60 - Communications	11,162.20	15,158.99	-3,996.79	135.81%	100,459.80	82,462.17	17,997.63	82.08%	134,000.00
70 - Insurance	41,233.50	41,055.25	178.25	99.57%	371,101.50	369,497.25	1,604.25	99.57%	495,000.00
80 - Other Operating Expenses	19,171.49	21,765.14	-2,593.65	113.53%	172,543.41	122,700.33	49,843.08	71.11%	230,150.00
Total Expense:	1,253,202.50	1,155,074.87	98,127.63	92.17%	11,650,245.90	10,551,049.56	1,099,196.34	90.57%	15,783,050.00
Report Total:	18,467.33	276,925.76	258,458.43		-540,384.43	999,889.40	1,540,273.83		18,245.00



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget
2025	895,731	1,038,604	888,518	834,168	962,820	1,004,324	1,138,020	1,242,096	1,261,730	1,148,189	1,115,098	937,766	9,266,012	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	835,636				8,193,643	11,635,491
2024	761,986	749,110	773,474	813,419	1,096,265	835,082	838,348	824,801	839,214	1,064,962	925,298	824,426	10,346,384	11,841,575
2023	677,278	678,107	672,436	787,116	669,476	966,873	747,987	811,363	714,182	725,669	1,005,124	828,340	9,283,952	9,628,040

Highlighted cells are months with three payrolls.

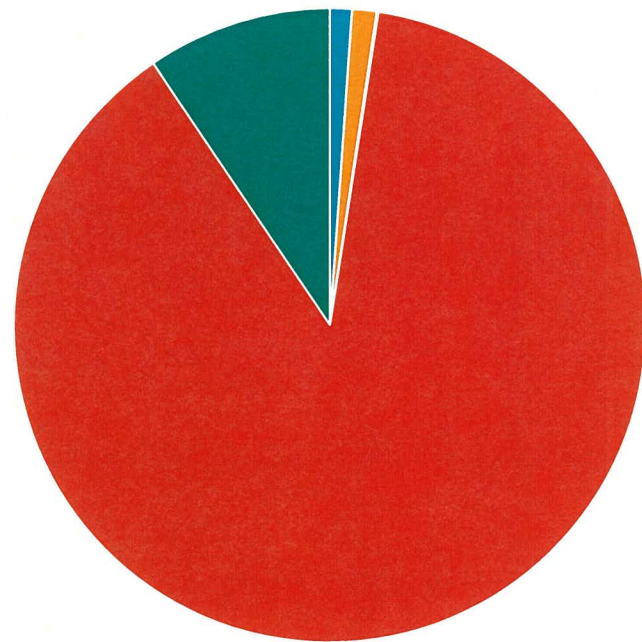
*In 2023, Retention payments will be made to staff in April, August, and December.

REVENUES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
Passenger Fare Revenue	11,624	9,692	13,531	10,860	16,465	13,598	23,465	18,623	16,244				134,102	165,000	81.27%
Rideshare Fare	1,175	14,475	14,425	15,650	13,800	17,575	15,975	14,900	17,900				125,875	135,000	93.24%
Paratransit Fare	315	716	1,121	1,028	1,487	2,567	967	976	1,196				10,374	6,500	159.60%
Sales Tax Revenue	895,731	1,038,604	888,518	834,168	962,820	1,004,324	1,138,020	1,242,096	1,261,730				9,266,012	12,166,345	76.16%
All other Revenue	144,323	122,209	138,285	141,929	154,560	158,926	123,176	131,976	134,930				1,250,315	1,002,450	124.73%
Grant Revenue*	-	-	-	417,487	-	-	346,564	-	-				764,051	2,326,000	32.85%

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

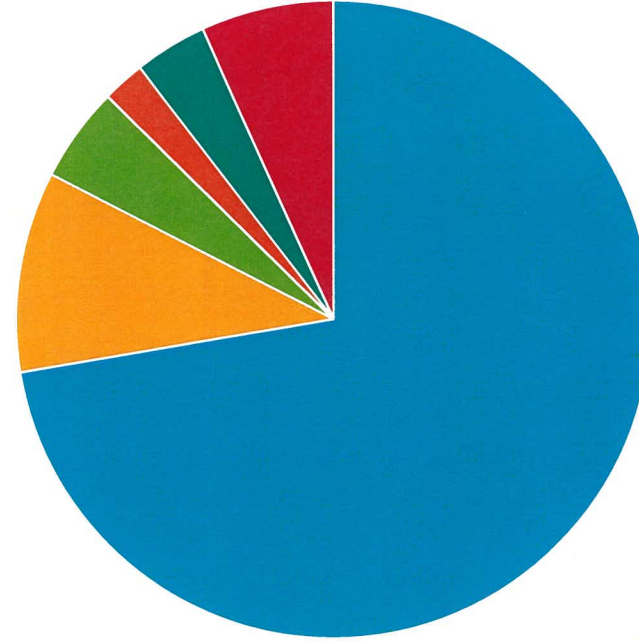
EXPENSES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
Wages & Benefits	829,781	846,596	850,518	849,018	1,251,128	892,175	884,830	890,683	835,636				8,130,364	11,635,491	69.88%
Fuel & Fluids	21,287	94,493	89,327	109,386	101,314	100,013	115,382	120,116	118,285				869,604	1,927,900	45.11%
Parts & Supplies	18,376	32,577	27,571	31,149	15,483	11,736	39,508	26,022	55,700				258,122	736,200	35.06%
Professional & Misc. Services	114,274	10,847	52,066	49,009	22,643	27,828	75,075	32,447	24,934				409,124	736,200	55.57%
Maintenance & Repair	23,983	23,549	11,567	46,731	21,028	12,317	32,930	24,434	42,539				239,079	340,500	70.21%
All other expenses	47,284	73,470	62,559	67,508	61,895	57,862	60,791	65,311	77,979				574,660	859,150	66.89%

September Revenues



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

September Expenses



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

SMA Net Position

January 2025 - September 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 - September 2025

SMA-Clallam Transit

	<u>August 2025</u>	<u>September 2025</u>	<u>Period Totals</u>
Operations			
ADDITIONS			
Investment Earnings	35,045.34*	33,680.44*	279,604.24
DEDUCTIONS			
Administrative Expenses	388.52	376.81	2,987.29
Change in Net Position - Operations	34,656.82	33,303.63	276,616.95
SMA Participant Transactions			
CONTRIBUTIONS	0.00	0.00	10,000,000.00
DISTRIBUTIONS	0.00	0.00	0.00
Change in Net Position - Part. Txns.	0.00	0.00	10,000,000.00
Change in Net Position	34,656.82	33,303.63	10,276,616.95
Beginning Net Position	10,208,656.50	10,243,313.32	0.00
Ending Net Position	10,243,313.32	10,276,616.95	10,276,616.95
AVERAGE BOOK BALANCE	10,165,511.72	10,187,812.78	
GROSS YIELD (Earnings before fee)	4.059%	4.022%	
NET YIELD (Net of fee)	4.014%	3.977%	
Fee Rate	0.045%	0.045%	
Statement of Net Position			
Investment Book Value	10,177,369.14*	10,210,648.20*	
Accrued Interest/Income	54,251.93	59,889.39	
Outstanding PAI	12,080.77	6,456.17	
Admin. Fee Liability	(388.52)	(376.81)	
Net Position (Amortized Cost)	10,243,313.32	10,276,616.95	
Market Value	10,241,822.44	10,266,591.19	

* = Includes Income from Securities Lending
for prior month



Office of the Washington State Auditor

Pat McCarthy

Exit Conference: Clallam Transit System

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

Audit Reports

We will publish the following reports:

- Financial statement and federal grant compliance audits for January 1, 2024 through December 31, 2024 – see draft report.

The accountability audit is ongoing. When complete, we will hold a separate exit conference to share those results prior to report publication.

Audit Highlights

We would like to thank Transit staff, especially Cherie Huxtable for her cooperation and timely response to our requests during the audit; especially since multiple auditors were assigned to the audit.

Financial Statement Audit Communication

We would like to bring the following to your attention:

- We did not identify any material misstatements during the audit.
- Uncorrected misstatements in the audited financial statements are summarized on the attached schedule. We agree with management's representation that these misstatements are immaterial to the fair presentation of the financial statements. However, the conditions that led to these misstatements may result in more significant misstatements if not corrected.
- The audit addressed the following risks, which required special consideration:
 - Due to the possibility that management may be able to circumvent certain controls, standards require the auditor to assess the risk of management override.

Finalizing Your Audit

Report Publication

Audit reports are published on our website and distributed via email in a .pdf file. We also offer a subscription service that notifies you by email when audit reports are released or posted to our website. You can sign up for this convenient service at [Sign Up for News & Alerts | Office of the Washington State Auditor](#).

Management Representation Letter

We have included a copy of representations requested of management.

Working Together to Improve Government

Audit Survey

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally, this team assists with the online filing of your financial statements.

The Center for Government Innovation

The Center for Government Innovation at the Office of the Washington State Auditor offers services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean process improvement, peer-to-peer networking, and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, call us at (564) 999-0818 or email us at Center@sao.wa.gov.

Questions?

Please contact us with any questions about information in this document or related audit reports.

Tina Watkins, CPA, Director of Local Audit, (360) 260-6411, Tina.Watkins@sao.wa.gov

Wendy Choy, Assistant Director of Local Audit, (425) 502-7067, Wendy.Choy@sao.wa.gov

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Jim Jones, Assistant State Auditor, (509) 580-0234, James.Jones@sao.wa.gov



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The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

Audit Reports

We will publish the following reports:

- Accountability audit for January 1, 2024 through December 31, 2024 – see draft report.

Audit Highlights

Communication between audit staff and Transit staff was efficient, and productive and made for a smooth transition when audit staff changes occurred. We appreciate staff participating in weekly status update meetings. Cherie and other staff were always attentive to our requests and ensured we were provided all the necessary documents to complete the audit.

Recommendations not included in the Audit Reports

Exit Items

We have provided exit recommendations for management's consideration. Exit items address control deficiencies or noncompliance with laws or regulations that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements. Exit items are not referenced in the audit report.

Finalizing Your Audit

Report Publication

Audit reports are published on our website and distributed via email in a .pdf file. We also offer a subscription service that notifies you by email when audit reports are released or posted to our website. You can sign up for this convenient service at [Sign Up for News & Alerts | Office of the Washington State Auditor](#).

Management Representation Letter

We have included a copy of representations requested of management.

Audit Cost

At the entrance conference, we estimated the cost of the audit to be \$63,000 and actual audit costs will be approximately \$8,000 less due to efficiencies during the audit that allowed us to complete audit work in less time than anticipated.

Your Next Scheduled Audit

Your next audit is scheduled to be conducted in Summer 2026 and will cover the following general areas:

- Accountability for public resources
- Financial statement
- Federal programs

The estimated cost for the next audit based on current rates is \$57,000 plus travel expenses. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost.

Working Together to Improve Government

Audit Survey

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Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally, this team assists with the online filing of your financial statements.

The Center for Government Innovation

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Jim Jones, Assistant State Auditor, (509) 580-0234, James.Jones@sao.wa.gov



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

Factsheet: 2025-066
Date: October 29, 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:

- Internal Operations Coordinator – filled the retirement related vacancy.
- Internal Mobility Coordinator – filled the vacancy created with an internal award to operations coordinator.
- Internal Fixed-route Instructor – filled 3 positions to meet department training needs.
- Relief Fixed-route Dispatcher – opened to fill 1 vacancy due to internal award to mobility coordinator.
- Transit Operator – hiring of 4 in process with additional groups planned in phases.
- General Manager – opened on October 1st to fill the vacancy. WSTA has promoted this recruitment as the “Transit Job of the Week”.

We continue to have one employee out on workers compensation.

City of Port Angeles CTS Board vacancy will not be filled until 2026 when they plan to update their appointments.

The CTS Records Management Policy has been revised to return the records management designation to the CTS human resources manager and update the records coordinators in Appendix A. Records management in transit agencies is typically provided by the department responsible for public records requests and for CTS that is administrative services.

Recommended Action

None.

Attachments

CTS Records Management Policy and Appendix A - revised
CTS Records Management Policy – redline

830 West Lauridsen Boulevard
Port Angeles, Washington 98363



www.clallamtransit.com
360-452-4511

Policy Title:

RECORDS MANAGEMENT

Policy No.:

30-250

Review Responsibility:
Barb Cox, Human Resources Manager

Approved By:
Jason McNickle, Acting General Manager

Adopted By:
Clallam Transit System Resolution No. R12:2020, original resolution

Effective Date:
11/30/2025

1. PURPOSE

- A. Clallam Transit System (CTS) is responsible for the legal retention and disposal of all agency records as required by RCW 40.14 Preservation and Destruction of Public Records and RCW 42.56 Public Records Act.
- B. This policy directs the retention and disposition of all CTS records in accordance with the applicable retention schedules as published by the Office of the Secretary, Washington State Archives (WSA) and other records management requirements.
- C. This policy will comply with the provisions of the CTS *Public Records Requests Policy* as applicable.

2. POLICY

- A. CTS records covered by a records series within an applicable records retention schedule must be retained for the minimum retention period as specified in the schedule. WSA strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources. CTS will strive to regularly review and dispose of records in accordance with this recommendation, but no less than annually.
- B. Records are to be disposed of, only as authorized by this policy. Current WSA retention schedules applicable to CTS are the Transit Records Retention Schedule (TRRS) and the Local Government Common Records Retention Schedule (CORE). All current records retention schedules can be accessed on the applicable websites. CTS will also comply with all Washington State Department of Transportation (WSDOT) grant records retention requirements, as applicable.
- C. All employees are custodians of CTS records and are responsible for ensuring the preservation of agency records to prevent unauthorized access to avoid loss, theft, or improper destruction. Failure to comply with the provisions of this policy may result in disciplinary action.

3. DEFINITIONS

- A. **Records:** Includes all paper and electronic records created, stored, and received by CTS.
- B. **Sensitive Records:** Records that contain confidential, personal, medical, or proprietary information, or otherwise deemed to be sensitive by the department manager. Personal information includes, but is not limited to personal addresses, telephone numbers, dates of birth/death, and other information that could be used to identify an employee or customer of CTS.

4. RECORDS PERSONNEL

- A. The CTS Human Resources Manager will serve as the CTS Records Manager (Records Manager), having the authority over the retention and disposal of all CTS records.
- B. Each department will designate a records coordinator (Records Coordinator) having the responsibility of ensuring that all departmental records are appropriately identified, categorized, and organized for ease of access, retention, review, and disposal of records in accordance with the applicable retention schedules.

5. RETENTION AND DISPOSAL OF RECORDS

A. Electronic Records

Electronic records must be retained in their original format and remain usable, searchable, retrievable, and authentic for the duration of their applicable retention period. Electronic records must be retained and disposed of based on content rather than format. The same retention schedules apply to paper and electronic records.

B. Responsibilities

5.B.1 Records Coordinators will, at least annually, review the department's records and prepare records. Records having met their maximum retention period will be prepared for disposition.

5.B.2 Records Coordinators will verify with their department manager that there are no outstanding matters related to any of the records prepared for disposal.

5.B.3 Prior to disposition of any records, the Records Coordinators must submit an archive request to the Records Manager for approval. Records **will not** be destroyed if any of the following circumstances:

- 1) An active public records request for the records scheduled to be archived.
- 2) Current litigation or legal action.
- 3) Reasonably anticipated litigation or legal action.
- 4) Subject to further retention in accordance with WSDOT grant funding requirements.

5.B.4 Upon approval, the records will be disposed of, the request will be signed documenting the destruction/archival and returned to the Records Manager for retention.

C. Disposal

Following their maximum retention on site at CTS and approval by the Records Manager:

5.C.1 Non-sensitive records will be recycled/deleted.

5.C.2 All sensitive records will be shredded or deleted.

5.C.3 Records designated as archivable by the applicable retention schedule will be transferred to the WSA for preservation.

6. REGULATORY AND ADMINISTRATIVE CHANGES

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

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

7. REFERENCES

A. RCW 40.14, Preservation and Destruction of Public Records

B. RCW 42.56, Public Records Act

C. Appendix A: Designated Personnel

D. CTS Public Records Requests Policy

830 West Lauridsen Boulevard
Port Angeles, Washington 98363



www.clallamtransit.com
360-452-4511

Policy Title:

RECORDS MANAGEMENT

Policy No.:

30-250

Appendix A:

Designated Personnel

Effective Date:

11/15/2025

Clallam Transit System

Records Manager

Barb Cox, Human Resources Manager

Administrative Services Department

Records Coordinator

Julie Shannon, Administrative Services Coordinator
Hayley Grall, Administrative Services Coordinator

Operations Department

Records Coordinator

Delaney Ronish, Operations Coordinator

Maintenance Department

Records Coordinator

Marilyn Aldrich, Maintenance Office Manager

Finance Department

Records Coordinator

Rachel Parker, Fiscal Coordinator

830 West Lauridsen Boulevard Port Angeles, Washington 98363  www.clallamtransit.com 360-452-4511	
Policy Title: RECORDS MANAGEMENT	Policy No.: 30-250
Review Responsibility: Gina Monger, Administrative Services Barb Cox, Human Resources Manager	Approved By: Kevin E. Gallacci, General Manager
Adopted By: Clallam Transit System Resolution No. R12:2020, original resolution	Effective Date: 11/01/2020-11/30/2025

1. PURPOSE

- A. Clallam Transit System (CTS) is responsible for the ~~proper~~ legal retention and disposal of all ~~of its agency~~ records as required by RCW 40.14 Preservation and Destruction of Public Records and RCW 42.56 Public Records Act.
- B. This policy ~~will~~ ~~directs~~ the retention and disposition of all CTS records in accordance with the applicable retention schedules as published by the Office of the Secretary, Washington State Archives (WSA) and other records management requirements.
- C. This policy will comply with the provisions of the CTS *Public Records Requests Policy* as applicable.

2. POLICY

- A. CTS records covered by a records series within an applicable records retention schedule must be retained for the minimum retention period as specified in the schedule. WSA strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources. CTS will strive to ~~regularly review and dispose of records on a regular frequency to comply with this in accordance with this recommendation, but no less than annually. will records be reviewed and disposed of accordingly.~~
- B. Records ~~will not to are to~~ be disposed of, ~~except only~~ as authorized by this policy. Current ~~WSA~~ retention schedules ~~published by WSA for use by~~ applicable to CTS are the Transit Records Retention Schedule (TRRS) and the Local Government Common Records Retention Schedule (CORE). All current ~~approved~~ records retention schedules can be accessed ~~on the applicable websites. online. at :~~ <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>. CTS will also comply with the all Washington State Department of Transportation (WSDOT) grant records retention requirements ~~of the Consolidated Grant Program~~, as applicable.
- C. All employees are custodians of CTS records and are responsible for ensuring the preservation of ~~CTS agency~~ records ~~they handle and~~ to prevent unauthorized access to avoid loss, theft, or improper destruction. Failure to comply with the provisions of this policy may result in disciplinary action.

3. DEFINITIONS

- A. **Records:** Includes all paper and electronic records created, stored, and received by CTS.

- B. **Sensitive Records:** Records that contain confidential, personal, medical, or proprietary information, or otherwise deemed to be sensitive by the department manager. Personal information includes, but is not limited to personal addresses, telephone numbers, dates of birth/death, and other information that could be used to identify an employee or customer of CTS.

4. RECORDS PERSONNEL

- A. The CTS ~~Administrative Services~~ Human Resources Manager will serve as the CTS Records Manager (Records Manager), ~~who has~~ having the authority over the retention and disposal of all CTS records.
- B. Each department will designate a records coordinator (Records Coordinator) ~~that is~~ having the responsibility ~~for~~ ensuring that ~~the~~ all departmental records are appropriately identified, categorized, and organized for ease of access, ~~and~~ retention, ~~and regular~~ review, and disposal of the records in accordance with the applicable retention schedules.

5. RETENTION AND DISPOSAL OF RECORDS

A. Electronic Records

Electronic records must be retained in their original format ~~and remain usable, searchable, retrievable, and authentic~~ for the duration of ~~their legal applicable retention period~~. Electronic records ~~must be retained and disposed of based on content rather than format~~. The same retention schedules apply to paper and electronic records. ~~will be destroyed following the same process as paper records.~~

B. Responsibilities

- 5.B.1 Records Coordinators will, ~~on~~ at least ~~an~~ annually basis, review the department's records. ~~and Records having met their maximum retention period will be prepared records for disposition. that have reached their maximum retention period.~~
- 5.B.2 Records Coordinators will verify with their department manager that there are no outstanding matters related to any of the records prepared for disposal.
- 5.B.3 ~~Before any destruction of paper or electronic records with an assigned retention, Prior to disposition of any records the~~ Records Coordinators must submit an archive request ~~to archive the records, through~~ to the Records Manager for approval. Records **will not** be destroyed if any of the following circumstances exist:
 - 1) An active public records request for the records scheduled to be archived.
 - 2) Current litigation or legal action.
 - 3) Reasonably anticipated litigation or legal action.
 - 4) Subject to further retention in accordance with ~~the~~ WSDOT Consolidated-grant funding requirements. Program.
- 5.C.2 Upon approval, the records will be disposed of, ~~and~~ the request will be signed documenting the destruction/archival and returned to the Records Manager for retention.

C. Disposal

Following their maximum retention on site at CTS and approval by the Records Manager:

- 5.C.2 Non-sensitive records will be recycled ~~or~~ deleted.
- 5.C.3 All sensitive records will be shredded or deleted.
- 5.C.4 Records designated as archivable by the applicable retention schedule will be transferred to the WSA for preservation.

6. REGULATORY AND ADMINISTRATIVE CHANGES

- A. To facilitate the regular business routine of CTS, the CTS Board authorizes and designates the CTS General Manager to approve and implement subsequent changes to the policy that may be required to be in compliance with federal and state regulatory changes or clarifications. The board will be notified of all policy changes.
- B. In addition, the board authorizes and designates the general manager to approve and implement subsequent administrative changes to the policy which are deemed appropriate in order to facilitate the regular business routine of CTS. The board will be notified of all policy changes.

7. REFERENCES

- A. RCW 40.14, Preservation and Destruction of Public Records
- B. RCW 42.56, Public Records Act
- C. Appendix A: Designated Personnel
- D. CTS Public Records Requests Policy
- E. [CTS Social Media Policy](#)

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Port Angeles, Washington 98363



www.clallamtransit.com
360-452-4511

Policy Title:

RECORDS MANAGEMENT

Policy No.:
30-250

Appendix A:

Designated Personnel

Effective Date:

06/13/2024-11/15/2025

**Clallam Transit System
Records Manager**

~~Sonya McKibbin, Operations Office Manager~~
Barb Cox, Human Resources Manager

Administrative Services Department

Records Coordinator

~~Barb Cox, Human Resources Manager~~
Julie Shannon, Administrative Services Coordinator
Hayley Grall, Administrative Services Coordinator

Operations Department

Records Coordinator

~~Sonya McKibbin, Operations Office Manager~~
Delaney Ronish, Operations Coordinator

Maintenance Department

Records Coordinator

Marilyn Aldrich, Maintenance Office Manager

Finance Department

Records Coordinator

Rachel Parker, Fiscal Coordinator