

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING

MINUTES OF MAY 3, 2022

Board of Commissioners Present:

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
Mockler, Anna, Council Member, City of Bremerton
Putansuu, Robert, Mayor, City of Port Orchard
Schneider, Leslie, Mayor, City of Bainbridge Island - *absent*
Wheeler, Greg, Mayor, City of Bremerton
Wolfe, Edward, Kitsap County Commissioner, **Chair**

Staff Present:

Sanjay Bhatt, Marketing Director; Michael Bozarth, Operations Director; Jill Boltz, Clerk of the Board; John Clauson, Executive 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 Shinnors, 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 8:30 AM.

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 2, 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

At the completion of the regular meeting a Closed Session will be held to update the Board on labor negotiations.

3. CHAIRPERSON'S COMMENTS

None.

4. CONSENT/ACTION ITEMS

- a. Warrants for March 2022
 - Warrant numbers transit fund 160042 to 160436 in the amount of \$1,888,717
 - Warrant numbers ferry fund 604826 to 604938 in the amount of \$1,928,568
 - Payroll transfer in the amount of \$1,988,440
 - ACH clearing account payments in the amount of \$26,742
 - Travel Advances of \$1,547
- b. Minutes of April 5, 2022 Board Meeting
- c. Resolution No. 22-30, Citizens Advisory Committee Member Reappointments

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

5. FULL DISCUSSION /ACTION ITEMS:

- a. *Presentation: WSTIP Above & Beyond Award*

Executive Director Clauson introduced Washington State Transit Insurance Pool (WSTIP) Member Services Manager, Joanne Kerrigan.

Kerrigan provided a brief introduction and explanation about WSTIP and the services provided to member agencies. The Above and Beyond Award was established through the Risk Pool in 2017 to recognize employees for heroism and going above and beyond their job description. While driving his regular route on Christmas Eve, Gary Young had the situational awareness to notice a person in distress. It was a cold and wet day and, not knowing the person's situation he pulled over and was able to safely put him on the bus. Young alerted the authorities, and it was determined the person had been reported as missing. Kerrigan expressed gratitude and appreciation for Young's effort, going out of his way to meet the needs of the community. Young will be presented with a \$250 check as a token of appreciation.

ACCESS Manager Jeff Vinecourt stated he has worked with Young for many years, even prior to Kitsap Transit. Young has always been open to helping people. Unfortunately, Young was not able to attend the meeting. Vinecourt thanked WSTIP for recognizing Young.

- b. *Presentation: VanPool*

Executive Director Clauson explained the impact of the pandemic on transit, specifically the Vanpool program. Kitsap Transit has been looking at the demand for smaller vehicles. In addition, the State has made some changes to the definition of Rideshare which reduces the number of passengers required to qualify as a vanpool. KT is now looking at the method in which vanpools are charged. The Vanpool staff has been looking at the history of usage and fares, the future of the program and talking with other agencies. Clauson introduced Vanpool Coordinator Tommy Fernandez and Vanlink Coordinator Dee Williams.

Service & Capital Development Director Lillie spoke to the work staff has completed to identify the challenges and changes facing the existing program and suggestions on changes to the new program.

Vanpool Coordinator Tommy Fernandez provided a Vanpool program overview, challenges, and COVID impacts.

Vanlink Coordinator Dee Williams explained the complexities of the current fare structure and shared the proposed new fare structure which simplifies the cost per seat. Williams shared the three proposals as compared to the 2019 fare recovery. The new structure will simplify the program for both staff and riders.

Fernandez shared the Vanpool fleet and seat usage and introduced the new Rideshare Program. The Switch Rideshare program includes a simplified fare structure, incorporates electric vehicles, and provides new software platform for customers.

Commissioner Erickson stated she understands the need to simplify the structure but does not support an increase in fares.

Commissioner Putansuu spoke in support of fleet electrification but questioned how charging would occur at the driver's home. Clauson stated most of the vehicles can be charged with standard 110v and that detail will need to be figured out.

Commissioner Gelder questioned the availability and timeline of converting to electric vehicles. Clauson stated smaller vans are starting to move in that direction but will depend on vehicle availability. Electric vehicle purchases will start as soon as possible.

Service & Capital Development Director Lillie stated that staff has done research on vehicle availability and the smaller vehicles could be ordered and received in approximately 6 months. Regarding the electrification and reimbursement, there is new technology that provides a meter on the charging cord that can read the amount of voltage used.

Commissioner Mockler spoke in support of Erickson's comment about fares not going up with the goal of reducing emissions and noted the availability of charging at places of employment. Mocker asked if the new Switch Rideshare program would encompass the SCOOT program.

Clauson stated yes, the SCOOT program is available to anyone who is defined as a Smart Commuter.

Commissioner Deets spoke in support of Erickson's comments about keeping fares low. Increasing fares would be the wrong direction for increasing ridership. Deets stated he is assuming this introduction to the Board is a first step but is not seeing a cost of the program.

Clauson explained that staff is looking for permission or concurrence to include the Vanpool fares in the process of making changes to the fare policy necessary for the implementation of free fares for passengers 18 and under. The process of changing the fare policy includes public outreach which would include the three tables presented today. One of the concerns, and what KT wants to avoid, is artificially creating competition with other agencies, like Pierce Transit. The cost of the program is fairly inexpensive because the investment is the vehicles, and we are not paying an operator.

Erickson suggested establishing a residency requirement. There is a need to get away from the mindset that fares are a part of the revenue stream for transit. The vast majority of the revenue it takes to run the agency is taxes. We want to incent in any way possible to get more people on buses, vans, ferries, and walking, multi-modal with transit. If we raise prices, it is contrary to that scheme. Erickson agreed with the need to clean up the fare structure.

Chair Wolfe summarized the expectation from the Board and public with this first look at the proposed Vanpool changes. Wolfe also noted the comments from several Board members on the fares.

Clauson stated that, based on what was discussed today, the public process will begin with the upcoming Quarterly Community Meetings.

Commissioner Mockler noted the approximate 3% revenue derived from fares versus the cost of fare collection and difficulty it creates for drivers when a passenger does not have the money for the fare.

- c. *Resolution No. 22-31, Contract Award – Needs Assessment and Development of Scope of Work for CAD/AVL, APC, AVA & RTPI Systems Replacement Project*

Executive Director Clauson explained this resolution provides an opportunity to go forward with updating and modernizing KT's on-board equipment. This would give staff the authority to award the consultant contract to help determine what technology is available needed.

Commissioner Gelder moved and Commissioner Garrido seconded the motion to adopt Resolution No. 22-31, authorizing staff to award a contract for the Needs Assessment and Development of Scope of Work for CAD/AVL, APC, AVA & RTPI Systems Replacement to IBI Group in the amount of one hundred thirty-three thousand seven hundred nine dollars (\$133,709).

Discussion: Commissioner Erickson noted that the acronyms are spelled out in the Resolution.

Motion passed unanimously.

d. Resolution No. 22-32, Contract Award – As-Needed OEM MTU Parts

Executive Director Clauson explained this resolution awards a contract to Pacific Power Group (PPG). PPG is the representative for MTU engine parts. Staff conducted a bid process to determine if there were any other vendors who could provide the parts and to negotiate better pricing. This contract, if approved, would establish PPG as vendor for the original manufactured parts along with approximately a ten percent discount off the retail price.

Commissioner Garrido moved and Commissioner Deets seconded the motion to adopt Resolution No. 22-32, authorizing staff to award contract KT 22-776 As-Needed OEM MTU Parts to Pacific Power Group. Discussion: None. Motion passed unanimously.

a. Resolution No. 22-33, Contract Award – Southworth Ferry Parking Lot Design

Executive Director Clauson explained this contract is for the Southworth Ferry Parking Lot Design. When passenger-only ferry service began in Southworth, an agreement was made with Washington State Ferries (WSF) for temporary improvements to the parking lot. In addition, permanent improvement designs were developed.

Commissioner Erickson moved and Commissioner Putaansuu seconded the motion to adopt Resolution No. 22-33, allowing staff to award a contract to Art Anderson Associates for the Southworth Ferry Parking Lot Design project in an amount not to exceed one hundred forty-five thousand dollars (\$145,000). Discussion: None. Motion passed unanimously.

EXECUTIVE DIRECTOR ITEMS

Executive Director Clauson gave an update on the following:

- Board Composition Review – reminded Board members of the letters to jurisdictions regarding Board composition review process; still have not heard from three jurisdictions.
- Clerk of the Board departure – Jill Boltz will be leaving Kitsap Transit. Moving to Arizona. Publicly thanked Jill for the wonderful work done here and will be starting the process to find a replacement.
- Silverdale Transit Center Groundbreaking – May 19 at 11:30AM. Governor Inslee and hopefully Federal Transit Administration (FTA) Administrator Nuria Fernandez will be in

attendance. A final milestone has been reached and the hope is final closing papers on the last piece of property will be signed soon. Commissioner Deets noted the conflict with the Kitsap Regional Coordinating Council (KRCC) Executive meeting from 10:00AM – noon. Commissioner Wheeler stated he will work with KRCC Board chair and members to find alternate time for Executive Committee meeting.

- Update on ngORCA – Service & Capital Development Director Lillie gave a brief update on ngORCA which is scheduled to go live May 16. All agencies will be fare free on May 14th and 15th. Existing cards can still be used. New ticket vending machines, new customer service, new website. A back-up launch date has been established for middle of June just in case. In summer 2022, the retail locations will come on board and the new ORCA card with additional features will be rolled out.
- Gillig Electric Bus Trip Reminder – As soon as we get a more specific timeframe, will let Board know, most likely the early part of September.
- Bus Simulator Demonstration – there is a system in central California with a simulator. Staff will be visiting to look at it and get input on the value.
- Moving forward with Board meetings – there have been a few changes to Open Public Meetings Act, including the requirement to provide an opportunity for public comment. Staff is working with the other “Super Tuesday” groups to coordinate the meeting format in the future.

6. PROGRESS REPORTS

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

Commissioner Erickson asked for an update on fuel prices and where we are with our reserves and projections. Clauson noted the average 2022 fuel cost to date is \$3.50/gallon. Depending on how we go forward, there may need to tap into Fuel Stabilization Fund.

Commissioner Wheeler spoke to levels of service, how it relates to fuel costs and asked Clauson to keep the Board updated as far as decision of potential reductions in service. Wheeler also noted the Norm Dicks building is ready for hybrid meetings. Clauson explained reduction in service is not anticipated. The Fuel Stabilization Fund was created to weather the unexpected changes and we are continuing with operator recruitments, which is the challenge.

7. STAFF INFORMATION / EMPLOYEE RECOGNITION

- a. April 2022 Report from KT Lobbyist
- b. Recognizing the March Driver of the Month in Routed – Elexi Shipp
- c. Recognizing the March Driver of the Month in ACCESS – Brian Martin
- d. Recognizing the March Worker/Driver of the Month – Heather Lawton

PUBLIC COMMENTS

No comments.

10. GOOD OF THE ORDER

Commissioner Deets stated the Bainbridge Island City Council will be discussing having foot ferry service between Bremerton and Bainbridge. Clauson explained there was a discussion with a member of the Chamber of Commerce and Commissioner Schneider on what it would take for a ferry connection between the two cities. Commissioner Wolfe questioned whether service between Silverdale and Bremerton is being looked at. Clauson stated yes, a Bremerton to Silverdale ferry connection is a possibility.

Commissioner Mockler stated she would like to make a motion that, in addition to the three fares schedules to be presented during the public process for the Switch Vanpool program that the Pierce Transit fares be included. Motion died for lack of second.

Commissioner Putaansuu noted that he would hope staff would take the [Pierce Transit] fares into consideration.

11. ADJOURN: Meeting adjourned at 9:42 AM.

ADOPTED by the Board of Commissioner of Kitsap Transit at a regular meeting thereof, held on the 7th day of June 2022.



Edward Wolfe, Chairperson



Jill A. Boltz, MMC
Clerk of the Board