

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF January 07, 2025

Board of Commissioners Present:

Driskell, Robert, Teamsters Local No. 589, *non-voting member*
Erickson, Becky, Mayor, City of Poulsbo
Mockler, Anna, Councilmember, City of Bremerton
Moriwaki, Clarence, Councilmember, City of Bainbridge Island
Putansuu, Robert, Mayor, City of Port Orchard, **Chair**
Rolfes, Christine, Kitsap County Commissioner
Root, Oran, Kitsap County Commissioner
Rosapepe, Jay, Councilmember, City of Port Orchard
Walters, Katie, Kitsap County Commissioner, **Vice Chair**
Wheeler, Greg, Mayor, City of Bremerton

Staff Present:

Sanjay Bhatt, Marketing & Public Information Director; Jackie Bidon, Clerk of the Board, Public Records Officer; John Clauson, Executive Director; 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 Shinnors, Finance Director

Also Present: David Weibel, Legal Counsel

Select the video Zoom address 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.

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1. CALL TO ORDER: Chairperson Putansuu called the meeting of the Kitsap Transit Board of Commissioners to order at 10:30 AM.

2. AGENDA REVIEW

Upon review by the Board, the agenda remained unchanged.

3. CHAIRPERSON'S COMMENTS

0:00:30, Mayor Putansuu stated that it is a pleasure to Chair of the Kitsap Transit Board of Commissioners.

4. COMMUNITY ADVISORY COMMITTEE REPORT

0:00:47, Executive Director Clauson shared that the Community Advisory Committee (CAC) meeting was held on 12/11/2024. The meeting was a potluck thanking the members for their service and time on the committee. The CAC reviewed the Board agenda and discussed the Kitsap Transit 2025 budget. Members supported establishing the fuel stabilization fund for the ferry operation. Members shared feedback they have received on the following items: support of route 391 from Kingston to Bainbridge Island, challenges with bus stops in rural areas, and bike rack design to accommodate larger bike tires on the RP1 vessels.

0:02:27, Mayor Putaansuu introduced the Kitsap Transit Board of Commissioners' new members. Kitsap County Commissioner Oran Root and Member at Large, Port Orchard Councilmember Jay Rosapepe.

5. CONSENT / ACTION ITEM:

- a. Warrants for November 2024
 - o Warrant numbers transit fund 170931 to 171211 of \$2,293,766
 - o Warrant numbers ferry fund 608459 to 608568 of \$1,638,444
 - o Payroll Account disbursements of \$3,458,797
 - o ACH clearing account payments of \$24,567
 - o Travel Account Disbursements of \$7,839
 - o Purchasing Card Disbursements of \$75,880
- b. Minutes of December 03, 2024
- c. Resolution No. 25-01, 1st Quarter 2025 Procurements
- d. Resolution No. 25-02, Liability Insurance WSTIP Renewal
- e. Resolution No. 25-03, CO2 - Carlisle II, USCG Inspection
- f. Resolution No. 25-04, CO2 - KT 24-908, Reliance Engine Replacement
- g. Resolution No. 25-05, Acknowledging Purchase Two Marine Engines

0:03:16, **Mayor Erickson moved and Commissioner Walters seconded the motion to approve the Consent Agenda.**

Motion passed unanimously.

6. FULL DISCUSSION / ACTION ITEMS

- a. Resolution No. 25-06, SR16 P&R Compensation Payment

0:09:10, Executive Director Clauson shared that this resolution is regarding a condemnation action to acquire real property located on Sidney Road SW, Port Orchard for the SR16 Park & Ride. Kitsap Transit initially deposited \$441,000 with the Clerk of the Court. On January 2, 2025, the trial court judge made Findings of Fact and Conclusions of Law and held the Just Compensation to be \$692,721. Kitsap Transit is asking Board approval to deposit \$251,751 with the Clerk of the Court for the condemned property. Property owners had asked the court for compensation of \$1.3 million for the property.

0:11:19, Councilmember Moriwaki moved and Commissioner Rolfes seconded the motion to adopt Resolution 25-06, authorizing staff to deposit \$251,751 with the Clerk of the Court as full payment of the Just Compensation found by the trial court in exchange for acquisition of the Condemned Property, Parcel 112301-2-013-2006.

Discussion: None.

Motion passed unanimously.

0:12:17, Executive Director Clauson shared that with the Boards action this morning, Kitsap Transit has now closed on all the parcels needed to complete this project.

b. Resolution No. 25-07, Award Contract – Gateway TOD Study

0:12:43, Executive Director Clauson stated that this resolution is giving Kitsap Transit authority to award a contract to a consultant that will help take the Gateway Center, as a Transit Oriented Development, to the next level, figuring out what the outcome will be with the ability to move the ACCESS operations to the Gateway Center. The consultant will be able to specifically identify what areas will need to be looked at and changed to help decide what the next steps will be. He added that this is a Federally funded grant project.

Discussion:

0:13:30, Board discussion included conversations on current code, zoning, Charleston Business District boundaries, residential units, workplaces, parking, ACCESS bus storage, best use of property from a transit perspective, and alternative options if not feasible. The amount of the Federal Grant awarded to Kitsap Transit was \$680,000. Phase One was completed and included the housing concept for the project. The remaining amount of the grant will expire June 2025; if not utilized, Phase Two will not be completed.

0:29:16, Councilmember Rosapepe moved and Councilmember Moriwaki seconded the motion to adopt Resolution 25-07, authorizing staff to award a contract for the Gateway Center Transit Oriented Development Study to Hewitt in an amount of one hundred ninety-seven thousand fifty-two dollars (\$197,052).

Motion passed with eight (8) yays and one (1) opposed (Commissioner Mockler).

c. Resolution No. 25-08, Award Contract – South Base Expansion Study

0:33:20, Executive Director Clauson shared that this resolution is to award a contract to a consultant for a planning study for the South Base facility. The study will give concepts, ideas, and options available for the long-term use of the base. The study would include environmental sensitivity, storage expansion, and fueling, keeping in mind Kitsap Transit’s footprint in the area.

Clauson stated this is the first step in assessing the next steps on improving the site or potentially looking at another site for operations in the South.

0:35:43, Councilmember Mockler moved and Councilmember Rosapepe seconded the motion to adopt Resolution 25-08, authorizing staff to award contract KT 24-920 to TCF Architecture for the South Base Planning Study Project in the amount of two hundred fifteen thousand nine hundred forty-nine dollars (\$215,949).

Discussion:

0:34:5, Board discussion included the South Kitsap school district having issues with fueling and if Kitsap Transit would consider a partnership with them regarding fueling.

Executive Director Clauson shared that Kitsap Transit could explore that as a future option but that Kitsap Transit needs to find out what is available with the footprint they have now.

Motion passed unanimously.

- d. Resolution No. 25-09, Approve Gillig Bus Purchase

0:40:00, Executive Director Clauson stated that this resolution is requesting to place an order for ten (10) heavy duty electric buses and, in addition, purchase five (5) 30' clean diesel buses. Gillig does not make 30' battery electric buses at this time, and Kitsap Transit's fleet of 30' buses is at the point of needing to be replaced. He shared that this order will not replace the entire fleet of 30' buses and hopes that when the next order of 30' buses is made, Gillig will be in production of 30' electric buses.

Discussion:

0:41:27, Board discussion included conversations on anticipated delivery of the buses, when the Silverdale Transit Center induction system will be completed, and buses for the 2026 FIFA event.

Executive Director Clauson stated that the Silverdale Transit Center should be induction-ready in mid-February. He shared they are in the process of turning them on and commissioning them one at a time.

Dennis Griffey, Vehicle Maintenance Director, stated that the delivery for the battery electric buses is 18 to 24 months out and diesel buses are 8 to 14 months out.

0:44:02, Councilmember Moriwaki moved and Councilmember Rosapepe seconded the motion to adopt Resolution No. 25-09, authorizing staff to purchase up to ten (10) heavy duty electric Gillig buses and five (5) clean diesel buses at the estimated cost of eighteen million dollars (\$18,000,000).

Motion passed unanimously.

- e. Resolution No. 25-10, Award KT 24-941 – Admiral Pete USCG Inspection and Repairs

0:46:36, Executive Director Clauson stated that this resolution is requesting approval to award a contract to Haven Boartworks, LLC. They are able to lift the vessel out of the water, making it available for the Coast Guard inspection and to perform repairs identified by Marine Services.

0:47:46, Board discussion included the USCG inspection that could potentially find additional repairs needing to be done, future Change Orders for repairs, and other facilities that bid on this project, contacting WorkSource for recruiting from their apprentice program.

0:49:00, **Commissioner Walters moved and Commissioner Root seconded the motion to adopt Resolution No. 25-10, authorizing staff to award KT 24-941 M/V Admiral Pete USCG Inspection and Repairs Project to Haven Boatworks, LLC, in the amount of one hundred sixteen thousand two hundred seventy-six dollars (\$116,276).**

Motion passed unanimously.

- f. Resolution No. 25-11, Approve CO1 - KT 24-926 Marine Engine Overhauls

0:55:07, Executive Director Clauson stated that the resolution is asking for approval of Change Order 1 for additional parts needed to complete marine engine overhauls. NC Power Systems anticipated the cost of marine engine rebuilds and included they may locate additional repairs needed upon inspection of the engines. Based the complete inspection, additional parts are needed to complete the engine overhauls.

0:56:28, **Councilmember Moriwaki moved and Councilmember Mockler seconded the motion to adopt Resolution No. 25-11, authorizing staff to approve contract Change Order 1 in the amount of thirty-six thousand two hundred eighty dollars (\$36,280). The additional expenditure increases to two hundred fifty thousand nine hundred eighty-five dollars (\$250,985) and reauthorizes the Executive Director's authority in accordance with Kitsap Transit's Procurement Policy.**

0:57:00, Board discussion included the cost of marine engines and engine replacement plan.

Executive Director Clauson shared that engine replacement is in the long-term plan and that Kitsap Transit now has an inventory of parts to prolong the life of the engines.

Motion passed unanimously.

7. EXECUTIVE DIRECTOR ITEMS

1:00:13, Executive Director Clauson briefed the Board on the following items.

- Approved 2025 Budget Scrivener's errors in salary schedule.
 - Missing positions: Physical Assessment Coordinator, Drug & Alcohol Program Manager, and Vehicle Maintenance Supervisor Trainer.
 - Position in wrong range: Vessel Maintenance Manager is in Range 44, should be in Range 46, as a result of a recent reclass.
- Ferry Operation Update
 - Recap from Mid-December:
 - Lady Swift: Engines ordered from New York
 - RP1: In Port Townsend getting engines swapped
 - Increased Southworth sailings
 - Agreement with King County Metro to lease M/V Spirit of Kingston (not needed, as vessels were back in time for service)
 - Return of each vessel:
 - Engines are in for Lady Swift. Scope of work out for bid
 - RP1 back in service; still running alternate schedule in Bremerton until Reliance return
 - Commander back in service Monday in Kingston
- Assistance during 911 emergency call
 - January 1, 2025 – Vehicle into apartment building's gas line, causing evacuation of surrounding residents. Call from Kitsap 911 requesting buses to be used as warming stations.
 - Transit Operators Mike Riley and Troy Ericson, as well as Supervisor Mike Prothero, responded.
 - KT had two 40' coaches staged in two locations, one near Sylvan/Wheaton at Westside Pizza, and one near Almira/Spruce.
 - Vehicles were well used. At one point, one had 12 passengers, 1 of which was a wheelchair, and 2 dogs on board.

8. STAFF RECOGNITION / PROGRESS REPORTS

- a. Recognizing *ACCESS* Driver of the Month for October 2024 (10:45am)
- b. Recognizing Drivers of the Month for November 2024 (10:45am)

0:04:32, Jeff Vinecourt, *ACCESS* Manager, recognized the *ACCESS* Driver of the Month for November 2024, Jean Pinza.

0:06:47, Cyndi Griffey, Worker/Driver Manager, recognized the Worker/Driver of the Month for November 2024, Ed Gonzales.

0:38:22, Kathryn Jordan, Routed Manager, recognized the Routed Driver of the Month for November 2024, Norkay Sherpa.

- c. Kitsap Transit Legislative Report January 2025
- d. Draft Financial Reports through November 2024

- e. Capital Work in Progress November 2024
- f. Fuel Costs Report through the end of December 2024

9. PUBLIC COMMENTS

1:14:39, Dale Livermore, Routed Operator, commented on driver safety, drug problems, and the possibility of transit police.

10. FOR THE GOOD OF THE ORDER:

1:09:05, Councilmember Moriwaki shared that he received an email asking if Kitsap Transit would be participating in the memorial for King County Metro Operator Shawn Yim on January 10, 2025.

Executive Director Clauson stated that Kitsap Transit is working with the ATU and will have a coach in the memorial procession on January 10, 2025.

1:10:09, Councilmember Mockler requested an update on the software installation for the ridership data.

Executive Director Clauson shared that Kitsap Transit is starting to receive data and is expecting higher accuracy in ridership numbers in March 2025.

1:12:29, Mayor Putaansuu stated that the ORCA system gives ridership data of when and where a rider gets on the bus but is not able to give data as to where the passenger gets off the bus. He asked if the new system would have data of where a passenger gets off the bus.

Executive Director Clauson stated that the new system will not tell you that passenger A got on the bus at a specific location and got off the bus at a specific location. The system will tell Kitsap Transit that ten people got on the bus at a specific location and five people got off the bus at another location. ORCA will record anyone that is paying a fare when passengers tap their card. The APC records every passenger that steps on the bus and every passenger that steps off the bus.

1:15:22, Commissioner Rolfes commented that she would like the Board to look at driver and passenger safety in Kitsap County. She is thankful that Kitsap Transit will be at the Kingston Citizen Advisory Council meeting to discuss transit and ferry service.

1:16:34, Mayor Erickson spoke to the driver/passenger safety issue and the lack of funding for transit police. She stated that there is a need for some sort of policing, driver barriers, or other safety measures to be in place. She added that free transit could jeopardize the safety of passengers and drivers.

Mayor Wheeler stated that they could split safety for drivers from safety for passengers and address all safety aspects.

Councilmember Mockler shared that she agrees public safety should be thought about all the time but disagrees with Mayor Erickson’s comments on fare free transit. She stated that driver demand for fares is the biggest flash point and should be an argument for fare free.

Councilmember Rosapepe stated that the safety issue could be addressed in a Board Work Study meeting.

11. ADJOURN: At 11:53 AM, Chairperson Putaansuu adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 4th day of February, 2025.

Attest:

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Jackie Bidon
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Jackie Bidon, Clerk of the Board

Signed by:
Rob Putaansuu
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Rob Putaansuu, Chairperson