

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING

MINUTES OF May 2, 2023

Board of Commissioners Present:

Driskell, Robert, Teamsters Local No. 589, *non-voting member*

Erickson, Becky, Mayor, City of Poulsbo, **Chair**

Garrido, Charlotte, Kitsap County Commissioner

Gelder, Robert, Kitsap County Commissioner, **Vice Chair**

Mockler, Anna, Councilmember, City of Bremerton

Putansuu, Robert, Mayor, City of Port Orchard

Schneider, Leslie, Councilmember, City of Bainbridge Island

Stern, Ed, Councilmember, City of Poulsbo

Walters, Katie, Kitsap County Commissioner

Wheeler, Greg, Mayor, City of Bremerton

Staff Present:

Sanjay Bhatt, Marketing & Public Information Director; Jackie Bidon, Interim Clerk of the Board; John Clauson, Executive Director; Jeff Davidson, Grants & Compliance Coordinator; Cyndi Griffey, W/D Supervisor; Dennis Griffey, Vehicle and Facilities Maintenance Director; Steffani Lillie, Service and Capital Development Director; Robert Pilon, ACCESS Operator; Mary Pauly, Human Resources Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Paul Shinnors, Finance Director; Matt Strange, Worker/Driver Operator

Also In Attendance: David Weibel, Legal Counsel

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

2. AGENDA REVIEW

Upon review by the Board, the agenda remained unchanged.

3. CHAIRPERSON'S COMMENTS

Mayor Erickson shared that she is glad for the sunshine and that it is an honor to be here today. Mayor Erickson introduced herself; all Board Members introduced themselves in turn.

4. CONSENT / ACTION ITEMS

- a. Warrants for March 2023
- b. Minutes of April 4, 2023, Board Meeting
- c. Resolution No. 23-27, Contract Award – Mini-Hybrid Thermal Management System

- d. Resolution No. 23-28, Contract Award – Charleston Cubicles

Councilmember Stern 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. 23-29, Authorizing Staff to modify STC Contract KT 21-734*

Executive Director Clauson stated this resolution is something the board had seen before, but because of the dollar amount, Kitsap Transit wanted to be completely transparent bringing it back to the Board. The original award for the original Silverdale Transfer Center was approved, subsequent, discussions with the Board to modify the project resulted in moving from two conductive charging stations to four. We worked with the contractor to determine the change in price, brought the change order to the Board, and received approval. However, the Executive Director's change order authority was not reset for the new contract. This new resolution is rescinding the previous resolution and adopting a new resolution with the same dollar amount and resetting the Executive Director's change order authority based on the new contract.

Commissioner Walters moved and Commissioner Gelder seconded the motion to adopt Resolution No. 23-29, Repealing Resolution No. 23-25 in its entirety and reauthorizing staff to modify Silverdale Transit Construction Contract KT 21-734, adding DCN 10 and 12 for additional bus charging infrastructure and retaining walls in the amount of five million one hundred forty two thousand thirty three dollars and twenty eight cents (\$5,142,033.28), which increases SCI's contract to thirteen million three hundred twenty five thousand three hundred eighteen dollars and fifty three cents (\$13,325,318.53).

No Discussion.

Motion passed unanimously.

- b. *Resolution No. 23-30, Contract Award – North Base Heavy-Duty Maintenance Facility*

Executive Director Clauson outlined the history behind the resolution. The North Base facility was built with bus storage, bus fueling and bus washing in mind; it did not include facilities for any heavy-duty maintenance. Giving a nod to Councilmember Stern, this facility will be the only facility able to accommodate double decker buses. One of the challenges in moving this project forward was Vetter Road and its placement which diminishes the bus parking area at the base. We are working with the city to vacate Vetter Road, resolving the challenge with a new access road. This resolution authorizes us to move forward with the design of the heavy-duty facility. We have gone through the bid process and are prepared to award to the successful bidder. The award would be for the entire design, but we want to give them authority to move forward only on the first phase

of the project. We will be coming back at later dates for permission to award Phase 2 and Phase 3. Phase 1 is four hundred ninety thousand four hundred seventy-six hundred dollars (\$490,476).

Mayor Putaansuu asked if the first phase is the schematic design, getting us to 30 percent and asked if we are we designing the footprint of the whole facility in each phase?

Executive Director Clauson responded with yes. We want to award the entire design to this contractor however we are only authorizing the first phase of it.

Councilmember Stern moved and Commissioner Garrido seconded the motion to adopt Resolution No. 23-30, authorizing staff to award a contract to TCF Architecture for an amount of four hundred ninety thousand four hundred seventy-six dollars (\$490,476) plus applicable taxes for Phase 1 of the North Base Heavy-Duty Maintenance Facility Design Project.

No further discussion.

Motion passed unanimously.

- c. *Resolution No. 23-31, Contract Award for Nichols Brothers Boat Builders for M/V Commander Drydocking*

Executive Director Clauson explained this resolution is asking for the authority to award the contract to Nichols Brothers Boat Builders. Every two (2) years the Coast Guard requires us to pull our vessels out of the water for the Coast Guard inspection. In addition to that, we have identified projects and modifications needing to be done to the vessel. For example, on the sister ship Enetai, our insurance company identified and advised an additional railing be placed on the upper deck; we were able to complete the modification along with Coast Guard repairs. This project is going to do the same for the Commander.

Motion made by Mayor Putaansuu and seconded by Mayor Wheeler to adopt Resolution 23-31, authorizing staff to award the contract to Nichols Brothers to schedule drydock and repairs of M/V Commander in the amount of one hundred fifty-four thousand seven hundred thirty-four dollars and twenty-eight cents (\$154,734.28).

Discussion:

Mayor Erickson asked if we have an owner's representative when we bring the boats in?

Clauson explained that we utilize our own Marine Services Maintenance staff on these types of projects.

Motion passed unanimously.

- d. *Hiring Staff Update*

Executive Director Clauson indicated the importance keeping the Board updated on our progress in recruitment. He thanked the Board for the approval of the seven thousand dollar (\$7,000.00) incentive for new hires and the marketing effort helping in recruiting as well as our own internal staff for streamlining the process from application to hiring.

Operations Director Bozarth presented the Operator Recruitment, January 1, 2023, through May 1, 2023. Thirty-two operators have hired since January 1, 2023. Twenty-one operators have separated since January 1, 2023, with a net gain of 11.

- The Attrition breakdown is 18 employees separated employment with less than 1 year of employment. This represents 81 percent of total separation with 59 percent total hired year to date. 3 employees separated with greater than 1 year of employment, 2 retired and 1 for cause.
- Public transit history is typical of 50 percent attrition rate on new hire classes; we are slightly above that percent.
- Our current Routed Operators total 107; to reach our pre-COVID levels and add Sunday service we will need a total of 130 Routed Operators. Our current ACCESS Operators total 69, to reach our pre-Covid levels and add Sunday service we will need a total of 76 ACCESS Operators. This means we are short 30 operators to be at pre-COVID levels and add Sunday service.

With current recruitment and retention, we are forecasting a net gain of thirty-three (33) operators by the end of 2023. Our current monthly attrition is at 5.25, with current monthly recruitment of 8.00. Our 2023 goal is a net gain of 25 new operators. Based on the current recruitment levels, we are planning to start Bremerton Sunday service in September 2023 to align with the operator bid. Michael noted that of the 21 we lost in attrition, 5 were for cause, 4 did not give any reason on their exit interviews, 1 moved, 2 failed to obtain their credentials, 3 abandoned the position, 1 left for health concerns and 3 stated not a good fit.

Councilmember Stern asked if there are sufficient tools to recruit individuals given the competition from the school districts and other sources?

Bozarth replied yes. Class sizes compared to this time last year are significantly larger; we are seeing class sizes of approximately 10 with an applicant flow that leads us to believe these class sizes are going to be larger. This time last year it was not uncommon for us to have a class of 1. We have made significant progress with our marketing efforts, the approval of the sign on bonus, and the increased wage through the collective bargaining agreement. We are taking a serious look at how we hire, how we train and how we retain our employees. We are not going to stop doing these things. We are continuing to look at ourselves in the mirror to determine if there are any changes we can make to help retain our employees and to help recruit additional employees.

Executive Director Clauson added that we continue to internally evaluate what we are doing and how. Previously, if an individual applied two days after a class started, they would have to wait until the following month before they were on our payroll. We were losing applicants to other

agencies due to this. We have changed this so when an individual is hired, they now start riding on the routes as soon as they are able, thus receiving a paycheck, getting familiar with the routes and processes, and getting training while they are waiting for a class to start and get their credentials for their CDL. This all helps in retaining employees.

Mayor Erickson requested clarification on the start of Sunday service in September 2023.

Bozarth responded the Sunday service in Bremerton will start in September. The Port Orchard, Silverdale and Poulsbo Sunday service is anticipated to start before the end of 2023, with Bainbridge Island anticipated to start Sunday services at the beginning of 2024.

Mayor Erickson stated that Mayor Wheeler and she will be riding the Sunday buses.

Mayor Wheeler and Executive Director Clauson agreed to be on the first Sunday service buses.

6. EXECUTIVE DIRECTOR ITEMS

Executive Director Clauson updated the Board on the following topics:

- a. Recognition and thank you to Commissioner Rob Gelder for his years of service to the Board and Kitsap Transit. John gave a presentation pointing out many of the milestones Commissioner Gelder was able to participate in throughout the years. At the end, Executive Director Clauson presented Commissioner Gelder with a Kitsap Transit Fare Box.

Commissioner Rob Gelder shared that one of the joys of doing this kind of work is that "You don't know what you don't know". "You have the opportunity to step into so many topics and issues, transit is one of them. I now know more about the transit industry, service, vehicles, technology, that I never would have been exposed to, had I not had the pleasure of serving on this Board. It has been an honor to serve on this Board. Thank you."

Mayor Putaansuu wished Commissioner Gelder well, stating it is a sad moment for both Kitsap County and Kitsap Transit. He noted it has been an honor to serve with Commission Gelder and wished him the best.

Councilmember Stern thanked Commissioner Gelder for all his hard work on the North end.

Mayor Erickson expressed that, with a well-functioning transit system, we are able to move our community forward, it is so critically important to support this organization. Commission Gelder has been Chair multiple times and has been an integral part and a hero supporting this agency. She thanked him for all his work with the community and transportation and stated she will miss him greatly.

Executive Director Clauson gave an update on agency goals as of March 31st.

- Increase bus ridership twenty percent over 2022 numbers. 100 percent.
- Achieve a net increase of twenty-five new operators. 100 percent.
- Award contract for APC system, installed and tested on 50 percent of Routed equipment. 10 percent.
- Conduct agency-wide passenger origin and destination survey study. 10 percent.
- Silverdale Transit Center at 90 percent completion. 40 percent
- Obtain 98 percent of better service reliability on fast ferry service. 99 percent.

Executive Director Clauson gave a presentation of Kitsap Transit Marine Services coming to the aid of the Washington State Ferry Walla Walla grounding on Bainbridge Island. Clauson shared how impressed he was with the "team" of Kitsap Transit and how employees and departments came together to assist over 600 passengers from the Walla Walla onto the Commander and the Waterman, taking them to Bremerton. Bainbridge Island Fire Department penned a letter thanking Kitsap Transit for its response to the incident. Clauson acknowledged the various departments and numerous employees that came together assisting as one unit, Marine Services, Deckhands, Routed Operations, Routed Operators, ACCESS Operations, ACCESS Operators, Vehicle Maintenance and Marketing. Clauson credited Kitsap Sun for the photos presented in the presentation.

Mayor Erickson asked if the Board could write a letter to each individual acknowledging and thanking them for their efforts on that day?

Clauson reported that he had sent out an all-hands memo acknowledging and thanking everyone directly involved. Marine Services Director Scott had issued a notice to all directly involved as well. Clauson agreed to investigate a special acknowledgement and thank you.

The Board briefly discussed a special acknowledgement for all who participated in the rescue.

Mayor Wheeler acknowledged the partnership between Bremerton, Kitsap Transit, Coast Guard, Bainbridge Island, and emergency response teams.

- Executive Director Clauson shared photos of the M/V Solano going back into the water after refurbishments. It is still going through the trials and will be seen in service soon.
- He then shared photos of more events and functions taking place in the future.
- Peninsula Cup Rodeo on June 4, 2023, at the Gateway Park & Ride, 2526 6th Street, Bremerton, 8:00 AM – 2:00 PM. All were encouraged to attend.
- APTA Expo in Orlando, Florida, October 8, 2023 – October 11, 2023.
- APTA Board members seminar, July 15, 2023 – July 18, 2023.
- July Super Tuesday scheduled for July 4th will be moved to July 11, 2023, in accordance with the other committees and boards.

7. PROGRESS REPORTS

- a. Draft Financial Reports through March 2023
- b. Capital Works in Progress
- c. Fuel Costs Report through the end of March 2023

8. STAFF INFORMATION / EMPLOYEE RECOGNITION

- a. March 2023 Report from KT Lobbyist

Dylan Doty's update included that Kitsap Transit succeeded in gaining over \$30 million in commitments directly in the next couple of years. \$25 million in the coming biennium to include \$5 in authorization for toll credit, \$6.5 million for the electric passenger only ferry, and \$1 million directly to WSDOT. Gorst did get pushed up with \$16 million in the next biennium. The middle Housing Bill 1110 did pass this year, but the Transit Oriented Development Bill did not pass. We do expect those discussions to continue moving forward in the interim. Political changes coming with Governor Inslee not seeking another term. Mr. Doty closed with thanking the senators, representatives and everyone that helped to make this a successful year for Kitsap Transit.

Councilmember Stern asked, moving onto the Federal side, and specifically noting the Inflation Reduction Act along with other infrastructure work, if there is anything on the Federal level that Dylan is keeping his eye on that would be coming down through 2026?

Doty shared that his focus would be on the Green Transportation Infrastructure. There is a lot of money coming through the state right now in the form of grants and other things, public and private partnerships. Some of the items on our list are coming from the Federal funding as well.

Clauson added that through our state transit association, WSTA, who also has a Federal lobbyist, there are several individuals keeping an eye on the transit funding. We are paying attention to the concept of hydrogen fuel cell at the Federal level. He also thanked Doty and the other lawmakers for all their support in representing the Board and Kitsap Transit.

Mayor Erickson thanked Doty for keeping the Board updated throughout the year.

- b. Recognizing Drivers of the Month (8:45 am)

Cyndi Griffey, Worker/Driver Supervisor, noted the Routed Driver of the Month for March 2023, Exeli Shipp, couldn't be with us today. Routed Operator Shipp was awarded her second Driver of the Month for March 2023 and has been a Routed Operator since December 2019. She has recently received a Distinguished Driver Award and a three-year Safety Award. She has also been on the Honor Roll 19 times. Congratulations Exeli!

Griffey continued introducing the ACCESS Driver of the Month for March 2023, Robert Pilon. ACCESS Operator Pilon was awarded his fifth Driver of the Month for March 2023. He was also the Driver of the Year for 2021. Robert has been with ACCESS since March 2014. He has served

on the Safety Committee and is currently an active member of the ACCESS Advisory Committee. He is always willing to help where needed. When he isn't driving, he enjoys traveling and an occasional weekend of binge-watching TV. His personal goal is to retire. His words of wisdom to his fellow drivers: "All of our passengers ride for good reason. Show each of them the same level of kindness." Congratulations, Robert!

Griffey then introduced the Worker/Driver, Driver of the Month for March 2023, Matthew Strange. Matt's most memorable moment was walking with his daughter on his shoulders during the Armed Forces Day parade representing Reservists who work at Kitsap Transit. His activities include playing the drums at Gateway Fellowship, mountain biking, movies, family time, arborist work & video games. His goals are to be a good husband and father, transfer to a federal job in Montana, continue drumming, and see what the federal career opportunities are in Montana. Matt is a Facility Management Representative at PSNS/IMF. Congratulations Matt!

Mayor Erickson expressed her thanks, stating that without our bus drivers, we wouldn't have a transit organization. We are here because of a quarter of the people that work hard for our community, and we should not ever forget that.

9. PUBLIC COMMENTS

Jane Rebelowski of Bremerton shared her concerns regarding pedestrians and cyclists on the Warren Bridge being pushed out further into the future due to the Gorst project. This issue continues to make it difficult for the pedestrians and cyclists to make their way between East and West Bremerton. There is now at least a ten-year delay before pedestrians and cyclists can safely walk or ride on a bridge. When you are pushing one project out you, have to think about the ramifications that will have on the community.

Mayor Wheeler stated that he appreciated the comments. He shared that Bremerton is currently ready to move that project back up into the pipeline and ready to make it a high priority. He believes the pedestrian and cycling community does fit into the transit world as we are trying to create a system that reduces the dependence on cars. The construction funds have been moved, but it will take a lot of work from the City and our partners to move that project back up in the queue.

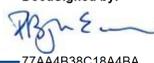
Mayor Erickson relayed that WSDOT is changing the way they look at highways that go through urban corridors; how they can make them more pedestrian friendly. The conversations are starting and continue to evolve.

10. FOR THE GOOD OF THE ORDER

11. ADJOURN: At 09:56 AM, Chairperson Erickson adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on

the 6th day of June, 2023.

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Rebecca Erickson, Chairperson

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Jackie Bidon
Interim Clerk of the Board