



BOARD OF COMMISSIONERS MEETING AGENDA

Date: January 7, 2025

Time: 10:30AM-12:00PM

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1. CALL TO ORDER	
2. AGENDA REVIEW	
3. CHAIRPERSON'S COMMENTS	
4. COMMUNITY ADVISORY COMMITTEE REPORT	
5. CONSENT / ACTION ITEMS	
<i>All matters listed on the Consent Agenda have been distributed to the Board, are considered routine and will be enacted by one motion with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the regular agenda by a Board member.</i>	
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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)	
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9. PUBLIC COMMENTS 57

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

10. FOR THE GOOD OF THE ORDER:

Transit Board members' comments.

11. ADJOURN:

Agendas and Board Packets are available online at 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 JacquelynB@kitsaptransit.com by noon on the Wednesday before the meeting.



MEMORANDUM

TO: The Kitsap Transit Board of Commissioners
DATE: January 7th, 2025
SUBJECT: Ratification of Cash and Registered Warrants

I, the undersigned, do hereby certify to the best of my knowledge, under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Kitsap Transit, and that I am authorized to authenticate and certify to say claim.

Paul Shiners, Finance Director

Warrants audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing that has been made available to the Board of Commissioners.

As of this date January 7th, 2025, the Board, by a (unanimous/majority) vote, does approve the following warrants and payments for the period November 1st, 2024, through November 30th, 2024:

- Warrant numbers transit fund 170931 to 171211 of \$2,293,766
- Warrant numbers ferry fund 608459 to 608568 of \$1,638,444
- Payroll Account disbursements of \$3,458,797
- ACH clearing account payments of \$24,567
- Travel Account Disbursements of \$7,839
- Purchasing Card Disbursements of \$75,880

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

Rob Putaansuu, Chair

ATTEST:

Jackie Bidon,
Clerk of Board

**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

- Warrant numbers ferry fund 608335 to 608458 of \$2,476,642
- Payroll Account disbursements of \$4,444,517
- ACH clearing account payments of \$59,905
- Travel Account Disbursements of \$5,359
- 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:

Rob Putaansuu, Chairperson

Jackie Bidon, Clerk of the Board

DRAFT

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

PamAlonia McCrary



Board of Commissioners Agenda Summary

Meeting Date: 01/07/2025

AGENDA ITEM: Resolution No. 25-01, 1st Quarter Procurement

SUBMITTED BY: Paul Shinnors

TITLE: Director

DEPARTMENT: Finance

EXHIBITS/ATTACHMENTS: Resolution No. 25-01

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT:

EXPENDITURE REQUIRED:

FUNDING SOURCE: Other

REVIEWED BY: Executive Director

REVIEWED DATE: 12/23/2024

SUMMARY STATEMENT:

In an effort to streamline and expedite the procurement process, staff consolidates a list of capital projects, assets and services for the Board of Commissioners to authorize staff to begin the process of advertising and competitively bidding select projects each calendar quarter. All projects included on the list are in the approved capital and/or operations budget for 2025. Upon completion of each procurement, staff will subsequently ask the Board of Commissioners for their final review and approval of contract award in accordance with the procurement policy and procedures.

RECOMMENDED ACTION/MOTION:

MOTION: Move to Adopt Resolution No. 25-01, authorizing staff to advertise and seek bids for capital projects, assets, and services as presented in this resolution.

RESOLUTION NO. 25-01

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO ADVERTISE AND SEEK BIDS FOR PROJECTS AND PROCUREMENTS DURING THE FIRST QUARTER OF 2025

WHEREAS, in an effort to streamline and expedite the procurement process, staff consolidates a list of capital projects, assets and services for the Board of Commissioners authorizing staff to begin the process of advertising and competitively bidding select projects each calendar quarter; and

WHEREAS, all procurements presented in this resolution are included with in the 2025 operating or capital budget as approved by the Board through Resolution 24-77; and

WHEREAS, for the first quarter of 2025, staff is requesting permission to advertise and seek bids for the following procurements:

- Inductive Charge Installation at Transit Centers
- Inductive Charger Installation at Bases
- IP Camera and Security Upgrades
- Owner's Representative for Kingston Fast Ferry; and

WHEREAS, bonding requirements for each capital project is one hundred percent (100%) unless staff otherwise reviews and requests alternate bonding levels with the Board of Commissioners; and

WHEREAS, upon completion of each procurement, staff will subsequently ask the Board of Commissioners for their final review and approval of contract award in accordance with the procurement policy and procedures.

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to advertise and seek bids for capital projects, assets, and services as presented in this resolution.

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

Robert Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

DRAFT



Board of Commissioners Agenda Summary

Meeting Date: 01/07/2025

AGENDA ITEM: Resolution No. 25-02, Renewal WSTIP Liability Insurance

SUBMITTED BY: Paul Shinnors

TITLE: Director

DEPARTMENT: Finance

EXHIBITS/ATTACHMENTS: Resolution No. 25-02, Exhibit A Coverage Summary

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 1,864,700.00

EXPENDITURE REQUIRED: \$ 1,886,803.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 12/23/2024

SUMMARY STATEMENT:

This resolution approves the 2025 annual liability and property insurance premium placed with the Washington State Insurance Pool (WSTIP). The policy period is January 2025 through December 2025. The 2025 annual premium reflects an increase of approximately \$304,000, or approximately 19.5%, as compared to the 2024 WSTIP premium due largely to an increase in liability policy premiums and an increase in estimated miles. This premium does not include coverage for Kitsap Transit marine operations and facilities. Kitsap Transit insures Marine Service operations and facilities with commercial insurance policies due to WSTIP's marine exclusions.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-02, authorizing the payment of the 2025 liability and property insurance premium of one million eight hundred eighty-six thousand eight hundred and three dollars (\$1,886,803).

RESOLUTION NO. 25-02

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS APPROVING THE 2025 ANNUAL LIABILITY AND PROPERTY INSURANCE PREMIUM

WHEREAS, Kitsap Transit is a founding member of the Washington State Transit Insurance Pool (WSTIP); and

WHEREAS, WSTIP was founded in 1989 to pool risk and provide its member transit agencies with general and auto liability coverage; and

WHEREAS, WSTIP has grown to twenty-five Washington State transit agency members from which annual member contributions are pooled to provide general/auto liability, property and pollution policies and facilitate claims management services; and

WHEREAS, the total annual premium and applicable limits for general/auto liability and property is incorporated by reference herein as Exhibit A; and

WHEREAS, Kitsap Transit insures its Marine Service operations and facilities with commercial insurance policies separate from its WSTIP policies, due to WSTIP's marine exclusions.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Kitsap Transit hereby authorize the payment of the 2025 liability and property insurance premium of one million eight hundred eighty-six thousand eight hundred three dollars (\$1,886,803).

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

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

Exhibit A

Kitsap Transit Insurance Coverage Summary - 2025

General Liability and Property Coverage (1)						
Coverage	Provider	Limit	Deductible	Coverage Period	Annual Premium	
Comprehensive liability Coverage:						
General liability	WSTIP	\$ 25,000,000	\$ -	01/01/25 - 12/31/25	\$ 1,886,803	
Auto liability	WSTIP	\$ 25,000,000	\$ -	↓		
Public officials liability	WSTIP	\$ 25,000,000	\$ 5,000	↓		
Employment practices	WSTIP	\$ 25,000,000	\$ 5,000	↓		
Crime	WSTIP	\$ 2,000,000	\$ 10,000	↓		
Pollution liability	WSTIP	\$ 5,000,000	\$ 5,000	↓		
Property Coverage:						
All risk property policy	WSTIP	\$ 500,000,000	\$ 5,000	07/01/25 - 06/30/26		
Auto physical damage	WSTIP	\$ 30,000,000	\$ 5,000	↓		
Boiler and machinery	WSTIP	\$ 100,000,000	\$ 5,000	↓		
Earthquake	WSTIP	\$ 25,000,000	\$ 5,000	↓		
Flood	WSTIP	\$ 50,000,000	\$ 5,000	↓		
Cyber Liability	Beasley	\$ 2,000,000	\$ 5,000	↓		
Underground storage tank liability	Great American	\$ 1,000,000	\$ 25,000	10/01/25 - 09/30/26		
Total Annual Policy Premium					\$ 1,886,803	

(1) The transit insurance pool (WSTIP) excludes marine liability and property policy coverage. Marine liability and property coverage is provided by a separate commercial policy.



Board of Commissioners Agenda Summary

Meeting Date: 01/07/2025

AGENDA ITEM: Resolution No. 25-03, Change Order 2-Carlisle II KT 24-933
USCG Inspection

SUBMITTED BY: Raymond Scott

TITLE: Director

DEPARTMENT: Marine Services

EXHIBITS/ATTACHMENTS: Resolution No. 25-03

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 63,832.00

EXPENDITURE REQUIRED: \$ 121,656.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 12/23/2024

SUMMARY STATEMENT:

Resolution 25-03, acknowledges Executive Director delegated authority to approve change orders, with concurrence of the Board Chair, for KT 24-933 Carlisle II USCG Inspection.

The total additional expenditure for Change Order 2 is twenty-eight thousand five hundred ninety-one dollars (\$28,591). Total amount for Change Order 1 and 2 is fifty-seven thousand eight hundred twenty-five dollars (\$57,825).

The new contract total is one hundred twenty-one thousand six hundred fifty-six dollars (\$121,656). The additional expenditure is included in the 2024 Operating Budget-Ferry Funds.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution 25-03, acknowledging Executive Director's delegated authority to approve Change Order 2, with concurrence of the Board Chair, for the KT 24-933 Carlisle II USCG Inspection project in the amount of twenty-eight thousand five hundred ninety-one dollars (\$28,591).

RESOLUTION NO. 25-03

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
ACKNOWLEDGING EXECUTIVE DIRECTORS DELEGATED AUTHORITY TO
APPROVE CHANGE ORDERS FOR MARINE VESSEL MAINTENANCE

WHEREAS, the M/V Carlisle II is currently in dry-dock for scheduled repairs per Contract KT 24-933 Carlisle II USCG Inspection; and

WHEREAS, Haven Boatworks conducted inspections and discovered additional repairs needed that were identified by the United States Coast Guard (USCG) for replacement; and

WHEREAS, in accordance with Kitsap Transit's Board approved procurement policy, the Executive Director has exercised his delegated authority with consultation and concurrence of Kitsap Transit's Board Chair to approve change orders for time sensitive vessel repairs that would otherwise affect Marine Services operations or result in the duplication of repair costs if delayed for Board of Commissioner authorization; and

WHEREAS, in the absence of this delegated authority, Kitsap Transit could incur additional expenses and disruptions to Marine Services operations; and

WHEREAS, the Board hereby acknowledges the urgency of executed Change Order 2 in the amount of twenty-eight thousand five hundred ninety-one dollars (\$28,591), authorized by the Executive Director on behalf of the Kitsap Transit Board of Commissioners in the interest of the need and urgency of repairs and mitigating additional expense and disruption to Marine Services operations.

NOW THEREFORE, BE IT RESOLVED the Kitsap Transit Board of Commissioners hereby acknowledges the Executive Director, with concurrence of Kitsap Transit's Board Chair, utilized delegated authority to approve Change Order 2 for contract KT 24-933 Carlisle II USCG Inspection in the amount of twenty-eight thousand five hundred ninety-one dollars (\$28,591), bringing the total Change Order amount to fifty-seven thousand eight hundred twenty-five dollars (\$57,825). Increasing contract KT 24-933, Carlisle USCG

Inspection with Haven Boatworks to one hundred twenty-one thousand six hundred fifty-six dollars (\$121,656) and reauthorizes the Executive Director's contract authority in accordance with Kitsap Transit's Procurement Policy.

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

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

DRAFT



Board of Commissioners Agenda Summary

Meeting Date: 01/07/2025

AGENDA ITEM: Resolution No. 25-04, CO2 KT 24-908 Reliance Engine Replacement

SUBMITTED BY: Raymond Scott

TITLE: Director

DEPARTMENT: Marine Services

EXHIBITS/ATTACHMENTS: Resolution No. 25-04

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 159,020.00

EXPENDITURE REQUIRED: \$ 238,770.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 12/23/2024

SUMMARY STATEMENT:

Resolution 25-04, acknowledges Executive Director delegated authority to approve change orders, with concurrence of the Board Chair, for KT 24-908 Reliance Engine Replacement.

The total additional expenditure for Change Order 2 is seventy-seven thousand two hundred fifty dollars (\$77,250). The combined total of Change Order 1 and 2 is seventy-nine thousand seven hundred fifty dollars (\$79,750). The original bid amount was one hundred fifty-nine thousand twenty dollars (\$159,020).

The new contract total is two hundred thirty-eight thousand seven hundred seventy dollars (\$238,770). The additional expenditure is included in the 2024 Operating Budget-Ferry Funds.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution 25-04, acknowledging Executive Director's delegated authority to approve Change Order 2, with concurrence of the Board Chair, for KT 24-908 Reliance Engine Replacement in the amount of seventy-seven thousand two hundred fifty dollars (\$77,250).

RESOLUTION NO. 25-04

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
ACKNOWLEDGING EXECUTIVE DIRECTORS DELEGATED AUTHORITY TO
APPROVE CHANGE ORDERS FOR MARINE VESSEL MAINTENANCE

WHEREAS, the M/V Reliance is currently in dry-dock for the scheduled engine replacements per Contract KT 24-908 Reliance Engine Replacement; and

WHEREAS, Pacific Fisherman Shipyard & Electric (Pac Fish) conducted inspections and discovered additional repairs needed to successfully replace both engines onboard the M/V Reliance; and

WHEREAS, in accordance with Kitsap Transit's Board approved procurement policy, the Executive Director has exercised his delegated authority, with consultation and concurrence of Kitsap Transit's Board Chair, to approve change orders for time sensitive vessel repairs that would otherwise affect Marine Services operations or result in the duplication of repair costs if delayed for Board of Commissioner authorization; and

WHEREAS, in the absence of this delegated authority, Kitsap Transit could incur additional expenses and disruptions to Marine Services operations; and

WHEREAS, the additional expenditure is included in the 2024 Ferry Fund Operation Budget approved via Resolution 23-68 on November 07, 2023; and

WHEREAS, the board hereby acknowledges the urgency of executed Change Order 2 in the amount of seventy-seven thousand two hundred fifty dollars (\$77,250) authorized by the Executive Director on behalf of the Board in the interest of the need and urgency of repairs and mitigating additional expense and disruption to Marine Services operations.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby acknowledges the Executive Director, with concurrence of Kitsap Transit's Board Chair, utilized his delegated authority to approve Change Order 2 for contract KT 24-908 Reliance Engine Replacement in the amount of seventy-seven thousand two hundred fifty

dollars (\$77,250). Total amount for Change Order 1 and 2 is seventy-nine thousand seven hundred fifty dollars (\$79,750). Increasing contract KT 24-908 with Pac Fish to, two hundred thirty-eight thousand seven hundred seventy dollars (\$238,770) and reauthorizes the Executive Director's contract authority in accordance with Kitsap Transit's Procurement Policy.

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

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board



Board of Commissioners Agenda Summary

Meeting Date: 01/07/2025

AGENDA ITEM: Resolution No. 25-05, Acknowledging Purchase of 2 Marine Engines
SUBMITTED BY: Ray Scott
TITLE: Director
DEPARTMENT: Marine Services
EXHIBITS/ATTACHMENTS: Resolution No. 25-05

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 335,000.00

EXPENDITURE REQUIRED: \$ 335,000.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 12/20/2024

SUMMARY STATEMENT:

Due to recent mechanical issues with the Lady Swift and Reliance, Kitsap Transit is in need of two additional swing engines to help prevent future service disruptions.

The Executive Director, with concurrence of the Board Chair, authorized the purchase of two (2) Caterpillar Engines from All American Marine in the amount of three hundred thirty-five thousand dollars (\$335,000).

RECOMMENDED ACTION/MOTION:

MOTION: Resolution No. 25-05, acknowledges the Executive Director, with concurrence from the Board Chair approved the purchase two (2) Caterpillar Engines from All American Marine in the amount of three-hundred thirty-five thousand dollars (\$335,000).

RESOLUTION NO. 25-05

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
ACKNOWLEDGING EXECUTIVE DIRECTORS' APPROVAL OF THE PURCHASE
OF TWO CATEPILLAR ENGINES

WHEREAS, Due to recent mechanical issues with the M/V Lady Swift and M/V Reliance, Kitsap Transit (KT) is in need of purchasing two (2) Caterpillar Engines; and

WHEREAS, having an additional two (2) swing engines will support KT's mission to provide safe and reliable service by helping to prevent future service disruptions; and

WHEREAS, KT's procurement policy requires that staff seek board approval to award contracts that exceed one hundred thousand (\$100,000); and

WHEREAS, due to the urgent need of two (2) swing engines the Executive Director consulted with the Board of Commissioners Chair and received concurrence to approve the purchase of two (2) Caterpillar Engines from All American Marine in the amount of three hundred thirty-five thousand dollars (\$335,000); and

WHEREAS, this project is included in the 2024 Ferry Capital Fund approved by Resolution 23-68 on November 07, 2023.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby acknowledges the Executive Director, with concurrence of Kitsap Transit's Board Chair, approved the purchase of two (2) Caterpillar Engines from All American Marine in the amount of three hundred thirty-five thousand dollars (\$335,000).

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

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

DRAFT



Board of Commissioners Agenda Summary

Meeting Date: 01/07/2025

AGENDA ITEM: Resolution No. 25-06, SR16 P&R Compensation Payment

SUBMITTED BY: Steffani Lillie

TITLE: Director

DEPARTMENT: Service and Capital Development

EXHIBITS/ATTACHMENTS: Resolution No. 25-06

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 441,000.00

EXPENDITURE REQUIRED: \$ 692,721.00

FUNDING SOURCE: Capital

REVIEWED BY: Executive Director

REVIEWED DATE: 01/03/2025

SUMMARY STATEMENT:

Kitsap Transit entered into a condemnation action to acquire real property located on Sidney Road SW, Port Orchard, Washington, for property parcel 112301-2-013-2006. Property was appraised, reports were reviewed and offer letters were extended to the owners to acquire the property. Efforts to negotiate an agreed resolution with the parcel owners was unsuccessful and condemnation action was initiated under Kitsap County Superior Court Cause No. 23-2-00738-18. On October 30, 2023, Kitsap Transit deposited \$441,000, with the Clerk of the Court as its offer of Just Compensation and in exchange for possession and use of the Condemned Property. On January 2, 2025, the trial court judge made Findings of Fact and Conclusions of Law and held the Just Compensation to be paid by Kitsap Transit to the Respondents for acquisition of Respondents' property identified as 1123-013-2006 is \$692,721. Kitsap Transit is requesting to deposit \$251,751 with the Clerk of the Court, for the condemned property.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 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.

RESOLUTION NO. 25-06

A RESOLUTION OF THE KITSAP TRANSIT BOARD OF COMMISSIONERS REGARDING A CONDEMNATION ACTION TO ACQUIRE REAL PROPERTY LOCATED ON SIDNEY ROAD SW, PORT ORCHARD, WASHINGTON, CARRIED UNDER KITSAP COUNTY ASSESSOR’S TAX PARCEL 112301-2-013-2006 (“PARCEL 1”), AUTHORIZING THE PAYMENT OF JUST COMPENSATION PURSUANT TO TRIAL COURT’S JANUARY 2, 2025, FINDINGS OF FACTS AND CONCLUSION OF LAW

Tax Parcel Number(s):	Address:	Record Owner:
112301-2-013-2006	53XX SIDNEY RD SW PORT ORCHARD WA 98367	RUTH BIRDWELL, RICHARD A. BROWN AND DONNA L. BROWN, GARY K. ANDERSON AND SUSAN K. ANDERSON

WHEREAS, at its regular meeting on March 2, 2021, the Board approved Resolution 21-21, authorizing staff to begin negotiations with owners for purchase and relocation assistance at the SR16 Park and Ride location at Sidney Road SW and SW Sedgwick Road in the City of Port Orchard; and

WHEREAS after having the property appraised, and the appraisal reports reviewed by a review appraiser and staff, offer letters were extended to the owners to acquire Parcel 1 by purchase and sale in lieu of condemnation; and

WHEREAS, at its regular meeting on March 7, 2023, the Board approved Resolution 23-19 authorizing staff and its General Counsel to negotiated terms to acquire Parcel 1 and to bring a proceeding in the manner provided for by law to condemn, take, and appropriate the lands building and property interest described in that resolution, but providing that the monetary terms of the acquisition shall require the approval of the Board; and

WHEREAS, the efforts to negotiate an agreed resolution with the Parcel owners having proven unsuccessful and the parties reaching an impasse in their negotiations, a condemnation action was initiated under Kitsap County Superior Court Cause No. 23-2-00738-18 (the “Condemnation Action”); and

WHEREAS, on May 19, 2023, the Kitsap County Superior Court entered Findings of Fact, Conclusions of Law, Order and Judgment Adjudicating Public Use and Necessity in the

Condemnation Action for the acquisition of 53XX Sidney Rd SW (Tax Parcel No. 112301-2-013-2006); and

WHEREAS, pursuant to RCW 8.25.070(3), the Parcel owners were asked to stipulate to an order granting immediate possession and use of the Property to Kitsap Transit upon the deposit in the court of an amount sufficient to pay the amount offered to the owners as provided by law, and the Board authorize the entry of the stipulation and order and to deposit as just compensation the following amount:

Parcel 1: \$441,000 for 53XX Sidney Rd SW (Tax Parcel No. 112301-2-013-2006); and

WHEREAS, on October 30, 2023, the Kitsap County Superior Court entered a Stipulation For and Order Granting Immediate Possession and Use in the Condemnation Action. Per this Order, Kitsap Transit deposited \$441,000 with the Clerk of the Court, as its offer of Just Compensation and in exchange for possession and use of the Condemned Property; and

WHEREAS, the question of the amount of Just Compensation due in Condemnation Action was heard as a non-jury trial, and the presentation of preliminary motions and evidence commenced on September 23, 2024, and then continued on September 25 and 26, 2024, then continued on October 4 and 11, 2024, and concluded on October 16, 2024; and

WHEREAS, on January 2, 2025, the trial court judge in the Condemnation Action made Findings of Fact and Conclusions of Law and held the Just Compensation to be paid by Kitsap Transit to the Respondents Ruth Birdwell, Richard Brown, Donna L. Brown, Gary K. Anderson and Susan K. Anderson ("Respondents") for acquisition of Respondents' property identified as 11230-013-2006 and located in Port Orchard, Washington (the "Property") is \$692,721; and

WHEREAS, Kitsap Transit now seeks Board approval to deposit \$251,721 with the Clerk of the Court, in full payment of the Just Compensation found by the trial court in exchange for acquisition of the Condemned Property.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners pursuant to Kitsap Transit’s authority under Chapter 36.57A RCW, as follows:

Section 1: Deposit of Funds as Just Compensation Authorized

Kitsap Transit’s staff shall use the funds allocated for Capital Projects supporting the development of the SR 16 Park and Ride to carry out the provision of this Resolution, and to deposit such funds as Just Compensation as required by the trial court’s January 2, 2025, Findings of Fact and Conclusions of Law in the Condemnation Action brought by Kitsap Transit pursuant to the powers granted to it by RCW 36.57A.090, and Chapters 8.20 and 8.25 RCW.

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

Rob Putaansuu, Chair

ATTEST:

Jackie Bidon
Clerk of the Board



Board of Commissioners Agenda Summary

Meeting Date: 01/07/2025

AGENDA ITEM: Resolution No. 25-07, Gateway Transit Oriented Development Study

SUBMITTED BY: Steffani Lille

TITLE: Director

DEPARTMENT: Service & Capital Development

EXHIBITS/ATTACHMENTS: Resolution No. 25-07

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 197,052.00

EXPENDITURE REQUIRED: \$ 197,052.00

FUNDING SOURCE: Capital

REVIEWED BY: Executive Director

REVIEWED DATE: 12/23/2024

SUMMARY STATEMENT:

In December 2022, Kitsap Transit completed the Gateway Center Transit Oriented Development Planning Feasibility Study. The Study determined that more work is needed to allow for the storage and operations of ACCESS service buses on the site. This Study will work towards implementation of needed zoning changes, design feasibility, and future of the Gateway Center for ACCESS operations and other uses on site. The Study is funded by Federal Surface Transportation Block Grant Program (STBG) awarded by the Puget Sound Regional Council (PSRC).

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 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).

RESOLUTION NO. 25-07

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO AWARD A CONTRACT TO HEWITT FOR THE GATEWAY TRANSIT ORIENTED DEVELOPMENT STUDY PROJECT

WHEREAS, in December 2022 Kitsap Transit completed the Gateway Center Transit-Oriented Development Planning Feasibility Study; and

WHEREAS, the Gateway Center Transit-Oriented Development Planning Feasibility Study determined that more work is needed to allow for the storage and operations of ACCESS service buses on the site; and

WHEREAS, this Study will work towards implementation of needed zoning changes, design feasibility, and future of the Gateway Center for ACCESS operations and other uses on site; and

WHEREAS, Kitsap Transit placed a Request for Qualifications (RFQ) KT 24-921 on September 11, 2024, in accordance with the federal and state requirements for the Gateway Transit-Oriented Development Study Project; and

WHEREAS, staff received two (2) qualified submissions in response to its RFQ and were evaluated on the firm's experience and qualifications, project understanding and approach, and key personnel experience; and

WHEREAS, staff recommends issuing a contract to HEWITT for one hundred ninety-seven thousand fifty-two dollars (\$197,052); and

WHEREAS, Kitsap Transit is seeking permission to award the contract for the Gateway Transit-Oriented Development Study Project to HEWITT.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to award a contract for the Gateway Transit-Oriented Development Study Project to HEWITT in an amount of one hundred ninety-seven thousand fifty-two dollars (\$197,052).

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

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

DRAFT



Board of Commissioners Agenda Summary

Meeting Date: 01/07/2025

AGENDA ITEM: Resolution No. 25-08, South Base Planning Study Project

SUBMITTED BY: Steffani Lillie

TITLE: Director

DEPARTMENT: Capital Development

EXHIBITS/ATTACHMENTS: Resolution No. 25-08, Award South Base Planning Study

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 216,200.00

EXPENDITURE REQUIRED: \$ 215,949.00

FUNDING SOURCE: Capital

REVIEWED BY: Executive Director

REVIEWED DATE: 12/23/2024

SUMMARY STATEMENT:

This resolution authorizes 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). This project will include a high-level planning and design study focused on the future of South Base. The study will focus on fuel storage expansion, utility capacity, environmental considerations, and parking lot design modifications.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 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).

RESOLUTION NO. 25-08

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
AUTHORIZING STAFF TO AWARD CONTRACT KT 24-920 SOUTH BASE
PLANNING STUDY PROJECT TO TCF ARCHITECTURE

WHEREAS, Kitsap Transit intends to pursue a planning-based expansion study for the South Base Maintenance Facility; and

WHEREAS, on March 15, 2021, Kitsap Transit was awarded a Federal grant through FY19 Sec 5339(a) Bus and Bus Facilities funding; and

WHEREAS, the funding was designated for making environmental, engineering, and lot improvements at Kitsap Transit’s South Base Maintenance Facility; and

WHEREAS, on August 22, 2024, procurement staff released an Invitation for Bids for contract KT 24-920 South Base Planning Study Project; and

WHEREAS, the bid included a request for a Planning Level Study that will focus on increasing fuel storage capacity, site electrification, and improving parking conditions at South Base; and

WHEREAS, on September 13, 2024, Kitsap Transit received two (2) bids in which TCF Architecture was lowest bidder pending responsiveness and responsibility checks in the amount of two hundred fifteen thousand nine hundred forty-nine dollars (\$215,949).

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to award contract KT 24-920 South Base Planning Study Project in the amount of two hundred fifteen thousand nine hundred forty-nine dollars to TCF Architecture.

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

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

DRAFT



Board of Commissioners Agenda Summary

Meeting Date: 01/07/2025

AGENDA ITEM: Resolution No. 25-09, Approve Gillig Bus Purchase
SUBMITTED BY: Dennis Griffey
TITLE: Director
DEPARTMENT: Maintenance
EXHIBITS/ATTACHMENTS: Resolution No. 25-09, Recommendation to Purchase

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 18,500,000.00

EXPENDITURE REQUIRED: \$ 18,000,000.00

FUNDING SOURCE: Capital

REVIEWED BY: Executive Director

REVIEWED DATE: 12/23/2024

SUMMARY STATEMENT:

Kitsap Transit is asking to purchase up to ten (10) heavy duty 100% electric buses and up to five (5) thirty foot (30') clean diesel buses to be utilized in routed service. The fifteen buses will be purchased from the Gillig Corporation of Livermore, California, utilizing the Washington State Department of Enterprise Services contract.

RECOMMENDED ACTION/MOTION:

MOTION: Move 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).

RESOLUTION NO. 25-09

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO PURCHASE UP TO TEN (10) GILLIG ELECTRIC BUSES AND FIVE (5) GILLIG CLEAN DIESEL BUSES UTILIZING THE WASHINGTON STATE CONTRACT

WHEREAS, Kitsap Transit is asking the Board to approve the purchase of up to ten (10) heavy duty electric buses and up to five (5) thirty foot (30') clean diesel buses for routed services; and

WHEREAS, the buses will be purchased through the Gillig Corporation of Livermore California, utilizing the Washington State Department of Enterprise Services contracts; and

WHEREAS, the buses will replace fifteen (15) older routed diesel buses that have met their useful life; and

WHEREAS, the cost per electric bus is estimated at one million four hundred seventy-five thousand dollars (\$1,475,000); and

WHEREAS, the cost per thirty-foot (30') diesel bus is five hundred ninety thousand dollars (\$590,000); and

WHEREAS, funding has been included in the 2025 Capital Budget Transit Fund in the forms of a federal grant and local funds.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorize and direct the purchase of up to fifteen (15) new routed buses with an estimated cost of eighteen million dollars (\$18,000,000) including applicable taxes and fees.

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

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

DRAFT



Board of Commissioners Agenda Summary

Meeting Date: 01/07/2025

AGENDA ITEM: Resolution No. 25-10, Award KT 24-941 for M/V Admiral Pete

SUBMITTED BY: Raymond Scott

TITLE: Director

DEPARTMENT: Marine Services

EXHIBITS/ATTACHMENTS: Resolution No. 25-10, Recommendation to Award

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 116,276.00

EXPENDITURE REQUIRED: \$ 116,276.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 12/23/2024

SUMMARY STATEMENT:

Resolution 25-10, authorizes staff to award contract KT 24-941 for M/V Admiral Pete USCG Inspection and Repairs Project to Haven Boatworks LLC. Haven will haul and block the M/V Admiral Pete for the United States Coast Guard (USCG) to perform the required marine vessel inspection scheduled every two (2) years. They will also perform the scheduled repairs.

Total proposed expenditure is one hundred sixteen thousand two hundred seventy-six dollars (\$116,276).

RECOMMENDED ACTION/MOTION:

MOTION: Move 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).

RESOLUTION NO. 25-10

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO AWARD CONTRACT KT 24-941 FOR THE M/V ADMIRAL PETE USCG INSPECTION AND REPAIRS PROJECT TO HAVEN BOATWORKS LLC (HBW)

WHEREAS, on November 19, 2024, Kitsap Transit procurement staff publicly advertised an Invitation of Bids (IFB) KT 24-941 for M/V Admiral Pete USCG Inspection and Repairs Project; and

WHEREAS, staff sought a qualified contractor to haul and block the M/V Admiral Pete for the United States Coast Guard (USCG) required marine vessel inspection scheduled of every two (2) years and perform the scheduled repairs; and

WHEREAS, on December 16, 2024, Kitsap Transit received two (2) bids in response to this solicitation. Haven Boatworks (HBW) was the lowest bidder pending responsiveness and responsible checks in the amount of one hundred sixteen thousand two hundred seventy-six dollars (\$116,276); and

WHEREAS, procurement staff conducted a price analysis comparing Haven Boatworks' bid to Kitsap Transit's Independent Cost Estimate and deemed the bid submitted as fair and reasonable.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to award a contract to Haven Boatworks in the amount of one hundred sixteen thousand two hundred seventy-six dollars (\$116,276).

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

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

DRAFT



MEMORANDUM

DATE: December 17, 2024

TO: Raymond Scott

FROM: Patrick Rogers

SUBJECT: Recommendation to Award- Admiral Pete USCG Inspection and Repairs

On November 19, 2024, Procurement Staff released an Invitation for Bids; KT 24-941 Admiral Pete USCG Inspection and Repairs. On December 16th, Kitsap Transit received two (2) bids in response to this solicitation.

Haven Boatworks LLC (HBW) was named the lowest, responsive Bidder pending responsive and responsibility checks. Procurement Staff conducted a price analysis (see below) comparing HBW's offered price against our Independent Cost Estimate that was established using past pricing; the pricing is deemed fair and reasonable.

Task	Description	Haven	Platypus	ICE
1	Vessel Haul and Blocking	\$2,517.00	\$8,450.00	\$ 10,000.00
2	Hull Repairs and Painting	\$41,999.00	\$75,000.00	\$ 50,000.00
3	Remove and Replace Port Main engine	\$15,508.80	\$60,000.00	\$ 30,000.00
4	Replace Shaft Cutlass Bearing and Shaft Seals	\$21,169.44	\$12,000.00	\$ 18,000.00
5	Replace Main Engine Exhaust Insulation	\$7,080.00	\$7,000.00	\$ 7,500.00
6	Replace Starboard Sea Chest Hull Valve	\$1,275.60	\$2,500.00	\$ 3,000.00
7	Replace Port Chest Pipe Nipple	\$1,476.00	\$800.00	\$ 1,500.00
8	Revarnish Hand Railing and Name Board	\$12,350.00	\$18,000.00	\$ 15,000.00
9	Refurbish All Ventilation Screens	\$12,300.00	\$12,000.00	\$ 12,000.00
10	Relaunch	\$600.00	\$1,250.00	\$ 2,000.00
	Total	\$116,275.84	\$197,000.00	\$ 135,000.00

Procurement Staff has completed the responsiveness and responsibility checks and has deemed HBW responsive and responsible. It is my recommendation that Haven Boatworks LLC be awarded the KT 24-941 Admiral Pete USCG Inspection and Repairs project in the amount of \$116,275.84; this project is WSST exempt.

If you have any questions, please contact me at 360-479-6960.

Sincerely,

Patrick Rogers
Purchasing Coordinator



Board of Commissioners Agenda Summary

Meeting Date: 01/07/2025

AGENDA ITEM: Resolution No. 25-11, C/O 1 KT 24-926 Marine Engine Overhauls
SUBMITTED BY: Raymond Scott
TITLE: Director
DEPARTMENT: Marine Services
EXHIBITS/ATTACHMENTS: Resolution No. 25-11

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 214,705.00

EXPENDITURE REQUIRED: \$ 250,985.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 12/23/2024

SUMMARY STATEMENT:

Resolution 25-11, authorizes staff to approve KT 24-926 Change Order 1, in the amount of thirty six thousand two hundred eighty dollars (\$36,280), awarded to NC Power Systems, for the additional needed parts to complete the three (3) C18 Marine Engine Overhauls.

The cost of KT 24-926 Change Order 1 exceeds Kitsap Transit's Executive Director's authority, and in accordance with Kitsap Transit's Procurement Policy must receive authorization of the Board of Commissioners. The total proposed expenditure is two hundred fifty thousand nine hundred eighty-five dollars (\$250,985).

RECOMMENDED ACTION/MOTION:

MOTION: Move 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 the Executive Director's authority, in accordance with Kitsap Transit's Procurement Policy.

RESOLUTION NO. 25-11

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS APPROVING CHANGE ORDER 1 FOR CONTRACT KT 24-926 C18 MARINE ENGINE OVERHAULS

WHEREAS, at its regular meeting on October 15, 2024, the Kitsap Transit (KT) Board of Commissioners approved Resolution No. 24-66 authorizing staff to award a contract for C18 Marine Engine Overhauls; and

WHEREAS, staff awarded the contract to NC Power Systems (NCPS) in the amount of two hundred fourteen thousand seven hundred five dollars (\$214,705); and

WHEREAS, the project includes the rebuilding of three (3) C18 Marine Engines to be utilized and serve as back-up and/or rotational replacements for anticipated rebuilds based on service hour maintenance schedule on the RP Class Reliance and Lady Swift vessels; and

WHEREAS, inspections were to be carried out on the parts disassembled from the engine and Condition Found Reports were to be generated to inform Kitsap Transit of the ability to reuse or replace; and

WHEREAS, upon the completion of the required inspection procedures provided by the engine manufacturer and contained within the contract scope of work, it was determined that many parts needed replacement and were documented in Condition Found Reports; and

WHEREAS, NCPS provided staff with an estimate for the additional needed parts in the amount of thirty-six thousand two hundred eighty dollars (\$36,280); and

WHEREAS, staff completed an Independent Cost Estimate and compared it to the estimate provided by NCPS finding the pricing to be fair and reasonable; and

WHEREAS, the cost of Change Order 1 on KT 24-926 exceeds Kitsap Transit's Executive Director's authority, and in accordance with Kitsap Transit's Procurement Policy must receive authorization of the Board of Commissioners; and

WHEREAS, the cost of this project was included in the approved 2024 Operating Budget-Ferry Fund approved via resolution 23-68 approved on November 07, 2023.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to approve contract Change Order 1, in the amount of thirty-six thousand two hundred eighty dollars (\$36,280). The additional expenditure increases the contract total 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.

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

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board



To: Kitsap Transit
From: Doty & Associates, Inc. (prepared by J. Dylan Doty)
Date: December 31, 2024
Re: January 2025 Board Meeting – Legislative Report

Legislative Session Preview

The 2025 Legislative Session convenes on Monday, January 13, and will run for 105-consecutive days. Below are key dates for the coming session:

January 13 – First day of session.

February 21 – Policy Committee Cutoff. Last day to read in committee reports in house of origin, except House fiscal committees and Senate Ways & Means and Transportation committees.

February 28 – Fiscal Committee Cutoff. Last day to read in committee reports from House fiscal committees and Senate Ways & Means and Transportation committees in house of origin.

March 12 – House of Origin Cutoff. Last day to consider bills in house of origin (5 p.m.).

April 2 – Policy Committee Cutoff - Opposite House. Last day to read in committee reports from opposite house, except House fiscal committees and Senate Ways & Means and Transportation committees.

April 8 – Fiscal Committee Cutoff - Opposite House. Last day to read in opposite house committee reports from House fiscal committees and Senate Ways & Means and Transportation committees.

April 16 – Opposite House Cutoff. Last day to consider opposite house bills (5 p.m.) (except initiatives and alternatives to initiatives, matters necessary to implement budgets, matters that affect state revenue, amendments, differences, and business related to the interim or closing the session).*

April 27 – Last day allowed for regular session under the state constitution.

* After 5:00p.m. on the 94th day, only initiatives and alternatives to initiatives, budgets and matters necessary to implement budgets, matters that affect state revenue, messages pertaining to amendments, matters of differences between the two houses, and matters incident to the interim and to the closing of the session may be considered.



Committee Assignments

The 2025 election resulted in a significant amount of turnover in the Legislature. Democrats now hold a 60% supermajority in both the House and Senate, and the committee assignments reflect those large majorities.

Of utmost interest to Kitsap Transit, below are the committee assignments for our local legislators:

23rd LD

Sen. Drew Hansen (D) – Early Learning & K-12 Education; Higher Education & Workforce (Vice Chair); Ways & Means

Rep. Tarra Simmons (D) – Community Safety; Health Care & Wellness; Rules; Technology, Economic Development & Veterans

Rep. Greg Nance (D) – Agriculture & Natural Resources; Postsecondary Education & Workforce (Vice Chair); and Transportation

26th LD

Sen. Deb Krishnadasan (D) – Agriculture & Natural Resources; Early Learning & K-12 Education; State Government, Tribal Affairs & Elections (Vice Chair); Transportation

Rep.-Elect Adison Richards (D) – Agriculture & Natural Resources; Housing; Postsecondary Education & Workforce; Transportation

Rep. Michelle Caldier (R) – Appropriations; Health Care & Wellness (Assistant Ranking)

35th LD

Sen. Drew MacEwen (R) – Environment, Energy, & Technology; Labor & Commerce; Transportation; Rules

Rep. Dan Griffey (R) – Community Safety (Ranking), Local Government; Transportation

Rep. Travis Couture (R) – Appropriations (Ranking); Education

Governor Inslee's Budget Proposal

With the state facing a projected budget shortfall over the coming years, Governor Inslee's final budget proposal included a combination of spending reductions and new revenue options. Of specific note to KT, the Governor proposes the following:

- \$6.032 million for continued supplemental service on the Seattle-Bremerton WSF route



- \$1.467 million for inductive charging units for transit centers
- \$1.658 million for power generator installation and replacement
- \$4 million in reappropriated dollars from the CCA for design & shore power for an electric hydrofoil
- \$5 million authorization for toll credits for its role in developing capital projects related to public transportation services including, but not limited to, ferry service
- \$5.75 million for the SR 16 Park & Ride under the Regional Mobility Grant Program (RMGP)
- \$8.009 million for the SR 305 Day Road Park & Ride under the RMGP
- \$2.3 million earmarked in the 2027-29 biennium for the Silverdale Transfer Center (subject to approval from future legislature)

Washington State Transit Association (WSTA)

WSTA will be convening its weekly transit lobbyist check-ins once the session begins. Each Wednesday at 10:30 am, WSTA will host a forum for transit lobbyists to compare notes on issues of interest to the transit community.

Washington Highway Users Federation (WHUF)

During the legislative session, WHUF meets weekly to provide a forum for key transportation discussions between lawmakers and other stakeholders. Each Wednesday morning from 7:00-7:45 am, WHUF hosts speakers from the Governor's office, House & Senate transportation committee leaders, and others. KT board members and staff are welcome to join, with both in-person and virtual options available.

Kitsap Transit

Income Statement - Transit Fund

November 2024

	Current Month		Year to Date		Year to Date Variance	
	Actual	Budget	Actual	Budget	Dollar	Percent
OPERATING REVENUE						
Routed Fare	\$121,865	\$111,600	\$1,398,497	\$1,227,600	\$170,897	13.92%
Worker Driver Fares	\$64,380	\$62,700	\$679,867	\$689,700	(\$9,833)	(1.43%)
Van Pool Fares	\$17,261	\$16,800	\$228,903	\$184,800	\$44,103	23.87%
Access Fare	\$13,224	\$18,600	\$160,571	\$204,600	(\$44,029)	(21.52%)
Parking	\$17,028	\$15,000	\$185,844	\$165,000	\$20,844	12.63%
Advertisement	\$0	\$0	\$15,168	\$0	\$15,168	0.00%
Lease Income	\$37,016	\$41,667	\$453,068	\$458,333	(\$5,265)	(1.15%)
Other Operating Income	\$6,444	\$1,000	\$37,001	\$11,000	\$26,001	236.37%
OPERATING REVENUE	\$277,217	\$267,367	\$3,158,918	\$2,941,033	\$217,885	7.41%
OPERATING EXPENSES						
General Administration	\$611,654	\$710,453	\$5,665,860	\$6,318,389	(\$652,529)	(10.33%)
Capital Development	\$76,433	\$109,160	\$767,816	\$983,247	(\$215,430)	(21.91%)
Customer Service	\$108,955	\$123,118	\$857,838	\$1,013,773	(\$155,935)	(15.38%)
Routed	\$1,699,760	\$1,875,388	\$14,072,323	\$15,442,833	(\$1,370,510)	(8.87%)
Worker Driver	\$133,376	\$160,419	\$1,096,035	\$1,313,264	(\$217,229)	(16.54%)
Rideshare	\$49,701	\$46,264	\$442,024	\$429,221	\$12,804	2.98%
Access	\$1,258,404	\$1,256,480	\$10,227,114	\$10,571,990	(\$344,876)	(3.26%)
Vehicle Maintenance	\$988,218	\$1,172,939	\$10,190,539	\$11,002,198	(\$811,659)	(7.38%)
Facilities Maintenance	\$353,360	\$385,234	\$3,613,573	\$3,629,610	(\$16,037)	(0.44%)
Service Development	\$438,927	\$374,314	\$2,725,415	\$3,575,840	(\$850,426)	(23.78%)
Total Operating Expense	\$5,718,789	\$6,213,769	\$49,658,538	\$54,280,364	(\$4,621,827)	(8.51%)
OPERATING INCOME (LOSS)	(\$5,441,572)	(\$5,946,402)	(\$46,499,620)	(\$51,339,331)	\$4,839,711	(9.43%)
NON OPERATING INCOME (EXPENSE)						
Sales Tax	\$4,610,000	\$4,752,000	\$52,558,000	\$53,636,000	(\$1,078,000)	(2.01%)
State Operating Grant	\$0	\$9,583	\$19,225	\$105,417	(\$86,192)	(81.76%)
Other Operating Grant	\$9,613	\$0	\$86,513	\$0	\$86,513	0.00%
Interest Income	\$350,606	\$200,000	\$4,063,599	\$2,200,000	\$1,863,599	84.71%
Misc Income / (Expense)	(\$375)	\$0	(\$23,409)	\$0	(\$23,409)	0.00%
Interest Expense	(\$1,394)	(\$642)	(\$12,361)	(\$7,058)	(\$5,303)	75.13%
Depreciation Expense	(\$600,660)	(\$633,333)	(\$6,609,688)	(\$6,966,667)	\$356,979	(5.12%)
Amortization Expense	(\$5,527)	(\$5,500)	(\$60,795)	(\$60,500)	(\$295)	0.49%
Sales Tax Collection Fee	(\$46,100)	(\$47,520)	(\$525,580)	(\$536,360)	\$10,780	(2.01%)
Gain/Loss Disposition of Assets	\$2,800	\$0	\$20,787	\$0	\$20,787	0.00%
Total Non Operating Income (Expense)	\$4,318,963	\$4,274,588	\$49,516,292	\$48,370,832	\$1,145,460	2.37%
NET INCOME (LOSS)	(\$1,122,610)	(\$1,671,814)	\$3,016,672	(\$2,968,499)	\$5,985,172	(201.62%)

Kitsap Transit

Income Statement - Ferry Fund

November 2024

	Current Month		Year to Date		Year to Date Variance	
	Actual	Budget	Actual	Budget	Dollar	Percent
OPERATING REVENUE						
Local Ferry Fares	\$46,096	\$52,300	\$594,699	\$575,300	\$19,399	3.37%
Bremerton Fast Ferry Fares	\$232,563	\$132,300	\$2,552,058	\$1,936,900	\$615,158	31.76%
Kingston Fast Ferry Fares	\$47,485	\$27,200	\$518,791	\$393,300	\$125,491	31.91%
Southworth Fast Ferry Fares	\$74,843	\$34,900	\$788,070	\$517,300	\$270,770	52.34%
Total Operating Revenue	\$400,987	\$246,700	\$4,453,619	\$3,422,800	\$1,030,819	30.12%
OPERATING EXPENSE						
General Administration	\$191,950	\$249,024	\$1,929,149	\$2,533,065	(\$603,917)	(23.84%)
Local Ferry Operations	\$249,282	\$248,189	\$1,894,556	\$2,079,244	(\$184,688)	(8.88%)
Bremerton Fast Ferry Operations	\$305,327	\$425,550	\$3,213,291	\$3,965,519	(\$752,228)	(18.97%)
Kingston Fast Ferry Operations	\$276,806	\$332,321	\$2,760,981	\$3,198,933	(\$437,952)	(13.69%)
Southworth Fast Ferry Operations	\$249,271	\$311,662	\$2,858,696	\$3,021,719	(\$163,022)	(5.40%)
Maintenance and Facilities	\$1,432,795	\$699,329	\$5,665,857	\$7,001,769	(\$1,335,912)	(19.08%)
	\$2,705,431	\$2,266,075	\$18,322,529	\$21,800,248	(\$3,477,719)	(15.95%)
OPERATING INCOME (LOSS)	(\$2,304,444)	(\$2,019,375)	(\$13,868,911)	(\$18,377,448)	\$4,508,537	(24.53%)
NON OPERATING REVENUE (EXPENSE)						
Sales Tax Revenue	\$1,729,000	\$1,779,000	\$19,673,000	\$20,106,000	(\$433,000)	(2.15%)
Operating Grants	\$0	\$58,333	\$0	\$641,667	(\$641,667)	(100.00%)
Interest Income	\$48,199	\$25,000	\$376,135	\$275,000	\$101,135	36.78%
Interest Expense	(\$68,910)	(\$66,000)	(\$758,012)	(\$726,000)	(\$32,012)	4.41%
Depreciation	(\$359,618)	(\$225,000)	(\$3,955,792)	(\$2,475,000)	(\$1,480,792)	59.83%
Amortization	(\$1,013)	(\$1,000)	(\$11,146)	(\$11,000)	(\$146)	1.33%
Sales Tax Collection Fee	(\$17,290)	(\$17,790)	(\$196,730)	(\$201,060)	\$4,330	(2.15%)
Total Non Operating Income (Expense)	\$1,330,368	\$1,552,543	\$15,127,454	\$17,609,607	(\$2,482,152)	(14.10%)
NET INCOME (LOSS)	(\$974,076)	(\$466,832)	\$1,258,543	(\$767,842)	\$2,026,385	(263.91%)

**Kitsap Transit
Balance Sheet
November 30, 2024**

	Bus Fund	Ferry Fund	Consolidated
		ASSETS	
Cash and Cash Equivalents	262,550	147,740	410,290
Investment - General Fund	57,405,349	13,063,445	70,468,794
Investment - Stimulus Reserve	34,612,740	2,657,058	37,269,798
Investment - Fleet Reserve	5,000,000	-	5,000,000
Investment - Capital Project Reserve	11,000,000	1,000,000	12,000,000
Investment - Debt Service Reserve	138,025	964,104	1,102,129
Investment - Contingency Reserve	4,000,000	-	4,000,000
Investment - Fuel Reserve	1,335,960	-	1,335,960
Tax Receivable	9,273,403	3,442,502	12,715,905
Capital Grants Receivable	8,285,112	988,811	9,273,923
Operating Grants Receivable	19,812	268,115	287,927
Accounts Receivable	809,236	366,511	1,175,747
Due from Transit	-	351,129	351,129
Inventory	1,715,468	6,075,809	7,791,277
Prepaid Expenses	1,170,064	358,615	1,528,679
TOTAL CURRENT ASSETS	\$ 135,027,720	\$ 29,683,838	\$ 164,711,558
Fixtures & Equipment, Net of Depreciation	6,818,061	59,114	6,877,174
Facilities, Net of Depreciation	26,741,526	10,761,666	37,503,192
Rolling Stock, Net Depreciation	18,791,054	97,363	18,888,417
Passenger Ferries, Net Depreciation	-	55,092,323	55,092,323
Capital Work in Progress	58,487,969	18,103,061	76,591,030
Leasehold Improvement, Net Amortization	2,476,918	-	2,476,918
Leased Facilities, Net Amortization	242,953	2,502,029	2,744,982
Land	22,129,192	-	22,129,192
Intangible Assets, Net Amortization	251,245	-	251,245
TOTAL CAPITAL ASSETS	\$ 135,938,918	\$ 86,615,555	\$ 222,554,473
TOTAL ASSETS	\$ 270,966,638	\$ 116,299,393	\$ 387,266,031
		LIABILITIES AND NET POSITION	
		LIABILITIES	
Accounts Payable	1,422,942	1,963,408	3,386,350
Due to Ferry	351,129	-	351,129
Payables to Other Transits	169,665	-	169,665
Deferred Revenues	81,551	9,221	90,772
Accrued Wages Payable	2,712,251	444,610	3,156,861
Employee Benefit Payable	576,182	61,218	637,400
Interest Payable	14,433	166,657	181,090
Short-Term Debt	277,156	3,005,000	3,282,156
Long-Term Debt	-	23,155,000	23,155,000
TOTAL LIABILITIES	\$ 5,605,309	\$ 28,805,115	\$ 34,410,424
		NET POSITION	
Invested in Capital Assets, Net of Related Debt	135,661,762	60,455,555	196,117,317
Restricted	56,086,725	4,621,162	60,707,887
Unrestricted	73,612,842	22,417,562	96,030,403
TOTAL NET POSITION	265,361,328	87,494,278	352,855,607
TOTAL LIABILITIES AND NET POSITION	\$ 270,966,638	\$ 116,299,393	\$ 387,266,031

Capital Work In Progress -November 2024

Capital Budget And Expenditures										Capital Funding		
	2024 Budget	Current Month	YTD Expenditures	Encumbrance	Budget Remaining (\$)	Budget Remaining (%)	Cumulative Expenditures	Local Funds Budget	Grant Funds Budget	Total Funds Budget		
Transit Fund												
Routed Coaches	19,281,974	-	6,901,602	-	12,380,372	64%	6,901,602	7,351,907	11,930,067	19,281,974		
Access Bus & Van/VanLink Replacements	12,935,177	568,378	6,852,827	1,213,310	4,869,040	38%	6,852,827	4,854,271	8,080,906	12,935,177		
Electric Bus and Charger	951,514	-	-	-	951,514	100%	-	951,514	-	951,514		
Electric Bus Charger and Inductive Charging (Bases)	4,608,000	-	-	-	4,608,000	100%	-	768,000	3,840,000	4,608,000		
Electric Bus (10) & Charleston & North Base Chargers	13,000,000	31,527	158,463	12,381,217	460,320	4%	158,463	2,600,000	10,400,000	13,000,000		
Supervisor Vehicles	590,000	-	182,827	219,794	187,378	32%	182,827	270,000	320,000	590,000		
Worker Driver Buses (5 Electric)	5,379,275	-	4,901,075	-	478,200	9%	5,040,593	5,379,275	-	5,379,275		
Gillig Rebuilds	700,000	-	33,884	-	666,116	95%	613,254	700,000	-	700,000		
Electric Relief Vehicles (6)	420,000	-	12,946	-	407,054	97%	12,946	420,000	-	420,000		
Electric Ride Share Vehicles (5)	294,300	-	-	636	293,664	99.8%	-	58,860	235,440	294,300		
Vanpool Replacements	735,640	8,408	610,062	-	125,578	17%	610,062	500,000	235,640	735,640		
APC Systems Equipment/Digital Signage	10,332,384	-	880,269	-	9,452,115	91%	1,637,564	10,332,384	-	10,332,384		
Operations Bases												
Harborside:												
Harborside Tenant Improvements	20,000	-	-	-	20,000	100%	-	20,000	-	20,000		
HVAC System KT Harborside	89,803	5,764	75,557	-	14,246	16%	119,999	89,803	-	89,803		
Charleston Base												
Cubicle Replacements (32)	50,000	-	4,297	60,687	(14,984)	-30%	149,806	50,000	-	50,000		
Routed Supervisor/Dispatch Redesign & CN	145,442	-	34,693	-	110,749	76%	69,990	145,442	-	145,442		
Mini-Heat Pumps (5)	90,000	-	-	-	90,000	100%	-	90,000	-	90,000		
ADA Door Motor/Access Pad	50,000	-	-	38,403	11,597	23%	-	50,000	-	50,000		
Conference Room Media System	50,000	-	-	-	50,000	100%	-	50,000	-	50,000		
Electric Infrastructure Construction	-	-	59,395	-	(59,395)	-	2,275,337	-	-	-		
Northbase												
North Base HD Maintenance Facility (Planning)	10,459,845	51,867	329,416	306,418	9,824,011	94%	548,151	1,338,448	9,121,397	10,459,845		
Vetter Road Fencing and Barricades	100,000	-	-	-	100,000	100%	-	100,000	-	100,000		
South Base												
South Base (ESA, Permits, CM)	215,483	-	200	-	215,283	100%	114,174	42,603	172,880	215,483		
South Base Construction (Locate and Design)	500,000	-	5,870	-	494,130	99%	5,870	500,000	-	500,000		
Transfer Centers / Park & Ride												
Hwy 16 Park & Ride Planning and Design (Ruby Creek)	711,319	4,230	144,625	599,554	(32,860)	-5%	3,186,331	615,028	96,291	711,319		
HWY 16 Park & Ride Construction (Ruby Creek)	12,750,000	-	14,619	-	12,735,381	100%	465,887	6,500,000	6,250,000	12,750,000		
Sewer Lift Station Highway 16 (Ruby Creek)	3,500,000	-	-	739,701	2,760,300	79%	-	3,500,000	-	3,500,000		
Silverdale Transfer Center	4,093,647	12,661	7,535,328	1,982,102	(5,423,783)	-132%	23,068,391	1,500,000	2,593,647	4,093,647		
Ruth Haines Road (Design & Construction)	400,000	3,637	272,418	143,615	(16,033)	-4%	1,673,434	400,000	-	400,000		
Rental Park and Ride Improvements	20,000	45,247	45,247	-	(25,247)	-126%	45,247	20,000	-	20,000		
Gateway Bus Storage Facility & Park and Ride Analysis TOD	25,000	-	14,388	-	10,612	42%	114,496	25,000	-	25,000		
Gateway Bus Storage Facility & Park and Ride PE/Design	842,400	-	-	-	842,400	100%	18,852	122,400	720,000	842,400		
Gateway Center Rehabilitation Design and Construction	500,000	-	-	-	500,000	100%	160,482	500,000	-	500,000		
SR104 P&R PE/Design	600,000	-	142,587	-	457,413	76%	147,701	100,000	500,000	600,000		
Fred Meyer Stop Safety Improvements (Design Only)	60,000	-	-	-	60,000	100%	-	60,000	-	60,000		
Port Orchard Transit Center Planning	737,283	-	59,379	325,298	352,605	48%	258,799	147,457	589,826	737,283		

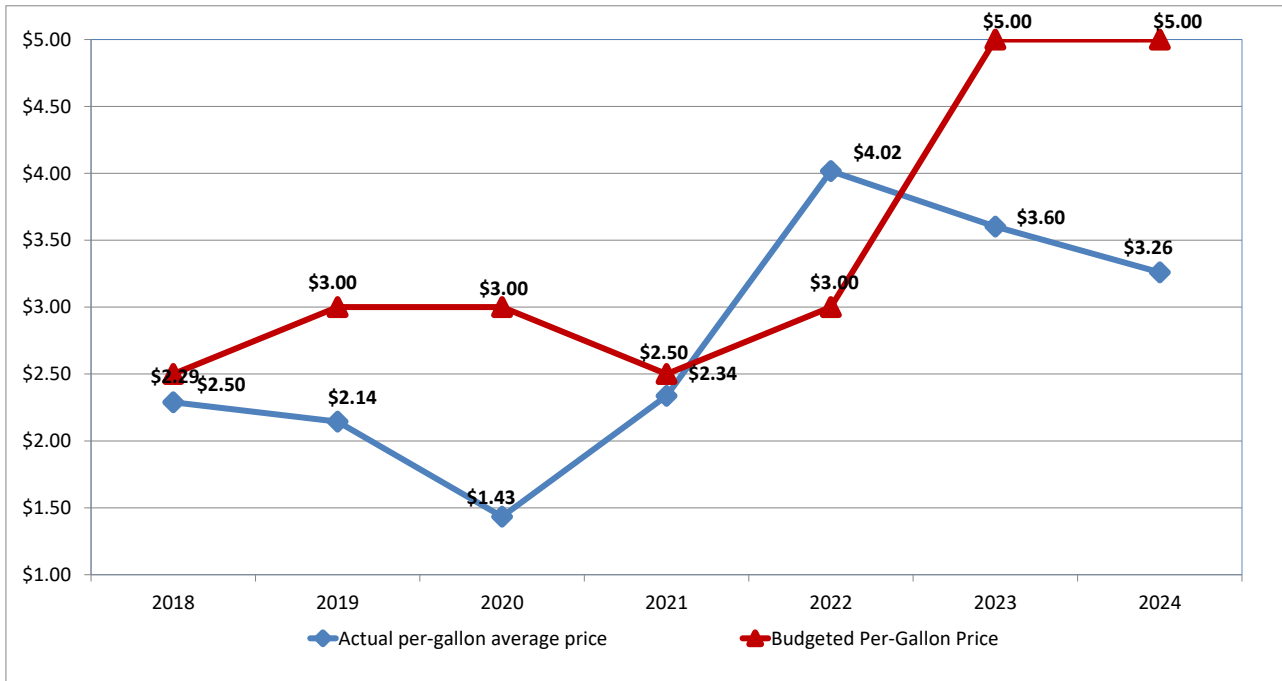
Capital Work In Progress -November 2024

Capital Budget And Expenditures										Capital Funding		
	2024 Budget	Current Month	YTD Expenditures	Encumbrance	Budget Remaining (\$)	Budget Remaining (%)	Cumulative Expenditures	Local Funds Budget	Grant Funds Budget	Total Funds Budget		
	Bike Barn Lighting/Security Cameras	13,315	-	-	-	13,315	100%	-	3,263	10,052	13,315	
West Bremerton Hydrogen Fueling & P&R (Design & ROW)	7,721,914	-	2,529,112	-	5,192,802	67%	2,529,658	3,584,383	4,137,531	7,721,914		
Poulsbo Park & Ride	1,300,000	451	25,604	334,091	940,305	72%	221,873	1,300,000	-	1,300,000		
Inductive Charging (BTC, STC, WBTC & BIITC)	2,912,558	16,957	237,482	507,774	2,167,302	74%	237,482	1,500,000	1,412,558	2,912,558		
Silverdale Park & Ride (Design & ROW)	150,000	-	-	-	150,000	100%	-	150,000	-	150,000		
Operator Training Facility	3,500,000	-	-	-	3,500,000	100%	-	3,500,000	-	3,500,000		
Day Road Park & Ride (Design & Construction)	3,944,625	-	160,654	1,689,482	2,094,489	53%	160,654	1,588,925	2,355,700	3,944,625		
Equipment and Systems												
Computer Infrastructure Improvements	200,000	-	-	-	200,000	100%	-	200,000	-	200,000		
ORCA Next Generation	-	-	99,284	-	(99,284)	-	99,284	-	-	-		
Servers and Capitalized Computer Equip.	200,000	-	-	-	200,000	100%	130,991	200,000	-	200,000		
VEEM Backup and Recover Software/Server	150,000	-	-	-	150,000	100%	-	150,000	-	150,000		
APC UPS for Servers	60,000	-	-	-	60,000	100%	-	60,000	-	60,000		
IP Cameras (Bremerton, PO Dock, South Base, CII)	300,000	-	-	-	300,000	100%	264,102	300,000	-	300,000		
Misc. Equipment	15,000	-	108,177	-	(93,177)	-621%	108,177	15,000	-	15,000		
Training Room Upgrades	25,000	-	-	247,143	(222,143)	-889%	-	25,000	-	25,000		
Pilot - Digital Bus Stop Panels	25,000	-	-	-	25,000	100%	-	25,000	-	25,000		
Schedule Racks	40,000	-	-	-	40,000	100%	-	40,000	-	40,000		
Scaffold for EV Bus Maint	90,000	-	-	-	90,000	100%	-	90,000	-	90,000		
Payroll System Implementation	100,000	-	-	-	100,000	100%	-	100,000	-	100,000		
Bus Rotor Lathes	45,000	-	-	-	45,000	100%	-	45,000	-	45,000		
Tire Changing Equipment	25,000	-	-	-	25,000	100%	-	25,000	-	25,000		
Service Truck	90,000	-	18,024	-	71,976	80%	240,539	90,000	-	90,000		
F150 Maintenance	60,000	-	62,124	-	(2,124)	-4%	62,124	60,000	-	60,000		
Bus in Motion Alarms	18,000	-	-	-	18,000	100%	-	18,000	-	18,000		
Transit Fund Total	126,223,898	749,126	32,512,436	20,789,226	72,922,236	58%	58,487,969	63,221,963	63,001,935	126,223,898		
Ferry Fund												
Ferry Vessels												
Owner Representation (New Vessels)	1,400,000	-	-	25,111	1,374,889	98%	-	1,400,000	-	1,400,000		
Electric Fast Foil Ferry Design & Prototype	1,000,000	-	3,660	-	996,341	100%	17,404	1,000,000	-	1,000,000		
MV Solano Purchase/PE/Rehabilitation	1,271,685	-	425,991	886,206	(40,511)	-3%	13,976,362	934,337	337,348	1,271,685		
Spare Jet Bow Loaders	700,000	-	-	-	700,000	100%	-	700,000	-	700,000		
Genset Bow Loaders	229,806	-	-	-	229,806	100%	91	40,222	189,584	229,806		
Finest Jet Replacement	303,338	-	-	650,010	(346,672)	-114%	216,670	303,338	-	303,338		
Electric Foot Ferry & Infrastructure Design and Construction	15,895,503	-	712,310	907,044	14,276,149	90%	1,603,519	1,695,503	14,200,000	15,895,503		
Ferry Terminal												
Bremerton Dock Improvements/Rail Lift/Emerg. Intercom	233,373	-	201,672	121,509	(89,808)	-38%	201,672	46,675	186,698	233,373		
Alternative Analysis Seattle Terminal	27,397	-	-	-	27,397	100%	394,281	27,397	-	27,397		
Seattle Terminal PE	3,575,000	141,411	820,510	-	2,754,490	77%	820,905	1,075,000	2,500,000	3,575,000		
Southworth Terminal Redevelopment (WSF Partner)	3,103,804	-	871	-	3,102,933	100%	1,073	853,804	2,250,000	3,103,804		
Electronic Signage Docks	150,000	-	-	-	150,000	-	-	150,000	-	150,000		
Southworth Parking Lot Changes	393,274	-	148,447	-	244,827	62%	148,447	393,274	-	393,274		

Capital Work In Progress -November 2024

Capital Budget And Expenditures										Capital Funding			
	2024 Budget	Current Month	YTD Expenditures	Encumbrance	Budget Remaining (\$)	Budget Remaining (%)	Cumulative Expenditures	Local Funds Budget	Grant Funds Budget	Total Funds Budget			
POF Preventative Maintenance	2,824,414	1,638	255,731	-	2,568,683	91%	255,731	461,939	2,362,475	2,824,414			
Breakwater at Port Orchard Marina (Partnership)	1,000,000	27	1,007	-	998,993	100%	1,007	1,000,000	-	1,000,000			
Annapolis Environmental Study	150,000	-	6,982	-	143,018	95%	19,534	150,000	-	150,000			
Mooring Dock Alt. Analysis, Purchase & Improvements	4,979,835	2,373	25,368	-	4,954,467	99%	98,027	4,979,835	-	4,979,835			
Marine Maintenance Fac. (Locate, ROW & Concept. Design)	1,250,425	-	122,542	-	1,127,883	90%	348,338	1,250,425	-	1,250,425			
Marine Maintenance Fac. Environmental	2,250,000	-	-	-	2,250,000	100%	-	2,250,000	-	2,250,000			
Ferry & Terminal PM (Formerly workboat project)	218,837	-	-	-	218,837	100%	-	218,837	-	218,837			
Seattle Docking Facility (Match Only)	3,500,000	-	-	-	3,500,000	100%	-	3,500,000	-	3,500,000			
Ferry Tools & Equipment													
Marine Specialty Tools	20,000	-	-	-	20,000	100%	-	20,000	-	20,000			
Ferry Fund Total	44,476,691	145,449	2,725,091	2,589,880	39,161,720	88%	18,103,061	22,231,749	22,244,942	44,476,691			
Grand Total	170,700,589	894,575	35,237,527	23,379,106	112,083,956	66%	76,591,030	85,453,712	85,246,877	170,700,589			

Kitsap Transit Diesel Costs Updated through December 2024



Per-gallon average price	2018	2019	2020	2021	2022	2023	2024
January	\$2.10	\$1.89	\$1.99	\$1.68	\$2.89	\$3.50	\$4.72
February	\$2.04	\$2.08	\$1.80	\$2.04	\$3.18	\$3.40	\$4.20
March	\$2.02	\$2.13	\$1.31	\$2.15	\$3.90	\$3.46	\$2.99
April	\$2.36	\$2.21	\$1.04	\$2.07	\$4.30	\$3.48	\$3.20
May	\$2.46	\$2.34	\$1.08	\$2.23	\$4.30	\$3.00	\$3.01
June	\$2.58	\$1.93	\$1.25	\$2.44	\$5.10	\$3.25	\$3.04
July	\$2.39	\$2.08	\$1.36	\$2.37	\$4.99	\$4.08	\$3.14
August	\$2.29	\$2.05	\$1.37	\$2.47	\$3.99	\$4.18	\$2.87
September	\$2.38	\$2.13	\$1.27	\$2.41	\$3.89	\$4.35	\$3.06
October	\$2.58	\$2.47	\$1.38	\$2.73	\$4.42	\$3.71	\$3.02
November	\$2.36	\$2.40	\$1.72	\$2.73	\$4.35	\$3.51	\$3.00
December	\$1.90	\$2.02	\$1.64	\$2.72	\$2.89	\$3.30	\$2.87
Monthly Avg. Cost YTD	\$ 2.29	\$ 2.14	\$ 1.43	\$ 2.34	\$ 4.02	\$ 3.60	\$ 3.26
Budgeted Per-Gallon Price	\$ 2.50	\$ 3.00	\$ 3.00	\$ 2.50	\$ 3.00	\$ 5.00	\$ 5.00

In December, KT paid \$2.87 a gallon for fuel compared to \$3.00 in November. The year-to-date per-gallon average price as of December was \$3.26 compared \$5.00 a gallon for fuel budgeted for 2024.

PUBLIC COMMENTS

January 7, 2025

**Presented at the Kitsap Transit Board of
Commissioners Meeting**

Jackie Bidon

From: [REDACTED]
Sent: Wednesday, December 18, 2024 7:36 PM
To: Jackie Bidon
Subject: [EXTERNAL] Public comment Kitsap transit board

Kitsap Transit Board,

It is very concerning that transit board meetings are not held in the evenings when typical transit riders would be able to attend and participate in a transit meeting.

Given the extensive delays and lack of service in the month of December I would hope this board would move to schedule future meetings during times when your key audience can attend.

Sincerely,
Shane