

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF September 02, 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
Putansuu, Robert, Mayor, City of Port Orchard, **Chair**
Rolfes, Christine, Kitsap County Commissioner
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; Michael Bozarth, Operations Director; John Clauson, Executive Director; Dennis Griffey, Vehicle and Facilities Maintenance Director; Ellen Gustafson, Acting Marine Services Director; Steffani Lillie, Service and Capital Development Director; Mary Pauly, Human Resources Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Paul Shinnars, Finance Director

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

Select the video BKAT 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 Putansuu 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

0:00:40, Mayor Putansuu welcomed everyone back.

4. COMMUNITY ADVISORY COMMITTEE REPORT

0:00:48, Executive Director Clauson reported that in the July the Community Advisory Committee (CAC) engaged in discussions regarding crowding on route 185, serving Harper Park and Ride and the ferry in Southworth where daily ridership is close to one thousand (1,000) passengers. Members discussed results of the intracounty ferry survey, results of negotiations with Washington State Ferries (WSF) for continued funding of the midday service, and preparations being made for the 2026 World Cup.

0:02:50, Executive Director Clauson reported that during the August Community Advisory Committee (CAC) meeting, member discussion included challenges on the 3:55 PM arrival at Southworth. WSF has implemented the three-boat schedule for the Vashon, Southworth, West Seattle run, creating delays because WSF is running behind. Kitsap Transit ferries hold up at Southworth waiting to be able to dock and it has become a challenge. CAC members discussed the Seattle Times article regarding Federal Boat Discretionary Funding, allocated through Washington State. CAC members were asked to share any goals they believe Kitsap Transit should set for 2026. The 2026 Goals suggested were: improve the Kitsap Transit website to be more mobile friendly and streamlining the embarking process by collecting fares ahead of boarding. CAC members voted to approve Marsha Cutting of Bainbridge Island as a new member of the CAC, pending Board approval.

0:05:27, Mayor Putaansuu asked how the Southworth ridership numbers compare to the other two services, Bremerton and Kingston.

0:05:44, Executive Director Clauson stated that it has a lot to do with how many sailings; the further away the route, the fewer sailings. The Bremerton to Seattle is at 2,300 passengers a day, with Kingston having the least number of passengers. Clauson shared that he would need to look at the numbers and come back with an accurate total of passengers per route.

5. CONSENT / ACTION ITEM:

- a. Warrants for June 2025
 - Warrant numbers transit fund 1723145 to 1723502 of \$2,839,427
 - Warrant numbers ferry fund 609275 to 609344 of \$2,317,520
 - Payroll Account disbursements of \$3,949,164
 - ACH clearing account payments of \$75,923
 - Travel Account Disbursements of \$6,213
 - Purchasing Card Disbursements of \$71,719
- b. Warrants for July 2025
 - Warrant numbers transit fund 173503 to 173847 of \$5,313,867
 - Warrant numbers ferry fund 609345 to 609473 of \$4,182,600
 - Payroll Account disbursements of \$3,655,032
 - ACH clearing account payments of \$49,253
 - Travel Account Disbursements of \$3,378
 - Purchasing Card Disbursements of \$54,155

- c. Minutes of September 17, 2024
- d. Minutes of October 15, 2024
- e. Minutes of June 17, 2025
- f. Minutes of July 1, 2025
- g. Minutes of July 15, 2025
- h. Resolution No. 25-56, Award General Legal Counsel Contract
- i. Resolution No. 25-57, Acknowledging Approved C/O 5, RP1 KT 25-957
- j. Resolution No. 25-58, Award KT 25-986 Bremerton Sewage & Fresh Water Piping Renewal
- k. Resolution No. 25-59, Award KT 25-984 Supplemental Taxi Service

0:06:30, **Commissioner Walters moved and Councilmember Moriwaki seconded the motion to approve the Consent Agenda.**

Motion passed unanimously.

Discussion:

None.

6. EXECUTIVE SESSION

Potential Litigation and Labor RCW 42.30.110(1)(i)

0:06:52, Mayor Putaansuu announced that the Kitsap Transit Board of Commissioners would convene in Executive Session for a duration of 15 minutes to discuss potential litigation and labor, in accordance with RCW 42.30.110(1)(i). He noted that the Board will take further action following the Executive Session. Mayor Putaansuu stated that the Board would now adjourn to a separate Executive Session.

0:08:10, At 10:55 AM, Mayor Putaansuu announced that the Executive Session had adjourned.

7. FULL DISCUSSION / ACTION ITEMS

- a. Resolution No. 25-60, Approve Worker/Driver CBA Contract

0:18:52, Executive Director Clauson recognized the efforts of Robert Driskell, Mary Pauly, and Michael Bozarth for successfully negotiating the Worker/Driver Contract. He shared that the agreement is close to the other collective bargaining agreements at Kitsap Transit.

Councilmember Moriwaki moved and Councilmember Mockler seconded the motion to adopt Resolution No. 25-60, approving the Teamsters Local 589, Collective Bargaining Agreement for Worker/Driver Services, effective May 16, 2025.

Discussion:

0:22:34, Councilmember Mockler asked if the contract included Worker/Driver routes within Bremerton and if the contract precludes that. She shared that constituents have stated they are unable to access Worker/Driver vans if they originate in Bremerton.

0:22:51, Executive Director Clauson confirmed that it applies to all routes and does not preclude Bremerton-based routes.

Motion passed unanimously.

b. Resolution No. 25-61, Award KT 25-988, Solano USCG Inspection & Repairs

0:23:42, Executive Director Clauson shared that the vessels are required to be dry docked every two years for Coast Guard inspection. He stated that any necessary repairs or improvements needing to be made are done at this time.

Councilmember Moriwaki moved and Commissioner Walters seconded the motion to adopt Resolution No. 25-61, authorizing staff to award KT 25-988 to Nichols Brothers Boat Builders for M/V Solano USCG Inspection and Repairs Project in the amount of seven hundred seventy-six thousand, five hundred eighty-nine dollars (\$776,589).

Discussion:

None.

Motion passed unanimously.

c. Resolution No. 25-62, Approve Travel and Meals Policy

0:26:03, Executive Director Clauson explained that Kitsap Transit has been operating under this policy for years but in a recent audit, it was brought to staff's attention that the policy needs to have Board approval.

Councilmember Moriwaki moved and Councilmember Rosapepe seconded the motion to adopt Resolution No. 25-62, authorizing Kitsap Transit's Travel and Meals Policy as incorporated and referenced herein as Exhibit A.

Discussion:

None.

Motion passed unanimously.

d. Resolution No. 25-63, Johnson Park & Ride, Potential Condemnation

0:28:57, Service and Capital Development Director Steffani Lillie shared that this resolution is approval to move into the next phase of property acquisition for the parcel at Johnson Road for a potential park and ride location. This will allow staff to enter negotiations, mediations, and potential condemnation with the property owner.

Mayor Erickson moved and Councilmember Rosapepe seconded the motion to adopt Resolution No. 25-63, authorizing staff, with assistance of outside legal counsel, Nossaman LLP, to negotiate terms for the acquisition of the Parcel and/or bring proceedings in the manner provided for by law.

Discussion:

0:30:12, Executive Director Clauson shared that the owner of the property had been represented in the past by Kitsap Transit's former attorney, Ron Templeton. Due to potential conflict of interest, Kitsap Transit has retained outside attorneys to represent them in this matter. Attorney David Weibel of Kitsap Law Group will not be handling this case.

Motion passed unanimously.

e. Resolution No. 25-64, Approve C/O 1, KT 25-949 Janitorial Hours BTC

0:31:30, Executive Director Clauson stated that staff went out to bid for janitorial services at the Bremerton Transportation Center, which is jointly funded between Kitsap Transit and Washington State Ferries (WSF). The expectation was that 66 hours per week would be sufficient, but with the increased traffic through the terminal, 81 hours per week is required to maintain cleanliness within the terminal. Increasing the hours increases the cost of service and exceeds the Executive Director's authority.

Discussion:

0:32:59, Board discussion included inquires as to the State's portion of service hours provided, how many people are cleaning, and was this realized by customer feedback, employees, or the service staff.

0:33:19, Executive Director Clauson shared that he would forward information on the State's portion of service hours to the Board. He added that Kitsap Transit and Washington State Ferries (WSF) are in negotiations regarding the joint management of these operations, and that WSF has been contributing towards this.

0:34:31, Executive Director Clauson stated that he doesn't know how many individuals are cleaning the terminal. He shared that the increased service was realized by a combination of the service

provided not keeping up with the cleaning and staff monitoring to make sure services are done properly.

Mayor Wheeler moved and Mayor Erickson seconded the motion to adopt Resolution No. 25-64, authorizing staff to increase janitorial hours at the Bremerton Transportation Center from sixty-six (66) hours per week to eighty-one (81) hours per week, with an annual increased expenditure of sixty-one thousand sixty-nine dollars (\$61,069).

0:35:15, Point of Discussion was called by Commissioner Rolfes. She requested, in 2026, that this be bookmarked in 2026, to reassess the need for increased service hours when state funding for passenger-only ferry service ends and foot traffic is expected to decrease.

Motion passed unanimously.

f. Resolution No. 25-52, Approve Changes to Procurement Policy

0:37:01, Finance Director Paul Shinnars provided clarification on contract award thresholds for delegated authority.

Councilmember Moriwaki moved and Commissioner Rolfes seconded the motion to adopt Resolution No. 25-52, authorizing Kitsap Transit's Procurement Policy as provided within this resolution and incorporated within the redline changes of Exhibit A.

Discussion:

Motion passed unanimously.

g. Resolution No. 25-65, Approve Electronic Funds Transfer Policy

0:42:17, Finance Director Paul Shinnars explained that this resolution formalizes the Board authority for controls and procedures regarding the Electronic Funds Policy.

Commissioner Root moved and Councilmember Moriwaki seconded the motion to adopt Resolution No. 25-65, authorizing Kitsap Transit's Electronic Funds Transfer Policy as incorporated and referenced herein as Exhibit A.

Discussion:

None.

Motion passed unanimously.

8. EXECUTIVE DIRECTOR ITEMS

0:44:10, Executive Director Clauson gave the Board an opportunity to share their ideas for Kitsap Transit's 2026 Goals. He asked the Board to contact himself or Jackie with any ideas or thoughts.

0:45:10, Executive Director Clauson reminded the Board that the Week Without Driving begins September 29, 2025. Kitsap Transit has created a trip plan for Board members, to arrive at the Olympic College Bremerton Campus using transit. Week Without Driving is September 29 to October 05, 2025.

0:47:06, Executive Director Clauson shared a scheduled site visit for October 29, 2025, to tour a transit system in Illinois that uses fuel cell buses and hydrogen electrolysis. He requested the Board contact him directly if they wish to attend.

0:48:39, Executive Director Clauson provided an update on ferry funding, noting that Kitsap Transit would receive \$3 million of the \$4 million allocated by Washington State Ferries, which would allow for continued Monday-Friday service but not Saturday service after the summer season. Saturday service will stop at the end of September and begin again on May 2, 2026.

9. STAFF RECOGNITION / PROGRESS REPORTS

a. Marine Services Significant Safety Award Presentation

0:13:50, Executive Director Clauson shared that crew members from the Admiral Pete and Waterman vessels were heroic in rescuing a man who fell overboard in the Sinclair Inlet. He read aloud a summary of the incident and actions crew members took to save this man. Executive Director Clauson presented Captain Brian Wood, Captain John Stark, Deckhand Tamija Tillis, Deckhand Nikolas Vucetic, and Deckhand Lisa Lewis with a Significant Safety Award. He added that their exemplary teamwork and dedication to safety reflect the highest standards of seamanship and responsibility.

b. Recognize Drivers of the Month for June 2025 (10:45 AM)

0:08:26, Jeff Vinecourt, ACCESS Manager, recognized the ACCESS Driver of the Month for June 2025, Melissa Meckers.

0:10:48, Thomas Gilbert, Routed Manager, recognized the Routed Driver of the Month for June 2025, Avery Olkonen.

0:12:23, Cyndi Griffey, Worker/Driver Manager, recognized the Worker/Driver of the Month for June 2025, Michael Babcock.

c. Recognize Drivers of the Month for July 2025 (10:45 AM)

0:08:26, Jeff Vinecourt, ACCESS Manager, recognized the ACCESS Driver of the Month for July 2025, Mario Hernandez.

0:11:31, Thomas Gilbert, Routed Manager, recognized the Routed Driver of the Month for July 2025, Helen Henry.

0:12:56, Cyndi Griffey, Worker/Driver Manager, recognized the Worker/Driver of the Month for July 2025, Daniel Trout.

- d. September 2025 Report from KT Lobbyist
- e. Draft Financial Reports through July 2025
- f. Capital Work in Progress July 2025
- g. Fuel Costs Report through the end of August 2025
- h. 2025 Goals Progress Report 2nd Quarter
- i. System Performance Report 2nd Quarter 2025

10. PUBLIC COMMENTS

None at this time.

11. FOR THE GOOD OF THE ORDER:

0:53:36, Mayor Wheeler thanked Kitsap Transit and Washington State Department of Ferries for appropriating funds to keep the fast ferries going.

0:54:10, Commissioner Walters shared that this past weekend, the Greater Kitsap Chamber ran a pop-up ferry event between Silverdale and Bremerton with close to 1,500 riders. There were a lot of positive comments and people loved it.

0:55:20, Mayor Erickson inquired as to the status of the tap to pay with the ORCA card.

0:55:30, Executive Director Clauson responded that they are working on upgrading the system, and the plan is, that, by the first part of next year, an open payment method will be available.

0:56:16, Councilmember Rosapepe shared that he attended the Roadeo at South Kitsap High School and requested an update on how the Kitsap Transit drivers finished.

0:56:30, Executive Director Clauson stated that three operators placed first in the Roadeo. Routed Operator Val Quill, ACCESS Operator Damien Sabato, and Routed Operator Lexi Shipp all placed first. He added that the State Roadeo competition recently took place. Each Kitsap Transit competitor that places at least third in a competition will go to compete in the Nationals. Val placed third in the 35-foot category and the Maintenance Team placed third; they will be competing in the National competition.

0:58:34, Councilmember Rosapepe commented on the book Kitsap Transit gave the Board, "When Driving Is Not An Option". He stated that it was very insightful reading, especially since they make decisions for non-drivers. He recommends that the City Councils get a copy of it.

0:59:09, Councilmember Mockler questioned if an analysis has been done to find out why the on-demand numbers have fallen substantially and continue to fall since the second quarter of 2019.

0:59:53, Executive Director Clauson stated that he is not aware of an analysis but will look into this to determine where it is occurring.

12. ADJOURN: At 11:50 AM, Mayor Putaansuu adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 7th day of October, 2025.

Attest:

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Jackie Bidon
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Jackie Bidon, Clerk of the Board

Signed by:
Rob Putaansuu
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Rob Putaansuu, Chairperson