

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF December 03, 2024

Board of Commissioners Present:

Driskell, Robert, Teamsters Local No. 589, *non-voting member*
Erickson, Becky, Mayor, City of Poulsbo
Garrido, Charlotte, Kitsap County Commissioner
Mockler, Anna, Councilmember, City of Bremerton – *Virtual-left meeting at 9:10 AM due to audio issues*
Moriwaki, Clarence, Councilmember, City of Bainbridge Island
Putansuu, Robert, Mayor, City of Port Orchard, **Vice Chair**
Rolfes, Christine, Kitsap County Commissioner
Stern, Ed, Councilmember, City of Poulsbo
Walters, Katie, Kitsap County Commissioner
Wheeler, Greg, Mayor, City of Bremerton, **Chair**

Staff Present:

Jackie Bidon, Clerk of the Board, Public Records Officer; Michael Bozarth, Operations Director (*virtual*); John Clauson, Executive Director; Cyndi Griffey, Worker/Driver Manager; Dennis Griffey, Vehicle and Facilities Maintenance Director; Steffani Lillie, Service and Capital Development Director; Mary Pauly, Human Resources Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Raymond Scott, Marine Services Director; Paul Shinnars, Finance Director; Jeff Vinecourt, ACCESS Manager

Also Present: David Weibel, Legal Counsel

Select the video BKAT hyperlink below or copy and paste into your browser address field to hear the Kitsap Transit Board of Commissioners discussion of a specific topic, or the complete meeting. Note the video time stamp beside the topic.

<https://bremerton.vod.castus.tv/vod/?video=c1cda581-5167-4567-9415-05db528cd20a&nav=search%2FKitsap%20Transit>

1. CALL TO ORDER: Chairperson Wheeler called the meeting of the Kitsap Transit Board of Commissioners to order at 8:30 AM. Mayor Wheeler called for the Kitsap Transit Board members to introduce themselves and state their jurisdictions.

2. AGENDA REVIEW

3. CHAIRPERSON'S COMMENTS

0:01:58, No Chairperson comments.

4. CONSENT / ACTION ITEMS:

- a. Warrants for October 2024
 - o Warrant numbers transit fund 170524 to 170930 of \$9,952,481

- o Warrant numbers ferry fund 608335 to 608458 of \$2,476,642
- o Payroll Account disbursements of \$4,444,517
- o ACH clearing account payments of \$59,905
- o Travel Account Disbursements of \$5,359
- o Purchasing Card Disbursements of \$61,522
- b. Minutes of May 21, 2024
- c. Minutes of November 05, 2024
- d. Resolution No. 24-72, Amending Bylaws – Time Change
- e. Resolution No. 24-73, Award Contract Legislative Liaison
- f. Resolution No. 24-74, Approve Kitsap Transit Safety Plan
To view the Kitsap Transit Safety Plan, copy and paste or select the following hyperlink:
<https://www.kitsaptransit.com/uploads/pdf/4.f3resolutionno.24-74kitsaptransitagencyplanexhibita.pdf>
- g. Resolution No. 24-75, Adoption of 2025 Goals
- h. Resolution No. 24-76, Adoption of 2025 Legislative Priorities

00:02:05, **Mayor Putaansuu moved and Mayor Erickson seconded the motion to approve the Consent Agenda.**

Motion passed unanimously.

5. FULL DISCUSSION / ACTION ITEMS

- a. Presentation – Kitsap Transit 2025 Budget
 - Resolution No. 24-77 Approve Kitsap Transit 2025 Budget

00:02:39, Executive Director Clauson stated that he defers to Finance Director Paul Shinnars for the presentation. Clauson gave an overview of the budget including six new positions in the Maintenance Department, one cyber-security position in the IT Department and one courier position to work as a shuttle operator between the Charleston Base and remote parking.

00:04:56, Finance Director Paul Shinnars shared that the following three resolutions are budget-related: the 2025 Kitsap Transit Budget, Releasing Restricted Funds, and establishing a Fuel Stabilization Reserve for the Ferry Fund. The 2025 Budget and related resolutions have been discussed in the one-to-one meetings with the Board. Shinnars presented details of the 2025 Operating Budgets for Transit and Ferry. He reminded the Board members that Kitsap Transit is requesting approval of the 2025 Budget and that he included a five-year outlook to keep the Board members informed of historic trajectory assumptions and potential effects to the outlook years.

Discussion:

0:31:31, Board discussion followed regarding a long-term plan for ferry vessel replacement, long-term budget assumptions, grant funding and local funding.

00:45:01, Councilmember Moriwaki moved and Mayor Putaansuu seconded the motion to adopt Resolution No. 24-77, approving the 2025 Operating and Capital budgets for the Transit Fund and the Ferry Fund, the structure and staffing chart, and the non-represented salary schedule for Kitsap Transit as presented in Exhibits A through D.

Discussion: None.

Motion passed unanimously.

b. Resolution No. 24-78, Approve Release of Restricted Funds

00:46:27, Finance Director Paul Shinnors briefed the Board on the restricted reserves funded by the COVID Stimulus funds and that sales tax is performing better than expected. The Board had approved setting aside the funds in the fleet and capital reserves to prepare for the future if needed. Shinnors shared that in the past two years, sales tax has been performing less than the historical average, and some of the projects started with the stimulus funds are nearing the completion stage; we need to draw upon the reserves.

00:48:22, Mayor Putaansuu moved and Councilmember Moriwaki seconded the motion to adopt Resolution No. 24-78, authorizing the release of fleet and capital reserves in the Transit Fund of sixteen million dollars (\$16,000,000) and one million dollars (\$1,000,000) in the Ferry Fund.

Discussion: None

Motion passed unanimously.

c. Resolution No. 24-79, Approve Fuel Stabilization Reserve for Ferry Fund

00:49:12, Finance Director Paul Shinnors shared that this resolution is to create a fuel reserve for ferry operations. The policy states that, when the fuel cost is under the budgeted amount, Kitsap Transit will add the difference to the reserve. When the fuel cost exceeds the budgeted amount, Kitsap Transit will draw upon the reserve. He added that the reserve is capped at the last calendar year consumption and would never be more than two times the prior year consumption.

00:50:56, Councilmember Moriwaki moved and Commissioner Walters seconded the motion to adopt Resolution No. 24-79, authorizing a restricted fuel stabilization reserve for the Ferry Fund effective for the 2024 calendar year to mitigate the risk of fuel price volatility as presented in this resolution.

Discussion: None.

Motion passed unanimously.

d. Mayor Wheeler Appoints At-Large Position

00:55:58, Executive Director Clauson shared an overview of a past Board Composition Review that established an At-Large seat on the Kitsap Transit Board Commissioners. Occupation of this seat is rotated among the smaller cities with Port Orchard being the next city in the rotation. The Port Orchard City Council has made their decision and Chairperson Mayor Wheeler will make the appointment for the At-Large seat.

00:56:41, Mayor Wheeler shared that he appreciates this process and Councilmember Stern's service on the Kitsap Transit Board of Commissioners. He turned to Mayor Putaansuu to make the announcement.

00:57:05, Mayor Putaansuu stated that the Port Orchard City Council has selected Councilmember Jay Rosapepe to fill the At-Large seat on the Kitsap Transit Board of Commissioners.

00:57:55, Mayor Wheeler appointed Councilmember Jay Rosapepe as the At-Large member on the Kitsap Transit Board of Commissioners for the two-year term beginning January 1, 2025.

0:58:17, Board member comments in honor of Councilmember Stern's tenure.

e. Selection of Chairperson and Vice Chairperson for 2025

0:58:53, Mayor Wheeler requested the Board members decide on Chairperson and Vice Chairperson for 2025.

Commissioner Rolfes Moved and Mayor Erickson seconded the motion to nominate Mayor Putaansuu as Chair and Commissioner Walters as Vice-Chair for 2025.

Discussion: No other nominations were made.

Motion passed unanimously.

f. Board Recognition

1:00:45, Executive Director Clauson acknowledged members of the Board whose terms end on December 31, 2024.

- Outgoing member, Councilmember Ed Stern, Poulsbo, 2023 – 2024
- Mayor Wheeler, outgoing Board Chair (remains on the Board), 2024
- Outgoing member, Commissioner Charlotte Garrido, 1997 – 2000 and 2009 – 2024

1:22:42, Councilmember Stern and Mayor Wheeler were presented with acrylic plaques of appreciation. After a short presentation commemorating her involvement on Kitsap Transit's Board, Commissioner Garrido, who is retiring, was presented with the customary fare box as well as a "20 Years of Service" pin.

6. EXECUTIVE DIRECTOR ITEMS

1:23:40, Executive Director Clauson updated the Board on the Automatic Passenger Counter (APC) system installation and volume levels. He stated that it was brought to their attention that the volume levels on the announcement system were too loud. He shared that the system was shut down and relayed steps taken to resolve this issue.

7. STAFF RECOGNITION / PROGRESS REPORTS

- a. Recognizing Drivers of the Month for October 2024 (8:45am)

00:52:47, Cyndi Griffey, Worker/Driver Manager, recognized the Routed Driver of the Month for October 2024, Elexi Shipp.

00:54:28, Cyndi Griffey, Worker/Driver Manager, recognized the Worker/Driver of the Month for October 2024, Laurence 'Bud' Price.

- b. December 2024 Report from KT Lobbyist
- c. Draft Financial Reports through October 2024
- d. Capital Work in Progress October 2024
- e. Fuel Costs Report through the end of November 2024
- f. 3rd Quarter System Performance Report 2024
- g. 3rd Quarter Financial Report Transit
- h. 3rd Quarter Financial Report Ferry

Reports stand as presented.

8. PUBLIC COMMENTS

1:30:48, PamAlonia McCrary spoke to the volume level of the Clever Devices ASA announcements on the Kitsap Transit buses. See attached Public Comments document.

1:33:47, Mayor Wheeler thanked Ms. McCrary for her public comments and requested that Kitsap Transit communicate with her. Staff agreed to communicate with Ms. McCrary to address her questions.

9. FOR THE GOOD OF THE ORDER:

1:35:01, Councilmember Stern thanked Kitsap Transit and Board members for their kind words.

1:35:37, Mayor Wheeler stated that the past year has been a pleasure and that he enjoyed being the Chair.

10. ADJOURN: At 10:06 AM, Chairperson Wheeler adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 7th day of January, 2025.

Attest:

DocuSigned by:
Jackie Bidon
2395D24B46804E7...
Jackie Bidon, Clerk of the Board

Signed by:
Rob Putaansuu
3B96492E3F5847D...
Rob Putaansuu, Chairperson

Jackie Bidon

From: Persona Anonymous [REDACTED]
Sent: Tuesday, December 3, 2024 12:59 PM
To: Jackie Bidon
Cc: John Clauson; Steffani Lillie; Lindsay Cook
Subject: [EXTERNAL] Follow-up to my Dec 3 remarks at the BoC meeting

Follow Up Flag: Follow up
Flag Status: Completed

Dear KT Board of Commissioners and Kitsap Transit Management

Below are my questions that I submitted to the Board's December 3, 2024, Board of Commissioners Meeting:

CFR 49 665.7 (a)

In each application to the FTA any bus model with a major change in configuration or components to be acquired or leased with funds obligated by the FTA, the recipient shall certify that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required in this part.

The sound level meter must meet or exceed Type 1 or S1A requirements of American National Standard Specification for sound level meters.

Is KT checking the sound with a meter that meets or exceeds Type 1 or S1A requirements of National Standard Specification for sound level meters?

If not, will KT purchase one?

Does the purchase require a board resolution?

What training and qualifications do the Compliance department have to test and determine the sound levels?

Who at KT determines what the sound level will be since Clever Devices requires that KT determine the acceptable sound level?

Please note, the following are remarks intended to explain the above remark and subsequent questions. These remarks are not verbatim of my remarks when I spoke to the Board because those remarks were spontaneous.

By chance I rode on November 26, 2024, a KT coach during an AVAs test. One of three Compliance department staff members aboard the coach, while engaging in conversation, measured the sound level of the AVAs while sitting under a speaker with a smartphone on his lap.

A sound meter downloaded onto a smartphone does not comply with Type 1 or S1A requirements of American National Standard Specification for sound level meters.

Please note, the following remarks are intended to explain my specific question about the qualifications and training of the Compliance department.

When by chance I rode on November 26, 2024, a KT coach during an AVAs test, I suggested to the Compliance manager that multiple speakers increase the overall volume. Although this was a suspicion I drew after the Compliance manager expressed amazement that I couldn't hear her and her colleagues talking yet I heard the AVAs loud and clear with my ear plugs in and my earmuffs on, my suspicion was right on the mark: more speakers on the same frequency increase the volume. However, I perceived skepticism to my suggestion. I also received pushback when I told the staff member who measured the sound level of the AVAs that his measured sound of 75 db was too loud.

I know that his "measured" 75 dB was too loud because although I couldn't hear even a hint of normal human speech at a six feet distance, wearing both earplugs and earmuffs, I heard every word of the AVAs distinctly. My NRR33 ear plugs and NRR31 earmuffs together reduce noise by 25 decibels (NRR number - 7 ÷ 2), which means the measured 75 dB sound level of the AVAs, for me, would have been 50 dB, and yet my perception was that the AVAS, through my ear plugs and earmuffs, was higher than normal human speech, which is about 55 dB.

I anticipate a detailed and timely reply to my questions to which Commissioner Wheeler committed the Board and Kitsap Transit.

Thank you

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