

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING

MINUTES OF SEPTEMBER 6, 2022

Board of Commissioners Present:

Deets, Joe, Mayor, City of Bainbridge Island
Erickson, Becky, Mayor, City of Poulsbo, **Vice Chair**
Fuller, Mark, Teamsters Local No. 589, *non-voting member*
Garrido, Charlotte, Kitsap County Commissioner
Gelder, Robert, Kitsap County Commissioner
Mockler, Anna, Council Member, City of Bremerton
Putansuu, Robert, Mayor, City of Port Orchard
Schneider, Leslie, Mayor, City of Bainbridge Island
Wheeler, Greg, Mayor, City of Bremerton
Wolfe, Edward, Kitsap County Commissioner, **Chair**

Staff Present:

Michael Bozarth, Operations Director; John Clauson, Executive Director; Edward Coviello, Transportation & Land Use Planner; Dennis Griffey, Vehicle and Facilities Maintenance Director; Sonya Jorgensen, Operations Technical Specialist; Stephanie Milne-Lane, Clerk of the Board; Mary Pauly, Human Resources Director; Scott Rider, Information Technology Administrator; Dustin Rodrigues, Safety & Security Training Administrator; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Ray Scott, Marine Services Director; Paul Shinnors, Finance Director; Jeff Vinecourt, ACCESS Operations Manager.

Also Present: David Weibel, Legal Counsel

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

Deputy Clerk of the Board Charlotte Sampson shared the following opening statement: This meeting of the Kitsap Transit Board of Commissioners is being held virtually in accordance with the Open Public Meetings Act. In addition to the numerous resources provided for the public to listen, view, and provide comment for this meeting, in-person attendance for the public is now available. This meeting will also be recorded and available for viewing at the public's convenience on the Kitsap Transit website or through Bremerton Kitsap ACCESS Television. This information was provided to the public through regular distribution of the agenda, posting on Kitsap Transit's website and Rider Alert.

The public was invited to submit written comments to be included in the record by 4:00PM on September 5, 2022, to myself, Charlotte Sampson, Deputy Clerk of the Board. No comments were received. The Board will also take comments from the public at the designated time on the agenda. When called upon, please state your name for the record and you will have three (3) minutes to address the Board.

2. AGENDA REVIEW

None.

3. CHAIRPERSON'S COMMENTS

None.

4. CONSENT/ACTION ITEMS

- a. Warrants for June 2022
- b. Warrants for July 2022
- c. Minutes of July 5, 2022 Board Meeting
- d. Minutes of July 19, 2022 Board Meeting
- e. Resolution No. 22-51, Marine Property & Liability Insurance Renewal
- f. Resolution No. 22-52, Bid Award – M/V Finest Replacement Water Jets Purchase
- g. Resolution No. 22-53, DoubleMap - TapRide Annual Maintenance Renewal
- h. Resolution No. 22-54, Commonwealth of Virginia Interlocal Agreement

Commissioner Putaansuu moved and Commissioner Garrido seconded the motion to approve the Consent Agenda. Discussion: None. Motion passed unanimously.

5. FULL DISCUSSION /ACTION ITEMS:

- a. *Public Hearing: 2022-2027 Transit Development Plan*

Executive Director John Clauson explained that Kitsap Transit updates the Transit Development Plan (TDP) annually and a copy is provided to the Washington State Department of Transportation (WADOT). Clauson noted that as part of the update, a public hearing is required to solicit public comment.

Clauson introduced Kitsap Transit Transportation and Land Use Planner Edward Coviello, who presented the 2022-2027 TDP. Coviello touched about the structure of the report and outlined Kitsap Transit's 2021 accomplishments, which included five (5) clean diesel buses, six (6) propone ACCESS buses, one (1) new electric bus, the completed improvements to the Annapolis Dock, the completed design of the Silverdale Transit Center, the addition of electric charging capabilities, and the delivery of M/V Enetai. Coviello also summarized Kitsap Transit's goals moving forward, which included the reestablishment of Sunday Service, restoring service to pre-COVID-19 levels, the completion of the Silverdale Transit Center, a Passenger-Only-Ferry (POF) Seattle Regional facility study, additional electric bus infrastructure at operating bases and transit centers, new Routed and ACCESS bus deliveries, and additional park and ride locations. Coviello noted that Kitsap Transit received two public comments, both of which he addressed.

Before opening the public hearing, Commissioner Wolfe asked if Board members had questions.

Mayor Erickson inquired about the reestablishment of Sunday Service. Coviello responded that information regarding Sunday Service resided on page fifteen (15) of the TDP. Coviello also noted that he would add Sunday Service information under the service characteristics section of the TDP.

At 8:40am Chairman Wolfe opened the TDP public hearing.

Commissioner Gelder asked if a prioritization of services existed. He noted that human resources were an important factor when achieving goals and questioned if Sunday Service might start again once Kitsap Transit was fully staffed.

Executive Director John Clauson noted Kitsap Transit could identify the priority of service restoration that was reduced due to COVID-19. He noted that due to the state of recruitment, Kitsap Transit would phase in Sunday Service. Clauson noted Kitsap Transit was focusing energy on recruitment.

Commissioner Mockler inquired if discussion on creating amenable schedules for new Operators had taken place as a method of recruitment. Executive Director Clauson explained that Operator schedules were part of a larger issue in recruitment and would be part of a collective bargaining agreement with Operators.

Mayor Erickson echoed Commissioner Gelder's sentiment about prioritizing services as resources become available.

Mayor Wheeler noted that the resource constraints were evident but maintained that restoring Sunday Service should remain a priority.

A member of the public named Mark Libby (of Kingston) voiced concern over the all-weather capabilities for the Kingston Fast Ferry terminal. He noted that during significant wave heights the barge loading facility is impacted. Executive Director Clauson acknowledged Mr. Libby's concern and explained that Kitsap Transit staff was exploring options on how mitigate service interruptions.

At 8:51am Chairman Wolfe closed the public hearing.

- Resolution No. 22-55, Adoption of 2022-2027 Transit Development Plan

Mayor Erickson moved and Commissioner Gelder seconded the motion to adopt Resolution No. 22-55, adopting the 2022-2017 Transit Development Plan and modifying the Capital Program as presented. Discussion: None. Motion passed unanimously.

- b. *Resolution No. 22-56, Adoption of Safety Plan*

Executive Director Clauson explained that this Resolution adopted Kitsap Transit's updated Safety Plan. Clauson noted that the Federal Transit Administration required transit agencies to update their Safety Plan annually. A red-lined version of Kitsap Transit's Safety Plan was provided in the Board Packet.

Commissioner Garrido moved and Commissioner Pataansuu seconded the motion to adopt Resolution No. 22-56, adopting the Kitsap Transit's Safety Plan.

Discussion: None. Motion passed unanimously.

c. Resolution No. 22-57, Appointing Clerk of the Board

Executive Director Clauson explained that this Resolution was to appoint Stephanie Milne-Lane as Kitsap Transit's new Clerk of the Board. Clauson noted that Milne-Lane came from Kitsap County Department of Community Development.

Commissioner Schneider moved and Mayor Deets seconded the motion to adopt Resolution No. 22-57, appointing Stephanie Milne-Lane as Kitsap Transit's new Clerk of the Board/Public Records Officer.

Discussion: Commissioner Gelder requested the record show that he did not call Executive Director John Clauson and give him a hard time after recruiting Milne-Lane. Motion passed unanimously.

d. Resolution No. 22-58, Permission to Seek Proposals for CAD/AVL, APC, AVA & RTPI System Replacement Solution

Executive Director Clauson explained that this Resolution sought permission to pursue bid proposals for a combination of computerized systems. Clauson noted that Kitsap Transit's current system was outdated and would no longer be supported. Clauson explained that selecting a qualified contractor would assist Kitsap Transit with upgrading its system with new software and equipment.

Commissioner Gelder commented there were a lot of acronyms in the agenda summary and resolution and mentioned it would be beneficial to spell out the acronyms.

Commissioner Gelder moved and Commissioner Garrido seconded the motion to adopt Resolution No. 22-58, authorizing Kitsap Transit staff to advertise and seek proposals for the equipment, software, and installation of the CAD/AVL, APC, AVA, & RTPI Fully Integrated Solution.

Discussion:

Mayor Erickson inquired if there would be performance guarantees associated with the implementation of the new software and equipment.

Executive Director Clauson indicated that the bid would comply with Federal Transit Administration standards and requirements.

Mayor Erickson asked if the new systems integrated with ORCA.

Executive Director Clauson explained that the new systems were separate from ORCA but noted that some features would complement each other.

Commissioner Mockler requested that each acronym be translated. Executive Director Clauson clarified the acronyms noting CAD stood for Computer Aided Dispatch, AVL stood for Automated Vehicle Location, APC stood for Automated Passenger Counting, AVA stood for Automated Voice Annunciation. Executive Director Clauson indicated he did not have an exact translation of RTPI but summarized that it connected with dispatching.

Commissioner Schneider requested clarification on why Kitsap Transit was seeking bids for new software.

Executive Director Clauson explained that the software was aging and would no longer be supported. Kitsap Transit's current system involved several companies, which posed difficulty with integration. Clauson noted that seeking bids allowed Kitsap Transit to potentially find a single provider for all features.

Commissioner Mockler requested confirmation that the Automated Passenger Counting (APC) system did not synch with ORCA. Executive Director Clauson verified that the APC system did not synch with ORCA, rather it counted the number and location of passengers as they boarded and disembarked.

Motion passed unanimously.

e. Resolution No. 22-59, ACCESS Bus Price Increase

Executive Director Clauson provided background on the Resolution noting that the significant increase in the cost of procuring vehicles prompted a review by the state of Washington. The timeline of the state's review jeopardized grant funding that Kitsap Transit had set aside to pay for ACCESS buses. To ensure the grant funding was used in both an appropriate and timely fashion, it was transferred to the Operations and Maintenance budgets to pay for appropriate projects. The state of Washington recently completed their analysis and approved the bus price increases. To complete the purchase of ACCESS busses, funds from the Operations and Maintenance budget needed to be allocated to the Capital budget. Clauson explained that the Resolution requested permission to transfer funds to cover the prior shift in grant funding and the price increase.

Commissioner Mockler asked if the intent of the resolution was meant to supplement or supplant state grant funding. Executive Director Clauson confirmed the intent of the resolution was to supplant grant funding, since it was shifted to another appropriate use to ensure timely administration of the funds.

Commissioner Schneider moved and Mayor Patanssuu seconded the motion to adopt Resolution No. 22-59, authorizing staff to add unbudgeted funds to supplant state grant funds with local funds and approve contract amendment for economic price increase adjustment for purchase of thirteen (13) ACCESS buses.

Discussion: None. Motion passed unanimously.

f. *Resolution No. 22-60, Bid Authorization – Hydrogen Fuel Study*

Executive Director Clauson explained this Resolution requested permission to hire an engineering firm to explore and determine the feasibility of hydrogen/fuel cell energy in Kitsap Transit's fleet and corresponding infrastructure. Kitsap Transit obtained a Green Transportation Supplemental Grant to assist with paying for the study.

Mayor Erickson asked if this would be an additional burden of staff. Executive Director Clauson maintained that the intent of the Resolution was to hire a consultant so as not to burden staff.

Commissioner Schenider voiced support of Kitsap Transit investigating hydrogen energy.

Commissioner Deets moved and Commissioner Schnieder seconded the motion to adopt Resolution No. 22-60, approving the study of a future hydrogen fueling station and hydrogen fleet management.

Discussion: None. Motion passed unanimously.

g. *Resolution No. 22-61, Permission to Spend FHWA funds on M/V Solano*

Executive Director Clauson explained this Resolution sought permission to spend additional funding Kitsap Transit received from the Federal Highway Administration (FHWA) Ferry Boat Program and the Federal Transit Administration Seattle-Tacoma-Everett Urbanized Area Program. Executive Director Clauson stated the funding would go into the Capital budget and would be used for the M/V Solano Refurbishment Project.

Commissioner Garrido shared that this was great news.

Commissioner Mockler moved and Commissioner Gelder seconded the motion to adopt Resolution No. 22-61, authorizing additional federal funds in the 2022 Capital Ferry Budget in the amount of one million nine hundred sixty-one thousand eight hundred sixty-two

dollars (\$1,961,862) and a local match of four hundred ninety thousand four hundred sixty-five dollars and fifty cents (\$490,465.50).

Discussion: None. Motion passed unanimously.

6. EXECUTIVE DIRECTOR ITEMS

Executive Director Clauson gave an update on the following:

- Executive Director Clauson requested suggestions and ideas for Kitsap Transit's 2023 Legislative Agenda, which would be brought before the Board in November for adoption.
 - On this topic, Mayor Wheeler noted he was interested in investigating ways to secure funding from the Washington State Legislature or the Governor Office's to assist Kitsap Transit with filling some service gaps associated with the Washington State Ferries decreased Bremerton-Seattle service. Mayor Wheeler noted he was drafting a letter on the topic. Chairman Wolfe shared his support of Mayor Wheeler's letter. Commissioner Gelder noted Rich Passage environmental concerns might prevent Kitsap Transit from picking up additional routes. Commissioner Schneider and Commissioner Mockler both voiced support for Wheeler's letter.
 - Mayor Erickson asked Executive Director Clauson about the status of the High Occupancy Vehicle (HOV) study. Clauson explained that the Washington State Department of Transportation (DOT) is currently taking the lead and exploring the concept. Mayor Erickson requested to be kept informed on the study and its outcome.
- Executive Director Clauson noted that One-on-One budget meetings would be scheduled between Thursday, October 20 and Friday, October 28.
- Executive Director Clauson noted due to the efficiency of the September 6, 2022 meeting, the September Study Session, originally scheduled for September 20, 2022, would be cancelled.
- Executive Director Clauson shared that Kitsap Transit staff are conducting research on renewable diesel. Clauson noted Intercity Transit have utilized a 50/50 blend without any issue and noted that preliminary research suggests there are many positive attributes to renewable diesel. At present, renewable diesel is approximately a dollar and fifty cents (\$1.50) more than standard diesel. Clauson explained that Kitsap Transit was investigating how it could use renewable diesel across its various departments. Clauson noted that Kitsap Transit would be learning more over the next six (6) to nine (9) months about the refining process, carbon emissions, and how use of renewable diesel fits within the Move Ahead Washington initiative.
- Executive Director Clauson provided an update the hiring incentive program that the Board recently approved. The labor organizations approved and signed the contract.

Kitsap Transit will begin advertising and phasing in the distribution of the seven thousand dollars (\$7,000) hiring incentive.

- Commissioner Schneider brought up the Youth Ride Free program and asked if Kitsap Transit was capturing metrics on youth ridership. Executive Director Clauson explained that Kitsap Transit was working with partners across the region on capturing youth ridership data with the ORCA card. Clauson also confirmed that during September parents ride for free if they are with their child.

7. PROGRESS REPORTS

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

Mayor Erikson inquired about fuel and what Kitsap Transit's plan was with rising fuel costs. Executive Director Clauson explained that Kitsap Transit was analyzing how much of the fuel stabilization fund would be used.

8. STAFF INFORMATION / EMPLOYEE RECOGNITION

- a. August 2022 Report from KT Lobbyist
- b. 2nd Quarter 2022 System Performance Report
- c. 2nd Quarter 2022 Financial Report – Transit
- d. 2nd Quarter 2022 Financial Report – Ferry
- e. Recognizing the May Driver of the Month in Routed – *Wayne Palomaki*
- f. Recognizing the June Driver of the Month in ACCESS – *Robert Floyd*
- g. Recognizing the June Driver of the Month in Routed – *Val Quill*
- h. Recognizing the June Worker/Driver of the Month – *Chris Burke*
- i. Recognizing the July Driver of the Month in Routed – *Rebecca Bowen*
- j. Recognizing the July Worker/Driver of the Month – *Rachelle Westcott*

Kitsap Transit staff competed in the statewide Rodeo. A Maintenance Team also competed and placed second in the state competition. The State Conference Hall of Fame recognized Val Quill for her exemplary driving.

PUBLIC COMMENTS

Mark Libby inquired when Kitsap Transit would be updating ridership statistics on the agency's website, which still displayed February 2021 data. Executive Director Clauson noted that he would check with staff and noted that the 2nd Quarter System Performance Report was available in the Board Packet.

Kinne Hawes inquired about the ongoing discussions with Washington State Ferries (WSF) and the use of the Southworth terminal. Executive Director Clauson noted that discussions were favorable. Hawes also asked about community engagement on the project and Clauson noted

that a meeting occurred last week.

10. GOOD OF THE ORDER

11. ADJOURN: At 9:53AM Chairperson Wolfe adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 6th day of September 2022.


Edward Wolfe, Chairperson


Stephanie Milne-Lane
Clerk of the Board