

REGULAR BOARD MEETING
Wednesday, December 17, 2025
12:00 p.m.
Hybrid Participation



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

AGENDA

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

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

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

2026 Operating Budget and Capital/Grant Budget – Cherie Huxtable, Finance Manager

PUBLIC HEARING

Draft 2026 Operating Budget and Draft 2026 Capital/Grant Budget

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(g), to evaluate the qualification of an applicant for public employment. The session is closed to the public. Board action is anticipated to follow. Pursuant to RCW 36.57A.050(4), the non-voting board member is excluded from the executive session.

CONSENT AGENDA

- A. **Factsheet 2025-068:** Consent Agenda – Motion No. M31:2025
- **Payment Listing** – October 9, 2025, through December 10, 2025
 - **Board Meeting Minutes** – October 29, 2025
 - **Resolution R16:2025** – Retirement Recognition – Operations Manager Sonya McKibbin

ACTION ITEMS

- A. **Factsheet 2025-079:** General Manager Candidate Selection and Negotiation Authorization – Motion No. M37:2025
Barb Cox, Human Resources Manager
- B. **Factsheet 2025-069:** 2026 Non-represented Salary Schedule – Motion No. M32:2025
Jason McNickle, Acting General Manager
- C. **Factsheet 2025-070:** Avail Technologies Renewal Agreement – Motion No. M33:2025
Gary Abrams, Maintenance Manager
- D. **Factsheet 2025-071:** Rideshare Vehicles Procurement Authorization – Motion No. M34:2025
Gary Abrams, Maintenance Manager
- E. **Factsheet 2025-072:** HVAC Replacement Long Building Technologies Authorization – Motion No. M35:2025
Gary Abrams, Maintenance Manager
- F. **Factsheet 2025-073:** Fuel Pump Replacement Project Authorization – Motion No. M36:2025
Gary Abrams, Maintenance Manager
- G. **Factsheet 2025-074:** 2026 Operating Budget and Capital/Grant Budget – Resolution No. R17:2025
Cherie Huxtable, Finance Manager
- H. **Factsheet 2025-075:** 2026 Regular Board Meeting Schedule – Resolution No. R18:2025
Barb Cox, Human Resources Manager

INFORMATIONAL ITEMS

- | | |
|---|--|
| A. Executive Report | Jason McNickle, Acting General Manager |
| B. Factsheet 2025-076: Operations Department Report | Taron Lee, Acting Operations Manager |
| C. Factsheet 2025-077: Finance Department Report | Cherie Huxtable, Finance Manager |
| D. Maintenance Department Report | Gary Abrams, Maintenance Manager |
| E. Factsheet 2025-078: Administrative Services Department Report | Barb Cox, Human Resources Manager |

BOARD OPEN DISCUSSION

ADJOURNMENT

Next regular meeting: Tentatively January 21, 2026

Operating Budget Forecast

As of November 21, 2025

	2022	2023	2024	2025	2025	2026	2027	2028	2029	2030
	Actual	Actual	Actual	Forecast	Budget	Budget	Forecast	Forecast	Forecast	Forecast
Fares	692,516	772,752	341,053	357,371	306,500	361,000	370,025	379,276	388,758	396,533
Sales Tax	11,702,949	11,947,238	12,208,884	11,428,396	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	1,182,431	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	1,449,863	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	14,418,061	15,801,295	16,219,356	16,513,733	16,874,198	17,180,877	17,517,274
Wages	5,777,437	6,184,029	6,883,427	6,956,354	7,840,950	8,515,750	8,856,380	9,060,077	9,241,278	9,426,104
Benefits	3,238,973	3,188,987	3,466,314	3,659,609	4,069,350	4,666,030	4,852,672	4,964,283	5,063,569	5,164,840
Supplies	1,587,190	1,558,578	1,501,817	1,590,272	1,953,900	2,040,306	2,091,314	2,139,414	2,182,202	2,225,846
Services	1,260,945	1,552,721	1,685,831	1,598,701	1,918,850	2,072,396	2,124,206	2,173,063	2,216,524	2,260,855
Add to Capital Reserve	1,800,584	2,579,853	1,261,932	(8,744)	761,932	802,759	634,886	634,886	634,886	634,886
Total Expenditures	13,665,129	15,064,168	14,799,321	13,796,193	16,544,982	18,097,242	18,559,458	18,971,723	19,338,459	19,712,531
Revenues less	3,952,488	4,684,939	1,625,835	621,868	(743,687)	(1,877,886)	(2,045,725)	(2,097,525)	(2,157,583)	(2,195,257)
Operating Reserve										
Beginning Reserve	13,283,095	17,235,583	21,920,522	23,546,357	23,546,357	24,168,226	22,290,340	20,244,615	18,147,090	15,989,507
Revenues	17,617,617	19,749,107	16,425,156	14,418,061	15,801,295	16,219,356	16,513,733	16,874,198	17,180,877	17,517,274
Expenditures	(13,665,129)	(15,064,168)	(14,799,321)	(13,796,193)	(16,544,982)	(18,097,242)	(18,559,458)	(18,971,723)	(19,338,459)	(19,712,531)
Ending Reserve	17,235,583	21,920,522	23,546,357	24,168,226	22,802,670	22,290,340	20,244,615	18,147,090	15,989,507	13,794,251

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	1,009,579	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	5,238,364	6,334,900	7,194,550	7,466,234	7,637,957	7,790,717	7,946,531
Rideshare	134,689	188,092	179,968	151,200	226,550	186,781	191,933	196,347	200,274	204,279
Paratransit Operations	1,887,643	2,010,552	2,396,075	2,535,974	2,561,200	2,831,000	2,939,245	3,006,848	3,066,985	3,128,324
Facility Maintenance	811,767	886,763	1,001,338	1,007,705	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	496,759	606,200	572,207	593,947	607,608	619,760	632,155
Fixed Route Maintenance	1,114,721	1,027,374	1,175,705	1,365,436	1,476,800	1,597,100	1,651,874	1,689,867	1,723,665	1,758,138
CTS Administration	1,721,177	2,067,936	2,069,678	1,999,920	2,278,650	2,544,795	2,627,545	2,687,979	2,741,738	2,796,573
	11,864,545	12,484,315	13,537,389	13,804,937	15,783,050	17,294,483	17,924,572	18,336,837	18,703,573	19,077,645



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

Factsheet: 2025-068

Date: December 17, 2025

Background

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

Discussion

- **Payment Listings:** 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:** Retirement recognition for Operations Office Manager Sonya McKibbon

Recommended Action

Move to approve the actions outlined above in the consent agenda by CTS Motion No. M31:2025, as presented.

Attachments

- Payment Listing – October 9, 2025, through November 12, 2025
- Payment Listing – November 13, 2025, through December 10, 2025
- October 29, 2025 Board Minutes
- Resolution – Retirement

Passed and adopted by the Board at a regular meeting by CTS Motion No. M31:2025 thereof this 17th day of December 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

December 17, 2025

Date

<u>Umpqua Bank</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Automated Checks	10/9/2025	12/10/2025	102085	102349	517,227.92
ACHs - External Initiated	10/10/2025	10/10/2025	50789	50789	* 18.42
* 50790 dated 10/3/25 appears on report for prior month.					
ACHs - External Initiated	10/9/2025	12/10/2025	50791	50806	511,045.23
ACHs - Other Internal Initiated	10/9/2025	1/10/2025	426	480	503,197.53
TOTAL "Accounts Payable Check Report"					\$ 1,531,489.10

ACHs - Payroll Internal Initiated	10/9/2025	12/10/2025	EFT0047	EFT0058	782,603.49
ACHs - Payroll Internal Adj	10/31/2025	10/31/2025	1010	1010	2,205.97
TOTAL ACH REGISTER					\$ 784,809.46

TOTAL ALL PAYMENTS \$ 2,316,298.56

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: 10/09/2025 - 12/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 6078 - Checking-Umpqua Checking						
Payment Type: EFT						
1099	CHERIE HUXTABLE	10/10/2025	EFT	0.00	236.68	426
5021	DIANA L BURNS	10/10/2025	EFT	0.00	223.52	427
5097	RACHEL PARKER	10/10/2025	EFT	0.00	380.34	428
TH211	THERRISA HILL	10/10/2025	EFT	0.00	320.42	429
325A	HEALTH CARE AUTHORITY	10/10/2025	EFT	0.00	158,476.18	430
633	PETROCARD, INC	10/10/2025	EFT	0.00	12,549.19	431
214	AMALGAMATED TRANSIT UNION	10/17/2025	EFT	0.00	2,522.40	432
210	EMPLOYEES ASSOCIATION	10/17/2025	EFT	0.00	443.50	433
810	HRA VEBA	10/17/2025	EFT	0.00	3,882.16	434
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	10/17/2025	EFT	0.00	18,172.64	435
843	PF EA CHARITY FUND	10/17/2025	EFT	0.00	32.00	436
240	UNITED WAY OF CLALLAM COUNTY	10/17/2025	EFT	0.00	40.00	437
5072	HAYLEY GRALL	10/24/2025	EFT	0.00	315.55	438
5105	Julie Shannon	10/24/2025	EFT	0.00	-232.88	439
5105	Julie Shannon	10/24/2025	EFT	0.00	232.88	439
633	PETROCARD, INC	10/24/2025	EFT	0.00	12,632.66	440
5105	Julie Shannon	10/24/2025	EFT	0.00	226.16	441
BN249	BRAD NORBERG	10/31/2025	EFT	0.00	136.00	442
5031	ERIC JAN SEIFERT	10/31/2025	EFT	0.00	175.00	443
214	AMALGAMATED TRANSIT UNION	10/31/2025	EFT	0.00	1,996.25	444
210	EMPLOYEES ASSOCIATION	10/31/2025	EFT	0.00	438.50	445
810	HRA VEBA	10/31/2025	EFT	0.00	3,786.96	446
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	10/31/2025	EFT	0.00	18,151.28	447
843	PF EA CHARITY FUND	10/31/2025	EFT	0.00	32.00	448
240	UNITED WAY OF CLALLAM COUNTY	10/31/2025	EFT	0.00	40.00	449
210	EMPLOYEES ASSOCIATION	10/31/2025	EFT	0.00	5.00	450
810	HRA VEBA	10/31/2025	EFT	0.00	53.00	451
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	10/31/2025	EFT	0.00	127.45	452
633	PETROCARD, INC	11/07/2025	EFT	0.00	2,282.72	453
LH087	Leo Hansen	11/07/2025	EFT	0.00	300.00	454
5147	Johnathon Honeycutt	11/14/2025	EFT	0.00	40.00	455
5146	Kevin Guntharp	11/14/2025	EFT	0.00	40.00	456
325A	HEALTH CARE AUTHORITY	11/14/2025	EFT	0.00	163,413.48	457
633	PETROCARD, INC	11/14/2025	EFT	0.00	25,659.72	458
	Void	11/14/2025	EFT	0.00	0.00	459
214	AMALGAMATED TRANSIT UNION	11/14/2025	EFT	0.00	2,452.14	460
210	EMPLOYEES ASSOCIATION	11/14/2025	EFT	0.00	454.50	461
810	HRA VEBA	11/14/2025	EFT	0.00	6,876.46	462
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	11/14/2025	EFT	0.00	18,691.63	463
843	PF EA CHARITY FUND	11/14/2025	EFT	0.00	32.00	464
240	UNITED WAY OF CLALLAM COUNTY	11/14/2025	EFT	0.00	40.00	465
633	PETROCARD, INC	11/21/2025	EFT	0.00	10,699.62	466
5055	JOSHUA LEONARD CLARK	11/21/2025	EFT	0.00	130.66	467
5018	Troy Pearce	11/21/2025	EFT	0.00	175.00	468
633	PETROCARD, INC	11/28/2025	EFT	0.00	627.77	469
5042	TARON LEE	11/28/2025	EFT	0.00	350.00	470
214	AMALGAMATED TRANSIT UNION	11/28/2025	EFT	0.00	2,241.36	471
210	EMPLOYEES ASSOCIATION	11/28/2025	EFT	0.00	454.50	472
810	HRA VEBA	11/28/2025	EFT	0.00	15,046.17	473
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	11/28/2025	EFT	0.00	16,678.76	474
	Void	11/28/2025	EFT	0.00	0.00	475
843	PF EA CHARITY FUND	11/28/2025	EFT	0.00	32.00	476
240	UNITED WAY OF CLALLAM COUNTY	11/28/2025	EFT	0.00	40.00	477

Check Report

Date Range: 10/09/2025 - 12/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
KG021	KEVIN E GALLACCI	12/05/2025	EFT	0.00	600.00	478
5105	Julie Shannon	12/05/2025	EFT	0.00	144.20	479
LH087	Leo Hansen	12/05/2025	EFT	0.00	300.00	480
Total EFT:				0.00	503,197.53	

Check Report

Date Range: 10/09/2025 - 12/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
184	WA DOR - B&O TAXES	10/10/2025	Bank Draft	0.00	18.42	50789
858	EFTPS - 941 DEPOSITS	10/17/2025	Bank Draft	0.00	63,158.12	50791
303	WA DRS - DEPT OF RETIREMENT SRVCS	10/17/2025	Bank Draft	0.00	30,780.70	50792
858	EFTPS - 941 DEPOSITS	10/31/2025	Bank Draft	0.00	63,973.92	50793
303	WA DRS - DEPT OF RETIREMENT SRVCS	10/31/2025	Bank Draft	0.00	30,280.06	50794
303	WA DRS - DEPT OF RETIREMENT SRVCS	10/31/2025	Bank Draft	0.00	323.34	50795
858	EFTPS - 941 DEPOSITS	10/31/2025	Bank Draft	0.00	733.64	50796
183	WA L&I - WORKERS COMP	11/03/2025	Bank Draft	0.00	103,776.73	50797
1041	WA ESD - PFML & CARES	11/03/2025	Bank Draft	0.00	15,326.92	50798
1041	WA ESD - PFML & CARES	11/03/2025	Bank Draft	0.00	8,950.88	50799
184	WA DOR - B&O TAXES	11/07/2025	Bank Draft	0.00	732.24	50800
858	EFTPS - 941 DEPOSITS	11/14/2025	Bank Draft	0.00	63,352.77	50801
303	WA DRS - DEPT OF RETIREMENT SRVCS	11/14/2025	Bank Draft	0.00	30,397.94	50802
1241	UNITED PARCEL SERVICE	11/21/2025	Bank Draft	0.00	50.05	50803
858	EFTPS - 941 DEPOSITS	11/28/2025	Bank Draft	0.00	66,085.07	50804
303	WA DRS - DEPT OF RETIREMENT SRVCS	11/28/2025	Bank Draft	0.00	32,410.16	50805
184	WA DOR - B&O TAXES	12/05/2025	Bank Draft	0.00	712.69	50806
Total Bank Draft:				0.00	511,063.65	

Check Report

Date Range: 10/09/2025 - 12/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Regular						
1150	AMAZON CAPITAL SERVICES	10/14/2025	Regular	0.00	1,016.23	102085
1066	CINTAS CORPORATION NO 3	10/14/2025	Regular	0.00	198.60	102086
032	CITY OF SEQUIM	10/14/2025	Regular	0.00	2,667.27	102087
1272	Clarity Consulting Partners, LLC	10/14/2025	Regular	0.00	2,100.00	102088
587	DELL USA LP	10/14/2025	Regular	0.00	1,606.95	102089
435	GALLS PARENT HOLDINGS LLC	10/14/2025	Regular	0.00	656.40	102090
141	GOVERNMENT FINANCE OFFICERS ASSOC	10/14/2025	Regular	0.00	95.00	102091
1121	LEMAY MOBILE SHREDDING	10/14/2025	Regular	0.00	72.28	102092
014	LES SCHWAB GROUP HOLDINGS LLC	10/14/2025	Regular	0.00	1,892.88	102093
923	MATTHEW C LASHER III	10/14/2025	Regular	0.00	315.81	102094
874	NORTHWEST PLASTICS, INC.	10/14/2025	Regular	0.00	2,494.90	102095
096	OLYMPIC PRINTERS, INC.	10/14/2025	Regular	0.00	657.76	102096
937	OLYMPIC SPRINGS, INC	10/14/2025	Regular	0.00	257.71	102097
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	10/14/2025	Regular	0.00	3,474.30	102098
1239	Security Service Northwest, Inc.	10/14/2025	Regular	0.00	3,190.28	102099
768	SELECT ADVANTAGE	10/14/2025	Regular	0.00	180.00	102100
108	SOUND PUBLISHING INC.	10/14/2025	Regular	0.00	699.00	102101
181	VERIZON WIRELESS,BELLEVUE	10/14/2025	Regular	0.00	350.25	102102
181	VERIZON WIRELESS,BELLEVUE	10/14/2025	Regular	0.00	500.51	102103
509	VESTIS GROUP	10/14/2025	Regular	0.00	113.28	102104
845	WAVE DIVISION HOLDINGS, LLC	10/14/2025	Regular	0.00	1,457.78	102105
746	WEST WASTE & RECYCLING, INC.	10/14/2025	Regular	0.00	120.00	102106
145	WSTA	10/14/2025	Regular	0.00	184.65	102107
1150	AMAZON CAPITAL SERVICES	10/15/2025	Regular	0.00	201.47	102108
510	CUMMINS INC.	10/15/2025	Regular	0.00	4,779.52	102109
1143	DOBBS HEAVY DUTY HOLDINGS LLC	10/15/2025	Regular	0.00	1,372.81	102110
307	FERRELLGAS LP	10/15/2025	Regular	0.00	1,775.77	102111
305	GILLIG LLC	10/15/2025	Regular	0.00	1,606.08	102112
178	HARLOW'S BUS SALES INC.	10/15/2025	Regular	0.00	252.14	102113
1224	KBT DISTRIBUTING LLC	10/15/2025	Regular	0.00	33,450.64	102114
751	MUNCIE RECLAMATION & SUPPLY	10/15/2025	Regular	0.00	115.86	102115
221	RACE STREET AUTO PARTS-NAPA	10/15/2025	Regular	0.00	3,748.93	102116
589	SPORTWORKS NORTHWEST, INC	10/15/2025	Regular	0.00	2,021.98	102117
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	10/17/2025	Regular	0.00	170.77	102118
1150	AMAZON CAPITAL SERVICES	10/21/2025	Regular	0.00	1,483.50	102119
999	CENTURYLINK	10/21/2025	Regular	0.00	341.05	102120
1081	CINTAS CORP NO 2	10/21/2025	Regular	0.00	388.23	102121
1066	CINTAS CORPORATION NO 3	10/21/2025	Regular	0.00	198.60	102122
031	CITY OF PORT ANGELES	10/21/2025	Regular	0.00	5,411.77	102123
587	DELL USA LP	10/21/2025	Regular	0.00	911.13	102124
982	FASTENAL COMPANY	10/21/2025	Regular	0.00	129.19	102125
850	FUELCARE, INC.	10/21/2025	Regular	0.00	10,890.00	102126
1287	Janet Kailin	10/21/2025	Regular	0.00	45.00	102127
014	LES SCHWAB GROUP HOLDINGS LLC	10/21/2025	Regular	0.00	6,112.78	102128
750	NORTHWEST PUMP & EQUIPMENT	10/21/2025	Regular	0.00	1,612.27	102129
237	OLYMPIC DM DISPOSAL	10/21/2025	Regular	0.00	128.15	102130
937	OLYMPIC SPRINGS, INC	10/21/2025	Regular	0.00	97.53	102131
156	PITNEY BOWES	10/21/2025	Regular	0.00	230.39	102132
564	PUD #1 OF CLALLAM COUNTY	10/21/2025	Regular	0.00	15.09	102133
036	ROBERT PURCELL	10/21/2025	Regular	0.00	658.85	102134
1068	SAN LUIS AVIATION, INC	10/21/2025	Regular	0.00	8,893.93	102135
1239	Security Service Northwest, Inc.	10/21/2025	Regular	0.00	1,617.17	102136
223	STATE AUDITOR'S OFFICE	10/21/2025	Regular	0.00	26,804.57	102137
509	VESTIS GROUP	10/21/2025	Regular	0.00	116.55	102138
1286	WA Dept of Natural Resources	10/21/2025	Regular	0.00	23.00	102139
597	WA ESD - UNEMPLOYMENT TAXES	10/21/2025	Regular	0.00	3,987.46	102140
1137	WALTER E NELSON OF WEST WASHINGTON	10/21/2025	Regular	0.00	311.69	102141
1150	AMAZON CAPITAL SERVICES	10/22/2025	Regular	0.00	386.60	102142
287	BAXTER AUTO PARTS	10/22/2025	Regular	0.00	81.66	102143
510	CUMMINS INC.	10/22/2025	Regular	0.00	501.63	102144

Check Report

Date Range: 10/09/2025 - 12/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
307	FERRELLGAS LP	10/22/2025	Regular	0.00	1,794.03	102145
305	GILLIG LLC	10/22/2025	Regular	0.00	302.74	102146
751	MUNCIE RECLAMATION & SUPPLY	10/22/2025	Regular	0.00	1,163.91	102147
1128	NFI PARTS	10/22/2025	Regular	0.00	813.05	102148
221	RACE STREET AUTO PARTS-NAPA	10/22/2025	Regular	0.00	593.91	102149
1150	AMAZON CAPITAL SERVICES	10/28/2025	Regular	0.00	85.86	102150
109	CENTURYLINK	10/28/2025	Regular	0.00	145.63	102151
999	CENTURYLINK	10/28/2025	Regular	0.00	159.39	102152
1081	CINTAS CORP NO 2	10/28/2025	Regular	0.00	46.17	102153
1066	CINTAS CORPORATION NO 3	10/28/2025	Regular	0.00	198.60	102154
435	GALLS PARENT HOLDINGS LLC	10/28/2025	Regular	0.00	268.67	102155
1288	Karras Consulting	10/28/2025	Regular	0.00	7,500.00	102156
923	MATTHEW C LASHER III	10/28/2025	Regular	0.00	315.81	102157
1189	MODEL 1 COMMERCIAL VEHICLES, INC.	10/28/2025	Regular	0.00	2,973.59	102158
564	PUD #1 OF CLALLAM COUNTY	10/28/2025	Regular	0.00	72.18	102159
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	10/28/2025	Regular	0.00	2,869.56	102160
1239	Security Service Northwest, Inc.	10/28/2025	Regular	0.00	1,602.19	102161
1134	THERMO FLUIDS INC.	10/28/2025	Regular	0.00	339.74	102162
536	THRYV, INC	10/28/2025	Regular	0.00	35.00	102163
509	VESTIS GROUP	10/28/2025	Regular	0.00	113.28	102164
145	WSTA	10/28/2025	Regular	0.00	325.80	102165
287	BAXTER AUTO PARTS	10/29/2025	Regular	0.00	101.46	102166
307	FERRELLGAS LP	10/29/2025	Regular	0.00	1,755.55	102167
305	GILLIG LLC	10/29/2025	Regular	0.00	65.38	102168
322	MOHAWK MFG. & SUPPLY CO.	10/29/2025	Regular	0.00	175.12	102169
751	MUNCIE RECLAMATION & SUPPLY	10/29/2025	Regular	0.00	1,369.66	102170
221	RACE STREET AUTO PARTS-NAPA	10/29/2025	Regular	0.00	506.19	102171
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	10/31/2025	Regular	0.00	170.77	102172
179	BANK OF AMERICA	10/31/2025	Regular	0.00	5,471.76	102173
US0086	US BANK 0086	10/31/2025	Regular	0.00	21.71	102174
US0506	US BANK 0506	10/31/2025	Regular	0.00	273.11	102175
US2204	US BANK 2204	10/31/2025	Regular	0.00	649.71	102176
US2500	US BANK 2500	10/31/2025	Regular	0.00	186.33	102177
US2734	US BANK 2734	10/31/2025	Regular	0.00	426.13	102178
US3520	US BANK 3520	10/31/2025	Regular	0.00	1,875.49	102179
US6068	US BANK 6068	10/31/2025	Regular	0.00	86.85	102180
US6383	US BANK 6383	10/31/2025	Regular	0.00	543.78	102181
US6466	US BANK 6466	10/31/2025	Regular	0.00	145.08	102182
US7926	US BANK 7926	10/31/2025	Regular	0.00	315.64	102183
US9494	US BANK 9494	10/31/2025	Regular	0.00	410.02	102184
US1603	USBANK 1603	10/31/2025	Regular	0.00	3,423.03	102185
US2843	USBANK 2843	10/31/2025	Regular	0.00	204.79	102186
US3151	USBANK 3151	10/31/2025	Regular	0.00	1,651.55	102187
US9672	USBANK 9672	10/31/2025	Regular	0.00	5,824.48	102188
US9673	USBANK 9673	10/31/2025	Regular	0.00	4,939.87	102189
US9737	USBANK 9737	10/31/2025	Regular	0.00	247.67	102190
1150	AMAZON CAPITAL SERVICES	11/04/2025	Regular	0.00	128.06	102191
504	ANGELES COMMUNICATION INC	11/04/2025	Regular	0.00	614.74	102192
1066	CINTAS CORPORATION NO 3	11/04/2025	Regular	0.00	194.68	102193
1089	DR PANZA LLC	11/04/2025	Regular	0.00	210.00	102194
982	FASTENAL COMPANY	11/04/2025	Regular	0.00	205.93	102195
014	LES SCHWAB GROUP HOLDINGS LLC	11/04/2025	Regular	0.00	4,822.12	102196
923	MATTHEW C LASHER III	11/04/2025	Regular	0.00	315.81	102197
862	NORTHWEST LIFT & EQUIPMENT LLC	11/04/2025	Regular	0.00	3,375.90	102198
874	NORTHWEST PLASTICS, INC.	11/04/2025	Regular	0.00	2,021.18	102199
1239	Security Service Northwest, Inc.	11/04/2025	Regular	0.00	1,617.17	102200
698	TRAPEZE SOFTWARE GROUP, INC.	11/04/2025	Regular	0.00	276.73	102201
181	VERIZON WIRELESS,BELLEVUE	11/04/2025	Regular	0.00	4,291.58	102202
181	VERIZON WIRELESS,BELLEVUE	11/04/2025	Regular	0.00	1,139.30	102203
509	VESTIS GROUP	11/04/2025	Regular	0.00	110.68	102204
344	XEROX CORPORATION	11/04/2025	Regular	0.00	269.61	102205

Check Report

Date Range: 10/09/2025 - 12/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
510	CUMMINS INC.	11/05/2025	Regular	0.00	1,116.87	102206
307	FERRELLGAS LP	11/05/2025	Regular	0.00	1,615.84	102207
751	MUNCIE RECLAMATION & SUPPLY	11/05/2025	Regular	0.00	1,122.44	102208
471	PRICE FORD	11/05/2025	Regular	0.00	867.04	102209
885	CBS REPORTING, INC	11/12/2025	Regular	0.00	404.50	102210
1066	CINTAS CORPORATION NO 3	11/12/2025	Regular	0.00	195.82	102211
031	CITY OF PORT ANGELES	11/12/2025	Regular	0.00	4,336.09	102212
587	DELL USA LP	11/12/2025	Regular	0.00	1,296.43	102213
435	GALLS PARENT HOLDINGS LLC	11/12/2025	Regular	0.00	458.07	102214
089	HOCH CONSTRUCTION, INC.	11/12/2025	Regular	0.00	64,234.67	102215
1223	HORTON WEIBEL BROUGHTON & PALMER PLLC	11/12/2025	Regular	0.00	590.00	102216
014	LES SCHWAB GROUP HOLDINGS LLC	11/12/2025	Regular	0.00	4,197.31	102217
923	MATTHEW C LASHER III	11/12/2025	Regular	0.00	506.39	102218
874	NORTHWEST PLASTICS, INC.	11/12/2025	Regular	0.00	912.58	102219
1052A	OneBridge Benefits	11/12/2025	Regular	0.00	150.00	102220
1183	PROCOM LLC	11/12/2025	Regular	0.00	312.00	102221
036	ROBERT PURCELL	11/12/2025	Regular	0.00	658.85	102222
1239	Security Service Northwest, Inc.	11/12/2025	Regular	0.00	1,557.27	102223
768	SELECT ADVANTAGE	11/12/2025	Regular	0.00	180.00	102224
108	SOUND PUBLISHING INC.	11/12/2025	Regular	0.00	873.75	102225
1046	UNITE GPS LLC	11/12/2025	Regular	0.00	3,527.50	102226
509	VESTIS GROUP	11/12/2025	Regular	0.00	112.46	102227
845	WAVE DIVISION HOLDINGS, LLC	11/12/2025	Regular	0.00	1,307.95	102228
746	WEST WASTE & RECYCLING, INC.	11/12/2025	Regular	0.00	120.00	102229
1143	DOBBS HEAVY DUTY HOLDINGS LLC	11/12/2025	Regular	0.00	2,124.05	102230
1142	EUROFINS TESTOIL, INC	11/12/2025	Regular	0.00	1,100.00	102231
307	FERRELLGAS LP	11/12/2025	Regular	0.00	1,487.67	102232
305	GILLIG LLC	11/12/2025	Regular	0.00	486.17	102233
1224	KBT DISTRIBUTING LLC	11/12/2025	Regular	0.00	32,126.80	102234
322	MOHAWK MFG. & SUPPLY CO.	11/12/2025	Regular	0.00	1,895.70	102235
1128	NFI PARTS	11/12/2025	Regular	0.00	818.91	102236
221	RACE STREET AUTO PARTS-NAPA	11/12/2025	Regular	0.00	60.47	102237
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	11/14/2025	Regular	0.00	170.77	102238
1150	AMAZON CAPITAL SERVICES	11/18/2025	Regular	0.00	984.44	102239
999	CENTURYLINK	11/18/2025	Regular	0.00	340.41	102240
1081	CINTAS CORP NO 2	11/18/2025	Regular	0.00	156.47	102241
1066	CINTAS CORPORATION NO 3	11/18/2025	Regular	0.00	195.82	102242
1288	Karras Consulting	11/18/2025	Regular	0.00	9,350.00	102243
014	LES SCHWAB GROUP HOLDINGS LLC	11/18/2025	Regular	0.00	2,868.00	102244
923	MATTHEW C LASHER III	11/18/2025	Regular	0.00	205.77	102245
874	NORTHWEST PLASTICS, INC.	11/18/2025	Regular	0.00	54.45	102246
237	OLYMPIC DM DISPOSAL	11/18/2025	Regular	0.00	129.87	102247
937	OLYMPIC SPRINGS, INC	11/18/2025	Regular	0.00	344.41	102248
1052A	OneBridge Benefits	11/18/2025	Regular	0.00	750.00	102249
140	US POSTAL SERVICE	11/18/2025	Regular	0.00	1,000.00	102250
181	VERIZON WIRELESS,BELLEVUE	11/18/2025	Regular	0.00	360.11	102251
181	VERIZON WIRELESS,BELLEVUE	11/18/2025	Regular	0.00	513.51	102252
509	VESTIS GROUP	11/18/2025	Regular	0.00	117.37	102253
845	WAVE DIVISION HOLDINGS, LLC	11/18/2025	Regular	0.00	149.83	102254
510	CUMMINS INC.	11/19/2025	Regular	0.00	10,629.35	102255
1143	DOBBS HEAVY DUTY HOLDINGS LLC	11/19/2025	Regular	0.00	239.37	102256
307	FERRELLGAS LP	11/19/2025	Regular	0.00	1,566.00	102257
305	GILLIG LLC	11/19/2025	Regular	0.00	1,512.01	102258
178	HARLOW'S BUS SALES INC.	11/19/2025	Regular	0.00	343.56	102259
286	JASPER ENGINE EXCHANGE, INC	11/19/2025	Regular	0.00	7,470.53	102260
751	MUNCIE RECLAMATION & SUPPLY	11/19/2025	Regular	0.00	452.64	102261
471	PRICE FORD	11/19/2025	Regular	0.00	82.06	102262
221	RACE STREET AUTO PARTS-NAPA	11/19/2025	Regular	0.00	58.94	102263
1047	ALLIED BODY	11/25/2025	Regular	0.00	11,522.71	102264
1150	AMAZON CAPITAL SERVICES	11/25/2025	Regular	0.00	764.96	102265
1291	Christopher Belisle	11/25/2025	Regular	0.00	45.00	102266

Check Report

Date Range: 10/09/2025 - 12/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1081	CINTAS CORP NO 2	11/25/2025	Regular	0.00	67.15	102267
1066	CINTAS CORPORATION NO 3	11/25/2025	Regular	0.00	195.82	102268
541	LUMINATOR TECHNOLOGY GROUP, INC	11/25/2025	Regular	0.00	707.85	102269
923	MATTHEW C LASHER III	11/25/2025	Regular	0.00	506.39	102270
564	PUD #1 OF CLALLAM COUNTY	11/25/2025	Regular	0.00	88.70	102271
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	11/25/2025	Regular	0.00	3,151.40	102272
1239	Security Service Northwest, Inc.	11/25/2025	Regular	0.00	2,964.81	102273
223	STATE AUDITOR'S OFFICE	11/25/2025	Regular	0.00	2,406.43	102274
863	SUMMIT LAW GROUP PLLC	11/25/2025	Regular	0.00	680.00	102275
730	TANKNOLOGY/NDE CORP	11/25/2025	Regular	0.00	2,483.50	102276
536	THRYV, INC	11/25/2025	Regular	0.00	35.00	102277
509	VESTIS GROUP	11/25/2025	Regular	0.00	111.14	102278
287	BAXTER AUTO PARTS	11/26/2025	Regular	0.00	34.86	102279
288	COMMERCIAL BRAKE & CLUTCH, INC.	11/26/2025	Regular	0.00	805.42	102280
510	CUMMINS INC.	11/26/2025	Regular	0.00	971.09	102281
1143	DOBBS HEAVY DUTY HOLDINGS LLC	11/26/2025	Regular	0.00	556.05	102282
307	FERRELLGAS LP	11/26/2025	Regular	0.00	1,671.25	102283
305	GILLIG LLC	11/26/2025	Regular	0.00	533.35	102284
1224	KBT DISTRIBUTING LLC	11/26/2025	Regular	0.00	29,985.46	102285
751	MUNCIE RECLAMATION & SUPPLY	11/26/2025	Regular	0.00	4,026.53	102286
1128	NFI PARTS	11/26/2025	Regular	0.00	268.73	102287
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	11/28/2025	Regular	0.00	170.77	102288
179	BANK OF AMERICA	11/30/2025	Regular	0.00	771.76	102289
US0506	US BANK 0506	11/30/2025	Regular	0.00	89.70	102290
US2204	US BANK 2204	11/30/2025	Regular	0.00	910.00	102291
US2256	US BANK 2256	11/30/2025	Regular	0.00	69.99	102292
US2734	US BANK 2734	11/30/2025	Regular	0.00	331.33	102293
US3520	US BANK 3520	11/30/2025	Regular	0.00	115.71	102294
US6068	US BANK 6068	11/30/2025	Regular	0.00	238.54	102295
US6383	US BANK 6383	11/30/2025	Regular	0.00	94.19	102296
US7926	US BANK 7926	11/30/2025	Regular	0.00	11.91	102297
US8067	US BANK 8067	11/30/2025	Regular	0.00	100.00	102298
US9494	US BANK 9494	11/30/2025	Regular	0.00	75.47	102299
US1603	USBANK 1603	11/30/2025	Regular	0.00	1,207.79	102300
US3151	USBANK 3151	11/30/2025	Regular	0.00	467.82	102301
US9737	USBANK 9737	11/30/2025	Regular	0.00	1,801.90	102302
1150	AMAZON CAPITAL SERVICES	12/02/2025	Regular	0.00	178.54	102303
504	ANGELES COMMUNICATION INC	12/02/2025	Regular	0.00	3,184.26	102304
277	ANGELES ELECTRIC INC.	12/02/2025	Regular	0.00	6,227.67	102305
999	CENTURYLINK	12/02/2025	Regular	0.00	159.39	102306
109	CENTURYLINK	12/02/2025	Regular	0.00	145.63	102307
031	CITY OF PORT ANGELES	12/02/2025	Regular	0.00	1,603.84	102308
014	LES SCHWAB GROUP HOLDINGS LLC	12/02/2025	Regular	0.00	1,242.36	102309
923	MATTHEW C LASHER III	12/02/2025	Regular	0.00	141.55	102310
1292	Michelle Sorensen	12/02/2025	Regular	0.00	10.00	102311
1239	Security Service Northwest, Inc.	12/02/2025	Regular	0.00	1,078.11	102312
027	SEQUIM CHAMBER OF COMMERCE	12/02/2025	Regular	0.00	205.00	102313
223	STATE AUDITOR'S OFFICE	12/02/2025	Regular	0.00	5,935.28	102314
181	VERIZON WIRELESS,BELLEVUE	12/02/2025	Regular	0.00	1,189.30	102315
509	VESTIS GROUP	12/02/2025	Regular	0.00	116.36	102316
1137	WALTER E NELSON OF WEST WASHINGTON	12/02/2025	Regular	0.00	467.09	102317
145	WSTA	12/02/2025	Regular	0.00	217.20	102318
344	XEROX CORPORATION	12/02/2025	Regular	0.00	66.12	102319
1143	DOBBS HEAVY DUTY HOLDINGS LLC	12/03/2025	Regular	0.00	699.89	102320
307	FERRELLGAS LP	12/03/2025	Regular	0.00	1,443.31	102321
305	GILLIG LLC	12/03/2025	Regular	0.00	1,647.01	102322
1150	AMAZON CAPITAL SERVICES	12/09/2025	Regular	0.00	23.56	102323
1066	CINTAS CORPORATION NO 3	12/09/2025	Regular	0.00	395.67	102324
245	CITY /PORT ANGELES	12/09/2025	Regular	0.00	24.40	102325
982	FASTENAL COMPANY	12/09/2025	Regular	0.00	69.76	102326
307	FERRELLGAS LP	12/09/2025	Regular	0.00	1,343.61	102327

Check Report

Date Range: 10/09/2025 - 12/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
141	GOVERNMENT FINANCE OFFICERS ASSOC	12/09/2025	Regular	0.00	350.00	102328
057	GRAINGER	12/09/2025	Regular	0.00	359.23	102329
1223	HORTON WEIBEL BROUGHTON & PALMER PLLC	12/09/2025	Regular	0.00	29.50	102330
014	LES SCHWAB GROUP HOLDINGS LLC	12/09/2025	Regular	0.00	4,669.45	102331
923	MATTHEW C LASHER III	12/09/2025	Regular	0.00	168.80	102332
874	NORTHWEST PLASTICS, INC.	12/09/2025	Regular	0.00	2,634.29	102333
1052A	OneBridge Benefits	12/09/2025	Regular	0.00	150.00	102334
1183	PROCOM LLC	12/09/2025	Regular	0.00	156.00	102335
036	ROBERT PURCELL	12/09/2025	Regular	0.00	658.85	102336
1239	Security Service Northwest, Inc.	12/09/2025	Regular	0.00	1,668.62	102337
1108	SELS USA LLC	12/09/2025	Regular	0.00	5,892.23	102338
108	SOUND PUBLISHING INC.	12/09/2025	Regular	0.00	699.00	102339
1184	STEPHANIE GRAY PHOTOGRAPHY	12/09/2025	Regular	0.00	434.40	102340
1046	UNITE GPS LLC	12/09/2025	Regular	0.00	3,527.50	102341
181	VERIZON WIRELESS,BELLEVUE	12/09/2025	Regular	0.00	4,282.79	102342
509	VESTIS GROUP	12/09/2025	Regular	0.00	114.73	102343
746	WEST WASTE & RECYCLING, INC.	12/09/2025	Regular	0.00	120.00	102344
344	XEROX CORPORATION	12/09/2025	Regular	0.00	279.49	102345
287	BAXTER AUTO PARTS	12/10/2025	Regular	0.00	92.32	102346
288	COMMERCIAL BRAKE & CLUTCH, INC.	12/10/2025	Regular	0.00	1,610.85	102347
307	FERRELLGAS LP	12/10/2025	Regular	0.00	1,967.31	102348
221	RACE STREET AUTO PARTS-NAPA	12/10/2025	Regular	0.00	378.55	102349
Total Regular:				0.00	517,227.92	

Bank Code 6078 - Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	520	265	0.00	517,227.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	85	17	0.00	511,063.65
EFT's	124	56	0.00	503,197.53
	729	338	0.00	1,531,489.10

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	520	265	0.00	517,227.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	85	17	0.00	511,063.65
EFT's	124	56	0.00	503,197.53
	729	338	0.00	1,531,489.10

Fund Summary

Fund	Name	Period	Amount
100	General Fund	10/2025	622,398.88
100	General Fund	11/2025	849,274.51
100	General Fund	12/2025	59,815.71
			1,531,489.10

BOARD MEETING MINUTES

Wednesday, October 29, 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; Kelly Burger, City of Sequim; Jeff Gingell, City of Forks; Navarra Carr, City of Port Angeles; and Rick Burton, ATU Local 587 Representative (non-voting)

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

1. CALL TO ORDER

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

2. ROLL CALL

Taron Lee, Acting Operations Manager; Clint Wood, City of Forks; and Lindsey Schromen-Wawrin, City of Port Angeles were absent.

*Navarra Carr, City of Port Angeles, in attendance at 12:04 p.m. Six voting members present. **Quorum met.***

3. PUBLIC COMMENT

None.

4. PRESENTATION – Employee of the Third Quarter

Paratransit Operator Scott Estep was recognized for excellence and dedication to Clallam Transit System.

5. 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 Third Quarter

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

6. BOARD STRATEGY PLANNING SESSION

A. Factsheet 2025-062: CTS Board Planning Session and Budget Workshop

The planning session and budget workshop was held in accordance with the CTS Board Planning Schedule. Discussed underground fuel storage tanks, west-end route expansion and Strait Shot connections, training and safety coordinator position, vehicle types, and replacement schedule.

7. ACTION ITEMS

A. Factsheet 2025-067: Snowplow Procurement – Motion No. M30:2025

Outdated and aging snowplow replacement.

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

8. INFORMATIONAL ITEMS

A. Executive Report

1. **Factsheet 2025-063: Board Structure:** Overview provided. Board and staff feedback included considerations of the recruitment process and training, bylaw and policy revisions, establishing a community advisory committee to allow more input from broader range of citizens, and a timeline of possible implementation of a pilot period of 18 months. The Board requested an outline at the January meeting of what implementation of a community advisory committee would look like.

Navarra Carr, City of Port Angeles, out at 12:56 p.m. Quorum met.

- B. **Factsheet 2025-057: Operations Department Report:** Overview provided. Discussed additional Forks Interlink service and west-end route expansions. The Board requested an update of planned service expansion in December or January.

Mike French, Clallam County, out at 1:05 p.m. Quorum met.

Rachel Anderson, City of Sequim, out at 1:06 p.m.

- C. **Factsheet 2025-058: Finance Department Report:** Overview provided.

1. **Office of Washington State Auditor Exit Conference:** Presented. Completed on time with zero findings. Auditors' office provided positive staff feedback.

- D. **Maintenance Department Report**

- **Fuel Pumps:** Bids requested and provided.
- **Administration Building:** 30 years old and anticipated replacements incorporated in the budget.

- E. **Factsheet 2025-059: Administrative Services Department Report:** Overview provided.

9. BOARD OPEN DISCUSSION

None.

10. MEETING ADJOURNMENT

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

There being no further business, the board chairperson adjourned the meeting at 1:20 p.m.

Board Chairperson

Hayley Grall, Deputy Clerk to the Board



SONYA MCKIBBON RETIREMENT RESOLUTION NO. R16:2025

A resolution of the Board of Clallam Transit System for the purpose of honoring Operations Office Manager Sonya McKibbon for her years of service upon retirement.

Whereas, Sonya began her career with Clallam Transit System on February 18, 2008. Sonya has been a leader, mentor, and a valuable resource for all operations employees; and

Whereas, Sonya's last day working was effective December 5, 2025, after serving her community for 17 years providing commendable service at Clallam Transit System; and

Whereas, while holding the position of operations office manager, Sonya has also commendably served as records manager, vanpool program manager, and information technology administrator; and

Whereas, Sonya has served in various roles on the Safety Committee and the Employee Association Board throughout her career with Clallam Transit System.

Whereas, Sonya was selected as the employee of the year in 2010 and employee of the quarter in 2008, 2012, and 2016, also receiving numerous nominations for employee of the quarter and employee of the year; and

Whereas, Sonya has received numerous commendations and kudos during her career in recognition of her expertise, compassion, empathy, and dedication to Clallam Transit System; and

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

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

Passed and adopted by the Board at a regular meeting thereof this 17th day of December 2025.

Board Chairperson

Approved as to content:

Attest:

Jason McNickle, Acting General Manager

Barb Cox, Clerk to the Board



Title: General Manager Selection - Negotiation
Authorization
Submitted By: Barb Cox, Human Resources Manager
Authorized By: N/A

Factsheet: 2025-079
Date: December 17, 2025

Background

The Clallam Transit System (CTS) Board (Board) authorized a special committee of the Board, as defined in the CTS Bylaws, to establish and conduct the general manager (GM) recruitment and selection plan. The GM position was vacated on August 1, 2025, upon James Fetzer's retirement. Jason McNickle was appointed as the acting GM until such time as a GM is appointed by the Board. The special committee of the Board defined a recruitment and selection plan that was approved by the Board. The recruitment was launched on October 1, 2025, with Karras Consulting contracted to conduct a partial recruitment in conjunction with CTS's human resources department. The recruitment efforts resulted in 25 applicants, with three candidates moving to special committee interview via zoom conducted on December 3, 2025. However, only two candidates participated in the interviews as one candidate withdrew due to acceptance of another position.

Discussion

The special committee of the Board selected one candidate for recommendation to the full Board, for consideration as the CTS general manager. Review of the candidate's qualifications for public employment for the position of CTS general manager occurred in executive session on December 17, 2025, in accordance with RCW 42.30.110(1)(g).

The Board may take action, as appropriate, during regular session, if the recommendation by the special committee is the direction the Board wishes to pursue. If so, the action may include providing authorization for the Board Chairperson to enter into negotiations with the goal of reaching a tentative employment agreement with the selected candidate to fill the position of general manager. Once there is an agreed upon tentative employment agreement for the CTS general manager, the agreement will be reviewed by CTS legal counsel and presented to the Board for approval and appointment of the next general manager. This could occur during the Board's regularly scheduled January 21, 2026, meeting or earlier as elected by the Board.

Recommended Action

Move to authorize by CTS Motion No. M37:2026, the Board Chairperson to make a contingent offer of employment and negotiate a tentative employment agreement with the candidate selected by the Board to become the CTS general manager, as presented.

Attachments

None.

Passed and adopted by the Board at a regular meeting by CTS Motion No. M37:2025 thereof this 17th day of December 2025.

Board Chairperson

Approved as to Content:

Attest:

CTS Legal Counsel

Barb Cox, Clerk to the Board



Title: 2026 Non-represented Employees Compensation
Plan Salary Schedule Adjustment
Submitted By: Jason McNickle, Acting General Manager
Authorized By: N/A

Factsheet: 2025-069
Date: December 17, 2025

Background

In accordance with the Clallam Transit System (CTS) Compensation Plan for Non-represented Employees, the CTS Non-represented Salary Schedule is reviewed annually to coincide with the budget year for all salary ranges and steps. The method of adjustment affects the entire grid to maintain a consistent relationship among position classifications and avoid salary compression and inversion.

Discussion

After comparing inflation rates published by the U.S. Bureau of Labor Statistics, I respectfully request the Board consider approving a 3.5% general wage increase (GWI) for the 2026 Non-Represented Salary Schedule. My recommendation is based on the following Consumer Price Index (CPI) trends:

- *All Cities (CPI-U), September 2025: 3.0%* (U.S. Bureau of Labor Statistics)
- *West Region (CPI-U), September 2025: 3.3%*
- *Pacific District (CPI-U), September 2025: 3.5%*
- *Seattle-Tacoma-Bellevue (CPI-U), August 2025: 2.8%*

The CTS 2026 draft budget includes a 3.5% increase for non-represented employees, consistent with this recommendation. Also included is the re-implementation of a maintenance supervisor to assist the maintenance manager and provide for departmental cross training. We are also planning for the implementation of a projects, grants, and procurement specialist position in 2026 to assist agency staff.

Recommended Action

Move to authorize by CTS Motion No. M32:2025, a general wage increase of 3.5% to the 2026 CTS Non-Represented Salary Schedule, effective January 1, 2026.

Attachments

Non-represented Salary Schedule

Passed and adopted by the Board at a regular meeting by CTS Motion No. M32:2025 thereof this 17th day of December 2025.

Board Chairperson

Approved as to content:

Attest:

Jason McNickle, Acting General Manager

Barb Cox, Clerk to the Board

Orig: Non-represented Salary Schedule File
Cc: Compensation Plan for Non-represented Employees/Salary Schedule 2026
Board Meeting

CLALLAM TRANSIT SYSTEM - NON-REPRESENTED SALARY SCHEDULE
EFFECTIVE: January 1, 2026

RANGE	POSITION		ENTRY	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L
1	Operations Manager Maintenance Manager	Annual Salary	103,010	105,585	108,225	110,930	113,704	116,546	119,460	122,446	125,508	128,645	131,861	135,158	138,537
		Monthly Salary	8,584	8,799	9,019	9,244	9,475	9,712	9,955	10,204	10,459	10,720	10,988	11,263	11,545
		Hourly Wage	49.52	50.76	52.03	53.33	54.67	56.03	57.43	58.87	60.34	61.85	63.39	64.98	66.60
2	Human Resources Manager Finance Manager	Annual Salary	98,046	100,498	103,010	105,585	108,225	110,930	113,704	116,546	119,460	122,446	125,508	128,645	131,861
		Monthly Salary	8,171	8,375	8,584	8,799	9,019	9,244	9,475	9,712	9,955	10,204	10,459	10,720	10,988
		Hourly Wage	47.14	48.32	49.52	50.76	52.03	53.33	54.67	56.03	57.43	58.87	60.34	61.85	63.39
3		Annual Salary	93,322	95,655	98,046	100,498	103,010	105,585	108,225	110,930	113,704	116,546	119,460	122,446	125,508
		Monthly Salary	7,777	7,971	8,171	8,375	8,584	8,799	9,019	9,244	9,475	9,712	9,955	10,204	10,459
		Hourly Wage	44.87	45.99	47.14	48.32	49.52	50.76	52.03	53.33	54.67	56.03	57.43	58.87	60.34
4		Annual Salary	88,825	91,046	93,322	95,655	98,046	100,498	103,010	105,585	108,225	110,930	113,704	116,546	119,460
		Monthly Salary	7,402	7,587	7,777	7,971	8,171	8,375	8,584	8,799	9,019	9,244	9,475	9,712	9,955
		Hourly Wage	42.70	43.77	44.87	45.99	47.14	48.32	49.52	50.76	52.03	53.33	54.67	56.03	57.43
5		Annual Salary	84,545	86,659	88,825	91,046	93,322	95,655	98,046	100,498	103,010	105,585	108,225	110,930	113,704
		Monthly Salary	7,045.42	7,221.56	7,402.10	7,587.15	7,776.83	7,971.25	8,170.53	8,374.79	8,584.16	8,798.77	9,018.74	9,244.20	9,475.31
		Hourly Wage	40.65	41.66	42.70	43.77	44.87	45.99	47.14	48.32	49.52	50.76	52.03	53.33	54.67
6	Operations Supervisor Maintenance Supervisor ITI/Application&Software Specialists	Annual Salary	80,471	82,483	84,545	86,659	88,825	91,046	93,322	95,655	98,046	100,498	103,010	105,585	108,225
		Monthly Salary	6,706	6,873.58	7,045.42	7,221.56	7,402.10	7,587.15	7,776.83	7,971.25	8,170.53	8,374.79	8,584.16	8,798.77	9,018.74
		Hourly Wage	38.69	39.66	40.65	41.66	42.70	43.77	44.87	45.99	47.14	48.32	49.52	50.76	52.03
7		Annual Salary	76,594	78,508	80,471	82,483	84,545	86,659	88,825	91,046	93,322	95,655	98,046	100,498	103,010
		Monthly Salary	6,383	6,542	6,706	6,874	7,045	7,222	7,402	7,587	7,777	7,971	8,171	8,375	8,584
		Hourly Wage	36.82	37.74	38.69	39.66	40.65	41.66	42.70	43.77	44.87	45.99	47.14	48.32	49.52
8		Annual Salary	72,903	74,726	76,594	78,508	80,471	82,483	84,545	86,659	88,825	91,046	93,322	95,655	98,046
		Monthly Salary	6,075	6,227	6,383	6,542	6,706	6,874	7,045	7,222	7,402	7,587	7,777	7,971	8,171
		Hourly Wage	35.05	35.93	36.82	37.74	38.69	39.66	40.65	41.66	42.70	43.77	44.87	45.99	47.14
9	Department Office Manager	Annual Salary	69,390	71,125	72,903	74,726	76,594	78,508	80,471	82,483	84,545	86,659	88,825	91,046	93,322
		Monthly Salary	5,783	5,927	6,075	6,227	6,383	6,542	6,706	6,874	7,045	7,222	7,402	7,587	7,777
		Hourly Wage	33.36	34.19	35.05	35.93	36.82	37.74	38.69	39.66	40.65	41.66	42.70	43.77	44.87
10		Annual Salary	66,046	67,698	69,390	71,125	72,903	74,726	76,594	78,508	80,471	82,483	84,545	86,659	88,825
		Monthly Salary	5,504	5,641	5,783	5,927	6,075	6,227	6,383	6,542	6,706	6,874	7,045	7,222	7,402
		Hourly Wage	31.75	32.55	33.36	34.19	35.05	35.93	36.82	37.74	38.69	39.66	40.65	41.66	42.70
11	Payroll Specialist Fiscal Specialist Procur/Grant/Proj. Specialist	Annual Salary	62,864	64,436	66,046	67,698	69,390	71,125	72,903	74,726	76,594	78,508	80,471	82,483	84,545
		Monthly Salary	5,239	5,370	5,504	5,641	5,783	5,927	6,075	6,227	6,383	6,542	6,706	6,874	7,045
		Hourly Wage	30.22	30.98	31.75	32.55	33.36	34.19	35.05	35.93	36.82	37.74	38.69	39.66	40.65
12	Department Coordinator Mobility Coordinator	Annual Salary	59,835	61,331	62,864	64,436	66,046	67,698	69,390	71,125	72,903	74,726	76,594	78,508	80,471
		Monthly Salary	4,986	5,111	5,239	5,370	5,504	5,641	5,783	5,927	6,075	6,227	6,383	6,542	6,706
		Hourly Wage	28.77	29.49	30.22	30.98	31.75	32.55	33.36	34.19	35.05	35.93	36.82	37.74	38.69
13		Annual Salary	56,952	58,375	59,835	61,331	62,864	64,436	66,046	67,698	69,390	71,125	72,903	74,726	76,594
		Monthly Salary	4,746	4,865	4,986	5,111	5,239	5,370	5,504	5,641	5,783	5,927	6,075	6,227	6,383
		Hourly Wage	27.38	28.07	28.77	29.49	30.22	30.98	31.75	32.55	33.36	34.19	35.05	35.93	36.82
14	Office Assistant	Annual Salary	54,207	55,563	56,952	58,375	59,835	61,331	62,864	64,436	66,046	67,698	69,390	71,125	72,903
		Monthly Salary	4,517	4,630	4,746	4,865	4,986	5,111	5,239	5,370	5,504	5,641	5,783	5,927	6,075
		Hourly Wage	26.06	26.71	27.38	28.07	28.77	29.49	30.22	30.98	31.75	32.55	33.36	34.19	35.05
15		Annual Salary	51,595	52,885	54,207	55,563	56,952	58,375	59,835	61,331	62,864	64,436	66,046	67,698	69,390
		Monthly Salary	4,300	4,407	4,517	4,630	4,746	4,865	4,986	5,111	5,239	5,370	5,504	5,641	5,783
		Hourly Wage	24.81	25.43	26.06	26.71	27.38	28.07	28.77	29.49	30.22	30.98	31.75	32.55	33.36
16	Bus Cleaner, Fare Counter *	Hourly Wage	-	-	17.97	18.42	18.88	19.36	19.84	20.34	20.84	21.36	21.90	22.45	23.01
17	Temp Part-time Fixed Route Operator	Hourly Wage	-	-	28.16	29.82	31.47	33.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	Temp Paratransit Dispatcher/CSR	Hourly Wage	22.87												

* Washington State Minimum Wage - \$17.13 3.5% GWI



Title: Avail Technologies, Inc. ITS System Maintenance Support Agreement

Submitted By: Gary Abrams, Maintenance Manager *X*

Authorized By: Jason McNickle, Acting General Manager *jc*

Factsheet: 2025-070

Date: December 17, 2025

Background

Clallam Transit System (CTS) has been utilizing Avail Technologies, Inc., software to support the maintenance department's asset management activities.

Discussion

We are requesting the Avail Technologies, Inc. contract be extended effective January 1, 2026, through December 31, 2026, to enable sufficient time to research, conduct the request for proposal process, and implement a software program capable of meeting the needs of the maintenance department. The cost to extend the Avail Technologies contract is \$62,335.76 annually.

Recommended Action

Move to authorize by CTS Motion No. M33:2025, the CTS general manager to execute the software support agreement with Avail Technologies, Inc., in the amount of \$62,335.76 for the one-year period, as presented.

Attachment

Avail Technologies Inc. contract proposal.

Passed and adopted by the Board at a regular meeting by CTS Motion No. M33:2025 thereof this 17th day of December 2025.

Board Chairperson

Approved as to content:

Jason McNickle, Acting General Manager

Attest:

Barb Cox, Clerk to the Board



September 24, 2025

Gary Abrams
Maintenance Manager
Clallam Transit
830 West Lauridsen Boulevard
Port Angeles, WA 98363

Re: Extension of ITS System Maintenance and Support Offer

Dear Mr. Abrams,

Avail Technologies, Inc. is pleased to provide Clallam Transit with this offer to extend the system maintenance and support for your Avail ITS system. Your current plan is due to expire on December 31, 2025.

Notes on changes from previous contract:

- Full Transit Assets
- Requisitions, Purchase Orders, Accounts Payable (Vendor Master), General Ledger (lite)
 - Lite version is only features associated with Transit Assets will be functional
- Full financial reporting, check cutting, 1099s are no longer be available
- 10 Licensed Users
- Assumes no integration with TylerTech or any other software
 - This is a paid option that will require formal scoping should Clallam desire this

If you accept the plan, please indicate your renewal term election on in **Section 4** of this document, sign the attestation in **Section 5** that you agree to the terms of the contract and payment terms aligning with your election, and return to Avail. Please e-mail the entire signed document to contracts@availtec.com for execution.

In closing, we hope you find the information we have provided demonstrates the level of commitment that Avail provides to Clallam Transit and the strong value that we offer. If you have any questions, please do not hesitate to contact me at 814.699.8936 or via e-mail at ahinchberger@availtec.com.

Sincerely,

A handwritten signature in blue ink that reads 'Amanda Hinchberger'.

Amanda Hinchberger
Pricing Analyst/Account Manager

1 SUPPORT, WARRANTY, & LICENSE AGREEMENT

THIS SUPPORT WARRANTY & LICENSE AGREEMENT ("Agreement") is made and entered into effective as of January 1, 2026 (the "Effective Date"), by and between Avail Technologies, Inc., a Pennsylvania corporation located at 1960 Old Gatesburg Road, Suite 200, State College, PA 16803, hereinafter called "AVAIL", and Clallam Transit, located at 830 West Lauridsen Boulevard Port Angeles, WA 98363, hereinafter "PROPERTY", collectively referred to as the "PARTIES."

WHEREAS, AVAIL is the owner of the Software (as defined below) which is licensed to PROPERTY under and pursuant to the terms of this Agreement and all referenced Exhibits; and

WHEREAS, PROPERTY, desires to obtain a license to use the Software solely in its business operations on the terms and conditions set forth in this Agreement; and

WHEREAS, AVAIL has licensed to the PROPERTY certain systems as specified in **Section 2** of this document and PROPERTY wishes to have AVAIL perform maintenance services on the software and associated hardware of the licensed systems pursuant to the terms and conditions of the Agreement.

NOW, THEREFORE, the PROPERTY and AVAIL, in consideration of the mutual covenants, promises, and representations contained herein, the sufficiency of which is hereby acknowledged, the PARTIES hereto agree as follows:

1.1 DESCRIPTION AND TERM

1.1.1 SYSTEMS COVERED

The materials covered in this Agreement are the Hardware and Software required for deployment of AVAIL's Enterprise Transit Management Software (ETMS), as set forth in **Section 1.11**.

1.1.2 SITES

830 West Lauridsen Boulevard
Port Angeles, WA 98363

1.1.3 TERM

This Agreement shall commence on the Effective Date and will remain in force until the completion of the Term, unless earlier terminated as set forth in **Section 3.2**. The Term will automatically renew for successive periods of twelve (12) months (each, a "Renewal Term", and the Term and Renewal Term are collectively, the "Term"). Any renewal of term shall be agreed to in writing by the PARTIES at least sixty (60) days prior to the expiration of the current term.

1.2 DEFINITIONS

1.2.1 DOCUMENTATION

"Documentation" shall mean the documentation to which the Software must conform as set forth in the original Project Contract;



1.2.2 ERROR

"Error" shall mean a material and reproducible failure of the Software to function in conformity with the Documentation.

1.2.3 ADDITIONAL SERVICES

"Additional Services" shall mean any service that is not covered by this Agreement.

1.2.4 HOSTED SUPPORT

"Hosted Support" (as elected under services in **Section 1.13.1**) shall mean AVAIL will house, implement, maintain and backup the customer fixed-end system on AVAIL owned (or leased) equipment for the duration of the term.

1.2.5 ANNIVERSARY

"Anniversary" shall mean the beginning date of the term and the annual occurrence of that date for the duration of the term.

1.2.6 PROJECT CONTRACT

"Contract" shall mean the original Intelligent Transportation System Project Contract entered into between AVAIL and PROPERTY

1.2.7 BUG FIXES

"Bug Fixes" shall mean any corrections or upgrades to the Software as development occurs over time.

1.2.8 PURCHASED FEATURE ENHANCEMENTS

"Purchased Feature Enhancements" shall mean any software features developed beyond the documentation for the original Project Contract when and where this system was purchased by PROPERTY.

1.2.9 NEW FEATURE PURCHASES

"New Feature Purchases" are features above and beyond the scope of the original Project Contract that existed and were not purchased at that time OR new features developed after the completion of the original Project Contract.

1.3 PROPERTY SUPPORT PLANS

PROPERTY has elected the level of support set forth in **Section 1.13.1**

1.4 AVAIL RESPONSIBILITIES

During the term of this Agreement, AVAIL shall provide the following support measures ("Support Services")



1.4.1 STANDARD LEVEL OF SUPPORT

The Standard Level of Support of which there are two problem resolution standards (See **Section 1.13.1**):

1.4.1.1 GENERAL PROVISION:

- A. Telephone hot line access for problem and error reporting and response of diagnostic services;
- B. Ability to initiate support requests via e-mail to support@Availtec.com; and
- C. Ability to initiate support requests via AVAIL Customer Support Portal by visiting <https://www.availtecportal.com>.
- D. AVAIL shall staff their Call Center during regular business hours see **Section 1.13.1**. In case of a support call, AVAIL will want to collect the pertinent information as soon as practical. In the event that AVAIL cannot answer the initial call, a voicemail service shall be operative as a backup system;

1.4.1.2 ROUTINE CARE

- A. AVAIL shall respond to the call as stated in **Section 1.13.1**;
- B. The problem will be entered into the AVAIL tracking system, entering the Caller's Name, PROPERTY Location and Contact Phone Number;
- C. AVAIL shall keep PROPERTY advised of a plan for resolution of the error as soon as practical; and
- D. If the error occurs after AVAIL business hours, the Caller shall still leave a voice message with the same information as listed above.

1.4.1.3 URGENT CARE

- A. AVAIL will respond to a call as stated in **Section 1.13.2**;
- B. Upon receipt of the call, the Support Team will immediately begin to assess the error and begin the process of resolving the problem. Resolution shall be conveyed to PROPERTY as soon as practical;
- C. The error will be entered into the AVAIL tracking system; and
- D. On-site response for requests for remedial support and diagnostic repair services in response to a problem submitted to AVAIL shall be pursuant to **Section 1.13.2** of this Agreement.

1.4.1.4 SYSTEM SELF-DIAGNOSTICS AND SELF-HEALING CAPABILITIES

- A. Through the use of the sophisticated Software monitoring system, the system will notify the operations staff of potential system degradation and alerts the on-call staff via message 24 hours / 7 days a week.
- B. Through these same techniques, the system has the capability to self-heal processes that have stalled or failed.



1.5 PROPERTY RESPONSIBILITIES

PROPERTY shall give AVAIL, their full cooperation to facilitate proper and prompt performance of the Support Services and any Additional Services that the PARTIES agree. PROPERTY shall provide:

- A. A key technical contact that shall be familiar with the System and/or Software to provide adequate information and feedback in order to facilitate problem reporting and resolution;
- B. The key technical contact will be aware of the terms and conditions under which AVAIL Systems provides after hours support:
 - I. Promptly notify AVAIL of any error in the System;
 - II. Provide sufficient information for AVAIL to effectively diagnose errors including a detailed description of the issue in text format, an explanation of what the user was doing when the issue occurred, any error messages that the system returned, screen shot images of the error, the current status of the system, a determination if the system is functional, and a state retrieval, if requested;
 - III. Permit AVAIL to take such reasonable steps as AVAIL shall consider necessary to remedy any errors;
 - IV. Allow AVAIL prompt and reasonable access to:
 - a. The Software and Intelligent Transit System (ITS) Server through a Virtual Private Network (VPN) in case of primary server hardware failure and access to other 3rd party systems such as the communications network provider.
 - b. PROPERTY's physical sites, at the locations specified in **Section 1.1.2**.
 - V. Provide a reasonably safe and secure work environment at the site(s) for AVAIL's authorized personnel performing Support Services and Additional Services on-site.
 - VI. PROPERTY shall not permit any person other than authorized AVAIL personnel to make corrections or in any way modify the Software. Any work, repair, replacement, remedial support, emergency support, or correction necessary will be in violation of this provision shall be considered Additional Services.

1.6 SOFTWARE MAINTENANCE

AVAIL shall notify and make available to the PROPERTY all Purchased Feature Enhancement and Bug Fixes to the software for the current software license. The nature and extent of the elements to be included or covered in any Enhancement, or Bug Fix shall be determined solely by AVAIL.

Purchased Feature Enhancements and Bug Fixes will be made available to the PROPERTY at no additional charge other than the costs for additional hardware, configuration, integration, testing, travel and lodging and per diem, provided they are current in their payment of the fees set forth in **Section 4**.



In the event the PROPERTY has elected not to pay the Maintenance and Support Fees, they may obtain updates of a Purchased Feature Enhancements and Bug Fixes by paying the aggregate annual Maintenance and Support Fees which would otherwise have been due from the date of discontinued Maintenance and Support Services to the date such Purchased Feature Enhancement or Bug Fixes becomes generally available.

As soon as practical, AVAIL will provide the PROPERTY with information relating to any Software New Features during the term of this Agreement. New Feature Purchase shall be negotiated and agreed to in writing, between the PARTIES, prior to any work beginning on the requested task. All reasonable efforts shall be made by the PROPERTY to provide AVAIL access to the individual Software server through the VPN process. Any New Feature Purchases, Purchased Feature Enhancement and Bug Fixes provided shall be governed by all of the terms and provisions of this Agreement.

Upon notification, the PROPERTY shall have six (6) months from receipt of such notice to authorize AVAIL to deliver the product, provided they are current in their payment for Support, Warranty and License Fees. All New Feature Purchases, Purchased Feature Enhancements, or Bug Fixes provided, shall be considered Software for purposes of this Agreement.

AVAIL agrees to provide to the PROPERTY the elected level of support as defined in **Section 1.13.1** for the Software and any subsequent upgrades during the full term of this Agreement (including all renewals) through the Term or any subsequent extension of Maintenance and Support Services; provided that the PROPERTY has paid the applicable Support, Warranty, and License Fees hereunder as and when they become due. AVAIL agrees that its failure to continue to provide such support shall constitute a material breach of this Agreement.

AVAIL agrees to provide to the PROPERTY the Level of Support as stated in **Section 1.13.1** for the Software and any subsequent upgrades during the full term of this Agreement (including all renewals) through the end of this Agreement or any subsequent extension; provided that the PROPERTY has paid the applicable Support Fees hereunder as and when they become due. AVAIL agrees that its failure to continue to provide such support shall constitute a material breach of this Agreement.

1.7 MAINTENANCE AND SUPPORT SERVICES

- A. The PROPERTY shall pay the Support, Warranty, and License Fees set forth, and the PROPERTY will receive technical support for the Term;
- B. Provided the PROPERTY has paid the applicable Support, Warranty, and License Fees, AVAIL shall support the Hardware and Software as set forth in this Agreement;
- C. Corrections - For a period of Twelve (12) months following the release of a Purchased Feature Enhancement upgrade, AVAIL will use reasonable efforts to support any previous Release of that Software program. AVAIL shall advise the PROPERTY as soon as practical, of the intention to discontinue support services of any version of AVAIL software currently in use by the PROPERTY. AVAIL shall also maintain this requirement for the subcontractors they use for this Project;
- D. AVAIL shall have no obligation to correct problems which are traced to any PROPERTY errors, modifications, enhancements, software or hardware.



- E. In the event that AVAIL provides any Additional Services requested by PROPERTY, AVAIL shall invoice for such Additional Services based upon its then-current time and material rates. PROPERTY shall pay all charges for such Additional Services within thirty (30) days from the date of invoice. Charges for Additional Services may include fees for labor, materials, hardware components, shipping, software, documentation, and/or other products or services and associated expenses, including reasonable travel expenses incurred by AVAIL when providing Additional Services at PROPERTY's request.
- F. Additional Support, Warranty, and License, which shall follow the completion of this Agreement pursuant to **Section 1.1.3**, may be extended for an agreed upon timeframe by the PARTIES. The cost will be at AVAIL's then-current standard Support, Warranty, and License Fees for as long as AVAIL offers such support. The intent is to make payment of the applicable fees in advance of each anniversary. If PROPERTY purchases Support, Warranty, and License for any copy of the Software, it must purchase Support, Warranty and License for all licenses of such Software unless PROPERTY has discontinued the use of certain licenses within the Avail Suite of purchased and installed modules.

1.8 TRAVEL EXPENSES

PROPERTY will reimburse AVAIL for any reasonable out-of-pocket expenses deemed appropriate and as approved in writing by PROPERTY's staff assigned to this project, including airfare, travel to and from PROPERTY's site, lodging, meals and shipping, as may be necessary in connection with the duties performed under this Agreement by AVAIL. AVAIL will quote travel expenses and PROPERTY will provide written approval prior to travel commencing. Appropriate expenses shall be limited to those incurred on site visits associated with the performance of this Agreement. AVAIL shall submit requests for reimbursement to PROPERTY. Such requests shall be accompanied by documentation substantiating the expense. Invoices for these expenses shall be presented to PROPERTY by AVAIL within fifteen (15) days of the end of the month. PROPERTY will pay these charges within thirty (30) days of the date of the invoice.

1.9 MAINTENANCE AND SUPPORT

- A. AVAIL represents to PROPERTY that all services provided hereunder will be performed in a workmanlike manner.
- B. This Agreement includes the Software and Hardware listed below for the entire Term. If during the duration of this Agreement, any software or hardware were to become obsolete, AVAIL agrees to work with PROPERTY to provide a replacement device and to ensure its downward compatibility with the rest of the deployed system.

1.10 SYSTEM SUPPORT

AVAIL will provide remote and, if necessary, on-site system support as per **Section 1.10.2(B)**, for the Term specified in this Agreement, for all software initially provided by AVAIL for sustaining the accepted system configuration.



1.10.1 PHONE AND REMOTE DIAGNOSTIC SYSTEM SUPPORT

AVAIL will provide consultation to PROPERTY's Key Technical Contact to:

- A. Facilitate remote troubleshooting and solution implementation;
- B. Acquire and review data logs for problem identification via remote access line;
- C. Provide problem analysis and possible resolution;
- D. PROPERTY must maintain remote access capability for AVAIL to diagnose reported software and systems problems. Remote access will be via a VPN connection;
- E. AVAIL can, at PROPERTY's request, assist in arranging for service and support of non-warranted components (i.e. LAN interface to the Communications system and Installation / Removal services). AVAIL will not be responsible for the service call or system repair costs. Such costs will be billed to PROPERTY.

1.10.2 EXCEPTIONS

- A. If it is determined by AVAIL that a hardware or software problem was not due to an AVAIL installed component, PROPERTY will be responsible for all engineering and technical support, time and material costs. All labor will be charged at AVAIL's prevailing rates;
- B. On-site support is not included in the Agreement but is available on a time and material basis. However, AVAIL will provide remote support to PROPERTY without additional charge

1.11 MAINTENANCE AND SUPPORT COMPONENTS

1.11.1 SOFTWARE LICENSES

Item – Description	Qty
Transit Assets <ul style="list-style-type: none">• Asset Condition• Asset Inventory• Facilities• Fleet• Maintenance• Parts• Work Orders• Business Intelligence	Site
Finance Suite <ul style="list-style-type: none">• Accounts Payable (Vendor Master)• General Ledger (lite)• Procurement (Requisitions, Purchase Orders)	10



1.11.2 HOSTING SERVICES & LICENSING

Item – Description	Qty
Hosting Services – Azure cloud-hosting for central system software	Site

All data stored by AVAIL on the cloud-system is solely owned by the PROPERTY and no data shall be used, stored, or shared without explicit permission from PROPERTY.

Changes in the fleet composition (quantity of connected devices across fleet, supervisors and other users) of PROPERTY will be assessed as devices/users are added/removed. Connected devices will be evaluated semi-annually as the fleet is expanded by PROPERTY and additional fees may be assessed by AVAIL.

1.11.3 THIRD-PARTY

1.11.3.1 NON - COVERED THIRD-PARTY SOFTWARE

Item – Description	Qty
Csched Scheduling	Site

1.11.4 SYSTEM MAINTENANCE

- A. PROPERTY is responsible for equipment replacement as required for all installed equipment including:
 - I. In-vehicle equipment;
 - II. Wireless modem;
 - III. Wireless LAN;
 - IV. Wayside Sign Component modules
- B. System Maintenance includes removal of equipment, replacement with a spare, initial triage diagnostics and shipping to a designated repair point. Any item returned to AVAIL must follow AVAIL's RMA procedures;
 - I. PROPERTY is responsible for shipping cost to AVAIL or designated repair point. AVAIL will return ship at AVAIL's expense.

1.11.4.1 EXCEPTIONS:

- A. Non-technical hardware items such as batteries, racks, cables, connectors, mounts, handsets, speakers, antennas, sign audio buttons, KVM switches, network switches, memory storage media, panels and punch blocks are wear items and are not covered beyond the Vehicle Installation Support;
- B. AVAIL is not responsible for:



- I. Hardware and Software that are not used and serviced according to the training and instructions provided by AVAIL;
- II. Products that have been altered, repaired or modified without prior consent from AVAIL;
 - a. Products damaged by any third-party equipment or intervention, force of nature or other conditions not In AVAIL's control;
 - b. Products damaged due to negligence or abuse.
 - c. Cost, loss or damages resulting from the use of AVAIL supplied products, including but not limited to, loss of time, inconvenience and loss of production;
 - d. Shipping and shipping related costs of products mailed to AVAIL;
 - e. Costs associated with parts, materials and labor provided by PROPERTY's Maintenance personnel.
- C. AVAIL may evaluate items not covered under Maintenance and Support and an assessment will be provided to PROPERTY. If PROPERTY agrees with the assessment, they will be charged for the labor to complete the evaluation, shipping and shipping related costs, parts and materials used and repair labor. If PROPERTY elects not to repair the item, only the labor required for the assessment will be charged. All labor is charged at AVAIL's prevailing rates for the required skill level.

1.11.4.2 TIME AND MATERIAL CHARGES FOR NON-SUPPORTED HARDWARE REPAIRS OR SUPPORT

- A. To maintain system support coverage, all systems hardware must be returned to AVAIL for repair or approved for repair by AVAIL at a specified repair facility;
- B. Any returned unit may be repaired or replaced at the sole discretion of AVAIL;
- C. AVAIL will charge a minimum of one (1) hour for each issue or return with subsequent increments billed at one-quarter (1/4) hour intervals at AVAIL's prevailing rate charges (Please refer to **Section 1.13.1**);
- D. Charges for non-supported repair / replacement or support will include the prevailing Preferred Customer rates (subjected to periodic updates).
- E. Travel and associated travel labor costs for on-site work (if required) are not included and will be invoiced to PROPERTY at travel costs shall be pursuant to **Section 1.8** of this Agreement. An estimate of on-site costs will be provided prior to any travel expenses being incurred.

1.11.4.3 SYSTEM MAINTENANCE LOGGING

All system maintenance or repair information, whether Hardware or Software, is collected and recorded via CRM Case Logs entry, RMA Tracking for Hardware and configuration management tools for Software.

1.12 LIMITS OF MAINTENANCE & SUPPORT PLAN

The maintenance and support set forth in this Agreement is a limited maintenance and support plan. The hardware and software included under the initial installation, new feature purchases, purchased feature



enhancements or bug fixes, are subject to the representations, warranties, indemnifications, limitations and disclaimers set forth in the Agreement.

1.13 AVAILABLE CUSTOMER SUPPORT PLANS

1.13.1 MAINTENANCE AND SUPPORT PLAN

Plan	Description
Standard Business and Extended Hours <input checked="" type="checkbox"/>	<ul style="list-style-type: none">• Routine Care and Urgent Care are provided during standard business hours.• If needed for a non-covered item, Time and Material charge mechanism must be in place <u>before</u> work will commence• Urgent Care response 24/7 access to the AVAIL Support Team which includes Standard Business Hours Support and all NON-business hours of coverage to support Urgent Care needs.• A customer support line to contact the on-duty support engineer at AVAIL.• The continuation of Urgent Care resolution after Standard Business Hours.
Hosted System <input checked="" type="checkbox"/>	<ul style="list-style-type: none">• Includes all features of Standard Business Hour Support and Extended Hours Support• AVAIL operates and maintains the fixed end computer system in our dedicated data center operation• AVAIL connects to your high-speed communications interface provider• AVAIL maintains system backup services and operational system redundancy• Includes system hardware maintenance and software release maintenance and upgrades• AVAIL provides the staff for operation and maintenance of the computer system at the hosted location



1.13.2 PROBLEM RESOLUTION STANDARDS

PRIORITY	DEFINITION
Low (Portal)	A nuisance issue which is not causing a significant impact on system performance or interfering with the work of the customer. New myAvail account request, myAvail password reset. Update on RMA's, general questions.
Medium (Portal)	A support ticket that does not have a significant impact on system performance or interfering with the work of the customer. Cannot access non-critical reports, Driver cannot login to one vehicle, Timepoints or trigger boxes are incorrect. Finance suite
High (Call)	A support ticket that has a significant impact on the system performance and/or which has a significant impact on the customer and/or is public facing. Multiple buses in fleet are down, User not able to login to scheduling package, scheduled publish did not work. Payroll processing and PR setup issue affecting PR processing
Critical (Call)	System outage. Entire fleet is down, all buses can't communicate to dispatch and passenger info on myStop is down. Payroll check processing, PR ACH file issues, unable to login to system.

Priority Level	Normal Business Hours		Outside Business Hours	
	Response Time	Resolution Time	Response Time	Resolution Time
Critical	15 minutes	2 hours	1 hour	4 hours
High	2 hours	1 business day	4 hours	1 business day
Medium	1 business day	5 business days	1 business day	5 business days
Low	1 business day	10 business days	1 business day	10 business days

****These resolution standards do not include RMA's, product enhancement requests, and system bug diagnosis and fixes.**



1.14 REPORTING PROCESS

- C. **Critical or Urgent issues such as an outage should be reported via phone to 814-234-3394 option 1**
 - I. Avail has 24/7 support hours outside of normal business hours (7 am to 8 pm Eastern Time)
 - a. 814-234-3394, then press option 1
- D. **Customer Portal Usage**
 - I. Avail encourages the use of our customer portal for medium and low priority cases. The intent of the portal is to provide support with all the necessary information so that the appropriate support representative with the skills required can contact you for the most effective troubleshooting. Utilizing the portal provides a better interactive experience for our customers.
- E. RMA Requests can be submitted via customer portal.
 - I. Portal - <https://www.availtecportal.com>
- F. If there is no answer when you call the support phone line please leave a detailed voicemail: be sure to leave caller first and last name, property name contact phone number, and detailed description of problem. A case will be created referencing your voicemail and support will follow up accordingly. Please refrain from calling until you get a live person.

1.15 STANDARD BUSINESS HOURS

- A. Monday through Friday; 7:00 AM to 8:00 PM EST
- B. Follow the priority level SLA chart and definitions in section 1.13.2 for standard case practices.
- C. The following national holidays are excluded during standard business hours. During holiday's where Avail is closed use the 24/7 support phone for critical issues. Use the customer portal for low and medium priority cases and Avail will follow up when standard business hours resume.

January 1 st	Presidents Day
Memorial Day	July 4 th
Labor Day	Thanksgiving Day
Friday Immediately after Thanksgiving	Christmas Eve -Dec. 24 th
Christmas Day – Dec. 25 th	

NOTE: If the Holiday falls on a **Saturday**, AVAIL is closed on the **preceding Friday**.

NOTE: If a Holiday falls on a **Sunday**, AVAIL is closed on the **following Monday**



1.16 WORKFLOW

Upon receipt of an issue, AVAIL support staff will begin documentation of the issue. The documentation shall record all pertinent information that has been received either by telephone or email. Following completion of the gathering of information regarding the problem, AVAIL support staff will categorize the issue and communicate the target action back to PROPERTY contact.

Once a problem has been identified, AVAIL support staff will work with AVAIL or third-party engineering staff to determine an appropriate solution timeframe. Once the solution has been tested and proven viable, AVAIL support staff will contact PROPERTY to make arrangements for implementation. In the event the solution cannot be tested and implemented within the timeframe that was initially communicated to PROPERTY, AVAIL support staff will attempt to implement a workaround for PROPERTY while pursuing resolution. In all cases, AVAIL will attempt to minimize the amount of time necessary to resolve the issue.

If AVAIL personnel cannot recreate the problem in the lab configuration, additional information may be required from PROPERTY. This may include but is not limited to screen shots in .bmp or .jpg format and/or retrieval of files from the affected software.

AVAIL will endeavor to resolve any system problems remotely through use of a Virtual Private Network (VPN). If both parties deem it necessary to travel to PROPERTY premises to resolve the problem, the on-site engineering /technical support services are included in this Agreement. The cost for the travel and living expenses shall be agreed upon in advance between the PARTIES. The engineering / technical support services rendered will be billed to PROPERTY if it is determined while on site that the problem resolution was not due to AVAIL's inability to re-create and resolve the problem remotely.

2 SOFTWARE

2.1 LICENSE TO USE SOFTWARE

2.1.1 DESCRIPTION

In consideration of the licenses set forth in the Agreement, and subject to termination as provided **Section 1.13.2**, AVAIL grants to Property a nonexclusive, nontransferable site license for authorized Property employees (users) and vehicles (as provided in **Section 2.1.2** below) to use the Avail Enterprise Transit Management Software (ETMS).

THE SOFTWARE IS COPYRIGHTED AND LICENSED (NOT SOLD). AVAIL DOES NOT SELL OR TRANSFER TITLE TO, OR ANY OWNERSHIP INTEREST IN, THE SOFTWARE OR DOCUMENTATION TO PROPERTY. PROPERTY'S LICENSE OF THE SOFTWARE WILL NOT COMMENCE UNTIL PROPERTY HAS EXECUTED THIS AGREEMENT AND AN AUTHORIZED REPRESENTATIVE OF AVAIL HAS RECEIVED, APPROVED AND EXECUTED A COPY OF IT AS EXECUTED BY PROPERTY.

2.1.2 SCOPE OF PERMITTED USE

Pursuant to **Section 1.11** – PROPERTY agrees that it may allow its designated employees or computers (Users) access to the software and may manage all authorized vehicles in the Software.



2.1.3 SCOPE OF LICENSE RIGHTS; RESTRICTIONS

- A. The license granted to PROPERTY under this Agreement entitles PROPERTY to use, and PROPERTY agrees to use, the Software and Documentation solely as set forth in this **Section 2.1.3 (A)(I)** through **Section 2.1.3 (A) (IV)**:
- I Store, install and access the Software, in machine readable form, through an internal network using those computers and software specified in the Agreement, or access the Software via the Internet, but in either case only for use by the PROPERTY site's authorized and designated users and only for the purpose of serving the internal needs of the business of PROPERTY;
 - II In support of PROPERTY's authorized use of the Software, store the Software's machine-readable instructions or data in, transmit it through, and display it on machines associated with the computer(s) specified in this Agreement;
 - III Make two (2) copies of the Software in machine-readable, object code form, for nonproductive backup purposes only;
 - IV Use the Documentation solely to assist PROPERTY in its authorized use of the Software.
- B. The license granted to PROPERTY under this Agreement does not grant to PROPERTY the right to;
- I Copy (except as expressly permitted in **Section 2.1.3 (A)(III)** above), change, disassemble, decompile, reverse engineer, sublicense, assign, timeshare, sell, give away, loan, rent, lease, transfer (electronically or otherwise), display, disclose, or provide any third party with access to or use of, the Software; directly or indirectly create or attempt to create software that emulates the Software; prepare derivative works of the Software: or separate the components of the Software;
 - II Copy or provide any third party with access to or use of any of the Documentation without the prior written consent of AVAIL;
 - III Transfer any of PROPERTY's rights or obligations under this Agreement without the express, advance, written consent of an officer of AVAIL, and then only if:
 - i. PROPERTY keeps no copies of the Software or Documentation;
 - ii. PROPERTY transfers PROPERTY's entire rights and obligations under this Agreement in or to the Software and Documentation; and,
 - iii. The transferee agrees in writing to the terms and conditions of this Agreement, after which time PROPERTY will no longer have the right to use the Software. Any attempted transfer or assignment of any of PROPERTY's rights or obligations under this Agreement shall be null and void unless it is in full compliance with this **Section 2.1.3 (B)(III)**;
 - IV Remove any proprietary or copyright legend from any material contained in or on the Software or the Documentation.



- V Publish or disclose to any third party any reports or the results of any benchmark tests run on the Software or its components; or,
- VI Use any trademarks or service marks of AVAIL.

2.1.4 LIMITED WARRANTY AND LIMITATION OF WARRANTIES

- A. Subject to the conditions and limitations set forth herein, AVAIL warrants for a period set forth in **Section 1.1.3** immediately following the System Acceptance of the Software (the "Term") that the Software will substantially conform in all material respects to the documentation set forth in the Project Contract. Subject to the provisions and limitations set forth herein, AVAIL will correct any such nonconforming Software if PROPERTY has notified AVAIL of such nonconformity in writing within the Term. AVAIL shall not be obligated to correct, cure or otherwise remedy any such nonconformity in the Software if PROPERTY has not reported to AVAIL the existence and nature of such nonconformity within the Term, and such nonconformity cannot be verified.
- B. The limited warranty set forth in **Section 2.1.3 (A)** above does not apply to any Software that has been repaired or modified by persons other than AVAIL or its authorized agents, or that has been installed by PROPERTY or any of its independent contractors other than AVAIL. The foregoing warranty is conditioned upon the proper use of the Software in accordance with the terms and conditions of this Agreement and with AVAIL's User Manual and any other written instructions provided by AVAIL to PROPERTY, and in an operating environment in compliance with the documentation and requirements as set forth in this Agreement. AVAIL makes no warranty that the operation of the Software will be uninterrupted or error free, or that all Software defects will be corrected.
- C. AVAIL makes no warranty that the Software will operate with all applications, utilities, or other memory resident programs.
- D. PROPERTY acknowledges responsibility to maintain their computing infrastructure and environment such that they are able to receive AVAIL provided software upgrades as part of this Agreement and prevent software from becoming obsolete (i.e. software 2 major versions behind current software release). AVAIL shall not be responsible for any obsolescence of the Software for any reason. Furthermore, AVAIL assumes no responsibility for the use of superseded, outdated or uncorrected versions of the Software.

2.1.5 PROPRIETARY PROTECTION AND RESTRICTIONS

- A. PROPERTY acknowledges and agrees that the Software and Documentation is the sole property of AVAIL and contains copyrighted, confidential and trade secret information, and that as between AVAIL and PROPERTY, AVAIL shall have the sole and exclusive ownership of all right, title and interest in and to the Software and Documentation, (including ownership of all trade secrets, confidential information and copyrights pertaining thereto), subject only to the rights and privileges expressly granted to PROPERTY herein by AVAIL. To the extent of allowed by law, PROPERTY must and will keep the Software and Documentation free and clear of all claims, liens and encumbrances of any nature whatsoever. PROPERTY will keep the Software and Documentation in confidence and will take all reasonable measures necessary to protect and



maintain the confidential and proprietary character of the Software and Documentation. Furthermore, PROPERTY will indemnify and hold AVAIL harmless from and against all losses and damages resulting from any unauthorized or improper disclosure, dissemination or use of the Software as a result, in whole or in part, of PROPERTY's action or inaction.

- B. PROPERTY hereby authorizes AVAIL to enter PROPERTY's premises with prior approval by PROPERTY in order to inspect the Software in any reasonable manner during regular business hours to verify PROPERTY's compliance with the terms of this Agreement. PROPERTY will cooperate with AVAIL and promptly provide AVAIL and its agents with full access to its facilities, and will engage in no acts or omissions to hinder or delay AVAIL's access to Property's premises and computers or the inspection thereof.
- C. PROPERTY acknowledges that, in the event of PROPERTY's breach of any of the provisions of this Agreement, AVAIL will not have an adequate remedy in money or damages. AVAIL shall therefore be entitled to obtain an injunction against such breach from any court of competent jurisdiction immediately upon request. AVAIL's right to obtain injunctive relief shall not limit its right to seek further remedies.

2.1.6 AGREEMENT SERVICES

2.1.6.1 TRADITIONAL & WARRANTY & SUPPORT PLAN

To Ensure System Reliability

- A. *Includes standard phone, email, and remote debugging support*
- B. *Access to training documents and video library*

2.1.6.2 SOFTWARE UPGRADES

To keep your software current with the latest features

- A. *Includes software updates to latest release*
- B. *Includes training on new features and reports*

3 GENERAL TERMS

3.1 LIMITATION OF LIABILITY

- A. Except with respect to the obligations of AVAIL, in no event shall AVAIL's liability for any reason and upon any cause of action under the software license Agreement exceed the maintenance and support fees paid by PROPERTY to AVAIL;
- B. The PARTIES shall not rely upon and shall not grant any means of remedy arising from any statement, representation, maintenance and support or understanding of any person other than as expressly set out in this Agreement.



- C. EXCEPT FOR ANY LIABILITY ARISING UNDER **SECTION 2.1.5**, THE CUMULATIVE LIABILITY OF AVAIL TO PROPERTY FOR ALL CLAIMS RELATING TO THE SOFTWARE AND THIS AGREEMENT, INCLUDING ANY CAUSE OF ACTION SOUNDING IN CONTRACT, TORT OR STRICT LIABILITY, SHALL NOT EXCEED THE TOTAL AMOUNT OF ALL FEES PAID TO AVAIL HEREUNDER. THIS LIMITATION OF LIABILITY IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE. AVAIL SHALL HAVE NO LIABILITY FOR LOSS OF DATA OR DOCUMENTATION, IT BEING UNDERSTOOD THAT PROPERTY IS RESPONSIBLE FOR REASONABLE BACKUP PRECAUTIONS.
- D. IN NO EVENT SHALL AVAIL BE LIABLE FOR ANY LOSS OF PROFITS; ANY INCIDENTAL, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES; OR ANY CLAIMS OR DEMANDS BROUGHT AGAINST PROPERTY OR ANY THIRD PARTY, EVEN IF AVAIL HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH CLAIMS OR DEMANDS. THIS LIMITATION UPON DAMAGES AND CLAIMS IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE.
- E. AVAIL and PROPERTY do not rely on and shall have no remedy arising from any statement, representation, warranty or understanding (whether negligently or innocently made) of any person (whether party to this Agreement or not) other than as expressly set out in this Agreement.

3.2 TERMINATION

- A. Notwithstanding the foregoing, all provisions here of relating to confidentiality, proprietary rights, nondisclosure, indemnity and limitations of liability shall survive the termination of this Agreement. In the event of termination under this paragraph, PROPERTY will not be entitled to any refund of any portion of the fees paid to AVAIL under this Agreement, unless AVAIL:
 - I. Materially breaches this Agreement and fails to cure such breach within thirty (30) days after notice from PROPERTY;
 - II. Delivers a notice that the software has been declared obsolete or withdrawn from sale;
 - III. Otherwise discontinues providing standard level of support for the myAvail software suite:
 - a. AVAIL shall refund to PROPERTY an amount equal to the aggregate support charges paid by PROPERTY for the time during which the standard level of support services was not provided to PROPERTY.

3.3 INDEMNITY

If a third-party claims that the Software or Documentation infringes any patent, copyright, trade secret, or any similar intellectual property right, AVAIL will defend PROPERTY against such claim at AVAIL's expense and will pay all damages that a court finally awards, provided that PROPERTY promptly notifies AVAIL in writing of the claim, cooperates fully with AVAIL in the defense of any such claims, and allows AVAIL to control the defense thereof and/or any related settlement negotiations. If such a claim is made or appears possible, AVAIL will, at its option and expense, either: (i) procure for PROPERTY the right to continue using the Software and/or Documentation; (ii) replace or modify the Software or Documentation



so that it becomes non-infringing; or, (iii) if it is not possible or in AVAIL's sole discretion is not economically feasible for AVAIL to so procure such right or so replace or modify the Software, require the return of the Software and upon such return repay to PROPERTY the unused portion of the applicable license fee amortized over a 3 year period from the Effective Date and any annual technical support fees paid by PROPERTY for the remainder of the then current Term for such technical support services. However, AVAIL shall have no obligation for any claim based on PROPERTY's modification of the Software or Documentation or its combination, operation or use with any product, data or apparatus not specified or provided by AVAIL. THIS PARAGRAPH STATES AVAIL'S ENTIRE OBLIGATION TO PROPERTY WITH RESPECT TO ANY CLAIM OF INFRINGEMENT.

3.4 EXPORT AND GOVERNMENT USE RESTRICTIONS

PROPERTY agrees that it will not export or re-export the Software, any part thereof, (the foregoing is referred to as the "Restricted Components"), to any country, person or entity subject to United States export restrictions. Furthermore, PROPERTY agrees to comply with all of the export and re-export restrictions and regulations imposed by the governments of the United States and/or any country to which the Software is shipped. Use, duplication or disclosure by the government is subject to restrictions as set forth in DFARS 252.227-7013 or the Commercial Computer Software - Restricted Rights at 48 CFR 52.227-19. The terms of this Section shall survive the termination or expiration of this Agreement.

3.5 INCORPORATION OF OTHER SOFTWARE

The Software may incorporate material or components which are owned by third parties and which are used by Agreement between AVAIL and such third parties. PROPERTY acknowledges and agrees that any third-party owner of such materials or components is a direct and intended third party beneficiary of this Agreement who may enforce this Agreement directly against PROPERTY.

3.6 ASSIGNMENT

This Agreement shall be binding upon and shall inure to the benefit of and be enforceable by the PARTIES and their respective successors and permitted assigns. Except as otherwise provided herein, this Agreement may not be assigned by PROPERTY without the prior written consent of AVAIL and upon payment of an assignment fee.

3.7 SEVERABILITY

Should any one or more of the provisions of this Agreement be determined to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be adversely affected or impaired thereby. The Party shall endeavor to replace the invalid, illegal or unenforceable provisions with valid provisions the economic effect of which comes as close as practicable to that of the unenforceable provisions.

3.8 NO THIRD-PARTY RIGHTS

Except as otherwise expressly provided herein, the representations, warranties, covenants and agreements contained in this Agreement are for the sole benefit of the PARTIES and their respective



successors and permitted assigns, and they shall not be construed as conferring any rights on any other persons.

3.9 CONFIDENTIALITY

- A. "Confidential Information" is hereby designated as "trade secrets" and is defined as the following:
 - I. Any information or data in the form of specifications, technical information or otherwise furnished to PROPERTY under this Agreement;
 - II. The business or technical information of AVAIL, including but not limited to any information relating to AVAIL's product plans, designs, costs, finances, marketing plans, business opportunities, personnel, research, development or know-how; and
 - III. Any other information reasonably and appropriately designated in writing by AVAIL as "trade secret" which, under the circumstances taken as a whole, would reasonably be deemed to be confidential under applicable law.
- B. Confidential information shall not include information that
 - I. Is in or enters the public domain without PROPERTY's breach of the Agreement;
 - II. PROPERTY receives from a third party without restriction on disclosure and without breach of a nondisclosure obligation; or
 - III. PROPERTY develops independently, which it can prove with clear and convincing written evidence.
- C. To the extent allowed by law PROPERTY agrees, to take all measures reasonably required to maintain the confidentiality of all confidential information in its possession or control, which will in no event be less than the measures the PROPERTY uses to maintain the confidentiality of its own information of equal importance. PROPERTY further agrees to only use Confidential Information disclosed in connection with this Agreement solely to exercise its rights and perform its obligations under the Agreement.
- D. PROPERTY agrees to inform its employees of their confidentiality obligations regarding the Licensed Program and any other Confidential Information of AVAIL. PROPERTY further agrees to ensure that contract employees (including temporary employees) of PROPERTY agree to confidentiality obligations similar to those of this Agreement.
- E. In the event of a third-party challenge to the Confidential Information, AVAIL shall provide the PROPERTY with any evidence deemed necessary to successfully defend the legal challenge and establish that the Confidential Information meets the criteria.

3.10 DATA OWNERSHIP

PROPERTY shall use reasonable efforts with respect to the accuracy and quality of the PROPERTY data provided to AVAIL in the creation of PROPERTY's account. With respect to PROPERTY's obligation to the changing and updating of data, PROPERTY is required to use reasonable efforts.



PROPERTY shall retain full ownership of PROPERTY Data and the resulting output of any processing of such data in AVAIL's system. AVAIL is required to provide PROPERTY with access to its data at any time notwithstanding the existence of any dispute that may arise under this Agreement.

AVAIL is obligated to protect the security and confidentiality of the PROPERTY's data and is prohibited from accessing this data except for the express purpose of reasonably performing the requirements of this Agreement. AVAIL shall implement and maintain appropriate administrative, technical, and organizational security measures to safeguard against unauthorized access, disclosure, or theft of PROPERTY Data.

PROPERTY retains the right to access and retrieve this data stored in a usable format on AVAIL's system at its sole discretion.

Regardless of the reason(s) for the termination of this Agreement, AVAIL will securely deliver all the PROPERTY Data to the PROPERTY in a mutually agreed upon format. AVAIL will (at its sole cost) return, delete, or destroy all of the PROPERTY Data then in its possession or under its control no later than thirty (30) days after the termination of this Agreement. AVAIL will notify PROPERTY when all PROPERTY Data has been returned, deleted or destroyed. This provision shall not apply to PROPERTY Data which is a part of the public domain or AVAIL is required to maintain by law, but only for the time period required.

3.10.1 DATA BREACH NOTIFICATIONS

AVAIL agrees to comply with all applicable laws governing the notification of individuals in the event of an unauthorized release of PROPERTY Data. In the event of a data breach, AVAIL agrees to notify PROPERTY in writing within 24 hours after AVAIL's discovery of any unauthorized access of PROPERTY Data or AVAIL becomes reasonably certain that such unauthorized access has occurred, and to coordinate with PROPERTY to inform all effected individuals in accordance with applicable laws.



4 PRICING & PAYMENT TERMS (CONFIDENTIAL & PROPRIETARY)

PROPERTY will be invoiced 60 days prior to the start of the next anniversary date. Payment is due thirty (30) days from invoice date. *If payment is not received within payment terms, Avail reserves the right to charge a 1.5% late fee payment based on the invoice price.*

The pricing below is based on 10 licenses. If PROPERTY exceeds 10 licenses, Avail reserves the right to bill PROPERTY for any licenses over 10.

4.1 ANNUAL OPTION

Period of Support	Single Year Renewal	Annual Price w/ 3-Year Contract	Annual Price w/ 5-Year Contract
January 1, 2026 - December 31, 2026	\$ 62,335.76	\$ 59,367.39	\$ 56,668.87
January 1, 2027 - December 31, 2027		\$ 61,148.41	\$ 58,368.94
January 1, 2028 - December 31, 2028		\$ 62,982.86	\$ 60,120.01
January 1, 2029 - December 31, 2029			\$ 61,923.61
January 1, 2030 - December 31, 2030			\$ 63,781.31
Total Price	\$ 62,335.76	\$ 183,498.66	\$ 300,862.74
Savings Compared to Annual Contract	\$ -	\$ 9,174.93	\$ 30,086.27
Discount	0%	5%	9%
Election (check one)			



5 ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement among the PARTIES relating to the subject matter hereof, and supersedes all prior and contemporaneous negotiations, writings, Agreements, warranties, guarantees, whether written or oral, express or implied, relating to the subject matter of this Agreement. The PARTIES may, by mutual written Agreement and in no other manner, modify or amend the terms of this Agreement. The failure or delay of any Party at any time or times to require the performance of any provision of this Agreement shall in no manner affect its right to enforce that provision. No single or partial waiver by any Party of any condition of this Agreement, or the breach of any term, agreement or covenant of, or the inaccuracy of any representation or warranty in, this Agreement, whether by conduct or otherwise, in any one or more instances, shall be construed or deemed to be a further or continuing waiver of any such condition, breach or inaccuracy or a waiver of any other condition, breach or inaccuracy.

IN WITNESS **WHEREOF**, the PARTIES have executed this Agreement effective as of the date first above written.

AVAIL:
AVAIL Technologies, Inc.

PROPERTY:
Clallam Transit

Signature: 

Signature: _____

Name: Rick Spangler

Name: _____

Title: Chief Technology Officer

Title: _____

Date: September 24, 2025

Date: _____





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

Factsheet: 2025-071
Date: March 20, 2024

Background

Clallam Transit System (CTS) 13 rideshare vans are in need of replacement to remain current with the Transit Asset Management Plan (TAMP) plan and the Transit Development Plan (TDP) to support the CTS Rideshare Program. The replacement cost of the rideshare vans has been included in the 2026 Capital Project Budget.

Discussion

To maintain the level of service and sufficient reliable vehicles to meet the rideshare program demand it is important that we remain current with our replacement schedule.

Staff has begun the procurement process through the Washington State Department of Enterprise Services (DES) contract for the 13 vans due for replacement. The projected cost for each van is ~\$59,000 and would be funded with CTS local funds, as there is no grant funding available.

Recommended Action

Move to authorize by CTS Motion M34:2025 the CTS general manager to purchase up to 13 rideshare vehicles, through the DES contract, as available, using CTS local funds for a total procurement authority not to exceed \$775,000, including licensing, and to execute all necessary contract agreements and documents related to the procurement of the vehicles, as presented.

Attachments

None.

Passed and adopted by the Board at a regular meeting by CTS Motion No. M34:2025 thereof this 17th day of December 2025.

Board Chairperson

Approved as to Content:

Jason McNickle, Acting General Manager

Attest:

Barb Cox, Clerk to the Board



Title: HVAC Replacement Long Building Technologies
Submitted By: Gary Abrams, Maintenance Manager
Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2025-072
Date: December 17, 2025

Background

Clallam Transit System (CTS) currently has a 31-year-old HVAC system in the CTS administration and maintenance buildings. Replacement of this system is necessary for the provision of efficient and reliable heating and cooling. The cost of this replacement has been included in the 2026 Capital Project Budget.

Discussion

Staff has begun the process of the HVAC system replacement. We received a quote from Long Building Technologies who we currently have a maintenance contract with. The quote of \$156,366 does not include sales tax and we are seeking a procurement authority not to exceed \$200,000 for this project. We are requesting Board authorization to award the bid to Long Building Technologies and seeking authorization for the CTS general manager to execute the contract for the HVAC replacement.

Recommended Action

Move to authorize by CTS Motion No. M35:2025 the CTS general manager to execute the contract for the HVAC replacement with Long Building Technologies not to exceed \$200,000, as presented.

Passed and adopted by the Board at a regular meeting by CTS Motion No. M35:2025 thereof this 17th day of December 2025.

Board Chairperson

Approved as to content:

Jason McNickle, Acting General Manager

Attest:

Barb Cox, Clerk to the Board



Title: Fuel Pump Replacement Project Authorization
Submitted By: Gary Abrams, Maintenance Manager
Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2025-073
Date: December 17, 2025

Background

Clallam Transit System (CTS) currently has 31-year old fuel pumps at the fuel station in the maintenance building. Replacement of the failing pumps is necessary to provide for reliable fueling for our fleet

Discussion

Staff has begun the process of the fuel pump replacement. We received a quote from SME Solutions for installation for \$27,386.60 and from Northwest Pump Petroleum & Industrial for parts for \$17,287.64. Both companies are owned by Northwest Pump Petroleum & Industrial and are listed on the state's Department of Enterprise Services (DES) contract. The quote of \$44,674.24 does not include sales tax and we are seeking a procurement authority not to exceed \$55,000 to allow for applicable taxes, fees, or additional costs overruns and authorization to execute all necessary agreements and procurement documents related to fuel pump replacement project.

Recommended Action

Move to authorize by CTS Motion No. M36:2025, the CTS general manager to execute the fuel pump replacement project to include a procurement spending authority not to exceed \$55,000 and to execute all necessary agreements and procurement documents related to the project, as presented.

Passed and adopted by the Board at a regular meeting by CTS Motion No. M36:2025 thereof this 17th day of December 2025.

Board Chairperson

Approved as to Content:

Attest:

Jason McNickle, Acting General Manager

Barb Cox, Clerk to the Board



Title: 2026 Operating & Capital/Grant Budgets
Submitted By: Cherie Huxtable, Finance Manager
Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2025-074
Date: December 17, 2025

Background

Each year, Clallam Transit System (CTS) adopts an annual operating budget which becomes effective January 1 of the following year and periodically modifies the continuing capital and projects budget.

A public hearing was held on December 17, 2025, to present the 2026 Operating Budget, receive public testimony, and discuss the key assumptions and factors for the revenue forecast and operating expense estimates, which developed the total revenue and total expenses.

The Board held a planning session and budget workshop on October 29, 2025, to review and discuss the 2026 preliminary operating budget and capital/grant budget, the forecast, key revenue forecast assumptions and factors, and operating expense estimates.

Discussion

The 2026 preliminary Operating Budget and Capital/Grant Budget, as discussed in October, has been revised and updated to reflect current conditions. Below is a list of assumptions used in preparing the 2026 CTS budget and financial forecast:

- **Fares:** Steady Paratransit and Rideshare program ridership. Zero-fare for fixed route with the exception of Strait Shot and Hurricane Ridge routes.
- **Sales tax:** Budgeted at 2% over 2025 actual deposits and assumes 2% growth per year.
- **Grants:** Based on actual grant awards remaining for the biennium and an assumption of future awards.
- **Interest & Other:** Assumes interest rates for the Local Government Investment Pool (LGIP) to begin a steady decline, while long term investments remain around 4%.
- **Wages:** Includes a 4% increase for represented and a 3.5% increase for non-represented employees. Wages also include the extra operators needed to execute the planned service expansion and the addition of a Grants & Procurement Specialist position.
- **Benefits:** Medical premiums increased 6%. Labor and Industries (L&I) rates are still unknown at this time.
- **Projects and Capital contributions:** Forecast is based on the current asset replacement schedules and their associated reserves.

Recommended Action

Move to approve by resolution number R17:2025, the 2026 CTS Operating Budget and Capital/Grant Budgets as presented and authorize additional projects and/or amendments to continuing projects and continuing appropriations for the Capital/Grant Budget.

Attachments

None



2026 OPERATING BUDGET AND CAPITAL/GRANT BUDGET RESOLUTION NO. R17:2025

A resolution of the Board of Clallam Transit System for the purpose of adopting the 2026 Operating Budget and Capital/Grant Budget.

Whereas; the Board of Clallam Transit System (Board) wishes to create an annual budget covering the programs and activities of Clallam Transit System; and

Whereas, the Board hereby wishes to adopt a continuing appropriation of a capital/grant budget for the full cost of projects listed in the budget, without regard to the year expenditures occur; and

Whereas, a public hearing was held on December 17, 2025, to present the 2026 Operating Budget and Capital/Grant Budget, receive public testimony, and discuss the key assumptions and factors for the revenue forecast and operating expense estimates, which developed the total revenue and total expenses; now, therefore,

Be it resolved by the Board that:

Section 1.

The Board hereby adopts a 2026 Operating Budget for Clallam Transit System, authorizing and appropriating:

- Total revenues of \$16,219,356
- Total expenditures of \$18,102,742
- Setting the Vehicle Replacement Reserve at \$4,206,131 as of December 31, 2025
- Setting the Facility & Equipment Reserve at \$2,728,224 as of December 31, 2025

Section 2.

The Board authorizes additional projects and/or amendments to continuing projects and which does hereby constitute continuing appropriations for the Capital/Grant Budget as follows:

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		200,000	200,000
Fixed Route diesel buses (5)	3,000,000	750,000	3,750,000
Paratransit vehicles (5)(7)	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
Paratransit Scheduling Software		50,000	50,000
Admin Building Carpet		31,000	31,000
Total	4,836,000	3,754,000	8,590,000

*Not yet awarded

**Currently in process

Passed and adopted by the Board at a regular meeting thereof this 17th day of December 2025.

Mark Ozias, Board Chairperson

Approved as to content:

Attest:

Jason McNickle, Acting General Manager

Barb Cox, Clerk to the Board



Title: 2026 CTS Regular Board Meeting Schedule
Submitted By: Barb Cox, Clerk to the Board
Authorized By: Jason McNickle, Acting General Manager

Factsheet: 2025-075
Date: December 17, 2025

Background

Each year, the Clallam Transit System Board (Board) adopts a schedule of its regular board meetings by resolution for the following calendar year, in accordance with the *Clallam County Public Transportation Benefit Area Bylaws*.

Discussion

Attached is the proposed schedule for the 2026 regular meetings of the Clallam Transit System Board. Meetings will continue to be held utilizing hybrid participation. The regular meetings will be held in-person at 830 West Lauridsen Boulevard, Port Angeles, Washington 98363 with a virtual meeting option via Zoom.

We recognize that the Board's time is valuable therefore the proposed schedule may be more accommodating with the elimination of regularly scheduled meetings in July and November of 2026.

The August Board meeting would be held on the fourth Wednesday of the month to accommodate attendance at the state transportation conference in 2026.

Changes to the adopted schedule and/or the addition of special meetings may occur as needed in accordance with RCW 42.30, Open Public Meetings Act.

Recommended Action

Move to approve CTS Resolution No. R18:2025, establishing the regular board meeting schedule for 2025 as set forth in the attached *Exhibit A* and rescinding CTS Resolution No. R6:2025, as presented

Attachments

2026 CTS Regular Board Meeting Schedule.



2026 REGULAR BOARD MEETING SCHEDULE

Resolution No. R18:2025

Regular meetings in 2026 of the Clallam Transit System Board will be held according to the following meeting schedule, beginning at 12:00 p.m.

Wednesday, January 21, 2026	Wednesday, February 18, 2026	Wednesday, March 18, 2026
Wednesday, April 15, 2026	Wednesday, May 20, 2026	Wednesday, June 17, 2026
No Meeting in July	Wednesday, August 26, 2026	Wednesday, September 16, 2026
Wednesday, October 21, 2026	No Meeting in November	Wednesday, December 16, 2026

The Board meetings will be conducted in-person at 830 West Lauridsen Boulevard, Port Angeles, Washington 98363. The Board meetings may also be accessed virtually via *Zoom* and by selecting the following link https://us02web.zoom.us/join/tZEldumqgT0iHN1bc2Q9IY0emrCNIVMDGZFa/ics?icsToken=98tyKuGtpjogGNOTuB-ORpwMGoj4c-rwtiFHgo0Mnhy3Mnl6W1PzO_BhHJtJPfz3 or by calling 253-215-8782. The meeting ID is 858 1027 6869.

Changes to this schedule and/or the addition of special meetings may occur as needed in accordance with RCW 42.30, Open Public Meetings Act.



2026 REGULAR BOARD MEETING SCHEDULE RESOLUTION NO. R18:2025

A resolution of the Board of Clallam Transit System for the purpose of establishing its regular board meeting schedule for the calendar year 2026, and rescinding CTS Resolution No. R6:2025.

Whereas, the Board of Clallam Transit System (Board) has determined it to be desirable to establish a regular Board meeting schedule for 2026; and

Whereas, the Board has determined that to establish such a regular Board meeting schedule is shown to be in the best interest and to the benefit of the people served within the Clallam County Public Transportation Benefit Area; now, therefore,

Be it resolved by the Board that:

The Board hereby establishes its meeting schedule for 2026 as set forth in the attached *Exhibit A* which is by this reference incorporated herein and hereby **rescinds** Clallam Transit System Resolution No. **R6:2025**.

Passed and adopted by the Board at a regular meeting thereof this 17th day of December 2025.

Board Chairperson

Approved as to content:

Jason McNickle, Acting General Manager

Attest:

Barb Cox, Clerk to the Board



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 October 2025, fixed-route ridership decreased by 1.03% compared to October 2024. CTS recorded 74,474 passenger trips, which is a decrease of 774 rides from the previous year. In November 2025, ridership decreased by 1.81% compared to November 2024. CTS recorded 62,471 passenger trips, which is a decrease of 1,153 rides from the previous year. Detailed ridership and performance data are presented in the *CTS Fixed-Route Ridership Statistics and Route Efficiency Reports*.

Interlink Micro-transit Service: Customer feedback for Interlink services remains highly positive. Riders rate their experience on a scale of 1 to 5, with 5 indicating the highest satisfaction. In October 2025, the average trip quality ratings were 4.86 in Forks and 4.9 in Sequim. Monthly ridership increased by 87.4% in Forks, and 41.9% in Sequim compared to October 2024. In November 2025, the average trip quality ratings were 4.98 in Forks and 4.92 in Sequim. Monthly ridership increased by 67.9% in Forks and 25.1% in Sequim compared to November 2024.

Paratransit: Paratransit ridership rose by 10.9% in October 2025 and by 3.64% in November 2025 compared to the same month in 2024. Key performance metrics are summarized in the tables below:

Measure	October 2025	October 2024	YTD 2025	YTD 2024	
Boardings	4,884	4,403	41,750	40,212	
On-Time Performance	95.11%	96.01%	95.99%	94.84%	Higher is better
No-Shows	5.73%	7.68%	6.29%	6.76%	Lower is better
Same-Day Cancellations	4.48%	3.88%	5.35%	4.34%	Lower is better
Newly Approved Applicants	106	95	870	744	

Measure	November 2025	November 2024	YTD 2025	YTD 2024	
Boardings	4,157	4,011	45,907	44,223	
On-Time Performance	96.70%	97.38%	96.07	95.07%	Higher is better
No-Shows	5.68%	7.3%	6.24	6.81%	Lower is better
Same-Day Cancellations	4.43%	5.09%	5.27	4.41%	Lower is better
Newly Approved Applicants	75	66	945	810	

Vehicle Accidents and Incidents: Between October and November 2025, five reportable vehicle incidents occurred:

1. **Neah Bay 16 – 3x Passenger fall (October):** Same individual fell on three separate occasions, all required medical transport.
2. **Port Angeles City Pier (October):** Bike lockers were backed into by third party.
3. **Rideshare (November):** Rideshare deer strike. Significant damage.
4. **College Medical 20 (November):** McDonald's- rear ended other vehicle. Minor damage
5. **Paratransit (November):** Port Angeles Food Bank. Backed into other vehicle. Minor damage.

Exclusions (October–November 2025):

- **October 2025:** Two individuals were excluded from service:
 - One individual for disorderly conduct at the Gateway Transit Center and the 4th & Lincoln stop.
 - One individual for assaulting a passenger near 1st and Ennis bus stop.
- **November 2025:** Two individuals were excluded from service:
 - One individual for vaping on the bus at the Gateway Transit Center.
 - One individual for disorderly conduct and vandalism after breaking the emergency release door on the inbound Route 30 near Del Guzzi.

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

Month	Unique Users	Passes/Tickets	Gross Sales
November 2025	259	488	\$4,605
October 2025	309	596	\$5,490
September 2025	324	584	\$5,284
August 2025	513	1,117	\$7,091
July 2025	543	1,361	\$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

October 2025 Sales by Fare Type			
Type of Fare	Fare	Passengers	Revenue
Regular Strait Shot Fare	\$10.00	502	\$5,020.00
Reduced Strait Shot Fare	\$5.00	94	\$470.00
Totals		596	\$5,490.00
November 2025 Sales by Fare Type			
Type of Fare	Fare	Passengers	Revenue
Regular Strait Shot Fare	\$10.00	433	\$4,330.00
Reduced Strait Shot Fare	\$5.00	55	\$275.00
Totals		488	\$4,605.00

Operations Update: We will be implementing a new Fixed Route bid effective December 21, 2025, which is a refined version of the previous with minimal changes.

An update in the CTS Fixed-Route ridership statistics Report format is complete.

We made the decision to move the public hearing for the major route expansions to the January meeting.

Recommended Action

None.

Attachments

Ridership Executive Summary

CTS Route Efficiency Report



Ridership Executive Summary

Report for October and November 2025

Key Metrics (October 2025)

Total Ridership

74,474

Month-over-Month
Change

+10.9%

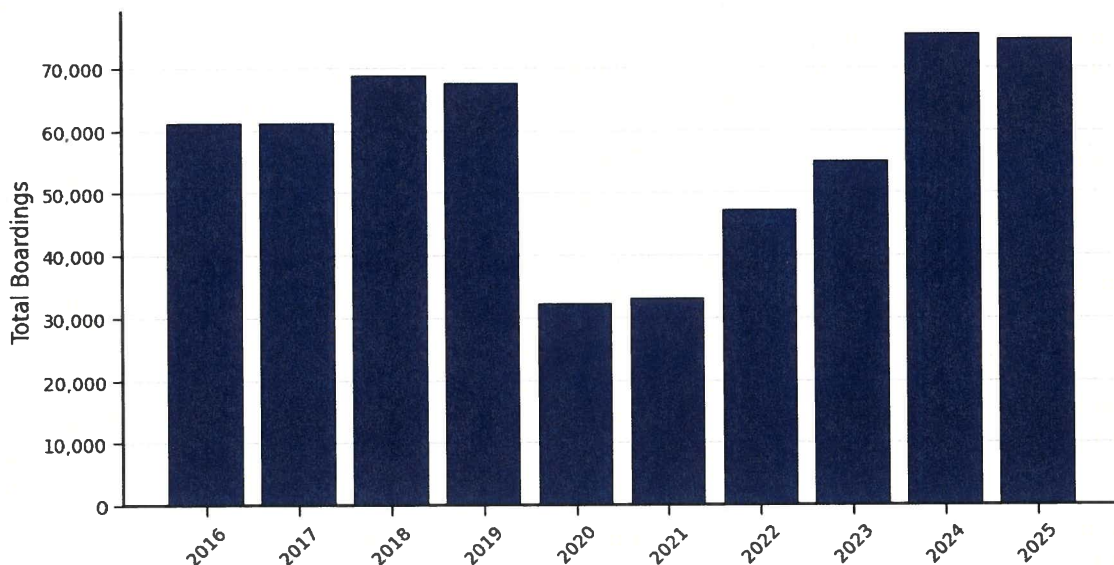
Year-over-Year
Change

-1.0%

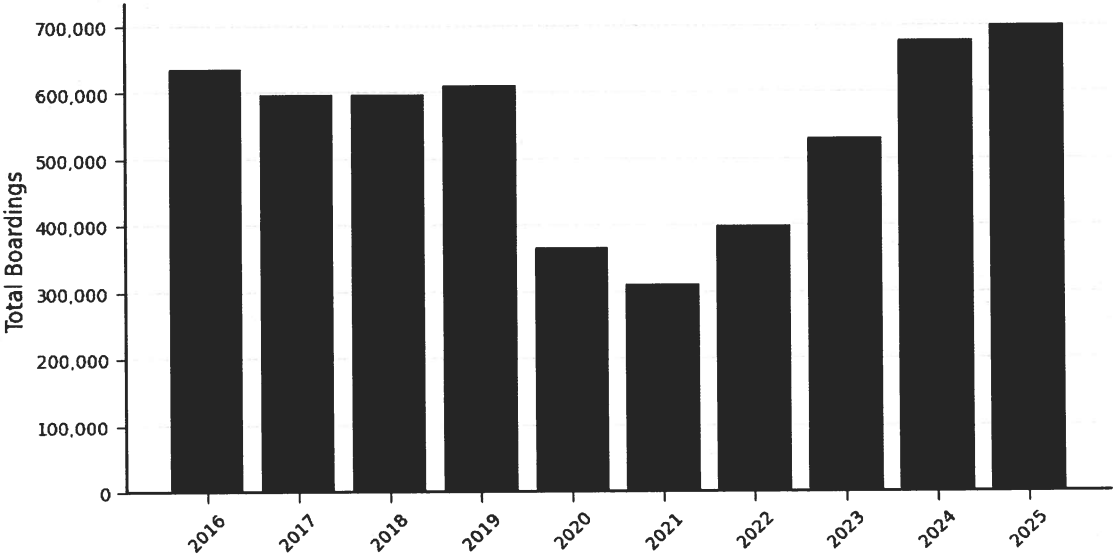
Overall system ridership for October 2025 was **74,474**. This represents a **+10.9%** change from the previous month and a **-1.0%** change from the same month last year.

Long-Term System Context

October Ridership (10-Year Comparison)



Year-to-Date (Jan-Oct) Ridership (10-Year Comparison)

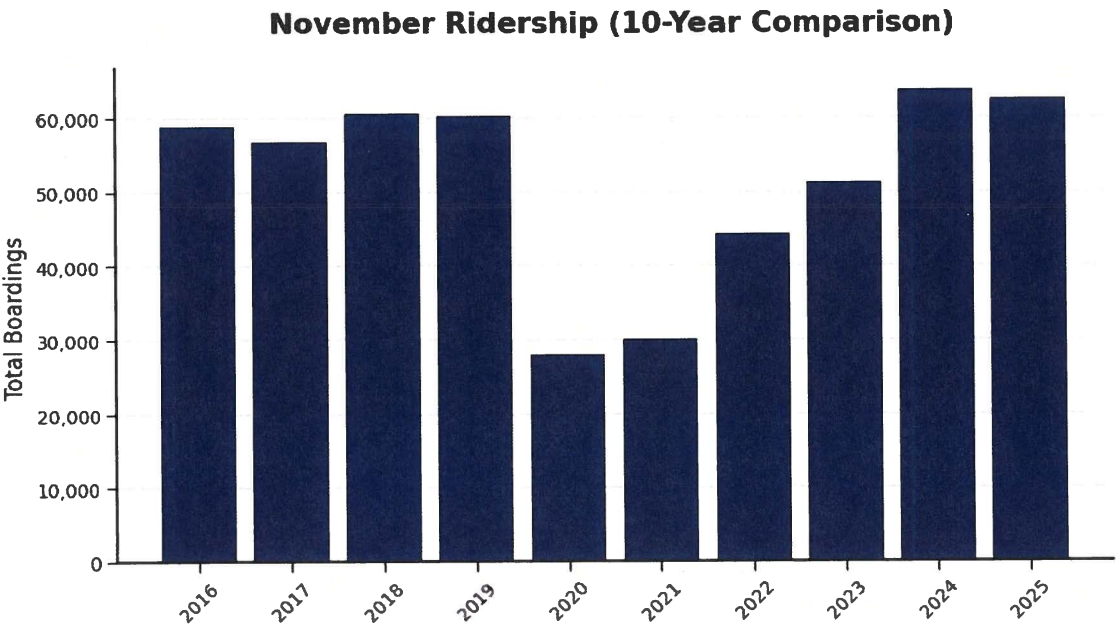


Key Metrics (November 2025)

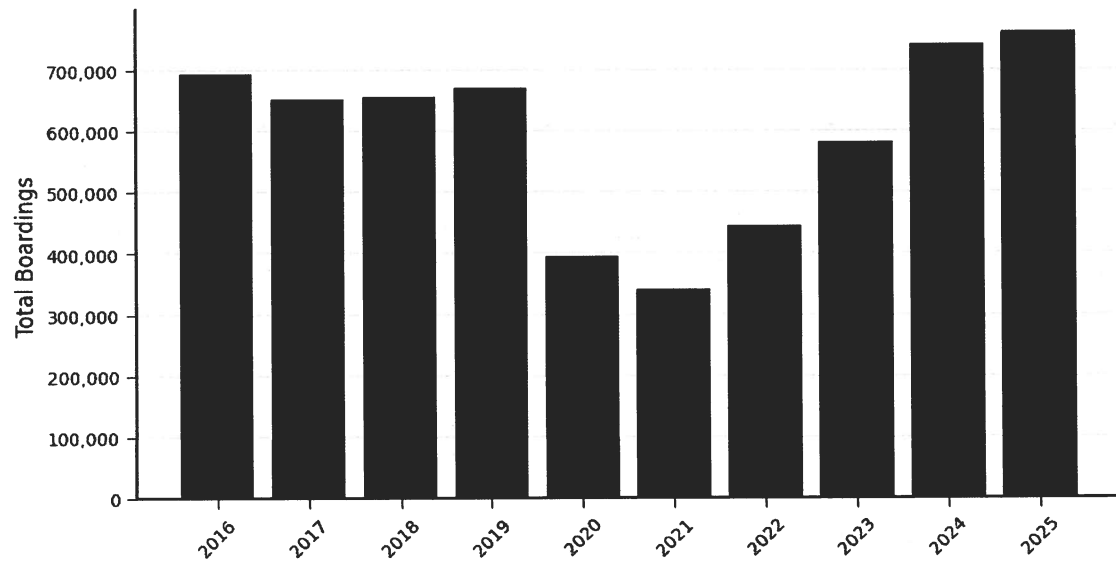
Total Ridership	Month-over-Month Change	Year-over-Year Change
62,471	-16.1%	-1.8%

Overall system ridership for November 2025 was **62,471**. This represents a **-16.1%** change from the previous month and a **-1.8%** change from the same month last year.

Long-Term System Context

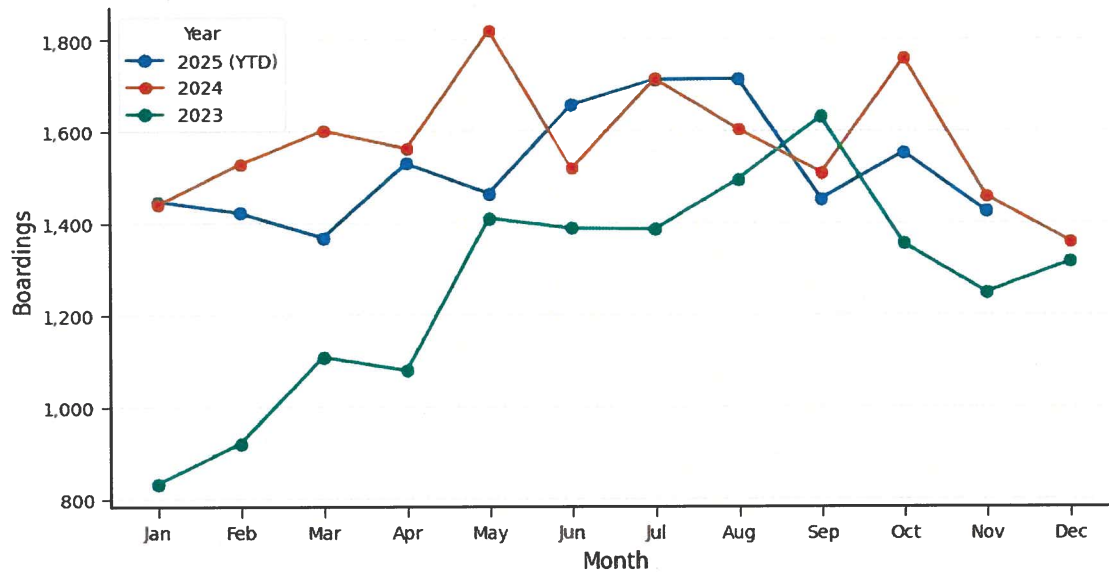


Year-to-Date (Jan-Nov) Ridership (10-Year Comparison)

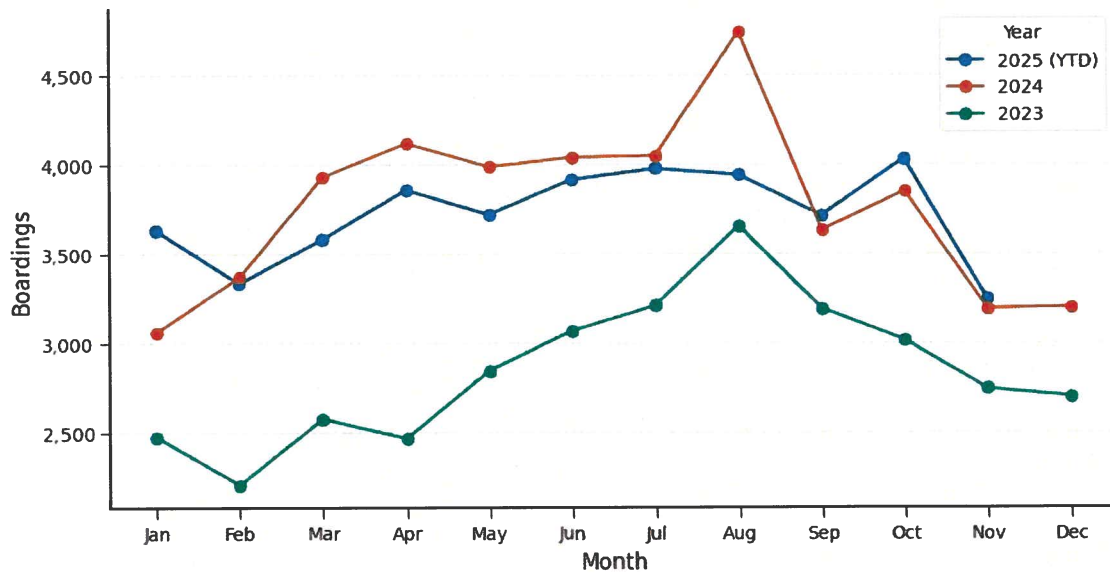


Detailed Route Performance (3-Year Comparison)

Monthly Ridership for Route: 10

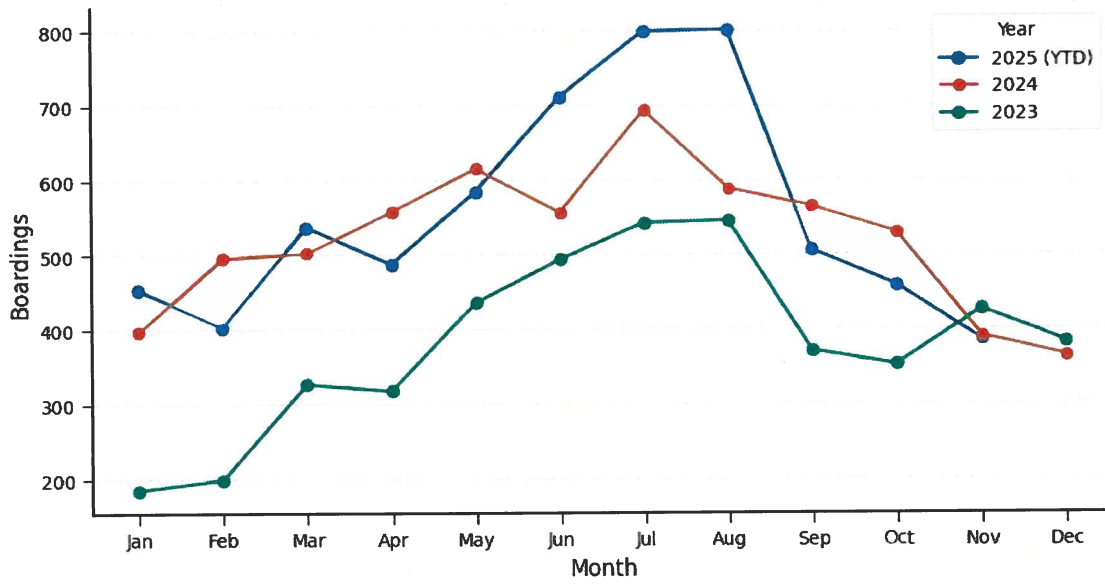


Monthly Ridership for Route: 14

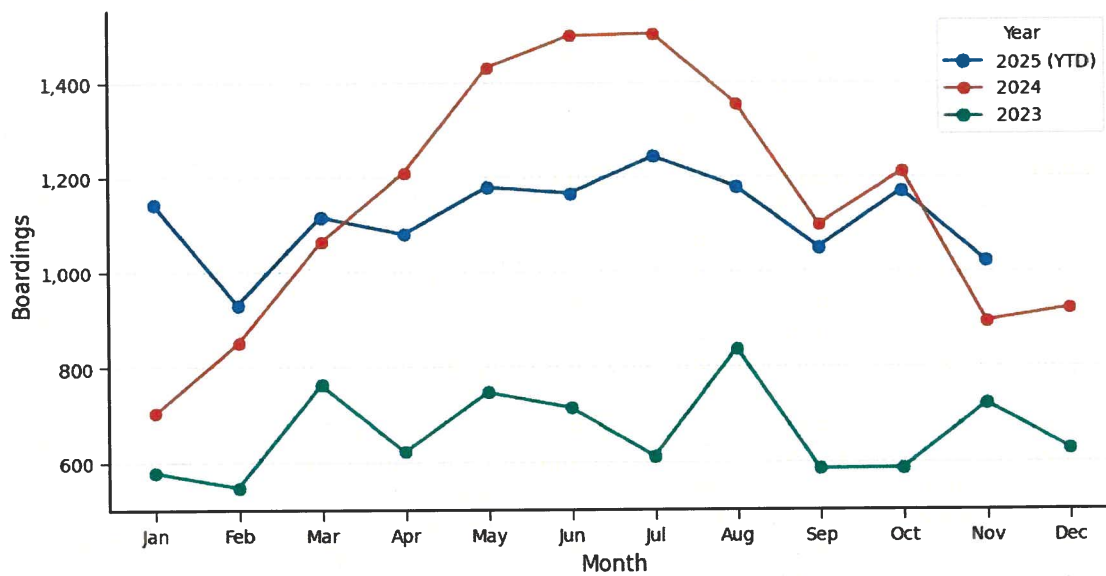


Detailed Route Performance (Continued)

Monthly Ridership for Route: 15

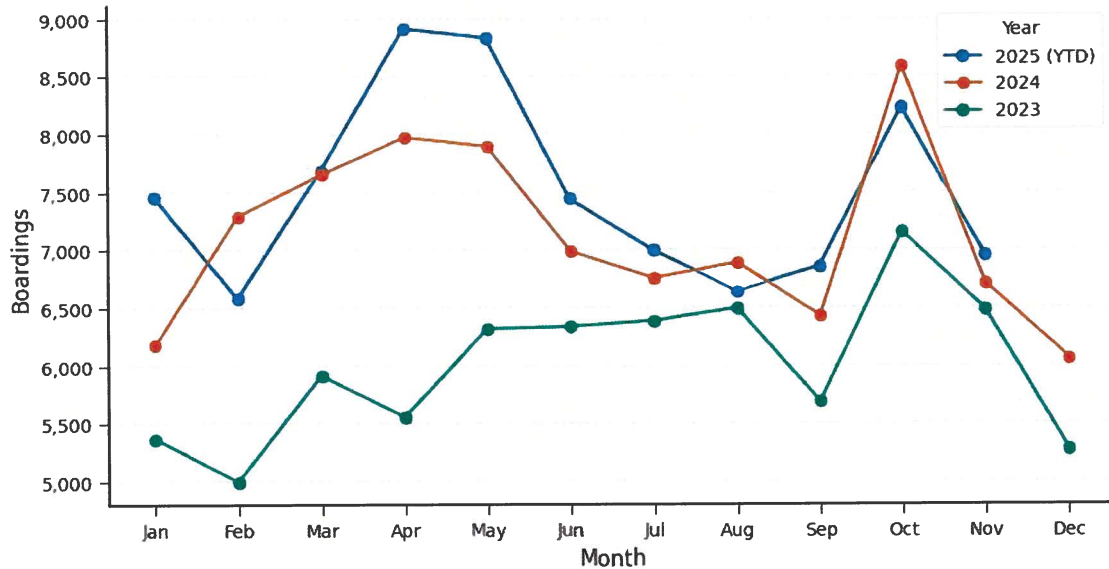


Monthly Ridership for Route: 16

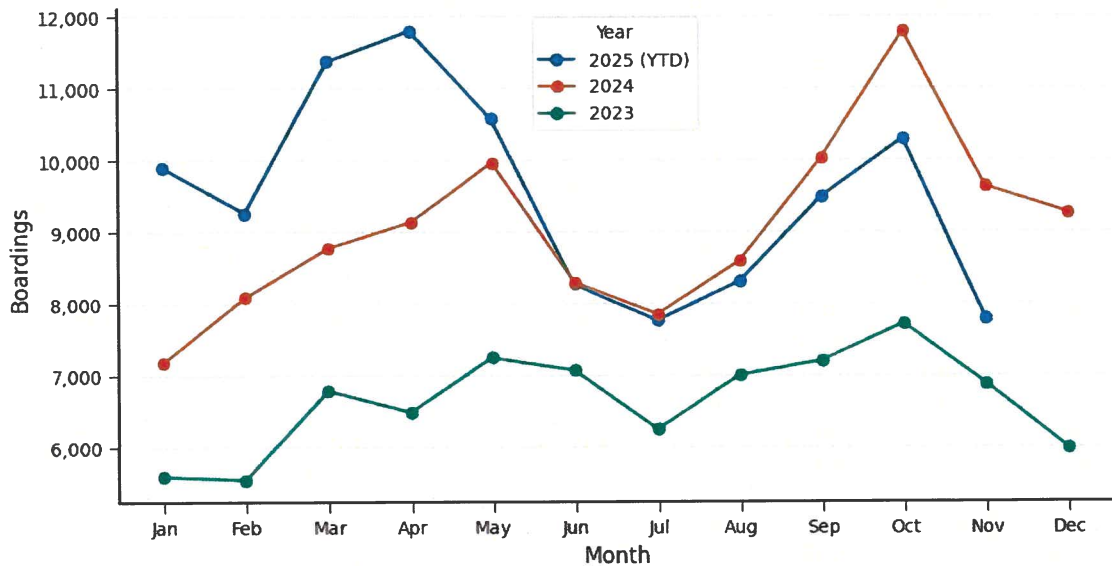


Detailed Route Performance (Continued)

Monthly Ridership for Route: 20

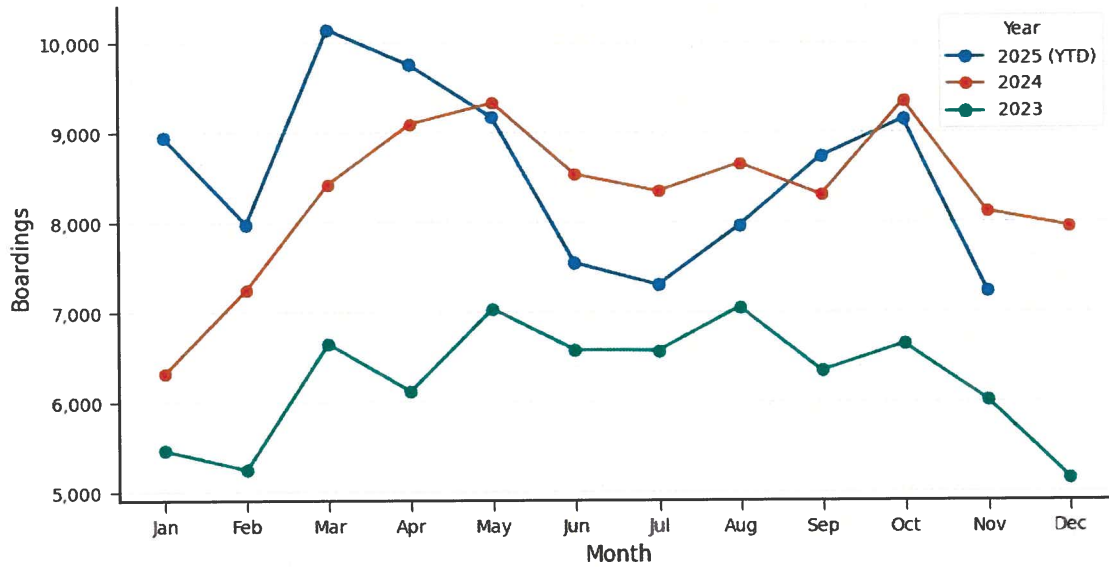


Monthly Ridership for Route: 22

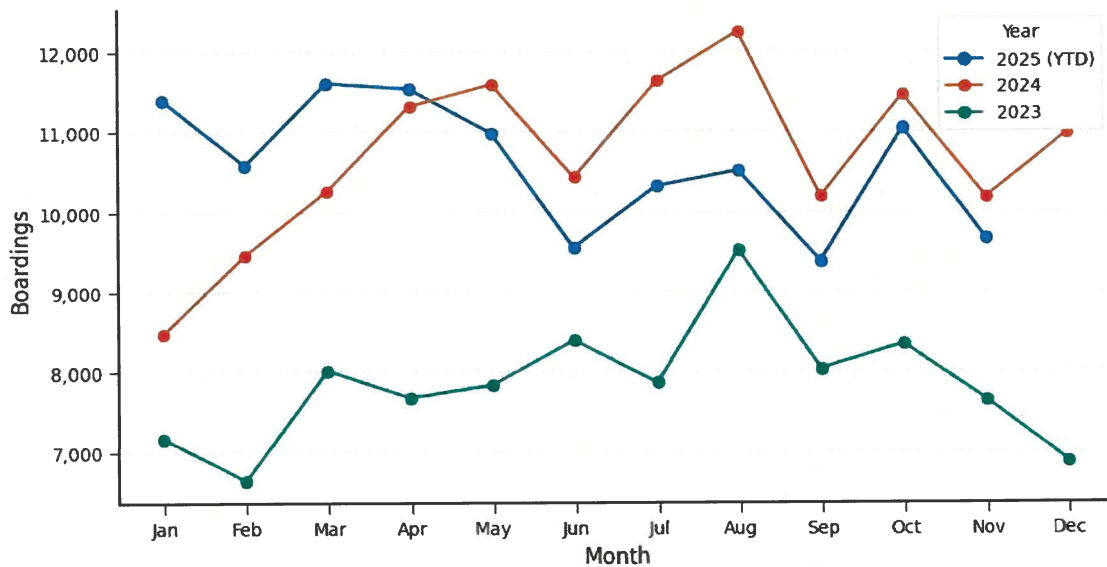


Detailed Route Performance (Continued)

Monthly Ridership for Route: 24

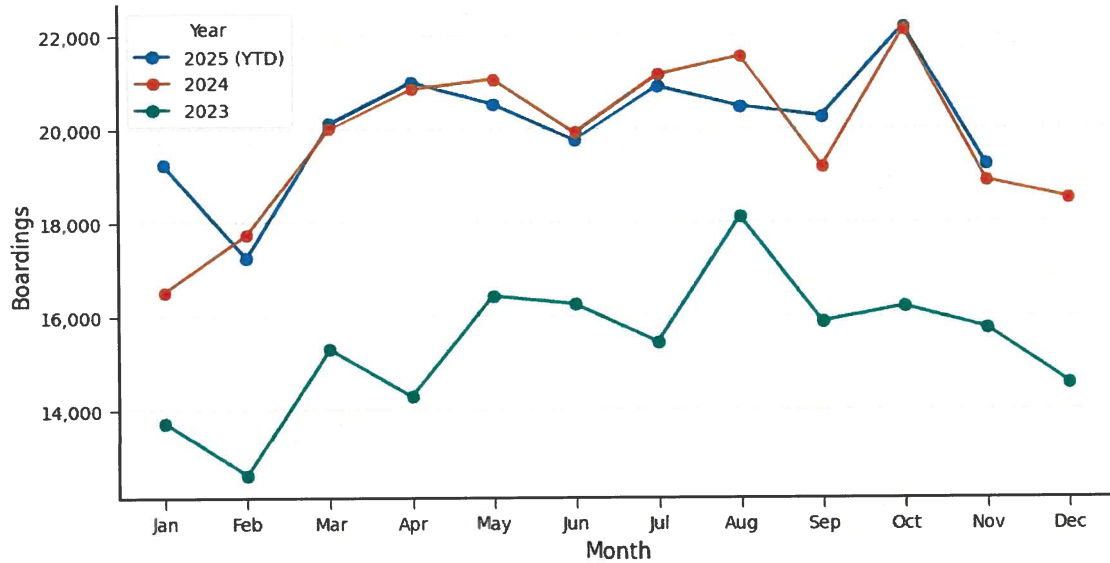


Monthly Ridership for Route: 26

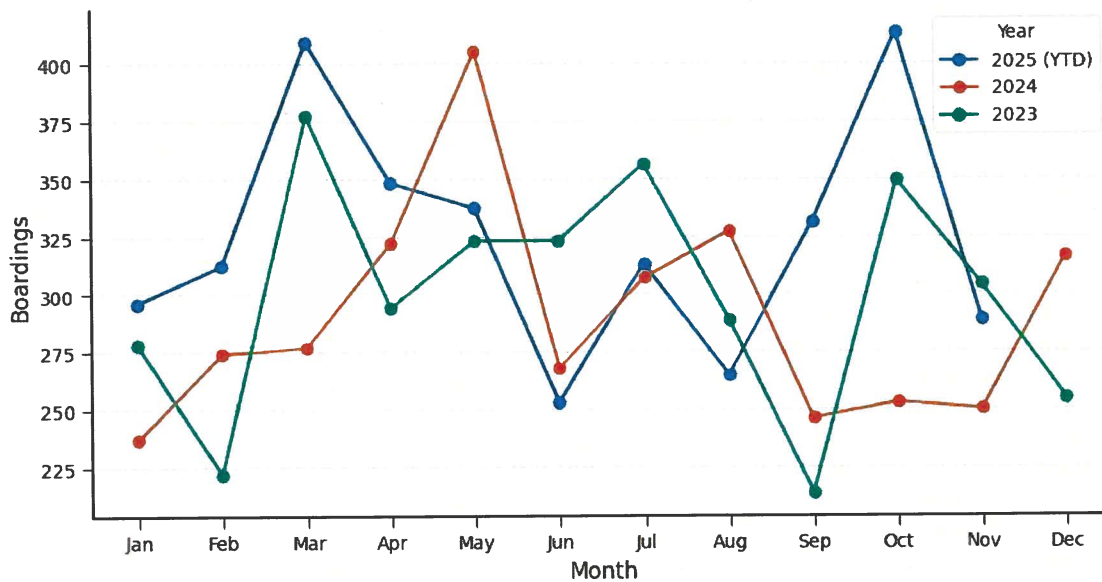


Detailed Route Performance (Continued)

Monthly Ridership for Route: 30

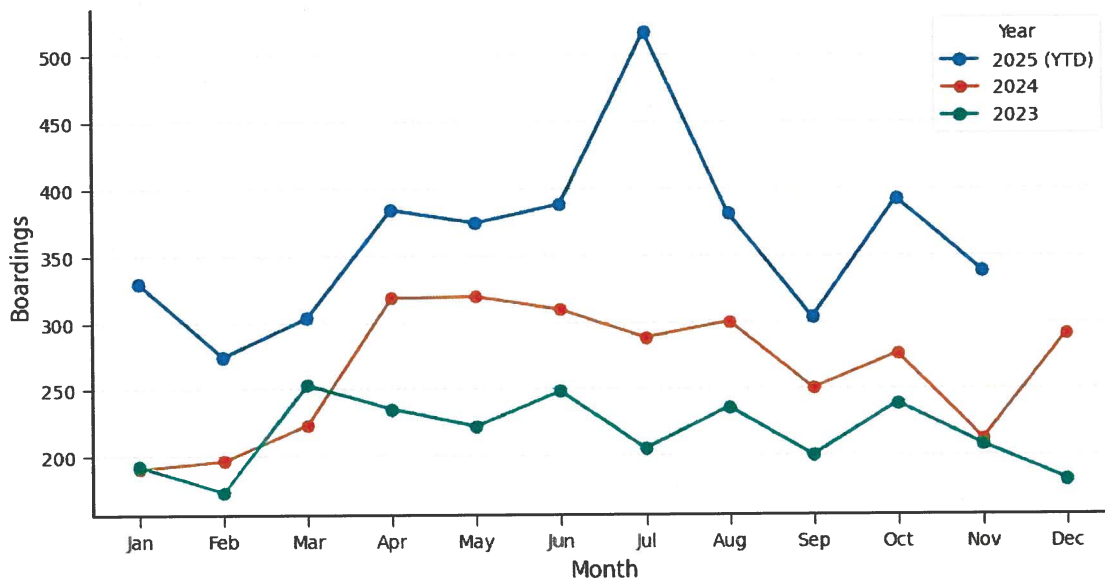


Monthly Ridership for Route: 50

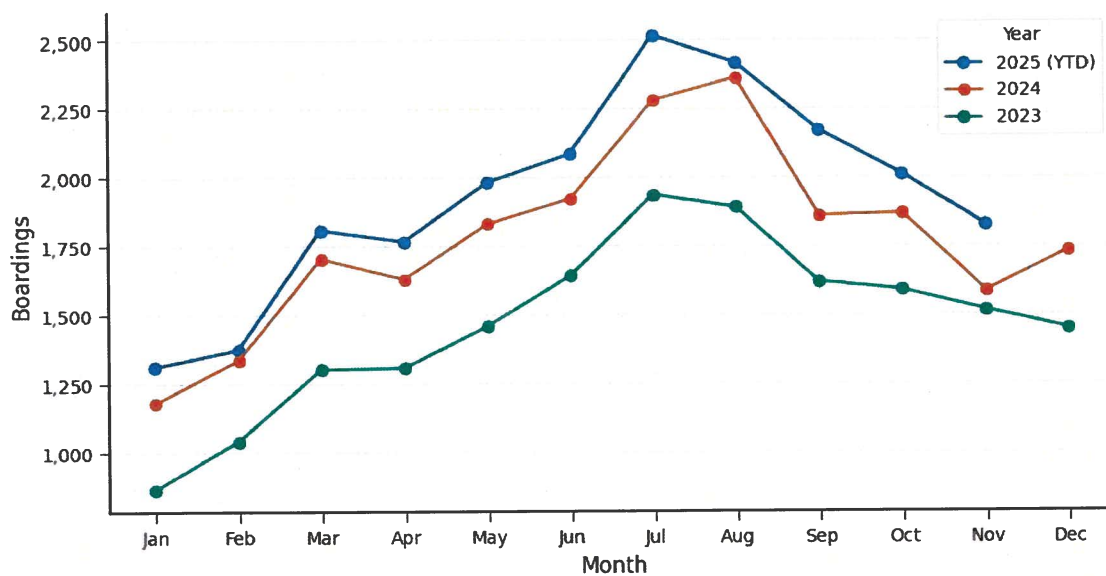


Detailed Route Performance (Continued)

Monthly Ridership for Route: 52

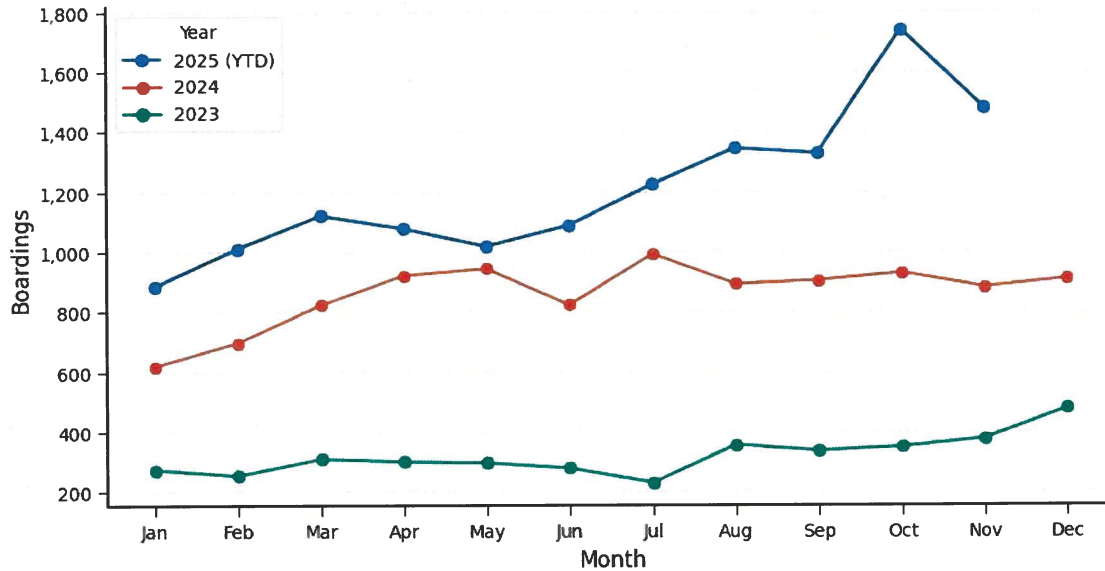


Monthly Ridership for Route: 123

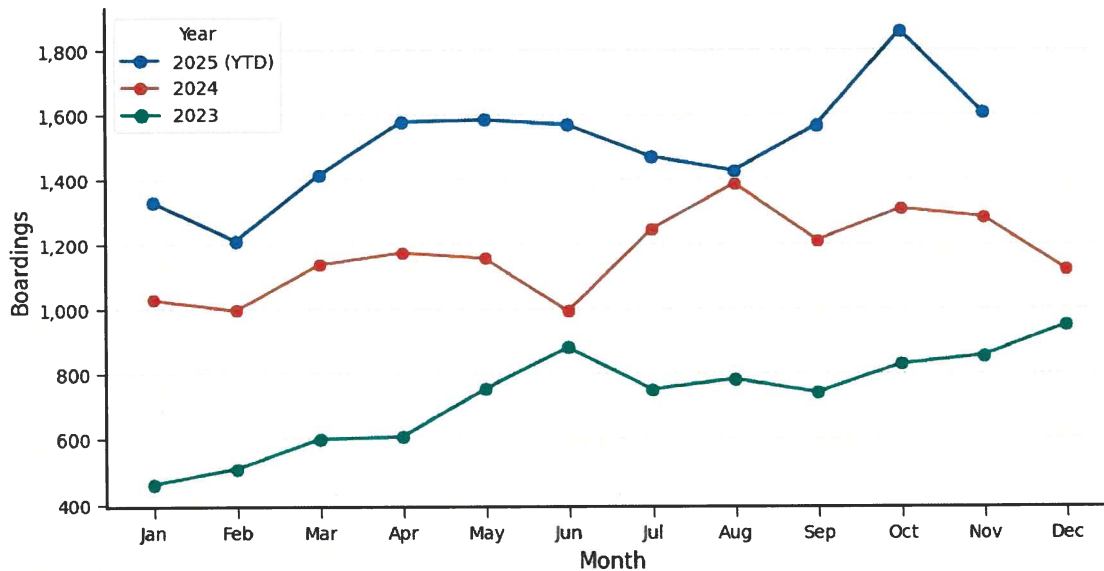


Detailed Route Performance (Continued)

Monthly Ridership for Route: Forks Interlink



Monthly Ridership for Route: Sequim Interlink



October 2025 CTS Route Efficiency Report

Route	Boardings	Rev Hours	Avg. Passengers per hour per route
22 – Lincoln/Peabody	10,290	302.20	34.050
26 – West Side	11,034	356.38	30.961
24 – Cherry Hill	9,141	347.86	26.278
20 – College/Medical	8,222	370.52	22.190
30 – Commuter	22,165	1,071.64	20.683
50 – Jamestown	413	51.52	8.016
10 – Joyce	1,553	210.31	7.384
Forks Interlink	1,739	244.45	7.114
14 – Forks	4,027	691.85	5.821
Sequim Interlink	1,856	355.85	5.216
15 – La Push	459	88.56	5.183
52 – Diamond Point	392	78.66	4.983
123 – The Strait Shot	2,012	412.96	4.872
16 – Neah Bay	1,171	315.20	3.715
	74,474	4,897.96	15.205

November 2025 CTS Route Efficiency Report

Route	Boardings	Rev Hours	Avg. Passengers per hour per route
26 – West Side	9,654	309.56	31.186
22 – Lincoln/Peabody	7,791	259.19	30.059
24 – Cherry Hill	7,235	297.35	24.332
20 – College/Medical	6,952	318.85	21.803
30 – Commuter	19,224	919.13	20.915
10 – Joyce	1,425	183.62	7.761
Forks Interlink	1,479	212.39	6.964
50 – Jamestown	289	42.56	6.790
14 – Forks	3,246	592.69	5.477
Sequim Interlink	1,603	305.59	5.246
52 – Diamond Point	338	64.98	5.202
15 – La Push	386	79.11	4.879
123 – The Strait Shot	1,827	389.76	4.688
16 – Neah Bay	1,022	269.59	3.791
	62,471	4,244.37	14.719



Title: October and November 2025 Financial Report
Submitted By: Cherie Huxtable, Finance Manager *Ch*
Authorized By: Jason McNickle, Acting General Manager *JM*

Factsheet: 2025-077
Date: December 17, 2025

BACKGROUND

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

DISCUSSION

Cash Balances: The total cash balance as of November 30, 2025, was \$33,494,245. Of those funds, \$26.3 million is unrestricted. Approximately \$10.3 million of those unrestricted funds are currently held in the Separately Managed Account (SMA) for long-term investments.

Sales Tax Revenue: The sales tax deposit for October was \$1,210,017. This was 5.38% over budget for the month. The sales tax deposit for November was \$1,269,220. This was 13.82% over budget for the month. Sales tax receipts are two months behind actual state collections.

Other Operating Revenue: Other operating revenue for October includes \$110 thousand in interest revenue. Interest rates from the Local Government Investment Pool (LGIP) dropped from 4.29% to 4.17%. Interest revenue for November was \$104 thousand. Interest rates from the LGIP dropped from 4.17% to 4.01%.

RECOMMENDED ACTION

None.

ATTACHMENTS

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



Clallam Transit System

Monthly Budget Report

Group Summary

For Fiscal: Current Period Ending: 10/31/2025

ExpCa...	October Budget	October 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	17,450.43	3,705.93	-126.96%	137,445.00	151,552.41	14,107.41	-110.26%	165,000.00
Total RevType: 10 - Passenger Fare Revenue:	13,744.50	17,450.43	3,705.93	-126.96%	137,445.00	151,552.41	14,107.41	-110.26%	165,000.00
RevType: 20 - Rideshare Revenue									
	11,245.50	15,450.00	4,204.50	-137.39%	112,455.00	141,325.00	28,870.00	-125.67%	135,000.00
Total RevType: 20 - Rideshare Revenue:	11,245.50	15,450.00	4,204.50	-137.39%	112,455.00	141,325.00	28,870.00	-125.67%	135,000.00
RevType: 30 - Paratransit Revenue									
	541.45	803.00	261.55	-148.31%	5,414.50	11,177.09	5,762.59	-206.43%	6,500.00
Total RevType: 30 - Paratransit Revenue:	541.45	803.00	261.55	-148.31%	5,414.50	11,177.09	5,762.59	-206.43%	6,500.00
RevType: 40 - Sales Tax Revenue									
	1,148,189.00	1,210,017.43	61,828.43	-105.38%	10,113,481.00	10,476,029.77	362,548.77	-103.58%	12,166,345.00
Total RevType: 40 - Sales Tax Revenue:	1,148,189.00	1,210,017.43	61,828.43	-105.38%	10,113,481.00	10,476,029.77	362,548.77	-103.58%	12,166,345.00
RevType: 50 - WSDOT Grant Revenue									
	581,333.30	477,037.00	-104,296.30	-82.06%	1,744,583.00	1,241,088.00	-503,495.00	-71.14%	2,326,000.00
Total RevType: 50 - WSDOT Grant Revenue:	581,333.30	477,037.00	-104,296.30	-82.06%	1,744,583.00	1,241,088.00	-503,495.00	-71.14%	2,326,000.00
RevType: 60 - Other Operating Revenue									
	83,504.08	128,135.35	44,631.27	-153.45%	835,040.80	1,378,659.90	543,619.10	-165.10%	1,002,450.00
Total RevType: 60 - Other Operating Revenue:	83,504.08	128,135.35	44,631.27	-153.45%	835,040.80	1,378,659.90	543,619.10	-165.10%	1,002,450.00
Total Revenue:	1,838,557.83	1,848,893.21	10,335.38	-100.56%	12,948,419.30	13,399,832.17	451,412.87	-103.49%	15,801,295.00
Expense									
00 - Salaries & Wages	899,156.92	821,997.43	77,159.49	91.42%	6,632,422.80	6,101,801.62	530,621.18	92.00%	7,840,950.00
10 - Personnel Benefits	402,868.63	358,227.82	44,640.81	88.92%	3,416,445.50	3,208,724.24	207,721.26	93.92%	4,069,350.00
20 - Fuel and Fluids	113,013.11	113,513.98	-500.87	100.44%	1,130,131.10	1,056,633.91	73,497.19	93.50%	1,356,700.00
30 - Parts and Supplies	48,080.95	35,777.47	12,303.48	74.41%	480,809.50	290,876.63	189,932.87	60.50%	577,200.00
40 - Professional & Misc Services	61,575.45	63,444.13	-1,868.68	103.03%	615,754.50	472,572.14	143,182.36	76.75%	739,200.00
50 - Maintenance & Repair	28,363.65	28,332.95	30.70	99.89%	283,636.50	245,583.71	38,052.79	86.58%	340,500.00
60 - Communications	11,162.20	3,024.15	8,138.05	27.09%	111,622.00	85,486.32	26,135.68	76.59%	134,000.00
70 - Insurance	41,233.50	47,055.25	-5,821.75	114.12%	412,335.00	416,552.50	-4,217.50	101.02%	495,000.00
80 - Other Operating Expenses	19,171.49	15,716.20	3,455.29	81.98%	191,714.90	138,198.73	53,516.17	72.09%	230,150.00
Total Expense:	1,624,625.90	1,487,089.38	137,536.52	91.53%	13,274,871.80	12,016,429.80	1,258,442.00	90.52%	15,783,050.00
Report Total:	213,931.93	361,803.83	147,871.90		-326,452.50	1,383,402.37	1,709,854.87		18,245.00



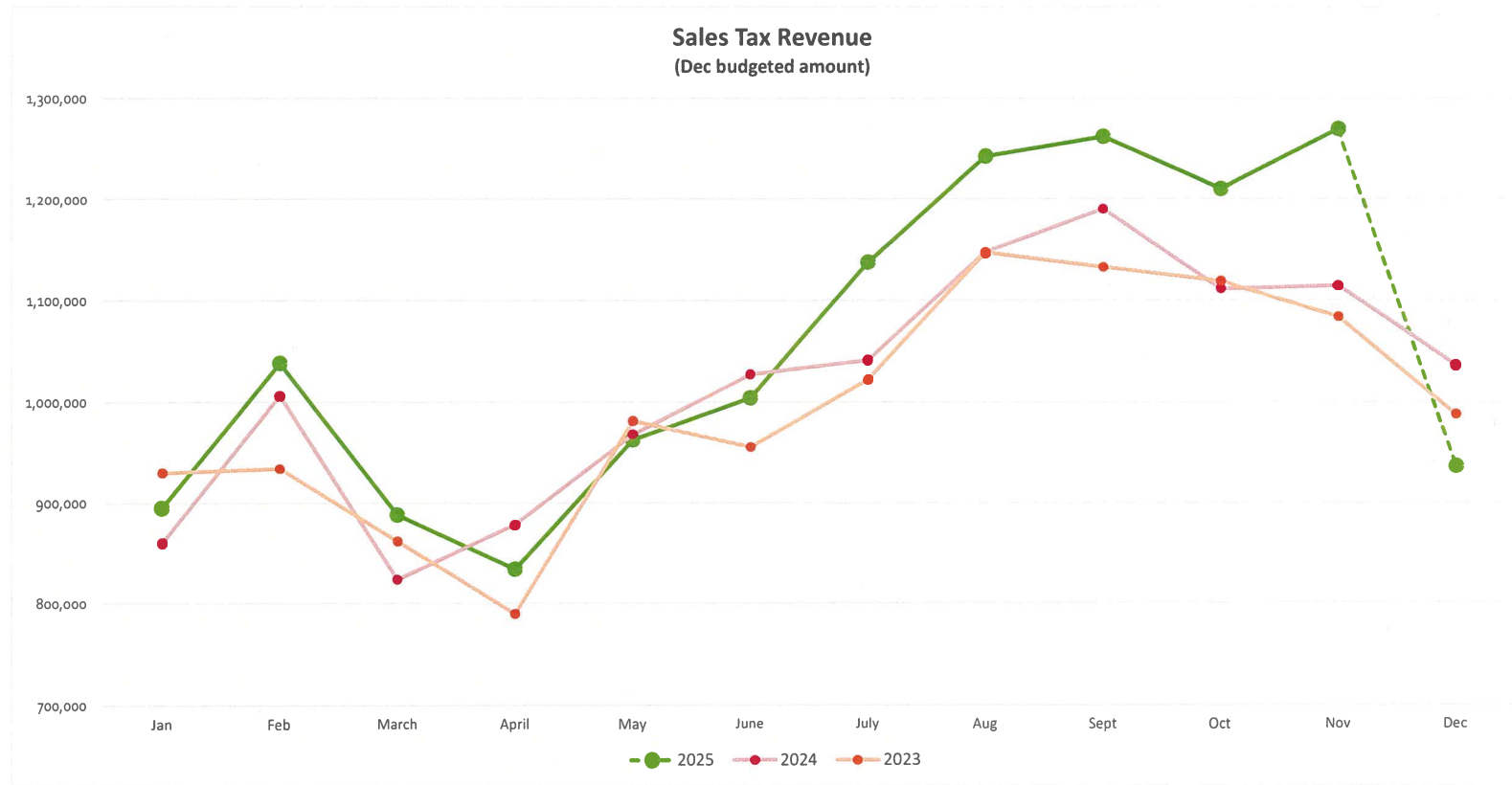
Clallam Transit System

Monthly Budget Report

Group Summary

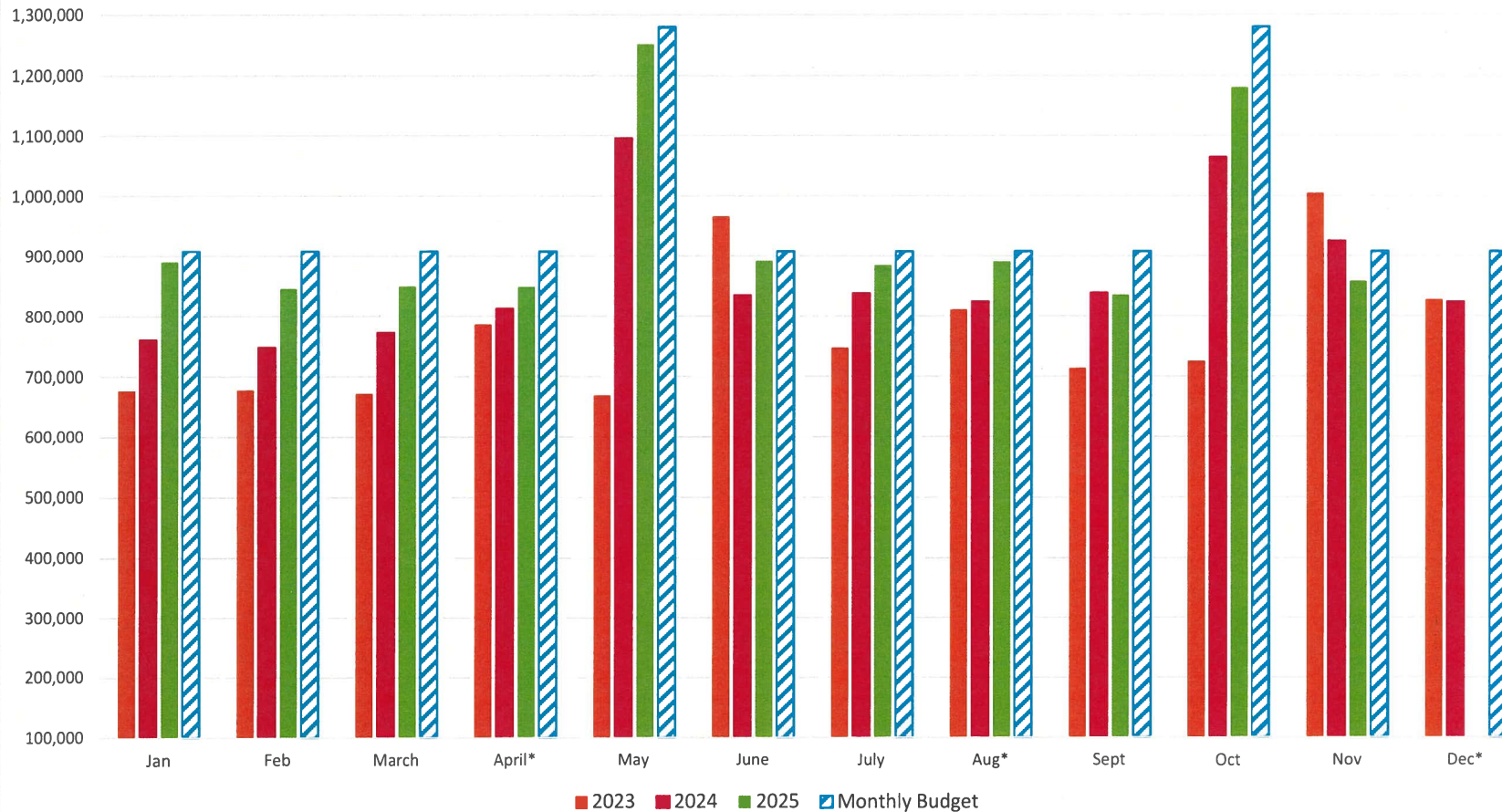
For Fiscal: Current Period Ending: 11/30/2025

ExpCa...	November Budget	November 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	11,726.56	-2,017.94	-85.32%	151,189.50	163,278.97	12,089.47	-108.00%	165,000.00
Total RevType: 10 - Passenger Fare Revenue:	13,744.50	11,726.56	-2,017.94	-85.32%	151,189.50	163,278.97	12,089.47	-108.00%	165,000.00
RevType: 20 - Rideshare Revenue									
	11,245.50	15,520.00	4,274.50	-138.01%	123,700.50	156,845.00	33,144.50	-126.79%	135,000.00
Total RevType: 20 - Rideshare Revenue:	11,245.50	15,520.00	4,274.50	-138.01%	123,700.50	156,845.00	33,144.50	-126.79%	135,000.00
RevType: 30 - Paratransit Revenue									
	541.45	1,361.30	819.85	-251.42%	5,955.95	12,538.39	6,582.44	-210.52%	6,500.00
Total RevType: 30 - Paratransit Revenue:	541.45	1,361.30	819.85	-251.42%	5,955.95	12,538.39	6,582.44	-210.52%	6,500.00
RevType: 40 - Sales Tax Revenue									
	1,115,098.00	1,269,220.27	154,122.27	-113.82%	11,228,579.00	11,745,250.04	516,671.04	-104.60%	12,166,345.00
Total RevType: 40 - Sales Tax Revenue:	1,115,098.00	1,269,220.27	154,122.27	-113.82%	11,228,579.00	11,745,250.04	516,671.04	-104.60%	12,166,345.00
RevType: 50 - WSDOT Grant Revenue									
	83.30	0.00	-83.30	0.00%	1,744,666.30	1,241,088.00	-503,578.30	-71.14%	2,326,000.00
Total RevType: 50 - WSDOT Grant Revenue:	83.30	0.00	-83.30	0.00%	1,744,666.30	1,241,088.00	-503,578.30	-71.14%	2,326,000.00
RevType: 60 - Other Operating Revenue									
	83,504.08	125,603.48	42,099.40	-150.42%	918,544.88	1,504,263.38	585,718.50	-163.77%	1,002,450.00
Total RevType: 60 - Other Operating Revenue:	83,504.08	125,603.48	42,099.40	-150.42%	918,544.88	1,504,263.38	585,718.50	-163.77%	1,002,450.00
Total Revenue:	1,224,216.83	1,423,431.61	199,214.78	-116.27%	14,172,636.13	14,823,263.78	650,627.65	-104.59%	15,801,295.00
Expense									
00 - Salaries & Wages	604,263.62	559,251.94	45,011.68	92.55%	7,236,686.42	6,661,053.56	575,632.86	92.05%	7,840,950.00
10 - Personnel Benefits	326,338.53	299,464.00	26,874.53	91.76%	3,742,784.03	3,508,188.24	234,595.79	93.73%	4,069,350.00
20 - Fuel and Fluids	113,013.11	110,198.72	2,814.39	97.51%	1,243,144.21	1,166,832.63	76,311.58	93.86%	1,356,700.00
30 - Parts and Supplies	48,080.95	32,321.73	15,759.22	67.22%	528,890.45	323,198.36	205,692.09	61.11%	577,200.00
40 - Professional & Misc Services	61,575.45	33,038.67	28,536.78	53.66%	677,329.95	505,610.81	171,719.14	74.65%	739,200.00
50 - Maintenance & Repair	28,363.65	14,414.52	13,949.13	50.82%	312,000.15	259,998.23	52,001.92	83.33%	340,500.00
60 - Communications	11,162.20	9,573.74	1,588.46	85.77%	122,784.20	95,060.06	27,724.14	77.42%	134,000.00
70 - Insurance	41,233.50	41,055.25	178.25	99.57%	453,568.50	457,607.75	-4,039.25	100.89%	495,000.00
80 - Other Operating Expenses	19,171.49	5,555.12	13,616.37	28.98%	210,886.39	143,753.85	67,132.54	68.17%	230,150.00
Total Expense:	1,253,202.50	1,104,873.69	148,328.81	88.16%	14,528,074.30	13,121,303.49	1,406,770.81	90.32%	15,783,050.00
Report Total:	-28,985.67	318,557.92	347,543.59		-355,438.17	1,701,960.29	2,057,398.46		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	1,210,017	1,269,220	937,766	11,745,250	12,166,345
2024	860,635	1,006,762	823,904	878,809	968,302	1,027,322	1,041,358	1,148,186	1,190,563	1,111,519	1,114,918	1,036,605	12,208,884	12,118,505
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	1,180,225	858,716		10,232,584	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.

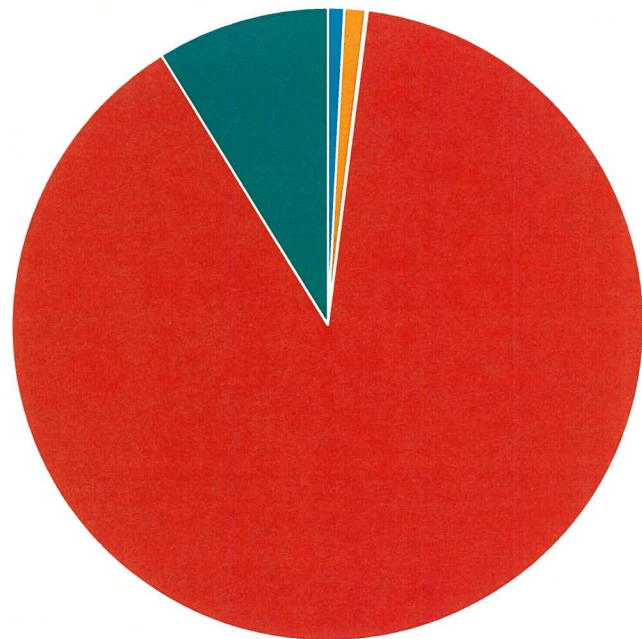
*In 2023, Retention payments were made to staff in April, August, and December.

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	17,450	11,727		163,279	165,000	98.96%
Rideshare Fare	1,175	14,475	14,425	15,650	13,800	17,575	15,975	14,900	17,900	15,450	15,520		156,845	135,000	116.18%
Paratransit Fare	315	716	1,121	1,028	1,487	2,567	967	976	1,196	803	1,361		12,538	6,500	192.90%
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	1,210,017	1,269,220		11,745,250	12,166,345	96.54%
All other Revenue	144,533	122,209	138,285	141,929	154,560	158,926	123,176	131,976	134,930	128,135	125,603		1,504,263	1,002,450	150.06%
Grant Revenue*	-	-	-	417,487	-	-	346,564	-	-	477,037	-		1,241,088	2,326,000	53.36%

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

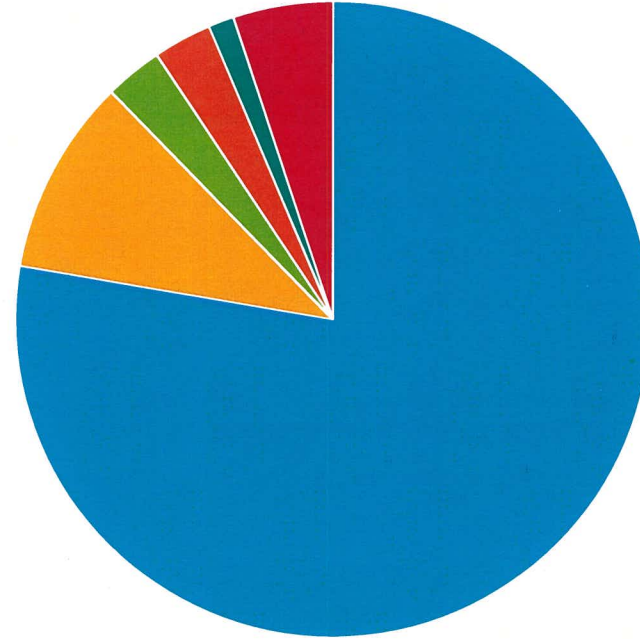
EXPENSES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
Wages & Benefits	829,781	846,596	850,518	849,018	1,251,128	892,112	884,830	890,683	835,636	1,180,225	858,716		10,169,242	11,910,300	85.38%
Fuel & Fluids	94,064	94,493	90,066	109,386	101,314	100,013	115,382	120,116	118,285	113,514	110,199		1,166,833	1,356,700	86.01%
Parts & Supplies	17,628	32,518	27,056	31,008	15,931	11,638	39,400	24,221	55,700	35,777	32,322		323,198	577,200	55.99%
Professional & Misc. Services	114,561	10,906	51,542	49,150	22,174	27,926	75,184	32,631	25,054	63,444	33,039		505,611	739,200	68.40%
Maintenance & Repair	23,983	23,549	11,567	46,731	21,028	12,317	32,930	24,434	20,711	28,333	14,415		259,998	340,500	76.36%
All other expenses	47,066	73,470	62,559	67,508	61,895	57,862	60,791	65,311	77,979	65,796	56,184		696,422	859,150	81.06%

November Revenues



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

November Expenses



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

SMA Net Position

January 2025 - November 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 - November 2025

SMA-Clallam Transit	August 2025	September 2025	October 2025	November 2025	Period Totals
Operations					
ADDITIONS					
Investment Earnings	35,045.34*	33,680.44*	34,672.02*	33,479.59*	347,755.85
DEDUCTIONS					
Administrative Expenses	388.52	376.81	390.55	379.43	3,757.27
Change in Net Position - Operations	34,656.82	33,303.63	34,281.47	33,100.16	343,998.58
SMA Participant Transactions					
CONTRIBUTIONS	0.00	0.00	0.00	0.00	10,000,000.00
DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
Change in Net Position - Part. Txns.	0.00	0.00	0.00	0.00	10,000,000.00
Change in Net Position	34,656.82	33,303.63	34,281.47	33,100.16	10,343,998.58
Beginning Net Position	10,208,656.50	10,243,313.32	10,276,616.95	10,310,898.42	0.00
Ending Net Position	10,243,313.32	10,276,616.95	10,310,898.42	10,343,998.58	10,343,998.58
AVERAGE BOOK BALANCE	10,165,511.72	10,187,812.78	10,218,629.10	10,258,696.55	
GROSS YIELD (Earnings before fee)	4.059%	4.022%	3.995%	3.971%	
NET YIELD (Net of fee)	4.014%	3.977%	3.950%	3.926%	
Fee Rate	0.045%	0.045%	0.045%	0.045%	
Statement of Net Position					
Investment Book Value	10,177,369.14*	10,210,648.20*	10,248,956.46*	10,273,379.53*	
Accrued Interest/Income	54,251.93	59,889.39	58,498.42	66,959.93	
Outstanding PAI	12,080.77	6,456.17	3,834.09	4,038.55	
Admin. Fee Liability	(388.52)	(376.81)	(390.55)	(379.43)	
Net Position (Amortized Cost)	10,243,313.32	10,276,616.95	10,310,898.42	10,343,998.58	
Market Value	10,241,822.44	10,266,591.19	10,309,242.13	10,353,765.62	

* = Includes Income from Securities Lending
for prior month

Clallam Transit System
Treasurer's Report
As of November 30, 2025

	Acquisition Date	Maturity Date	Interest Earned This Month	Balance at Month End	Earnings Rate
INVESTMENTS (Long Term)					
OST Separately Managed Accounts	2/3/2025	Varies	33,100	10,343,999	3.93%
Total Investments			33,100	10,343,999	

CASH & INVESTMENTS

Front Desk Change Drawer & Petty Cash				100	
Umpqua Bank			10	2,425,881	0.01%
Local Government Investment Pool			68,091	20,724,266	4.01%
Total Cash			68,101	23,150,247	

TOTAL CASH & INVESTMENTS BY SOURCE

101,201 33,494,245

CASH & INVESTMENTS RESTRICTED FOR:

	Ending Balance
Vehicle Replacement Reserve Fund	4,482,748
Facility Maintenance Reserve Fund	2,665,351
Total Restricted Cash & Investments	7,148,099

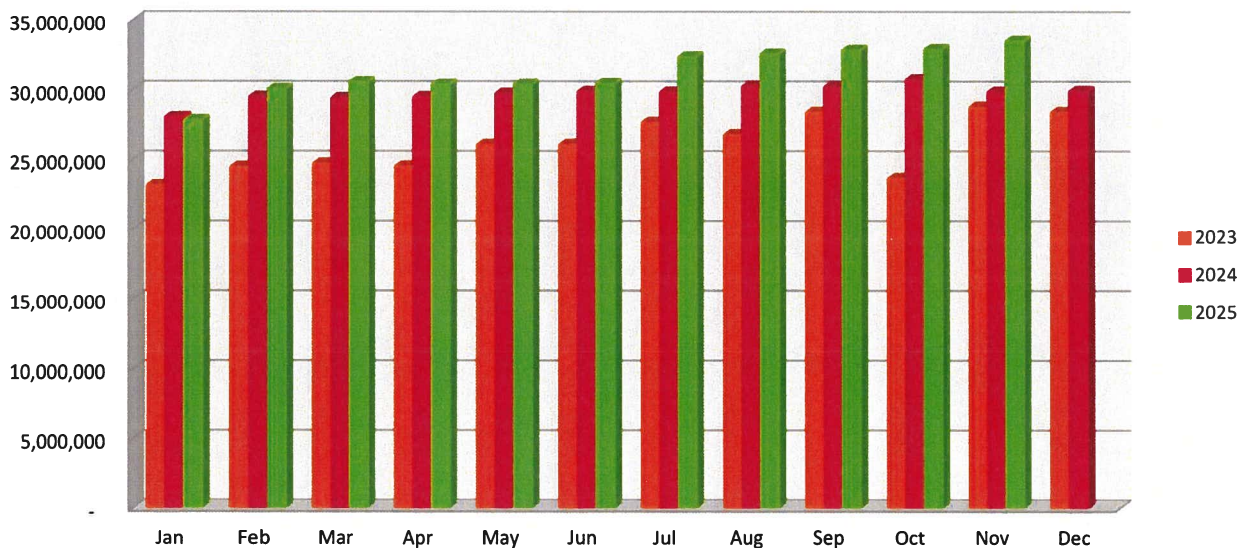
CASH & INVESTMENTS UNRESTRICTED

Unrestricted	26,346,146
Total Unrestricted Cash & Investments	26,346,146

TOTAL CASH & INVESTMENTS BY RESTRICTION

33,494,245

Combined Cash & Investments





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

Factsheet: 2025-078
Date: December 17, 2025

Background

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

Discussion

Recruitments included:

- Transit Operator – hiring of 2 in process with a December start date. Additional candidates in process for a possible hire date in early January and in late January to facilitate our service expansion.
- General Manager – closed on November 14th with 25 applications received. Interviews were conducted on December 3, 2025, via Zoom.
- Application and Software Specialist – opened to fill 1 vacancy due to a resignation.

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.

Recommended Action

None.

Attachments

None.