

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING

MINUTES OF MARCH 5, 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 - *absent*
Medina, Kol, Mayor, City of Bainbridge Island, **Chair**
Putansuu, 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; Darrell Bryan, Marine Services Director; Jeff Cartwright, Human Resources Director; John Clauson, Executive Director; Ellen Gustafson, Operations Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Hayward Seymore, Vehicle and Facilities Maintenance Director; Paul Shinnors, Finance Director.

Also Present: Ron Templeton, Legal Counsel

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

2. AGENDA REVIEW

Chairperson Medina noted the addition of Item No. 7, Other Executive Director Items to the agenda which will now appear as a reoccurring agenda item to allow for reports from the Executive Director.

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

3. CHAIRPERSON'S COMMENTS

None.

4. CITIZENS' ADVISORY COMMITTEE REPORT

Operations Director Gustafson welcomed CAC members Don Palmer and Brenda Winslowe to the meeting and reported on the CAC's review and discussion of the Board meeting agenda items, advertising, capital projects, and new service advertising and promotion.

5. PUBLIC COMMENTS

Christopher Lux, Bremerton, spoke regarding the reservation system results and key findings presented by the consultant, Four Nines. Lux asked the Board to look at the numbers and data from Four Nines to come to a logical conclusion for charging a fee.

Chairperson Medina acknowledged an e-mail sent by Mr. Lux that would be distributed to the entire Board.

6. CONSENT/ACTION ITEMS

- a. Warrants for January 2019
 - Warrant numbers transit fund 147844 to 148183 in the amount of \$3,538,558
 - Warrant numbers ferry fund 601423 to 601504 in the amount of \$4,228,128
 - Payroll transfers of \$1,869,624
 - ACH clearing account payments in the amount of \$36,974
 - Travel Advances in the amount of \$2,563
- b. Minutes of February 19, 2019 Special Board Meeting

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

7. FULL DISCUSSION /ACTION ITEMS:

- a. *Title VI Program*
 - *Resolution No. 19-22, Adopting Title VI Program*

Executive Director Clauson stated this is an update to a federal requirement verifying that service delivery, amenities, shelters etc., are provided without discrimination against any minority group.

Grants and Compliance Coordinator Davidson explained the purpose of the Title VI program is to report every three years that Kitsap Transit is in compliance with the Federal Transit Administration (FTA) Circular 4702.1b, ensuring that benefits and services provided by Kitsap Transit are distributed consistent with the provisions of Title VI. All FTA grant recipients must submit a Title VI program every three years. Davidson provided an overview and elements of the program requirements.

Commission Erickson questioned whether non-compliance would jeopardize funding. Davidson stated that it is possible if there was a finding through the Triennial review process.

Commissioner Erickson moved and Commissioner Daug's seconded the motion to adopt Resolution No. 19-22, adopting Kitsap Transit's Title VI Program. Discussion: None. Motion passed unanimously.

b. Presentation: Reservation System Final Report

Operations Director Gustafson provided an overview of the consultant recommendations along with staff's recommendations.

Chairperson Medina asked about staff's recommendation to consider the non-refundable reservation fee after the second Bremerton to Seattle Fast Ferry is operating. Executive Director Clauson explained that the advent of the second sailing will change the demands on the service and hopefully with a vessel leaving every 30-minutes the demand will be spread out and reduce pressure on the reservation system. There are also challenges with charging a reservations fee, including Title VI. Waiting will allow staff to determine the pros and cons to consider after the second boat is in operation.

Gustafson shared the next steps including, the contract renewal with RocketRez with modifications to the check-in process, exploration of costs to develop Application Programming Interface (API) for real-time boat capacity information and explore costs to develop an API for a mobile application.

Commissioners Daug's, Putaansuu and Rosapepe spoke to the action needed to renew the contact with RocketRez with modifications until staff brings back additional information once the second vessel operation begins.

Commissioner Erickson stated she was not in favor of a reservation system but agrees with waiting until the second boat is in operation and looking at the reservation fee in the future. Erickson suggested looking at a different type of system.

Commissioner Garrido agreed with staff's recommendation to wait until the second boat is in operation and questioned how much the consultant spoke with the riders.

Clauson stated that the consultants spoke to riders on the dock, but there are opportunities for additional discussion. Clauson spoke to the differences between the needs of the fast ferry reservation system and other off-the-shelf reservation systems.

Commissioner Wheeler spoke in support of maintaining the reservation system and suggested the second boat begin without a reservation system.

Commissioner Wolfe concurred with looking at other types of reservation systems.

Commissioner Erickson suggested the option of purchasing a ticket in advance rather than charging a reservation fee.

c. Resolution No. 19-23, Contract Renewal – RocketRez Reservation Software

Commissioner Putaansuu moved and Commissioner Rosapepe seconded the motion to adopt Resolution No. 19-23, authorizing the renewal of RocketRez Reservation Software with modifications. Discussion: None. Motion passed unanimously.

d. Resolution No. 19-24, Declaring Transit Driver Appreciation Day

Operations Director Gustafson provided the history of Transit Driver Appreciation Day and the opportunity to recognize transit drivers.

Commissioner Garrido moved and Commissioner Daug's seconded the motion to adopt Resolution No. 19-24, declaring Transit Bus Driver Appreciation Day in Kitsap County. Discussion: None. Motion passed unanimously.

e. Resolution No. 19-25, Contract Award – Bremerton and POIT Ramps

Executive Director Clauson explained the ramps are necessary to accommodate the freeboard on the new Port Orchard-Bremerton vessel.

Commissioner Putaansuu moved and Commissioner Wolfe seconded the motion to adopt Resolution No. 19-25, authorizing staff to award the contract for Bremerton and POIT Ramps to Quigg Brothers, Inc., in an amount of one hundred ninety three thousand eight hundred dollars (\$193,800). Discussion: Commissioner Putaansuu spoke to the Waterman on the cover of the magazine and looks forward to having it in service. Motion passed unanimously.

Resolution No. 19-26, Authorizing Purchase of Vacuum Sweeper Truck

Maintenance Director Seymore explained the need for the vacuum sweeper truck to maintain Kitsap Transit facilities as requested and approved in the 2019 Capital Budget.

Commissioner Garrido moved and Commissioner Putaansuu seconded the motion to adopt Resolution No. 19-26, authorizing staff to purchase one vacuum sweeper truck utilizing the Cooperative Purchasing Agreement with Houston-Galveston Area Council (HGAC). Discussion: None. Motion passed unanimously.

8. OTHER EXECUTIVE DIRECTOR ITEMS

Executive Director Clauson acknowledged the Port of Kingston Commissioners in the audience. Clauson reported on the Seattle ramp, discussed and authorized to award at a prior meeting, coming in higher than requested. In looking at the [docking] situation, it has not progressed far enough to ask for the additional authority to purchase the ramp. Discussion continues with Washington State Ferries (WSF) and the option for the Fast Ferry to remain at the north end when the new float is operational. There is currently no commitment on the timeframe; however, the current ramp will be moved from the north float to the south side of Colman dock which does not completely eliminate the possibility of remaining at the north end for a year or two. Staff is also exploring the options of other facilities. Clauson shared the Waterman made the front page of the Pacific Maritime magazine, and the Reliance (second Rich Passage Class vessel) was put in the water yesterday and is undergoing testing and certifications before taking possession.

Commissioner Wolfe asked about previous discussion on a new slip/dock further down from the ferry. Clauson explained staff is still working on arrangement with Argosy as an option. In addition, Dylan Doty will be reporting on the progress for funding from the State for a study through Puget Sound Regional Council to update the Passenger-Only Ferry Plan that would include a regional facility in Seattle.

Commissioner Putansuu commented on the distinct look and appearance of our ferries.

9. PROGRESS REPORTS

- a. Draft Financial Reports through December 2018
- b. Capital Work in Progress
- c. Fuel Costs Report through the end of January 2019

Commissioner Wolfe spoke to the fuel costs and appreciation for the staff's conservative approach.

10. STAFF INFORMATION / EMPLOYEE RECOGNITION

- a. Employee Recognition
 - Recognizing January 2019 Driver of the Month in Routed – *Rodney Rector*
 - Recognizing January 2019 Driver of the Month in ACCESS – *Brian Lee*

ACCESS Manager Vinecourt introduced Brian Lee as the ACCESS Driver of the Month for January. This is Brian's first Driver of the Month award and he has been with ACCESS since May 2017. When asked his most memorable moment, he said "My first dance out." When he is not driving for ACCESS, his hobbies include anything close to home that doesn't take a long drive to get

there. He says one of his goals is to own a horse at some point and his words of wisdom are: "We all run down, don't let it get you down."

b. February 2019 report from KT's state lobbyist

Dylan Doty, Doty and Associates, provided a legislative update to the Board. Doty noted the bills and issues specific to transit and Kitsap Transit's legislative agenda including the regional passenger-only ferry study included in the Governor's budget, the emergency budget request for the Carlisle II refurbishment and park & ride management issues which has stalled based on the difficulty of finding an one-size-fits all parking strategy; however, a Washington Administrative Code (WAC) change does allow for permitting, reservation systems and some enforcement. Washington State Transit Association's (WSTA) legislative agenda included the ability for transit agencies to access Department of Licensing (DOL) driver abstracts for volunteer vanpool drivers, and unit price contracting bill (HB1359) to be expanded to Public Transportation Benefit Area Authorities (PTBAA). Doty reported on Senator Hobb's proposed transportation revenue package that includes a \$15/metric ton carbon tax, \$0.06 gas tax increase and other tax increases. Of other interest is Initiative 976 to go back to the \$30.00 vehicle license fee.

Daug's questioned if there is anything needed from the Commissioners regarding these issues. Doty stated the funding request for Carlisle II is the largest issue.

Commissioner Erickson questioned the reluctance for charging at park & rides. Doty explained the problem is trying to create a one-size-fits-all solution.

11. OTHER PUBLIC COMMENTS:

Christopher Lux, Bremerton, stated he appreciated the conversation about the reservation system and the impact on customers. Lux asked the Board to consider requesting a summary of the notes and statements from when Four Nines spoke with passengers and looks forward to an additional meeting. Lux addressed the tone of the letter and asked that the comments be taken for what they are and using the letter as a way to engage with the ridership.

Roger Gay, South Kitsap, spoke to the reservation system and the issue of swapping of reservations on Facebook. Gay reiterated the idea of allowing the thirty walk-ups the ability to board with reservation passengers. Gay encouraged the Board to ride the vessels and talk to the riders.

12. GOOD OF THE ORDER

Commissioner Daugs spoke to Kitsap Transit making the cover of the magazine.

Commissioner Erickson thanked transit and the drivers for their time and energy during "snowmageddon."

Commissioner Wheeler concurred with Erickson and stated he is looking forward to the community meeting and hearing input from the riders.

Executive Director Clauson spoke to the discussion on the budget request for the Carlisle II project and a report on "snowmageddon" and the budget impact.

13. ADJOURN: Meeting adjourned at 9:58AM.

ADOPTED by the Board of Commissioner of Kitsap Transit at a regular meeting thereof, held on the 2nd of April, 2019.



Kol Medina, Chairperson



Jill A. Boltz, MMC
Clerk of the Board