

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING

MINUTES OF JANUARY 5, 2021

Board of Commissioners Present:

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

Staff Present:

Vanessa Audett, Human Resources Director; Jill Boltz, Clerk of the Board; John Clauson, Executive Director; Ellen Gustafson, Operations Director; Dennis Griffey, Vehicle & Facilities Maintenance Director; Steffani Lillie, Service & Capital Development Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Ray Scott, Marine Services Director; Paul Shinnars, Finance Director.

Also Present: David Weibel, Legal Counsel

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

Clerk of the Board Boltz shared the following opening statement: this meeting of the Kitsap Transit Board of Commissioners is being held virtually in accordance with Governor Inslee's Proclamation No. 20-28 and subsequent extensions relating to the suspension of certain provisions of the Open Public Meetings Act. Staff has provided numerous resources for the public to listen, view and provide comment for this meeting. This meeting will be recorded and available for viewing at the public's convenience on the Kitsap Transit website or through Bremerton Kitsap Access Television (BKAT). This information was provided to the public through regular distribution of the agenda, posting on Kitsap Transit's website and Facebook page.

The public was invited to submit written comments to be included in the record by 4:00PM on Monday, January 4, 2021 to myself, Jill Boltz, Clerk of the Board. One public comment was received and forwarded to the Board via e-mail. During the Public Comment portion of the agenda, this comment will be read into the record and included in the minutes for this meeting. At that time, the Board will also take comments from the public. When called upon, please state your name for the record and you will have three (3) minutes to address the Board.

2. AGENDA REVIEW

3. CHAIRPERSON'S COMMENTS

Commissioner Gelder moved and Commissioner Deets seconded the motion to appoint Commissioner Putaansuu as the 2021 Chair. Discussion: None. Motion passed unanimously.

Commissioner Gelder moved and Commissioner Garrido seconded the motion to appoint Commissioner Wolfe as the 2021 Vice Chair. Discussion: None. Motion passed unanimously.

4. CONSENT/ACTION ITEMS

- a. Warrants for November 2020
 - Warrant numbers transit fund 155019 to 155266 in the amount of \$1,708,206
 - Warrant numbers ferry fund 603251 to 603312 in the amount of \$1,342,411
 - Payroll transfer in the amount of \$1,887,741
 - ACH clearing account payment in the amount of \$31,134
 - Travel Advances of \$4,824
- b. Minutes of December 1, 2020 Board Meeting
- c. Resolution No. 21-01, 2021 WSTIP Insurance Premium
- d. Resolution No. 21-02, Annual Maintenance Agreement – Trapeze (TripSpark)
- e. Resolution No. 21-03, Federal Transit Administration Signing Authority – Executive Director

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

5. FULL DISCUSSION /ACTION ITEMS:

- a. *Resolution No. 21-04, Contract Award – Long Range Transit Plan Consultant*

Executive Director Clauson explained this gives authority to award the contract to Nelson Nygaard for the update to Kitsap Transit's Long Range Transit Plan. When completed, KT's plan will be in line with, and consistent with, Puget Sound Regional Council's (PSRC) Vision 2050.

Commissioner Garrido questioned the difference between the budget and the actual cost. Clauson explained the contract amount was estimated during budget development. During the bid process, it was confirmed that the pricing is consistent with actual proposed work. Bidders were asked to provide their best and final with a list of revised tasks.

Commissioner Garrido moved and Commissioner Deets seconded the motion to adopt Resolution No. 21-04, authorizing contract award to Nelson Nygaard in an amount of one hundred ninety-nine thousand eight hundred ninety-six dollars (\$199,896) for development of a Long Range Transit Plan. Discussion: Commissioner Garrido questioned whether a general work plan has been developed with tasks and milestones. Commissioner Deets asked how soon work would commence. Service and Capital Development Director Lillie stated work would commence as soon as the contract is awarded. The work should begin in approximately one month and take about six to nine months to complete. Executive Director Clauson reminded the Board of Kitsap Transit's current Long Range Transit Plan. Commissioner Schneider added that Bainbridge Island has been working with Nelson Nygaard on a Sustainable Transportation project and they are very happy with them. Motion passed unanimously.

b. Resolution No. 21-05, Surplus Property – Newberry Hill

Executive Director Clauson explained the Newberry Hill property was purchased in 2003 with the intent of making a park and ride lot. The property has proven to not have ideal topography for a park and ride. With the current efforts of developing the new transit center in Silverdale and working with Washington State Department of Transportation (WSDOT) on a parcel near the old Hwy 3 onramp, the Newberry Hill property is in excess of Kitsap Transit's needs. Staff has been approached a few times over the years with interest in purchasing the property, including a recent inquiry. This Resolution is requesting concurrence to surplus the property, after which staff will follow the proper legal requirements for advertising and negotiations for the sale. The appraised value came in is less than what we paid for the property. In talking with legal counsel, the original purchase price would be set as the minimum bid to at least break even on the sale.

Commissioner Erickson questioned the current zoning and whether it has access to Newberry Hill. Clauson stated the property is on Newberry Hill and that he is not sure of the zoning. Commissioner Gelder added that the property is within the Silverdale Urban Growth Area (UGA) and is currently zoned as Public Facility because it is owned by Kitsap Transit. Commissioner Erickson questioned the size of the property. Gelder stated the property is 3.82 acres. Erickson asked about the original purchase price. Gelder stated the original purchase price was \$365,000. Service and Capital Development Director Lillie added that the appraisal came in at just under \$200,000. The appraisal did not take into consideration a storm water easement and staff is looking at conducting a second appraisal.

Commissioner Wolfe asked about the appraiser missing the storm water easement. Lillie explained, clear answers regarding the storm water easement were not available in time for the appraisal and not taken into consideration.

Commissioner Wheeler questioned whether there are any restrictions on the sale proceeds. Clauson stated there are no restrictions on the proceeds.

Commissioner Erickson moved and Commissioner Wolfe seconded the motion to adopt Resolution No. 21-05, authorizing staff to seek bids for the sale of the Newberry Hill Property. Discussion: None. Motion passed unanimously.

c. Resolution No. 21-06, Bid Award – Transit Bus UV Catalyst Sanitation System

Executive Director Clauson explained this is the UV light system staff has been researching and testing in fast ferries and buses. Staff is now comfortable with the system and feels it is prudent to proceed. The Board authorized proceeding with the bid process and one bid was received. The independent cost analysis confirmed the bid was favorable in comparison with what other systems in the country have paid. The realized savings will be approximately 30% to 50% per unit. When completed, this would outfit all Routed, ACCESS, and Worker/Driver buses. The unit is installed into the HVAC unit of the coach; when the air is circulated in the coach, it will be scrubbed for viruses, providing clean and safe transportation even after COVID.

Commissioner Gelder commented on the effort to help instill consumer confidence as people return to riding buses. Gelder noted that this resolution just addresses rolling stock and asked if there was a plan to install on the ferries. Executive Director Clauson stated additional units have been ordered for the boats in an amount within the Executive Director's authority.

Commissioner Schneider asked how the efficacy is judged and how do we know when they are working and when they are not. Clauson explained upon entering a coach with a unit, the difference is noticeable similar to walking into a doctor or dentist office.

Commissioner Deets noted the approximate cost of \$2,200 per bus and questioned the associated installation cost, longevity and education. Clauson spoke to the marketing through the website and consistent messaging. There is a maintenance cost associated with the replacement of the lights. Vehicle and Facilities Maintenance Director Griffey added the life of the lights is approximately three years and will budget \$20,000 per year for maintenance. The pilot installation will be completed by the vendor with the remaining installation completed in-house, taking approximately one hour per bus.

Commissioner Garrido moved and Commissioner Deets seconded the motion to adopt Resolution No. 21-06, authorizing staff to purchase UV Catalyst equipment from United Safety for all ACCESS, Routed and Worker/Driver coaches. Discussion: None. Motion passed unanimously.

d. Resolution No. 21-07, Bid Award – Southworth Terminal Lot Restripe

Executive Director Clauson explained the project went out and two bids were received. One bid was pulled at the request of the bidder due to a clerical error. The successful bidder was Agate Asphalt dba New Line Services. The project is moving forward as weather permits.

Commissioner Garrido moved and Commissioner Deets seconded the motion to adopt Resolution No. 21-07, authorizing staff to award the Southworth Terminal Lot Restripe to New Line Services. Discussion: Clauson added that staff has been working with Washington State Ferries (WSF) and has received permission to proceed as weather permits. Motion passed unanimously.

e. Resolution No. 21-08, Gorst Coalition Participation MOU

Executive Director Clauson stated this Resolution is requesting permission to join the Gorst Coalition through a Memorandum of Understanding (MOU). The effort is to support the implementation of improvements to the Hwy 16/Hwy 3/Hwy 304 corridor. Washington State Department of Transportation (WSDOT) has developed a plan for the corridor, but it is currently unfunded. Local jurisdictions, private sector, Chambers of Commerce, and the United State Navy have joined to help work through the project. The draft MOU identifies the structure of the group, etc. Board authorization is required to join and participate in the Coalition. Legal Counsel has reviewed the document and there are questions to be addressed prior to signing. Clauson stated he is requesting permission to participate and authorization to contribute up to \$50,000 annually.

Commissioner Erickson stated the Coalition is moving forward very thoroughly and spoke to Kitsap Transit's instrumental role during the Hwy 305 project. Erickson questioned who will act as financial agent.

Commissioner Wolfe reiterated the question on which entity will be collecting and expending the funding.

Commissioner Wheeler explained the City [of Bremerton] has been working to be fiduciary agent. Wheeler spoke to the work with stakeholders, City Council and City staff, operating with urgency to not miss the legislative session. This is a long-game, with the need to lay the correct foundation, balancing the urgency with diligence.

Commissioner Garrido spoke to the significance of the Gorst bottleneck and the decades of discussion. Garrido spoke in support of the Coalition's initiative to develop conclusions and actions.

Executive Director Clauson noted the MOU's structure includes an Executive Committee as the approving body for expenditures.

Commissioner Wheeler stated the City [of Bremerton] would not want a higher role than collecting and distributing funds as authorized by the Executive Committee.

Commissioner Deets asked if this Coalition is similar to the Hwy305 working group. Wheeler explained the only parallel effort is Lakewood's project to support Joint Base Lewis McCord (JBLM). Executive Director Clauson explained the direction is a little different than the Hwy 305

group. With the Hwy 305 group, a number of entities came together to find a solution. The Gorst Coalition includes making sure the project is in line for funding opportunities through the State or Federal governments, if they become available. Clauson reiterated the importance of the Gorst corridor to Kitsap Transit including the large Worker/Driver program, primarily used for transporting employees of the Navy, which travels through the corridor twice a day. By improving the corridor and the flow of traffic through the corridor the efficiency of Kitsap Transit's operation increases.

Commissioner Gelder noted this project is more akin to the West Sound Alliance with a joint effort of local government, Chambers of Commerce, etc.

Commissioner Wolfe noted the corridor has been a paramount discussion item for many years and questioned the seriousness of players. Wolfe specifically questioned whether the Navy is serious about this effort and end game, at least in the terms of national defense. Wheeler stated yes, Admiral Perry has been in his office, both in person and virtual meetings, discussing the Gorst Corridor as a top priority.

Executive Director Clauson noted the critical importance, not only from a day to day standpoint but to also provide strength to the corridor and remind people that the Bremerton Airport is an important part of the County's Emergency Response Plan. In the event of an emergency, it is anticipated that the supplies and efforts would be brought to the airport. If emergency supplies cannot be provided to rest of county because Gorst corridor is down, we are in trouble. The corridor is important not only for our economy and commerce but also for providing resiliency to the Navy and our community.

Commissioner Erickson stated that Kitsap Transit is our transportation entity and serves a valuable role in capacity.

Commissioner Garrido moved and Commissioner Wheeler seconded the motion to adopt Resolution No. 21-08, authorizing the Executive Director to enter into the Gorst Coalition Memorandum of Understanding with up to a fifty thousand dollar (\$50,000) annual contribution. Discussion: None. Motion passed unanimously.

f. Resolution No. 21-09, Transfer and Purchase of Federal Asset – M/V Solano

Executive Director Clauson explained this is part of the continued process for acquiring the M/V Solano. A large portion of the cost of purchasing this boat is funded by federal government and there is a process for transferring the federal interest from the Bay Area to Kitsap Transit. This is a two-step process, requiring the owner to request permission to surplus the vessel and transfer the federal interest to insure all of the Federal Transit Authority (FTA) requirements are met. Staff has been working with the local FTA office and Water Emergency Transportation Authority (WETA) to insure all of the requirements are met for the transfer. In addition to the negotiated purchase price, there will be additional costs including a brokerage fee, approximately \$1.5-2

million in upgrades (primarily cosmetic issues, engine improvements) and approximately \$20-\$30,000 for transportation to Kitsap Transit.

Clauson briefly discussed the potential to modify the M/V Solano to a bow loader to support the Kingston and Southworth operations.

Commissioner Garrido asked about the [bow loading] modifications. Clauson stated, relatively speaking, it is feasible and easy to do, but we will need to get the Solano here first.

Commissioner Gelder asked if the delivery will include travelling through Canada first, similar to the Finest, and where this fits in with capital funding for vessels. Clauson stated no, the vessel would not have to travel through Canada, and we have purchased all the boats we need at this time. In the future, staff will start looking a grant funding to replace a vessel for the Port Orchard service.

Commissioner Erickson noted the numbers on the financials are looking very optimistic in the ferry fund. Erickson questioned why California is surplussing the M/V Solano. Clauson explained it does not meet the current California clean air standards. Erickson asked if this would be a problem for Kitsap Transit. Clauson stated no. Erickson spoke to the rate of taxing for ferries and that it would appear the ferries are making money. Clauson explained the current rate of expenditures does not reflect the operation of Southworth and future expenditures for the Seattle waterfront. Staff will be coming back to the Board with mid-year budget adjustment once we better understand funding.

Commissioner Gelder moved and Commissioner Garrido seconded the motion to adopt Resolution No. 21-09, authorizing payment to WETA in the amount of one million, seventeen thousand two hundred fifty dollars (\$1,017,250) plus additional brokerage fees and closing costs for the M/V Solano and to formally request transfer of the federal obligation from WETA to Kitsap Transit. Discussion: None. Motion passed unanimously.

Chair Putaansuu recognized and welcomed Mayor Schneider's (Bainbridge Island) attendance at her first official meeting.

Commissioner Schneider stated she appreciates being here and explained there will be a transfer of leadership (at the City of Bainbridge Island) after tonight, but looks forward to continuing on Board.

6. EXECUTIVE DIRECTOR ITEMS

Executive Director Clauson discussed the following:

- 2020 Goals Report. Clauson reviewed the progress and stated even though most of the year was dealing with COVID, great progress was made on the 2020 Goals.

- Recap/Review of Existing Authority in regard to State of Emergency.
 - Temporary elimination of fares
 - Acquisition and installation of plexiglass shields
 - Purchase of personal protective equipment (PPE)
 - Authorized additional 80 hours of COVID leave
- Carlisle II Project Management Contract was signed with Elliot Bay Design Group with concurrence of the Board Chair.
- Southworth Fast Ferry Service. The lot is ready to paint and the agreements with Washington State Ferries (WSF) are in the hands of WFS's attorneys.
- Bremerton route will be moving from the King County float to the Argosy float.
- State Audit Report. Thanks to Finance Director Shinners, Service and Capital Development Director Lillie and their respective staff for another great audit. Information on how to view the audit was provided on the agenda.
- Board Zoom Meetings vs. Webinar Preference. Chair Putaansuu stated using Zoom Webinar is more work for Clerk of the Board Boltz, but is easier for the Board Members. Putaansuu spoke in favor of the change to Webinar. Commissioners Gelder and Erickson concurred. Boltz stated managing the meeting should not be a problem but questioned the ability for the public to call in to the meeting. The Board concurred with moving forward with Zoom Webinars for future meetings.
- Public comment received asking about Annapolis dock. Executive Director Clauson explained the dock is complete, the dock is not in use due to COVID. Having load restrictions on the boats means high demand and the possibility of people left behind. The decision was made to move the Annapolis boat to Port Orchard and increase frequency of departures during commute period with a boat leaving every 15 minutes. Chair Putaansuu confirmed the parking lot is still in use and Kitsap Transit is busing people to Port Orchard and back.

7. PROGRESS REPORTS

- a. Draft Financial Reports through November 2020
- b. Capital Work in Progress
- c. Fuel Costs Report through the end of December 2020
- d. 2020 Goals Progress Report

Commissioner Erickson suggested having a presentation at the next meeting to catch the Board up on financials including the \$11 million in CARES funding. Clauson explained the CARES funding is currently in reserves.

Chair Putaansuu stated that it might be more relevant to have the presentation when the year is closed out.

8. STAFF INFORMATION / EMPLOYEE RECOGNITION

- a. December 2020 Report from KT Lobbyist
- b. Employee Recognition
 - Recognizing the November Driver of the Month in *ACCESS* – *Vicky Millwee*
 - Recognizing the November Driver of the Month in *Routed* – *Paul Goodwin*
- c. 2021 Meeting Calendar
- d. State Audit Report

PUBLIC COMMENTS

Clerk of the Board Boltz stated that Executive Director Clauson addressed the one public comment e-mailed and distributed to the Board. A copy of the e-mail will be attached to minutes as part of the permanent record.

No additional public comments were received.

9. GOOD OF THE ORDER

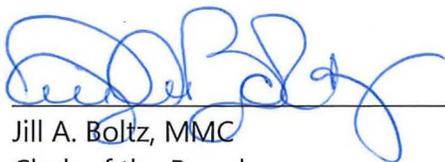
Commissioner Erickson asked that the people affected by the landslide in Poulsbo be kept in our thoughts.

10. ADJOURN: Meeting adjourned at 9:57AM.

ADOPTED by the Board of Commissioner of Kitsap Transit at a regular meeting thereof, held on the 2nd day of February, 2021.



Robert Putaansuu, Chairperson



Jill A. Boltz, MMC
Clerk of the Board

Jill Boltz

From: Rick Spindler <pldnslt@gmail.com>
Sent: Monday, January 4, 2021 2:42 PM
To: Jill Boltz
Subject: [EXTERNAL] Public Comment

Members of the Kitsap Transit Board,

First of all, Thank you for doing your best to keep transit active and available during COVID-19. I appreciate your efforts.

The Annapolis ferry dock has been closed for more than a year. I have not seen any public communication as to the status of this project. I also searched the local newspapers to find updates and have not seen any.

Could you please comment on or publish a project update including:

- 1) What is the percent completion status? (ex 80%, 90%)
- 2) What still needs to be done?
- 3) What element of the project has caused the apparent stand-still?
- 4) What is the estimated completion date?

Sincerely,

Mr. Spindler

Frequent (and increasingly frustrated) Foot ferry rider.