

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF December 2, 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
Putaansuu, Robert, Mayor, City of Port Orchard, **Chair**
Rolfes, Christine, Kitsap County Commissioner
Root, Oran, Kitsap County Commissioner - *Absent*
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 Shinners, 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/juUbz8nbV63toQ2I0tLIIIfmi_RxNfYV1s5H9poMU1aCXDsOCJI6GMxe_ndPUQm.FwVIXN01jrUjiipSE Passcode: b4!nMKnr

1. CALL TO ORDER: Chairperson Mayor Putaansuu 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

0:00:50, Mayor Putaansuu noted that this was the final Board meeting of 2025 and expressed his appreciation for the opportunity to serve as Chair. He stated that the role has been a highlight for him, particularly in light of the policy awards and the work accomplished by the transit Board.

4. CONSENT / ACTION ITEM:

- a. Warrants for October 2025
 - Warrant numbers transit fund 174646 to 175000 of \$3,109,925
 - Warrant numbers ferry fund 609684 to 609763 of \$1,829,502
 - Payroll Account disbursements of \$5,208,241
 - ACH clearing account payments of \$61,632
 - Travel Account Disbursements of \$5,417
 - Purchasing Card Disbursements of \$41,821
- b. Minutes of November 04, 2025
- c. Minutes of November 18, 2025
- d. Resolution No. 25-77, Reappointment of CAC Members
- e. Resolution No. 25-78, Acknowledge Approval of Change Order for RPI

0:01:32, Commissioner Walters moved and Councilmember Rosapepe seconded the motion to approve the Consent Agenda.

Discussion:

None.

Motion passed unanimously.

5. FULL DISCUSSION / ACTION ITEMS

- a. Resolution No. 25-79, Approve RFQ for Construction Management Services Ruby Creek Park & Ride

0:02:10, Executive Director Clauson reported that Kitsap Transit is requesting authorization to issue an RFQ to secure a construction manager under contract in preparation for the start of construction on the Ruby Creek Park and Ride.

Councilmember Rosapepe moved and Councilmember Moriwaki seconded the motion to adopt Resolution No. 25-79, authorizing staff to issue a Request for Qualifications (RFQ) for Construction Management Services for the Ruby Creek Park & Ride construction project.

Discussion:

0:03:24, Board members asked about the cost of construction supervision as well as the overall project cost. Additional discussion noted planned amenities, including an inductive charging system and a generator.

0:03:45, Executive Director Clauson clarified that the project scope extends beyond basic construction supervision. The construction manager's responsibilities will include reviewing change orders and engineering modifications, providing recommendations for approval, ensuring permit compliance, and performing additional related tasks.

0:05:13, Steffani Lillie, Service and Capital Development Director, reported that the Ruby Creek Park & Ride project is currently estimated at \$19 million for construction, with opportunities for potential cost-saving measures. She noted that because federal funding is involved, Kitsap Transit must utilize certified engineering staff to oversee construction, documentation, and all required materials testing.

Motion passed unanimously.

- b. Resolution No. 25-80, Approve RFQ for Construction Management Services North Base Maintenance Facility

0:07:02, Executive Director Clauson informed the Board that the resolution pertains to the proposed heavy-duty maintenance facility at the North Viking Center.

Mayor Erickson moved and Councilmember Moriwaki seconded the motion to adopt Resolution No. 25-80, authorizing staff to issue a Request for Qualifications (RFQ) for Construction Management Services for the North Base Heavy Duty Maintenance Facility construction project.

Discussion:

00:08:18, Board discussion included a question about whether hiring in-house engineering staff could help reduce the high costs associated with each project.

00:08:36, Ms. Lillie explained that each project requires specialized expertise, making it challenging to staff an in-house engineering team capable of covering all required specialties.

Motion passed unanimously.

- c. Resolution No. 25-81, Award Change Order #7 for KT 21-708 Silverdale Transit Center

0:10:09, Executive Director Clauson stated that the resolution requests authorization to approve a change order with Parametrix for additional contract management services related to the Silverdale Transit Center.

Commissioner Walters moved and Councilmember Rosapepe seconded the motion to adopt Resolution No. 25-81, authorizing staff to award Change Order 7 to Parametrix for additional Contract Management Services for the Silverdale Transit Center Project in the amount of one hundred eighteen thousand thirty-six dollars (\$118,036) and reauthorizes the Executive Director's contract authority in accordance with the procurement policy.

Discussion:

None.

Motion passed unanimously.

- d. Resolution No. 25-82, Approve Purchase of ACCESS Vehicles

0:12:55, Executive Director Clauson stated that Kitsap Transit is requesting authorization to proceed with the acquisition of new buses for the ACCESS program.

Councilmember Rosapepe moved and Councilmember Mockler seconded the motion to adopt Resolution No. 25-82, authorizing staff to purchase up to nineteen (19) new ACCESS buses with an estimated cost of five million eight hundred eighty-two thousand dollars (\$5,882,000) including applicable taxes and fees.

Discussion:

0:13:47, Board discussion included questions about purchasing the vehicles locally and the anticipated delivery timeline for the buses.

0:14:25, Executive Director Clauson noted that the buses are procured through the Washington State Department of Enterprise Services contract, with an estimated delivery timeframe of eight months.

Motion passed unanimously.

- e. Selection of Chairperson and Vice Chairperson for 2026

0:22:24, **Mayor Erickson moved and Mayor Wheeler seconded the motion to nominate Commissioner Walters as Chairperson for 2026 and Councilmember Moriwaki as Vice Chair for 2026.**

Discussion:

None.

Motion passed unanimously.

- f. Board Recognition

0:24:35, Executive Director Clauson thanked Mayor Putaansuu for his service on the Board over the past year. He noted the Mayor's active support for transit operators, including his participation in bus rodeos and his availability to provide timely approvals that help keep projects on schedule. Executive Director Clauson then presented a plaque recognizing Mayor Putaansuu's service as Board Chair in 2025.

0:26:58, Commissioner Walters presented Mayor Putaansuu with a Commissioner Coin and expressed appreciation for his service.

0:27:19, Mayor Putaansuu noted that he serves on several boards on Super Tuesday and in other settings, and this role has consistently been a highlight for him. He stated that he has served as Mayor for ten years, as a Board representative, as a Councilmember, and now for the third time as Chair of the Kitsap Transit Board. He added that participating in this work provides valuable learning opportunities and experiences beyond the day-to-day responsibilities of being mayor, and he looks forward to sharing that perspective with others.

0:28:32, Executive Director Clauson recognized Mayor Erickson and expressed his appreciation for her service on the Kitsap Transit Board of Commissioners, beginning in 2010 and concluding this year with her retirement. He shared highlights of her contributions through a photo presentation and presented her with a Kitsap Transit fare box in acknowledgment of her years of support.

0:39:42, Mayor Erickson stated that serving on the Kitsap Transit Board has been an honor and a significant learning experience. She noted that elected officials often join organizations without fully understanding the complexities of operating a transit system. She emphasized the importance of constructive disagreement and collaboration on a board. Mayor Erickson reflected on Kitsap Transit's progress over the years, crediting the collective work of past and present boards and the leadership team assembled by Executive Director Clauson. She concluded by thanking Executive Director Clauson and Kitsap Transit for their service to Kitsap County.

0:42:21, Mayor Putaansuu expressed his appreciation for serving alongside Mayor Erickson and noted his respect for her professional approach and commitment to democratic process.

0:43:09, Councilmember Rosapepe remarked on the admirable work Mayor Erickson has done to ensure that the needs of all communities are considered, noting that she has consistently looked beyond her own city to support the county as a whole.

0:44:02, Mayor Wheeler stated that Mayor Erickson leaves a strong legacy and emphasized that their work has been strengthened through collaboration. He added that Mayor Erickson consistently demonstrated the importance of working together and remaining united, even when differences arise.

0:45:00, Mayor Putaansuu informed the Board that a gathering for Mayor Erickson will be held on Wednesday, December 17th at Poulsbo City Hall, and all are welcome to attend.

6. EXECUTIVE DIRECTOR ITEMS

0:45:33, Executive Director Clauson reminded the Board that the second meeting scheduled for December 16, 2025, has been cancelled. He thanked the Board for their support over the past year in helping keep Kitsap Transit moving forward.

7. STAFF RECOGNITION / PROGRESS REPORTS

- a. Recognize Drivers of the Month for October 2025 (10:45 AM)

0:15:46, Thomas Gilbert, Routed Manager, recognized the Routed Driver of the Month for October 2025, Wyatt Sheets.

0:17:43, Jeff Vinecourt, ACCESS Manager, recognized the ACCESS Driver of the Month for October 2025, Nick Pace.

0:19:09, Cyndi Griffey, Worker/Driver Manager recognized the Worker/Driver of the Month for October 2025, Charles Diesel.

0:19:56, Mayor Putaansuu reported that he received a letter from former County Commissioner Bill Mahan expressing his appreciation for Kitsap Transit's services. Mr. Mahan commended the administration, call takers, bus drivers, dispatch staff, and Executive Director John Clauson for their dedication, respect, and compassion toward passengers.

Mayor Putaansuu noted that it is encouraging to share positive feedback about Kitsap Transit.

- b. December 2025 Report from KT Lobbyist
- c. Draft Financial Reports through October 2025
- d. Capital Work in Progress October 2025
- e. Fuel Costs Report through the end of November 2025
- f. System Performance Report 3rd Quarter
- g. Financial Report 3rd Quarter

8. PUBLIC COMMENTS

None at this time.

9. FOR THE GOOD OF THE ORDER:

0:46:43, Board discussion on the 3rd Quarter System Performance Report covered system-wide average daily boardings of approximately 13 passengers per hour and the potential future transition to micro-transit services. Additional discussion addressed dial-a-ride operations and the financial analysis needed to assess cost-effectiveness in specific areas. The Board also discussed the use of park-and-ride facilities as safe parking locations and the federal restrictions associated with facilities that receive federal funding. It was also announced that Executive Director Clauson will be interviewed for the Commissioner's Corner regarding community preparations for the 2026 World Cup event.

10. ADJOURN: At 11:35 AM, Chairperson Mayor Putaansuu adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 6th day of January, 2026.

Attest:

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Jackie Bidon

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Jackie Bidon, Clerk of the Board

Signed by:

Katherine T. Walters

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Katherine T. Walters, Chairperson