

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF October 03, 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- **Absent**

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 - **Absent**

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; Michael Bozarth, Operations Director; John Clauson, Executive Director; Bill Rich, Acting Vehicle and Facilities Maintenance Director; Lindsay Cook, Acting 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 Shinnors, Finance Director; Kathryn Jordan, Routed Operations Manager

Also Present: David Weibel, Legal Counsel and Dylan Doty, Legislative Liaison

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

Chairperson Erickson shared her attendance at the Kitsap Transit All Hands gathering, with about 350 employees attending. The event celebrated the employees and thanked them for years of safe driving. She thanked the Marketing Team for all their hard work and Executive Director Clauson for coming up with the idea.

Chairperson Erickson reflected on her experience riding the bus at the start of Sunday service. Sunday service operates in Bremerton and Silverdale.

4. PRESENTATION – Blackberry Festival Foot Ferry Service

Steve Sego, Waterman Mitigation Partners, shared the success of the Foot Ferry Service for the Blackberry Festival. Their mission involved three objectives: to give people a sense of what it is like to travel from Bremerton to Silverdale on the water, generate interest in the community, and start the discussion about a feasibility study to explore the next steps. Steve introduced Joshua Johnson to present a video of the three-day event.

Commissioner Rolfes asked if the Blackberry Festival organizers shared if the Ferry service impacted the attendance.

Sego shared that 2,300 people rode the Carlisle II to the festival, which was a 25% increase in attendance.

Councilmember Schneider requested information on the cost of the ferry service for three days and the length of the trip from Silverdale to Bremerton.

Sego stated the total cost of the three-day event was \$25,000 and the length of the trip was 35–55 minutes, depending on the tide.

Mayor Wheeler thanked Sego and his team for the successful event. He requested that the City of Bremerton be included in a debriefing to see what role they might have in making this more successful in the future.

Councilmember Stern asked what the next steps were in getting a feasibility study done for this service to be a regular service.

5. COMMUNITY ADVISORY COMMITTEE REPORT

Executive Director Clauson shared the Community Advisory Committee discussed service improvements in the Silverdale area, the visually impaired having access to the ferries and complimented the ferry crews for assisting the impaired passengers.

6. CONSENT/ACTION ITEMS

- a. Warrants for July 2023
- b. Warrants for August 2023
- c. Minutes of September 05, 2023, Board Meeting
- d. Resolution No. 23-60, Renewal of Community Advisory Committee Member

Mayor Putaansuu moved and Mayor Wheeler seconded the motion to approve the Consent Agenda.

Discussion: None.

Motion passed unanimously.

7. FULL DISCUSSION /ACTION ITEMS:

a. Public Hearing: Disadvantaged Business Enterprise Goal FFY2024-2026

Executive Director Clauson shared that this resolution is to establish goals for Disadvantaged Business Enterprises (DBE). He asked that the public hearing be opened to solicit any input from the community.

At 8:51 AM, Chairperson Erickson opened the public hearing for Resolution No. 23-61, Disadvantaged Business Enterprise Goal FFY2024-2026 stating that there is a five-minute time limit for each public comment.

No public comment was made. Chairperson Erickson closed the public hearing at 8:52 AM.

Discussion:

Councilmember Mockler asked for verification on the participation numbers, stating that because the 2020 DBE participation was at .89%, the base goal is being reduced even though there was 13.28% participation in 2022.

Executive Director Clauson stated that the goal was established based on the availability of DBE-qualified contractors to bid on the projects. Based on this availability, Kitsap Transit is establishing the goal at 1.98%.

Mockler asked if this was opposed to the previous base goal of 3.07%?

Clauson replied yes.

Councilmember Mockler stated that disadvantaged businesses were more greatly affected by the pandemic than the advantaged businesses, typically having lower capitalizations. If there was 13.28% participation in 2022, where is the justification for the reduction.

Jeff Davidson, Grants & Compliance Coordinator, shared that the methodology is designed to use the median against the agency DBE base goal to come up with the adjusted DBE goal. In 2020 Kitsap Transit had .89% participation primarily due to the impacts of the pandemic. In 2021 the participation was zero, based on Kitsap Transit contracting availability. In 2022, there was a huge influx of contracting opportunities which increased the participation rate to 13.28%. Davidson added that, if Kitsap Transit continued to have "normal" contracting between 2020 and 2022, the median may have been a different rate. The Federal Transit Administration (FTA) asks that Kitsap Transit use the adjusted DBE goal based on median participation and not the highest or the average.

Councilmember Mockler stated she did not understand, in looking at prior DBE participation median, how .89% plus 0% plus 13.28%, works out to a median of .89%.

Davidson stated that the median is the value in the middle of the data set. Davidson explained that the percentages of .89%, .0%, and 13.28% will give the middle of the data set at .89%.

Councilmember Mockler asked if adjustments could be made to allow for national emergency or pandemic.

Davidson shared that he has not seen any information from FTA regarding making those adjustments.

Councilmember Mockler quoted from the section in the DBE document and Means to Meet Overall DBE Goal "Kitsap Transit will use race/gender-neutral means to encourage DBE participation" and asked if this strategy has been effective in the past.

Davidson stated yes, Kitsap Transit has met its goals consistently since 2015. Based upon the impacts of the pandemic and the way contracting was during those two years, there was a dramatic drop-off, but we are now seeing normalization based on the spending rate year over year.

Mayor Putaansuu stated that he understands that this is a goal which is determined by a federal guidance, but not actual, performance could be much higher or lower depending on who bids the work, and the hope is Disadvantaged Businesses would bid the work.

Mayor Putaansuu moved and Mayor Wheeler seconded the motion to adopt Resolution No. 23-61, adopting the Kitsap Transit DBE program goal of 1.98% for the federal fiscal years 2024 through 2026.

Continued discussion:

Commissioner Rolfes commented that it is not clear what the purpose of this is and asked what happens if Kitsap Transit doesn't reach the goal or goes over the goal. She stated that the purpose of this goal is to level the playing field and setting a goal of 2% is an easy target to reach. If the purpose of this policy that the federal government is requiring is to make Kitsap Transit do more to reach out to disadvantaged businesses, then setting a low goal isn't going to help achieve the larger goal that the federal government has set for Kitsap Transit. She expressed concern that the goal is so low.

Mayor Wheeler asked if there is a time constraint on making the decision on this goal and, if so, what that is.

Executive Director Clauson stated that Kitsap Transit has used the federal guidelines to establish the goal which is required by the FTA. This is a goal, not a limit and Kitsap Transit is constantly

working to increase the amount of DBEs that are used on projects. Clauson deferred to Jeff Davidson for the timeline.

Davidson stated the due date is November 11, 2023. He shared that the purpose of the DBE overall goal is to level the playing field and, based upon the methodology included, Kitsap Transit has done the research on the availability of certified DBEs based on the trade. Based on the available DBEs the base goal was 3.07%. You then take the median and average the base with the median of .89% which gives the goal of 1.98%. Davidson concluded, stating that the goals must be reached based on race neutral contracting goals; Kitsap Transit cannot set specific goals based upon FTA guidance for this region.

Mayor Wheeler inquired as to whether Kitsap Transit, in the past, has set goals in a similar fashion and achieved them?

Executive Director Clauson responded yes.

Motion passed with a majority vote of five yays. Councilmember Mockler and Commissioner Rolfes voted nay.

b. Resolution No. 23-62, Parametrix CN Management Contract Modification

Executive Director Clauson shared that this resolution is a request to approve a contract modification with Parametrix for additional services to be added to the contract for the construction management of the Silverdale Transit Center.

Commissioner Rolfes moved and Mayor Putaansuu seconded the motion to adopt Resolution No. 23-62, authorizing staff to award a contract modification to Parametrix for construction management services in the amount of seven hundred ninety-seven thousand five hundred seventeen dollars and sixty-seven cents (\$797,517.67).

Discussion:

Councilmember Mockler asked if the inductive chargers are the previously-viewed chargers that the buses can be driven over?

Executive Director Clauson stated yes.

Motion passed unanimously.

c. Resolution No. 23-63, Award Safety and Security Audit to S3 Consultants LLC

Executive Director Clauson shared that this resolution is authorizing staff to award a contract to do a security and safety audit. The audit is to support the federal guidelines since Kitsap Transit moved into a large urban system. That this is something Kitsap Transit has done in the past, with

2014 being the last time a formal assessment was done. Not only does Kitsap Transit need to comply with the federal regulations but we want to make sure we are addressing all issues of safety and security for the entire operation.

Mayor Putaansuu moved and Mayor Wheeler seconded the motion to adopt Resolution No. 23-63, authorizing staff to award a contract for the Safety and Security Audit Project to S3 Consultants LLC in the amount of two hundred eighty-two thousand eight hundred dollars and seventy cents (\$282,800.70).

Discussion: None

Motion passed unanimously.

- d. Resolution No. 23-64, Approve Purchase of Zoom Phone System

Executive Director Clauson shared that the current phone system is outdated and needs an upgrade. Staff have researched the different phone systems available and determined this system best fits the needs of Kitsap Transit. Clauson outlined the three-year contract that would upgrade all four of the bases.

Discussion:

Councilmember Schneider asked if this service is similar to the cell service plans where one gets the phone for free and then pays for the service for the following three years? She also asked how this new system compares to the current phone system at Kitsap Transit.

Executive Director Clauson stated that the new system is a Voice Over IP system which is connected to computers. The new system is comparable to the current system, but without the issues of the current system. The new system is being purchased through the state contract.

Mayor Putaansuu moved and Councilmember Stern seconded the motion to adopt Resolution No. 23-64, authorizing staff to purchase Zoom Phone system off Washington State Contract #05116 via Carahsoft for phone system upgrade.

Motion passed unanimously.

- e. Resolution No. 23-65, Bremerton/Kingston Fender Replacement

Executive Director Clauson shared that this is replacing the fendering system at Bremerton and Kingston locations. The fenders wear out over time and need replacing. This resolution awards the contract to Redside Construction LLC.

Mayor Putaasuu moved and Councilmember Schneider seconded the motion to adopt Resolution No. 23-65, authorizing staff to award construction contract KT 23-859 to Redside

Construction LLC. in the amount of one hundred fifteen thousand seven hundred fifty-two dollars (\$115,752).

Discussion: None.

Motion passed unanimously.

f. Resolution No. 23-59, Surplus Policy

Executive Director Clauson shared that this resolution was previously brought to the Board. The suggested changes have been made, specifically the selling of property to non-profits within the community. This policy defines the sale of property valued at \$5,000 unless the property for sale is vehicles, vessels, or real property.

Discussion:

Councilmember Mockler asked who will determine which non-profits within the community benefit the Kitsap County resident's transportation needs?

Finance Director Paul Shinners stated that he or the Maintenance Director would make that decision because they are the most involved in any surplus situation. Shinners doesn't believe that there would ever be a situation where the sale would be declined if the sale of property would benefit Kitsap County residents.

Mockler asked if the decisions would be made available to the public.

Shinners responded, yes, all information is available to the public. Kitsap Transit could list the sales online. Those details are in the process of being worked out.

Commissioner Rolfes requested a statement be added to the policy stating that Kitsap Transit is to notify the Board as the non-profit surplus decisions are made. Her intent is to keep the Board informed of these decisions and sales.

Shinners stated that he will add that statement to the policy. He asked if the Board wanted to have the motion amended to include the statement as well.

Chairperson Erickson noted that the resolution can be approved with an amendment to the motion stating the Board will be notified when a transaction occurs with a non-profit.

Discussion on how the notification would be made available to the Board. Chairperson Erickson stated that the spreadsheet could be included with the financials in the Board packet.

Commissioner Rolfes moved and Mayor Wheeler seconded the motion as amended Resolution No. 23-59, authorizing approval of Kitsap Transit's Asset Surplus Policy as

presented and incorporated by reference herein as Exhibit A, with notification to the Board when a transaction occurs with a non-profit agency.

Motion passed unanimously.

g. Resolution No. 23-66, Adopting 2024 Goals

Executive Director Clauson stated that the goals presented in the last Board meeting have been updated to reflect input from the Board. He shared that the Board suggested the following be included in the 2024 Kitsap Transit Goals: complete planning restoration of Sunday service, secure state funding to develop an intra county passenger only ferry feasibility study plan, and to continue to support state-funded enhanced Bremerton-to-Seattle passenger only ferry service during Washington State Ferry service reduction.

Discussion:

Councilmember Mockler would like the Board to add the expansion of Dial-a-Ride for Bremerton, Monday through Saturday, to the goals. She added that this is a service enjoyed by Bainbridge Island, Poulsbo, and rural areas, and is a significant tool for identifying new Routed service. This service would advance Kitsap County residents' transportation needs.

Mayor Putaansuu stated that he would speak against that. He shared that Sunday service just started again in Bremerton and the other communities do not have it yet. The Board wants Sunday service everywhere and we shouldn't deploy more assets in Bremerton until all the communities have Sunday service.

Chairperson Erickson brought up her concerns about bringing a service into an area that has massive Routed services and the implications to the collective bargaining agreements when bringing in competing forms of transportation. The Dial-a-Ride service is for the areas that are terribly underserved. Dial-a-Ride goes way out to areas that do not have Routed services or any service. The Dial-a-Ride in Bremerton would require policy discussions and contractual questions that would need exploring.

Commissioner Rolfes commented on the need to be careful when characterizing "massive service". The belief is that the area is not over serviced in terms of transit. She addressed Councilmember Mockler's point, saying that she doesn't want to vote against that comment because everyone would like to expand Dial-a-Ride. She asked if the goal could be to do an analysis on how to expand Dial-a-Ride services.

Executive Director Clauson stated that the Demand Responsive services are in lieu of Fixed Route services. Bainbridge Island has this service at midday because there is no Fixed Route service at that time. Kingston and SK are areas where there are no Fixed Route services available, and the Demand Responsive services are available there. Clauson shared that to add Dial-a-Ride on top of the Routed services would not only be competitive with the Routed services but expensive as

well. Clauson added that the *ACCESS* service is provided to many areas of the community for those that qualify under the ADA regulations.

9:32 AM a fire alarm in the Norm Dicks building sounded and the building was evacuated. Chairperson Erickson temporarily adjourned the Kitsap Transit Board meeting at 9:32 AM.

Upon return, Chairperson Erickson called the Kitsap Transit Board meeting to order at 9:48 AM.

Mayor Wheeler asked what the response time is for a Dial-a-Ride?

Executive Director Clauson shared that if it's a public Dial-a-Ride, Kitsap Transit asks that there is a two-hour advanced notice given for the request; however there are times when the response time is shorter.

Mayor Wheeler asked how the data is collected to support the development of future routes.

Executive Director Clauson stated that there are a variety of ways data is collected: Kitsap Transit receives community input on a regular basis; has a committee made up of operators and customer service that meet monthly to review any requests for additional service; Kitsap Transit's Planner looks at route options; surveys to the community; and outreach to solicit interest. Clauson shared that the performance data is reviewed route by route, looking at what routes are performing and what ones are not and then adjusting to enhance or change routes.

Mayor Wheeler stated that the proposal was on the floor. It is a big goal but one that the Board needs to recognize regarding the desire to continue monitoring where routes might be expanded in general around the county. He wanted to know if there is a way to incorporate this proposal into the work plan for 2024.

Executive Director Clauson shared that there needs to be general discussion with the Board on the purposes of Dial-a-Ride versus Fixed Route and what Kitsap Transit is trying to accomplish. He is expecting to have discussions on micro-transit and the first and last mile programs. These discussions would give everyone a clear understanding of what these types of services are and whether they are appropriate or not.

Mayor Wheeler stated that he would support the discussions and support maintaining the goals as written to get the Board moving.

Chairperson Erickson shared that the proposed 2024 Goals do not have to be approved this month. She stated that she would like to see an additional goal to understanding the route structures, passenger counts per route, and what routes are performing and not. This could be included with the first goal very easily. Erickson requested the members bring their suggestions and changes to Executive Director Clauson or herself. Erickson stated that this resolution could be tabled until the next meeting.

Mayor Putaansuu stated that Chairperson Erickson's requests are more in line of information and not goals. He shared that he supports the 2024 Goals as written, but if the Board wishes to table this, he will support that decision.

After discussion, the Board agreed to table Resolution No 23-66 until next month, at which time the amended version of the 2024 Goals, if applicable, will be available.

h. Resolution No. 23-67, Support of Week Without Driving

Executive Director Clauson stated that this resolution is to recognize and support the first National Week Without Driving.

Councilmember Schneider moved and Commissioner Rolfes seconded the motion to adopt Resolution No. 23-67, recognizing and supporting the first National Week Without Driving, October 2 - 8, 2023.

Discussion: None.

Motion passed unanimously.

Mayor Wheeler left the meeting at 9:58 AM.

8. EXECUTIVE DIRECTOR ITEMS

Executive Director Clauson updated the Board on the following topics:

- Change Order that exceeds the recent Executive Director authority. The original contractor hired to sealcoat and restripe the Southworth parking lot as part of the improvements completed half of the parking lot and determined they would not be able to complete the project until spring of 2024. Kitsap Transit was able to find another contractor to complete the project with a price difference of an additional \$18,000. Due to time constraints, Clauson consulted with Chairperson Erickson and received her permission to authorize the Change Order. Clauson will follow up with the Board at next month's meeting with the resolution supporting this action.
- Sunday service started on September 24, 2023, with several Kitsap Transit Board members participating by catching the bus.
- Attended the WSTA Federal Fly-In, included meeting with legislators, a visit to the United States Department of Transportation, and meeting with the Federal Transit Administration.
- Recap on the Kitsap Transit All Hands Meeting Clauson stated that he has received positive feedback from many that attended. He also recognized the Marketing Team, Sanjay Bhatt, Christian Vosler, Melanie O'Rourke and Jeremiah Holcomb for an outstanding job on putting together the videos, photos, blankets and the awards for this event.

9. STAFF RECOGNITION / PROGRESS REPORTS

a. Recognizing Drivers of the August 2023 (8:45am)

Kathryn Jordan, Routed Manager, introduced Harold Stockwell, August 2023 Routed Driver of the Month. Harold Stockwell has been with Kitsap Transit since February 2019. During his career at Kitsap Transit, he has been awarded 15 Way to Go Awards, 2 Distinguished Driver Awards, 2 Co-Pilot Distinguished Driver Awards, and been on the Honor Roll 24 times. Harold earned his 3-year Safe Driving Award in June 2022. His most memorable moment at Kitsap Transit was being selected for Driver of the Month. Harold's professional goal is to retire in comfort! His personal goals are to visit New Zealand and Antarctica. Harold's hobbies include building models, working in his yard on his tractor, fishing and playing ping pong. A fun fact about Harold is that he has played some MACAU Ping Pong. His Words of Wisdom to fellow drivers, "Keep your head on a swivel and pay attention to your passengers."

Jordan continued with Joe Todd, August 2003 ACCESS Driver of the Month, who was not in attendance. Joe Todd has been with ACCESS since July 2022. When asked what his most memorable moment has been so far, he answered, "all the positive interactions with his passengers and their appreciation." When he isn't driving, he enjoys his pets, craft beers and learning about new technology. He also likes riding motorcycles and sculpting marble and granite. Although he is terrified of heights, he has been skydiving a few times. Joe's words of wisdom to his fellow drivers: "Be kind and empathetic towards people."

Jordan concluded with Derek Arthur, August 2023 Worker/Driver of the Month, also not in attendance. Derek became a Worker/Driver in 2018 and took the lead driver position of the Olympic Fjord route in May of 2022. His most memorable moment was when he was complimented on his driving by another senior driver. Derek speaks fluent Spanish, has climbed Mt. Rainier several times and is a licensed skydiver. His words of wisdom are to "Always be nice, especially when it isn't easy, to leave lots of space in front of you and to take it slowly." Derek works in the Reactor Servicing Department at PSNS.

b. September 2023 Report from KT Lobbyist

Dylan Doty reviewed the Draft 2024 Legislative Priorities with the Board.

- Seek legislation to exempt Worker/Driver bus operators from PERS eligibility.
- Seek funding for a feasibility study on intra-county passenger-only ferry service.
- Preserve and protect state investments in public transportation.
- Support efforts to incentivize recruitment and retention of transit operators.
- Maintain biennial budget proviso to use toll credits for federal match requirements.
- Support efforts to ensure adequate ferry service to Bremerton.
- Support WSTA Legislative Agenda.

Doty also made note of a few of the items WSTA is focusing on, including maintaining funding, promoting zero-emission transportation infrastructure, EV battery tax exemption

extension, Transit Oriented Development, and Board governance issues (citizen participation and voting abilities for labor representatives). Councilmember Mockler left the meeting at 10:09 AM.

Commissioner Rolfes stated that the top priority should be continuing the Bremerton passenger-only service until Washington State Ferries has their service back on board. She asked if there should be a concerted effort on this.

Doty noted it was on the list but deferred to Executive Director Clauson for details.

Executive Director Clauson stated that he’s had many discussions with WSF about their plans on restoring service as well as for our abilities to continue. The latest we have heard is that we will continue to operate supplemental service as late as next spring with continued funding from the state.

- c. Draft Financial Reports through September 2023
- d. Capital Work in Progress September 2023
- e. Fuel Costs Report through the end of September 2023

Progress reports stand as reported.

10. PUBLIC COMMENTS

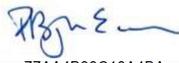
Mayor Erickson noted the written public comment in the packet. No comments from the audience.

11. FOR THE GOOD OF THE ORDER

12. ADJOURN: At 10:13 AM, Chairperson Erickson adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 7th day of November 2023.

Attest:

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 Rebecca Erickson, Chairperson

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 Jackie Bidon, Interim Clerk of the Board