

**SPECIAL BOARD MEETING**  
Thursday, December 18, 2025  
10:00 a.m.  
Hybrid Participation



**CLALLAM TRANSIT SYSTEM**  
In-Person: CTS Main Conference Room  
Virtual: 253-215-8782  
Meeting ID: 445 757 4032

## 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](mailto:boardclerk@clallamtransit.com) or mail to Clallam Transit System, 830 West Lauridsen Boulevard, 98363. Providing comments 24 hours in advance of the meeting will ensure that they are distributed to the board. During the public comment period, persons may speak for up to three minutes by stating their name and residential jurisdiction. Comments will be addressed to the entire CTS Board and not to one individual. Board members will not provide responses or engage in direct conversation during the public comment period.

### PRESENTATIONS

### CONSENT AGENDA

### EXECUTIVE SESSION

### ACTION ITEMS

A. **Factsheet 2025-080:** General Manager Employment Agreement Ratification and Appointment – Resolution No. R18:2025  
Barb Cox, Human Resources Manager

### INFORMATIONAL ITEMS

### BOARD OPEN DISCUSSION

### ADJOURNMENT



**Title:** General Manager – Appointment and Employment Agreement  
**Submitted By:** Barb Cox, Human Resources Manager  
**Authorized By:** N/A

**Factsheet:** 2025-080  
**Date:** December 18, 2025

## Background

Following the resignation of General Manager Jim Fetzer, the Clallam Transit System (CTS) Board (Board) authorized a special committee of the Board, to recruit and make a recommendation for the appointment of a new general manager (GM). Jason McNickle was appointed to the position of acting GM and is serving in that role until such time as a GM is appointed by the Board. Recruitment began on October 1, 2025, resulting in 25 applicants for consideration. Of these applicants, three were selected for an interview before the special committee. Interviews were conducted by Zoom on December 3, 2025. Only two candidates participated in the interview as one candidate withdrew their application after accepting another position. The qualifications of the two remaining candidates were discussed in executive session on December 17, 2025.

## Discussion

The CTS Board, in accordance with the bylaws, may appoint a general manager who shall serve at the pleasure of the Board.

During the December 17, 2025, executive session, the special committee discussed the qualifications of the two applicants and made a recommendation to the full Board. Following the executive session, the Board reconvened into an open public meeting, selected a candidate, and authorized the chairperson to make an offer and negotiate a tentative CTS Employment Agreement for General Manager with the selected candidate.

## Recommended Action

**Section 1:** The Board hereby appoints \_\_\_\_\_ as the General Manager for Clallam Transit System effective \_\_\_\_\_.

**Section 2:** The Board hereby sets the salary of the General Manager at \$ \_\_\_\_\_, which may be amended in accordance with the provisions of the separate *Employment Agreement for General Manager* and in accordance with the *General Manager Performance Evaluation and Merit Compensation* policy.

**Section 3:** The Board hereby designates the first review period in accordance with the *General Manager Performance and Merit Compensation* policy to be December 18, 2025 through August 31, 2026.

**Section 4:** The Board hereby approved and adopts the *Employment Agreement for General Manager* effective December 18, 2025, which is attached hereto and incorporated herein by this reference as *Exhibit A*, and further authorizes the Board Chairperson to execute this agreement.

## Attachments

CTS *Employment Agreement for General Manager*, Exhibit A

Passed and adopted by the Board at a regular meeting by CTS Resolution No. R19:2025 thereof this 18<sup>th</sup> day of December 2025.



## GENERAL MANAGER APPOINTMENT RESOLUTION NO. R19:2025

A resolution of the Board of Clallam Transit System for the purpose of entering into an employment agreement with \_\_\_\_\_ that sets the salary, conditions of employment, and fringe benefits for the general manager.

7 Whereas, the Board of Clallam Transit System (Board) has recruited and conducted interviews for the position of  
8 Clallam Transit System General Manager; and

9  
10 Whereas, during an executive session held on December 17, 2025, the Board discussed the qualifications of  
11 candidates for the General Manager position and the special committee of the Board made a recommendation for  
12 appointment; and

13  
14 Whereas, on December 17, 2025, in open session following the executive session, the Board selected  
15 \_\_\_\_\_ as the successful candidate and authorized the Board Chairperson to  
16 make an offer and negotiate a tentative agreement with \_\_\_\_\_; and

17  
18 Whereas, \_\_\_\_\_ has demonstrated the skills, abilities, and  
19 experience necessary to fulfill the requirements of the General Manager position for Clallam Transit System and has  
20 expressed a desire to accept the General Manager position pursuant to such terms as set forth in the *Employment  
21 Agreement for General Manager* which is attached hereto as Exhibit A; and

22  
23 Whereas, the Board has found it desirable to appoint \_\_\_\_\_ as the Clallam  
24 Transit System General Manager; and

25  
26 Whereas, the Board has determined it desirable to establish the salary, conditions of employment, and fringe benefits  
27 in accordance with the Clallam Transit System *Employment Agreement* for the General Manager as mutually agreed  
28 upon; and

29  
30 **Now, therefore be it resolved that:**

31 **Section 1:** The Board hereby appoints \_\_\_\_\_ as the General Manager for  
32 Clallam Transit System effective December 18, 2025.

33  
34 **Section 2:** The Board hereby sets the annual salary of the General Manager at \$\_\_\_\_\_, which may  
35 be amended in accordance with the provisions of the *Employment Agreement for General Manager* and in accordance  
36 with the *General Manager Performance Evaluation and Merit Compensation* policy.

37  
38 **Section 3:** The Board hereby designates the first review period in accordance with the *General Manager Performance  
39 and Merit Compensation* policy to begin December 18, 2025, through August 31, 2026.

40  
41 **Section 4:** The Board hereby approves and adopts the *Employment Agreement for General Manager* effective  
42 December 18, 2025, which is attached and incorporated by this reference as *Exhibit A*, and further authorizes the  
43 Board Chairperson to execute this agreement.

44  
45 **Passed and adopted by the Board at a regular meeting thereof this 18th day of December 2025.**

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47  
48 Mark Ozias, Board Chairperson

50 Approved as to Form:

Attest:

51  
52  
53 CTS Legal Counsel

Barb Cox, Clerk to the Board