



## BOARD OF COMMISSIONERS MEETING AGENDA

**Date:** February 19, 2019

**Time:** 8:30AM – 10:30AM

**Place:** Kitsap Transit Offices

60 Washington Avenue (3<sup>rd</sup> Floor), Bremerton, Washington 98337

### Page

**1. CALL TO ORDER**

**2. AGENDA REVIEW**

**3. CHAIRPERSON'S COMMENTS**

**4. PUBLIC COMMENTS**

*Please state your name for the record. You will have 3 minutes to address the Board.*

**5. FULL DISCUSSION / ACTION ITEMS**

a. [February 5, 2019 Board Meeting Minutes](#)

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b. Presentation: Bus Advertising Update

c. Presentation: Project Update

d. Presentation: Wake Wash Study Update

e. [2018 Goals Wrap-up](#)

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**6. OTHER PUBLIC COMMENTS**

**7. FOR THE GOOD OF THE ORDER:** Transit Board members' comments

**8. ADJOURN**

The Transit Board meeting agendas are available prior to the meeting date at local libraries and at Kitsap Transit's main office in downtown Bremerton. The agenda packets are also online at [www.kitsaptransit.com](http://www.kitsaptransit.com) and available in large-print format upon request. If you will need accessibility accommodations for this public meeting, please contact the Clerk of the Board at (360) 478-6230 or via email at [jillb@kitsaptransit.com](mailto:jillb@kitsaptransit.com) by noon on the Wednesday before the meeting.

# KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING

## MINUTES OF FEBRUARY 5, 2019

### **Board of Commissioners Present:**

Daug, Leslie, City of Bremerton, Council Member - *Absent*

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

Stern, Ed, City of Poulsbo, 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; Steffani Lillie, Service and Capital Development Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Paul Shinnars, 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**

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

### **3. CHAIRPERSON'S COMMENTS**

Chairperson Medina opened up the meeting with comments from the Board members.

The Commissioners each expressed gratitude to those responsible for keeping our roads and public safe during the recent snow event, including the general public for slowing down on roads.

Executive Director Clauson shared a day in the life of Kitsap Transit when the snow falls and expressed his appreciation for the Kitsap Transit staff. During these events, Puget Sound Naval Shipyard (PSNS) Executive Director Rick Tift reaches out to Kitsap Transit to get an assessment of road conditions and bus service to PSNS. Clauson stated he then calls dispatch, who is in

contact with the supervisors out on the road to get a better assessment of the road conditions. Worker/Driver Supervisor Griffey checks in as well, providing communication with the Shipyard at 3:00AM. Clauson complimented the shipyard for taking Kitsap Transit's comments seriously and implementing the two hour delay recommendation. Clauson added that, during these events, a Customer Service Representative sits in the dispatch office so they can hear what is going on in Operations. In the event changes occur, the Customer Service Representative can contact the phone room so they are immediately up to date with changes on the street and can enter information onto the website. This activity went on all day long with many employees here late into the evening to assess what would occur the next day.

Operations Director Gustafson also acknowledged ACCESS Manager Vinecourt who was on duty early in the morning assessing what service could be provided.

#### **4. CITIZENS' ADVISORY COMMITTEE REPORT**

Operations Director Gustafson noted there was no meeting in December and reported that, at the January meeting, the Committee reviewed the December, January, February Board meetings, approved a request for membership renewal to the CAC, and received updates on the Kingston Fast Ferry, Routed Service Changes, and the Reservation System including the recommendation for fees for no shows.

#### **5. PUBLIC COMMENTS**

Roger Gay, South Kitsap, stated he uses DoubleMap and gets notifications but there are areas where it needs Wi-Fi connectivity and the Commissioners should look at connectivity in their areas. Gay shared his experience using public transportation to attend the Boat Show in Seattle and commented that the waiting areas for ferries need to accommodate the older generation and handicapped. During his travel on the fast ferry, walk-up passengers commented on wanting to receive a boarding pass for the 30 available seats, without having to wait for all of the reservations passengers to arrive.

#### **6. CONSENT/ACTION ITEMS**

- a. Warrants for December 2018
  - Warrant numbers transit fund 147550 to 147843 in the amount of \$2,031,268
  - Warrant numbers ferry fund 601338 to 601422 in the amount of \$3,334,299
  - Payroll transfers of \$1,684,929
  - ACH clearing account payments in the amount of \$39,828
  - Travel Advances in the amount of \$205
- b. Minutes of January 22, 2019 Special Board Meeting
- c. Resolution No. 19-16, Reappointment of Citizens' Advisory Committee Member

**Commissioner Gelder 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. Resolution No. 19-17, Adopting Revisions to Kitsap Transit's Bylaws*

**Commissioner Gelder moved and Commissioner Garrido seconded the motion to adopt Resolution No. 19-17, adopting the revisions to Kitsap Transit's Bylaws. Discussion: Commissioner Gelder noted the primary changes were around the board composition. Putaansuu noted changes specifically to the "at-large" position. Executive Director Clauson noted additional changes include annual review of outside committee appointments and the addition of the optional provisions. Chairperson Medina noted that this is the first meeting in February, and suggested the committee appointment be taken up at the end of the meeting. Motion passed unanimously.**

### *b. Resolution No. 19-18, Authorization to Request Bids for Non-Represented Compensation Study*

Executive Director Clauson reminded the Board of hiring the consultant for a non-represented salary survey approximately six years ago and that it had been many years prior to that, resulting in a fair amount of adjustments. At that time it was also discussed that the process be conducted on a regular basis. It has been almost six years since the last survey and the changes are not anticipated to be as significant as last time.

**Commissioner Putaansuu moved and Commissioner Rosapepe seconded the motion to adopt Resolution No. 19-18, authorizing staff to seek bids for a non-represented compensation study. Discussion: Commissioner Garrido asked if the same comparables would be used. Executive Director stated yes, historically we have used transit systems of a similar size, and the City of Bremerton and Kitsap County as local comparables. Human Resources Director Cartwright provided the specific agencies used including C-Tran, Whatcom, Intercity Transit, Ben Franklin, Community Transit and Kitsap County and City of Bremerton. When significant matches are not met within a classification, other agencies are used. Motion passed unanimously.**

### *c. Resolution No. 19-19, Authorization to Enact Waivers for Financial Crises*

Executive Director Clauson explained this action was taken during the recent federal shut-down for those who were required to show up for work but were not receiving compensation and it was unclear whether they would receive the transportation subsidy. After consultation with the Board Chair, free access to Kitsap Transit services was authorized shortly before the shut-down ended and continued to allow time for the subsidy to be reinstated. This resolution confirms the action taken and provides authority to the Executive Director to implement a similar response in future situations with concurrence from the Board Chair.

Commissioner Gelder spoke in favor of the resolution and asked how the cost is tracked, including loss of revenue and how to ensure cost recovery. Clauson stated there is not currently

a way to report this group, other than through ORCA as free rides, but he would like to work on a method to determine the impact. Part of the rationale in this situation was working with Federal employees living in Kitsap County who are commuting to Seattle by driving around or using Washington State Ferries to which there is a cost to their commute. The hope is Kitsap Transit would potentially gain new riders after utilizing the services.

Chairperson Medina spoke to the discussion with the Executive Director and decision to allow the free rides to Federal employees.

Commissioner Erickson spoke in support of the resolution and community impacts including utility bills, food banks and other financial assistance.

Commissioner Garrido spoke to the importance of letting our Federal legislators know the impact of government shut-downs to local communities.

**Commissioner Erickson moved and Commissioner Garrido seconded the motion to adopt Resolution No. 19-19, granting the Executive Director authority to enact waivers to particular groups/persons for future instances of financial crises. Discussion: Commissioner Wheeler spoke to his action of deferring utility payments until federal employees were back to work and spoke in support of the resolution. Motion passed unanimously.**

*d. Resolution No. 19-20, Wheaton Way Transit Center – Comcast Utility Conversion*

Executive Director Clauson explained this is part of the Wheaton Way Transit Center project and will underground the cable utilities across the property. Clauson noted that staff previously brought forward an agreement to underground Puget Sound Energy utilities and staff was able to work with the City of Bremerton, saving Kitsap Transit a substantial amount of money. Clauson thanked the Mayor and the City for their assistance.

Commissioner Gelder asked if these utilities are fronting the property or toward the apartments in the back of the property. Service and Capital Development Director Lillie explained it is the overhead utilities along the frontage that will be moved underground to eliminate the power poles.

**Commissioner Gelder moved and Commissioner Erickson seconded the motion to adopt Resolution No. 19-20, authorizing staff to execute an agreement with Comcast for utility conversion for the Wheaton Way Transit Center construction project in an amount not to exceed one hundred thirty-two thousand eight hundred seventeen dollars (\$132,817). Discussion: None. Motion passed unanimously.**

*e. Resolution No. 19-21, Automatic Voice Annunciation (AVA) Purchase & Installation*

Executive Clauson explained this resolution authorizes the addition of an automatic voice annunciation to call out the major intersections and stops for the visually impaired. The DoubleMap system is onboard the buses and this is an option that ties into the GPS location of the vehicles.

Commissioner Gelder spoke to the challenge of sitting in the back of the bus without the ability to hear and asked if the system will enhance the ability to hear regardless of where they are seated. Clauson explained the internal public announcement system will be used for the AVA. Gelder asked about the hearing impaired. Clauson stated they are looking into variable message signs with text announce for the next stop. Gelder asked about the public comment on the Wi-Fi connectivity. Clauson stated this component is not dependent on Wi-Fi, but there are areas in the county that are weak.

Clauson received additional information and informed the Board that the AVA upgrade will include the variable message signs.

Commissioner Rosapepe commended Kitsap Transit for moving forward with this equipment and noted it will be beneficial to the customers.

**Commissioner Garrido moved and Commissioner Putansuu seconded the motion to adopt Resolution No. 19-21, authorizing staff to procure, install and integrate DoubleMap Automated Voice Annunciation equipment and software for the fixed route fleet in the amount not to exceed one hundred sixty one thousand one hundred eighty three dollars and fifty four cents (\$161,183.54) plus applicable sales tax. Discussion: None. Motion passed unanimously.**

*f. DoubleMap Update & Demonstration*

Operations Coordinator Ruiz provided a real-time presentation and shared the features of the DoubleMap application.

Commissioner Erickson asked if it is possible to install DoubleMap on the Worker/Driver buses. Ruiz stated it is possible; however, it may be a security issue with the shipyard.

*g. Appointment of Puget Sound Regional Council.*

Commissioner Erickson explained that, a while back, the Puget Sound Regional Council (PSRC) asked that a transit representative be appointed to Transportation Policy Board (TransPol). Erickson is currently serving as Vice-Chair and expressed interest in continuing as the transit representative.

**Commissioner Garrido moved and Commissioner Wheeler seconded the motion to continue the appointment of Mayor Erickson to the Puget Sound Regional Council Transportation Policy Board. Discussion: None. Motion passed unanimously.**

## **8. PROGRESS REPORTS**

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

## **9. STAFF INFORMATION / EMPLOYEE RECOGNITION**

- a. Employee Recognition
  - Recognizing December 2018 Driver of the Month in Routed – *Martin Hinkle*
  - Recognizing December 2018 Driver of the Month in ACCESS – *Tom Doran*
  - 2018 Driver of the Year in Routed – *Doug Bauer*
  - 2018 Driver of the Year in ACCESS – *Clay Coffman*

Routed Operations Manager Jordan introduced Martin Hinkle as the December 2018 Routed Driver of the Month. Martin has been employed with Kitsap Transit since 2017 and this is his first time as Driver of the Month. His most memorable moment was looking at his watch wrong, calling into dispatch and then realizing he had plenty of time. Martin enjoys woodworking and traveling with his family. His words of advice to other drivers are "be prepared."

- b. January 2019 report from KT's state lobbyist

Commissioner Erickson spoke in opposition to Senate Bill 5424, regarding the increase in density in relationship to high capacity transit. She does not support legislature dictating land use policies.

Commissioner Medina asked about the fare box recovery for ACCESS service. Finance Director Shinnars stated it is approximately 3-4% on ACCESS and 15-20% for Routed.

## **10. OTHER PUBLIC COMMENTS:**

Roger Gay, South Kitsap, questioned what is driving the decision for the [free fare] resolution for Federal workers now, considering there have been ten furloughs since 1976. Gay clarified he was at the Port Orchard Foot Ferry when he received the message on the DoubleMap application that he needed Wi-Fi connection.

## **11. GOOD OF THE ORDER**

Commissioner Wheeler addressed City of Bremerton's decision to defer payment of utility bills due to the length of the shut down and the people needed assurances.

Commissioner Wolfe commented on the different problems today that are affecting a small county.

**12. ADJOURN:** Meeting adjourned at 9:44AM.

**ADOPTED** by the Board of Commissioner of Kitsap Transit at a regular meeting thereof, held on the 19th of February, 2019.

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Kol Medina, Chairperson

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Jill A. Boltz, MMC  
Clerk of the Board

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## Kitsap Transit 2018 Goals

In continuation of the goals from 2017, and in keeping with Kitsap Transit's mission statement of providing "safe, reliable and efficient transportation choices that enhance the quality of life in Kitsap County," Kitsap Transit staff hereby present the agency goals for 2018:

### Bus Service Planning/Improvements

### Percent of Completion

Adopt Comprehensive Route Analysis recommendations Public outreach and education Phase in implementation	<b>Phasing will take time, but all recommendations and outreach were completed</b>	100 %
On-going recruitment for drivers Continue to recruit for drivers to support current operations Phase in additional driver recruitment to coincide with phased-in service		100 %
Wheaton Way Transit Center under construction		100 %

### Passenger-only ferry projects

### Percent of Completion

Complete construction of hybrid ferry for the Port Orchard/Bremerton operation		90 %
Annapolis Ferry Dock Upgrade Project under construction	<b>Delayed due to NEPA Will occur in 2019 fish window for construction NEPA now complete</b>	-- %
Second RP-Class vessel under construction		100 %
Begin Kingston service Summer 2018	<b>Delayed due to outside forces Service started November 26, 2018</b>	100 %
Begin construction of bow-loading vessel		100 %

### Environmental Sustainability

### Percent of Completion

Convert all buses and/or fleet vehicles to bio-diesel		100 %
Perform pilot test of full-size electric transit bus		100 %

### Administration

### Percent of Completion

Maintain full staffing, with zero open positions and on-going operator recruitment		100 %
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Effective 12/31/18