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KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING
MINUTES OF September 15, 2026

Board of Commissioners Present:
Driskell, Robert, Teamsters Local No. 589, *non-voting member, Absent*
Moriwaki, Clarence, Mayor, City of Bainbridge Island, **Vice Chair**
Putaansuu, Robert, Mayor, City of Port Orchard
Rebelowski, Jane, Councilmember, City of Bremerton
Rolfes, Christine, Kitsap County Commissioner, *Virtual*
Root, Oran, Kitsap County Commissioner, *Absent*
Rosapepe, Jay, Councilmember, City of Port Orchard, *Absent*
Stern, Ed, Mayor, City of Poulsbo, *Virtual*
Walters, Katie, Kitsap County Commissioner, **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; Mary Pauly, Human Resources Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Paul Shinners, Finance Director; Nick Zylstra, 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.
https://kitsaptransit.zoom.us/rec/share/UbRc_x8JeBqDYEVbajxsdUuH0G_BymySwDRuAdr_JB7G7GXRSlFhcgJrEeKV4EdH.IGCVZaMFa2MZN7tV Passcode: **H+QF2?D5**

1. CALL TO ORDER: Chairperson Walters called the meeting of the Kitsap Transit Board of Commissioners to order at 8:31 AM.

2. AGENDA REVIEW

Upon review by the Board, the agenda remained unchanged.

3. CHAIRPERSON'S COMMENTS

0:00:44, Commissioner Walters expressed appreciation to the mayors who participated in the Partners for a Competitive Puget Sound event the previous day, noting that Kitsap County was well represented. The Commissioner commented that the discussions at the event outlined a plan

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to help restore the region's competitive advantage, create jobs, and support a welcoming business climate, consistent with work already underway in Kitsap County.

She also reported on the Board of Commissioners' public hearing regarding the 2027–2030 Area Plan for the Division of Aging and Long-Term Care. Transportation ranked as the top concern and need identified by older adults. The Commissioner encouraged Kitsap Transit's planning staff to continue collaborating with the Division of Aging and Long-Term Care, particularly regarding transportation needs in North Kitsap and the Hansville area. A heat map of the region showed a notable concentration of older adults in that area, underscoring the importance of continued focus and coordination.

4. FULL DISCUSSION / ACTION ITEMS

a. Resolution No. 26-50, Award KT 26-051 Design Services Port Orchard Intermodal Terminal (POIT)

0:02:35, Executive Director Clauson explained that the resolution requests authorization to award a design services contract for the Port Orchard ferry terminal facility to KPFF. He noted that bringing in a consultant would help identify specific needs and develop plans necessary to prepare the project for future grant opportunities.

Executive Directive Clauson shared that Representative Emily Randall had submitted the project as a congressional discretionary funding request, and Senator Cantwell has submitted a request for a larger amount to support a comprehensive refurbishment or potential replacement of the facility.

Discussion:

0:04:24, Board discussion included clarification that this action positions Kitsap Transit to qualify for Federal Transit Administration formula-preserved funding and ensures eligibility for potential future allocations from Congress and the Senate. Staff also confirmed that design considerations, including electric charging infrastructure and solar components, would be incorporated into the project design.

0:05:02, **Mayor Putaansuu moved and Mayor Moriwaki seconded the motion to adopt Resolution No. 26-50, authorizing staff to award Contract KT 26-051 to KPFF for Design Services on the Port Orchard Intermodal Terminal Project (POIT) in the amount of $1,025,112 (one million twenty-five thousand one hundred twelve dollars).**

Motion passed unanimously.

b. Resolution No. 26-51, Appointment of an Auditing Officer

0:07:22, Executive Director Clauson reported that the Kitsap County Treasurer, in their role as the

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official treasurer for Kitsap Transit, identified a requirement that monthly bills submitted for payment must be internally audited and certified to verify that services billed were actually rendered. To comply with RCW requirements, Kitsap Transit requested Board authorization to designate an official auditor. Staff recommended Finance Manager Brian Rojo as the primary auditor, Finance Director Paul Shinners as the first alternate, and Purchasing Specialist Patrick Rogers as the second alternate. He noted that the designations apply to the positions themselves rather than the individuals currently serving in those roles.

0:10:17, **Mayor Putaansuu moved and Mayor Moriwaki seconded the motion to adopt Resolution No. 26-51, appointing the Accounting Manager as Kitsap Transit's primary Auditing Officer and the Finance Director and Purchasing Supervisor as alternate Auditing Officers in the absence of the Accounting Manager to ensure compliance in all matters pertaining to RCW 42.24 and applicable Washington State Auditor requirements.**

Discussion:

None.

Motion passed unanimously.

c. Resolution No. 26-52, Reappointment of Community Advisory Committee Member

0:11:12, Executive Director Clauson requested approval to reappoint Cindy Hare-Willis of the Peninsula Community Health Services to the Community Advisory Committee (CAC). Ms. Hare-Willis' term is expiring, she has expressed interest in continuing her service, and Committee members support her reappointment. Executive Director Clauson noted that although CAC terms are typically two years, current appointments had been made for one-year terms pending completion of the Board Composition Review. Now that the review is complete, two-year terms will resume.

0:12:30, **Mayor Moriwaki moved and Councilmember Rolfes seconded the motion to adopt Resolution No. 26-52, reappointing Cindy Hare-Willis to the Kitsap Transit Community Advisory Committee for a two-year (2-year) term effective October 1, 2026.**

Discussion:

0:12:52, Board discussion included questions regarding the number of CAC members currently serving two-year terms, number of members that are transit users, and whether a resolution should be considered to extend existing one-year appointments to full two-year terms.

0:13:01, Executive Assistant and Deputy Clerk of the Board, Charlotte Sampson, clarified that of the 12 active appointed members, 5 are currently serving one-year terms. When those terms expire, either in 1 year or 6 months, depending on the member, they will transition back to the standard two-year term length.

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0:14:15, Executive Director Clauson explained that while it is possible to draft a resolution extending all one-year CAC appointments to two-year terms, doing so would be a substantial undertaking resulting in a complex resolution. Each member would need to be individually listed with their remaining term length and revised end date. Due to the staggered appointment structure, all members would also need to undergo the full vetting process simultaneously, including completing an application, participating in individual discussions, and a confidential vote conducted by the other CAC members.

0:16:55, Executive Director Clauson reported that the majority of the CAC members are transit users, with representation from each of Kitsap Transit's services. He added that several members are both transit users and representatives of key community segments, including individuals who are visually impaired and those who use wheelchairs.

Motion passed unanimously.

d. 2nd Quarter 2026 Financial Report and Discussion

0:21:03, Executive Director Clauson shared that during the Board Retreat, it was requested that the financial reporting be presented to the Board in more detail during the Work Study sessions.

0:23:27, Board discussion addressed timelines for providing in-depth presentations of the quarterly financial reports and the Capital Work in Progress reports. Members agreed to receive expanded reporting twice annually, at the end of the first and third quarters, unless issues arise that require more frequent updates. It was also suggested that a variance report be included in the financial report to highlight significant budget deviations.

0:27:09, Finance Director Paul Shinners reviewed the current financial reporting structure, including monthly variance reports and quarterly workshops. He noted that the agency is performing well overall, with most funds tracking close to budget, though some operating expenses and vehicle maintenance costs were underpredicted. He clarified that Capital Projects are tracked separately through the Capital Work in Progress report rather than being included in operating expenses.

Mr. Shinners presented financial reports for the first six months for both transit and ferry operations, highlighting revenue sources, expenses, and cash flow projections. He reported that sales tax revenue remains the agency's primary funding source, with fare revenue covering approximately 17 percent of operating costs. He explained the agency's decision to use reserves for Capital Projects rather than operations, citing the temporary nature of COVID-related funding and uncertainty in future revenue levels. His presentation also included sensitivity analysis demonstrating how small shifts in sales tax growth could affect minimum reserve levels.

Mr. Shinners then presented the Marine Services financial report, noting vessel preventative maintenance and sales tax income as key factors. He stated that Kitsap Transit remains in a

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sustainable financial position on the ferry side, provided no significant unplanned expenditure occurs in future years.

Board discussion included topics such as depreciation and amortization, the positive cash-flow position, how Capital spending appears within operating reports, increasing fuel costs, the future percentage of operating costs supported by fare revenue, FIFA reporting figures, grant activity, and levels of service provided.

e. Finance Policy Change(s) – Discussion

Held over to the next Board meeting on October 20.

f. Ridership Performance Report – Discussion

1:00:52, Executive Director Clauson reported challenges with data collection related to new computer systems and differences between marked bus stops and flag stops.

He presented the quarterly ridership report, noting that the Routed program increased by 10 percent compared to the prior year, while the Worker/Driver program decreased by 10 percent. Average daily boardings across all programs reached approximately 13,000, with weekdays accounting for the majority of use. He noted that ridership can be influenced by factors such as weather, summer vacation periods, government shutdowns, and continued teleworking by former commuters.

Executive Director Clauson asked the Board what additional information they would like included in future ridership reports and whether 2019 ridership data should be incorporated as a pre-COVID benchmark.

Board discussion included how 2019 trends compared to prior years, continued growth resulting from more frequent service, reductions in commuter ridership, the impact of Washington State Ferries schedule changes, additional Bainbridge Island services, ORCA pass usage, and revenue returned to Kitsap Transit.

Executive Director Clauson clarified that the ORCA pass functions as a standard method of fare payment, with Kitsap Transit receiving its regular fare without any additional fee.

He concluded the presentation by asking Board members what information would be most helpful for inclusion in future reports.

Board discussion included adding Olympic College student ridership data and tracking youth passengers under 18 years of age.

g. Capital Works in Progress – Discussion

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1:16:58, Service and Capital Development Director Steffani Lillie explained that the Capital Work in Progress report is, and will always be, two months behind due to the time required for invoices to be received, processed, and entered into the reporting system. She noted that the Board receives regular updates on Capital activities through resolutions seeking approval to proceed to bid and through reports on project phases as they advance.

Ms. Lillie provided an update on current Capital Work in Progress, highlighting ongoing projects including bus purchases and associated delivery timelines, facility improvements, park-and-ride developments, and other active projects. She noted that some projects are temporarily paused or require additional right-of-way procurement.

Board discussion included dedicated buses for Hansville and Indianola, the West Bremerton project, and the Day Road project. Members agreed to receive verbal quarterly updates on major Capital projects moving forward.

h. Proposed Changes in Kingston Service

1:27:30, Executive Director Clauson shared information about proposed upcoming service improvements for the Kingston area, including dedicated buses for Hansville and Indianola, expanded ADA services, and new timed stops.

1:29:56, Board discussion included forwarding the "Better Transit for Kingston, Hansville, and Indianola" report and the Ridership Report to Board members, as well as considerations for how to measure the success of the services.

5. EXECUTIVE DIRECTOR ITEMS

None at this time.

6. PROGRESS REPORTS

a. Resolution No. 26-01, Board Composition Review

1:34:38, Executive Director Clauson noted that the Board Composition Review Committee unanimously approved a resolution recommending no changes to the current Board composition.

1:34:54, Board discussion included public feedback recommending that rider representation be added to the Board, surprise that no changes were proposed, and a request for future discussion regarding the reasons the recommendation to add riders to the Board was not adopted.

1:35:38, Members of the Board Composition Review Committee briefly outlined the deliberations that took place during the committee meeting. Topics discussed included representation and how potential members would be selected, the role of the Community Advisory Committee in

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providing a broad perspective of transit users, public testimony received, and various governance considerations.

7. PUBLIC COMMENTS

None at this time.

8. FOR THE GOOD OF THE ORDER:

1:33:34, Mayor Putaansuu thanked the Marine Services team for their exceptional customer service in going out of their way to return a forgotten item at the Bremerton dock.

9. ADJOURN: At 10:08 AM, Chairperson Walters adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 3rd day of November, 2026.

Signed by:
Katherine T. Walters
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Kathrine T. Walters, Chairperson

Attest:

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Jackie Bidon
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Jackie Bidon, Clerk of the Board