

## KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING

### MINUTES OF MAY 4, 2021

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

Daug, Leslie, Council Member, City of Bremerton  
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; Sanjay Bhatt, Marketing Director; Jill Boltz, Clerk of the Board; John Clauson, Executive 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.

**Also Present:** David Weibel, Legal Counsel

**1. CALL TO ORDER:** Chairperson Putansuu called the meeting of the Kitsap Transit Board of Commissioners to order at 8:32AM.

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 Rider Alert.

The public was invited to submit written comments to be included in the record by 4:00PM on Monday, May 3, 2021 to myself, Jill Boltz, Clerk of the Board. No comments were received. The Board will also take Public Comments during the designated time on the agenda. When called upon, please state your name for the record and you will have three (3) minutes to address the Board.

## 2. AGENDA REVIEW

Commissioner Putaansuu asked if there were any changes to the agenda. There were none.

## 3. CHAIRPERSON'S COMMENTS

Everyone is anxiously awaiting Governor's report on possible status change as it relates to COVID-19.

## 4. CONSENT/ACTION ITEMS

- a. Warrants for March 2021
  - Warrant numbers transit fund 156190 to 156503 in the amount of \$1,812,012
  - Warrant numbers ferry fund 603523 to 603654 in the amount of \$3,649,464
  - Payroll transfer in the amount of \$1,920,740
  - ACH clearing account payments in the amount of \$47,170
  - Travel Advances of \$8,136
- b. Minutes of April 6, 2021 Board Meeting
- c. Resolution No. 21-30, Citizens Advisory Committee Reappointments

**Commissioner Wolfe moved and Commissioner Erickson seconded the motion to approve the Consent Agenda as presented. Discussion: None. Motion passed.**

## 5. FULL DISCUSSION /ACTION ITEMS:

- a. *Resolution No. 21-31, Organizational Chart Amendment – Routed Operations Supervisor Position(s)*

Executive Director Clauson explained staff is requesting two additional Supervisor positions due to the Federal Motorcarrier Safety Administration's new criteria for those that provide training for Commercial Driver's Licenses (CDL's). In addition, Operations staff needs more supervisors out on the street. The training requires twenty-four weeks out of the year dedicated to the classroom. To accomplish both, Human Resources and Operations have discussed the needs of the department. Staff is requesting one additional Routed Supervisor and one additional ACCESS Supervisor. Clauson added that it is anticipated these positions can be supported by the current budget.

**Commissioner Erickson moved and Commissioner Deets seconded the motion to adopt Resolution No. 21-31, authorizing changes to the Operations Department and Kitsap Transit's 2021 Organizational Chart. Discussion: None. Motion passed unanimously.**

- b. *Resolution No. 21-32, Surplus and Sale of Vans to Kitsap County*

Executive Director Clauson noted we have sold surplus vehicles to the Kitsap County in the past. KT needs to surplus vanpool vans due to lack of use and lack of need. In discussion with Kitsap County, they have expressed the need for two vans. Staff is requesting to surplus the two vans for purchase by the County at the low-end market value.

Commissioner Wolfe questioned the County's use of the van. Clauson explained it was his understanding that one of the vans would be used to support the Kitsap Rescue Mission, but was not sure about the use of the other van.

Commissioner Schneider asked if there would be other surplus vans in the future. Clauson stated yes. Schneider stated that Bainbridge Island is looking at experiments and want to focus on electric vans. Schneider questioned whether surplus vans could be converted to electric. Clauson explained that with COVID-19, many of the [vanpool] vans have been turned in. These surplus vans are the 11-to 15-passenger vans and groups are looking for smaller vans. Staff will be coming back at a future meeting with a request to surplus more vehicles.

**Commissioner Garrido moved and Commissioner Schneider seconded the motion to adopt Resolution No. 21-32, authorizing staff to surplus and sell two (2) vans to Kitsap County Department of Human Services in the amount of one thousand five hundred dollars (\$1,500) each. Discussion: None. Motion passed unanimously.**

*c. Resolution No. 21-33, Free Monthly Pass for Vaccinated Individuals*

Executive Director Clauson explained this resolution is an idea to incentivize those "on the fence" regarding vaccination. The quicker we can get COVID under control, the sooner we can improve ridership and benefit our local economy. The Health District is very supportive of concept and staff will continue to work with them on logistics. The thought is to make a monthly pass available on a smart phone with our mobile ticketing app. Anyone vaccinated June 1 or after would be eligible for the one-month pass, good on any service and for a 12-month period with recipient choosing the month the pass will be valid.

Commissioner Deets thanked Clauson for doing this. Deets stated he will be bringing this up at the special Bainbridge Island meeting today, and encouraged others to as well. Deets questioned the effect on the budget. Clauson stated he was not certain, with the significant decline in ridership and the hesitancy for people to get back on the buses, but it isn't anticipated to be that expensive. The hope is by making the pass valid on anything Kitsap Transit operates, people may take transit, find it convenient, and continue riding.

Commissioner Wheeler spoke in support of the resolution and asked if it could be expanded into ACCESS service. Clauson reiterated that the pass would be good on anything Kitsap Transit operates.

Commissioner Erickson spoke in support of the great idea and while there will be less money coming in from this, a majority of our income comes from sales tax, not fares. If we can get more people vaccinated and on public transportation it is a win-win.

Commissioner Daug's thanked staff for this resolution and asked how the process would work. Clauson explained staff is currently working with the Health District on the process. When someone comes in for a vaccine, they will get a card or something that will validate the pass on phone.

Commissioner Wolfe added that even if numbers are not nominal, it benefits entire community.

Commissioner Erickson asked if this idea has been shared with other General Managers. This would really help spread the word. Clauson stated he did mention it on the last General Manager's call.

Commissioner Deets asked about those who have already been vaccinated. Clauson stated the intention is incentivize those who get the vaccine June 1 or after. The demand for vaccines is slowing down and this might be enough to give those who are otherwise on the fence an incentive to get vaccinated.

Commissioner Schneider asked if the pass could be transferable to someone who might be more likely to use KT services. Clauson stated this is possible with the method staff is envisioning.

**Commissioner Erickson moved and Commissioner Deets seconded the motion to adopt Resolution No. 21-33, authorizing staff to offer a free monthly pass to individuals with proof of vaccination against COVID-19, valid on or after June 1, 2021. Discussion: Clauson clarified that staff is working with the Health District and the method of distribution may change. Chair Putaansuu spoke to the other locations providing vaccines. Clauson stated the Health District is the "center" of all vaccine providers. Commissioner Garrido suggested creating a tag "A Neat Idea." Commissioner Wheeler asked that details be provided to the Board and that he will be reporting to NAACP. Clauson stated that KT's Public Information Officer (PIO) will be working with the Health District's PIO to craft information for distribution. Motion passed unanimously.**

## **6. EXECUTIVE DIRECTOR ITEMS**

Executive Director Clauson gave an update on the following:

- Operations Director Recruitment – Ellen Gustafson will be retiring and KT has retained the services of same firm [Prothman] used for the Human Resources Director recruitment. Gustafson's official retirement will be the latter part of May, and would like to have replacement mid-June.

- Fast Foil Passenger-Only Ferry – a Memorandum of Understanding (MOU) is close to completion which includes: Glosten (designed the Waterman), Bieker Boats-Paul Bieker (designed the wing on the Rich Passage-class vessels), along with other public and private stakeholders. Kitsap Transit is providing an in-kind contribution through administration of the federal grant. The group is looking for funding beyond feasibility with a goal of building a working model to test.
- Bike Barn Remodel – increased indoor hooks, lockers, outdoor bike racks, LED lighting, security cameras, updated ADA standards, benches and space for electric bicycles.
- Gillig Electric Bus – Operations and Maintenance are very pleased with bus. Pros include range, acceleration, quiet and comfortable and pick-up and brake/regeneration feel. Cons include harder steering, 8-hour charging time, steering wheel needs to telescope higher for taller operators, steering is very tight and display screen is difficult to see. There is funding available for four more electric buses, and staff will most likely will come forward with a request to purchase additional Gillig electric buses
- Discussion topics for the upcoming three meetings:
  - Ridership and Service
  - Upcoming – Fleet and Facilities
  - Upcoming – Current Finances and Capital Needs
- Executive Director Clauson provided a timeline of events affecting Kitsap Transit operations including staffing, service/service hours and ridership since the beginning of COVID-19. Clauson shared information on the future of ridership and potential impacts to commuter services such as teleworking.

The communication of safety measures continues through maintaining social distancing on buses and boats, use of UV air scrubbers and manual disinfecting/cleaning and the “We Are Kitsap – We Can Do This” campaign.

The return of service vs. recruitment is a continued concern as ridership improves. Marketing will be expanded with outreach to groups such as the Navy and Olympic College for recruitment. Commissioner Schneider asked if there was a relationship, pre-COVID vs now regarding recruitment. Clauson explained one of the challenges is KT consistently competes with Puget Sound Naval Shipyard (PSNS) and the Seattle job market areas. Seniority also proves to be a challenge in both the pieces of work offered to new drivers and those drivers who have stayed home for COVID-19 and are now deciding to retire. Staff is exploring options for phased signing bonuses or premium pay for the “less-desirable” work pieces. Kitsap Transit needs to be ready to provide service for when people start getting back to work.

Upcoming discussion will include: base siting study, current fleet status as it relates to replacement, and alternative fuels.

- American Public Transportation Association (APTA) Expo – Clauson shared information on the Expo and the opportunity to learn more about all things transit and encouraged Board attendance.

Commissioner Erickson spoke to the signing bonus and other incentives, especially if phased, which has been explored for City of Poulsbo. Erickson suggested a payment per route and/or if transit is moving away from commute patterns, have we looked at expanding the Dial-A-Ride program. Clauson stated that yes, with caveats, and is currently in progress with testing most likely on Bainbridge Island. Erickson stated that Ellen will be sorely missed and questioned whether restructuring of the position had been looked at. Clauson stated that has not been discussed because the Routed and ACCESS services complement each other.

- Derelict vessel. Clauson shared photos of a derelict vessel tied up to the Annapolis dock and piled up on the beach. The owner will be given 24 hours to remove or KT will remove the debris and bill the owner. Chair Putausuu stated that additional funding for the derelict vessel program was a discussion in the recent legislative session. Commissioner Erickson agreed that this is a big problem and is very frustrating. There is a need for better action at the state level.

## **7. PROGRESS REPORTS**

- Draft Financial Reports through March 2021
- Capital Work in Progress
- Fuel Costs Report through the end of April 2021

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

- April 2021 Report from KT Lobbyist
- Recognizing the March Driver of the Month in Routed – *Kevin Crissman*
- Recognizing the March Driver of the Month in ACCESS – *Sharon Hutchinson*
- Recognizing the March Worker/Driver of the Month – *Robert Westcott*

## **PUBLIC COMMENTS**

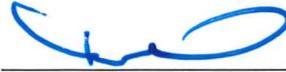
No additional public comments were received.

## **9. GOOD OF THE ORDER**

None

**10. ADJOURN:** Meeting adjourned at 9:59AM.

**ADOPTED** by the Board of Commissioner of Kitsap Transit at a regular meeting thereof, held on the 1st day of June 2021.



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Robert Putaansuu, Chairperson



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Jill A. Boltz, MMC  
Clerk of the Board