



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 Jason McNickle as the General Manager for Clallam Transit System effective 12/18/2025.

Section 2: The Board hereby sets the salary of the General Manager at \$ 1169,000.00, 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 18th 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 Jason McVickie that sets the salary, conditions of employment, and fringe benefits for the general manager.

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

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

Whereas, on December 17, 2025, in open session following the executive session, the Board selected Jason McVickie as the successful candidate and authorized the Board Chairperson to make an offer and negotiate a tentative agreement with Jason McVickie; and

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

Whereas, the Board has found it desirable to appoint Jason McVickie as the Clallam Transit System General Manager; and

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

Now, therefore be it resolved that:

Section 1: The Board hereby appoints Jason McVickie as the General Manager for Clallam Transit System effective December 18, 2025.

Section 2: The Board hereby sets the annual salary of the General Manager at \$ 116,000.00, which may be amended in accordance with the provisions of the *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 begin December 18, 2025, through August 31, 2026.

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

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

Mark Ozias, Board Chairperson

Approved as to Form:

Attest:

CTS Legal Counsel

Barb Cox, Clerk to the Board



CLALLAM TRANSIT SYSTEM EMPLOYMENT AGREEMENT FOR GENERAL MANAGER

This Agreement, made and entered into this 18th day of December, 2025, by and between the Clallam Transit System (CTS) as represented by the CTS Board (Board) and Jason McNickle (General Manager), both of whom understand as follows:

Whereas, CTS desires to employ Jason McNickle as its General Manager; and

Whereas, the Board finds that Jason McNickle is qualified to serve as General Manager; and

Now, therefore, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1: DUTIES AND RESPONSIBILITIES

The authority and duties of the General Manager of CTS will be outlined in the Board approved *CTS General Manager Position Description* and as directed by the Board.

SECTION 2: TERM OF AGREEMENT

The General Manager's employment with CTS is considered "at will" and nothing in this Agreement will prevent, limit, or otherwise interfere with the right of the Board to terminate the services of the General Manager at any time, subject to the provisions set forth in Section 3 of this Agreement.

Likewise, nothing in this Agreement will prevent or otherwise interfere with the right of the General Manager to resign at any time from this position with CTS, subject only to the provisions set forth in Section 3 of this Agreement.

SECTION 3: TERMINATION, RESIGNATION, AND SEVERANCE PAY

- A. Termination Without Cause:** The Board retains the right to terminate the General Manager from employment at any time, without cause, by resolution or motion regularly and duly adopted. Such termination will be effective at such time as determined by the Board. Provided the General Manager executes a complete release of liability of all claims against CTS, its employees, agents, and officers on a document provided by CTS, the General Manager will be provided continued salary and benefits for 90 days following termination without cause, or its financial equivalent, at the sole discretion of CTS.
- B. Termination With Cause:** The Board has the right to immediately terminate the General Manager from employment for cause, to include failure to perform the duties of the position. If the General Manager is terminated for cause, severance pay will be provided for up to 60 days, or its financial equivalent at the sole discretion of the Board, provided:
- The General Manager executes a complete release of all claims against CTS, its employees, agents, and officers on a document provided by CTS; and
 - The General Manager was not terminated based on fraud, dishonesty, or illegal conduct.
- C. Resignation:** The General Manager resigns by submitting a written letter of resignation to the Board at a regular Board meeting, with a resignation date that is at least 30 calendar days later than the next regularly scheduled meeting of the Board. If the General Manager does not provide the required notice, the Board may require the General Manager forfeit, as liquidated damages for the failure to give the required notice, up to 40 hours of the General Manager's accumulated general leave.

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- D. The position of General Manager will be governed by all applicable CTS employment policies. In the event of a conflict between a CTS employment policy and this Agreement, this Agreement controls.

SECTION 4: SALARY

- A. **General:** The annual compensation of the General Manager will be \$ 165,000.00, effective 12/18/2025. Salary payments will be processed in accordance with the published pay schedule for all CTS employees as now adopted and hereafter amended. The General Manager's salary, including allowances, is subject to withholding tax and other deductions as authorized or required by law.
- B. **Merit Pay:** The General Manager is eligible for merit-based adjustments to the General Manager's salary in accordance with the CTS *General Manager Performance and Merit Compensation Policy*, as now adopted or hereafter amended.
- C. **Cost-of-Living Adjustment:** A cost-of-living adjustment will be made to the General Manager's salary, effective the same date and in an amount equal to any annual cost-of-living salary adjustment approved by the Board to the CTS *Non-Represented Salary Schedule*, subject to the right of the Board to either delete or change the amount or timing of such adjustment.
- D. **Other:** The Board reserves the right to increase the General Manager's salary at any time in the best interest of CTS, notwithstanding the CTS *General Manager Performance and Merit Compensation Policy*.

SECTION 5: PERFORMANCE GOALS AND EVALUATIONS

Performance goals and standards will be established on an annual basis by the Board and the Board will complete a performance evaluation of the General Manager, in accordance with the CTS *General Manager Performance and Merit Compensation Policy*.

SECTION 6: INSURANCE AND BENEFITS PROGRAMS

Except as otherwise noted below, or as mandated by statute, all insurance and benefits programs will be provided and maintained in accordance with the current CTS *Compensation Plan* and for CTS's non-represented employees.

Paid leave accruals and usage is governed by the CTS Compensation Plan. The General Manager is required to use at least five (5) consecutive days of paid leave each calendar year.

SECTION 7: RETIREMENT PLANS

CTS will provide retirement benefits to the General Manager in accordance with the retirement benefit plans and provisions of the Washington State Public Employees Retirement Systems (PERS). In addition, CTS will contribute an amount equal to 6 % of the General Manager's annual compensation towards a qualified CTS-sponsored 401(a) retirement plan.

SECTION 8: ALLOWANCES

CTS will provide the following allowances to the General Manager:

- A. **Vehicle:** The General Manager will provide a personal vehicle for use in carrying out the duties of the position. CTS will reimburse the General Manager for the use of said automobile at a monthly rate of \$ 600.00.
- B. **Personal Communication Device:** CTS will provide the General Manager with a communication device for use in carrying out the duties of the position.

Jason McVickie

SECTION 9: OFFICIAL TRAVEL AND BUSINESS EXPENSES

CTS agrees to budget and to pay travel and subsistence expenses of the General Manager for professional and official travel, meetings, and occasions approved by CTS in accordance with its policies, and where no policy exists, in accordance with guidelines approved by the Washington State Auditor.

CTS recognizes that certain expenses of a non-personal and generally job-affiliated nature are incurred by the General Manager, such as community luncheons or dinners, while representing CTS in his official capacity. CTS will reimburse such expenses and the CTS finance manager is authorized to disburse such monies upon request of duly executed expense, petty cash voucher, receipts, statements, or personal affidavits as required and in accordance with CTS policy and/or state law.

SECTION 10: ADDITIONAL TERMS, CONDITIONS OF EMPLOYMENT, AND GENERAL PROVISIONS

This agreement constitutes the entire agreement and understanding between the parties. All prior agreements or understandings, whether oral or written, are superseded by and merged into this Agreement. Unless otherwise stated herein, this Agreement may not be modified or amended except in writing by the parties and approved by the Board.

The Board may adjust any such terms and conditions of employment as it may determine from time to time relating to the performance of the General Manager, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement and the General Manager is consulted prior to any such adjustments.

This Agreement will become effective 12/18/2025, except as otherwise specified in the Agreement, and continue until otherwise terminated by either party pursuant to the provisions of this Agreement.

If any provisions contained in this Agreement are held to be invalid or unenforceable, the remainder of this Agreement will remain in full force and effect.

In **whiten whereof**, the Board chairperson, as authorized by the CTS Board and the General Manager have signed and executed this Agreement effective except as otherwise noted herein, on this _____.

Clallam Transit System General Manager

Name:

Date

Jason McVickie
12-17-2025

Clallam Transit System Board

Mark Ozias, Chairperson

Date

Jeff Singell
12/17/2025

Approved as to Form

Attorney to the Board

Date