

## **KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF July 16, 2024**

### **Board of Commissioners Present:**

Driskell, Robert, Teamsters Local No. 589, *non-voting member, Absent*  
Erickson, Becky, Mayor, City of Poulsbo  
Garrido, Charlotte, Kitsap County Commissioner  
Mockler, Anna, Councilmember, City of Bremerton  
Moriwaki, Clarence, Councilmember, City of Bainbridge Island  
Putansuu, Robert, Mayor, City of Port Orchard, **Vice Chair**, *Virtual*  
Rolfes, Christine, Kitsap County Commissioner  
Stern, Ed, Councilmember, City of Poulsbo, *Virtual*  
Walters, Katie, Kitsap County Commissioner, *Absent*  
Wheeler, Greg, Mayor, City of Bremerton, **Chair**

### **Staff Present:**

Jackie Bidon, Clerk of the Board, Public Records Officer; Michael Bozarth, Operations Director; John Clauson, Executive Director; 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

**Also Present:** David Weibel, Legal Counsel

Select the video Zoom address below or copy and paste into your browser address field to hear the Kitsap Transit Board of Commissioners discussion of a specific topic, or the complete meeting. Note the video time stamp beside the topic.

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**1. CALL TO ORDER:** Mayor Wheeler called the meeting of the Kitsap Transit Board of Commissioners to order at 8:29 AM.

### **2. AGENDA REVIEW**

Upon review by the Board, the agenda remained unchanged.

### **3. CHAIRPERSON'S COMMENTS**

No Chair comments.

### **4. FULL DISCUSSION / ACTION ITEMS**

- a. Resolution No. 24-50, Award Contract for Purchase of OEM Parts for M/V Finest Overhaul

0:01:10, Executive Director Clauson explained that this resolution seeks approval to award a contract to Pacific Power Group (PPG) for the procurement of OEM parts necessary for the overhaul of the M/V Finest. As the sole manufacturer of OEM components for rebuilding the vessel's engines, PPG is uniquely positioned to fulfill this requirement. Expediting the purchase of these parts will help minimize vessel downtime and ensure operational efficiency.

**Board Discussion:**

0:03:24, The Board's discussion covered several key topics, including the potential need for a replacement vessel, the formation of a coalition among small ferry agencies to advocate for increased federal subsidies, and a strategic planning session in September or October to align lobbying efforts at both the state and federal levels. Additionally, the conversation addressed the life expectancy of marine vessels, ensuring long-term sustainability and operational efficiency.

**Mayor Erickson moved and Commissioner Rolfes seconded the motion to adopt Resolution No. 24-50, approving the authorization to award a contract to Pacific Power Group for the purchase of OEM parts for the M/V Finest Engine Overhauls in the amount of one million four hundred thirty-five thousand eight hundred fourteen dollars and forty-four cents (\$1,435,814.44).**

**Motion passed unanimously.**

- b. Resolution No. 24-51, Award Contract to Tacoma Diesel and Equipment, Inc.

0:20:45, Executive Director Clauson reported that staff have received a successful bid from Tacoma Diesel and Equipment for the rebuilding of two spare engines for the RP Class marine vessels. Kitsap Transit is seeking approval to award the contract to Tacoma Diesel and Equipment Inc. to support the ongoing maintenance and operational readiness of the fleet.

**Board Discussion:**

No Board discussion.

**Commissioner Garrido moved and Councilmember Moriwaki seconded the motion to adopt Resolution No. 24-51, authorizing staff to award KT 24-912 Marine Engine Overhauls Project to Tacoma Diesel & Equipment, Inc. in the amount of one hundred fifty-five thousand six hundred fifty dollars (\$155,650).**

**Motion passed unanimously.**

c. Resolution No. 24-52, Authorize New Hire Incentive Extension

0:22:58, Executive Director Clauson noted that the Board had previously approved a one-year New Hire Incentive, which proved beneficial. Kitsap Transit subsequently requested and received approval for a second year; however, operator staffing levels have not yet reached full capacity. This resolution seeks approval for an additional six-month extension of the incentive and further requests delegated authority for the Executive Director to assess and determine the necessity of an additional six-month extension beyond this period.

**Board Discussion:**

0:24:40, The Board's discussion covered several important aspects of the New Hire Incentive program, including a detailed breakdown of the incentive amount, the distribution schedule, an assessment of the program's effectiveness, and considerations for retention bonuses to support long-term staffing goals.

**Councilmember Mockler moved and Councilmember Moriwaki seconded the motion to adopt Resolution No. 24-52, authorizing the Executive Director to extend the New Hire Incentive Program for an additional six-month (6-month) period, in an amount not to exceed seven thousand dollars (\$7,000) per new hire to attract new operators and include the authority, at the discretion of the Executive Director, to extend for an additional six-months (6-months).**

**Motion passed unanimously.**

d. Resolution No. 24-53, Change Order for Repairs on M/V Enetai

0:33:19, Executive Director Clauson explained that the current procurement policy grants him the authority, with the concurrence of the Board Chair, to exceed the ten percent change order limit when timely decisions are necessary, particularly when a vessel is in dry dock. He noted that the Coast Guard identified additional repairs and parts required for the vessel, prompting a discussion with the Board Chair, who affirmed the urgency of procuring the necessary components to complete the repairs. Given the unique nature of this situation, Clauson emphasized the importance of documenting the actions taken through a formal resolution.

**Board Discussion:**

0:36:05, Board discussion included difference in the expenditure and budgeted amounts.

0:36:26, Executive Director Clauson explained that the variance in amounts serves as a contingency to ensure comprehensive coverage of all necessary expenses.

**Mayor Erickson moved and Commissioner Rolfes seconded the motion to adopt Resolution No. 24-53, acknowledging Executive Director's delegated authority to approve change**

**orders, with concurrence of the Board Chair, for the M/V Enetai shipyard project in the amount of two hundred sixty-nine thousand one hundred nine dollars (\$269,109).**

**Motion passed unanimously.**

0:39:03, Executive Director Clauson reported that divers are currently working on the M/V Commander, and there is a strong possibility that the vessel may need to be taken out of service while awaiting replacement parts. If this occurs, Kitsap Transit will be left with only two operational boats and no spare vessels, which could necessitate schedule adjustments to maintain service continuity.

## **5. EXECUTIVE DIRECTOR ITEMS**

0:41:52, Executive Director Clauson informed the Board that all scheduled meetings for August 2024 have been canceled.

0:42:12, Executive Director Clauson informed the Board that the lease for the third-floor space occupied by Parametrix is set to expire in June 2026. Given the limited available space on the second floor, he recommended not renewing the lease and encouraged the directors to explore strategies for optimizing the use of the existing space.

The Board's discussion covered several key considerations, including the potential loss of revenue resulting from not renewing the lease, determining which department would occupy the vacated space, the process for notifying Parametrix, and options for cubicle sharing.

0:54:05, Executive Director Clauson informed the Board that Kitsap Transit is currently in the budget development process, with the budget traditionally presented for approval in November. However, this year, the budget is expected to be brought to the Board in December 2025, for approval. He noted that Kitsap Transit is preparing two budget scenarios: one based on current circumstances and another reflecting potential changes if the initiative succeeds and the Climate Commitment Act (CCA) is repealed.

Board members emphasized the importance of educating the community about the potential impact of the repeal of the Climate Commitment Act. They recommended that Kitsap Transit distribute a mailer outlining the benefits the community receives from CCA funds and the potential losses that would result if the Act were repealed.

## **6. PUBLIC COMMENTS**

None at this time.

## **7. FOR THE GOOD OF THE ORDER:**

1:02:56, Mayor Erickson noted that social media discussions have increasingly focused on the double-decker buses. One comment highlighted that transit ridership could improve if bus stops offered seating, emphasizing the need for infrastructure enhancements to better serve elderly passengers, parents with young children, and the public.

1:07:11, Councilmember Stern noted that glass art designs for bus shelters were showcased at the American Public Transit Association Conference and inquired about any progress on implementing similar designs in Kitsap County.

1:07:28, Executive Director Clauson stated that no progress has been made on this. He explained that the delay is due to the need for bus technology that will assist in prioritizing which stop locations should be upgraded.

## 8. EXECUTIVE SESSION

1:17:18, The Kitsap Transit Board of Commissioners entered an Executive Session expecting it to end at 10:00 AM.

- a. Potential Litigation *RCW 42.30.110(1)(i)*


1:30:55, The Kitsap Transit Board of Commissioners extended the Executive Session ten minutes until 10:10 AM.

1:41:32, Mayor Wheeler adjourned the Executive Session.

**9. ADJOURN:** At 10:10 AM, Mayor Wheeler adjourned the regular meeting.

**ADOPTED** by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 3<sup>rd</sup> day of June, 2025.

Attest:

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Jackie Bidon, Clerk of the Board

Signed by:  
  
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Rob Putaansuu, Chairperson