

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING

MINUTES OF MARCH 1, 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, **Vice Chair**
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
Schneider, Leslie, Mayor, City of Bainbridge Island
Wheeler, Greg, Mayor, City of Bremerton
Wolfe, Edward, Kitsap County Commissioner, **Chair**

Staff Present:

Michael Bozarth, Operations Director; 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 Wolfe 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 Rider Alert.

The public was invited to submit written comments to be included in the record by 4:00PM on Monday, February 28, 2022 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

No changes.

3. CHAIRPERSON'S COMMENTS

No comment.

4. CONSENT/ACTION ITEMS

- a. Warrants for January 2022
 - Warrant numbers transit fund 159472 to 159729 in the amount of \$2,676,487
 - Warrant numbers ferry fund 604656 to 604732 in the amount of \$1,275,773
 - Payroll transfer in the amount of \$1,997,649
 - ACH clearing account payments in the amount of \$134,745
 - Travel Advances of \$3,381
- b. Minutes of February 1, 2022 Board Meeting
- c. Resolution No. 22-18, Citizens Advisory Committee Member Reappointment

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

5. FULL DISCUSSION /ACTION ITEMS:

- a. *Resolution No. 22-19, Declaring Transit Driver Appreciation Day*

Executive Director Clauson explained this is an annual event recognizing transit employees. Clauson gave a brief history of the event.

Commissioner Schneider moved and Commissioner Gelder seconded the motion to adopt Resolution No. 22-19, declaring Transit Bus Driver Appreciation Day in Kitsap County. Discussion: None. Motion passed unanimously.

- b. *Resolution No. 22-20, Designating KT's Claims Agent of Record*

Executive Director Clauson explained the changes include re-designating the Clerk of the Board as the primary recipient for the receipt of claims against Kitsap Transit. The resolution also provides for a back-up, incorporates claims resulting from the Marine Operations and clarifies the role of Washington State Transit Insurance Pool (WSTIP) in the process. Clauson reminded the Board that the insurance coverage for Marine Services is separate from the coverage provided by WSTIP for the bus operations

Commissioner Garrido moved and Commissioner Putaansuu seconded the motion to adopt Resolution No. 22-20, reestablishing procedures for filing claims against Kitsap Transit and repealing Resolution No. 14-31. Discussion: None. Motion passed unanimously.

c. *Resolution No. 22-21, Contract Award – M/V Solano Refurbishment – Owner's Representative*

Executive Director Clauson explained this contract is for the M/V Solano Refurbishment owner's representative. Staff has conducted a request for qualifications process and is recommending award of the contract to Aurora Marine Design.

Commissioner Garrido noted the difference between budgeted and required expenditure. Clauson explained the budget amount covers the entire refurbishment project. The owners representative contract is just a portion.

Commissioner Gelder asked where Aurora Marine Design is located. Clauson stated he was not certain but could find out that information.

Commissioner Gelder moved and Commissioner Garrido seconded the motion to adopt Resolution No. 22-21, authorizing staff to award a contract to Aurora Marine Design for the M/V Solano Refurbishment Owner's Representative in the amount of three hundred fifty-five thousand five hundred twenty-one dollars and thirty cents (\$355,521.30). Discussion: None. Motion passed unanimously.

d. *Resolution No. 22-22, Bid Award – Annapolis Dock Electrical Upgrades*

Executive Director Clauson provided an overview of the upgrades made to the Annapolis Dock to date and explained the electrical upgrade expands the system on the float itself and includes LED lighting. The project went out to bid; one bid was received and reviewed by staff. Staff recommends award to Bronco Electric, Inc. as the successful bidder for this project. The bid price was in excess of the budget; however, the fendering portion of the project came in under budget and will cover the difference.

Commissioner Deets moved and Commissioner Garrido seconded the motion to adopt Resolution No. 22-22, authorizing staff to award a contract to Bronco Electric for the Annapolis Dock Electrical Upgrades Project in the amount of one hundred thirty-seven thousand four hundred fifty-seven dollars (\$137,457), plus applicable sales tax. Discussion: None. Motion passed unanimously.

e. *Resolution No. 22-23, Change Order – Gillig Bus Purchase – Inductive Charging Systems*

Executive Director Clauson explained this is a change order to the recent order of electric buses. This change order will allow for the purchase of the two inductive charging units for the buses. These units will be installed at the new Silverdale Transit Center.

Commissioner Deets moved and Commissioner Putaansuu seconded the motion to adopt Resolution No. 22-23, allowing staff to exercise an option via change order to Gillig, LLC

for quantity two (2) inductive charging systems for the Silverdale Transit Center in the amount of five hundred eighteen thousand five hundred ninety dollars (\$518,590).

Discussion: Commissioner Gelder questioned whether this is for the in-ground charging infrastructure. Clauson confirmed and explained it is an optional purchase available on the State contract. Gelder asked if it is possible to retrofit the buses we currently own. Clauson explained he believes it is possible to retrofit the one Proterra bus that Kitsap Transit has.

Commissioner Schneider asked about the compatibility for other vehicles. Clauson explained his understanding is that the vehicle equipment has to be compatible with the in-ground unit.

Commissioner Putaansuu asked for confirmation that this purchase is for the in-ground units and that future buses will be ordered with the in-ground charging capabilities. Clauson confirmed this is just for the units and installation at the Silverdale Transit Center. These units have been included in the Capital budget for installation at other locations.

Motion passed unanimously.

f. Resolution No. 22-24, Contract Award – Gateway Transit Oriented Development Feasibility Study

Executive Director Clauson explained this resolution is requesting permission to award a contract to Perteet, Inc. The contractor will explore and research the feasibility of creating a transit oriented development at Gateway facility at 6th and Montgomery. The Gateway facility has also been identified as a possibility for alleviating space issues at Charleston Base.

Commissioner Erickson spoke in support of a mixed use development, but wants to be sure the tax credit opportunity for City of Bremerton is used and this will not be built by transit.

Commissioner Wheeler spoke to the numerous options including underground and air space options. Wheeler added the City will be rolling out a multi-family tax exemption program, eliminating the freebie and expanding upon the new state law tax incentive.

Commissioner Erickson reiterated the need for affordability in a transit-initiated project.

Commissioner Wheeler moved and Commissioner Erickson seconded the motion to adopt Resolution No. 22-24, authorizing contract award to Perteet Inc. in an amount of two hundred thousand dollars (\$200,000).

Discussion: Commissioner Garrido stated this is a really exciting step for Kitsap County.

Motion passed unanimously.

At 9:00AM Executive Director Clauson recognized and introduced the 2021 Drivers of the Year.

Clauson introduced Robert Pilon, ACCESS Driver of the Year. Pilon asked in jest if he gets Jeff Vinecourt's paycheck for the month. Pilon stated he does not do anything different than the other drivers, is honored to be recognized and thanked the Board.

Clauson introduced Eric Foster, Routed Driver of the Year. Foster thanked everyone and said that he appreciates the recognition and honor and designated parking spot.

6. EXECUTIVE DIRECTOR ITEMS

Executive Director Clauson gave an update on the following:

- Owner's Representative for Finest – Dollar amount was significantly lower than the Solano and within the Executive Director's signing authority. The contract was awarded to Art Anderson Associates.
- Board Composition – Jurisdictions will be seeing a letter asking each jurisdiction to select a representative. Once the representative has been selected, a meeting will be scheduled to review the current composition of the Kitsap Transit Board.
- New Transportation Package – Recognizes commitment and efforts of public transit in the state. One of the funding allocations, if approved, does have some strings attached for eligibility. It will be required that the agency provide free fares for riders under 18 years of age. The changes will require public outreach, a public hearing and Board approval.

Commissioner Putansuu spoke to the package taking a turn with an amendment on the Senate floor to eliminate the export fuel tax with a proposal to backfill it with the Public Works Trust Fund.

Commissioner Erickson added that the Puget Sound Regional Council (PSRC) passed a resolution to support the package prior to switching gears and doing away with taxing mechanism. Erickson spoke to the export fuel tax and stated that we should stick with Plan A and keep taxing. This package is a step in the right direction. PSRC has discussed encouraging the legislature to bring the transportation packages forward in a systematic way.

Commissioner Schneider spoke in support of free fares for riders under the age of 18. Schneider questioned whether a burst of ridership would create new costs, or is it absorbed in current costs. Clauson stated there could be additional costs, if for example there were two popular routes and another bus had to be added. That would be a good problem to have. Schneider added this would be a wonderful opportunity to gauge how ridership responds to free fares. Clauson shared the pluses and minuses to fare free.

Commissioner Gelder stated there is need to be aware that each package is subject to appropriations on a biennial basis.

Commissioner Deets questioned, in light of the amendment, whether the Board should take action as a Board or individually to lobby.

- Increased distribution/participation for Vulnerable Population Free Fare Tickets – Request from Mayor Erickson who was contacted by Kitsap Regional Library to expand the free ticket program (intent was to provide transportation to homeless to get services needed). Commissioner Erickson spoke to the initial program vouchers, given to Kitsap Community Resources to allocate to various non-profits. The libraries have turned into central “hub” for vulnerable because they use the free internet. Erickson stated she is not looking for a decision today but rather permission to work with Executive Director Clauson and the new Executive Director at the library, Jason Driver.

Commissioner Gelder questioned whether this would be handled by the fare policy and require a hearing, etc. Clauson stated, typically yes. This might just be a matter of expanding the number of tickets. Clauson noted this is the first he has heard that the current system is running out and wants to verify that information.

Commissioners Wolfe and Wheeler spoke to the need for additional information and thoughtful discussion on how they would be used and by whom.

Erickson agreed on the need for due diligence.

- Department of Transportation Discretionary Grant Award – FY 2021 Passenger Ferry Grant Program award of \$7.7 million for construction of all electric vessel to operate between Bremerton and Port Orchard. Also, \$6.5 million in transportation package to go toward ferry. Funds from both could cover both cost of vessels and charging infrastructures. Out of 14 awards for Ferry Boat Discretionary, Kitsap Transit was recipient of largest award.
- Senator Murray Press Conference – The Senator invited Secretary Millar, Executive Director Clauson, Mayor Wheeler and representatives from Glosten for an opportunity to brief the Senator on our projects and plans to electrify our local ferry and introduce the concept of the high-speed electric hydrofoil ferry. Subsequent to this, there have been very encouraging phone calls from the local staff at Federal Transit Administration (FTA) positive Kitsap Transit to apply for funding to take the fast hydrofoil ferry project to fruition. RAISE funding is opportunity for large requests. KT will be moving forward with a grant ask for approximately \$20 million. If approved, would provide funding for design and production of 1/5 scale model to validate the design and concept. The match requirement is estimated in the range of \$3 - \$5 million over the 3 to 5 years of the project, allowing KT to make “installments” on the local match.

Commissioner Deets asked about the possibility of a high-speed ferry from Bainbridge to Seattle. Clauson stated that would need to go back to voters to expand beyond today's operation.

Commissioner Wheeler spoke to Senator Murray's visit and the benefit of well-funded transit and the need for transit and infrastructure.

- Meeting with Washington State Ferries (WSF) RE: Southworth. WSF staff was receptive and agreed that they are early enough in their process and willing to look at opportunities for KT move forward. KPFF will be working with WSF staff to move forward with high-level concepts. Staff and KPFF will continue to explore not only mooring facilities but what second car slip or a tie up slip would look like.
- Gillig Electric Bus Trip. Build date has been established for current order. Clauson asked if there are any Board members who are interested in visiting Gillig, the appropriate time would be the week of July 25.

7. PROGRESS REPORTS

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

8. STAFF INFORMATION / EMPLOYEE RECOGNITION

- a. February 2022 Report from KT Lobbyist
- b. 4th Quarter 2021 System Performance Report – Clauson shared ridership information from 2020-2022. Presentation. Erickson spoke to the expectation of increasing gas prices and the cyclical nature of ridership as it relates to fuel costs.
- c. 4th Quarter 2021 Financial Report – Transit
- d. 4th Quarter 2021 Financial Report – Ferry
- e. Recognizing the 2021 Driver of the Year in Routed – Eric Foster
- f. Recognizing the 2021 Driver of the Year in ACCESS – Robert Pilon
- g. Recognizing the 2021 Worker/Driver of the Year – Charles Phillips
- h. Recognizing the December Driver of the Month in Routed – Sean Phinizy
- i. Recognizing the December Driver of the Month in ACCESS – Tim Stewart
- j. Recognizing the December Worker/Driver of the Month – Matthew Strange
- k. Recognizing the January Driver of the Month in Routed – Cameron Dubel
- l. Recognizing the January Driver of the Month in ACCESS – Michael Nokleby
- m. Recognizing the January Worker/Driver of the Month – Sheri Vollmuth

9. PUBLIC COMMENTS

Joy Lee, thanked Executive Director Clauson for the update on KT working with WSF. Lee noted the Citizens Advisory Committee meetings are listed on website but cancelled due to COVID and questioned if this avenue for public input will reopen.

No further comments.

10. GOOD OF THE ORDER

Commissioner Deets asked if there is any chance for in-person meeting next month. Clauson stated it is the Board's call; however, staff will be getting a refresher on the technology available at the Norm Dicks Government Center. The Governor announced mask mandate will be relaxed as of March 18th; however, the Governor's order does not affect public transit.

Commissioner Wheeler announced the Council Chambers at the Norm Nicks Government Center is open for meetings and welcomes the in-person option. Clauson reiterated the decision is for the Board to make and whether the decision is for full in-person or some virtual aspect but staff will be ready to move forward with whatever direction the Board chooses.

11. ADJOURN: Meeting adjourned at 9:59AM.

ADOPTED by the Board of Commissioner of Kitsap Transit at a regular meeting thereof, held on the 5th day of April 2022.



Edward Wolfe, Chairperson



Jill A. Boltz, MMC
Clerk of the Board