

## **KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF February 18, 2025**

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

Driskell, Robert, Teamsters Local No. 589, *non-voting member*  
Erickson, Becky, Mayor, City of Poulsbo - *Remote Attendance, departed 9:56 AM*  
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 - *Departed at 9:21 AM*

### **Staff Present:**

Jackie Bidon, Clerk of the Board, Public Records Officer; Michael Bozarth, Operations Director; John Clauson, Executive Director; Dennis Griffey, Vehicle and Facilities Maintenance Director; Steffani Lillie, Service and Capital Development 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.

[https://kitsaptransit.zoom.us/rec/share/rA0QUMrKY3B3HFWBuHdDH8VfOIBpTAKxkY2HTPv\\_NnBqJ2tIz2-AE1zJOpUaPT9d.Pxt8SEdWQvemA5J7](https://kitsaptransit.zoom.us/rec/share/rA0QUMrKY3B3HFWBuHdDH8VfOIBpTAKxkY2HTPv_NnBqJ2tIz2-AE1zJOpUaPT9d.Pxt8SEdWQvemA5J7) Passcode: ?Q@8E&sz

**1. CALL TO ORDER:** Vice Chairperson Walters called the meeting of the Kitsap Transit Board of Commissioners to order at 8:35 AM.

### **2. AGENDA REVIEW**

Upon review by the Board, the agenda remained unchanged.

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

0:09:12, Mayor Putansuu shared that he and Executive Director Clauson traveled to the Passenger Vessel Association Conference recently. He stated that they rode on a 12-passenger vessel and at 15 knots the vessel rises out of the water riding, on wing-like structure. The vessel, by Artemis, is

a battery-operated prototype that takes one hour to charge and operates for one hour on that charge.

#### **4. COMMUNITY ADVISORY COMMITTEE REPORT**

*0:06:07*, Service & Capital Development Director Steffani Lillie shared that the Community Advisory Committee (CAC) meeting was held on January 30, 2025.

Three concerns were brought up by the committee members:

- Members are concerned that the 5 minutes allowed for loading and securing wheelchair passengers is not enough time.
- Route 85 is overcrowded and consistently late.
- Members would like the Kitsap Transit website to be more mobile and user friendly.

Director Lillie stated that Kitsap Transit is involved in a transition plan for all facilities, bus stops, and operations to ensure they are up to date with all ADA requirements. Marketing is actively working and under design updating the Kitsap Transit website with new features that tie into the Clever Devices system. CAC members were given a presentation on the new rider alert messaging system that should be rolled out shortly.

*0:08:07*, Commissioner Walters turned the meeting over to Mayor Putaansuu.

#### **CONSENT / ACTION ITEM:**

- a. Warrants for November 2024
  - Warrant numbers transit fund 171212 to 171475 of \$2,652,641
  - Warrant numbers ferry fund 608569 to 608690 of \$3,289,606
  - Payroll Account disbursements of \$3,452,086
  - ACH clearing account payments of \$73,813
  - Travel Account Disbursements of \$4,173
  - Purchasing Card Disbursements of \$36,659
- b. Minutes of June 18, 2024
- c. Minutes of January 7, 2025
- d. Resolution No. 25-14, Approve Reappointment of CAC Member

*0:13:09*, **Councilmember Moriwaki moved and Councilmember Rosapepe seconded the motion to approve the Consent Agenda.**

**Motion passed unanimously.**

#### **5. FULL DISCUSSION / ACTION ITEMS**

- a. Resolution No. 25-15, Approve Marine Insurance 2025 Renewal

0:13:38, Executive Director Clauson shared that the resolution is for the Marine insurance renewal for 2025. *Unintelligible, microphone cut out.*

0:15:09, Mayor Erickson shared that the sound via Zoom is breaking in and out. It is difficult to hear.

**Discussion:**

0:16:44, Finance Director Paul Shinnars stated that the increased insurance premium is less than four percent.

0:17:00, Councilmember Mockler asked for clarification on the line listed as "Bumbershoot over MGL".

0:17:12, Director Shinnars shared that Marine Services has a completely different vernacular and that the bumbershoot is excess, marine liability coverage for trips and falls. The base layer is one million dollars and the bumbershoot is nine million dollars. The one billion dollars is protection and indemnity which is the liability over the crew and vessels.

0:18:33, **Councilmember Moriwaki moved and Commissioner Root seconded the motion to adopt Resolution 25-15, authorizing the payment of the 2025 liability and property insurance premium of seven hundred eighty-eight thousand five hundred twenty-six dollars (\$788,526).**

**Motion passed unanimously.**

- b. Resolution No. 25-16, Approve Disposal of Surplus 2025

0:19:37, Executive Director Clauson stated that Kitsap Transit is asking for permission to surplus some of the equipment and retain some of the vehicles or equipment scheduled for surplus that could possibly be used for the World Cup. He shared that the vehicles held from the surplus are in a condition that could provide assistance during the event and would be stored until the World Cup.

**Discussion:**

0:21:27, Commissioner Rolfes shared that the Board had previously discussed surplus items donated to nonprofits. *Unintelligible, microphone cut out.*

Executive Director Clauson shared that the vehicles listed as surplus are not repairable or are too expensive to repair and could not be offered to nonprofit organizations.

**Summary: 0:21:25**

Board discussion followed:

- How would nonprofit organizations be notified of surplus?
- Why is the Associated sale value, if sale is to government entities or nonprofit organizations, blank?
- Who determines the value of surplus items?
- Requirements of the State Constitution and the Auditor.
- Who would nonprofit organizations contact at Kitsap Transit if interested in a surplus vehicle?
- Kitsap Transit to report back to the Board on who the nonprofit organizations should contact if interested in surplus vehicles.
- Kitsap Transit to send notifications of surplus announcements to Board members and county to share information on surplus items with nonprofit organizations.

Staff discussion on challenges of donating surplus vehicles to nonprofits, highlighting the need to establish value for these vehicles. Staff are working on a process to notify nonprofits about the availability of these vehicles. Staff also mentioned the possibility of using auction sites to sell surplus vehicles. Staff are considering how to best serve the community, particularly veterans, while adhering to state law and federal requirements. The idea of reaching out to specific nonprofits was also discussed. Staff also mentioned the need for a report on the decision-making process for surplus vehicles. Staff will continue to work on the processes of notifying, pricing, regulations, and marketing of surplus availability and nonprofit organizations.

**0:27:09, Councilmember Moriwaki moved and Councilmember Rosapepe seconded the motion to adopt Resolution 25-16, authorizing staff to surplus Kitsap Transit vehicles, equipment, and parts shown in Exhibit A, in the best interest of the agency.**

**Motion passed unanimously.**

- c. Resolution No. 25-17, Approve CO1-KT 24-941 Admiral Pete Repairs

**0:30:14,** Executive Director Clauson shared that during Coast Guard inspections, repairs were identified that generated a change order exceeding his 10 percent authority. He reached out to the Board Chair and authorization was granted to continue work on the vessel. After the first change order approval, additional repairs were discovered and a second change order was necessary. Executive Director Clauson reached out to the Board Chair and authorization was granted for Change Order 2, and work continued on the vessel. This resolution is to notify the Board of Change Orders 1 and 2 and Board Chair authorization to move forward with repairs. The repairs were underway and the vessel is expected to be back in service soon.

**0:35:43, Councilmember Rosapepe moved and Councilmember Rolfes seconded the motion to adopt Resolution 25-17, acknowledging the Executive Director utilized delegated authority to approve change order 1-2, with concurrence of the Board Chair, for KT 24-941**

**the M/V Admiral Pete USCG Inspection and Repairs project in the amount of forty-three thousand six hundred thirty-three dollars (\$43,633), and reauthorizes Executive Director's contract authority in accordance with Kitsap Transit's Procurement Policy.**

**Motion passed unanimously.**

d. Resolution No. 25-18, Approve Propane Pump and Dispenser Purchase

0:37:49, Executive Director Clauson stated that current policy requires Board approval for any Capital expenditure not included in the approved Capital budget, regardless of the value. Kitsap Transit is requesting the Board delegate the award selection to the Executive Director, allowing him to proceed with the bid process for the purchase and installation of a replacement propane pump and dispenser. He shared that Kitsap Transit has 58 propane vehicles in its fleet and with the failure of the propane pump and dispenser at Charleston Base, there is an urgency to expedite the replacement.

**Discussion:**

0:40:00, Commissioner Root asked if this would be a replacement or repair.

Executive Director Clauson stated that it is a replacement.

0:44:30, **Councilmember Mockler moved and Commissioner Walters seconded the motion to adopt Resolution No. 25-18, delegating purchase authority to Kitsap Transits Executive Director for the purchase and installation of the propane pump and dispenser at Charleston Base.**

**Motion passed unanimously.**

## **6. EXECUTIVE DIRECTOR ITEMS**

0:41:08, Executive Director Clauson briefed the Board on the following items.

- Proposed change to the make up of the Board.
  - Two community seats on the Board and selection of the community members. Board Composition Review will take place in 2026.
- PSRC Fund Our Ferries Support, local elected official ferry support letter
  - <https://www.psrc.org/about-us/local-elected-official-ferry-support-letter>
- PVA MariTrends 2025 Conference
  - Artemis Technologies vessel (photos)
- Update on State and Federal Funding

- Potential risks to discretionary funds due to changes in the federal administration. Pre-award authority received for grants, including funding for electric buses and a new ferry for Kingston, but these funds are at risk. The regional office is trying to keep things moving despite the changes.
- Kitsap Transit Planner Ed Coviello will return to Kitsap Transit on March 3, 2025.
- 2026 World Cup / FIFA
  - Members of Legislature have inquired as to the number of boats Kitsap Transit needs for the World Cup. There is no time to purchase and build new boats for the 2026 World Cup. Kitsap Transit is looking at alternatives for additional vessels, re-routes to accommodate the increased ridership, and the docking situation.

### **Discussion:**

Board discussion on proposed changes to the Board: possible community members for the Board; one ferry rider and one bus rider; applications for community and the selection process; concerns about the authority of non-elected individuals voting on how to spend taxpayer dollars.

Board discussion on State and Federal funding included the need for a Capital Acquisition Fund and plan for ferry replacements, House Bill 1923, the Mosquito Fleet, making ferries an emergency, issuing bonds as a last resort.

*1:12:00*, Director Lillie shared that the grants Kitsap Transit has funds for are for the buses, but there is a risk because they may or may not have obligated the funds. Capital projects that need to be paused are West Bremerton Transit Center and hydrogen facility. North Base facility has funds secured and we will get through the design phase but unknown if it moves forward with construction based on new RAISE Grant requirements. We have 10 buses on order that utilized pre-award authority and are not under formal grant contract. These funds may be at risk.

Commissioner Rolfes stated that the funding and grant situation is an urgent one.

Executive Director Clauson shared that Kitsap Transit had prepared a letter that was sent to Senator Murray, Senator Cantwell and Representative Randall detailing these concerns. Kitsap Transit will forward a copy of this letter to the Board members.

## **7. STAFF RECOGNITION / PROGRESS REPORTS**

- a. Kitsap Transit Legislative Report February 2025
- b. Draft Financial Reports through December 2024
- c. Capital Work in Progress December 2024
- d. Fuel Costs Report through the end of January 2025

## **8. PUBLIC COMMENTS**

1:26:01, Two public comments received via email prior to the Board meeting and included in the Board packet.

**9. FOR THE GOOD OF THE ORDER:**

1:26:15, Councilmember Mockler addressed the public comment received by Sam Doubleday. She shared that his walk to the bus stop is two miles and expressed concern about the accessibility of bus stops in Bremerton. She suggested a reevaluation of the criteria used to determine bus stop locations and the possibility of combining Dial-a-Ride and ACCESS services in Bremerton and other areas of the county.

The Board asked how to best serve Mr. Doubleday.

Executive Director Clauson shared that there are challenges in areas of the community where Dial-a-Ride is able to serve well and responsively.

1:33:00, Board discussion unintelligible, microphone cut out.

Executive Director Clauson will respond to Mr. Doubleday.

**10. ADJOURN:** At 10:05 AM, Chairperson Putaansuu adjourned the regular meeting.

**ADOPTED** by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 18<sup>th</sup> day of March, 2025.

Attest:

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

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