



BOARD OF COMMISSIONERS MEETING AGENDA

Date: February 18, 2020

Time: 8:30AM – 10:30AM

Place: Kitsap Transit Offices

60 Washington Avenue (3rd Floor), Bremerton, Washington 98337

Page

1. CALL TO ORDER

2. AGENDA REVIEW

3. CHAIRPERSON'S COMMENTS

4. PUBLIC COMMENTS

Please state your name for the record. You will have 3 minutes to address the Board.

5. FULL DISCUSSION / ACTION ITEMS

- a. February 4, 2020 Board Meeting Minutes
- b. Discussion: Financial Policies
- c. Discussion: Hwy 16 Park & Ride Study
- d. Discussion: Gateway Center
- e. Discussion: Bainbridge Island Bike Barn Fare Proposal Update
- f. Presentation: 2019 Marketing Survey

1

6. STAFF INFORMATION

7. OTHER EXECUTIVE DIRECTOR ITEMS

8. OTHER PUBLIC COMMENTS

9. FOR THE GOOD OF THE ORDER: Transit Board members' comments

10. ADJOURN

The Transit Board meeting agendas are available prior to the meeting date at local libraries and at Kitsap Transit's main office in downtown Bremerton. The agenda packets are also online at www.kitsaptransit.com and available in large-print format upon request. If you will need accessibility accommodations for this public meeting, please contact the Clerk of the Board at (360) 478-6230 or via email at jillb@kitsaptransit.com by noon on the Wednesday before the meeting.

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING

MINUTES OF FEBRUARY 4, 2020

Board of Commissioners Present:

Daug, Leslie, City of Bremerton, Council Member
Erickson, Becky, Mayor, City of Poulsbo
Fuller, Mark, Teamsters Local No. 589, *non-voting member*
Garrido, Charlotte, Kitsap County Commissioner, **Chair**
Gelder, Robert, Kitsap County Commissioner
Medina, Kol, Mayor, City of Bainbridge Island
Putansuu, Robert, Mayor, City of Port Orchard, **Vice Chair**
Rosapepe, Jay, City of Port Orchard, Council Member
Wheeler, Greg, Mayor, City of Bremerton
Wolfe, Edward, Kitsap County Commissioner

Staff Present:

Sanjay Bhatt, Public Information & Marketing Director; Jill Boltz, Clerk of the Board; Jeff Cartwright, Human Resources Director; John Clauson, Executive Director; Dennis Griffey, Vehicle & Facilities Maintenance Director; Ellen Gustafson, Operations Director; Steffani Lillie, Service & Capital Development Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Paul Shinnars, Finance Director.

Also Present: Ron Templeton, Legal Counsel

1. CALL TO ORDER: Chairperson Garrido called the meeting of the Kitsap Transit Board of Commissioners to order at 8:30AM.

2. AGENDA REVIEW

3. CHAIRPERSON'S COMMENTS

4. CITIZENS' ADVISORY COMMITTEE REPORT

Operations Director Gustafson reported on the Citizens' Advisory Committee (CAC) review of the January Board Meetings, the presentation on the Long Term Base Siting Study, and an update on the EV Charging and Bainbridge Island Bike Barn fees. The CAC expressed appreciation for buses held late after the Seattle evacuation. There was a suggestion for amendments to the County Comprehensive Plan for Kingston to have a high capacity transit center at the ferry terminal, and comments were received on the new Wheaton Way Transit Center (WWTC) traffic light causing a delay with the inability to get out; however, it was explained that the City of Bremerton is working with Kitsap Transit and the issue should be resolved soon.

5. PUBLIC COMMENTS

None.

6. CONSENT/ACTION ITEMS

- a. Warrants for December 2019
 - Warrant numbers transit fund 151635 to 151908 of \$4,935,165
 - Warrant numbers ferry fund 602415 to 602487 of \$3,165,231
 - Payroll transfers of \$1,926,866
 - ACH clearing account payments of \$11,291
 - Travel Advances of \$0
- b. Minutes of January 21, 2020 Board Meeting

Commissioner Gelder moved and Commissioner Putaansuu seconded the motion to approve the Consent Agenda as presented. Discussion: None. Motion passed unanimously.

7. FULL DISCUSSION /ACTION ITEMS:

- a. *Resolution No. 20-11, Bid Award – Wheaton Way Transit Center Comfort Station Renovation*

Executive Director Clauson explained this resolution gives authority to award a contract to Chinook Contractors for the Wheaton Way Transit Center (WWTC) Driver Comfort Station (formerly the State Farm building purchased for the Transit Center) renovation to accommodate drivers and eventually local law enforcement.

Commissioner Gelder asked about the expenditure versus budgeted amount. Clauson explained this budgeted amount is for the Wheaton Way Transit project the Driver Comfort Station and the associated expenditure is a portion of that project.

Commissioner Daugs asked if the bid came in within the estimate. Service and Capital Development Director Lillie stated yes, the estimate was \$250,000. Daugs asked what is included in the renovation. Lillie explained the upgrades include a new exterior entrance at the back of the building with a canopy, ADA upgrades to the restrooms, creating a driver lounge, kitchen area and check-in area for drivers and law enforcement.

Commissioner Putaansuu moved and Commissioner Daugs seconded the motion to adopt Resolution No. 20-11, authorizing staff to award a construction contract for the Wheaton Way Transit Center Driver Comfort Station Renovation to Chinook Construction in the amount of one hundred sixty-seven thousand nine hundred eighty-five dollars and thirty-five cents (\$167,985.35). Discussion: None. Motion passed unanimously.

- b. *Resolution No. 20-12, Change Order – Annapolis Ferry Dock Upgrade*

Commissioner Medina arrived at 8:40AM.

Service and Capital Development Director Lillie explained this was an unforeseen change order that came in after the permits had been issued as a requirement from the South Kitsap Fire Department. The fire department is requiring an extension of the fire main from the main land side to the dock. The amount for this change order is one hundred ninety-eight thousand eight hundred twenty-five dollars (\$198,825). Lillie added that this Resolution also reauthorizes change orders previously authorized within the Executive Directors authority.

Commissioner Gelder moved and Commissioner Putaansuu seconded the motion to adopt Resolution No. 20-12, authorizing Change Order No. 5 for additional fire protection in the amount of one hundred ninety-eight thousand eight hundred twenty-five dollars (\$198,825) and reauthorizing the full contract amount of three million nine hundred forty thousand seven hundred eighty-nine dollars (\$3,940,789). Discussion: None. Motion passed unanimously.

c. Resolution No. 20-13, Declaring Vehicles as Surplus

Executive Director Clauson explained these are vehicles that have met their useful life and have been replaced with newer vehicles.

Commissioner Rosapepe moved and Commissioner Gelder seconded the motion to adopt Resolution No. 20-13, declaring twenty-one (21) vehicles surplus and authorizing disposal of the vehicles in the best interest of the agency. Discussion: Commissioner Daug asked how we dispose of surplus vehicles. Clauson stated that vehicles are typically sent to an auction outside of the county. Motion passed unanimously.

d. Resolution No. 20-14, Sale of Surplus Vehicle to Kitsap County

Executive Director Clauson explained this resolution is asking permission to surplus a vehicle to Kitsap County Department of Human Services. The recovery facility in Port Orchard is one of the programs where the van will be used to transport people to appointments. The program is currently using taxi cabs. Clauson noted there may be a second van sold to Kitsap County to meet transportation needs of a tiny village.

Commissioner Gelder mentioned the challenge with coordinating volunteers to stand up severe weather shelters for potentially only one person. They are looking at ways of consolidating shelters by transporting an individual to another location to maximize the volunteer resources.

Commissioner Putaansuu moved and Commissioner Daug seconded the motion to adopt Resolution No. 20-14, authorizing staff to sell a surplus van to Kitsap County Department of Human Services in the amount of three thousand dollars (\$3,000). Discussion: None. Motion passed unanimously.

e. *Resolution No. 20-15, Headsign Hardware & Software Equipment Upgrades*

Vehicle and Facilities Maintenance Director Griffey explained this resolution will provide for the upgrade of headsign equipment on 2016 and newer coaches to allow for Wi-Fi download of the headsign information which will save man hours, upgrade to the latest technology, provide the same keypad interface for the drivers and standardize the fleet.

Commissioner Daugs noted the expenditure exceeds the budget amount. Griffey explained that the local sales tax was not originally figured into the purchase.

Commissioner Putaansuu moved and Commissioner Medina seconded the motion to adopt Resolution No. 20-15, authorizing staff to procure the hardware and software to upgrade headsign equipment on thirty-three routed vehicles in the amount of fifty-four thousand three hundred fourteen dollars and seventy cents (\$54,314.70). Discussion: None. Motion passed unanimously.

8. OTHER EXECUTIVE DIRECTOR ITEMS

Executive Director Clauson reported on:

- Meetings held with Rich Passage property owners where Jessica Cote' shared there were no discernable impacts from the trial month of two-boat operation during last summer. The plan is start a second boat on the Bremerton route the latter part of February.

Commissioner Garrido asked how many were in attendance at each of the meetings. Clauson recalled from memory there were approximately six on Bainbridge Island, and ten to twelve in Port Orchard, which included one resident from east Bremerton.

- Shared pictures of the new bow loader vessel construction.
- Shared Washington State Transportation Commission 2019 Reflections featuring an excerpt regarding Kitsap Transit's Worker/Driver, the Carlisle and included a photo of the Finest.
- The building purchased for the Silverdale Transit Center (STC) will be used for training exercise by Central Kitsap Fire while KT is waiting to award a contract for demolition.
- There are conflicts for the second meeting in March; therefore, it will be cancelled.

9. PROGRESS REPORTS

- a. Draft Financial Reports through December 2019
- b. Capital Work in Progress

- c. Fuel Costs Report through the end of January 2020

10. STAFF INFORMATION / EMPLOYEE RECOGNITION

- a. Employee Recognition:
 - Recognizing December 2019 Driver of the Month in ACCESS – *Brian Martin*
 - Recognizing December 2019 Driver of the Month in Routed– *Greg Sanders*
 - Recognizing December 2019 Worker/Driver of the Month – *Chris Pound*
 - *Recognizing 2019 ACCESS Driver of the Year – Damien Sabado*
 - *Recognizing 2029 Routed Driver of the Year – Scott McIntosh*
 - *Recognizing 2029 Worker/Driver of the Year – Lindsey Skelly*
- * *Employee recognition is scheduled for 9:00AM or as soon thereafter as possible*
- b. January 2020 Report from KT's State Lobbyist
- c. Memo: Grant Funded Project Status

Operations Director Gustafson explained Drivers of the Month (DOM) and Driver of the Year (DOY) selection process which includes attendance, good customer comments and relations, and the through the "Way to Go" program. All twelve DOM's are then eligible for DOY, and each DOM votes for who helps, is most pleasant with customers and exemplifies what we want here at Kitsap Transit.

ACCESS Manager Vinecourt introduced Brian Martin as the December ACCESS Driver of the Month. Brian was hired as an ACCESS driver in 2002, was Driver of the Year in 2007, currently serves on the Safety Committee, previously served on the Advisory Committee and competed in the Rodeo, placing 3rd. Brian's hobbies are playing and watching baseball, walking, riding bike, and would love to RV the United States someday. Brian's words of wisdom are: "Know where all the bathroom stops are." "Be kind to others." "Always be safe."

Vinecourt introduced Greg Sanders as December Routed Driver of the Month. Greg has been a Routed driver with Kitsap Transit since 2001. Greg has served on the Safety Committee and his coworkers would say is the kindest and most cheerful driver they work with. Greg's most memorable moment at Kitsap Transit is driving a 40' coach through the snow. Greg loves working on gasoline and diesel engines and comedy or anything that brings laughter. Greg's personal goal to visit all the country's National Parks.

Vinecourt introduced Damien Sabado as the ACCESS Driver of the Year. Damien has worked for Kitsap Transit since 2011, was DOY in 2013 and has received DOM six times. He has an eight-year Safe Driving Award, is a Driver Mentor, and placed first in the Regional Rodeo and fourth in the State Rodeo.

Vinecourt introduced Scott McIntosh as Routed Driver of the Year. Scott has worked for Kitsap Transit since September 2016. He always has a smile on his face and is described by his coworkers as Mr. Dependable and always willing to help out the team. He has received DOM twice, has been on the Honor Roll almost every month since 2017, and received his third Safety

Award. His words of wisdom are, "Keep calm and drive on."

Worker/Driver Supervisor Griffey introduced Lindsey Skelly as the 2019 Worker/Driver of the Year. Lindsey is receiving the first Worker/Driver of the Year Award. Lindsey's most memorable moment at Kitsap Transit was receiving the Driver of the Month award. Her hobbies include getting up at o'dark-thirty, drinking coffee and spoiling her niece and nephew. Her advice to other drivers is, "Keep your head on a swivel." Lindsey became a lead driver in December but continues to help the program by driving the early north route and her regular route afterwards while KT is navigating a driver shortage. Another seasoned Worker/Driver stated, she is the squeaky wheel that gets the grease, she is never afraid to give her input. All kidding aside, he stated that her customer service, humor and work ethic are amazing.

11. OTHER PUBLIC COMMENTS:

None.

12. GOOD OF THE ORDER

Executive Director Clauson pointed out the memo regarding grant funded projects.

Commissioner Daug mentioned that she spoke to some residents in the Illahee area who questioned why there is not bus service in their community. Clauson explained that, depending on specifically where these residents are, Kitsap Transit has never served that area.

Daug asked if there has been any promotion of the Wheaton Way Transit Center Park & Ride. Clauson stated he has visited the site numerous times and there have been approximately 50 vehicles using the park & ride. Daug asked if there has been any input from the community or the drivers on the transit center. Clauson stated that the operators are pleased and it seems to be performing well and comments from the public have been positive.

Commissioner Gelder shared a suggestion to create a loop or connector route from Waaga Way along Brownsville Hwy to 308 and reconnect back to Viking Way. The Brownsville/308 connection would be walkable to make the other connection. Clauson stated that staff has tried to come up with a solution to serve the Keyport area efficiently, testing the Kingston Ride concept with some issues. Once the new contract is approved there may be more flexibility to test a project in that area.

Clauson stated he will be meeting in Olympia with the State Patrol and Department of Transportation (DOT) regarding a pilot project for camera enforcement on high occupancy vehicle (HOV) lanes. The Washington State Transit Association (WSTA) will be meeting tomorrow afternoon and Thursday to meet with chairs of House and Senate Transportation Committees.

Commissioner Wheeler stated the City is winding down 303/Wheaton Way Corridor Study. The belief is Bus Rapid Transit (BRT) will be the future and, once finished, the City of Bremerton will be working with the State to do infrastructure investments. One of the issues is changes to signals and the impact to the neighbors. The City of Bremerton will work with Kitsap Transit, the Long Range Plan and travel to Olympia or Washington D.C. to ask for funding.

Commissioner Erickson shared information from the legislature that the Connect Washington money may be restored. Puget Sound Regional Council (PSRC) is going into its planning process for the new transportation plan for the four county region, which makes up approximately 56% of the state population. Erickson stated she wants to engage the legislature, Transportation Commission and Transportation Improvement Board regarding financing transportation. Erickson noted that there are no statistics for safety in regard to photo enforcement, and that it is not an infrastructure issue, it is an enforcement issue. As the representative on the Transportation Commission, Erickson asked for input from other Board members.

Commissioner Putaansuu shared, as a follow-up on the transportation package discussion he met with Senator King and stated that City of Port Orchard Councilperson Ashby will be in Olympia to testify. He encouraged each agency's lobbyist to sign on in support of the package.

Commissioner Medina apologized for running late and stated he will be absent the second meeting in February.

Executive Clauson added that the purpose of tomorrow's meeting is to discuss photo enforcement of HOV lanes and proposing a demonstration project on the latest technology, not necessarily the enforcement at this time.

13. ADJOURN: Meeting adjourned at 9:32AM

ADOPTED by the Board of Commissioner of Kitsap Transit at a regular meeting thereof, held on the 18th of February, 2020.

Charlotte Garrido, Chairperson

Jill A. Boltz, MMC
Clerk of the Board