

## KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING

### MINUTES OF JANUARY 4, 2022

#### **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 - absent*  
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:**

Sanjay Bhatt, Marketing Director; Michael Bozarth, Operations Director; Jill Boltz, Clerk of the Board; John Clauson, Executive Director; Dennis Griffey, Vehicle & Facilities Maintenance Director; Steffani Lillie, Service & Capital Development Director; Mary Pauly, Human Resources 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 Putansuu called the meeting of the Kitsap Transit Board of Commissioners to order at 8:33AM.

Due to audio difficulties, Clerk of the Board Boltz was not able to read the opening statement aloud; however, the statement stands as follows: 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, January 3, 2022 to myself, Jill Boltz, Clerk of the Board. Two written comments were received via email and forwarded to the Board. 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

No changes.

## 3. CHAIRPERSON'S COMMENTS

Chair Putaansuu welcomed and wished everyone a Happy New Year.

- a. Chair Appointment
- b. Vice-Chair Appointment

**Commissioner Gelder moved and Commissioner Deets seconded the motion to appoint Commissioner Wolfe as Chair and Mayor Erickson as Vice-Chair for 2022.**

**Discussion: None. Motion passed unanimously.**

Chair Wolfe welcomed everyone and gave a shout out to the Kitsap County Road crew for their efforts during the recent weather events.

Executive Director Clauson added that he received a message from Mark Fuller and that he would be absent due to the weather.

Clauson thanked Commissioner Putaansuu for his service as the 2021 Chair.

## 4. CONSENT/ACTION ITEMS

- a. Warrants for November 2021
  - Warrant numbers transit fund 158853 to 159150 in the amount of \$1,274,745
  - Warrant numbers ferry fund 604451 to 604575 in the amount of \$1,410,704
  - Payroll transfer in the amount of \$2,044,390
  - ACH clearing account payments in the amount of \$45,694
  - Travel Advances of \$4,185
- b. Minutes of December 7, 2021 Board Meeting
- c. Resolution No. 22-01, 1<sup>st</sup> Quarter 2022 Procurements
- d. Resolution No. 22-02, 2022 WSTIP Insurance Premium
- e. Resolution No. 22-03, Emergency Response Chain of Command
- f. Resolution No. 22-04, Annual Maintenance Agreement – Trapeze TripSpark
- g. Resolution No. 22-05, Electric Bus Purchase - Routed
- h. Resolution No. 22-06, Electric Bus Purchase - Worker/Driver
- i. Resolution No. 22-07, Executive Director Car Allowance

**Commissioner Gelder moved and Commissioner Deets seconded the motion to approve the Consent Agenda. Discussion: None. Motion passed unanimously.**

## 5. FULL DISCUSSION /ACTION ITEMS:

### a. *Presentation: Long Range Transit Plan*

Executive Director Clauson explained Nelson\Nygaard has been working with staff and the community on Kitsap Transit's Long Range Plan (LRP). The Plan will be taken back to the community after today's presentation to the Board.

Service and Capital Development Director Lillie introduced James Gamez and Joseph Poirier from Nelson\Nygaard.

Gamez began with an explanation of the Long Range Transit Plan (LRTP) as a planning tool for the next 20-year timeframe. The goals of the LRTP include improving existing service, introducing new transit options, ensuring transit equity, maintaining financial sustainability and supporting grant efforts. Gamez shared the project timeline identifying community outreach and project identification with Plan development in Winter 2022. The hope is to begin the community outreach within the next month.

Poirier gave an overview of the Kitsap Transit's existing condition in regard to essential service, ridership, service demands, growth, connectivity and driver shortages.

Commissioner Wheeler questioned whether the Worker/Driver program is included in the existing conditions. Poirier explained it includes all modes of travel.

Gamez shared the Community Feedback slides based on just under 1,600 responses identifying "What are the most important attributes of transit?" The most important attribute was reliability and the least important attribute was affordability. "What are the most important transit investments?" The most important investment was more frequent service and the least important attribute was bus-only lanes.

Commissioner Gelder spoke to the context of the survey in regard to the bus-only lanes and how it correlates to frequency, reliability and time it takes to get from point A to point B. Is there a sense of correlation or are people saying they want more frequent service not knowing that if there was bus-only infrastructure included that they would then get the more frequent service. Gamez stated that the survey was kept simple; however, many of the questions were interrelated and overlapped a bit. The responses also varied depending on where people lived in the county.

Commissioner Schneider asked whether there is a way to project how much more ridership would be gained if KT was able to provide service to the outlying areas. Gamez explained that there were survey respondents who have never used transit, currently use the service and those who have used the service in the past but do not use it currently.

Gamez shared the Service Projects including Sunday service, high-capacity transit projects, new bus routes, upgrading routes to every 30-minutes and addition of circulator routes in Silverdale.

Commissioner Erickson spoke to the lack of direct access via Highway 307 (Bond Road).

Commissioner Wolfe asked for clarification on a circulator route. Gamez explained it is essentially a shuttle or connector route providing the first or last mile of the trip.

Gamez continued with the Service Projects with the addition of a Bremerton-Tacoma Express.

Schneider questioned how the circulator service in Silverdale was determined and noted the efforts to provide a circulator route on Bainbridge Island. Gamez explained that Winslow was looked at; however, Winslow is more walkable. Silverdale has longer blocks, the sidewalks are not wide, direct access along the Silverdale commercial area has a significant walking distance, and the number of employees – current and projected the hospital and commercial businesses north of the highway.

Commissioner Wheeler asked if circulators are located around major transit centers including the new Silverdale Transit Center giving people access to another transit option to navigate around Central Kitsap. Gamez stated yes, this is correct.

Gamez stated expansion of the on-demand service (Ride) currently used on Bainbridge Island and in the south county is another potential service project. Additional locations have been identified for the on-demand service that do not have the density to support fixed route service and are not ideal for larger bus operations. Each one of the locations is close to either a frequent line or a current or planned transit hub that could connect them to the larger system. Gamez concluded with the adding of studying new ferry route(s) to the service projects.

Poirier presented the potential Capital projects including new vehicles to support the service projects, operating facilities for both bus and marine operations, mixed-use transit centers, and smaller multi-modal hubs.

Wolfe questioned if the Silverdale Transit Center (STC) is considered a multi-modal hub. Poirier stated that the STC has not been included in the LRTP as a multi-modal hub.

Poirier continued with the Capital projects, adding expanded park & ride capacity and options, bus stop improvement programs, improve speed and reliability and delivery of innovative technology to improve the rider experience.

Erickson questioned the duration of this plan. Poirier stated it is a 20-year plan. Erickson questioned whether right of way acquisition for the future has been incorporated. Poirier stated, for those projects requiring property acquisition, it has been included in financial modeling.

An interactive online survey was conducted with those in attendance at the meeting.

- What is your relationship with Kitsap Transit?
  - 1 – Rider; 6 – Board Member; 3-Staff Members; 1-Interested Citizen.
- How would you prioritize the following service projects?
  - 1<sup>st</sup> – Upgrade frequencies; 2<sup>nd</sup> - Expand on-demand service; 3<sup>rd</sup>-High capacity transit; 4<sup>th</sup> - New circulator routes; 5<sup>th</sup> - New bus routes; 6<sup>th</sup> – Seattle-Bainbridge Island Fast Ferry\*; 7<sup>th</sup> - Bremerton-Tacoma Express.

\*It was explained that the Seattle - Bainbridge Island Fast Ferry should read “New ferry routes” and was an error on the part of the survey creator.

- How would you prioritize the following capital projects?
  - 1<sup>st</sup> - Speed and reliability improvements; 2<sup>nd</sup> - New multimodal hubs; 3<sup>rd</sup> - New mix-use transit centers; 4<sup>th</sup> - Ride-facing technology improvements 5<sup>th</sup> - New and expanded park & rides; 6<sup>th</sup> - Bus stop improvements.

Gamez concluded by providing LRTP scenarios levels with each level having financial implications and funding commitment over and above existing service.

Commissioner Schneider suggested including information in the outreach about difference in carbon footprint between expanded fast ferry service versus large ferries for example. This could help people make choices about where to put resources.

Gamez stated the environmental benefits and costs could be incorporated.

Wheeler asked if the Bremerton-Tacoma Express was identified as mainly worker/commuter service. Poirier stated it was the primary market but could be used for access to medical facilities, education, as well as commuting between the two and connecting to regional transportation.

Commissioner Deets commented on the ferry routes and questioned what other routes were potentially envisioned for study. Poirier explained public feedback included Winslow/Seattle, Suquamish/Seattle, Silverdale/Bremerton, Lynwood/Bremerton and Winslow/Bremerton.

Commissioner Schneider stated the plan includes service goals and capital goals, but suggested program goals toward mode shift. Schneider suggested providing free passes for households without a registered vehicle to provide options to help lower carbon footprint as an example. Service and Capital Development Director Lillie explained that was not looked at too much, but it can be taken into consideration during the next public outreach.

Gamez thanked the Board for the opportunity to present the Plan and for the good feedback to incorporate into plan.

b. *Resolution No. 22-08, Johnson Road Park & Ride Study*

Executive Director Clauson explained the State and the City of Poulsbo are close to completing new roundabout at Hwy305/Johnson Road. This is a great opportunity for Kitsap Transit to look at this improvement to determine if there is a good location for a park and ride. With the help of the City of Poulsbo, property has been identified near the roundabout that would be a good investment for the future. The next step would include environmental review and entering into a purchase and sale agreement with the property owner.

**Commissioner Erickson moved and Commissioner Putaansuu seconded the motion to adopt Resolution No. 22-08, authorizing staff to proceed with further Environmental Site review and property acquisition for the Johnson Road Park & Ride at alternative site locations 3 & 4 as recommended in the Johnson Road Park & Ride Alternatives Location Study.**

**Discussion: Commissioner Erickson spoke to the concept of multi-modal centers for transit where transit, pedestrians and bicycles are connected, which is what the park & ride will be due to the nature of the roundabout and neighborhood pathways.**

**Motion passed unanimously.**

c. *Resolution No. 22-09, Bid Award – Silverdale Transit Center Construction*

Executive Director Clauson explained this contract award is to start construction of the new transit center in Silverdale. A number of good bids were received, staff has conducted due diligence and is ready to move forward with the Board's approval. The bid amount is just over \$8.1 million.

**Commissioner Putaansuu moved and Commissioner Wolfe seconded the motion to adopt Resolution No. 22-09, authorizing staff to award a contract for construction of the Silverdale Transit Center to SCI Infrastructure LLC in an amount of eight million one hundred eighty-three thousand two hundred eighty-five dollars and twenty-five cents (\$8,183,285.25). Discussion: None. Motion passed unanimously.**

d. *Resolution No. 22-10, Bid Award – MTU Marine Engines*

Executive Director Clauson explained these engines are for our two newest vessels (Enetai and Commander). Due to the long lead time, staff would like to have the engines in the inventory to allow the engines to be swapped out and return the vessels into service. Only one bid was received for this particular type of engine.

**Commissioner Putaansuu moved and Commissioner Garrido seconded the motion to adopt Resolution No. 22-10, authorizing staff to award a contract to Pacific Power Group for the MTU Spare Engines Project in the amount of one million seven hundred seventy-six thousand four hundred sixty-four dollars (\$1,776,464).**

**Discussion: None. Motion passed unanimously.**

*e. Resolution No. 22-11, Delegating ORCA Approval Authority*

Executive Director Clauson explained this is a long-standing project, beginning in 2003 with the development of a regional fare system known as ORCA. A Joint Board was established to manage and operate the program, now known as the legacy system. The KT Board approved the creation of the Next Generation Board, delegating certain authorities to the Executive Director and other staff members. This Resolution affirms the authority previously provided to the Executive Director and other staff members, acknowledging that, in some cases, the approval authority is in conflict with KT's procurement policies.

**Commissioner Gelder moved and Commissioner Erickson seconded the motion to adopt Resolution No. 22-11, delegating ORCA approval authority to Kitsap Transit's Executive Director, Service and Capital Development Director, and Smart Card Project Coordinator as provided in ORCA business rules NBR-032 and NBR-039.**

**Discussion: None. Motion passed.**

*f. Resolution No. 22-12, Bremerton Police After Hours Service*

Executive Director Clauson explained KT currently has an agreement with the City of Bremerton for law enforcement coverage on transit deck, East Bremerton Transit Center, etc. The agreement with the City is expiring and needs updating. The terms have been negotiated for a two-year agreement with payments increasing over the two years for fully commissioned officers.

**Commissioner Wheeler moved and Commissioner Putaansuu seconded the motion to adopt Resolution No. 22-12, renewing the special services agreement with the City of Bremerton for a period of two (2) years for after-hours police services at the Bremerton Transportation Center and for other services requested for an amount of two hundred two thousand seven hundred two dollars and fifty cents (\$202,702.50).**

**Discussion: None. Motion passed.**

## **6. EXECUTIVE DIRECTOR ITEMS**

Executive Director Clauson gave an update on the following:

- Transits Next Leader Institute – Tommy Fernandez and Dominic Loiacano
- Boat shuffling – Solano bids being evaluated. Working on improvements to Finest. We are still in possession of the leased vessel, Melissa Ann, which is in need of repairs/improvements.

- Upcoming procurement/purchasing. Clauson reminded the Board of the Executive Director's signature authority and which projects will come to the Board for permission to bid and/or approval.
- Rate of COVID infections are increasing. Nine employees tested positive in the last week and a half. One more employee is considered an outbreak under Labor and Industries. The employees are not all from same department: 4 Marine Services, 2 Routed, 2 ACCESS, and 1 Maintenance. Staff is taking steps to deal with the increased number of infections including asking those not vaccinated to increase type of face mask (N95) for their own protection. The President's vaccine mandate for employers with 100+ employees affects Kitsap Transit and staff is waiting for Governor's office to issue a directive. Our labor attorney is keeping an eye out as well. The Federal government is allowing the option of the vaccine mandate with or without weekly testing. The Federal government states it is up to employee to pay for costs of testing. Availability is challenging, and we need to negotiate any impacts with the unions. Staff has been investigating the cost of bringing in people to do weekly testing with an estimate of \$7-\$8k per week. Clauson stated he wanted to get guidance from the Board. Under emergency COVID powers, the Executive Director has the ability to enact program. Clauson asked the Board if they want the program brought back to them. Commissioner Garrido stated she would recommend deferring to Executive Director Clauson's judgment. Commissioner Putansuu concurred but would like updates. Commissioner Erickson stated she wishes all the best and agree with Garrido and with keeping the Board informed. Chair Wolfe concurred.

## **7. PROGRESS REPORTS**

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

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

- December 2021 Report from KT Lobbyist
- Recognizing the October Driver of the Month in Routed – *Rebecca Hager*
- Recognizing the October Driver of the Month in ACCESS – *Sara Brees*
- Recognizing the October Worker/Driver of the Month – *Scott Brown*

## **9. PUBLIC COMMENTS**

Clerk of the Board Boltz noted there were two comments provided via e-mail and forwarded to the Board. There are also comments received in the Zoom chat that can stand as received and will be entered into minutes (see below).

kthaxton: Survey questions to public should come with more description of each item. Also definitely comments should be possible.

09:34:57 From Commissioner Rob Gelder to Hosts and panelists: Suquamish to Seattle was not supported in the PSRC ferry study



09:35:28 From Robert Weschler: 3 Proposals:

09:39:06 From Robert Weschler: 1) Addressing Highway 305 gridlock during commuter hours from Poulsbo to Winslow: increasing frequency of buses from every 45 min (as adjusted to ferry schedule) to every 15 min by taking existing smaller BI Ride midday buses and slotting them into the time intervals, (i.e. 2 new runs/hr times 2 hours = 4 new runs/2-hr commuter period)

09:40:59 From Jill Boltz, Clerk of the Board to Hosts and panelists: Mr. Weschler would you like to read your comment during the public comment portion or I can read it into the record, whichever you prefer.

09:42:01 From Robert Weschler: 2) the proposed circulator bus on Bainbridge Island shows only one loop...that should be changed into two loops (one North and one South) overlapping along High School Road with a Multi-modal Hub at the intersection at the roundabout at Madison and HS Rd with the Public Library as the existing waiting area.

09:42:22 From Edward Coviello: Hi Robert,

09:42:35 From Edward Coviello: Please email your comments to me at [edwardc@kitsaptransit.com](mailto:edwardc@kitsaptransit.com)

09:42:37 From Edward Coviello: Thank you.

09:43:16 From Robert Weschler: 3) 4 of the existing fast ferry runs from Bremerton to Seattle should include stops somewhere on the south end of Bainbridge Island (preferably Lynwood Center)

09:47:42 From Tecla Legge to Hosts and panelists : As to reliability causing loss of riders - when Kingston Fast Ferry return trip is cancelled - please consider possibility/need to provide an Express service return trip to Kingston. Fast ferry riders are paying for saving time due to child care, etc. Regular 91 route is much longer trip. The added time during these situations is causing riders to return to perceived reliability of WSF/car travel.

09:54:30 From Tom Piscitelli SecureAire to Hosts and panelists: We understood that there was a budget appropriated for a Southworth fast ferry mooring and docking feasibility study. Has that been approved and scheduled?

09:56:29 From Jill Boltz, Clerk of the Board to Tom Piscitelli SecureAire and all panelists: Mr. Piscitelli, Fast Ferry mooring was included in the 2022 Budget which was approved in November.

09:58:12 From Tom Piscitelli SecureAire to Hosts and panelists: Great. May I know if it has been scheduled?

09:59:46 From Jill Boltz, Clerk of the Board to Tom Piscitelli SecureAire and all panelists: Mr. Piscitelli, please e-mail me at [jillb@kitsaptransit.com](mailto:jillb@kitsaptransit.com) to continue this conversation and I would be happy to help you further.

10:00:01 From Tom Piscitelli SecureAire to Hosts and panelists: Thank you.


No further comments.

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

Commissioner Erickson questioned when the long range plan will be published. Executive Director Clauson explained the Plan will now go back out to public for additional information, then back to Board for approval.

**11. ADJOURN:** Meeting adjourned at 10:04AM.

**ADOPTED** by the Board of Commissioner of Kitsap Transit at a regular meeting thereof, held on the 1<sup>st</sup> day of February 2022.



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Jill A. Boltz, MMC  
Clerk of the Board



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Edward Wolfe, Chairperson