

**KITSAP TRANSIT BOARD OF COMMISSIONERS
SPECIAL MEETING
MINUTES OF JANUARY 8, 2019**

Board of Commissioners Present:

Daug, Leslie, City of Bremerton, Council Member
Erickson, Becky, Mayor, City of Poulsbo
Fuller, Mark, Teamsters Local No. 589, *non-voting member*
Garrido, Charlotte, Kitsap County Commissioner, **Vice Chair**
Gelder, Robert, Kitsap County Commissioner
Medina, Kol, Mayor, City of Bainbridge Island, **Chair**
Put aansuu, Robert, Mayor, City of Port Orchard
Rosapepe, Jay, City of Port Orchard, Council Member
Wheeler, Greg, Mayor, City of Bremerton
Wolfe, Edward, Kitsap County Commissioner

Staff Present:

Jill Boltz, Clerk of the Board; Jeff Cartwright, Human Resources Director; John Clauson, Executive Director; Ellen Gustafson, Operations Director; Steffani Lillie, Service and Capital Development Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Paul Shinnors, Finance Director

Also Present: Ron Templeton, Legal Counsel

1. CALL TO ORDER: Chairperson Gelder called the meeting of the Kitsap Transit Board of Commissioners to order at 8:30AM.

2. AGENDA REVIEW

Item 7H was pulled from the agenda at the request of staff.

3. CHAIRPERSON'S COMMENTS

a. Chair/Vice Chair Appointments

Commissioner Erickson moved and Commissioner Wolfe seconded the motion to nominate Mayor Kol Medina as the 2019 Chairperson and Commissioner Charlotte Garrido as 2019 Vice Chairperson. Discussion: None. Motion passed unanimously.

Commissioner Gelder passed the gavel to Chairperson Medina to chair the meeting.

b. Confirmation/Report on Non-Voting Union Representative

Chairperson Medina reported on the reelection of Mark Fuller, Teamsters Local #589 to another term on the Board.

4. CITIZENS' ADVISORY COMMITTEE REPORT

No Report. The Citizens' Advisory Committee (CAC) did not meet in December.

5. PUBLIC COMMENTS

None.

Executive Director Clauson acknowledged Councilmember Jay Rosapepe from the City of Port Orchard as the new At-Large Board member.

6. CONSENT/ACTION ITEMS

- a. Warrants for November 2018
 - Warrant numbers transit fund 147188 to 147549 in the amount of \$2,006,357
 - Warrant numbers ferry fund 601262 to 601337 in the amount of \$2,979,390
 - Payroll transfers of \$1,655,851
 - ACH clearing account payments in the amount of \$19,474
 - Travel Advances in the amount of \$2,488
- b. Minutes of December 4, 2018 Board Meeting
- c. Resolution No. 19-01, 1st Quarter Capital and Operating Procurements
- d. Resolution No. 19-02, 2019 Annual Liability and Property Insurance Premium
- e. Resolution No. 19-03, Citizens' Advisory Committee Reappointment - Roach

Commissioner Garrido moved and Commissioner Erickson seconded the motion to approve the Consent Agenda as presented. Discussion: None. Motion passed unanimously.

7. FULL DISCUSSION /ACTION ITEMS:

- a. *Resolution No. 19-04, Authorizing Payment of the AWC Safety Alliance Program Premium*

Executive Director Clauson explained this is an annual premium through Association of Washington Cities (AWC) for Workers Compensation. Due to an oversight during 2019 budget preparation and the premium amount exceeding the Executive Director's signing authority, it is necessary to get Board approval.

Commissioner Gelder moved and Commissioner Garrido seconded the motion to adopt Resolution No. 19-04, authorizing the payment of the 2019 AWC Safety Alliance Program annual premium. Discussion: None. Motion passed unanimously.

- b. *Resolution No. 19-05, Authorizing the Purchase of ACCESS Buses*

Vehicle Maintenance Supervisor Griffey explained these propane buses will replace existing ACCESS buses.

Commissioner Gelder moved and Commissioner Erickson seconded the motion to adopt Resolution No. 19-05, authorizing staff to purchase a combination of up to four twenty-two-(22) foot or twenty-six-(26) foot propane ACCESS buses through the Washington State Department of Enterprise Services. Discussion: None. Motion passed unanimously.

c. Resolution No. 19-06, Authorizing the Purchase of ADA Equipped Vans

Vehicle Maintenance Supervisor Griffey explained this request is for six new supervisor vans. The vans are equipped with wheel chair lifts and will be all-wheel drive to meet the needs of ACCESS passengers in all conditions.

Commissioner Garrido moved and Commissioner Gelder seconded the motion to adopt Resolution No. 19-06, authorizing staff to purchase up to six (6) full sized ADA equipped replacement vans for the ACCESS Service. Discussion: None. Motion passed unanimously.

d. Resolution No. 19-07, Authorizing Year 3 Tasks for Long Term Beach Monitoring – Blue Coast Engineering

Executive Director Clauson explained Jessica Cote', formerly with Confluence, is now the principle at Blue Coast Engineering and the contract has been assigned. The request to extend the contract for an additional year along with verifying the wake performance of the new vessels is consistent with wake performance of the Rich Passage 1 (RP1).

Commissioner Gelder clarified that transfer of the work from Confluence to Blue Coast Engineering is in accordance with the bid process. Clauson explained the contract was transferred from Confluence to Blue Coast Engineering.

Service and Capital Development Director Lillie added that, while Jessica Cote' has been with other companies during the wake research, the last contract was awarded through a request for proposal process. This contract does meet the sole source requirements due to the science used and knowledge of the past ten years that would not easily be transferred to another engineer.

Commissioner Garrido asked to have a periodic update on the wake research data. Clauson stated another assessment of the beaches will be conducted in the spring to quantify the impact of the winter storms. After the number of sailings has been increased in the summer, she will again monitor and provide a report.

Commissioner Wheeler asked when the next Rich Passage (RP) vessel will come online. Clauson reported the second RP will be delivered in the late Spring 2019 and the third approximately 90 days after.

Commissioner Wheeler asked about the decision point on ramping up the schedule. Clauson explained Kitsap Transit has the authority to operate a certain number of sailings through Rich

Passage; however, operated at less than that amount during the past summer. With the delivery of the third Rich Passage vessel, initial discussions have included starting additional sailings, within what is currently approved, during the commute period to help with demand. The beaches will then be monitored to determine the impact. If there is no impact, an additional 20 to 40 sailings could be added with continued monitoring.

Wheeler confirmed the decision on sailings would be operational and supported Commissioner Garrido's request for updates. Clauson stated that at the point where the second vessel is ready for operation, staff will need to come back and ask for additional crew to operate the vessel(s).

Commissioner Wheeler moved and Commissioner Gelder seconded the motion to adopt Resolution No. 19-07, amending contract KT#17-571 to incorporate funding for further wake testing within Rich Passage and for testing of newly delivered vessels to ensure compliance of the wake requirements. Discussion: None. Motion passed unanimously.

- e. *Resolution No. 19-08, Authorizing Contract Renewal for Fast Ferry Project Management & Implementation Support*

Executive Director Clauson explained this is an extension of the consultant agreement with Progressions. Carla Sawyer, principle, has been an asset to date with the Fast Ferry operation and the intent is to keep her on board on an as-needed basis in preparation for the Southworth service and implementation of second and third RP class vessels.

Commissioner Wolfe questioned whether this resolution is recommended by Marine Services Director Bryan. Clauson explained that the agreement is written as such that as the in-house expertise increases, the dependency on outside consultants will decrease. The agreement is written on an as-needed basis.

Commissioner Erickson spoke to supporting Progressions during the start-up of the Bremerton service; however, this agreement is written as a high level assistant director position. Erickson noted that the cost is \$155 per hour for less than 10 hours of work per week. The expectation would be to use this contract sparingly and look for an assistant director to be on staff forty hours per week.

Commissioner Daugs asked if there were plans to bring in a second (in-charge) under Darrell. Executive Director Clauson explained there is a Marine Services Manager to deal with the day to day operations. Many of the tasks are temporary in nature such as working with Washington State Ferries (WSF) and the Tribe in preparation for the Southworth service. Clauson reiterated that the contract is written with the expectation of use on an as-needed basis for the Fast Ferry with the exception of the portion that addresses coordination between Kitsap Transit and WSF as it relates to the Bremerton Transportation Center.

Commissioner Putaansuu agreed with high hourly rate; however, the cost of hiring an assistant director would cost much more. Putaansuu stated he trusts that Executive Director Clauson will come back to the Board when the need arises for additional staff.

Commissioner Putaansuu moved and Commissioner Wolfe seconded the motion to adopt Resolution No. 19-08, authorizing staff to renew the contract with Progressions for Project Management and Implementation Support for the Cross-Sound Passenger-Only Ferry Program. Discussion: Commissioner Erickson commented on paying \$83,000 a year for 10 hours a week and spoke in support of looking toward an additional in-house position. Chairperson Medina asked if there is a long-term plan to hire an Assistant Director. Executive Director explained Marine Services does have a Manager which is consistent with the bus organizational structure. Commissioner Daugs noted that while that is the bus structure, the ferry is new and questioned whether there is a plan on looking at an Assistant Director. Clauson explained they have looked at King County Marine Division's staffing and the next closest [ferry operation] would probably be San Francisco. Motion passed unanimously.

f. Resolution No. 19-09, Authorizing Contract Modification for RP Class Vessel Construction – All American Marine

Executive Director Clauson explained that the updated version of the jet control system does not allow the jets to remain running forward during docking which means the captain would lose the ability to keep the vessel up tight to the dock. The request is consistent with what is currently in the Rich Passage 1.

Commissioner Gelder spoke to the specifications for bow loaders and asked whether the controls are same. Clauson explained the bow loaders are design-build and staff is scrubbing the specifications. The Rich Passage class vessels were carbon copies of the existing vessel with the exception of the new technology.

Commissioner Wolfe asked when the problem should have been discovered. Clauson reiterated that the expectation is the vessels are carbon copies with the exception of the updated technology. The cost and delays could have been more had it been discovered and changed further down the road.

Commissioner Garrido moved and Commissioner Putaansuu seconded the motion to adopt Resolution No. 19-09, authorizing staff to modify its agreement with All American Marine for jet control upgrades for the Rich Passage class vessels in the amount of one hundred eighteen thousand three hundred ninety-five dollars and forty-nine cents (\$118,395.49). Discussion: None. Motion passed unanimously.

g. Resolution No. 19-10, Authorizing Change Order No. 3 for Hybrid Vessel Owner's Representation – Elliot Bay Design Group

Executive Director Clauson explained what has occurred with the construction of the hybrid vessel, specifically with the battery vendors and the delay in the completion. This resolution provides additional time and compensation for the owner's representation.

Commissioner Putaansuu moved and Commissioner Rosapepe seconded the motion to adopt Resolution No. 19-10, authorizing staff to sign Change Order No. 3 to Elliott Bay Design Group Contract KT #17-557 for Owner's Representation for Hybrid Ferry Vessel Construction in an amount not to exceed ninety-two thousand dollars (\$92,000). Discussion: None. Motion passed unanimously.

h. Resolution No. 19-11, Authorizing Addendum No. 1 to Project Development Agreement with Port of Kingston

Removed from the agenda.

i. Resolution No. 19-12, Authorizing the Bid Process & Award for the Construction and Installation of a Ramp at Pier 50

Executive Director Clauson explained that construction of Colman Dock is designed as such that King County has constructed a new float for the vessels to tie up to at the new location. When the south side of Colman dock is finished, the new float will be brought in and the old gangway will be removed/moved to the new float. During the transition, there will be an interruption of service in excess of a week. There has been discussion with WSF to transition the old float to KT ownership. If the old gangway can be maintained at the existing float, Kitsap Transit could continue to operate service on the north side of Colman dock while King County would move to the new float on the south side, freeing up dock space and relieve scheduling. The old float at some point will have to be closed due to the contract agreement requiring a portion of the old float be removed to reduce shading. The thought is KT could stay at the north side and operate out of both floats for as long as a year. When the dock needs to be removed from the north end, KT would end up with the float and existing gangway until such time permitting is obtained for a permanent location in Seattle. King County has the specifications and has agreed to allow KT to build a new gangway that will be installed as part of the move to the south side, eliminating disruption of service. The estimated cost is between \$300,000-\$600,000; the resolution reflects \$700,000 to include sales tax or other applicable fees. If we are able to move forward, the new ramp would be built and installed. KT would continue operating from the existing float and begin operating from the new float as well. There is a time element, whereas King County has agreed to move forward as long as it does not delay the move to the south side. Because of the timing, staff is asking for permission to go out to bid but also for permission to award with concurrence of the Board chair.

Commissioner Erickson noted the borrowing from bus fund and questioned where the \$700,000 will come from. Clauson explained the increased sales tax revenue, the potential need to delay other projects and will be addressed in the mid-year Capital budget adjustment.

Erickson suggested that, as timing becomes critical, it may be necessary to revive the ferry committee and that it would have been helpful to have a group vet the information.

Commissioner Garrido spoke in support of Commissioner Erickson's suggestion.

Executive Director Clauson explained the urgency is partially due to the holidays and reminded the Board that the second meeting of the month was created in lieu of the sub-committee structure to keep the Board informed and allow discussion as a body.

Commissioner Gelder stated that, strategically, it is important to move forward with this investment to leverage an ownership stake in the float.

Commissioner Gelder moved and Commissioner Putaansuu seconded the motion to adopt Resolution No. 19-12, authorizing staff to seek bids for the construction and installation of a ramp at Pier 50 and granting award authority to the Executive Director with concurrence from the Board Chair in an amount not to exceed seven hundred thousand dollars (\$700,000). Discussion: Commissioner Erickson requested that when these items come forward that an e-mail distribution be sent with additional information in advance and expressed concern for the funding and budget. Commissioner Rosapepe questioned whether an update on the final cost would make Commissioner Erickson feel more comfortable with the results of the bid opening. Commissioner Wolfe spoke in support of the motion and the need for [Kitsap Transit] to be in control of our own fast ferry system and not King County. Commissioner Garrido suggested regular check-ins considering that the ferries are a relatively new line of business for Kitsap Transit. Motion passed unanimously.

Executive Director Clauson shared that Kitsap Transit is currently in discussions with King County for a use agreement and the current relationship with King County is excellent.

j. Resolution No. 19-13, Authorizing the Addition of Temporary Deckhand Positions

Executive Director Clauson explained the Marine Services Department does not have authorized positions for a back-up crew. Clauson shared that when the Carlisle II was out for service, a smaller vessel with less capacity was used. The Melissa Ann is a spare vessel but due to the lease agreement and insurance requirements, it cannot be operated by our contractor for the local service as a back-up. In addition, in the event of extended vacation or illness, we do not have back-up staff for the existing service. KT currently employs deckhands who are licensed Captains. Hiring temporary deckhands would also allow current deckhands to fill-in for Captains and backfilling the deckhand position(s).

Commissioner Putaansuu moved and Commissioner Garrido seconded the motion to adopt Resolution No. 19-13, authorizing the addition of three Temporary Deckhand Positions to Kitsap Transit's Organization Chart within the Marine Services Department. Discussion: None. Motion passed unanimously.

8. PROGRESS REPORTS

- a. Draft Financial Reports through November 2018
- b. Capital Work in Progress

- c. Fuel Costs Report through the end of December 2018

Commissioner Erickson asked for an update on the Silverdale Transit Center negotiations. Service and Capital Development Director Lillie explained \$2.2 million has been spent on Silverdale Transit Center property purchased, and we are still in negotiations for the remaining pieces needed. There is a requirement to spend \$3.3 million by the end of the biennium to avoid losing the Regional Mobility Grant funding.

Executive Director Clauson added that Attorney Templeton has been working with the other Silverdale Transit Center property owner. A resolution will be brought forward at the next Board meeting for authorization to purchase.

- d. Fuel Costs Report through the end of December 2018

9. STAFF INFORMATION / EMPLOYEE RECOGNITION

- a. Employee Recognition
 - Recognizing November 2018 Driver of the Month in Routed – *Michael Silverwood*

Operations Manager Jordan introduced Michael Silverwood as the November 2018 Routed Driver of the Month. Michael has been with Kitsap Transit for almost 2 years and formerly worked for Waste Management for 34 years. Mike volunteers at the Annual Roadeo, and his goal is to become a supervisor. His personal goal is to swim with sharks, and he also enjoys working at pyrotechnic shows.

- Recognizing November 2018 Driver of the Month in ACCESS – *David Burch*

Not present.

- b. December 2018 report from KT's state lobbyist

10. OTHER PUBLIC COMMENTS:

Roger Gay, South Kitsap, thanked Kitsap Transit for the service during the tornado in Port Orchard. Gay spoke to the need for the Board to ask more questions and asked whether King County Marine Division will be taking over the ferry operation or will Kitsap County keep running the fast ferry and investing in land and infrastructure to support our ferry system.

11. GOOD OF THE ORDER

Commissioner Putaansuu spoke to the opening of the second roundabout in Port Orchard.

Commissioner Gelder spoke to the legislative report, specifically the Passenger-Only Ferry Study with Puget Sound Regional Council (PSRC) leading the effort and the needs to have it on Kitsap Transit's radar for regional transportation. Gelder also called attention to the transportation

package discussion and the proposal to increase revenue through carbon fees, gas tax increase and transportation impact fee for residential and commercial construction. Gelder noted the nexus between the transportation funding and affordable housing.

Commissioner Daugs announced she has been appointed to represent the City of Bremerton on Kitsap Transit's Board another year.

Commissioner Erickson reported on the discussion of a ferry port on PSRC Transportation Policy Board agenda and suggested watching the transportation package carefully.

Commissioner Wheeler acknowledged Commissioner Gelder for the past year as chairperson and congratulated Commissioner Daugs on her seat as Vice President on the Bremerton City Council.

Commissioner Medina spoke to the year ahead and the delivery of vessels, and the joint use of docking in Seattle.

Commissioner Putaansuu spoke to the launch of new services, that they are done thoughtfully with the lessons learned of the past and that he is looking forward to the launching of new vessels and celebrating successes.

Commissioner Erickson stated she hopes sales tax revenues continue so that a discussion can occur on adding Sunday service to the core routes.

Commissioner Rosapepe spoke to remaining fiscally conservative and maintaining sustainable service.

Executive Director Clauson spoke to the coming year and the great things ahead including adding service and spoke to the amount of work involved with that service including hiring, training, and equipment. Clauson provided an update on working with Washington State Ferries (WSF) on a joint promotional project encouraging people to not drive onto the ferries and find an alternate mode during the viaduct closure.

12. ADJOURN: Meeting adjourned at 9:56AM.

ADOPTED by the Board of Commissioner of Kitsap Transit at a regular meeting thereof, held on the 22nd of January, 2019.



Kol Medina, Chairperson



Jill A. Boltz, MMC
Clerk of the Board