



## BOARD OF COMMISSIONERS MEETING AGENDA

**Date:** January 3, 2023

**Time:** 8:30AM – 10:00AM

### Page

#### 1. CALL TO ORDER

#### 2. AGENDA REVIEW

#### 3. CHAIRPERSON'S COMMENTS

- a. Introduce and Welcome Commissioner Katie Walters

#### 4. CONSENT / ACTION ITEMS

*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.*

- a. Warrants for November 2022 1
- b. Minutes of December 6, 2022 Board Meeting 2
- c. Resolution No. 23-01, 1<sup>st</sup> Quarter 2023 Procurements 15
- d. Resolution No. 23-02, Annual Maintenance Agreement – Trapeze (TripSpark) 17
- e. Resolution No. 23-03, Liability Insurance, WSTIP 19

#### 5. FULL DISCUSSION / ACTION ITEMS

- a. Resolution No. 23-04, Bid Award – Charleston Base EV Infrastructure Phase 2 22
- b. Resolution No. 23-05, Bid Award – Supplemental Taxi Service 26
- c. Resolution No. 23-06, Bid Award – M/V Finest Drydocking and Repairs 30
- d. Resolution No. 23-07, ACCESS Fleet ORCA Readers 32
- e. Presentation: Report on 2022 Goals
- f. Resolution No. 23-08, Adopting 2023 Goals 35

#### 6. EXECUTIVE DIRECTOR ITEMS

#### 7. PROGRESS REPORTS

- a. Draft Financial Reports through November 2022 38
- b. Capital Works in Progress 41
- c. Fuel Costs Report through the end of December 2022 44

#### 8. STAFF INFORMATION / EMPLOYEE RECOGNITION

- a. December 2022 Report from KT Lobbyist 45

- b. 3<sup>rd</sup> Quarter System Performance Report
- c. Recognizing Drivers of the Month (8:45am)

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## **9. PUBLIC COMMENTS**

*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](http://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 [stephanieml@kitsaptransit.com](mailto:stephanieml@kitsaptransit.com) by noon on the Wednesday before the meeting.



## MEMORANDUM

**TO: The Kitsap Transit Board of Commissioners**  
**DATE: January 3rd, 2023**  
**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.

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Paul Shinnars, 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 3rd, 2023, the Board, by a (unanimous/majority) vote, does approve the following warrants and payments for the period November 1, 2022, through November 30, 2022:

- Warrant numbers transit fund 162753 to 163056 of \$2,019,648
- Warrant numbers ferry fund 605702 to 605815 of \$2,899,021
- Payroll Account disbursements of \$4,955,693
- ACH clearing account payments of \$31,044
- Travel Account Disbursements of \$5,956

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 3rd day of January 2023.

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Rebecca Erickson, Chair

ATTEST:

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Stephanie Milne-Lane  
Clerk of Board

## KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING

### MINUTES OF DECEMBER 6, 2022

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

Deets, Joe, Mayor, City of Bainbridge Island  
Driskell, Robert, Teamsters Local No. 589, *non-voting member*  
Erickson, Becky, Mayor, City of Poulsbo, **Vice Chair**  
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:**

Prince Banas, Operator; Sanjay Bhatt, Marketing & Public Information Director; Michael Bozarth, Operations Director; Christopher Browning, Grants and Compliance Coordinator; John Clauson, Executive Director; Edward Coviello, Transportation & Land Use Planner; Cyndi Griffey, Worker/Driver Supervisor; Dennis Griffey, Vehicle and Facilities Maintenance Director; Sonya Jorgenson, Operations Technology Specialist; Steffani Lillie, Service and Capital Development Director; Stephanie Milne-Lane, Clerk of the Board; Mary Pauly, Human Resources Director; Dustin Rodrigues, Safety and Security Administrator; Kimberly Ruiz, ACCESS Operations Coordinator; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Raymond Scott, Marine Services Director; Paul Shinnars, Finance Director; Jeff Vinecourt, ACCESS Operations Manager; Christian Vosler, Public Information Coordinator.

**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 8:32AM.

#### **2. AGENDA REVIEW**

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

Chairperson Wolfe indicated he had no comments, as he was preparing to go off the Board.

#### **4. CONSENT/ACTION ITEMS**

- a. Warrants for October 2022
- b. Minutes of November 1, 2022 Board Meeting
- c. Minutes of November 15, 2022 Board Meeting
- d. Resolution No. 22-81, Reaffirming Kitsap Transit's Wellness Program

**Commissioner Gelder moved and Mayor Deets seconded the motion to approve the Consent Agenda.**

**Discussion: None.**

**Motion passed unanimously.**

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

### *a. Resolution 22-82, Bid Award – Bus Simulator Contract*

Executive Director John Clauson explained that this Resolution sought to award a contract for a bus simulator. Clauson noted that Kitsap Transit (KT) staff went out to bid for a system and identified a successful bidder. The bus simulator is a piece of equipment that KT is eager to implement so it can assist with training operators.

**Commissioner Gelder moved and Mayor Putaansuu seconded the motion to adopt Resolution No. 22-82, authorizing staff to award a contract for the Bus Simulator Project to FAAC in the amount of eight hundred ninety-three thousand fifty-eight dollars and thirty-five cents (\$893,058.35).**

**Discussion:**

**Commissioner Gelder noted FAAC was a company he recalled from an American Public Transportation Association (APTA) conference. He recollected that the simulator was impressive, boasting several screens that offered an immersive experience. Gelder maintained that he thought it would be a great addition to KT.**

**Motion passed unanimously.**

### *b. Resolution No. 22-83, Bid Award – Unarmed Security Services Contract*

Executive Director Clauson explained that this Resolution sought to award a contract for unarmed security services at KT facilities. KT staff recently concluded the invitation for bid process and indicated that Allied Universal provided the best bid. Clauson noted that the contract was over what was originally budgeted for but maintained that KT possessed more than adequate funding to cover the expense.

**Mayor Putaansuu moved and Mayor Deets seconded the motion to adopt Resolution No. 22-83, authorizing staff to award Allied Universal a two-year contract for unarmed security services in the amount of one million seven hundred seventy-eight thousand three hundred fifty-one dollars and twelve cents (\$1,778,351.12).**

**Discussion:**

**Mayor Erickson inquired about how unarmed security service personnel would interface with the police and further questioned why KT needed unarmed security instead of relying on local law enforcement.**

**Executive Director Clauson explained that unarmed security service personnel are stationed at KT facilities 24-7. He noted that at the Harborside location, security personnel walk the bus area and monitor the parking garage. Law enforcement will respond in the event of an incident.**

**Motion passed unanimously.**

*c. Resolution No. 22-84, Adoption of 2022-2042 Long Range Transit Plan*

Executive Director Clauson explained that this Resolution sought approval and adoption of KT's 2022-2042 Long Range Transit Plan (LRTP). Clauson noted that during the development of the LRTP, KT obtained beneficial feedback from various stakeholders. He also reminded the Board that KT received extensive public comment regarding the mooring of the Southworth fast ferry. The public comments requested the Southworth fast ferry be moored at the Southworth Ferry Terminal, not at Harper Pier. Clauson echoed his recommendation from the November 15, 2022 meeting, noting that KT cannot rule out any location, even though the agency is not actively pursuing mooring a fast ferry at Harper Pier. Clauson explained that KT is working well with Washington State Ferries (WSF) regarding the future mooring of a fast ferry at the Southworth Ferry Terminal.

**Mayor Deets moved and Commissioner Schneider seconded the motion to adopt Resolution No. 22-84, adopting Kitsap Transit's 2022-2042 Long Range Transit Plan.**

**Discussion:**

**Mayor Erickson brought up Harper Pier and asked Executive Director Clauson to confirm that the language in the LRTP regarding the mooring of the Southworth fast ferry was out of necessity and that KT had no intention of using Harper Pier.**

**Executive Director Clauson maintained that KT could not rule out any location. He noted that KT has been focusing its attention on the Southworth Ferry Terminal but stated that, until the agency went through the entire environmental analysis, KT could not rule out any location. Clauson underscored that KT was not actively looking at Harper Pier.**

**Mayor Erickson sought confirmation that the goal was not to moor a fast ferry at Harper Pier.**

**Executive Director Clauson confirmed that it was KT's goal not to moor a fast ferry at Harper Pier.**

**Mayor Erickson spoke to the fact that Harper Pier did not have existing services, such as electricity, which were essential for servicing the fast ferries. Erickson underscored the fact that KT's intention was to use the Southworth Ferry Terminal and avoid using Harper Pier. Erickson noted that communities are attached to their recreational facilities in Kitsap County.**

**Councilmember Mockler echoed Mayor Erickson's comment and voiced appreciation that the intent of KT to moor a fast ferry at the Southworth Ferry Terminal was stated publicly. Mockler also inquired about the budgetary figures in the 3<sup>rd</sup> Quarter Financial Reports. Recognizing that this would be discussed later in the meeting, Mockler deferred her question until the designated time.**

**Commissioner Gelder spoke to the fact that North Kitsap would soon have 700 new single-family residents through the Arborwood development. He requested assurance that the LRTP would still allow KT to adapt to serve a new and large population gain south of Kingston.**

**Executive Director Clauson provided reassurance that the LRTP allowed flexibility if demand changes were to occur. Clauson stated that the LRTP was developed with neighboring jurisdictions' Comprehensive Plans in mind. Clauson further explained that the existing on-demand service in some areas of North Kitsap might eventually evolve into becoming a fixed route service if ridership increased.**

**Mayor Wheeler voiced support for the LRTP and described the circulator route that would connect Bremerton's neighborhoods, which he mentioned was important for Bremerton residents who rely on public transportation. Wheeler also noted that the circulator would be important as Bremerton traffic increases due to population growth.**

**Commissioner Gelder commented that the LRTP outlined upgrades to high-capacity transit corridors such as Highway 305, Wheaton Way in Bremerton, and Bethel Avenue in Port Orchard. Gelder voiced concern over the connectivity between the high-capacity transit corridors as jurisdictions aimed to increase density in urban areas, which generally required a reduction in parking requirements. Gelder upheld that this scenario emphasized the need for transit accessibility.**

**Executive Director Clauson stated that the scenario Commissioner Gelder outlined was exactly why KT staff works collaboratively with all the jurisdictions in Kitsap County in planning efforts.**

**Mayor Wheeler echoed Commissioner Gelder's comment.**

**Chairperson Wolfe thanked the Board members for a robust conversation.**

**Motion passed unanimously.**

d. *Commissioner Wolfe Appoints At-Large Position*

Executive Director Clauson explained that KT's Board had an At-Large position which fluctuated between the cities of Bainbridge Island, Port Orchard, and Poulsbo. The At-Large position is a 2-year appointment. At the conclusion of 2022, the City of Bainbridge Island would complete its At-Large term, at which point the position would switch to the City of Poulsbo. Clauson reached out to Mayor Erickson and the Poulsbo City Council regarding who would fill the At-Large position. He announced that Poulsbo Councilmember Ed Stern would be filling the At-Large position on the Kitsap Transit Board. Executive Director Clauson stated that, pursuant to KT's bylaws, the Chairperson is required to officially appoint the At-Large position.

Chairperson Wolfe formally appointed Poulsbo Councilmember Ed Stern to fill the at-large position on the KT Board with his term starting January 2023.

e. *Selection of Chairperson and Vice Chairperson for 2023*

**Mayor Putaansuu moved and Mayor Deets seconded the selection of Mayor Erickson as the Chairperson and Commissioner Gelder as Vice Chairperson for the Kitsap Transit Board of Commissioners for the year 2023.**

**Discussion: None.**

**Motion passed unanimously.**

Mayor Erickson noted that this will be her first time serving as Chairperson for the KT Board of Commissioners. Erickson also explained that she may become 2023 President of the Puget Sound Regional Council (PSRC).

Executive Director Clauson acknowledged that while Mayor Erickson had not served as KT Chairperson yet, she has represented the agency for several years at PSRC. Clauson noted he was looking forward to having Mayor Erickson serve as Chairperson in 2023.

## **6. EXECUTIVE DIRECTOR ITEMS**

Executive Director Clauson provided an update on the following topics:

- Acknowledged outgoing Board Chair Commissioner Wolfe. Clauson outlined several notable achievements during Commissioner Wolfe's service on the Kitsap Transit Board, including the successful 2016 ballot measure that established a sales tax increase that funded fast-ferry service, the initiation of the Silverdale Transit Center project, completion of the Wheaton Way Transit Center, purchase of the Annapolis Dock, the refurbishment of the Carlisle II, and serving as Board Chairperson in 2016 and 2022. Executive Director



Clauson honored Commissioner Wolfe with two gifts: a plaque that honored his service as Chairperson in 2022 and a farebox for his tenure on the Kitsap Transit Board of Commissioners. Commissioner Wolfe expressed that it was a pleasure to work with KT staff and his fellow elected officials.

- Noted that, thanks to the effort of the Board, KT was able to secure funding from the State of Washington that allowed the KT Marine Services Department to implement additional ferry service between Bremerton and Seattle on a temporary basis.

## **7. PROGRESS REPORTS**

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

## **8. STAFF INFORMATION / EMPLOYEE RECOGNITION**

- a. November 2022 Report from KT Lobbyist
- b. 3<sup>rd</sup> Quarter 2022 Financial Report – Transit

Executive Director Clauson addressed Councilmember Mockler's earlier question regarding the issue of Operator wages being down. Clauson explained that the hourly rate KT is paying Operators is not lower; rather the 2022 budget anticipated the reinstatement of Sunday Service. As result, the overall dollar amount expended was down because KT had anticipated running Sunday Service and expending hours, but recruitment has posed a challenge.

Councilmember Mockler thanked Clauson for the information and expressed optimism for Sunday Service coming back at some point.

Executive Director Clauson introduced a new video that KT Marketing staff created to assist with onboarding new Board Members. The video outlined KT history, the agency's organizational structure, and the myriad services it provides to the community.

After viewing the video, Commissioner Schneider inquired if it was available online. She noted it would be good to watch the video again, as it presented a lot of information.

Executive Director Clauson explained that it wasn't currently available online but noted that staff could make it available.

Mayor Erickson voiced how impressed she was with the video. She echoed Councilmember Schneider's recommendation to make the video accessible online, noting that it demonstrates how complex public transit is.

- a. 3<sup>rd</sup> Quarter 2022 Financial Report – Ferry
- b. Recognizing Drivers of the Month (8:45am)

ACCESS Operations Manager Jeff Vinecourt explained that Routed Operator William Fish could not attend. Vinecourt shared Mr. Fish's various accomplishments, which included earning his Commercial Driver's License (CDL). Mr. Fish's words of wisdom are, "Show up to work, day in and day out."

Vinecourt also introduced ACCESS Operator Prince Banas to the Board of Commissioners. Banas started with KT in 2018 and serves as a driver mentor. In 2019, Banas judged the Rodeo, which was a memorable moment for him. In his free time, Mr. Banas enjoys jogging, spending time with his dog, and good food. A personal goal of Mr. Banas' is to pay off his home early. Mr. Banas' words of wisdom are, "Do it right the first time."

Worker/Driver Supervisor Cyndi Griffey stated that Mark Nelson was unable to attend the meeting, but noted Nelson returned to the Worker/Driver program in 2020 after a multiple year deployment to Japan. Mr. Nelson is a nuclear pipefitter supervisor at Puget Sound Naval Shipyard (PSNS). A fun fact about Mr. Nelson is that he enjoys flying and someday would like to earn a commercial pilot's license and become a flight instructor. Mr. Nelson's words of wisdom are, "Take things slow and keep your head on a swivel."

a. Recognizing Paul Goodwin, National Safety Council's 2022 Safe Driver Award

Executive Director Clauson acknowledged the outstanding achievement of KT Operator Paul Goodwin who was awarded a 2022 Safe Driver Award from the National Safety Council for his 36 years of safe driving with KT.

Chairperson Wolfe presented Mr. Goodwin with his awards from the National Safety Council and congratulated him on his exemplary driving and service to the Kitsap County community. Mr. Goodwin shared his appreciation and noted that training and being prepared is what brought him to KT.

## **9. PUBLIC COMMENTS**

No verbal public comments were shared during the December 6, 2022 meeting.

Written public comments were provided to the Board via email prior to the December 6, 2022 meeting and are appended to the minutes.

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

Mayor Putaansuu voiced his appreciation for Commissioner Wolfe and the City of Bainbridge Island's elected officials Mayor Deets and Councilperson Schneider, one of whom would not be returning to the KT Board in 2023 due to the At-Large position transitioning to the City of Poulsbo.

Councilmember Mockler brought up the limited number of bus shelters in Kitsap County and inquired why there weren't more.

Executive Director Clauson explained that there were several issues that prevented additional bus shelters including rights-of-way and the cost. Clauson explained that every year KT purchases shelters, some of which are replacements because of damage.

Councilmember Mockler inquired if the Board had discussed the issue of bus shelters before.

Executive Director Clauson noted that bus shelters are discussed within the context of the Capital budget each year.

Councilmember Mockler shared that she would be interested in discussing bus shelters with any other Board Members who were interested in the topic.

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

**ADOPTED** by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 3rd day of January 2023.

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Rebecca Erickson, Chairperson

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Stephanie Milne-Lane  
Clerk of the Board

# **PUBLIC COMMENTS**

## Stephanie Milne-Lane

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**From:** Robert Sorrell <Sorrell\_213@hotmail.com>  
**Sent:** Sunday, December 4, 2022 6:05 PM  
**To:** Stephanie Milne-Lane  
**Subject:** [EXTERNAL] Public Comment December 6th, 2022 Board Meeting  
**Attachments:** Screenshot\_2022-12-04-17-54-19-83\_40deb401b9ffe8e1df2f1cc5ba480b12.jpg;  
Screenshot\_2022-12-04-17-54-57-68\_40deb401b9ffe8e1df2f1cc5ba480b12.jpg

Requesting a 5 minute change in fast ferry first departure from Bremerton; from 4:40am to 4:45am. Or a 4 am footferry departure from Port Orchard. To allow Port Orchard rider's to be able to take the first fast ferry to Seattle.  
Thank you.

Monday - Friday

Approx. crossing time: 30 minutes

Areas Served

**Bremerton**, Bremerton Transportation Center (10 Washington Ave, Bremerton, WA 98337), with connections to routed transportation operated by Kitsap Transit and Mason Transit.

**Seattle**, Downtown Seattle Pier 50 (801 Alaskan Way, Seattle, WA 98104), with connections to routed transportation including King County Metro, Sound Transit, and Link Light Rail.

Schedule Effective December 1, 2022

Routed service connecting with the Bremerton Fast Ferry

- #301 North Kitsap Fast Ferry Express |
- #202 Central Kitsap Fast Ferry Express

General Policies & Information

Fast Ferry Schedules    Schedule Tips | Print Schedule | Fare Information | Holiday Schedules

Bremerton/Seattle - Weekdays

WEEKDAYS			
	Bremerton to Seattle (Eastbound)		Seattle to Bremerton (Westbound)
	Depart Bremerton Ferry Dock	Arrive Pier 50 Seattle Ferry Dock	Depart Pier 50 Seattle Ferry Dock
	AM 4:40	AM 5:10	AM 5:10
2nd Boat	5:25	5:55	6:00
	6:05	6:35	6:30
2nd Boat	6:45	7:15	7:00
	7:25	7:55	7:30
2nd Boat	8:05	8:35	8:00
	8:35	9:05	8:30
2nd Boat	9:15	9:45	9:00
	9:45	10:15	9:30
2nd Boat	10:25	10:55	10:00
	PM 1:50	PM 2:20	PM 2:30
	3:05	3:35	3:00
2nd Boat	3:45	4:15	3:30
	4:25	4:55	4:00
2nd Boat	5:00	5:30	4:30
	5:45	6:15	5:00
2nd Boat	6:20	6:50	5:30
	7:05	7:35	6:00
2nd Boat	7:40	8:10	6:30
2nd Boat	9:00	9:30	7:00

Bremerton/Seattle - Saturdays



Service Times

Monday – Sunday: Port Orchard/Bremerton  
Monday – Friday: Annapolis/Bremerton

Areas Served

Port Orchard Ferry Dock, Bremerton Ferry Dock, Annapolis Ferry Dock  
and Park & Ride

Schedule Effective November 28, 2022

Go to Annapolis/Bremerton schedule

Waterfront Parking Information

Schedule Tips | Accessible Schedule | Print Schedule | Port  
Annapolis Holiday Schedule

Foot Ferry Schedules

Port Orchard/Bremerton

Port Orchard - Bremerton Weekday Schedule

WEEKDAYS		
Port Orchard to Bremerton		Bremerton to Port Orchard
Depart Port Orchard Ferry Dock	Arrive Bremerton Ferry Dock	Depart Bremerton Ferry Dock
AM 4:25	AM 4:42	AM 4:55
5:00	5:12	5:25
5:30	5:42	5:55
6:00	6:12	6:25
6:30	6:42	6:55
7:00	7:12	7:25
7:30	7:42	7:55
8:00	8:12	8:25
8:30	8:42	8:55
9:00	9:12	9:25
9:30	9:42	*9:35
10:00	10:12	10:25
10:30	10:42	10:55
11:00	11:12	*11:05
11:30	11:42	11:55
PM 12:00	PM 12:12	PM 12:25
12:30	12:42	12:55
1:00	1:12	1:25
1:30	1:42	*1:35
2:00	2:12	2:25
2:30	2:42	2:55
3:00	3:12	3:25
3:30	3:42	3:55
4:00	4:12	4:25
4:30	4:42	4:55
5:00	5:12	5:25
---	---	via Annapolis **5:35
5:30	5:42	5:55
6:00	6:12	6:25
6:30	6:40	6:55
7:00	7:10	7:25
7:30	7:40	*7:55

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## Stephanie Milne-Lane

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**From:** Jackie Deacy <jdeacy@gmail.com>  
**Sent:** Tuesday, November 15, 2022 8:51 PM  
**To:** Stephanie Milne-Lane  
**Cc:** fohpier@gmail.com  
**Subject:** [EXTERNAL] Public Comment November 15 Board Meeting

Dear Ms. Milne-Lane:

Please add this email to the public record for the November 15th Board of Directors meeting.

Kitsap Transit's Long Range Plan lists a budget item regarding alternative moorage for the Southworth Fast Ferry. The title states it will be "near Southworth".

If the ferries are moored south of Rich Passage, the line item and references to alternative moorage in the Long Range Plan should be revised to read "AT SOUTHWORTH."

Sincerely,

Jackie Deacy



## Stephanie Milne-Lane

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**From:** Diane Boutcher <premierleather@yahoo.com>  
**Sent:** Tuesday, November 15, 2022 2:25 PM  
**To:** Stephanie Milne-Lane  
**Cc:** fohpier@gmail.com  
**Subject:** [EXTERNAL] Public Comment November 15 Board Meeting

Dear Ms. Milne-Lane: Please add this email to the public record for the November 15th Board of Directors meeting. Kitsap Transit's Long Range Plan lists a budget item regarding alternative moorage for the Southworth Fast Ferry. The title states it will be "near Southworth". If the ferries are moored south of Rich Passage, the line item and references to alternative moorage in the Long Range Plan should be revised to read "AT SOUTHWORTH." Sincerely,  
Diane and Jim Boutcher



# Board of Commissioners Agenda Summary

**MEETING DATE:** January 03, 2023

**AGENDA ITEM:** Resolution No. 23-01, 1st Quarter 2023 Capital and Operating Procurements

**SUBMITTED BY:** Paul Shinnors

**TITLE:** Director

**DEPARTMENT:** Finance

**EXHIBITS/  
ATTACHMENTS:** Resolution No. 23-01

**BUDGETARY IMPACT** *(if applicable)*

**BUDGETED:** \_\_\_\_\_

**EXPENDITURE REQUIRED:** \_\_\_\_\_

**FUNDING SOURCE:** Capital/Operating

**REVIEWED BY:** Executive Director

**MEETING DATE:** January 3, 2023

**RECOMMENDATION:** Approve

**COMMENTS:**

**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 2023. Additionally, upon completion of each procurement, staff will bring these projects before the Kitsap Transit Board of Commissioners for final approval in accordance with the procurement policy and procedures.

**RECOMMENDED  
ACTION/MOTION:**

MOTION: Move to Adopt Resolution No. 23-01, authorizing Kitsap Transit staff to advertise and seek bids for capital projects, assets, and services as presented in the first quarter procurement list.

## RESOLUTION NO. 23-01

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO ADVERTISE AND SEEK BIDS FOR PROJECTS AND PROCUREMENTS DURING THE FIRST QUARTER OF 2023

**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 2023 operating or capital budget as approved by the Board through Resolution 22-76; and

**WHEREAS**, for the first quarter of 2023, staff is requesting permission to advertise and seek bids for the following procurements:

- Johnson Road Park and Ride Design
- Seattle Terminal Environmental Study

**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; and

**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.

**ADOPTED** by the Board of Commissioners of Kitsap Transit at a regular meeting held on the 3<sup>rd</sup> day of January 2023.

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Rebecca Erickson, Chairperson

ATTEST:

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Stephanie Milne-Lane  
Clerk of the Board



# Board of Commissioners Agenda Summary

**MEETING DATE:** January 03, 2023

**AGENDA ITEM:** Resolution No. 23-02, Annual Maintenance Agreement Trapeze (TripSpark)

**SUBMITTED BY:** Michael Bozarth

**TITLE:** Director

**DEPARTMENT:** Operations

**EXHIBITS/  
ATTACHMENTS:** Resolution No. 23-02

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**BUDGETARY IMPACT** *(if applicable)*

**BUDGETED:** \$138,514.00

**EXPENDITURE REQUIRED:** \$132,710.78

**FUNDING SOURCE:** Operating

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**REVIEWED BY:** Executive Director

**MEETING DATE:** January 3, 2023

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT**

In 2002 via Resolution 02-14, Kitsap Transit purchased a variety of software packages from Trapeze Group (TripSpark), for scheduling, dispatching, certification, customer complaints and comments, and interfacing with the mobile data terminals in ACCESS vehicles.

This system is used on a daily basis by the ACCESS division in order to schedule rides for customers who cannot use the Fixed Route bus system. The annual maintenance renewal is for all the modules of the system which are all necessary for efficient and timely provision of the service. The annual maintenance includes yearly system updates.

**RECOMMENDED  
ACTION/MOTION:**

MOTION: Move to adopt Resolution No. 23-02, authorizing staff to extend the annual maintenance agreement with Trapeze (TripSpark) for one (1) additional year.

## RESOLUTION NO. 23-02

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO EXTEND THE ANNUAL MAINTENANCE AGREEMENT WITH TRAPEZE (TRIPSPARK) FOR ONE ADDITIONAL YEAR

**WHEREAS**, in 2002 via Resolution 02-14, Kitsap Transit purchased a variety of software packages from Trapeze Group (TripSpark), for scheduling, dispatching, certification, customer complaints and comments, and interfacing with the mobile data terminals in ACCESS vehicles; and

**WHEREAS**, that initial contract stipulated a term of agreement from February 2, 2003 through January 31, 2004, to be reviewed annually and with the provision that the schedule of annual maintenance fees be renewed; and

**WHEREAS**, the ACCESS department cannot operate efficiently or effectively without this specialized software; and

**WHEREAS**, the current annual maintenance contract expires January 31, 2023 and Kitsap Transit staff hereby recommends extending the annual maintenance agreement with Trapeze (TripSpark) for one (1) additional year in the amount of one hundred thirty-two thousand seven hundred ten dollars and seventy-eight cents (\$132,710.78).

**NOW THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby authorizes and directs staff to renew the annual maintenance agreement originally entered in 2002 with Trapeze Group (Trip Spark) through January 31, 2024.

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 3rd day of January, 2023.

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Rebecca Erickson, Chairperson

ATTEST:

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Stephanie Milne-Lane  
Clerk of the Board



# Board of Commissioners Agenda Summary

**MEETING DATE:** January 03, 2023

**AGENDA ITEM:** Resolution No. 23-03, Approving the 2023 WSTIP Insurance Premium

**SUBMITTED BY:** Paul Shinnors

**TITLE:** Director

**DEPARTMENT:** Finance

**EXHIBITS/  
ATTACHMENTS:**

Resolution No. 23-03  
Exhibit A: Kitsap Transit Insurance Coverage Summary - 2023

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**BUDGETARY IMPACT** *(if applicable)*

**BUDGETED:** \$1,309,622.00

**EXPENDITURE REQUIRED:** \$1,305,634.00

**FUNDING SOURCE:** Operating

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**REVIEWED BY:** Executive Director

**MEETING DATE:** January 3, 2023

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT**

This resolution approves the 2023 annual liability and property insurance premium placed with the Washington State Insurance Pool (WSTIP). The policy period is January 2023 through December 2023. The 2023 annual premium reflects an increase of approximately \$126,000, or approximately 10.7%, as compared to the 2022 WSTIP premium due largely to an increase in estimated miles and employees in 2023. This premium does not include coverage for Kitsap Transit marine operations and facilities. Kitsap Transit insures marine operations and facilities with commercial insurance policies separate from its WSTIP policies due to WSTIP's marine exclusions.

**RECOMMENDED  
ACTION/MOTION:**

MOTION: Move to Adopt Resolution No. 23-03, approving the 2023 annual liability and property insurance premium of one million three hundred five thousand six hundred thirty-four dollars (\$1,305,634).

## RESOLUTION NO. 23-03

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS  
APPROVING THE 2023 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 (25) 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 marine 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 approves the 2023 liability and property premium of one million three hundred five thousand six hundred thirty-four dollars (\$1,305,634).

**ADOPTED** by the Board of Commissioners of Kitsap Transit at a regular meeting held on the 3<sup>rd</sup> day of January 2023.

---

Rebecca Erickson, Chairperson

ATTEST:

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Stephanie Milne-Lane  
Clerk of the Board

## Exhibit A

### Kitsap Transit Insurance Coverage Summary - 2023

General Liability and Property Coverage (1)						
Coverage	Provider	Limit	Deductible	Coverage Period	Annual Premium	
Comprehensive liability Coverage:						
General liability	WSTIP	\$ 25,000,000	\$ -	01/01/23 - 12/31/23	\$ 1,305,634	
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	07/01/23 - 06/30/24	↓	
Auto physical damage	WSTIP	\$ 20,000,000	\$ 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			10/01/23 - 09/30/24
Total Annual Policy Premium					\$ 1,305,634	

(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:** January 03, 2023

**AGENDA ITEM:** Resolution No. 23-04, Bid Award -- Charleston Base EV Infrastructure Phase 2

**SUBMITTED BY:** Steffani Lillie

**TITLE:** Director

**DEPARTMENT:** Service & Capital Development

**EXHIBITS/  
ATTACHMENTS:** Resolution No. 23-04  
Recommendation to Award - Charleston Base EV Infrastructure Phase 2

**BUDGETARY IMPACT** *(if applicable)*

**BUDGETED:** \$2,154,582.00

**EXPENDITURE REQUIRED:** \$125,000.00

**FUNDING SOURCE:** Capital

**REVIEWED BY:** Executive Director

**MEETING DATE:** January 3, 2023

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT**

This resolution authorizes staff to award a contract to United States Electric of Washington (USE) for the Charleston Base EV Infrastructure Phase 2 project. The phase 2 work consists of site preparation including charging station foundations, bollards, power distribution panels, conduits and conductors to support installation of eleven (11) additional EV chargers for a total of eighteen (18) charging stations. The contract is in the amount of one hundred twenty-five thousand dollars (\$125,000) and the project is included in the approved 2023 Capital Budget - Transit Fund.

**RECOMMENDED  
ACTION/MOTION:**

MOTION: Move to adopt Resolution No. 23-04, authorizing staff to award a contract to USE for the Charleston Base EV Infrastructure Phase 2 Project in the amount of one hundred twenty-five thousand dollars (\$125,000).

## **RESOLUTION NO. 23-04**

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO AWARD A CONTRACT FOR THE CHARLESTON BASE ELECTRIC VEHICLE (EV) INFRASTRUCTURE PHASE 2 PROJECT TO UNITED STATES ELECTRIC OF WASHINGTON (USE)

**WHEREAS**, at its regular meeting on April 5, 2022, the Board approved Resolution No. 22-25 authorizing staff to solicit bids for the Charleston Base EV Infrastructure Phase 2 Project from the second quarter procurement list; and

**WHEREAS**, on November 2, 2022, Kitsap Transit procurement staff publicly advertised an Invitation for Bids (IFB) KT 22-803 for the Charleston Base EV Infrastructure Phase 2 Project in accordance with plans and specifications developed by licensed engineers and Kitsap Transit; and

**WHEREAS**, the phase 2 work consists of site preparation including charging station foundations, bollards, power distribution panels, conduits and conductors to support installation of eleven (11) additional EV chargers for a total of eighteen (18) charging stations; and

**WHEREAS**, on December 28, 2022, Kitsap Transit received five (5) bids and United States Electric of Washington (USE) was the lowest responsive and responsible bidder in the amount of one hundred twenty-five thousand dollars (\$125,000); and

**WHEREAS**, staff has determined the bid pricing received from USE to be fair and reasonable; and

**WHEREAS**, this project was included in the approved 2023 Capital Budget – Transit Fund with WSDOT Green Transportation Grant funds.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby authorizes staff to award a contract to USE for the Charleston Base EV Infrastructure Phase Project in the amount of one hundred twenty-five thousand dollars (\$125,000).

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held

on the 3rd day of January 2023.

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Rebecca Erickson, Chairperson

ATTEST:

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Stephanie Milne-Lane  
Clerk of the Board

DRAFT



# MEMORANDUM

**DATE: December 28, 2022**

**TO: Steffani Lillie**

**FROM: Patrick Rogers**

**SUBJECT: Recommendation to Award- Charleston Base EV Infrastructure Phase 2**

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On November 2, 2022, Procurement Staff released an Invitation for Bids; KT 22-803 Charleston Base EV Infrastructure Phase 2 project. On December 28, 2022 Kitsap Transit received five (5) bids in response to this solicitation. United States Electric of Washington (USE) was announced as the apparent low Bidder pending responsiveness and responsibility checks.

Procurement Staff conducted a price analysis comparing USE's offered price against the other Bids and our Independent Cost Estimate (ICE) that was established using past pricing. This analysis shows that the pricing offered by USE is fair and reasonable.

Procurement Staff has completed the responsiveness and responsibility checks and has deemed United States Electric of Washington responsive and responsible. It is my recommendation that United States Electric of Washington be awarded the KT 22-803 Charleston Base EV Infrastructure Phase 2 project in the amount of \$125,000.00.

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

Patrick Rogers, Purchasing Coordinator



# Board of Commissioners Agenda Summary

**MEETING DATE:** January 03, 2023

**AGENDA ITEM:** Resolution No. 23-05, Supplemental Taxi Service for ACCESS

**SUBMITTED BY:** Michael Bozarth

**TITLE:** Director

**DEPARTMENT:** Operations

**EXHIBITS/  
ATTACHMENTS:** Resolution No. 23-05  
Recommendation to Award Supplemental Taxi Service

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**BUDGETARY IMPACT** *(if applicable)*

**BUDGETED:** \$224,982.00

**EXPENDITURE REQUIRED:** \$224,982.00

**FUNDING SOURCE:** Operating

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**REVIEWED BY:** Executive Director

**MEETING DATE:** January 3, 2023

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT**

Supplemental taxi service is used on a daily basis by the ACCESS division in order to cover overflow trips for customers who cannot use Kitsap Transit's Fixed Route bus system. This service is used on an as-needed basis, utilizing the vendor with the lowest rate for each specific trip. Supplemental taxi service is critical in covering trips that cannot be scheduled on Kitsap Transit's regular ACCESS service for reasons which include but are not limited to: accessibility issues due to the size of our vehicles, unforeseen traffic conditions that delay the originally scheduled trip time on an ACCESS vehicle, operator availability, and/or emergency situations.

**RECOMMENDED  
ACTION/MOTION:**

MOTION: Move to adopt Resolution No. 23-05, authorizing staff to award a contract for the supplemental taxi service to both City Cab Taxi Service and American Service Medicar in the combined amount \$224,982.00 for an initial term of two (2) years with three (3) one (1) year options to renew.

## **RESOLUTION NO. 23-05**

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS  
AUTHORIZING STAFF TO AWARD A CONTRACT TO CITY CAB TAXI SERVICE  
AND AMERICAN SERVICE MEDICAR FOR SUPPLEMENTAL TAXI SERVICE

**WHEREAS**, on October 3, 2022, Kitsap Transit procurement staff released an Invitation for Bids (IFB); KT 22-780 Supplemental Taxi Services in accordance with specifications developed by Kitsap Transit; and

**WHEREAS**, on October 21, 2022, Kitsap Transit received two (2) bids in response to its IFB and the bids were evaluated based on: Experience, Knowledge, Capacity, History, Key Personnel, Employee Qualifications, Training, Compliance, and Total Price; and

**WHEREAS**, on November 17, 2022, after review of the submitted bids from City Cab Taxi Service and American Service Medicar Kitsap Transit staff determined the bids were close to each other in pricing, so a request for Best and Final Offer was requested; and

**WHEREAS**, on November 30, 2022, both vendors submitted Best and Final Offers and it was found that both vendors were highly competitive with each other; and

**WHEREAS**, Kitsap Transit has negotiated a contract for taxi service on an as-needed rate per trip performed; and

**WHEREAS**, Kitsap Transit procurement staff has completed the responsiveness and responsibility checks and has deemed that both City Cab Taxi Service and American Service Medicar should both be awarded the contract for as-needed taxi services which would also give Kitsap Transit the best possible service; and

**WHEREAS**, staff has determined the pricing received from both City Cab Taxi Service and American Service Medicar to be fair and reasonable, and this contract is included in the approved 2023 Operations Budget.

**NOW THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby authorizes staff to award a contract for the supplemental taxi service to both City Cab Taxi Service and American Service Medicar in the combined amount of two hundred twenty-four thousand nine hundred eighty-two dollars and zero cents \$224,982.00 for an initial term of two (2) years with three (3) one (1) year options to renew.

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 3rd day of January 2023.

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Rebecca Erickson, Chairperson

ATTEST:

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Stephanie Milne-Lane  
Clerk of the Board



## MEMORANDUM

**DATE: 12/6/2022**

**TO: Michael Bozarth**

**FROM: Michael Ricketts**

**SUBJECT: Recommendation to Award – KT 22-780 – Supplemental Taxi Service**

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On October 3, 2022, Procurement Staff released an Invitation for Bids; KT 22-780 Supplemental Taxi Services. On October 21<sup>st</sup>, Kitsap Transit received two (2) bids in response to this solicitation. Both vendors, City Cab Taxi Service and American Service Medica were close to each other in pricing, so a Best and Final Offer was released on November 17<sup>th</sup> also requesting all vendors have one (1) million in General Liability Insurance. On November 30<sup>th</sup>, both vendors submitted Best and Final Offers. I was found again, that both vendors were highly competitive with each other.

Procurement Staff has completed the responsiveness and responsibility checks and has deemed that both City Cab Taxi Service and American Service Medica should both be awarded the contract for as needed taxi services which would also give Kitsap Transit the best possible service.

If you have any questions, please contact me at 360-473-1127.

Sincerely,

Michael Ricketts  
Purchasing Coordinator





# Board of Commissioners Agenda Summary

**MEETING DATE:** January 03, 2023

**AGENDA ITEM:** Resolution No. 23-06, M/V Finest Dry-Docking and Repairs

**SUBMITTED BY:** Raymond Scott

**TITLE:** Director

**DEPARTMENT:** Marine Services

**EXHIBITS/  
ATTACHMENTS:** Resolution No. 23-06

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**BUDGETARY IMPACT** *(if applicable)*

**BUDGETED:** \$370,650.51

**EXPENDITURE REQUIRED:** \$370,650.51

**FUNDING SOURCE:** Operating

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**REVIEWED BY:** Executive Director

**MEETING DATE:** January 3, 2023

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT**

This resolution authorizes staff to enter into a contract with Nicholas Brothers Boat Builders (NBBB) to haul and block the M/V Finest as the United States Coast Guard (USCG) requires marine vessels to adhere to an inspection schedule of every two (2) years as well as complete scheduled repairs. The total proposed expenditure is three hundred seventy thousand six hundred fifty dollars and fifty-one cents (\$370,650.51) which has been included in the 2023 Operating Budget - Ferry Fund.

**RECOMMENDED  
ACTION/MOTION:**

MOTION: Move to adopt Resolution No. 23-06, authorizing staff to contract with Nicholas Brothers Boat Builders for the United States Coast Guard inspection and scheduled repairs of M/V Finest in the amount of three hundred seventy thousand six hundred fifty dollars and fifty-one cents (\$370,650.51).

## RESOLUTION NO. 23-06

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO AWARD A CONTRACT FOR THE M/V FINEST DRY-DOCKING AND REPAIRS PROJECT TO NICHOLAS BROTHERS BOAT BUILDERS (NBBB)

**WHEREAS**, on December 1, 2022, Kitsap Transit procurement staff publicly advertised an Invitation for Bids (IFB) KT 22-805 for M/V Finest Dry-docking and Repairs; and

**WHEREAS**, staff sought a qualified contractor to haul and block the M/V Finest as the United States Coast Guard (USCG) requires Marine Vessels to adhere to an inspection schedule of every two (2) years with the addition of scheduled repairs; and

**WHEREAS**, on December 15, 2022, Kitsap Transit received one (1) bid in response to the solicitation and Nicholas Brothers Boat Builders (NBBB) was the apparent lowest bidder pending responsiveness and responsibility checks in the amount of three hundred seventy thousand six hundred fifty dollars and fifty-one cent (\$370,650.51); and

**WHEREAS**, staff has determined the bid pricing received from NBBB to be fair and reasonable; and

**WHEREAS**, this project was included in the 2023 Operating Budget – Ferry Fund approved via Resolution 22-76 on November 1, 2022.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby authorizes staff to award a contract to Nicholas Brothers Boat Builders for the M/V Finest Dry-docking and Repairs in the amount of three hundred seventy thousand six hundred fifty dollars and fifty-one cents (\$370,650.51).

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 3rd day of January 2023.

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Rebecca Erickson, Chairperson

ATTEST:

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Stephanie Milne-Lane  
Clerk of the Board



# Board of Commissioners Agenda Summary

**MEETING DATE:** January 03, 2023

**AGENDA ITEM:** Resolution No. 23-07, ACCESS Fleet ORCA Readers

**SUBMITTED BY:** Steffani Lillie

**TITLE:** Director

**DEPARTMENT:** Service & Capital Development

**EXHIBITS/  
ATTACHMENTS:**

Resolution No. 23-07

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**BUDGETARY IMPACT** *(if applicable)*

**BUDGETED:** \$150,000.00

**EXPENDITURE REQUIRED:** \$150,000.00

**FUNDING SOURCE:** Capital

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**REVIEWED BY:** Executive Director

**MEETING DATE:** January 3, 2023

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT**

To ensure fleet flexibility and allow for multi-purpose uses, Kitsap Transit (KT) staff is requesting permission to add new ORCA readers to ACCESS/On-Demand service vehicles. KT has not had a reason to equip these vehicles with ORCA readers in the past due to the sole use of the vehicles in ACCESS service. With the increase in use of these vehicles for On-Demand services it is recommended that these vehicles be equipped with consistent fare collection equipment to provide for a seamless experience and ease of fare collection.

**RECOMMENDED  
ACTION/MOTION:**

MOTION: Move to adopt Resolution No. 23-07, authorizing the addition of ORCA readers to the ACCESS fleet.

## **RESOLUTION NO. 23-07**

### **A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING THE ADDITION OF ORCA READERS TO THE ACCESS FLEET**

**WHEREAS**, in April 2003 the Kitsap Transit Board of Commissioners approved Resolution No. 03-19 authorizing Kitsap Transit to enter an interlocal agreement (ILA) with our regional transportation providers, King County Metro, Sound Transit, Community Transit, Pierce Transit, Everett Transit and Washington State Ferries for the design, implementation, operation and maintenance of the Regional Fare Coordination System now known as ORCA (legacy ILA); and

**WHEREAS**, on November 6, 2018, the Kitsap Transit Board of Commissioners approved Resolution No. 18-71 authorizing Kitsap Transit staff to enter an ILA with King County Metro, Sound Transit, Community Transit, Pierce Transit, Everett Transit and Washington State Ferries for the design, implementation, operation and maintenance of the Next Generation ORCA system; and

**WHEREAS**, it is proposed that *ACCESS* vehicles will be used to expand on-demand services; and

**WHEREAS**, *ACCESS* vehicles were previously sole-use vehicles and thus were not originally equipped with ORCA readers; and

**WHEREAS**, to utilize the *ACCESS* fleet most efficiently for multiple purposes, including on-demand and paratransit services, ORCA on-board equipment should be installed on all *ACCESS* vehicles; and

**WHEREAS**, the quoted cost to outfit the entire *ACCESS* Fleet with ORCA readers and associated onboard connection equipment is one hundred fifty thousand dollars (\$150,000); and

**WHEREAS**, costs associated with this purchase are budgeted for in the ORCA Capital budget.

**NOW THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby authorize the addition of ORCA readers to the *ACCESS* fleet and the purchase of on-board equipment in the amount of one hundred fifty thousand dollars (\$150,000).

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 3<sup>rd</sup> day of January 2023.

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Rebecca Erickson, Chairperson

ATTEST:

---

Stephanie Milne-Lane  
Clerk of the Board



# Board of Commissioners Agenda Summary

**MEETING DATE:** January 03, 2023

**AGENDA ITEM:** Resolution No. 23-08, Adopting 2023 Goals

**SUBMITTED BY:** John Clauson

**TITLE:** Executive Director

**DEPARTMENT:** Executive

**EXHIBITS/  
ATTACHMENTS:** Resolution No. 23-08  
Exhibit A: Draft Goals

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**BUDGETARY IMPACT** *(if applicable)*

**BUDGETED:** \_\_\_\_\_

**EXPENDITURE REQUIRED:** \_\_\_\_\_

**FUNDING SOURCE:** \_\_\_\_\_

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**REVIEWED BY:** Executive Director

**MEETING DATE:** January 3, 2023

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT**

In developing goals for 2023, staff wanted to focus on service reliability, ridership, and hiring new operators. Approval of the goals gives direction to staff on the Board's priorities for the upcoming year. Staff is recommending adoption of the goals as presented.

**RECOMMENDED  
ACTION/MOTION:**

**MOTION:** Move to Adopt Resolution No. 23-08, adopting Kitsap Transit's 2023 Goals.

## RESOLUTION NO. 23-08

### A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS ADOPTING KITSAP TRANSIT'S 2023 AGENCY GOALS

**WHEREAS**, in past years, staff has established goals for review and approval by the Board prior to preparation and adoption of the budget; and

**WHEREAS**, in developing goals for 2023, staff wanted to focus on service reliability, ridership, and hiring new operators; and

**WHEREAS**, the proposed 2023 goals are still in line with Kitsap Transit's mission statement of providing "safe, reliable and efficient transportation choices that enhance the quality of life in Kitsap County"; and

**WHEREAS**, staff recommends approval of the 2023 Kitsap Transit Goals as attached and incorporated herein as Exhibit A; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby adopts Kitsap Transit's 2023 agency goals as presented and attached in Exhibit A.

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 3<sup>rd</sup> day of January, 2023.

---

Rebecca Erickson, Chairperson

ATTEST:

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Stephanie Milne-Lane  
Clerk of the Board



## **Kitsap Transit 2023 Goals**

In continuation of the goals from 2022, and in keeping with Kitsap Transit's mission statement of providing "safe, reliable and efficient transportation choices that enhance the quality of life in Kitsap County," Kitsap Transit staff hereby present the agency goals for 2023:

- Increase ridership 20 percent over 2022 numbers
- Achieve a net increase of 25 new operators
- Obtain 98 percent or better service reliability on fast ferry service
- Award contract for APC system and have it installed and tested on 50 percent of Routed equipment
- Conduct passenger origin-destination survey study
- Silverdale Transit Center at 90 percent completion



# Kitsap Transit

## Income Statement - Transit Fund

### November 2022

	Current Month		Year to Date		Year to Date Variance	
	Actual	Budget	Actual	Budget	Dollar	Percent
OPERATING REVENUE						
Routed Fare	\$89,492	\$98,800	\$949,665	\$1,032,800	(\$83,135)	(8.05)%
Worker Driver Fares	\$72,500	\$73,200	\$774,945	\$805,200	(\$30,255)	(3.76)%
Van Pool Fares	\$14,585	\$10,300	\$148,817	\$113,300	\$35,517	31.35 %
Access Fare	\$12,245	\$17,100	\$141,377	\$179,100	(\$37,723)	(21.06)%
Parking	\$13,863	\$11,000	\$148,414	\$121,000	\$27,414	22.66 %
Advertisement	\$0	\$0	\$6,140	\$0	\$6,140	0.00 %
Lease Income	\$43,825	\$43,000	\$481,115	\$473,000	\$8,115	1.72 %
Other Operating Income	\$170	\$1,000	\$18,867	\$11,000	\$7,867	71.52 %
OPERATING REVENUE	<u>\$246,679</u>	<u>\$254,400</u>	<u>\$2,669,340</u>	<u>\$2,735,400</u>	<u>(\$66,060)</u>	<u>(2.42)%</u>
OPERATING EXPENSES						
General Administration	\$400,442	\$404,515	\$4,414,413	\$4,679,377	(\$264,964)	(5.66)%
Capital Development	\$117,769	\$67,040	\$770,513	\$830,707	(\$60,194)	(7.25)%
Customer Service	\$64,655	\$75,601	\$715,806	\$809,801	(\$93,995)	(11.61)%
Routed	\$1,005,906	\$1,207,931	\$11,398,064	\$12,912,393	(\$1,514,329)	(11.73)%
Worker Driver	\$87,962	\$98,225	\$962,074	\$1,084,323	(\$122,249)	(11.27)%
Rideshare	\$42,771	\$33,072	\$397,555	\$369,221	\$28,334	7.67 %
Access	\$705,155	\$777,267	\$7,473,950	\$8,255,250	(\$781,300)	(9.46)%
Vehicle Maintenance	\$775,642	\$816,828	\$8,705,813	\$8,801,282	(\$95,469)	(1.08)%
Facilities Maintenance	\$257,383	\$302,160	\$2,919,613	\$3,317,993	(\$398,380)	(12.01)%
Service Development	\$210,949	\$239,449	\$2,309,141	\$2,631,329	(\$322,188)	(12.24)%
Total Operating Expense	<u>\$3,668,633</u>	<u>\$4,022,088</u>	<u>\$40,066,941</u>	<u>\$43,691,674</u>	<u>(\$3,624,733)</u>	<u>(8.30)%</u>
OPERATING INCOME (LOSS)	<u>(\$3,421,954)</u>	<u>(\$3,767,688)</u>	<u>(\$37,397,601)</u>	<u>(\$40,956,274)</u>	<u>\$3,558,673</u>	<u>(8.69)%</u>
NON OPERATING INCOME (EXPENSE)						
Sales Tax	\$4,545,000	\$4,376,000	\$50,039,000	\$49,314,000	\$725,000	1.47 %
State Operating Grant	\$6,667	\$6,667	\$74,930	\$73,333	\$1,596	2.18 %
Other Operating Grant	\$0	\$0	\$1,872,990	\$0	\$1,872,990	0.00 %
Interest Income	\$179,002	\$25,000	\$850,796	\$275,000	\$575,796	209.38 %
Misc Income / (Expense)	\$0	\$0	(\$14,854)	\$0	(\$14,854)	0.00 %
Interest Expense	(\$2,120)	(\$1,917)	(\$23,324)	(\$21,083)	(\$2,241)	10.63 %
Depreciation Expense	(\$527,544)	(\$716,667)	(\$5,849,311)	(\$7,883,333)	\$2,034,023	(25.80)%
Amortization Expense	(\$5,527)	(\$5,527)	(\$60,795)	(\$60,797)	\$2	0.00 %
Sales Tax Collection Fee	(\$45,450)	(\$43,760)	(\$500,390)	(\$493,140)	(\$7,250)	1.47 %
Gain/Loss Disposition of Assets	\$0	\$0	\$69,918	\$0	\$69,918	0.00 %
Total Non Operating Income (Expense)	<u>\$4,150,028</u>	<u>\$3,639,796</u>	<u>\$46,458,961</u>	<u>\$41,203,980</u>	<u>\$5,254,981</u>	<u>12.75 %</u>
NET INCOME (LOSS)	<u>\$728,074</u>	<u>(\$127,892)</u>	<u>\$9,061,360</u>	<u>\$247,705</u>	<u>\$8,813,655</u>	<u>3,558.12 %</u>

# Kitsap Transit

## Income Statement - Ferry Fund

### November 2022

	Current Month		Year to Date		Year to Date Variance	
	Actual	Budget	Actual	Budget	Dollar	Percent
<b>OPERATING REVENUE</b>						
Local Ferry Fares	\$45,484	\$44,000	\$514,131	\$549,000	(\$34,869)	(6.35)%
Bremerton Fast Ferry Fares	\$121,778	\$78,000	\$1,225,362	\$1,018,000	\$207,362	20.37 %
Kingston Fast Ferry Fares	\$32,505	\$17,000	\$314,456	\$202,000	\$112,456	55.67 %
Southworth Fast Ferry Fares	\$32,000	\$29,000	\$315,632	\$319,000	(\$3,368)	(1.06)%
Total Operating Revenue	\$231,767	\$168,000	\$2,369,581	\$2,088,000	\$281,581	13.49 %
<b>OPERATING EXPENSE</b>						
General Administration	\$152,845	\$174,991	\$1,777,112	\$1,933,595	(\$156,483)	(8.09)%
Local Ferry Operations	\$173,194	\$116,761	\$1,447,768	\$1,295,415	\$152,353	11.76 %
Bremerton Fast Ferry Operations	\$282,129	\$292,902	\$3,481,373	\$3,247,325	\$234,048	7.21 %
Kingston Fast Ferry Operations	\$256,170	\$205,183	\$2,770,874	\$2,247,472	\$523,402	23.29 %
Southworth Fast Ferry Operations	\$157,215	\$200,005	\$2,277,310	\$2,172,894	\$104,415	4.81 %
Maintenance and Facilities	\$234,352	\$346,697	\$3,734,111	\$3,754,584	(\$20,473)	(0.55)%
	\$1,255,905	\$1,336,540	\$15,488,548	\$14,651,286	\$837,262	5.71 %
<b>OPERATING INCOME (LOSS)</b>	<b>(\$1,024,138)</b>	<b>(\$1,168,540)</b>	<b>(\$13,118,967)</b>	<b>(\$12,563,286)</b>	<b>(\$555,681)</b>	<b>4.42 %</b>
<b>NON OPERATING REVENUE (EXPENSE)</b>						
Sales Tax Revenue	\$1,707,000	\$1,640,000	\$18,742,000	\$18,463,000	\$279,000	1.51 %
Operating Grants	\$0	\$34,750	\$0	\$382,250	(\$382,250)	(100.00)%
Interest Income	\$19,495	\$5,000	\$114,364	\$55,000	\$59,364	107.93 %
Interest Expense	(\$83,143)	(\$78,500)	(\$914,577)	(\$863,500)	(\$51,077)	5.92 %
Depreciation	(\$279,771)	(\$266,667)	(\$3,077,479)	(\$2,933,333)	(\$144,146)	4.91 %
Amortization	(\$1,013)	(\$1,013)	(\$11,146)	(\$11,143)	(\$3)	0.03 %
Sales Tax Collection Fee	(\$17,070)	(\$16,400)	(\$170,603)	(\$184,630)	\$14,027	(7.60)%
Total Non Operating Income (Expense)	\$1,345,498	\$1,317,170	\$14,682,559	\$14,907,644	(\$225,085)	(1.51)%
<b>NET INCOME (LOSS)</b>	<b>\$321,360</b>	<b>\$148,630</b>	<b>\$1,563,592</b>	<b>\$2,344,358</b>	<b>(\$780,766)</b>	<b>(33.30)%</b>

**Kitsap Transit  
Balance Sheet  
November 30, 2022**

	Bus Fund	Ferry Fund	Consolidated
		<b>ASSETS</b>	
Cash and Cash Equivalents	2,507,999	657,558	3,165,557
Investment - General Fund	51,465,710	6,900,864	58,366,574
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	118,025	1,245,907	1,363,932
Investment - Contingency Reserve	4,000,000	-	4,000,000
Investment - Fuel Reserve	2,883,250	-	2,883,250
Tax Receivable	7,933,132	2,966,119	10,899,251
Capital Grants Receivable	2,151,112	2,981,121	5,132,233
Operating Grants Receivable	1,864,898	11,221	1,876,119
Accounts Receivable	490,221	32,989	523,210
Due from Transit	-	310,051	310,051
Inventory	1,362,362	1,889,148	3,251,509
Prepaid Expenses	681,443	1,105,722	1,787,165
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 126,070,892</b>	<b>\$ 21,757,757</b>	<b>\$ 147,828,649</b>
Fixtures & Equipment, Net of Depreciation	1,355,441	40,641	1,396,082
Facilities, Net of Depreciation	31,729,226	4,895,025	36,624,251
Rolling Stock, Net Depreciation	15,335,938	43,993	15,379,931
Passenger Ferries, Net Depreciation	-	48,999,315	48,999,315
Capital Work in Progress	18,076,860	32,853,800	50,930,660
Leasehold Improvement, Net Amortization	1,600,375	-	1,600,375
Leased Facilities, Net Amortization	323,635	2,660,826	2,984,461
Land	19,048,023	-	19,048,023
Intangible Assets, Net Amortization	293,098	-	293,098
<b>TOTAL CAPITAL ASSETS</b>	<b>\$ 87,762,596</b>	<b>\$ 89,493,600</b>	<b>\$ 177,256,196</b>
<b>TOTAL ASSETS</b>	<b>\$ 213,833,488</b>	<b>\$ 111,251,357</b>	<b>\$ 325,084,845</b>
<b>LIABILITIES AND NET POSITION</b>			
		<b>LIABILITIES</b>	
Accounts Payable	1,556,822	1,006,600	2,563,421
Due to Ferry	310,051	-	310,051
Payables to Other Transits	191,214	-	191,214
Deferred Revenues	173,050	18,331	191,381
Accrued Wages Payable	2,353,875	421,200	2,775,075
Employee Benefit Payable	306,527	53,211	359,738
Interest Payable	12,674	207,979	220,652
Short-Term Debt	129,620	2,800,000	2,929,620
Long-Term Debt	683,666	29,165,000	29,848,666
<b>TOTAL LIABILITIES</b>	<b>\$ 5,717,498</b>	<b>\$ 33,672,321</b>	<b>\$ 39,389,818</b>
		<b>NET POSITION</b>	
Invested in Capital Assets, Net of Related Debt	86,949,310	57,528,600	144,477,910
Restricted	57,614,015	4,902,965	62,516,980
Unrestricted	63,552,665	15,147,472	78,700,137
<b>TOTAL NET POSITION</b>	<b>208,115,990</b>	<b>77,579,037</b>	<b>285,695,027</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 213,833,488</b>	<b>\$ 111,251,357</b>	<b>\$ 325,084,845</b>

## Capital Work In Progress November

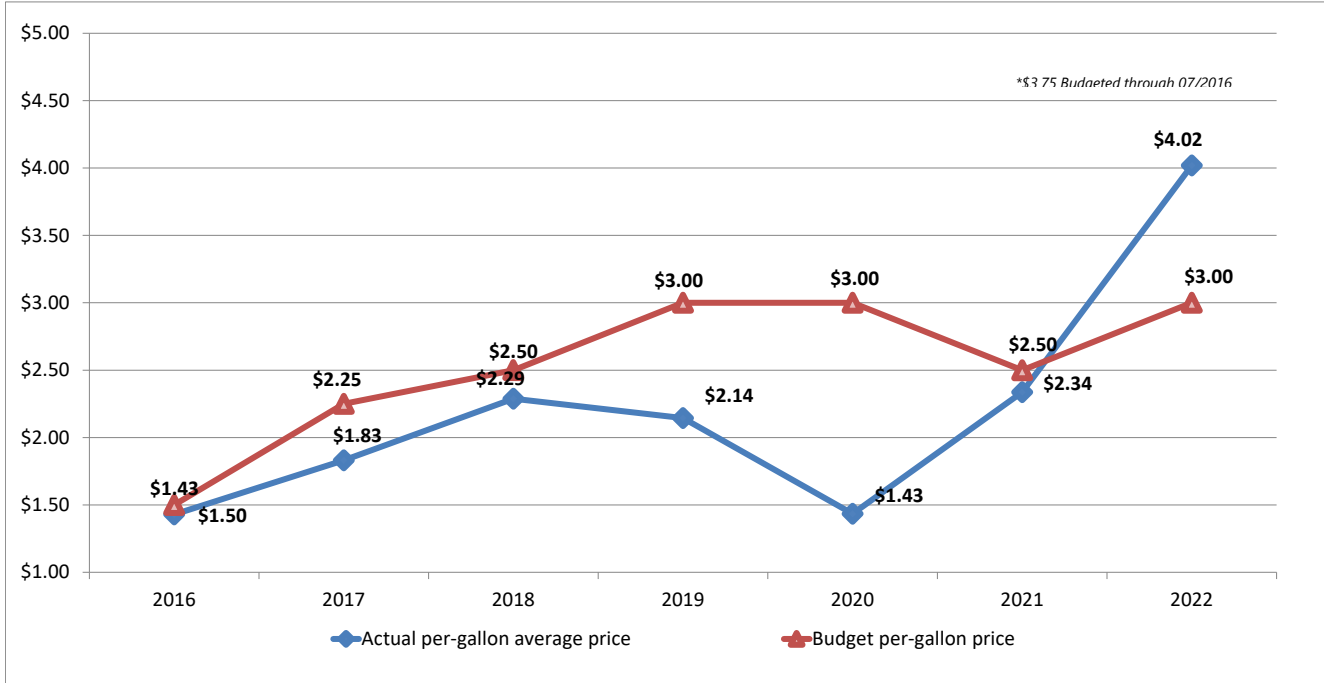
	Capital Budget And Expenditures							Capital Funding		
	2022 Budget	Current Month	YTD Expenditures	Encumbrance	Budget Remaining (\$)	Budget Remaining (%)	Cumulative Expenditures	Local Funds Budget	Grant Funds Budget	Total Funds Budget
<b>Transit Fund</b>										
Routed Coaches (7 Electric)	10,790,861	-	3,014,880	6,902,084	873,897	8%	3,014,880	6,238,821	4,552,040	10,790,861
Access Bus & Van/VanLink Replacements	2,973,813	-	-	3,319,672	(345,859)	-12%	-	-	2,973,813	2,973,813
Electric Bus (6 Electric)	5,844,054	-	7,978	5,902,762	(66,686)	-1%	172,442	1,924,054	3,920,000	5,844,054
Electric Bus Charger	136,139	-	-	-	136,139	100%	-	27,228	108,911	136,139
Supervisor Vehicles (2)	150,000	-	-	-	150,000	100%	-	-	150,000	150,000
Worker Driver Buses (5 Electric)	5,040,000	117,127	125,204	4,743,558	171,238	3%	125,204	5,040,000	-	5,040,000
Rebuild Vehicles (5 WD)	500,000	-	-	-	500,000	100%	-	500,000	-	500,000
Pillar Cameras (42 WD)	252,000	-	-	-	252,000	100%	-	252,000	-	252,000
Vanpool Replacements	500,000	-	-	-	500,000	100%	-	500,000	-	500,000
APC Systems Equipment/Digital Signage	2,000,000	-	77,288	71,972	1,850,740	93%	77,288	2,000,000	-	2,000,000
<b>Operations Bases</b>										-
<b>Harborside:</b>										-
Harborside Tenant Improvements	20,000	-	-	-	20,000	100%	-	20,000	-	20,000
Harborside HVAC Tenant Upgrade	85,000	-	-	-	85,000	100%	-	85,000	-	85,000
HVAC System KT Harborside	90,000	-	197	-	89,803	100%	197	90,000	-	90,000
Reception Flooring Replacement	35,000	-	-	-	35,000	100%	-	35,000	-	35,000
<b>Charleston Base</b>										
Server Room AC (New)(Current Leaking)	15,000	-	-	-	15,000	100%	-	15,000	-	15,000
Electric Infrastructure Construction	2,154,582	82	238,961	-	1,915,621	89%	1,411,910	191,555	1,963,027	2,154,582
<b>Northbase</b>										
North Base HD Maintenance Facility (Planning)	2,437,348	-	-	-	2,437,348	100%	412	9,016	2,428,332	2,437,348
Hoist Improvements (PM Bay)	35,000	-	-	-	35,000	100%	-	35,000	-	35,000
<b>South Base</b>										
South Base (ESA, Permits, CM)	307,962	-	10,988	-	296,974	96%	113,973	61,592	246,370	307,962
South Base Construction (Locate and Design)	2,500,000	-	-	-	2,500,000	100%	-	2,500,000	-	2,500,000
South Base Re-Roofing	150,000	-	-	-	150,000	100%	-	150,000	-	150,000
<b>Transfer Centers / Park &amp; Ride</b>										
Harper Park & Ride Upgrades (New amenities)	20,000	-	-	-	20,000	100%	-	20,000	-	20,000
Hwy 16 Park & Ride Planning and Design	3,778,075	58,552	256,263	921,609	2,600,203	69%	2,119,221	1,188,790	2,589,285	3,778,075
HWY 16 Park & Ride Construction	6,250,000	-	10,267	-	6,239,733	100%	10,267	-	6,250,000	6,250,000
Silverdale Transfer Center	19,841,638	145,981	2,167,656	8,842,809	8,831,172	45%	4,752,314	4,000,000	15,841,638	19,841,638
Ruth Haines Road (Design & Construction)	1,300,000	-	135,294	-	1,164,706	90%	135,294	1,300,000	-	1,300,000
Rental Park and Ride Improvements	20,000	-	37,024	-	(17,024)	-85%	642,821	20,000	-	20,000
Gateway Bus Storage Facility & Park and Ride Analysis TOD	200,000	-	45,852	-	154,148	77%	45,852	40,000	160,000	200,000
Gateway Bus Storage Facility & Park and Ride PE/Design	832,370	-	11,328	-	821,042	99%	18,852	112,370	720,000	832,370
SR104 P&R PE/Design	578,036	-	-	-	578,036	100%	-	78,035	500,000	578,035
Gateway Center Rehabilitation - PE/Design/Complete	5,000,000	-	-	-	5,000,000	100%	160,482	5,000,000	-	5,000,000
Bremerton Park & Ride (Replacing Gateway Center)	9,000,000	-	-	-	9,000,000	100%	-	9,000,000	-	9,000,000
Port Orchard Transit Center Planning	937,500	-	-	-	937,500	100%	-	187,500	750,000	937,500
Bainbridge Monument Sign	15,000	-	-	-	15,000	100%	-	15,000	-	15,000
Bike Barn Lighting/Security Cameras	31,315	-	-	-	31,315	100%	-	6,263	25,052	31,315
Poulsbo Park & Ride (Right of Way Only)	1,500,000	-	-	-	1,500,000	100%	-	1,500,000	-	1,500,000

Capital Work In Progress November										
	Capital Budget And Expenditures							Capital Funding		
	2022 Budget	Current Month	YTD Expenditures	Encumbrance	Budget Remaining (\$)	Budget Remaining (%)	Cumulative Expenditures	Local Funds Budget	Grant Funds Budget	Total Funds Budget
Inductive Charging (BTC, STC, WBTC & BITC)	1,500,000	-	-	-	1,500,000	100%	-	1,500,000	-	1,500,000
Port Orchard Park & Ride (Design Only)	1,800,000	-	-	-	1,800,000	100%	-	1,800,000	-	1,800,000
Silverdale Park & Ride (Design & ROW)	1,650,000	-	-	-	1,650,000	100%	-	1,650,000	-	1,650,000
Day Road Park & Ride (Match Only)	1,000,000	-	-	-	1,000,000	100%	-	1,000,000	-	1,000,000
<b>Equipment and Systems</b>										
Drive Cameras for Buses	8,638	-	-	-	8,638	100%	-	2,000	6,638	8,638
ORCA Cap Costs ngO & Equip	1,293,209	255	1,194,512	-	98,697	8%	4,968,434	1,293,209	-	1,293,209
Computer Infrastructure Improvements	100,000	-	-	-	100,000	100%	-	100,000	-	100,000
Servers and Capitalized Computer Equip.	150,000	-	20,077	-	129,923	87%	20,077	150,000	-	150,000
VEEM Backup and Recover Software/Server	150,000	-	-	-	150,000	100%	-	150,000	-	150,000
APC UPS for Servers	60,000	-	31,490	-	28,510	48%	31,490	60,000	-	60,000
IP Cameras (Bremerton, PO Dock, South Base, CII)	200,000	61,754	213,192	-	(13,192)	-7%	213,192	200,000	-	200,000
Misc. Equipment	10,000	-	11,347	-	(1,347)	-13%	11,347	10,000	-	10,000
Track Loader	60,000	-	-	-	60,000	100%	-	60,000	-	60,000
3 Axle Trailer	15,000	-	13,137	-	1,863	12%	13,137	15,000	-	15,000
Fleet AC Machine	25,000	-	17,773	-	7,227	29%	17,773	25,000	-	25,000
Bus Wheel Equipment	12,000	-	-	-	12,000	100%	-	12,000	-	12,000
Air Torque Equip.	12,000	-	-	-	12,000	100%	-	12,000	-	12,000
SMS System	20,000	-	-	-	20,000	100%	-	20,000	-	20,000
HR Applicant Tracking Software	25,000	-	-	-	25,000	100%	-	25,000	-	25,000
<b>Transit Fund Total</b>	<b>93,411,540</b>	<b>383,752</b>	<b>7,640,709</b>	<b>30,704,467</b>	<b>55,066,364</b>	<b>59%</b>	<b>18,076,860</b>	<b>50,226,433</b>	<b>43,185,106</b>	<b>93,411,539</b>
<b>Ferry Fund</b>										
<b>Ferry Vessels</b>										
Fast Ferry Bow Loading Class (Retainage)	700,000	(190,000)	460,816	-	239,184	34%	11,873,058	700,000	-	700,000
Owner Representation (New Vessels)	150,000	-	38,784	25,111	86,105	57%	412,811	150,000	-	150,000
MV Solano Purchase/PE/Rehabilitation	5,141,023	26,443	3,963,261	2,883,244	(1,705,482)	-33%	10,134,211	1,803,675	3,337,348	5,141,023
Spare Jet Bow Loaders	700,000	-	-	-	700,000	100%	-	700,000	-	700,000
Genset Bow Loaders	150,000	-	-	-	150,000	100%	-	150,000	-	150,000
Spare Engines Lady/Reliance	210,000	-	94	268,550	(58,644)	-28%	94	28,158	181,842	210,000
Workboat	288,837	-	-	-	288,837	100%	-	70,000	218,837	288,837
Finest Jet Replacement	1,200,000	216,670	216,670	983,330	-	0%	216,670	1,200,000	-	1,200,000
Vessel Engine Replacements (MTU)	2,000,000	-	-	1,728,798	271,202	14%	-	2,000,000	-	2,000,000
RP1 Foil Replacement (2)	650,000	120,000	473,222	1,354,000	(1,177,222)	-181%	473,222	76,030	573,970	650,000
Electric Foot Ferry & Infrastructure (Match Only)	2,500,000	69,876	71,567	-	2,428,433	97%	71,567	2,500,000	-	2,500,000
<b>Ferry Terminal</b>										
Annapolis Ferry Dock Fendering	465,116	-	426,363	-	38,753	8%	5,352,648	319,564	145,552	465,116
Bremerton Emergency Intercom	351,205	-	-	-	351,205	100%	-	70,241	280,964	351,205
BTC Fire Alarm Replacement	150,000	-	-	-	150,000	100%	-	150,000	-	150,000
Alternative Analysis Seattle Terminal	196,298	-	149,375	-	46,923	24%	328,113	196,298	-	196,298
Seattle Terminal PE	3,575,000	-	-	-	3,575,000	100%	-	1,075,000	2,500,000	3,575,000
Southworth Terminal Redevelopment (WSF Partner)	3,103,804	-	-	-	3,103,804	100%	-	853,804	2,250,000	3,103,804
Annapolis Shore Power	80,000	-	144,887	-	(64,887)	-81%	144,887	30,376	49,624	80,000

## Capital Work In Progress November

	Capital Budget And Expenditures							Capital Funding		
	2022 Budget	Current Month	YTD Expenditures	Encumbrance	Budget Remaining (\$)	Budget Remaining (%)	Cumulative Expenditures	Local Funds Budget	Grant Funds Budget	Total Funds Budget
Southworth Outfitting	50,000	-	-	-	50,000	100%	-	50,000	-	50,000
Southworth Parking Lot Changes	1,000,000	-	38,459	106,726	854,815	85%	38,459	1,000,000	-	1,000,000
POF Preventative Maintenance	417,383	-	54,720	-	362,663	87%	54,720	-	417,383	417,383
Breakwater at Port Orchard Marina (Partnership)	1,000,000	-	-	-	1,000,000	100%	-	1,000,000	-	1,000,000
Port Orchard Ferry Terminal Decking Replacement	500,000	-	143,208	-	356,792	71%	143,208	202,016	297,984	500,000
Float Mooring & Rehabilitation	2,000,000	-	-	-	2,000,000	100%	-	2,000,000	-	2,000,000
Mooring Dock Alt. Analysis, Purchase & Improvements	5,000,000	-	55,621	-	4,944,379	99%	1,861,481	5,000,000	-	5,000,000
Marine Maintenance Fac. (Locate, ROW & Concept. Design)	3,500,000	-	165	-	3,499,835	100%	165	3,500,000	-	3,500,000
Seattle Docking Facility (Match Only)	7,000,000	-	-	-	7,000,000	100%	-	7,000,000	-	7,000,000
Bremerton Dock Improvements	-	69,855	70,354	-	(70,354)		1,705,348	-	-	-
<b>Ferry Tools &amp; Equipment</b>										
Flatbed Truck	70,000	-	35,610	-	34,390	49%	35,610	70,000	-	70,000
Marine Specialty Tools	10,000	-	-	-	10,000	100%	-	10,000	-	10,000
Impellers	7,887	-	7,529	-	358	5%	7,529		7,887	7,887
<b>Ferry Fund Total</b>	<b>42,166,553</b>	<b>312,844</b>	<b>6,350,704</b>	<b>7,349,759</b>	<b>28,466,089</b>	<b>68%</b>	<b>32,853,800</b>	<b>31,905,162</b>	<b>10,261,391</b>	<b>42,166,553</b>
<b>Grand Total</b>	<b>135,578,093</b>	<b>696,596</b>	<b>13,991,414</b>	<b>38,054,226</b>	<b>83,532,453</b>	<b>62%</b>	<b>50,930,660</b>	<b>82,131,595</b>	<b>53,446,497</b>	<b>135,578,092</b>

## Kitsap Transit Diesel Costs Updated through December 2022



Per-gallon average price	2016	2017	2018	2019	2020	2021	2022
January	\$1.05	\$1.78	\$2.10	\$1.89	\$1.99	\$1.68	\$2.89
February	\$1.04	\$1.75	\$2.04	\$2.08	\$1.80	\$2.04	\$3.18
March	\$1.15	\$1.64	\$2.02	\$2.13	\$1.31	\$2.15	\$3.90
April	\$1.16	\$1.78	\$2.36	\$2.21	\$1.04	\$2.07	\$4.30
May	\$1.57	\$1.70	\$2.46	\$2.34	\$1.08	\$2.23	\$4.30
June	\$1.76	\$1.58	\$2.58	\$1.93	\$1.25	\$2.44	\$5.10
July	\$1.59	\$1.61	\$2.39	\$2.08	\$1.36	\$2.37	\$4.99
August	\$1.45	\$1.81	\$2.29	\$2.05	\$1.37	\$2.47	\$3.99
September	\$1.52	\$2.12	\$2.38	\$2.13	\$1.27	\$2.41	\$3.89
October	\$1.61	\$2.04	\$2.58	\$2.47	\$1.38	\$2.73	\$4.42
November	\$1.63	\$2.20	\$2.36	\$2.40	\$1.72	\$2.73	\$4.35
December	\$1.62	\$1.96	\$1.90	\$2.02	\$1.64	\$2.72	\$2.89
<b>Monthly Avg. Cost YTD</b>	<b>\$ 1.43</b>	<b>\$ 1.83</b>	<b>\$ 2.29</b>	<b>\$ 2.14</b>	<b>\$ 1.43</b>	<b>\$ 2.34</b>	<b>\$ 4.02</b>
<b>Budgeted Per-Gallon Price</b>	<b>\$ 1.50</b>	<b>\$ 2.25</b>	<b>\$ 2.50</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>	<b>\$ 2.50</b>	<b>\$ 3.00</b>

*In December, KT paid \$2.89 a gallon for fuel compared to \$4.35 in November. The year-to-date per-gallon average price as of November was \$4.02 compared \$3.00 a gallon for fuel budgeted for 2022.*



To: Kitsap Transit  
From: Doty & Associates, Inc. (prepared by J. Dylan Doty)  
Date: December 19, 2022  
Re: January 2023 Board Meeting – Legislative Report

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### **2023 Legislative Session Preview**

The 2023 Legislature will convene on Monday, January 9, and is scheduled to run for 105 consecutive days. The Legislature will be tasked with passing a balanced Operating Budget, as well as biennial Transportation and Capital Budgets. It is expected that there will be a significant focus on housing in the coming session, along with efforts to update Washington's behavioral health system, continue addressing salmon restoration, and continue investing in carbon-reduction efforts in all sectors.

### **Governor's Proposed Budgets**

Governor Inslee put forward his proposed Operating, Transportation, and Capital Budgets ahead of the coming legislative session. The proposed \$70 billion state operating budget would represent a roughly 12% increase in spending from the current 2021-23 budget and relies in part on revenue from the capital gains tax that is being challenged in court.

At the heart of Inslee's housing proposal is a referendum that would allow legislators to front-load \$4 billion of housing construction over the next six years. The underlying capital budget would fund approximately 2,200 housing units in 2023–25. The \$4 billion referendum would seek to add approximately 5,300 units additional units during that time, and 19,000 in the following three biennia.

The Governor's proposed Transportation Budget sets out a timeline for investments approved in last year's Move Ahead Washington package. A number of projects were included in last year's package, but the timing and phasing had yet to be determined. Below are several projects of note, both from the Move Ahead WA package and other funding sources, along with their timelines under the Governor's proposal.

*Kitsap Transit Electric Ferry* - \$6.5 million in 2023-25 biennium (Move Ahead WA Transit Projects Program)

*Kitsap Transit SR 16 Park & Ride* - \$6.25 million in 2023-25 biennium (Regional Mobility Grant Program)

*Kitsap Transit SR 305 Day Road Park & Ride* - \$2.356 million in 2023-25 biennium and \$5.654 million in 2025-27 biennium (Regional Mobility Grant Program)





*Kitsap Transit Inductive Charging Infrastructure* - \$3.84 million in 2023-25 biennium (Green Transportation Program)

*Kitsap Transit Silverdale Transfer Center* - \$2.3 million in 2027-29 biennium (Connecting WA Transit Projects Program)

*SR 3/Gorst Area Widening* - \$16 million in 2035-37 biennium, \$27 million in 2037-39 biennium, \$31.298 million in future biennia beyond 2040 (Highway Improvements Program)

*SR 3 Freight Corridor* - \$11.215 million in 2029-31 biennium, \$4.13 million in 2031-33 biennium, \$27.086 million in 2033-35 biennium, \$47.341 million in 2035-37 biennium (Highway Improvements Program)

#### *Washington State Ferries Investments*

In addition to these local investments, the Governor is also proposing new investments for Washington State Ferries.

The governor's proposed budget includes \$46 million in the 2023-25 biennium – and a total of \$1.12 billion over the next 10 years for the state's hybrid-electric ferry program – to construct five hybrid-electric ferries. WSF will select a vendor and begin constructing the first vessel in 2023-25. The budget also includes \$3 million for WSF to start design work on the next clean fueled vessel procurement process. This will help prepare to replace six of an additional 11 vessels needed in the fleet.

The budget includes \$74 million to convert three Jumbo-Mark II vessels to hybrid-electric propulsion and build the necessary shoreside power to support ferry electrification. Two of the three Jumbo-Mark II conversions will be completed in 2023-2025.

The budget also includes \$202.4 million to help the state in preserving and maintaining vessels. As vessels age, this maintenance becomes even more crucial.

Additionally, the budget would give WSF more resources and tools to recruit and retain qualified personnel, focusing on licensed deck officers, engine room crews, and maintenance staff. Funding would be provided for pre-apprenticeships and workforce development in the maritime industry (\$3 million, Move Ahead Washington Flexible Account-State); for streamlining and improving the process for unlicensed deckhands to receive their mate's license (\$12 million Puget Sound Ferry Operations Account-State); to provide scholarships for mate candidates (\$756,000, Puget Sound Ferry Operations Account-State), and more.

The Legislature will consider the Governor's priorities as they work to develop their own budget proposals in the coming months.



### **Kitsap Transit 2023 Legislative Agenda Update**

Senator Randall (D-26) has agreed to prime sponsor legislation dealing with the DNR lease fee issue. The bill is currently being drafted by legislative staff. Other local delegation members have expressed interest in co-sponsoring this effort.

Legislation is also being developed to allow PTBA's to produce and distribute green hydrogen. Rep. David Hackney (D-11) is the likely prime sponsor in the House. Pierce Transit, Twin Transit, and several other agencies have expressed interest in supporting this legislation.

Legislative sponsorship for KT's toll credit budget proviso request is also being finalized, with Senator Randall and Representative-elect Spencer Hutchins (R-26) likely to champion this.

A periodic bill tracking report will be shared once the legislative session convenes.

### **Washington State Transit Association (WSTA)**

The WSTA lobbyist group will begin weekly or bi-weekly meetings once the legislative session convenes in January. WSTA's legislative priorities include preserving and protecting public transit investments and incentivizing zero-emission transit vehicles, as well as more specific efforts to seek policy and legislative changes to address transit staffing shortages.

Additionally, WSTA announced the dates and locations for its 2023 Board Meetings, with the 1<sup>st</sup> Quarter Meeting set for Feb. 13 & 14 in Olympia, to coincide with the WSTA Leg. Conference.

### **Washington Highway Users Federation (WHUF)**

WHUF will also begin their weekly Wednesday-morning briefings once the legislative session convenes. The first meeting is set for Wednesday, January 11, at 7:00 am. Representatives from the Governor's Office are tentatively scheduled for the first meeting and will discuss the Governor's proposed budget and priorities. House and Senate Transportation Committee chairs and ranking members will likely follow in subsequent weeks.





# 3<sup>RD</sup> QUARTER REPORT

## July - September 2022



## Total Boardings Systemwide

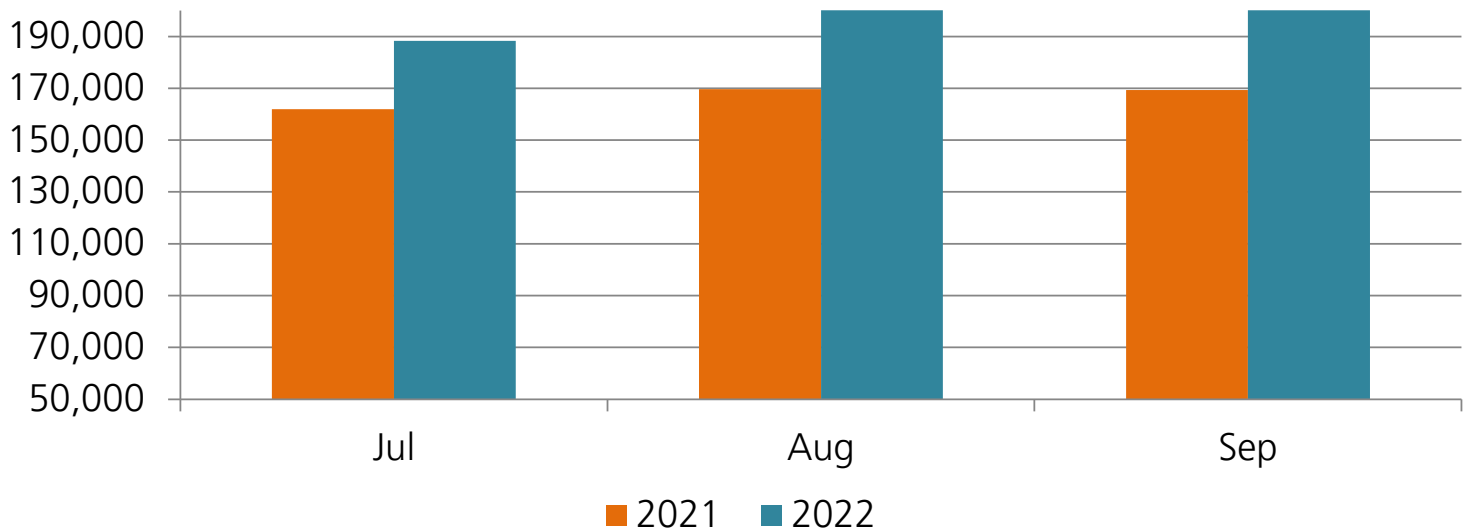
3<sup>rd</sup> Quarter

3 <sup>rd</sup> Quarter, 2022				
TOTAL BOARDINGS	July	August	September	QUARTER TOTAL
Routed	74,755	84,135	87,964	246,854
ACCESS & VanLink	16,395	19,108	19,778	55,281
Worker/Driver	15,699	18,870	17,876	52,445
Foot Ferry	25,252	28,537	30,000	83,789
Fast Ferry	50,506	60,483	53,973	164,962
Vanpool*	5,883	7,105	6,282	19,270
Guaranteed Ride Home	N/A	N/A	N/A	N/A
<b>SYSTEMWIDE TOTAL</b>	<b>188,490</b>	<b>218,238</b>	<b>215,873</b>	<b>622,601</b>

\* Vanpools in service: July-42, August-44, September-43

Note: In September, Kitsap Transit offered free fares to parents or guardians riding with their children. Effective Sept. 1, youth age 18 and under can ride free on public transit services in the Puget Sound region.

## Comparison 2021 vs. 2022





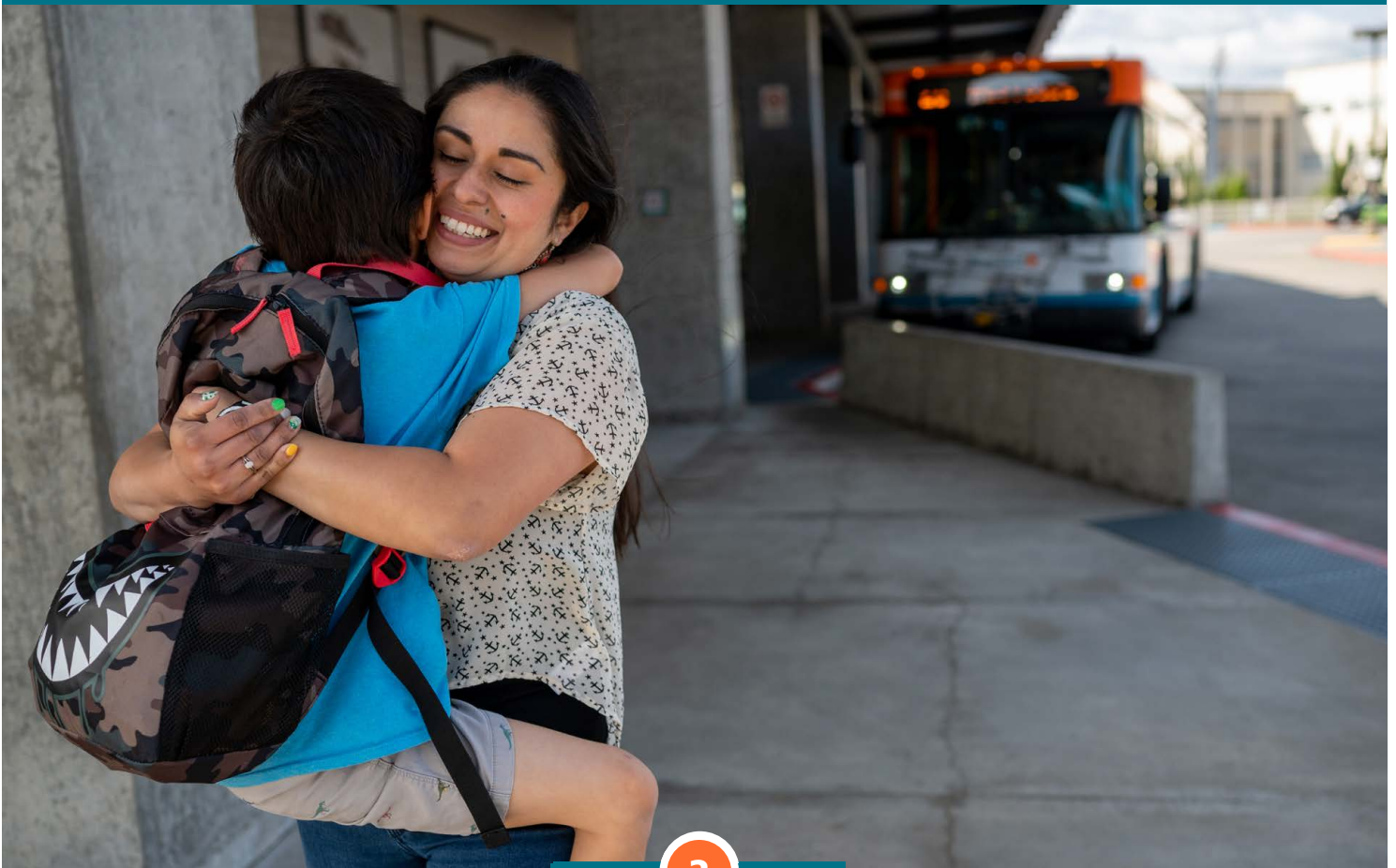
## Total Boardings Systemwide

Comparison 2021 vs. 2022: Year to Date

				Year to Date
TOTAL BOARDINGS	Q3 2021	Q3 2022	Total Change	% Change
Routed	532,481	660,058	127,577	24%
ACCESS & VanLink	112,731	143,833	31,102	28%
Worker/Driver	179,612	167,498	-12,114	-7%
Foot Ferry	176,012	216,515	40,503	23%
Fast Ferry*	229,009	382,060	153,051	67%
Vanpool	47,610	57,749	10,139	21%
Guaranteed Ride Home	34	18	-16	-47%
<b>TOTAL BOARDINGS</b>	<b>1,277,489</b>	<b>1,627,731</b>	<b>350,242</b>	<b>27%</b>

**NOTE:** Ridership in 2022 is significantly higher than 2021 for several reasons: Kitsap Transit's level of service is generally higher, including foot-ferry service on Sundays, and not hindered by capacity restrictions. These restrictions were in force on public transit through June 30, 2021, until Gov. Jay Inslee lifted social-distancing requirements and reopened the state.

*The Free Youth Transit Pass program went into effect Sept. 1 at public transit agencies across the Puget Sound region, allowing anyone under 18 to ride for free on Kitsap Transit buses and ferries!*



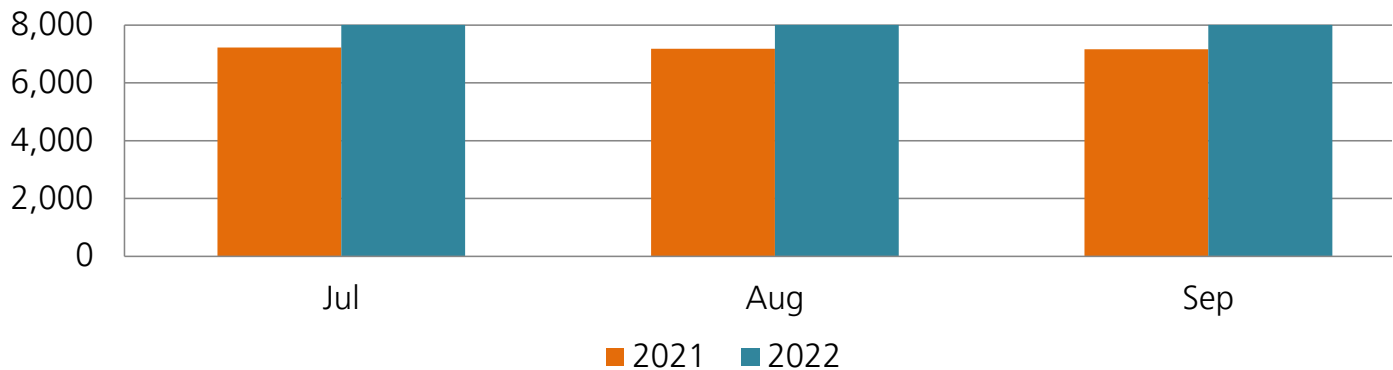
## Average Daily Boardings Systemwide

Boardings by Quarter: Weekdays

AVERAGE DAILY BOARDINGS: WEEKDAYS	Quarter Comparison				
	Q1 2022	Q2 2022	Q3 2022	Q4 2022	2022 AVERAGE
Routed	2,847	3,184	3,569		3,201
ACCESS & VanLink	528	738	762		679
Worker/Driver	940	916	832		896
Foot Ferry	877	1,054	1,145		1,027
Fast Ferry	1,495	1,816	2,278		1,862
Vanpool	281	320	301		301
Guaranteed Ride Home	N/A	N/A	N/A		N/A
<b>SYSTEMWIDE AVERAGE</b>	<b>6,938</b>	<b>8,000</b>	<b>8,477</b>		<b>7,821</b>

## Comparison 2021 vs. 2022: Weekdays

Systemwide Weekday  
Average Daily Boardings by Month



Starting in July, Kitsap Transit Routed and ACCESS operators will receive higher wages, plus progressive increases over the next three years and a \$7,000 hiring bonus following a newly ratified contract between Kitsap Transit and ATU Local 587, the union that represents Kitsap Transit bus operators.



## Average Daily Boardings Systemwide

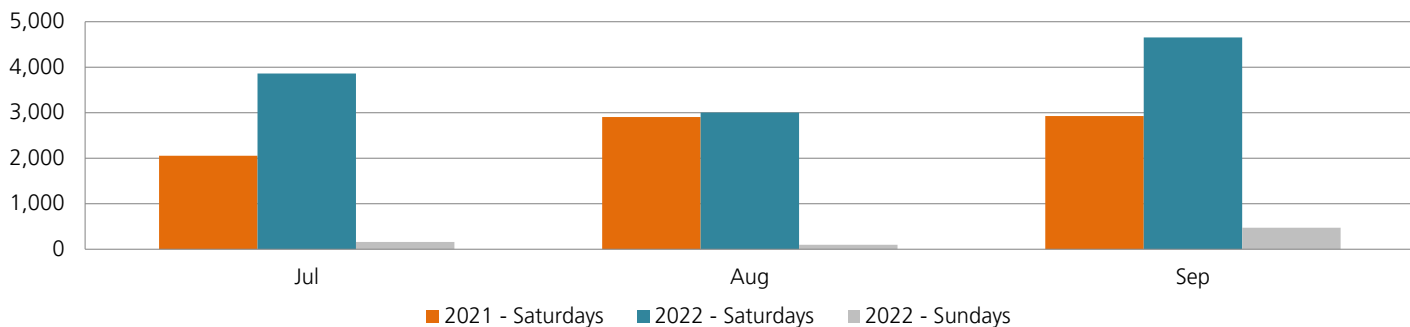
### Boardings by Quarter: Weekends

Quarter Comparison					
AVERAGE DAILY BOARDINGS: SATURDAYS	Q1 2022	Q2 2022	Q3 2022	Q4 2022	2022 AVERAGE
Routed	1,005	1,145	1,418	-	1,194
ACCESS & VanLink	240	285	277	-	269
Foot Ferry	210	344	561	-	376
Fast Ferry	N/A	1,226	1,650		1,550
<b>SYSTEMWIDE AVERAGE</b>	<b>1,455</b>	<b>2,017</b>	<b>3,648</b>		<b>2,419</b>
AVERAGE DAILY BOARDINGS: SUNDAYS	Q1 2022	Q2 2022	Q3 2022	Q4 2022	2022 AVERAGE
VanLink	55	13	26		24
Foot Ferry	62	86	247		132
<b>SYSTEMWIDE AVERAGE</b>	<b>79</b>	<b>93</b>	<b>256</b>		<b>152</b>

NOTE: Routed and ACCESS operate on Saturdays only. VanLink and Foot Ferry operate on Saturdays and Sundays. In 2022 Fast Ferry operated on Saturdays from June 4 through Sept. 24. The Local Foot Ferry ridership is visibly higher on Sundays in the third quarter of 2022 because of a community festival.

### Comparison 2021 vs. 2022: Weekends

#### Systemwide Weekends Average Daily Boardings by Month

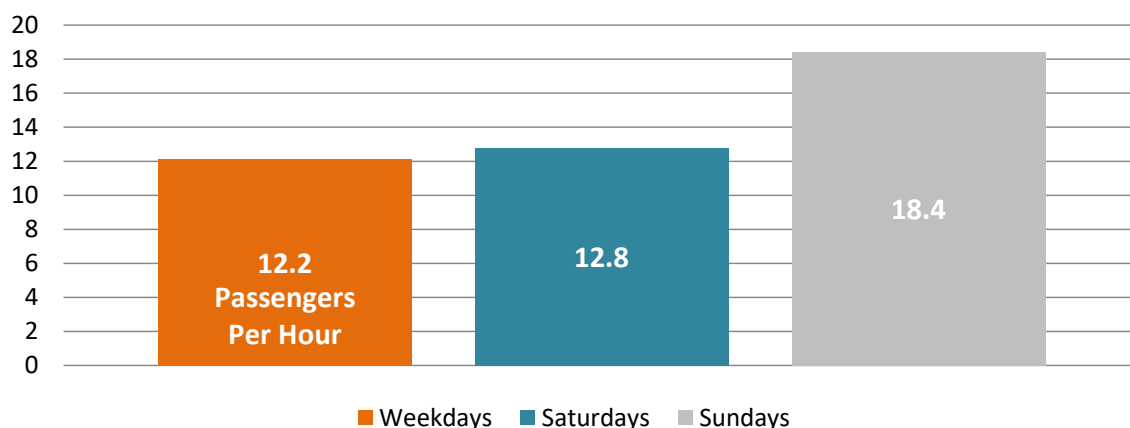


NOTE: 2022 totals include Sunday foot ferry service, which began on July 18, 2021.

## Average Passengers Per Hour Systemwide

### 3<sup>rd</sup> Quarter

#### 2022 3<sup>rd</sup> Quarter Average PPH — Weekdays vs. Weekends



## Average Fare Collected

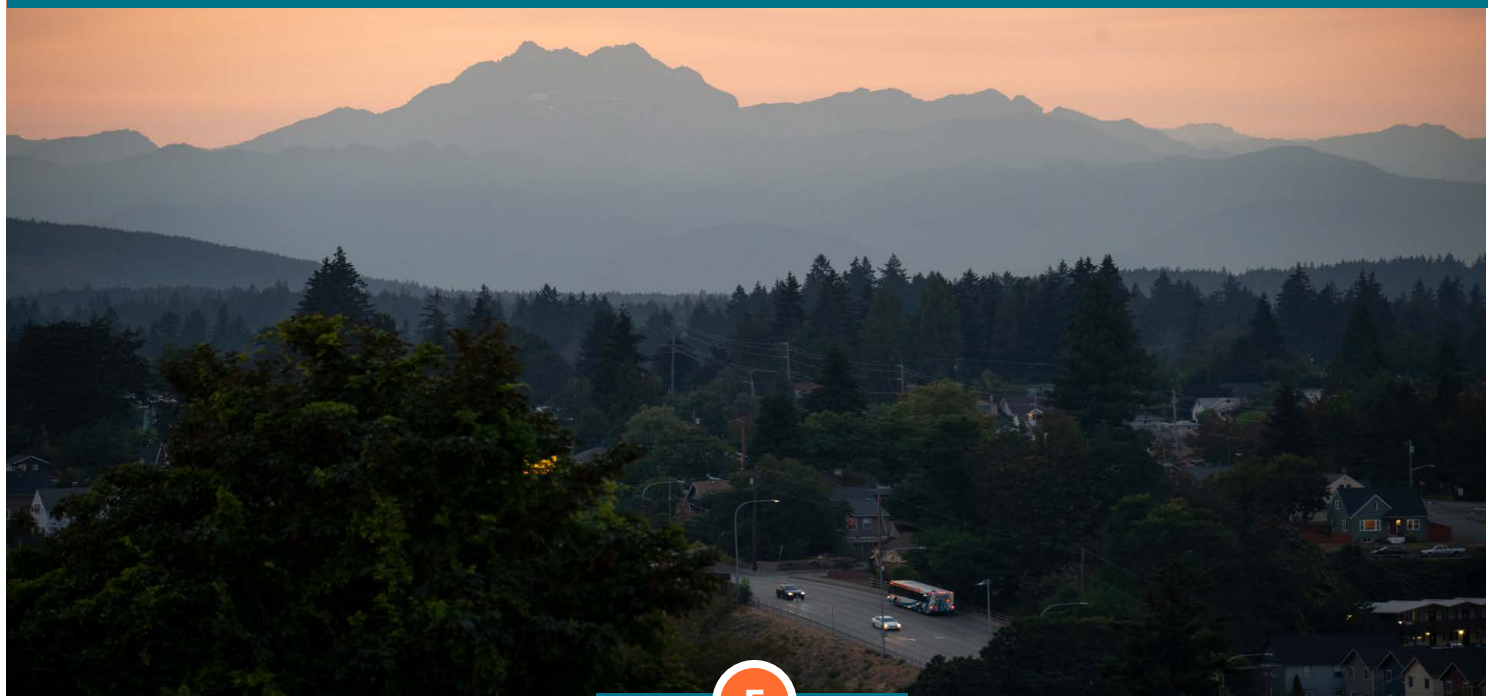
3<sup>rd</sup> Quarter

3 <sup>rd</sup> Quarter, 2022					
AVERAGE FARE COLLECTED	July	August	September	QUARTER AVERAGE	2022 AVERAGE
Routed	\$1.20	\$1.04	\$1.00	\$1.08	\$1.15
ACCESS & VanLink	\$0.72	\$0.74	\$0.76	\$0.74	\$0.81
Worker/Driver	\$4.46	\$3.76	\$4.04	\$4.07	\$3.79
Foot Ferry	\$1.81	\$1.61	\$1.53	\$1.64	\$1.92
Fast Ferry	\$3.60	\$3.02	\$3.22	\$3.26	\$3.84
Vanpool	\$2.12	\$1.80	\$1.97	\$1.96	\$2.20
<b>SYSTEMWIDE AVERAGE</b>	<b>\$2.18</b>	<b>\$1.90</b>	<b>\$1.89</b>	<b>\$1.98</b>	<b>\$2.15</b>

## Average Fare Collected By Quarter

Quarter Comparison					
AVERAGE FARE COLLECTED	Q1 2022	Q2 2022	Q3 2022	Q4 2022	2022 AVERAGE
Routed	\$1.37	\$1.05	\$1.08		\$1.15
ACCESS & VanLink	\$1.08	\$0.71	\$0.74		\$0.81
Worker/Driver	\$3.60	\$3.73	\$4.07		\$3.79
Foot Ferry	\$2.38	\$1.85	\$1.64		\$1.92
Fast Ferry	\$4.75	\$3.92	\$3.26		\$3.84
Vanpool	\$2.56	\$2.13	\$1.96		\$2.20
<b>SYSTEMWIDE AVERAGE</b>	<b>\$2.50</b>	<b>\$2.05</b>	<b>\$1.98</b>		<b>\$2.15</b>

Kitsap Transit offered free rides to cooling centers during a heat wave that hit Kitsap County the week of July 25.





## Transfers

### Transfer Percentage By Quarter

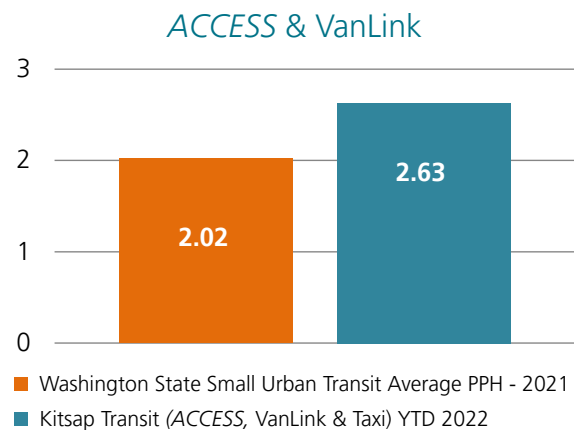
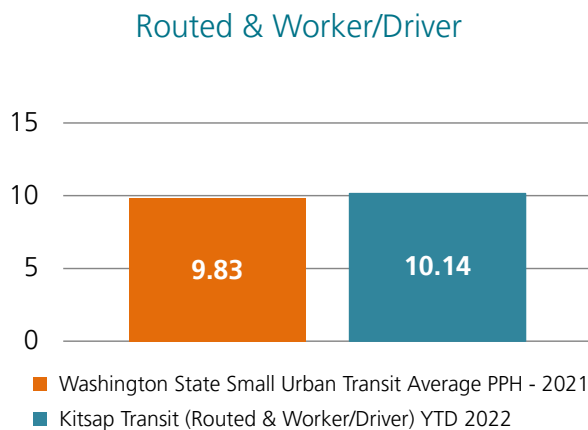
TRANSFERS	Quarter Comparison					
	Q2 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2021	YEAR TO DATE PERCENTAGE
Between KT and other transit agencies* using ORCA	10%	10%	11%	14%		14%
Between KT vehicles/vessels using ORCA	54%	59%	70%	86%		86%

\* Includes transfers between Kitsap Transit and Pierce, Metro, Community or Sound Transit made within two hours.

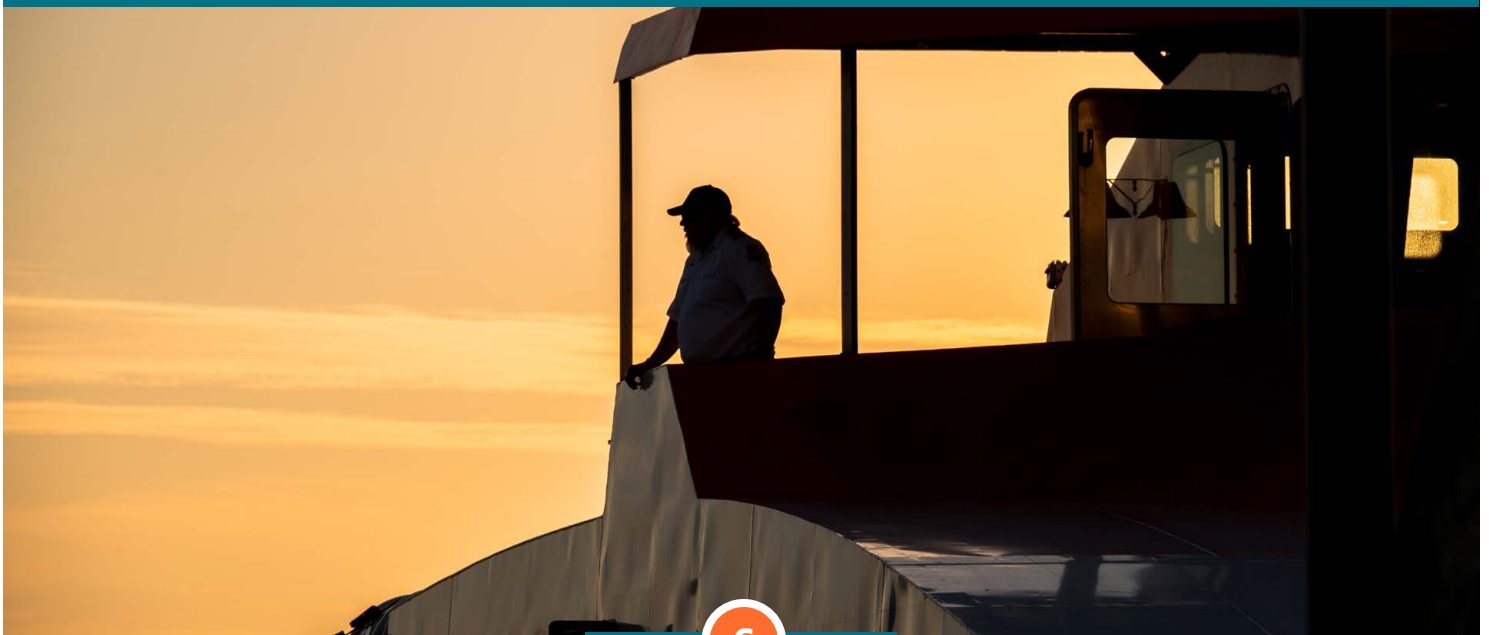
NOTE: As of May 15, 2022, a new ORCA system for reporting was implemented.

## Passengers Per Hour Systemwide

### Comparison 2022 Passengers Per Hour to Washington State Small Urban Transit Average



Kitsap Transit transitioned to its winter fast ferry schedules on Sept. 25.



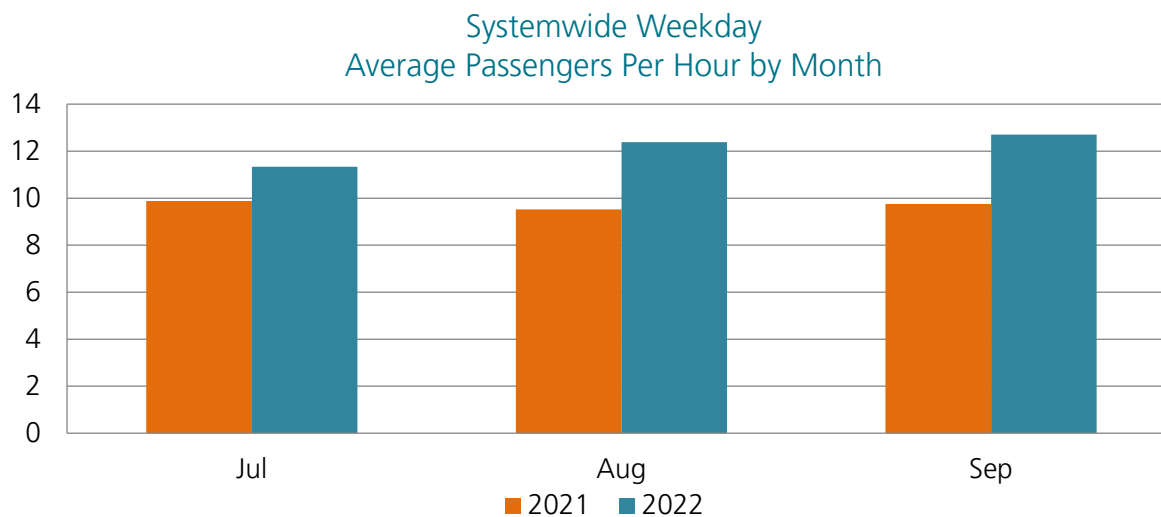
# Passengers Per Hour Systemwide

## Passengers Per Hour By Quarter: Weekdays

Quarter Comparison					
AVERAGE PASSENGERS PER HOUR: WEEKDAYS	Q1 2022	Q2 2022	Q3 2022	Q4 2022	2022 AVERAGE
Routed	8.5	9.3	10.6		9.5
ACCESS & VanLink	2.0	2.8	3.0		2.6
Worker/Driver	14.0	14.1	12.8		13.6
Foot Ferry	41.4	48.9	53.9		48.1
Fast Ferry	48.7	60.1	75.7		61.4
Vanpool	4.6	7.3	86.6		8.3
<b>SYSTEMWIDE AVERAGE</b>	<b>8.9</b>	<b>10.5</b>	<b>12.4</b>		<b>10.6</b>

NOTE: Total passengers divided by hours of revenue service

## Comparison 2021 vs. 2022: Weekdays



Kitsap Transit staff attended a kickoff event at Olympic College on Sept. 13 to help promote ORCA and the new Free Youth Fare Pass program.



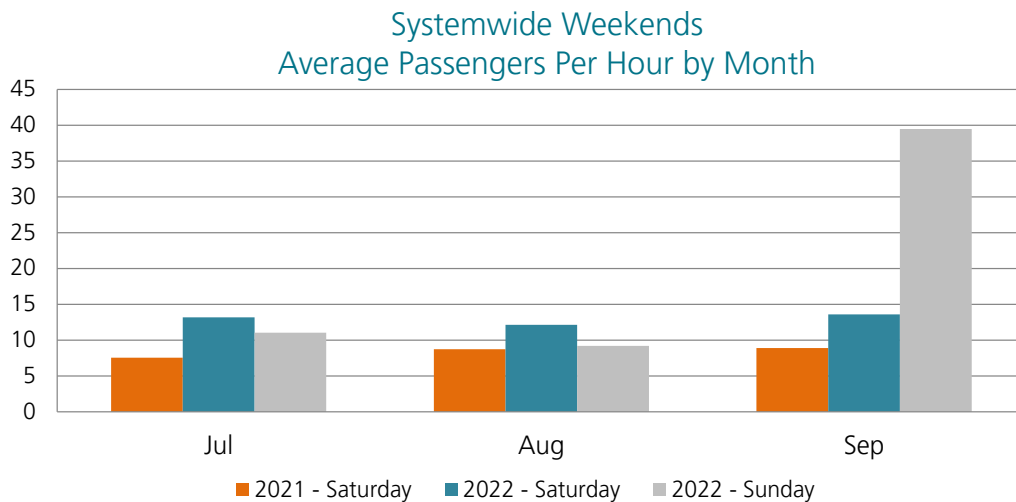
# Passengers Per Hour Systemwide

## Passengers Per Hour By Quarter: Weekends

Quarter Comparison					
AVERAGE PASSENGERS PER HOUR: SATURDAYS	Q1 2022	Q2 2022	Q3 2022	Q4 2022	2022 AVERAGE
Routed	6.5	8.0	8.9		7.9
ACCESS & VanLink	2.1	2.7	2.7		2.5
Foot Ferry	18.3	30.0	49.0		32.8
Fast Ferry	N/A	31.2	85.1		64.4
<b>SYSTEMWIDE AVERAGE</b>	<b>5.2</b>	<b>7.7</b>	<b>13.1</b>		<b>8.9</b>
AVERAGE PASSENGERS PER HOUR: SUNDAYS	Q1 2022	Q2 2022	Q3 2022	Q4 2022	2022 AVERAGE
VanLink	3.5	6.0	5.4		4.7
Foot Ferry	7.3	10.8	31.1		16.2
<b>SYSTEMWIDE AVERAGE</b>	<b>5.2</b>	<b>7.7</b>	<b>13.1</b>		<b>8.9</b>

NOTE: Routed and ACCESS operate on Saturdays only. VanLink and Foot Ferry operate on Saturdays and Sundays. In 2022 Fast Ferry operated on Saturdays from June 4 through Sept. 24. The Local Foot Ferry ridership is visibly higher on Sundays in the third quarter of 2022 because of a community festival.

## Comparison 2021 vs. 2022: Weekends



On September 19, Routed operator Val Quill was awarded the Joseph M. Kaplan Safe Driver of the Year Award for the Pacific Region! The award is presented by the National Safety Council and recognizes drivers who have driven for 15 years or 250,000 miles without a preventable crash.

