

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING

MINUTES OF FEBRUARY 7, 2023

Board of Commissioners Present:

Driskell, Robert, Teamsters Local No. 589, *non-voting member, Absent*

Erickson, Becky, Mayor, City of Poulsbo, **Chair**

Garrido, Charlotte, Kitsap County Commissioner

Gelder, Robert, Kitsap County Commissioner, **Vice Chair**

Mockler, Anna, Councilmember, City of Bremerton

Putansuu, Robert, Mayor, City of Port Orchard, *Absent*

Schneider, Leslie, Councilmember, City of Bainbridge Island

Stern, Ed, Councilmember, City of Poulsbo

Walters, Katie, Kitsap County Commissioner

Wheeler, Greg, Mayor, City of Bremerton

Staff Present:

Sanjay Bhatt, Marketing & Public Information Director; Michael Bozarth, Operations Directors; John Clauson, Executive Director; Karl Farnsworth, *ACCESS* Services Coordinator; Cyndi Griffey, Worker/Driver Supervisor; Dennis Griffey, Vehicle and Facilities Maintenance Director; Kathryn Jordan, Routed Operations Manager; Sonya Zierden, *ACCESS* Operations Technical Specialist; Steffani Lillie, Service and Capital Development Director; Stephanie Milne-Lane, Clerk of the Board; Mary Pauly, Human Resources Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Raymond Scott, Marine Services Director; Paul Shinnors, Finance Director; Jeff Vinecourt, *ACCESS* Operations Manager; Christian Vosler, Public Information Coordinator.

Also Present: David Weibel, Legal Counsel

1. CALL TO ORDER: Chairperson Erickson called the meeting of the Kitsap Transit Board of Commissioners to order at 8:30AM.

Mayor Erickson introduced herself and requested each person participating in or facilitating the meeting introduce themselves. The Board of Commissioners and Kitsap Transit staff members introduced themselves.

2. AGENDA REVIEW

Mayor Erickson shared that the agenda stood unchanged and, after conferring with the Board of Commissioners, noted that there would be no additional items or changes to the agenda.

3. CHAIRPERSON'S COMMENTS

Mayor Erickson noted that the drive into the meeting was terrible due to rainy weather conditions and heavy traffic.

4. CONSENT/ACTION ITEMS

- a. Warrants for December 2022
- b. Minutes of January 3, 2023 Board Meeting

Mayor Wheeler moved and Councilmember Stern seconded the motion to approve the Consent Agenda.

Discussion: None.

Motion passed unanimously.

5. FULL DISCUSSION /ACTION ITEMS:

- a. *Resolution No. 23-09, Contract Award – Rich Passage 1 Engine Removal, Install & Overhaul*

Executive Director Clauson explained that this resolution sought permission to award a contract to All American Marine for the Rich Passage 1 vessel engine removal, install, and overhaul.

Commissioner Gelder moved and Commissioner Garrido seconded the motion to adopt Resolution No. 23-09, authorizing staff to award a contract to All American Marine for the Rich Passage 1 engine removal, install, and overhaul in the amount of one hundred eighty thousand eighty-two dollars (\$180,082.00).

Discussion: None.

Motion passed unanimously.

- b. *Resolution No. 23-10, Surplus Vehicles*

Executive Director Clauson introduced Facilities and Vehicle Maintenance Director Dennis Griffey who explained that this resolution sought permission to surplus three vehicles and one mini sweeper.

Councilmember Mockler indicated she had difficulty hearing Mr. Griffey.

Executive Director Clauson reiterated that Kitsap Transit sought permission to surplus three vehicles and one mini sweeper. Clauson noted that one of the surplus vehicles would be retrofitted to be used in the agency's new driving simulator.

Councilmember Mockler moved and Commissioner Gelder seconded the motion to adopt Resolution No. 23-10, authorizing staff to declare three (3) vehicles and one (1) mini sweeper as surplus and dispose of the equipment in the best interest of the agency.

Discussion: None.

Motion passed unanimously.

c. Resolution No. 23-11, Contract Amendment – Ruth Haines Roadway Design Project

Executive Director Clauson introduced Service & Capital Development Director Steffani Lillie so that she could brief the Board of Commissioners on the resolution. Lillie explained that the resolution sought permission to execute an option that was in the original bid for the Ruth Haines Roadway Design Project. LDC, Inc. is currently on contract for this project and the contract amendment would enable them to manage the construction and engineering process of the new Ruth Haines Roadway located between Kitsap Transit’s North Base facility and a Park and Ride.

Commissioner Gelder moved and Commissioner Garrido seconded the motion to adopt Resolution No. 23-11, authorizing staff to award a contract amendment to LDC, Inc. for the Ruth Haines Road Design for an amount of two hundred eight thousand nine hundred seventy-five dollars (\$208,975.00).

Discussion: None.

Motion passed unanimously.

d. Resolution No. 23-12, Contract Amendment – IBI Group Contract

Executive Director Clauson once again introduced Service & Capital Development Director Steffani Lillie so that she could brief the Board. Lillie explained Resolution 23-12 sought permission to execute an option on a contract for engineering services and oversight relating to Kitsap Transit’s CAD AVL project. The IBI Group would provide technical assistance to Kitsap Transit through the installation period of new software.

Commissioner Garrido shared that the project sounded exciting.

Councilmember Mockler inquired what implementation support consisted of.

Lillie explained that the IBI Group would assist Kitsap Transit staff during the “test bed” period which would involve complex hardware and software installation and integration across the agency. While Kitsap Transit has IT personnel, the agency does not have system engineers, who are instrumental in the integration process.

Executive Director Clauson noted that the new CAD AVL system would need to be certified under the Federal Transit Administration’s national transit database, which will allow the agency to properly and accurately submit annual reports.

Mayor Erickson mentioned that the FTA now recognized Kitsap Transit as a large transit agency, which makes the data even more critical in reporting to the federal government.

Councilmember Leslie Schneider inquired about ORCA card integration and potential benefits to the public.

Lillie explained that the ORCA card would function just as it has in the past. Lillie underscored that the biggest benefit the public would experience is real time information on bus locations. She also noted, that in a future phase of the project, Kitsap Transit stations would also be equipped with real time information on bus locations.

Commissioner Garrido moved and Commissioner Walters seconded the motion to adopt Resolution No. 23-12, authorizing staff to exercise the optional task of implementation support to IBI Group contract KT 22-745 in the amount of two hundred ninety-nine thousand eight hundred nineteen dollars and thirty-two cents (\$299,819.32).

No further discussion.

Motion passed unanimously.

e. Presentation: Sunday Service

Executive Director Clauson introduced Operations Director Michael Bozarth to the Board. Bozarth outlined Kitsap Transit's proposal for implementing Sunday Service. Bozarth explained that the service offerings would include:

- Hours of Service: 8am-4pm
- Routed Service: 4 Trunk Routes, to be introduced over 3 phases
- On Demand: With timed stops
- Scheduling: App-based and through Kitsap Transit's call center

Mayor Erickson stated she didn't understand what on demand with time stops entailed.

Bozarth explained the Sunday Service proposal sought to introduce four established routes with timed stops. In addition to the timed stops, there would be an on demand component which would allow the community to request a ride. Executive Director Clauson clarified that the request would be based on the individual's needs. A community member can request a pickup and the bus will be able to deviate from the route to pick them up.

Councilmember Mockler requested an example of how this would work.

Executive Director Clauson explained that this was like the service offered through BI Ride, SK Ride, and in Kingston. Through a smartphone application an individual can request a ride. A specific time and location for pick would be communicated through the smartphone application. The bus would deviate from the fixed route to pick up the individual but would then return to the fixed route in order to meet timed stops associated with that specific route.

Councilmember Schneider requested clarification regarding time stops.

Bozarth explained that there would be timed stops on the fixed route. Additionally, through the app, individuals who have requested a ride would have a specific time and location where they would be picked up. Bozarth noted that if a specific location outside of the fixed route has several requests for on demand pickups an additional timed stop could be implemented there.

Executive Director Clauson provided an example with a ferry terminal. He noted that everyday at a specific time a bus would arrive at the ferry terminal. In between timed stops, the bus can deviate to wherever necessary to pick up passengers who have made an on demand pick up reservation.

Commissioner Gelder articulated that the timed stops were attributed to a specific location and time. Between the stops, buses had flexibility to deviate from the fixed route to pick up on demand passengers.

Councilmember Schneider noted that the time stops served as anchor stops for the route.

Mayor Erickson noted that if someone needed to get to the Kitsap Mall at noon on Sunday they could request an on demand pick up. The Kitsap Mall in this example would be a timed stop. The bus picking that individual up might go several different places prior to picking them up, but they would be assured that they would end up at the Kitsap Mall at noon because it is a timed stop on the route.

Executive Director provided another example. He noted that Monday through Saturday a fixed route existed from the Bremerton Ferry Terminal to the Bremerton Transit Center, which included several timed stops in between. In Clauson's example, the Sunday service would retain the timed stops at the Bremerton Ferry Terminal and the Bremerton Transit Center, but the bus would have flexibility to deviate to wherever needed to pick up passengers who made on demand pick up reservations.

Bozarth noted that for passengers who did not have access to a smartphone, they could call and make a reservation through Kitsap Transit's call center. Bozarth also articulated the prep work needed to roll out Sunday Service, which included:

- 43 total Operators to resume pre-pandemic service levels and add Sunday service
 - 12 additional Operators needed to maintain current service levels
 - 24 additional Operators needed to resume pre-pandemic service levels
 - 7 additional Operators needed to add Sunday service
 - Current recruitment rate with attrition is 4.98 (average since January 2022). Prior to holiday months, Kitsap Transit experienced an increase in recruitment rates with class sizes approaching 10 individuals per class.
- On Demand Software Procurement – Request for Proposals (RFP)
- Marketing to educate community on new service

Mayor Wheeler thanked Kitsap Transit staff and the Board of Commissioners with coming up with the creative idea to implement Sunday service. He noted that reinstating Sunday service was one of the most important things the Board and agency could do for the community. Wheeler noted that bringing back Sunday service will allow churches to hold services on Sundays again. He further noted that Sunday service would assist service workers in being able to get to their jobs. Wheeler maintained that with re-establishing Sunday service, the Board was recognizing the cultural and racial diversity in the community.

Councilmember Mockler commented that at the City of Bremerton's last City Council meeting a local pastor shared how happy he was that Sunday service would be returning because he had to move his services to Saturday because of the lack of bus service. Councilmember Mockler inquired if it would be possible to do a version of the Worker/Driver program for houses of worship in the community.

Executive Director Clauson explained that Kitsap Transit is restricted by federal regulations to not charter. Clauson indicated that he would have to give the proposition additional thought and research.

Mayor Erickson shared her thanks to Kitsap Transit for implementing Sunday service. She noted the recession forced the agency to make difficult decisions, which resulted in eliminating routes. Mayor Erickson commented how important it was to be reintroducing Sunday service encouraged Bozarth to share the dates for the phased implementation.

Bozarth explained that Kitsap Transit would be taking a phased approach toward implementation.

- Phase 1 – Bremerton, Target Date August 2023
- Phase 2 – Port Orchard, Poulsbo, and Silverdale, Target Date December 2023
- Phase 3 – Bainbridge Island, Target Date February 2024

Bozarth explained that Phase 1 included:

- Trunk Route 217, running every 30 minutes
- On Demand Service
- 4 Vehicles (which could be adjusted based on demand)
- Timed stops to be determined

Councilmember Mockler inquired how Route 217 was selected for Sunday Service.

Bozarth explained that On Demand service, which would include West Bremerton, would feed into Route 217.

Bozarth articulated that Phase 2 included:

- Trunk Route 8 in Port Orchard, running every 30 minutes
- Trunk Route 332 in Poulsbo and Silverdale, running every 60 minutes
- On Demand Service
- 2 Vehicles in Port Orchard (which could be adjusted based on demand)

- 4 Vehicles in Poulsbo and Silverdale (which could be adjusted based on demand)
- Timed stops to be determined

Finally, Bozarth explained that Phase 3 included:

- Trunk Route 390 in Bainbridge Island, running every 60 minutes
- On Demand Service
- 2 Vehicles (which could be adjusted based on demand)
- Timed Stops to be determined

Mayor Erickson voiced approval for the establishment of Route 390.

Executive Director Clauson provided additional information on the re-establishment of Sunday services. He explained that Kitsap Transit selected Routes 217 and 8 for Sunday service because they are the two most heavily used routes during the week. The demand Monday through Saturday prompted Kitsap Transit staff to select them for Sunday services. Clauson noted that the agency would not be hiring Operators who only work on Sundays. Newly hired Operators would assist with filling in service Monday through Saturday that had to be reduced due to the pandemic. Clauson noted that Kitsap Transit would work with the ATU on ensuring that they were aware of each phase of the re-implementation of Sunday service.

Commissioner Gelder noted that it would be helpful to have a map that showed the connectivity between the 3 proposed routes.

Bozarth shared that Kitsap Transit staff would provide that visualization.

Executive Director Clauson noted that since the local foot ferry between Port Orchard and Bremerton already ran on Sundays, it would offer connectivity between Route 8 in Port Orchard and trunk routes offered in Central and North Kitsap.

Clauson underscored his desire to eventually expand Sunday service beyond the 3 areas that were presented to the Board. As the hiring of Operators allows, Kitsap Transit plans to expand service areas that were offered on Sundays.

Commissioner Gelder thanked Clauson for addressing expansion. He noted that in upcoming Kitsap Regional Coordinating Council (KRCC) meetings members would be discussing comprehensive plans, housing, parking. He noted that transit would be an important topic in those discussions.

Commissioner Walters voiced thanks to Kitsap Transit in re-establishing Sunday Service. Mayor Erickson echoed Walters thanks.

Councilmember Schneider inquired if there had been coordination with Bainbridge Island's Chamber of Commerce regarding work force issues and working hours. She noted that the proposed 8am-4pm might negate an 8-hour shift.

Executive Director Clauson indicated that Kitsap Transit would be taking a cautious approach as it re-introduced Sunday service. He noted that demand would signal where and when the agency would expand Sunday service. Clauson shared that Kitsap Transit had not collaborated with the Bainbridge Chamber of Commerce.

Councilmember Schneider asked how many vehicles were currently being used for BI Ride.

Bozarth confirmed that there were 4 vehicles currently being used for BI Ride.

Councilmember Schneider requested that Kitsap Transit staff obtain as much information as possible before implementing Sunday service Bainbridge Island. She shared how exciting it was to have Sunday service coming to Bainbridge Island.

Mayor Wheeler noted that implementing Sunday service offered an opportunity to collect and analyze data. Wheeler mentioned that data analysis would be an important factor in eventually expanding service on Sundays.

Councilmember Mockler commented that she was excited about Sunday service because it will enable increased density of affordable housing.

f. *Discussion: 2nd Board Meeting of the Month*

Executive Director Clauson explained that he and Mayor Erickson discussed whether it was needed to have Kitsap Transit's second Board Meeting of each month. Clauson noted that he was hoping to convene the Board at the second meeting for both February and March for a study session. He also shared that it is easier to cancel the second meeting instead of trying to convene the Board and figure out complex schedules.

Councilmember Stern inquired if the second meeting could be a remote meeting.

Executive Director Clauson maintained that Board members could join any of Kitsap Transit's meetings remotely. Clauson shared that when the second meeting was cancelled, Board members would be notified a week in advance.

The Board agreed to retain Kitsap Transit's second Board Meeting of the month.

g. *Discussion: POF Plan Analysis and Additional Routes*

Executive Director Clauson requested direction from the Board on how to proceed with potentially adding routes to passenger-only ferries. Clauson shared that if the Board was interested in exploring additional passenger-only ferry routes then the agency would need to start preparing a funding request. A feasibility study would need to be done on all potential passenger-only ferry

routes in Kitsap County. Clauson mentioned that he and Councilmember Schneider met with the Chair of the Senate Transportation Committee, who had indicated funding may be available for a feasibility study. The study would also need to address how Kitsap Transit would support additional passenger-only ferry routes.

Mayor Erickson revealed that she was not impartial to this topic, noting that ferries were expensive to operate.

Mayor Wheeler, Commissioner Walters, Commissioner Gelder, and Councilmembers Mockler and Schneider voiced their support for Kitsap Transit to make a funding request to the Legislature to finance a feasibility study for additional passenger-only ferry routes.

The Board directed Executive Director Clauson to pursue a funding request to finance a feasibility study for additional passenger-only ferry routes. Mayor Erickson requested that the study investigate various routes, different types of boats, and the cost associated with running specific types of boats. Mayor Erickson noted that if Kitsap Transit funds its own ferries, it undermines the agency's requests to the state legislature.

Executive Director noted that he was specifically interested in the funding aspect of additional passenger-only ferry routes. He reminded the Board that the voters approved a 3/10th of 1% sales tax to fund ferries and another 1/10th of 1% is available to the community (through a vote) if they desired. Clauson noted that there are other funding opportunities outside of sales tax. Clauson thanked the Board for providing direction.

Councilmember Stern recalled that the last time he served on the Kitsap Transit Board other transit agencies were removing fares. He inquired to what degree fares were funding Kitsap Transit activities.

Executive Director Clauson shared that fares made up less than 10% of Kitsap Transit's budget, noting the COVID-19 pandemic severely curtailed fare revenue. Clauson reminded the Board that Kitsap Transit recently removed youth fares and that the agency was currently investing millions in the 2nd Generation of ORCA.

Mayor Wheeler commented that it was important to consider how the influx of potentially 100,000 new individuals to Kitsap County, which would bring with it sales tax revenue could impact how transit is funded in the future.

6. EXECUTIVE DIRECTOR ITEMS

Executive Director Clauson provided an update on the following topics:

- Updated the Board on Kitsap Transit’s legislative agenda. Clauson testified remotely on a couple of bills, including public transit’s ability to retail excess hydrogen generation and Department of Natural Resources leases agreements.
- Shared the QR Code project spearheaded by Facilities and Vehicle Maintenance Director Dennis Griffey and his team. QR codes will be appended to various pieces of Kitsap Transit equipment so that emergency responders have access to valuable information in the event of an emergency.
- Notified the Board that Kitsap Transit’s Community Advisory Committee (CAC) had reconvened. Clauson shared that the CAC is exploring what the interests and priorities of the group are.
- Advised the Board that he is working neighboring transit authorities regarding the forthcoming Major League Baseball All-Star game and FIFA World Cup in Seattle.

7. PROGRESS REPORTS

- a. Draft Financial Reports through November 2022
- b. Capital Work in Progress
- c. Fuel Costs Report through the end of December 2022

8. STAFF INFORMATION / EMPLOYEE RECOGNITION

- a. December 2022 Report from KT Lobbyist
- b. Recognizing Drivers of the Month (8:45am)
- c. Recognizing Drivers of the Year

ACCESS Operations Manager Jeff Vinecourt introduced *ACCESS* Driver of the Year Andrea Hillman. Hillman started with Kitsap Transit in 2017 and has been awarded Driver of the Month twice during her tenure. Hillman has received numerous accolades from her passengers and co-workers. She recently earned a four-year national safety award. When she isn’t behind the wheel, she enjoys gardening, traveling, hiking, and spending time with her two grandchildren.

Vinecourt also introduced *ACCESS* December Driver of the Month Leanne Lutz, who has been an Operator since 2014. Lutz has been awarded Driver of the Month twice and recently joined the *ACCESS* Advisory Committee. Vinecourt noted that Lutz is very personable, and her passengers always love to be around her.

Routed Operations Manager Kathryn Jordan introduced Laura Moniz, who by vote of her peers and Kitsap Transit Operations Supervisory staff, was awarded Routed Driver of the Year. During Moniz’s short time at Kitsap Transit, she has earned 15 Way to Go awards. When she isn’t out driving, she enjoys fishing, photography, and being a grandma. Moniz’s personal goal is to sky dive at least once and to travel outside of the country. Her personal goals include becoming a mentor, dispatcher, and supervisor at Kitsap Transit. Jordan shared that Moniz would be asked to become a mentor on Kitsap Transit’s Driver Mentor Team soon.

Moniz voiced her appreciation for the award.

Jordan also introduced Routed Driver of the Month for December Michael Riley, who was not in attendance at the meeting. Riley has been driving for Kitsap Transit since 2003. Jordan noted that Riley's 19-year tenure at KT is demonstrated through his outstanding safety record, customer interactions, and on-time performance metrics.

Worker/Driver Supervisor Cyndi Griffey introduced December Worker/Driver of the Month, Bryon Kingsbury. In 2007, Kingsbury started driving for Kitsap Transit alongside his father, making him a second-generation Worker/Driver. He enjoys golfing and attending live sporting events. Kingsbury's personal goal is to enjoy life and make it fun every day.

Griffey also introduced Chris Wheeler, who was awarded Worker/Driver of the Year. Wheeler has been driving for Kitsap Transit since 2018 and is willing to go anywhere that he is needed, even if he has never driven the route before. Wheeler is a Superintendent at PSNS and is responsible for more than 500 employees. In his spare time, Wheeler enjoys auto restoration.

Wheeler thanked the Board and Kitsap Transit staff for the honor.

9. PUBLIC COMMENTS

Jane Rabuloski commented that she has lived in Bremerton for twenty-five years. She maintained that there is less bus service now than when she first moved to Bremerton. She shared that she understood why there is a ferry from Port Orchard to Bremerton, because a bus would take a significant amount of time. She reminded the Board of the people who are paying sales tax increases to fund the fast ferries. She requested the Board look at additional regular routed bus service. Rabuloski maintained that once an hour was inadequate, noting that service needed to occur every 30 minutes for people to depend on it. She voiced her desire for Kitsap Transit to examine increasing routed bus service and eliminating fares. She estimated that Kitsap Transit only received 3% revenue from routed bus fares while we subsidize the fast ferry \$40 per rider, per trip. She implored the Board to consider bolstering bus service in Kitsap County.

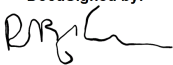
10. GOOD OF THE ORDER

Councilmember Mockler proposed to change the public comment period to after the Driver of the Month recognitions.

Mayor Wheeler shared that he and Executive Director Clauson were finalizing the details of the upcoming Energy Summit.

11. ADJOURN: At 9:57AM, Chairperson Erickson adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 7th day of March, 2023.

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Rebecca Erickson, Chairperson

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Stephanie Milne-Lane
Clerk of the Board