

## **KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF March 05, 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 – *Remote Attendance*  
Putansuu, Robert, Mayor, City of Port Orchard – **Vice Chair** - *Absent*  
Rolfes, Christine, Kitsap County Commissioner - *Absent*  
Moriwaki, Clarence, Councilmember, City of Bainbridge Island  
Stern, Ed, Councilmember, City of Poulsbo  
Walters, Katie, Kitsap County Commissioner  
Wheeler, Greg, Mayor, City of Bremerton, **Chair**

### **Staff Present:**

Sanjay Bhatt, Marketing & Public Information Director; Jackie Bidon, Interim Clerk of the Board, Public Records Officer; Michael Bozarth, Operations Director, John Clauson, Executive Director; Cyndi Griffey, Worker/Driver Manager; Dennis Griffey, Vehicle and Facilities Maintenance Director; Kathryn Jordan, Routed Manager; 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

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

### **2. AGENDA REVIEW**

Upon review by the Board, the agenda remained unchanged.

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

Mayor Wheeler shared his appreciation for the public servants that are out in the icy weather performing their duties, including Kitsap Transit.

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

Executive Director Clauson shared that at the last meeting they went through the recruitment process for the open positions on the Community Advisory Committee. He stated there has been a good response from individuals in the community that want to participate on the committee and should be coming to the Board with additional appointments to fill out the broad representation they are trying to achieve. Clauson shared that the committee reviewed the Board agenda, and no action was taken.

Mayor Erickson stated that on the Consent Agenda there is a resolution to reappoint a Community Advisory Committee member and recalled not seeing members present during the Board meetings. She stated it would be nice to meet them and asked if it would be possible for the members to be present at a Board meeting. Mayor Erickson stated that she understands the members may have jobs and not able to attend in person, but maybe they could attend virtually.

Executive Director Clauson shared that, in the past, a joint meeting was held between the Community Advisory Committee and Board of Commissioners where each group had the opportunity to informally discuss issues. He stated that he could invite them to participate online but with some members having daytime commitments, they may not be able to join the meeting.

Mayor Erickson stated that, especially with the increased ridership on the fast ferry and how transit is changing and growing, it would be nice to meet the Community Advisory Committee members.

Executive Director Clauson stated that is a great idea but recommended waiting until all the positions are filled so all the members can participate. He shared that he recently sent a letter to the executive directors of Peninsula Community Health, Kitsap Mental Health, and Kitsap Community Resources, asking each of them to select a person for the committee.

## **5. CONSENT / ACTION ITEMS**

- a. Warrants for January 2024
- b. Minutes of January 16, 2024
- c. Minutes of February 06, 2024
- d. Resolution No. 24-13, Reappointment of CAC Member

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

### **Discussion:**

Councilmember Stern, though not present at the January 16th meeting, expressed appreciation for the detailed minutes.

Commissioner Walters stated that she has a couple edits to the Board of Commissioners present. The Chair and Vice Chair need updating and on January 16, 2024, Commissioner Schneider was not present, but Councilmember Moriwaki was present.

**Motion passed unanimously**, approved with revisions.

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

- a. Resolution No. 24-14, Approve Title VI Transit Equity Reporting Services

Executive Director Clauson shared that, in 2020, the federal government conducted the 2020

Census and in 2023, the FTA acknowledged that Kitsap Transit advanced to an urban system. With that classification comes additional complex requirements that must be completed when changing service, fares, route structure, and schedules. Clauson stated that this process is more complicated than previous processes and is asking permission to bring on a consultant that is familiar with this process and to help establish policies and procedures to be able to conduct this analysis, specifically for Title VI.

**Discussion:**

Mayor Erickson shared that the majority of the funding for transit comes through the Puget Sound Regional Council, and they have such an emphasis on equity. She stated that this is a critical piece that is needed to make sure Kitsap Transit complies and doesn't want to have the FTA funding held up if procedures were not done correctly.

Executive Director Clauson stated that he is confident with the staff's knowledge of the procedures, but having someone checking and verifying that Kitsap Transit is doing everything correctly and not overlooking anything.

Councilmember Stern asked if this is a heightened need for work and review because of the status of Kitsap Transit being in the large federal category?

Executive Director Clauson stated yes, the transition to the larger agency status means additional scrutiny needs to take place. He shared that any changes Kitsap Transit would like to make need to have these processes completed to make sure there is not an impact on any particular group.

Mayor Wheeler stated that he knows transit does a good job of using an equity lens, but this takes it up a notch. He shared that in serving the communities where the equity lens needs to be heightened and focused clearer, this needs to be added to the business model. He stated that they are not just operating in dollars and cents but with the underrepresented and equity in mind.

Councilmember Moriwaki stated that when there is only one bidder on a contract, he is concerned, but it appears staff did as much as possible reaching out to other persons. He shared that he wants to be transparent with the public in that Kitsap Transit has, in place, a fair and open process and tried to find other applicants, but this was the only applicant to apply.

**Mayor Erickson moved and Councilmember Moriwaki seconded the motion to adopt Resolution No. 24-14, permitting staff to enter into a contract with Nelson Nygaard in the amount of one hundred fourteen thousand one hundred twenty dollars (\$114,120) for Title VI services.**

**Motion passed unanimously.**

b. Resolution No. 24-15, IPKeys NetCloud Renewal 2024

Executive Director Clauson shared that this resolution is to renew the agreement with IPKeys, the company that has provided the router and communication infrastructure that is on each of coaches. This system communicates between the base, ORCA system, and other technologies on the buses and allows a single form of communication. He stated that it has been working well and is asking for a one-year agreement of support and services to maintain the operation.

**Discussion:** None.

**Councilmember Moriwaki moved and Councilmember Stern seconded the motion to adopt Resolution No. 24-15, authorizing staff to execute an agreement with IPKeys Power Partners for the renewal of Netcloud service and support for the Cradlepoint routers on our fleet vehicles for the sum of one hundred eleven thousand five hundred thirty-four dollars (\$111,534), for a term of one year.**

**Motion passed unanimously.**

c. Resolution No. 24-16, Purchase Eleven Hybrid Vanpool Vans

Executive Director Clauson shared that the resolution is asking permission to purchase eleven, seven-passenger, hybrid vehicles, to replace some of the fleet that has reached the end of its useful life in the vanpool program. He stated that Kitsap Transit is utilizing the state contract for this acquisition.

**Discussion:**

Commissioner Walters requested clarification that Kitsap Transit is asking to purchase eleven new hybrid vans and passenger vans.

Executive Director Clauson stated that the purchase request is for eleven vans with a capacity for seven passengers.

Councilmember Moriwaki asked if the vans are specifically plug-in vans or regular hybrid vans.

Vehicle and Maintenance Director, Dennis Griffey, stated that the vans are standard hybrid vehicles with no plug-in capability.

Councilmember Moriwaki asked if there were any plug-in vehicles available or a choice.

Vehicle and Maintenance Director, Dennis Griffey, shared that no plug-in vehicles are available in this size and with the grant the vehicle must be made in America. He added that this was the only vehicle that met the state contract.

Councilmember Moriwaki stated that hopefully in the future Kitsap Transit will be able to purchase plug-in vehicles because they can run on electric for 30 – 35 miles.

Executive Director Clauson stated that the hope is for the majority of the commute to be done on batteries. He shared that the average vanpool trip is 30 miles or less on one leg of the round trip and will make a major impact on the dependency for fossil fuels.

Councilmember Moriwaki shared that the policy at the City of Bainbridge Island is when a vehicle is retired, every effort is made to replace it with an electric or hybrid vehicle. He asked if that is a policy at Kitsap Transit as well.

Executive Director Clauson stated that it is, to the extent when they can. He shared that, with this purchase and the federal dollars applied, they must comply with the Buy America rules; sometimes there is not an option. He added that Kitsap Transit does not have that specific policy but strives to with all vehicles purchased. He added that the grant funding available generally requires purchases to be low or no emission vehicles.

Councilmember Mockler commented electronically via Zoom her support that Kitsap Transit have a policy similar to what Bainbridge Island has when retiring a fleet vehicle.

**Councilmember Moriwaki moved and Commissioner Garrido seconded the motion to adopt Resolution No. 24-16, authorizing staff to purchase eleven (11), seven (7) passenger hybrid Vanpool vans for the sum of six hundred sixty-two thousand nine hundred fifty-two dollars (\$662,952) plus applicable taxes.**

**Motion passed unanimously.**

d. Resolution No. 24-17, Purchase Four Supervisor Wheelchair Vans

Executive Director Clauson stated that the resolution is asking for authority to purchase four vehicles that the supervisors use for their daily activities in supporting the operations. These vehicles are used as back up if a passenger with a mobility device needs transport, responding during weather events, and assisting with operator needs. Clauson shared the vehicles are equipped with a wheelchair lift and are all wheel drive, but this type of vehicle is not available in an all-electric version.

**Discussion:**

Mayor Erickson shared that in the City of Poulsbo, they waited 18 months for hybrid police cars and gave up, purchasing gas vehicles locally because they couldn't wait any longer. She added that there is still a supply shortage and wanting every vehicle electric is not possible right now; hopefully in the next couple of years the availability will be better.

Councilmember Moriwaki stated that Mayor Erickson is correct, the City of Bainbridge Island has the same challenges. He shared that they have four electric vehicles, including one just for police services.

Councilmember Stern saluted both Mayor Wheeler and Executive Director Clauson for pioneering and sponsoring the Summit in 2023 on infrastructure and electric demand. He stated that if the move is for everyone, including the military, to be electric, there is not adequate capacity or infrastructure in Kitsap County to meet that demand.

Councilmember Mockler stated that if we can't get full electric for every vehicle that is wanted, at least Kitsap Transit can be seeking low emission vehicles.

Executive Director Clauson stated that Kitsap Transit has been waiting close to 18 months for the 30 Gillig buses that are on order. He shared that they were hoping to have the fleet built up to 30 electric buses by the first quarter of this year. He added that the first bus in that order will go into production in June, 2024.

**Mayor Erickson moved and Councilmember Moriwaki seconded the motion to adopt Resolution No. 24-17, authorizing staff to purchase four (4) all-wheel drive wheelchair lift equipped Supervisor vans from Shetcky Northwest not to exceed three hundred ninety-four thousand one hundred seventy-nine dollars (\$394,179).**

**Motion passed unanimously.**

- e. Resolution No. 24-18, DoubleMap Maintenance Renew Contract

Executive Director Clauson shared that this resolution would extend the agreement with DoubleMap. This is software that provides automatic vehicle location for the public and the dispatchers. He stated that the company notified Kitsap Transit that they were discontinuing the support for DoubleMap in 2023. The company retained for the new system will not be in operation until late 2024 or early 2025. Clauson shared that staff negotiated with the current provider to continue with the operation of the DoubleMap system through 2024. The combined total is \$163,718, which includes \$72,000 for the server services.

Councilmember Moriwaki asked if the new system is called CleverDevices and if Kitsap Transit is paying both providers.

Executive Director Clauson stated that there are phased-in costs with CleverDevices, and they are working hard to get the new system in including a lot of additional features. He shared that Kitsap Transit will continue to support the acquisition of that system as they are able to implement it. This resolution is specifically for the stop gap.

Councilmember Moriwaki asked if this was anticipated or if something happened where they didn't have the means to retrofit the buses.

Executive Director Clauson stated that the procurement process for the CleverDevice system and negotiations to make sure everyone is on the same page as to what, when and how Kitsap Transit would get the new system took longer than anticipated.

**Discussion:** No further discussion.

**Councilmember Moriwaki moved and Commissioner Walters seconded the motion to adopt Resolution No. 24-18, authorizing staff to extend the maintenance agreement with DoubleMap through December 31, 2024, in the amount of ninety-one thousand seven hundred eighteen dollars (\$91,718) and paying the server subscription fees in the amount of seventy-two thousand dollars (\$72,000) to be billed monthly, totaling one hundred sixty-three thousand seven hundred eighteen dollars (\$163,718).**

**Motion passed unanimously.**

- f. Resolution No. 24-19, Approve Dark Trace Contract

Executive Director Clauson shared that everyone is aware of the challenges in the world of cyber security, working hard to make sure the systems are as up to date and protected as they can be. He stated that Kitsap Transit has software to protect the email system and restrict access to the networks, but they have learned of a system that is better than the current system in place. He shared that this is an opportunity to upgrade the computer system and networks, asking for permission to enter into an agreement with Dark Trace and utilizing the CDW Government agreement.

Mayor Erickson stated that she would like to see how this system works for Kitsap Transit and if they would be willing to share information on the system.

Executive Director Clauson stated that they would be happy to share what is learned from the acquisition of the software.

**Discussion:** None.

**Councilmember Stern moved and Councilmember Garrido seconded the motion to adopt Resolution No. 24-19, authorizing staff to enter into an agreement with CDW-Government for the Darktrace software for the sum of one hundred thirty-six thousand six hundred nine dollars (\$136,609), for a term of three (3) years.**

**Motion passed unanimously.**

## **7. EXECUTIVE DIRECTOR ITEMS**

Executive Director Clauson stated that he had communicated with Kitsap Transit's Lobbyist for an

update on what is happening in Olympia. He shared that the bill that would allow Kitsap Transit to exclude Worker/Drivers from the Public Employees Retirement system has passed the House and Senate unanimously and is on its way to the Governor's desk for his signature. He thanked Robert Driskell of Teamsters Local No. 589 for his support as well as the combined efforts of the Teamsters Unions and management. Clauson stated that he did not have updates on the budget negotiations that are taking place behind closed doors in Olympia now.

Executive Director Clauson shared that this year all the jurisdictions will need to update their Commute Trip Reduction Plans. He stated that Kitsap Transit staff are ready to assist their staff with updating when ready. Clauson shared that when the Commute Trip Reduction rules first came about, all the cities and the county designated Kitsap Transit as lead agency for the administration of the Commute Trip Reduction Act and are willing to continue that.

Executive Director Clauson shared that Kitsap Transit closed on the purchase of the West Bremerton Bowling Alley and has toured the facility. He stated that they are trying to move forward quickly to hire a company to come in and demolish the facility because of the bad shape it is in and that it is becoming a public nuisance. He shared that Kitsap Transit has put padlocks on the doors, but individuals continue to get into the building, using it as a shelter and for drug use.

Commissioner Walters asked if Kitsap Transit will, as part of the demolition, do something to secure all the private records in the facility.

Executive Director Clauson stated that Kitsap Transit is working through that now, identifying what procedures to implement to protect that information. He shared that they are working with the Federal Transit Administration (FTA) to get their final approval to move forward with the demolition; in the meantime, looking into other solutions to that issue. Clauson stated that there are also items that may have value and we have reached out to Stokes Auction to explore what programs they have available to properly dispose of items of value.

Councilmember Mockler stated that Commissioner Rolfes has brought up that when items of value need to be sold. Kitsap Transit alert community organizations, partners, and non-profits of the possible availability, giving them first option to the items.

Executive Director Clauson stated that the facility is unsafe and hazardous to enter. If an auction is an option, they will be escorted through the building to verify items of value.

Mayor Erickson stated that there is a liability in selling anything out of that building and that the prudent course is to demolish it as quickly as possible. She shared that any records would need to be disposed of in the proper way and is concerned about doing anything with any items in the building with the active drug use taking place in there.

Executive Director Clauson stated that is an option and wanted to make sure due diligence was done in finding anything of value and then doing a cost benefit analysis to see if it is worth making



the extra effort in trying to salvage.

Councilmember Moriwaki stated that he appreciated the idea that non-profits may need furniture or other items out of this building, but no one knows what is in there and it is incredibly dangerous.

Mayor Wheeler stated that he immediately thinks of first responders trying to go in there and all dangers of going into that building; the sooner the building can come down, the better.

Executive Director Clauson shared that Kitsap Transit is working with the FTA for approval and moving forward with the demolition.

Councilmember Moriwaki stated that they may have moved past the legislative report and would like to ask that the members in the report be identified with their party and city. He shared that the identifiers are helpful in seeing who is supporting the legislation.

Executive Director Clauson stated that he is sure that would not be a problem and will work with Dylan Doty on that.

Executive Director Clauson stated that Dr. Tiffany Israel spoke to the Board about *ACCESS* service county wide, asking how some of the decisions for funding are made and how the community could be made aware of it. He shared that he had reached out to her for clarification and to invite her to the last Work Study to participate in the discussions but was not able to connect with her.

Mayor Erickson stated that she had looked at Dylan Doty's report and noticed there were actions about changing the composition of the Board. She asked if that has moved forward, if it has passed, how that works, and about the Community Advisory Committee. If Kitsap Transit has citizen representatives, that may be a way to get people onto the Board. She shared that they went through this with the Health Board and that it has been wonderful having citizens on that Board that have a level of expertise. She stated that she would not be averse to having non-electees on the Board but was wondering where that action was.

Executive Director Clauson shared that it was approved by the House and died in the Senate. It went through two different periods where it could have been resurrected but wasn't. He added that, for this year, the bill is dead. The alternative the Senate proposed was to fund a study to look at the various options that might be available for transit systems in the state, not just public transit benefit areas but how it would apply to city and county systems. Clauson shared that the funding for the study is in the Senate Proposed Transportation Budget but not in the House Budget.

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

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

*ACCESS* Manager Jeff Vinecourt announced the January 2024 *ACCESS* Driver of the Month, Brian Martin. This is his 10th Driver of the Month Award, was Driver of the Year in 2007, and has been

with ACCESS since June 2002. Brian's most memorable moment at Kitsap Transit is when he was playing in a KT co-ed softball tournament and a foul ball landed in the potato salad. His words of advice for his fellow drivers: "Always be a good defensive driver. Watch out for other drivers turning left in front of you on flashing yellow lights."

Routed Operations Manager Kathryn Jordan announced the January 2024 Routed Driver of the Month, Mark Upchurch. He has been a Routed driver since January 2003, and this is his first Driver of the Month Award. Mark has been awarded 23 Way to Go Awards, 5 Distinguished Driver Awards, 2 Co-Pilot Distinguished Driver Awards, has been on the Honor Roll 82 times in his career at Kitsap Transit. He earned his 16-year Safe Driving Award in February 2023. His most memorable moment at Kitsap Transit have been too many to count, but there was a time during training when a passenger had a seizure and he felt so helpless. His words of wisdom to fellow drivers, "Provide adequate time for a passenger to find a seat and sit. Don't rush; take your time. Drive each route one at a time."

Worker/Driver Manager Cyndi Griffey announced the January 2024 Worker/Driver of the Month, Hans Gehlhaar. He joined the Kitsap Transit Worker/Driver Program in 2005. His most memorable moment as a driver was talking a fellow driver through a bad situation on an icy hill in Bremerton, which allowed the driver to avoid a collision with a parked car. His words of wisdom are: "Always know your escape route. This is very important when maintaining a proper following distance. Always try to steer out of danger and if your tires lock up when braking, you no longer have control of your vehicle's direction."

- b. February 2024 Report from KT Lobbyist
- c. Draft Financial Reports through January 2024
- d. Capital Work in Progress January 2024
- e. Fuel Costs Report through the end of February 2024

Remaining Progress Reports stand as presented.

## **9. PUBLIC COMMENTS**

None at this time.

## **10. FOR THE GOOD OF THE ORDER:**

Councilmember Moriwaki asked for clarification on the Net Income listed as 1,360.82% and the Year-to-Date Variance listed as 375.02%.

Finance Director Paul Shinnors stated that he could do a quick calculation on the Year to Date verifying the numbers are correct. The variance is the actual net income line \$830,000 relative to the budget income line \$56,000.

Councilmember Moriwaki shared that looking at the next column it lists 1,360.82% and doesn't

make sense.

Finance Director Paul Shinnars stated that that is the percentage over and represents the \$773,000 over the \$56,000.

Councilmember Moriwaki asked if this is 1,300% more.

Finance Director Paul Shinnars stated that is correct. He shared that it is not uncommon to have a significant variance at the beginning of the year on an operating expense. Shinnars stated that looking at the operating expense relative to budget at the end of the year, Kitsap Transit is significantly under budget. The other drivers of this are the higher interest income and the large reserve balances that earn 3%.

Councilmember Stern stated that he appreciates the variance reports and uses them on the City Council. He shared that he appreciates Director Shinner underestimating the interest income and overestimating the fuel expenses.

Councilmember Mockler stated that she is researching circulator buses and is not finding any real information online and requested that if anyone has information on this if they could share with her.

Mayor Wheeler stated that the Long-Range Plan has a circulator bus description.

Mayor Erickson shared that Poulsbo has a circulator bus.

Councilmember Moriwaki stated that, in the reports, it shows that Kitsap Transit has more passengers on the weekend routes than on the weekday routes and asked why that is. He asked if that is because of fewer routes during the weekends, more people, or the daytime ridership during the weekdays is low and that is how that average works out.

Executive Director Clauson stated that it is a combination of all that. He shared that there are less hours operating during the weekend than during the weekday, Saturday service has seen higher than normal ridership, and Sunday service is operating On Demand which helps with efficiency.

**11. ADJOURN:** At 9:43 AM, Chairperson Wheeler adjourned the regular meeting.

**ADOPTED** by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 2nd day of April, 2024.

Attest:

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Greg Wheeler, Chairperson

DocuSigned by:

*Jackie Bidon*

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Jackie Bidon, Clerk of the Board