

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING

MINUTES OF MARCH 19, 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**
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; Steffani Lillie, Service and Capital Development Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Hayward Seymore, Vehicle and Facilities Maintenance Director; Paul Shinnars, Finance Director

Also Present: Ron Templeton, Legal Counsel

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

2. AGENDA REVIEW

3. CHAIRPERSON'S COMMENTS

None.

4. PUBLIC COMMENTS

None.

5. FULL DISCUSSION /ACTION ITEMS:

a. March 5, 2019 Board Meeting Minutes

Commissioner Erickson moved and Commissioner Rosapepe seconded the motion to approve the minutes of March 5, 2019. Discussion: None. Motion passed unanimously.

b. Discussion: Snow Event 2019

Executive Director Clauson spoke to the challenges and improvements as reported by the Department Directors. Challenges included the inability for employees who live in outlying areas to get to work, and budgeting for overtime, snow and ice removal. There were also lessons learned and noted areas of improvement with internal, external and regional communications. Area General Managers and Chief Executive Officers (CEO's) are looking at ways to communicate with customers using consistent terminology and messaging in the region. Clauson stated that, in general Kitsap Transit, responded very well to the snow event.

Vice Chairperson Garrido arrived at 8:32AM.

Commissioner Gelder arrived at 8:38AM.

Commissioner Gelder commented on the maps provided and the need to coordinate not only between local agencies but also with Washington State Department of Transportation (WSDOT).

Commissioner Erickson spoke to the core route system created through the snow event and the potential to consider these routes when discussing Sunday service.

c. Presentation: 2019 Capital Budget Amendment

Service and Capital Development Director Lillie presented the additions, adjustments and reallocation of funding for the Bus and Ferry Funds. The final amendment will be presented for adoption at the April Board Meeting.

Commissioner Erickson asked for clarification on the line item for North Base Maintenance Facility Planning and whether there is still money to determine where the facility should be located. Lillie explained that the line item is a place holder and staff is moving forward with the base location study.

d. Presentation: Carlisle II Lifecycle Analysis

Executive Director Clauson provided the history of the Carlisle II and the current status of the vessel based on a recent Coast Guard inspection. Clauson explained that the Coast Guard will not issue the Certificate of Inspection (COI) without the repairs and the loss of the COI could mean the inability to have it issued in the future for the vessel's use in revenue service. Clauson reminded the Board of Dylan Doty's presentation mentioning the request for funding from the State's legislative budget of \$1.2 million.

Commissioner Dausg asked, with the Historical Museum designation, if there are any requirements for selling it. Clauson stated he was not aware of any.

Dausg asked how long the vessel would be out of service if the Board decides to proceed with the repairs. Clauson stated the vessel will be out of service for months, but fortunately the Waterman will be delivered soon, which would replace the Carlisle II but will put us in the same situation, without a back-up.

Commissioner Gelder asked how the potential funding through the State lines up with the timing of the repairs and status of the COI. Clauson explained that Kitsap Transit is obligated to start making repairs in good faith by June.

Clauson shared the lifecycle costs prepared by Finance Director Shinnars. These are repairs that will add to the life of the vessel and are not repairs that will be needed every other year, for example.

Gelder asked if considering the vessels designation as a floating museum opens doors for other grant funding. Lillie explained staff is looking at other grant options; however, most of them are for areas with rural designation, which we do not qualify for. Clauson mentioned that he has also reached out to Norm Dicks to look for funding.

Commissioner Erickson stated that if the Board agrees to move forward with the repairs, there is also a need to include a replacement vessel into future capital planning.

Finance Director Shinnars explained the lifecycle is a comparison between the Carlisle II and the Admiral Pete and identifying the cost of operation over a ten year period.

Chairperson Medina arrived at 9:22AM.

Commissioner Putaansuu spoke to the need for the vessel, the importance of having a back-up vessel and the historic nature of the vessel.

Commissioner Wolfe noted what occurred with the *Finest*, and the estimate is just a best guess. While the vessel is beautiful, Kitsap Transit is not in the museum business. Wolfe suggested looking at why we need this particular vessel as a back-up and if there are other opportunities.

Commissioner Wheeler stated there is a need for a boat, but he is not ready to salvage our history and the value of our maritime legacy in the area.

Commissioner Daus asked for clarification on a back-up vessel. Clauson explained that our contractor has a vessel; however, it is undersized with a capacity of only 49 passengers. Daus spoke to the importance of the vessel to the communities of Bremerton and Port Orchard.

Commissioner Rosapepe noted that typically when boats are in reduced workload they experience more issues rather than less.

Commissioner Gelder spoke to the need to continue looking for grant dollars.

Commissioner Erickson moved and Commissioner Wheeler seconded the motion authorizing staff to move forward with the repairs on the *Carlisle II* and directing staff to include a new vessel and funding in the transit development plan. Discussion: Commissioner Putaansuu noted that the funding for a new boat is long range planning and there are many short range obligations related to ferry operations. Clauson stated this motion will allow staff to begin looking for funding. Motion passed unanimously.

e. Update: PRTPO Lead Agency

Executive Director Clauson updated the Board that Jefferson Transit has agreed to act as the fiscal agent. In looking at the tasks as a lead agency, the planning updates of the transportation plan can be accomplished internally with existing staff; however, there are numerous administrative tasks such as a new interlocal agreement, certification through the state as a lead agency, and potential bylaws update. Clauson stated he is proposing an addendum with Progressions to take on the administrative tasks.

Commissioner Putaansuu moved and Commissioner Gelder seconded the motion authorizing staff to move forward with the steps necessary to become the lead agency of the PRTPO, with Jefferson Transit acting as the Fiscal Agent. Discussion: Commissioner Wheeler stated Bremerton does have representation at PRTPO. Motion passed unanimously.

Commissioner Putaansuu left the meeting at 10:00AM.

6. OTHER EXECUTIVE DIRECTOR ITEMS

Executive Director Clauson announced that he is scheduled to attend the American Public Transportation (APTA) CEO Conference which conflicts with the second meeting in April. Currently, there are no agenda items scheduled for that meeting and asked for the Board's consideration for cancelling the meeting.

Commissioner Garrido moved and Commissioner Wheeler seconded the motion to cancel the April 16, 2019 Board Meeting. Discussion: None. Motion passed unanimously.

7. STAFF INFORMATION

a. 4th Quarter 2018 System Performance Report

Commissioner Gelder noted that in the Total Boardings System-wide the December 2018 ridership is lower than December 2017 and questioned why considering the addition of Kingston. Executive Director Clauson stated he had noticed that as well and would have to look into the answer.

b. 4th Quarter 2018 Financial Reports

Commissioner Erickson asked why the administrative costs for the Ferry Fund are higher than the Bus. Finance Director Shinnors explained there are more items that go into general administration for the Ferry Fund, which is different from the Bus Fund, with insurance as the biggest portion.

Chairperson Medina noted the 21% decrease in Vanpool. Shinnors explained that this is due to the PacShip program that was doing well during budget preparation but did not perform as anticipated.

Commissioner Erickson noted the Net Incomes and questioned if there is a need to increase reserves or retire debt. Shinnors pointed out the sensitivity analysis on the Unrestricted Reserves and the pieces that will decrease the balance including the \$4 million Contingency Reserve and funding Silverdale Transit Center with local dollars.

8. OTHER PUBLIC COMMENTS:

Roger Gay, South Kitsap, commented on not having the presentations provided in the packet.

Clerk of the Board Boltz noted that presentations are not included in the packets; however, they are appended to the official agenda packet and posted on the Kitsap Transit website after the meetings.

9. FOR THE GOOD OF THE ORDER

Commissioner Wheeler commented on a transit-dependent resident in the Nollwood area who was affected by the route changes. The Board discussed alternatives to serving, housing areas outside of the fixed route service area.

Commissioner Erickson thanked Executive Director Clauson for the snow debrief.

10.ADJOURN: Meeting adjourned at 10:26AM.

ADOPTED by the Board of Commissioners 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