

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF June 03, 2025

Board of Commissioners Present:

Driskell, Robert, Teamsters Local No. 589, *non-voting member*
Erickson, Becky, Mayor, City of Poulsbo -
Mockler, Anna, Councilmember, City of Bremerton
Moriwaki, Clarence, Councilmember, City of Bainbridge Island
Put aansuu, Robert, Mayor, City of Port Orchard, **Chair**
Rolfes, Christine, Kitsap County Commissioner, *11:13 AM Left Meeting*
Root, Oran, Kitsap County Commissioner
Rosapepe, Jay, Councilmember, City of Port Orchard
Walters, Katie, Kitsap County Commissioner, **Vice Chair**
Wheeler, Greg, Mayor, City of Bremerton,

Staff Present:

Sanjay Bhatt, Marketing & Public Information Director; Jackie Bidon, Clerk of the Board, Public Records Officer; John Clauson, Executive Director; Dennis Griffey, Vehicle and Facilities Maintenance Director; Steffani Lillie, Service and Capital Development Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Paul Shinnners, Finance 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.

https://kitsaptransit.zoom.us/rec/share/FL07QbTRkXbSToX2cZcmGgsulYYr_JrIKO0oEGE0IPH6bhJ66H6VZcHh--l07rll.BsIR1P9Ypy7VI0uN Passcode: ?826MQ%F

1. CALL TO ORDER: Chairperson Mayor Put aansuu called the meeting of the Kitsap Transit Board of Commissioners to order at 10:30 AM.

2. AGENDA REVIEW

Upon review by the Board, the agenda remained unchanged.

3. CHAIRPERSON'S COMMENTS

0:00:52, Mayor Put aansuu shared that he is glad to be back from his trip to San Diego, CA for the National Transit Roadshow.

4. COMMUNITY ADVISORY COMMITTEE REPORT

0:02:43, Executive Director Clausen delivered an update on the recent Community Advisory Committee (CAC) meeting, addressing key topics including funding for passenger ferry service, Kitsap Transit's involvement in the Puget Sound Regional Council's mobility planning efforts, and developments related to the ORCA card and tap-to-pay system. The CAC also reviewed the nomination of a prospective member and the reappointment of an existing member. He submitted a collection of photographs to the CAC, documenting his recent attendance and engagement at the Legislative Conference in Washington, D.C., where he represented the organization and participated in relevant sessions and discussions. Additionally, he highlighted a photo presentation showcasing Kitsap Transit's participation in a regional active shooter training exercise conducted in collaboration with multiple law enforcement agencies.

0:05:59, Mayor Putaansuu provided the Board with an update on the recent ORCA Fare Forum, where he represents Kitsap Transit. He outlined proposals under consideration, including fare capping strategies and the implementation of credit card payment options for bus fares, with a focus on advancing these initiatives ahead of the upcoming World Cup.

5. CONSENT / ACTION ITEM:

- a. Warrants for April 2025
 - o Warrant numbers transit fund 172497 to 172819 of \$4,591,849
 - o Warrant numbers ferry fund 609000 to 609151 of \$3,248,365
 - o Payroll Account disbursements of \$5,039,115
 - o ACH clearing account payments of \$59,161
 - o Travel Account Disbursements of \$4,101
 - o Purchasing Card Disbursements of \$55,052
- b. Minutes of July 16, 2024
- c. Minutes of April 15, 2025
- d. Minutes of May 06, 2025

Mayor Erickson moved and Councilmember Rosapepe seconded the motion to approve the Consent Agenda.

Motion passed unanimously.

6. FULL DISCUSSION / ACTION ITEMS

- a. Resolution No. 25-41, Approve CarahSoft Contract Renewal

0:09:25, Executive Director Clauson explained that the resolution seeks Board approval to proceed with the renewal of a contract with CarahSoft, an IT security firm. CarahSoft provides critical support and software solutions related to cloud services and infrastructure, ensuring the ongoing security and reliability of agency systems.

Councilmember Rosapepe moved and Commissioner Root seconded the motion to adopt Resolution No. 25-41, approving the third-year renewal of the SecureWorks IT security contract agreement with CarahSoft in the amount of one hundred seventeen thousand three hundred eighty-three dollars (\$117,383), as procured through the Washington State Department of Enterprise Services (DES) contract.

Discussion:

No discussion.

Motion passed unanimously.

- b. Resolution No. 25-42, Award Contract KT 25-967, Commander USCG Work

0:11:49, Executive Director Clauson indicated that the request seeks authorization to award a contract to a qualified facility capable of dry docking the MV Commander to carry out the required U.S. Coast Guard inspection and associated repairs.

Councilmember Moriwaki moved and Councilmember Rosapepe seconded the motion to adopt Resolution No. 25-42, authorizing Kitsap Transit staff to award KT 25-967 MV Commander USCG Inspection and Repairs to Nichols Brothers Boat Builders in the amount of one million four hundred forty-one thousand four hundred sixty-six dollars (\$1,441,466).

Discussion:

0:13:35, Board discussion included questions about engine repair and replacement.

0:13:52, Executive Director Clauson explained that engine replacements are scheduled based on operational hours, and any necessary maintenance is conducted concurrently. To optimize efficiency and reduce vessel downtime, Kitsap Transit prepares a comprehensive list of repairs and upgrades that can be addressed while the vessel is in dry dock.

Motion passed unanimously.

- c. Resolution No. 25-43, Approve Design and Install of Simulator Scenario

0:15:16, Executive Director Clauson noted that this represents an enhancement to the driver simulator acquired several years ago. The original vendor will provide customized training scenarios designed to teach operators how to accurately position buses over the inductive charging units at the Silverdale Transit Center.

Commissioner Walters moved and Councilmember Mockler seconded the motion to adopt Resolution No. 25-43, authorizing Kitsap Transit staff to enter into an agreement with FAAC to design and install a new custom simulator scenario for the Silverdale Transit Center and the new inductive charging technology.

Discussion:

0:17:32, The Board's discussion included inquiries regarding the specific technical challenges necessitating the use of a simulator for inductive charging training.

0:17:43, Executive Director Clauson explained that the tool is intended to support operator training by promoting optimal vehicle positioning over the charging units, thereby maximizing the efficiency of the recharge process.

Motion passed unanimously.

- d. Resolution No. 25-44, Approve ChargePoint Services Renewal

0:19:14, Executive Director Clauson stated that ChargePoint, the company responsible for installing the bus charging units at Charleston and North Base, provides chargers equipped with self-diagnostic capabilities to promptly identify issues and facilitate swift onsite repairs. He noted that ChargePoint's analytic tools enhance the management of the agency's electric fleet. The purpose of this resolution is to extend the equipment warranty, enabling ChargePoint to continue monitoring, servicing, and repairing the chargers as needed.

Councilmember Rosapepe moved and Commissioner Root seconded the motion to adopt Resolution No. 25-44, approving the five-year renewal of the Cloud and Assure Warranty Services through ChargePoint, in the amount of two hundred forty-three thousand six hundred ten dollars (\$243,610), as permitted by FTA's FY 2021 Section 5339(b) Buses and Bus Facilities Program.

Discussion:

0:21:02, The Board's discussion included inquiries regarding the operational processes involved in monitoring the charging infrastructure.

0:21:12, Executive Director Clauson shared that the monitoring is performed remotely.

Motion passed unanimously.

7. EXECUTIVE DIRECTOR ITEMS

0:29:47, Executive Director Clauson provided the Board with a briefing on his and Mayor Putaansuu's attendance at the National Rodeo in San Diego, California. He recognized the outstanding achievement of Routed Operator Valerie Quill, who earned first place in the National Community Transportation Rodeo for 35-foot bus operators. Executive Director Clauson noted that Ms. Quill is the first woman to secure this title at both the state and national levels. He further acknowledged her commitment, highlighting the personal time she dedicated to training and her mentorship of new operators. Kitsap Transit plans to formally recognize her accomplishments through a uniform patch, social media coverage, and press outreach, pending her approval.

Executive Director Clauson also announced the upcoming local Rodeo—referred to as the Peninsula Cup—scheduled for July 27 at South Kitsap High School, with participation expected from operators across multiple counties.

Board members commended Valerie Quill's achievement, attributing her success to the agency's robust training program and supportive culture. They also noted that the development of the new training facility is expected to further enhance operator preparedness for future competitions.

In addition, Executive Director Clauson reported on his, Mayor Putaansuu's, and Marketing Director, Sanjay Bhatt's participation in a Legislative Conference in Washington, D.C. He described the event as productive, with meetings held with several key officials, including Senator Murray, Representative Larsen, and the new Federal Transit Administration Administrator.

Finally, Executive Director Clauson informed the Board that the Intracounty Passenger-Only Ferry Study is in progress, and that Kitsap Transit has launched a dedicated website to collect public input on potential service expansions and related comments.

0:44:03, The Board engaged in a discussion that included questions regarding the ferry survey's route options, supporting graphics, and methods for gathering public input. Board members requested that the survey link be forwarded to them for review.

0:44:16, Executive Director Clauson explained that the purpose of the survey is to gauge public interest in potential ferry service options.

0:45:17, Executive Director Clauson reported that Kitsap Transit participated in a joint Active Shooter Drill in collaboration with the U.S. Coast Guard and the King County Sheriff's Department. The exercise involved boarding a vessel from both air and water at a speed of twenty knots.

Executive Director Clauson also provided an update on the \$4 billion in legislative funding allocated for water taxi services. He stated that Washington State Ferries (WSF) will determine distribution of the funds based on ridership data. Clauson emphasized the importance of sustaining current service levels and highlighted that a recent Southworth sailing surpassed projections with 180 passengers.

8. STAFF RECOGNITION / PROGRESS REPORTS

a. WSTIP Safety Awards

0:22:10, Executive Director Clauson read into the record a letter from the Washington State Transit Insurance Pool (WSTIP) recognizing two Kitsap Transit bus operators with the WSTIP Safe Driving Award. He invited Operators Ed Jones and Matt Thimgan to the dais to acknowledge their exemplary safety records. Each operator was presented with a framed copy of the WSTIP letter and a check in recognition of their cumulative years of safe driving.

b. Recognizing Drivers of the Month for April 2025 (10:45am)

0:25:36, Kathryn Jordan, Routed Manager, recognized the Routed Driver of the Month for April 2025, Rebecca Hager.

0:27:00, Kathryn Jordan, Routed Manager, recognized the ACCESS Driver of the Month for April 2025, Evan Mathiason.

0:29:05, Cyndi Griffey, Worker/Driver Manager, recognized the Worker/Driver of the Month for April 2025, Tamra Burgh.

c. KT Legislative Report June 2025

d. Draft Financial Reports through April 2025

0:49:54, Mayor Erickson requested that the ferry financial report include a breakdown by route, noting that this approach would facilitate a clearer comparison between ridership figures and associated costs.

0:50:42, Executive Director Clauson concurred and agreed to provide ridership and financial data segmented by route to improve the alignment of service costs with usage metrics.

e. Capital Work in Progress April 2025

f. Fuel Costs Report through the end of May 2025

g. System Performance Report

0:52:06, Councilmember Mockler inquired whether the average daily boarding figures were derived from complete data.

0:52:20, Executive Director Clauson responded that the completeness of the data depends on the service in question. He noted that Kitsap Transit currently uses ORCA tap data for ridership reporting, which is sufficiently accurate for evaluating route performance but does not meet Federal Transit Administration (FTA) reporting standards. He added that the agency anticipates the new Automated Passenger Counter (APC) system will provide reliable data, although a full year is needed to validate its accuracy.

0:52:42, Councilmember Mockler acknowledged prior discussions indicating that a complete year of APC data is necessary for reliability. She also suggested exploring alternative ridership measurement tools, such as advanced manual counting devices, emphasizing the importance of accurate ridership data.

0:53:54, Executive Director Clauson stated that Kitsap Transit currently relies on ORCA data, which is sufficiently reliable for internal route planning decisions but does not meet the Federal Transit Administration's requirements for National Transit Database (NTD) reporting. He noted that while the new Automated Passenger Counter (APC) system has begun generating data, its accuracy cannot be fully validated for approximately one year. At this time, the agency is not pursuing a secondary system, as they consider the APC platform to be the most dependable solution available.

0:57:09, Councilmember Mockler remarked that Kitsap Transit appears to be forgoing contingency planning for the APC system, likening the situation to a household that keeps candles on hand in case of a power outage.

0:57:25, Chairperson Mayor Putaansuu raised a Point of Order, indicating that the discussion had deviated from the agenda topic and expressed concern over the ongoing pattern of directed questioning toward Executive Director Clauson at each Board meeting, which he deemed inappropriate.

9. PUBLIC COMMENTS

None at this time.

10. FOR THE GOOD OF THE ORDER:


0:59:13, The Board discussed the language of Kitsap Transit's Mission and Vision statements as presented on the agency's website. No members expressed interest in pursuing revisions to the existing statements.

1:03:47, The Board requested a timeline for the implementation of tap-to-pay functionality for ORCA cards, which is anticipated to be in place prior to the World Cup. The discussion also included the potential for differentiated fare pricing between residents using ORCA cards and visitors, noting that such a change would require coordination with the joint board overseeing ORCA operations. Additionally, the Board recommended collaborating with the Marketing Department to produce a video tutorial on fare payment and bus-riding procedures, to be featured on the Kitsap Transit website.

11. ADJOURN: At 11:38AM, Mayor Putaansuu adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 1st day of July, 2025.

Attest:

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Jackie Bidon, Clerk of the Board

Signed by:

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Rob Putaansuu, Chairperson