

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF January 2, 2024

Board of Commissioners Present:

Driskell, Robert, Teamsters Local No. 589, *non-voting member*
Erickson, Becky, Mayor, City of Poulsbo
Garrido, Charlotte, Kitsap County Commissioner
Mockler, Anna, Councilmember, City of Bremerton
Putansuu, Robert, Mayor, City of Port Orchard, **Vice Chair**
Rolfes, Christine, Kitsap County Commissioner
Schneider, Leslie, Councilmember, City of Bainbridge Island
Stern, Ed, Councilmember, City of Poulsbo, *via Zoom*
Walters, Katie, Kitsap County Commissioner
Wheeler, Greg, Mayor, City of Bremerton, **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; Cyndi Griffey, Worker/Driver Supervisor; Dennis Griffey, Vehicle and Facilities Maintenance Director; Kathryn Jordan, Routed Operations Manager; 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 Shinnors, Finance Director; Jeff Vinecourt, ACCESS 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 8:30 AM.

2. AGENDA REVIEW

Upon review by the Board, the agenda remained unchanged.

3. CHAIRPERSON'S COMMENTS

- a. Chair Appointment
- b. Vice-Chair Appointment

Commissioner Walters moved and Commissioner Garrido seconded the motion to appoint Mayor Wheeler as Chair and Mayor Putansuu as Vice-Chair for 2024.

Discussion: None.

Motion passed unanimously.

Chair Wheeler wished everyone a Happy New Year.

4. COMMUNITY ADVISORY COMMITTEE REPORT

Executive Director Clauson stated that the CAC met on December 7, 2023. He shared that the members reviewed the Board's agenda, 2024 Kitsap Transit Budget presentation, and the Membership Drive report for the CAC. Clauson noted that no actions were taken at the meeting.

5. CONSENT/ACTION ITEMS

- a. Warrants for November 2023
- b. Minutes of December 5, 2023, Board Meeting
- c. Resolution 24-01, 1st Quarter 2024 Procurements
- d. Resolution 24-02, 2024 WSTIP Insurance Premium

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

Discussion: None.

Motion passed unanimously.

6. FULL DISCUSSION /ACTION ITEMS:

- a. Resolution No. 24-03, 2024 Agreement Trapeze-TripSpark Renewal

Executive Director Clauson stated that Resolution No. 24-03 authorizes Kitsap Transit to extend the TripSpark software agreement used in the *ACCESS* program for one year. He shared that TripSpark provides staff the ability to communicate with the vehicle using mobile data terminals assisting with service delivery. The software is able to follow the rider from the initial phone call through to delivery.

Mayor Putaansuu moved and Mayor Erickson seconded the motion to adopt Resolution No. 24-03, authorizing staff to extend the annual maintenance agreement with Trapeze-TripSpark for one additional year.

Discussion: None.

Motion passed unanimously.

- b. Resolution No. 24-04, ATU Dispatcher MOA

Executive Director Clauson shared that the resolution is following up on prior actions by the Amalgamated Transit Union (ATU), representing Routed and *ACCESS* operators. The ATU filed a unit clarification petition to add the Routed Dispatchers to the Operators bargaining unit. He stated that an election was held and has been certified to include the Routed Dispatchers in the Collective Bargaining Agreement. Kitsap Transit has worked with the ATU and, came to an

agreement including the Routed Dispatchers into the 2021-2024 Collective Bargaining Agreement.

Mayor Putaansuu moved and Commissioner Walters seconded the motion to adopt Resolution No. 24-04, approving the Memorandum of Agreement incorporating the terms and conditions of Routed Dispatchers into the 2021-2024 Collective Bargaining Agreement between Kitsap Transit and Amalgamated Transit Union (ATU) Local 587.

Discussion:

Mayor Erickson asked if the Routed Dispatchers were represented by the Teamsters or were they non-represented before this action.

Executive Director Clauson stated that the Routed Dispatchers were non-represented.

Motion passed unanimously.

- c. Resolution No. 24-05, WA School Information Processing Cooperative (WSIPC) ILA

Executive Director Clauson shared that the next two items are interlocal agreements asking permission to join with various entities that have completed their bidding process and made provisions for other public agencies to take advantage of their procurement process. Clauson stated that this resolution is an Interlocal Agreement with Washington Learning Source. By joining this group, Kitsap Transit would not have to go through the RFP process for purchases under the agreement. He assured the Board that Kitsap Transit will make sure that all the provisions comply with state and federal requirements.

Discussion: None.

Commissioner Walters moved and Councilmember Stern seconded the motion to adopt Resolution No. 24-05, authorizing staff to enter into an Interlocal Purchasing Agreement with Washington Learning Source.

Motion passed unanimously.

- d. Resolution No. 24-06, Arizona State Purchasing Cooperative Agreement ILA

Executive Director Clauson stated that this resolution asks permission to enter into an Interlocal Agreement with the Arizona State Purchasing Cooperative. Clauson shared that Kitsap Transit will verify that all provisions within the agreement comply with Washington State and federal requirements.

Discussion:

Councilmember Schneider asked if there are other advantages to an interlocal agreement other than speeding up the purchase process.

Executive Director Clauson shared that once Kitsap Transit verified that the agreement complies with Washington State and federal guidelines, they would be able to access a list of items and purchase what is needed utilizing the interlocal agreement.

Councilmember Schneider stated it is an efficiency benefit rather than furthering Kitsap Transit's reach.

Executive Director Clauson stated yes, it is an efficiency benefit. He added that there is a potential benefit to the agencies providing their products, viewing this as a larger customer base. He shared that it is possible the jurisdictions that are able to purchase off the agreement may experience a financial benefit in lower pricing.

Commissioner Rolfes asked how Kitsap Transit selected Arizona for an interlocal agreement.

Executive Director Clauson shared that there are several ways Procurement chooses a state or agency for a purchasing agreement. He deferred to Paul Shinnars to explain.

Finance Director Paul Shinnars shared that often it comes down to need. Knowing a state list already has the item expedites the process for purchasing. He stated that the Washington State Contract list does not have the items needed whereas Arizona does, so Kitsap Transit seeks an Interlocal Agreement with them.

Commissioner Rolfes shared the importance of due diligence in verifying that the state Kitsap Transit is contracting with follows the Washington State contract guidelines. She specifically pointed out that the Arizona Non-Discrimination clauses are not in compliance with Washington State. Rolfes added that updating the contract language to reflect the Washington State compliance requirements will ensure Kitsap Transit is in compliance. Commissioner Rolfes will forward a reference document to Executive Director Clauson regarding the language used in their contract with Arizona.

Executive Director Clauson stated that he would like the document and will use it as a resource. He shared that part of the procurement process, prior to purchasing, is to verify that the ILA state is in compliance with Washington State and federal procurement guidelines.

Councilmember Mockler shared that Bremerton approved a similar agreement with Arizona to procure vehicles.

Executive Director Clauson shared that Kitsap Transit uses this process frequently throughout the year with the Washington State procurement contract. He stated that the benefit to Kitsap Transit is the time saved from not having to build the scope, specs, and the RFP; it expedites Kitsap Transit's ability to obtain items in a timelier manner.

Councilmember Mockler asked for Members to share if they have used the Arizona Cooperative and if it has worked.

Mayor Wheeler stated that efficiencies and predictability have been gained using the Arizona Cooperative Agreement.

Mayor Putaansuu moved and Councilmember Schneider seconded the motion to adopt Resolution No. 24-06, authorizing staff to enter into an Interlocal Purchasing Agreement with Arizona State Purchasing Cooperative.

Commissioner Rolfes proposed an amendment under the condition that the cooperative agreement reflects the Washington State Anti-Discrimination laws, including the E-Verify laws.

Executive Director Clauson stated that this is part of the body of the resolution presented and that it will be in compliance with the state and federal procurement regulations.

Commissioner Rolfes withdrew her proposal.

Motion passed unanimously.

- e. Resolution No. 24-07, Purchase Vanlink Vans with Wheelchair Lifts

Executive Director Clauson shared that this resolution is asking for approval to purchase 30 new vans for Kitsap Transit's Vanlink program. Clauson stated that the Vanlink program provides vehicles to social service agencies whose clients could use *ACCESS*. He added that the staff from these agencies can schedule and transport multiple clients to their appointments using the vans. Clauson stated that the vans to be purchased from the Arizona Cooperative Purchase agreement are a combination of one- or two-wheelchair configurations.

Discussion:

Mayor Putaansuu stated that Kitsap Transit is purchasing the vans through the Arizona Purchasing Cooperative but they are really being purchased from a company in Mukilteo, Washington.

Executive Director Clauson stated that, as part of their procurement processes, the vendors have distributors that Kitsap Transit is able to use within the state of Washington.

Commissioner Walters stated that 30 vans are a lot for one year.

Executive Director Clauson shared that the grant funding is available now to purchase the vans and allows Kitsap Transit to cycle out vehicles that have reached the end of their useful life.

Commissioner Rolfes asked if the Washington State Anti-Discrimination language is in the

contract with Model1 of Mukilteo.

Executive Director Clauson shared that the vans will be purchased using the Arizona Purchasing Cooperative Agreement. The local vendor receives the vehicle and provides it to Kitsap Transit. He stated that the distributor, Model1, is listed on the Arizona State Contract, so the agreement will be between the vendor and Kitsap Transit.

Commissioner Rolfes asked if the agreement with the vendor will include the Washington State Anti-Discrimination language.

Executive Director Clauson stated, yes, the agreement will be in compliance with state and federal regulations.

Commissioner Rolfes stated that Washington State Law says that "The contractor and its personnel shall not discriminate against any person on the basis of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by Federal, State, or local law and shall comply with Civil Rights Act of 1964, American's Disabilities Act of 1990 in the performance of the contract." She added that Arizona does not include all the categories that Washington State does and wanted to know how Kitsap Transit makes sure that the contractor/vendor is compliant with this state.

Executive Director Clauson shared that Kitsap Transit would add the Washington State Anti-Discrimination language to the agreement. If Arizona, the vendor, or the distributor are not in compliance, then Kitsap Transit would work with them to ensure compliance with the state and federal requirements, certifying that both are complying.

Mayor Putaansuu stated that this resolution is utilizing the agreement that was approved by the Board prior to this resolution. He shared that Arizona State, the vendor, and the distributor must be in compliance for Kitsap Transit to make a purchase with them.

Commissioner Rolfes stated that she understood but believed the next step, with the Arizona ILA was to verify they are in compliance with state and federal requirements.

Executive Director Clauson shared that within the ILA the Board approved, there is a provision that states they must be in compliance with the state and federal requirements or Kitsap Transit will not purchase from them. He added that Kitsap Transit will certify they comply, meeting all the state and federal requirements before they place the order.

Commissioner Rolfes asked if Kitsap Transit will certify compliance with the Mukilteo company.

Executive Director Clauson stated, yes, before placing the order.

Mayor Erickson stated that she doesn't believe that any vendor would do something of this magnitude without complying with Washington State Law. She shared that there will be language

in the agreement because there are rules and regulations that must be followed, in addition to the federal audits that take place ensuring compliance.

Councilmember Mockler asked if the grant funding could be explained, specifically the source and extent for the vehicles.

Service and Capital Development Director Steffani Lillie shared that the funds are Washington State grants that are 80 percent grant funded and 20 percent local funded.

Mayor Erickson moved and Commissioner Garrido seconded the motion to adopt Resolution No. 24-07, authorizing staff to purchase thirty (30) Wheelchair lift equipped vans for the sum of two million four hundred eighty thousand nine hundred dollars (\$2,480,900) plus applicable taxes.

Motion passed unanimously.

7. EXECUTIVE DIRECTOR ITEMS

Executive Director Clauson updated the Board on the following topics:

- Worker/Driver exemption from the PERS Retirement program.
- The Board of Commissioners second meeting of the month is on January 16, 2024.

8. STAFF RECOGNITION / PROGRESS REPORTS

- a. Recognizing Drivers of the Month for December 2023

ACCESS Manager Jeff Vinecourt announced the November 2023 *ACCESS* Driver of the Month, Griffon Kaye. She has been with *ACCESS* since August 2022, and this is her first Driver of the Month Award. Griffon's most memorable moment was the first time she set up at the Friday Night ARC Dance. Griffon's Words of Wisdom to her fellow drivers; "You've got to be ready to roll with whatever other drivers are doing".

Worker/Driver Supervisor Cyndi Griffey announced the November 2023 Worker/Driver of the Month, Kelly Flynn. His most memorable moment at Kitsap Transit was the first time he drove through Gorst in a bus. Kelly's Words of Wisdom are: "There is no room for anger or rage when you are a professional driver".

Routed Manager Kathryn Jordan announced the November 2023 Routed Driver of the Month, Kevin Crissman. He has been a Routed Operator since January 2014, and this is his fourth Driver of the Month award. Kevin has 38 Way-To-Go Awards, has been on the Honor Roll 86 times, has earned his nine-year Safe Driving Award in January 2023 and is a Driver Mentor. His most memorable moment at Kitsap Transit was when he was hired. His Words of Wisdom to fellow drivers: "Let's look for those windows of opportunity to share a friendly smile or an encouraging thought and word with others. Chances are they would appreciate it".

b. Presentation: Report on 2023 Goals

Executive Director Clauson outlined the final progress on the Kitsap Transit 2023 Goals and provided a brief update on each goal.

- Increase ridership twenty percent over the 2022 numbers. Kitsap Transit reached 85 percent of the goal.
- Achieve a net increase of twenty-five operators. Kitsap Transit reached this goal with a net gain of 37 new operators.
- Award contract for the Automatic Passenger Counting (APC) system, installed, and tested in 50 percent of the routed buses. This was a bit aggressive on his part as the goal was not realized; however, this goal is at 30 percent completion.
- Conduct an agency-wide passenger Origin and Destination Survey Study. This was delayed due to the start of Sunday service. The goal is 95 percent completed and we expect to receive the final report in the first quarter of 2024.
- Silverdale Transit Center at ninety percent completion. A delay due to weather conditions for concrete work makes this goal 75 percent completed. Progress is being made and we anticipate a completion date in May 2024.
- Obtain 98 percent or better service reliability on fast ferry service. This goal was completed 100 percent with an overall reliability of 99.5 percent.

Councilmember Schneider asked if there is an estimated start date for the Bainbridge Island Sunday service and other areas that do not have Sunday service.

Executive Director Clauson shared that the first phase is completed. Port Orchard, Silverdale and Poulsbo are in the second phase with March 2024 as a start date. He stated that he is not able to give a specific start date and that the Bainbridge Island Sunday service is the third phase. Kitsap Transit hopes to start this route by the end of 2024, but it is dependent on the success of recruiting enough operators.

Councilmember Schneider asked if the free Sunday fare would be extended to phase two and phase three riders.

Executive Director Clauson stated that the issue would need to be addressed depending on the sliding of the start dates. But it would be brought to the Board with a recommendation for the extension of the Fare Free Sunday.

Councilmember Mockler asked if the information from the Origin and Destination Survey would be made available for review.

Executive Director Clauson stated that the information on the Origin and Destination Survey is a public document and would be available to the public, Board, and staff.

Councilmember Mockler asked if the data fields from the Automatic Passenger Counting (APC) system and the Origin and Destination survey are compatible to review the quantity of ridership and geographic location.

Executive Director Clauson stated yes, except that the Origin and Destination Survey has already been completed so the timing of the information will not be synchronized. He shared that by reviewing the Origin and Destination information you will get percentages of where riders are coming and going at different areas of the region. He stated that with this information, reviewing the APC system data would give a view of real-time data, which will help with the volume of riders at specific locations and ridership information.

Mayor Wheeler referred to the 2023 Goals and the service reliability results on the fast ferry at 99 percent. He stated that even with the increased runs to backfill for Washington State Ferries, Kitsap Transit Fast Ferry was able to increase trips and still maintain reliability. He added that achieving this goal is highly commendable and well done.

Executive Director Clauson appreciated the acknowledgment, stating that Kitsap Transit has a great team in all the different areas, whether it's buses, boats, vans, or other departments.

Mayor Putaansuu agreed that the service reliability results of 99 percent is an outstanding achievement. He shared that when Kitsap Transit started the fast ferry service, it was not reliable and part of the reason why this goal was added. He stated that the boats were breaking down, but now that Kitsap Transit has been able to build up the system, there is a backup and service is able to continue when a boat is down.

- c. December 2023 Report from KT Lobbyist
- d. Draft Financial Reports through November 2023
- e. Capital Work in Progress November 2023
- f. Fuel Costs Report through the end of December 2023

Progress reports stand as presented.

10. PUBLIC COMMENTS

No public comments were presented.

11. FOR THE GOOD OF THE ORDER

Commissioner Rolfes shared that there was a request from Kingston to see if there was any interest in expanding the commuter run to something more, such as Saturday service or expanding the routes. She stated the question presented was whether it would be legal to expand the runs or are runs limited to the commuter hours under the initiative that was passed by the voters.

Executive Director Clauson shared that the legal council should have a report to him within the week.

Commissioner Rolfes stated that if Kitsap Transit is looking at two to three more years of Washington State Ferries' unreliability and if it is within the initiative to add services, then there is an opportunity to ask the legislature for additional funding. She shared that Kitsap Transit should not be in the business of bailing out the Washington State Ferry system.

Executive Director Clauson shared that there are no legal restrictions for Kitsap Transit to operate outside of the current hours of operation. Clauson stated that the legal question is if the funds being generated by Kitsap County can be used outside of the business plan that was presented to the voters. He stated that if the Legislature wanted to provide funds similar to the Bremerton agreement, there would not be a question of adding the service.

Mayor Wheeler suggested that this topic be included in the second Board meeting of the month for further discussion.

Executive Director Clauson stated that the topic could be included in the next Board meeting. Clauson referred to the Kitsap Transit Legislative Report from Dylan Doty, which listed the Governor's Budget for 2024. He shared that Washington State Ferries requested an additional \$1 million dollars to support services, including the supplemental services. The Governor doubled the requested amount to \$2 million dollars, ensuring the funding is in place to keep the Bremerton run going. Clauson stated that he offered Kitsap Transit services to the staff at WSF; any further action from him would require guidance and direction from the Board. Any additional funding requests to the Legislature would need to come from the local elected officials.

Mayor Wheeler asked if the guidance and direction would be in the form of a resolution.

Executive Director Clauson stated that a Board consensus or a motion directing him to pursue additional funding with DOT or elsewhere is all that is needed.

Mayor Wheeler asked for a Board consensus to direct Executive Director Clauson to pursue additional funding through Washington State. **The Kitsap Transit Board consented unanimously.**

Executive Director Clauson stated that he understood the Kitsap Transit Board consensus is for him to solicit funding to provide additional fast ferry service. He asked the Board to clarify which routes for the additional services, specifically Kingston or across the ferry system.

Mayor Wheeler stated that if Executive Director Clauson is successful in obtaining additional funding, the Board requests a look at the system as a whole. He shared that analysis would be needed to see how that would happen and where it would work the best.

Executive Director Clauson one caveat: the additional service Kitsap Transit is providing in Bremerton is being provided by existing staff. If the Board wants to go beyond that, we would need permission to recruit and add positions. Clauson shared that he will meet with Marine Services Director, Ray Scott, to discuss what is needed to supplement the run between Kingston and Everett, and request that amount of funds. He stated that he would be hesitant to move forward with the additional positions if they were only short term.

Commissioner Rolfes stated that it would be good to know if the Southworth and Kingston services could be expanded with existing staff. She shared that another option may be a bus route from Kingston to Bainbridge.

Councilmember Mockler asked if the skill set of the fast ferry staff is compatible with the Washington State Ferry staff and if lay-offs take place, would those individuals be able to transition to the WSF system and meet their requirements?

Executive Director Clauson stated that he is not qualified to verify if the skill sets are interchangeable. He shared that the mechanics and engine sizes are very different between the state ferries and Kitsap Transit ferries. Clauson added that he is unsure how applicable the skill sets are for crossing over, and that one group of ferry workers is represented while the other is not.

Mayor Putaansuu shared that he appreciates looking at this holistically, in partnership with the state, and the workforce aspect. He stated that Kitsap Transit should not assume the State's responsibility and that this is a short-term, solution not a long-term, solution.

Mayor Erickson shared that Kitsap Transit is in the ferry business. She cautioned that the more we volunteer to cover for Washington State Ferries, the less the state will do, and the more responsibility Kitsap Transit will have. Erickson stated that Washington State Ferries has little incentive to be in the ferry business and that Kitsap Transit needs to find sustainable funding where Kitsap County is not paying.

Executive Director Clauson stated that Kitsap Transit made a commitment to the voters of Kitsap County when they approved the sales tax addition for the ferries. The operating plan was given to the voters which included the operating program and cost. Any additional cost will be the responsibility of Washington State Ferries and not Kitsap County. He shared that Mayor Erickson raised a good point in that, regardless of whether it is a bus or a ferry, it is fearful to put service in place that is dependent on an annual allocation. Clauson stated that what the current Legislature approves, the next Legislature may not. Services may be cut because the funding is no longer there or is volatile.

Mayor Wheeler stated that the Board approved for Kitsap Transit to look outside of Kitsap County for additional funding to support the temporary additional fast ferry services due to the state ferry shortfall. He shared that this is temporary, and Kitsap Transit will not go beyond that agreement.

Councilmember Schneider stated that the Washington State Ferries are an extension of the highway system. They are about cars; Kitsap Transit is about transit, which includes the foot ferries that connect people to transit on both sides. Schneider shared that there is a distinction. Kitsap Transit is doing something different and is not an extension of the highway system. She stated the need to proceed with caution and for Kitsap Transit to take care of the equity issue between taxpayers of Kitsap County versus State taxpayers.

Executive Director Clauson shared that he appreciates the discussion and that it will help him as he moves forward with reaching out to the state. He stated his appreciation for Mayor Wheeler's comment, adding that Kitsap Transit is looking at a temporary fix and what temporary means is not known right now, but temporary is what is being presented to the community. He shared that, hopefully at some point, Washington State Ferries will be able to replace the runs they are not able to do today. At that point, Kitsap Transit will step back and resume the original level of service.

Mayor Erickson asked if Executive Director Clauson's staff would be able to find out how the Staten Island Ferry, San Francisco Ferries, and foot ferries around the country are funded.

Executive Director Clauson stated that his staff could do that research.

12. ADJOURN: At 9:48 AM, Chairperson Wheeler adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 6nd day of February 2024.

Attest:

DocuSigned by:
Jackie Bidon
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Jackie Bidon, Interim Clerk of the Board

DocuSigned by:
Greg Wheeler
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Greg Wheeler, Chairperson