

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF September 05, 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
Mockler, Anna, Councilmember, City of Bremerton
Putansuu, Robert, Mayor, City of Port Orchard
Rolfes, Christine, Kitsap County Commissioner
Schneider, Leslie, Councilmember, City of Bainbridge Island
Stern, Ed, Councilmember, City of Poulsbo
Walters, Katie, Kitsap County Commissioner
Wheeler, Greg, Mayor, City of Bremerton, **Vice Chair**

Staff Present:

Sanjay Bhatt, Marketing & Public Information Director; Jackie Bidon, Interim Clerk of the Board, Public Records Officer; John Clauson, Executive Director; Cyndi Griffey, Worker/Driver Supervisor; Dennis Griffey, Vehicle and Facilities Maintenance Director; Steffani Lillie, Service and Capital Development Director; Mary Pauly, Human Resources Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Raymond Scott, Marine Services Director; Paul Shinnars, Finance Director; Jeff Vinecourt, ACCESS Operations Manager

Also Present: David Weibel, Legal Counsel

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

2. AGENDA REVIEW

Upon review by the Board, the agenda remained unchanged.

3. CHAIRPERSON'S COMMENTS

Chairperson Erickson congratulated the City of Bremerton for a successful Blackberry Festival. She stated that the weather is cooling and hopefully more people will want to ride transit in the cooler weather.

4. COMMUNITY ADVISORY COMMITTEE REPORT

Executive Director Clauson shared that the CAC met last week and has revised their agenda format to reflect the items on the Board's agenda as the first to be reviewed in

their meeting in order to pass on any comments they may have; there were none. The CAC meeting agenda included results of the 2023 State Roadeo, 2024 Budget and how it relates to the renewable fuel concept, and operator recruitment updates. There were no actions taken at this meeting.

5. CONSENT/ACTION ITEMS

- a. Warrants for June 2023
- b. Minutes of July 11, 2023, Board Meeting
- c. Resolution No. 23-51, Approval of 2023 Kitsap Transit Safety Plan

Commissioner Garrido moved and Councilmember Stern seconded the motion to approve the Consent Agenda.

Discussion: None.

Motion passed unanimously.

6. FULL DISCUSSION /ACTION ITEMS:

- a. Vision 2050 Award – Presentation to Kitsap Transit

Josh Brown, Executive Director of the Puget Sound Regional Council, shared that the Vision 2050 Award is to highlight and recognize the great achievements in the region by our membership. Executive Director Brown shared there are different categories for the Vision 2050 Award, and Kitsap Transit was presented with the Vision 2050 Planning Ahead Award. The PSRC wanted to highlight and recognize the planning, development and implementation at the county, city and transit level that coordinates with the regional plans. Brown acknowledged and congratulated the amazing work Kitsap Transit has done in developing the plan.

Director Lillie accepted the Vision 2050 Award, thanking the Board, Ed Coviello, Kitsap Transit Planner, and James Gamez of Nelson Nygaard for their support and hard work completing the long-range plan. Lillie stated that thinking outside the box was key in this project, looking at all aspects of this plan.

Executive Director Clauson added thanks to Director Lillie and her staff as well as Nelson Nygaard. Thinking outside of the box for this long-range plan involved reaching out to the community, making sure Kitsap Transit solicited input from a variety of surveys and other instruments, assuring the plan is developed in line with PSRC and with the community, as it sees the future with Kitsap Transit.

Chairperson Erickson shared that Kitsap Transit is very innovative, adding that Kitsap Transit is the only transit agency that runs a ferry fleet as well, bringing transit to disparaged areas in the region.

b. Resolution No. 23-52, Free Fares for Sunday Services Through 2024

Executive Director Clauson shared that the current policy allows for 30 days free service on buses to introduce new routes. Because Kitsap Transit is phasing in Sunday service throughout the county, the concern is that staggering the free fares may cause confusion with the riders. In order to promote the Sunday Service and alleviate confusion, Kitsap Transit is proposing the Sunday Service as fare free through 2024.

Mayor Putaansuu moved, and Mayor Wheeler seconded the motion to adopt Resolution No. 23-52, authorizing staff to offer free fares for Sunday services from September 2023 through December 2024.

Discussion: None.

Motion passed unanimously.

c. Resolution No. 23-53, Award General Legal Counsel Renewal

Executive Director Clauson shared that this resolution is authorizing Kitsap Transit to extend the relationship with Kitsap Law Group for another two years with no change in the established fee. Kitsap Transit had performed due diligence with other law firms in the area and with other transit agencies, finding the pricing comparable.

Commissioner Walters moved and Councilmember Schneider seconded the motion to adopt Resolution No. 23-53, authorizing staff to renew the contract for General Legal Counsel with Kitsap Law Group, with the term ending September 30, 2025.

Discussion: None.

Motion passed unanimously.

d. Resolution No. 23-54, Permission to Solicit Bids for Conex Boxes

Executive Director Clauson presented to the Board that this resolution gives Kitsap Transit staff permission to go out to bid for three Conex boxes that are weather tight to store the three marine engines. Kitsap Transit currently has three spare marine engines that are stored with a company in Seattle, and the storage fees are greater than the purchase of

the Conex boxes.

Discussion:

Commissioner Walters asked why the expenditure is \$70,000 when the Conex boxes she researched are only \$5,000?

Clauson explained that these Conex boxes are not typical boxes. These need to open on the side to accommodate the size of the engines, the structure is more durable, reinforced and weatherproof, and the pricing includes the fee for delivery and set up for these boxes.

Mayor Putaansuu moved and Commissioner Garrido seconded the motion to adopt Resolution No. 23-54, authorizing Kitsap Transit staff seek bids for the purchase of three Conex boxes to store three spare vessel engines.

Motion passed unanimously.

- e. Resolution No. 23-55, Aurora Marine Contract Modification

Executive Director Clauson shared that this resolution allows Kitsap Transit to extend the current contract with Aurora Marine Design, who has been performing the construction management over the refurbishment of the M/V Solano. Clauson explained that, after delivery it was discovered that the original company doing the refurbishments used a substandard adhesive for the carpets on the decks. The vessel is not in service yet and the carpets are starting to come up. Kitsap Transit has given the original contractor the opportunity to fix the problem, but they have not responded in a timely manner, leaving Kitsap Transit to seek bids for the repair work. The carpets will be billed back to the original contractor for substandard work. Kitsap Transit needs to extend the contract to Aurora Marine Design to oversee the installation of the new carpet with the new firm.

Discussion:

Councilmember Schneider wished to clarify that this is a temporary expenditure that will be billed back to the original contractor in the future.

Executive Director Clauson confirmed that Kitsap Transit will be withholding the cost of the new work from the contractor that installed the carpet improperly.

Councilmember Mockler asked why carpet was chosen and not resilient flooring?

Executive Director Clauson explained that carpet was in the original specs. The vessel came with carpet, so Kitsap Transit is replacing what was originally in place. The carpet also creates an additional sound barrier aiding in a quieter ride for the passengers.

Chairperson Erickson added the carpet reduces the slip hazard as well.

Councilmember Schneider moved and Mayor Putaansuu seconded the motion to adopt Resolution No. 23-55, authorizing staff to award a contract modification to Aurora Marine Design for the M/V Solano Owner's Representative in the amount of twenty-seven thousand two hundred ninety dollars and seventy cents (\$27,290.70).

Motion passed unanimously.

f. Resolution No. 23-56, Harborside Server Purchase

Executive Director Clauson shared that this resolution gives Kitsap Transit the authority to purchase new servers to replace the servers that have fallen out of warranty and are unable to be repaired. Clauson noted that Kitsap Transit recently transitioned to the cloud for emails and anticipates minimal server purchases in the future.

Councilmember Schneider moved and Councilmember Stern seconded the motion to adopt Resolution No. 23-56, authorizing staff to purchase two HP Simplivity servers off the Washington State Contract #05819 for Harborside datacenter.

Discussion: None.

Motion passed unanimously.

g. Resolution No. 23-57, Purchase IPKeys routers 2023

Executive Director Clauson explained this resolution is to purchase IPKeys routers that will be located on the vehicles, allowing all the technology to communicate over one cell connection versus multiple cell connections. Examples include the ORCA card readers, passenger counting systems, vehicle locating systems, and numerous other technologies that would route through this system.

Discussion:

Mayor Wheeler requested clarification on the features of the routers. Do they include real time count at each route, would this be able to measure ridership keeping count of the free fare ridership, and is the driver putting the data into the system manually?

Clauson explained that this equipment allows for real time data along with some of the other technologies on board. He answered the specific question regarding the ORCA driver interface button for the free rides. The information will be recorded through the ORCA system and that data will be sent back to the office through this onboard router and out through one singular cellular system.

Mayor Wheeler asked if there is ridership data that is pre-new technology to do comparisons when the new Sunday service is implemented?

Clauson shared that the majority of the fleet already have these routers onboard. Kitsap Transit is outfitting the remaining vehicles with these routers as the *ACCESS* buses do not have the ORCA equipment. Clauson stated there is ridership data pre-new technology, but cautioned that there are a few issues with software not being supported any longer. Employees are currently counting ridership where there is no ORCA system. With the new routers, Kitsap Transit will have accurate real time ridership information.

Councilmember Schneider moved and Commissioner Walters seconded the motion to adopt Resolution No. 23-57, for the purchase of eighteen (18) Cradle Point Routers from IPKeys in the amount of ninety-seven thousand seventy-four dollars (\$97,074).

Motion passed unanimously.

h. Resolution No. 23-58, Disposal of Surplus Goods

Executive Director Clauson explained that Kitsap Transit is seeking the Board's permission to dispose of the surplus goods and equipment that has gone through its lifecycle and is ready to be disposed of. He pointed to Exhibit A, listing the vehicles that are to be surplus.

Mayor Putaansuu moved and Commissioner Garrido seconded the motion to adopt Resolution No. 23-58, authorizing staff to surplus Kitsap Transit equipment and vehicles shown in Exhibit A in the best interest of the agency.

Discussion: None.

Motion passed unanimously.

i. Resolution No. 23-59, Surplus Policy

Executive Director Clauson introduced Paul Shinners, Finance Director, to explain the Surplus Policy revisions.

Director Shinners shared that the old Surplus Policy is outdated and was included in the original Procurement Policy. One of the items to be updated references the need to get Board approval for disposal of any item with value of \$500 or greater. In addition to updating the Policy, guidance is needed to address questions that arise pertaining to assets being donated, sold, and/or given to employees. Shinners gave a high-level summary of the Surplus Policy, sharing that due to the grant funding that goes into vehicles, disposal of any vehicle of any value needs to be brought to the Board. Shinners also increased the value of equipment to \$5,000. Anything up to that amount with an asset tag would have Executive Director authorization for surplus. Disposal of items without an asset tag would rest at the discretion of the department director.

Discussion:

Commissioner Rolfes questioned the donation section of the Surplus Policy, specifically the small *ACCESS* buses. She wanted to know the process for notifying non-profits and churches that those vehicles are available, giving the community a valuable resource and another way to keep the vehicles in the community.

Director Shinners shared that the vehicles go through an auction, but it would be simple for Kitsap Transit to advertise to the non-profits and churches that these vehicles are going to auction. Donating is a little more detailed and complicated, unless Kitsap Transit was to do an estimated fair market value. The general rule is the agency would have to have a competitive process to offer donated assets to non-profits or churches along with some sort of a performance measurement contract that would require the receiving agency to report the usage and for Kitsap Transit to monitor the usage for a two-year period.

Executive Director Clauson shared that, in the past, Kitsap Transit has had various non-profits and agencies reach out inquiring if there are vehicles available for surplus. Kitsap Transit created a list to notify these agencies when the surplus vehicles were available. Kitsap Transit has used the NADA Bluebook to determine the low value of the vehicle; that would be the amount that Kitsap Transit would sell the vehicle for.

Chairperson Erickson asked what the policy is for a non-profit to contact Kitsap Transit when they want a surplus vehicle?

Director Shinners responded that the policy currently reads that any vehicle authorized to

surplus would have to go through a competitive process. Shinners will need to change the policy if the Board would like to list the surplus vehicles with a fair market value and offer them to the non-profits and community agencies.

Commissioner Rolfes asked Director Shinners what the scale of a used *ACCESS* bus is, or a range of value?

Director Shinners explained that when there isn't a supply chain issue, a used *ACCESS* bus would sell for about \$2,000; during supply chain issues; a bus could sell for over \$5,000.

Executive Director Clauson added that there isn't a good resource for determining the value or range of value for a bus, Kitsap Transit has looked back on previous auctions to help determine the sale price and value to help with determining the fair market sale price.

Councilmember Schneider wanted to know what the benefit for the non-profit would be by getting the bus at a fair market price versus going to the auction and purchasing the vehicle.

Executive Director Clauson explained that the non-profit would be getting the first choice of the surplus vehicle over everyone at the auction.

Director Shinners stated that he will add a provision into the Surplus Policy that allows Kitsap Transit, once the Board authorizes the surplus, offer the item to a non-profit or church in the community to purchase prior to or instead of going to auction. This provision would be restricted to Kitsap County, Kitsap Transit signage would be removed, and the vehicles would be offered as is, for purchase at the fair market value.

After discussion, the Board agreed to table Resolution No. 23-59 until next month, at which time the amended version of the Surplus Policy will be available.

7. EXECUTIVE DIRECTOR ITEMS

Executive Director Clauson updated the Board on the following topics:

- Executive Director Clauson reminded the Board that Kitsap Transit is in the process of developing the 2024 Budget and will be reaching out to the Board for one-on-one meetings or non-quorum groups to do a more in-depth briefing on the 2024 Budget.

- Clauson addressed the Board about the budget of fuel costs. Every year Kitsap Transit budgets what is estimated as the price of fuel for the year. In 2023, the estimated price was \$5.00; fortunately the price of fuel has been averaging under that estimate. Clauson proposed that Kitsap Transit continue to budget at \$5.00 a gallon, keeping in mind that Kitsap Transit is working hard to reach zero emissions with the fleet by acquiring battery electric buses and exploring hydrogen fuel. Kitsap Transit is also using renewable diesel which is one hundred percent zero emissions. Clauson explained that budgeting \$5.00 a gallon for fuel would allow Kitsap Transit to blend the renewable fuel pricing with the low sulfur diesel pricing, maintaining the \$5.00 estimated amount. This would allow Kitsap Transit to start using more renewable fuel without switching entirely over; as renewable diesel is more expensive. Clauson stated that this budgeting concept would allow us to start down the path of using more of the renewable diesel and getting closer to the goal of zero emissions.
- 2024 Proposed Goals
Executive Director Clauson shared a list of goals for 2024.

Councilmember Mockler shared that she would like two items added to the 2024 list of goals: restore Sunday service in full or at a percentage, using ridership data on Routed and other modes to determine more non-commute routes per public comment, and to extend Dial-a-Ride to Bremerton.

Councilmember Stern commented that he would like to better understand what impact the Edward Rose project in Poulsbo will have on ridership and facility use. He would also like to see discussions in 2024 regarding free Routed service.

Commissioner Rolfes asked if there should be a goal specifically for the Marine Services ridership as well as the buses?

Executive Director Clauson shared that the ridership goal is an overall goal, not specific to the buses. The ridership in Marine Services has been growing, in part to the focused marketing on the Kingston and Southworth route. Clauson stated that he could include a ridership goal specific to Marine Services, if that is what the Board would like.

Commissioner Rolfes stated that she would like to see the ridership tracking specifically for Marine Services and would like to see a goal specific to continuing enhanced Bremerton to Seattle service while the WSF becomes more stable.

Executive Director Clauson noted that continuing the enhanced Bremerton to Seattle service while WSF becomes more stable would need to be an agenda item. Currently, the ferry program does not have sufficient funding to support that ongoing service. Kitsap Transit and the Board would need to have a discussion about what that would look like and what the options would be to pay for that type of service.

Commissioner Rolfes clarified that she meant while the state is paying Kitsap Transit to provide that service. She wanted to find out if it was important to call out an organizational goal for 2024, to have the staffing and the capital to be able to continue to provide that service, as long as the state is subsidizing the service.

Executive Director Clauson did not feel that was a goal in that as long as the state is going to provide funding, it is Kitsap Transit's obligation to support the community by running the service.

Councilmember Schneider added that she would like the Board to consider adding a goal to look to the State Legislature for funding on intra-county foot ferry feasibility study. The concept came back strong in the Kitsap Transit Long Range Plan.

Executive Director Clauson stated that the 2024 legislative agenda will be brought to the Board, and he would like to place this item on it.

Mayor Wheeler suggested that the funding from the State to sustain the fast ferry route as a backfill for the missing marine highway could be placed on the legislative agenda also.

Mayor Putaansuu commented that goals three and four specify a percentage of construction for the Ruby Creek project and for the electric ferry. He asked if this should say "To begin construction," regardless of a percentage.

Executive Director Clauson noted that outside challenges and influences can have an impact on projects. Kitsap Transit would like to get under construction on both projects, and the goal of being at least 25 percent complete is a number for staff to strive for and on which to maintain attention. Clauson shared that the challenges with supply chain issues are constantly plaguing Kitsap Transit, whether it is building a boat or a park and ride, and they need to keep the attention on that goal.

Mayor Wheeler offered a perspective on free transit service, asking if Kitsap Transit became fare free, would that inhibit the ability to expand and offer increased services down the road?

Executive Director Clauson stated that he heard Councilmember Stern requesting that this be on the agenda for further discussion in 2024, not to be listed as a goal of Kitsap Transit.

Chairperson Erickson requested that the Board benchmark some of these items for the legislative agenda.

Commissioner Rolfes suggested that the Board make sure they get funding from DOT in 2024 for the Bremerton route and funding for the study for alternative routes.

Chairperson Erickson added that if Kitsap Transit continues to use its ferries to fill in for WSF, they will look to Kitsap Transit more and more to provide the service rather than to provide it themselves. She shared that Kitsap Transit needs to be careful how they go about this in the future as the state subsidies need to continue coming in. If Kitsap Transit continues to add more routes at the local level the state will back off from the state level.

Mayor Wheeler added that when discussing WSF routes, it may be helpful to refer to it as the marine highway.

Councilmember Mockler hopes that when the fare free is discussed that the Board will include Mr. Driskell as the representative of the bus drivers because, in her experience, many unpleasant interactions are triggered by the demand to collect fares.

- Executive Director Clauson continued by reminding the Board about the All-Hands Meeting on September 17, and thanked them for their RSVP.
- Clauson shared that Operations Director Bozarth is absent today as he is completing the acceptance testing on the Driver Simulator that is scheduled to be delivered in October. Kitsap Transit is hoping to schedule a reveal in the first part of November.
- Executive Director Clauson shared the results of the WSTA State Roadeo with the Board. The Roadeo competition was for the Operators and Vehicle Maintenance Crew. Members of the Maintenance team are required to go to various with different problems and issues to resolve, in addition to normal Maintenance tasks. Drivers compete using 40 foot and 35 foot buses.

8. STAFF RECOGNITION / PROGRESS REPORTS

- a. Recognizing Drivers of the June 2023 and July 2023 (8:45am)

Jeff Vinecourt, *ACCESS* Manager, introduced the June 2023 *ACCESS* Driver of the Month, *ACCESS* Operator Sara Brees, who was awarded her 15th Driver of the Month Award for June. She has been with *ACCESS* since July 2001. Sara has received multiple customer comments, complementing her on her great customer service. She is always willing to help dispatch with short notice. Her personal goal is to continue to work at Kitsap Transit as long as possible, because she really enjoys her co-workers. She enjoys her passengers; for some, *ACCESS* rides are their only interaction with others. When she isn't driving, she enjoys camping, photography, and baking for her co-workers! She also enjoys helping others and spending time with her family and friends. Her words of wisdom to her fellow drivers: "Remember your LLLC. Safety is always first. Treat your passengers like family, because they are the reason, we are all here."

Vinecourt introduced the Routed Driver of the Month for June 2023, Routed Operator Sean Phinizy. This is his 3rd Driver of the Month award. He has been with Kitsap Transit since September 2019. Sean has been awarded two Power-of-A-Team awards, 11 Way to Go Awards, and has been on the Honor Roll 20 times. His most memorable moment was passing his CDL exam after months of great training. Sean's professional goal is to make it to retirement some day! His personal goal is to own a second home within the next five years. Sean's hobbies include designing and creating things with his 3D printer. A fun fact about him; he has a very high tolerance for hot spices and peppers. His words of wisdom to fellow drivers, "trust all the training that you receive and put it into actions."

Vinecourt introduced the *ACCESS* Driver of the Month for July 2023, *ACCESS* Operator Brenda White, who received her first Driver of the Month Award for July 2023. She has been with *ACCESS* since January 2022. When asked what her most memorable moment has been so far, she answered every day is memorable because she works with such great people and gets to interact with so many great passengers. When she isn't driving, she enjoys hanging out with her corgis. They enjoy walking, hiking, and treats! She also likes volunteering in the community. Her words of wisdom to her fellow drivers: "Handle all situations with grace."

Vinecourt introduced the Routed Operator of the Month for July 2023, Routed Operator Rebecca Hager, who was awarded her second Driver of the Month award. She has been with Kitsap Transit since December 2019. Rebecca has been awarded 13 Way to Go Awards, one Team Top Notch Award, and been on the Honor Roll 21 times in her career at Kitsap Transit. She earned her 3-year Safe Driving Award in December 2022. Her most recent Way to Go from Dispatch was awarded to her for being willing to come to another location after her shift was complete to assist dispatch.

Cyndi Griffey, Worker/Driver Supervisor, introduced the June 2023 Worker/Driver of the Month, Lindsey Skelly. Lindsey is our Early North driver and often drives additional routes after hers, which ends at 5 AM, when we are shorthanded. She is also our 2019 Worker/Driver of the Year. Lindsey's words of wisdom are to keep your head on a swivel, smile, and don't sweat the small stuff. She is a great help when we need to come up with alternate strategies to serve our riders and thinks outside the box. Lindsey is a Marine Electrician Supervisor for PSNS.

Griffey introduced the July 2023 Worker/Driver of the Month, Chris Wheeler. Chris' most memorable moments at Kitsap Transit have been building and realizing the comradery of his fellow Worker/Drivers. Chris was the 2022 Worker/Driver of the Year; he rebuilds vintage stereo equipment and restores cars in his free time. His words of wisdom are to watch out for wildlife as they can be treacherous at 50 MPH. Chris is the Shop 71 Superintendent.

- b. August 2023 Report from KT Lobbyist
- c. Draft Financial Reports through July 2023
- d. Capital Work in Progress
- e. Fuel Costs Report through the end of August 2023
- f. System Performance Report 2nd Quarter 2023
- g. Quarterly Financials

10. PUBLIC COMMENTS

11. GOOD OF THE ORDER

Commissioner Walters shared that the historic Carlisle II was privately chartered and ran as the popup ferry between Old Town Silverdale and the Bremerton waterfront for the Blackberry Festival. Two thousand three hundred passengers rode the ferry. Organizers shared that they could do this weekly and fill boats. Passengers were given the opportunity to fill out an online survey. It is ongoing but the results show that 94 percent of the respondents are in favor of the idea of new ferries connecting the Kitsap Peninsula. The majority of feedback was positive. She shared that some comments were: more ferries; we loved it; it was such a wonderful experience for us and our kids; and we hope it becomes permanent. One of the opportunities was the lack of parking and the travel time.

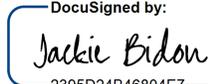
Councilmember Schneider shared with the Board that October 2 through October 8, 2023, is the National Week Without Driving. She stated that this is the time to urge elected officials, public officials, and transportation professionals to participate. This will give the

individuals that drive regularly a chance to understand the barriers and challenges that non-drivers face when trying to move safely in their communities as well as working with non-drivers to create better communities for all.

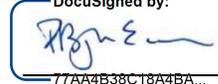
12. ADJOURN: At 10:07, Chairperson Erickson adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 3rd day of October, 2023.

Attest:

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Jackie Bidon, Interim Clerk of the Board

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Rebecca Erickson, Chairperson