



BOARD OF COMMISSIONERS WORK STUDY MEETING AGENDA

Date: July 15, 2025

Time: 8:30AM – 10:00AM

Page

1. CALL TO ORDER

2. AGENDA REVIEW

3. CHAIRPERSON'S COMMENTS

4. CONSENT / ACTION ITEMS

All matters listed on the Consent Agenda have been distributed to the Board, are considered routine and will be enacted by one motion with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the regular agenda by a Board member.

- a. Resolution No. 25-51, Approve Support National Week Without Driving 2025 1

5. FULL DISCUSSION / ACTION ITEMS

- a. Public Hearing – Seattle Fast Ferry Terminal Project and Public Comment 3
- b. Public Hearing Held Open from July 01, 2025, Board Meeting for Action Only
Presentation: Transit Development Plan 2025-2030
Hyperlink for 2025-2030 TDP <https://www.kitsaptransit.com/uploads/pdf/planning/2025-2030tdpplan.pdf>
- c. Resolution No. 25-50, Adopt 2025-2030 Transit Development Plan 6
- d. Resolution No. 25-52, Approve Procurement Policy 10
- e. Resolution No. 25-53, Award Contract KT 25-962 Unit Price C18 Marine Engine
Major Overhauls to NC Power 22
- f. Resolution No. 25-54, Approve Change Order 1, KT 23-870 Training Facility
Siting Study 26
- g. Resolution No. 25-55, Approve Purchase - Two ORCA Vending Machines 29
- h. Presentation – Intracounty Study – Preliminary Route Review and Screening Findings

6. EXECUTIVE DIRECTOR ITEMS

7. PUBLIC COMMENTS

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

Transit Board Meeting Agenda
July 15, 2023

8. FOR THE GOOD OF THE ORDER:

Transit Board members' comments

9. ADJOURN

Agendas and Board Packets are available 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 JacquelynB@kitsaptransit.com by noon on the Wednesday before the meeting.



Board of Commissioners Agenda Summary

Meeting Date: 07/15/2025

AGENDA ITEM: Resolution No. 25-51, Support National Week Without Driving

SUBMITTED BY: John Clauson

TITLE: Executive Director

DEPARTMENT: Executive

EXHIBITS/ATTACHMENTS: Resolution No. 25-51

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 0.00

EXPENDITURE REQUIRED: \$ 0.00

FUNDING SOURCE: Other

REVIEWED BY: Executive Director

REVIEWED DATE: 07/08/2025

SUMMARY STATEMENT:

In 2021 and 2022, leaders in Washington State participated in the #WeekWithoutDriving challenge and found the event very valuable. After two successful years, in 2023 and in partnership with America Walks, the #WeekWithoutDriving challenge went national, with more than 142 organizations across 41 states and the District of Columbia. The Week Without Driving challenge was created so that those who have the option to drive can learn firsthand about the barriers and challenges that non-drivers face and work with non-drivers to create more accessible communities for all. <https://weekwithoutdriving.org>

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-51, recognizing and supporting the Week Without Driving Challenge, September 29, 2025, through October 5, 2025.

RESOLUTION NO. 25-51

A RESOLUTION OF THE KITSAP TRANSIT BOARD OF COMMISSIONERS RECOGNIZING AND SUPPORTING NATIONAL WEEK WITHOUT DRIVING

WHEREAS, almost 25 percent of the national population cannot or do not drive and may rely on public transit; and

WHEREAS, in 2021 the Disability Mobility Initiative launched the #WeekWithoutDriving to challenge our leaders to better understand the barriers non-drivers experience in accessing our communities; and

WHEREAS, after two (2) successful years of hosting the challenge in Washington State, the campaign expanded nationwide in partnership with America Walks and other agencies; and

WHEREAS, America Walks wants those who have the option to drive regularly to understand the barriers and challenges that non-drivers face when trying to move safely in their communities, and work with non-drivers to create better communities for all; and

WHEREAS, as the transit provider for all of Kitsap County, Kitsap Transit is in support of this campaign and encourages participation at <https://weekwithoutdriving.org>.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that Kitsap Transit recognizes and supports National Week Without Driving, September 29 through October 5, 2025.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting held on the 15th day of July, 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

PUBLIC COMMENTS

Received by the Clerk of the Board

Seattle Fast Ferry Terminal

**Presented at the Kitsap Transit Board of
Commissioners Meeting July 15, 2025**

Jackie Bidon

From: KT Planning
Sent: Monday, June 30, 2025 8:05 AM
To: Jackie Bidon
Subject: FW: [EXTERNAL] Written Public Comment related to Seattle Fast Ferry Terminal Project

Follow Up Flag: Follow up
Flag Status: Flagged

This came in from the planning email. Looks like they want it as a public comment for the board.
Steffani

From: Raleigh Watts <raleighwatts@hotmail.com>
Sent: Saturday, June 28, 2025 10:00 AM
To: KT Planning <KTPlanning@KitsapTransit.com>
Subject: [EXTERNAL] Written Public Comment related to Seattle Fast Ferry Terminal Project

Seattle Fast Ferry Terminal Project
ATTN: Jackie Bidon, Clerk of the Board
60 Washington Avenue, Suite 200
Bremerton, WA 98337
Email: KTplanning@kitsaptransit.com

To the Kitsap Transit Board of Commissioners:

As a regular user of the fast ferries across Puget Sound, I am submitting this written testimony related to the Seattle Fast Ferry Terminal Project.

Fast ferry service in Puget Sound needs MORE not LESS integration. County transit systems should work to unify services rather than fragment them. Isolating Kitsap passenger service from King County passenger service (and potentially in the future, Clallam or Island or Pierce county service) reduces the utility of the service to the broader Puget Sound community.

The scoping options to date are a sign of "Kitsap going its own way" rather than working toward a unified transit system in the Puget Sound region. This does not serve passengers. It creates inefficiency in the overall system by duplicating infrastructure and services. Passengers do not care what administrative unit runs the boat or what branding is on the outside. We want simple, convenient, and unified service regardless of what administrative entity provides it. Please put the needs of passengers in front of the administrative convenience and branding of this county or that.

San Francisco Bay's combined piers at Ferry Terminal Building are an excellent example of the various counties in the Bay Area working together to provide passengers with a unified transit hub where all boats from various counties come together and connect with a hub of land-based transport.

As you work to envision a future of more passenger ferry service on Puget Sound, please work toward an integrated hub model rather than "each county doing its own thing." Let's envision a single large terminal hub for all the counties to use.

Thank you,

Raleigh Watts

raleighwatts@hotmail.com

Seattle



Board of Commissioners Agenda Summary

Meeting Date: 07/15/2025

AGENDA ITEM: Resolution No. 25-50, Kitsap Transit 2025-2030 Transit Development Plan

SUBMITTED BY: Steffani Lillie

TITLE: Service and Capital Development Director

DEPARTMENT: Capital

EXHIBITS/ATTACHMENTS: Resolution No. 25-50 and PSRC Comment Letter Exhibit A

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT:

EXPENDITURE REQUIRED:

FUNDING SOURCE: Other

REVIEWED BY: Executive Director

REVIEWED DATE: 06/23/2025

SUMMARY STATEMENT:

Washington State Department of Transportation and Washington State Legislature require transit agencies to develop a Transit Development Plan (TDP) annually depicting a six year projection of projected revenues, expenses, ridership and capital projects.

The public hearing was advertised, soliciting public comments in writing or in person. The TDP supports the KT Long Range Transit Plan that was adopted in December 2022. This annual update replaces the prior year TDP.

The Community Advisory Committee was provided the draft TDP at the May 29, 2025 meeting. Comments were received by staff. An edit was made to the Vision map to include improvements for the Kingston area services to align with the Kitsap County Comprehensive Plan growth projections.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-50, adopting the Kitsap Transit 2025-2030 Transit Development Plan.

RESOLUTION NO. 25-50

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS ADOPTING THE KITSAP TRANSIT 2025-2030 TRANSIT DEVELOPMENT PLAN

WHEREAS, the basic planning requirement for transit systems as established by the Washington State Department of Transportation and Washington State Legislature direct each agency to annually develop a Transit Development Plan (TDP); and

WHEREAS, the TDP is a 6-year planning document that provides a report of Kitsap Transit's operating and program data as well as goal achievement for the prior year, in addition to addressing service and capital goals for the period of 2025 through 2030; and

WHEREAS, staff provided the TDP to the Puget Sound Regional Council (PSRC) for their review on May 28, 2025; and

WHEREAS, staff presented the TDP to the Community Advisory Committee on May 29, 2025; and

WHEREAS, a public hearing was held on July 1, 2025, at the regularly scheduled Kitsap Transit Board of Commissioners meeting to review the TDP and accept additional public comment.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby adopts the Kitsap Transit 2025-2030 Transit Development Plan as Kitsap Transit's guiding document for operations and capital improvements.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 15th day of July, 2025.

Robert Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board



Puget Sound Regional Council

1201 Third Avenue, Suite 500, Seattle, WA 98101-3055 | psrc.org | 206-464-7090

June 16, 2025

Edward Coviello
Kitsap Transit
60 Washington Avenue, Suite 200
Bremerton, WA 98337

Re: Comments on the draft Kitsap Transit 2025–2030 Transit Development Plan

Dear Mr. Coviello:

Thank you for sharing the draft 2025–2030 Transit Development Plan with PSRC for review early in the plan development process. We appreciate the ongoing collaboration and information sharing between our two agencies as we work to ensure consistency across regional plans, goals, and processes.

We reviewed the draft plan with a focus on three of the required elements: local performance measures and targets, plan consistency, and regionally significant projects. Below are PSRC’s comments on each of these elements.

- **Local Performance Measures and Targets**

Thank you for using the PSRC templates to document Transit Asset Management (TAM) and transit safety targets for 2025 and the actuals for 2024 and for responding to our follow-up questions. This data will help PSRC report on the regional actuals and develop regional 2025 targets.

- **Plan Consistency**

The narrative on Page 13 (Section V) describes both how Kitsap Transit engages with local jurisdictions on the development of comprehensive plans and involves local jurisdictions in the development of their own long-range transit plan.

- **Regionally Significant Projects**

Thank you for including a list of regionally significant projects and the associated details in Appendix V of the TDP. All regionally significant projects that started before or during the 2025–2030 plan timeframe are included.

June 16, 2025

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In our review, we did note a few discrepancies. The project details included in the TDP are based on what is in the current (May 13, 2025) [Regional Transportation Improvement Program](#). However, based on project details submitted in April 2025 for the 2026 Regional Capacity Project List, our understanding is the POF Terminal Docking Facility on the Seattle Waterfront (MTP ID 5740) is scheduled for 2041 completion (instead of 2028, as listed in the TIP) and the SR 16 Park and Ride (MTP ID 3604) is scheduled for 2030 completion (instead of 2023, as listed in the TIP). PSRC staff will reach out separately to determine if the completion dates in the TIP need to be updated for these projects. No changes to the TDP appendix are needed at this time.

Thank you again for providing an opportunity to review the draft plan. If you have any questions or need additional information, please contact me at gcerise@psrc.org or (206) 971-3053.

Sincerely,

A handwritten signature in cursive script that reads "Gil Cerise".

Gil Cerise
Program Manager



Board of Commissioners Agenda Summary

Meeting Date: 07/15/2025

AGENDA ITEM: Resolution No. 25-52, Approval of Procurement Policy

SUBMITTED BY: Paul Shinnors

TITLE: Finance Director

DEPARTMENT: Finance

EXHIBITS/ATTACHMENTS: Resolution No. 25-52; Exhibit A Procurement Policy - Red-Line Version

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 0.00

EXPENDITURE REQUIRED: \$ 0.00

FUNDING SOURCE:

REVIEWED BY: Executive Director

REVIEWED DATE: 07/08/2025

SUMMARY STATEMENT:

Kitsap Transit staff are recommending changes to the Procurement Policy. Procurement policy oversight and approval authority resides with Kitsap Transit Board of Commissioners. In summary, the recommended changes include (1) increasing Procurement Method thresholds of micro purchases from \$3K to \$5K and small purchases from \$100K to \$250K consistent with FTA requirements and several WA public transit peers, (2) increasing delegation authority of the Executive Director from \$100K to \$250K consistent with the change to the Procurement Method policy, (3) adding an Exigent Purchase type to the Delegation Authority and Procurement Method Policies, (4) consolidation of the Complaints and Protest Policy and providing for a more efficient protest and appeal process, and (5) general correction and clarification of areas that have been a source of periodic questions.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-52, authorizing changes to Kitsap Transit's Procurement policy as provided within this resolution and incorporated within the redline changes of Exhibit A.

RESOLUTION NO. 25-52

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING A CHANGE TO KITSAP TRANSIT'S PROCUREMENT POLICY

WHEREAS, the Board of Commissioners approved a comprehensive revision of Kitsap Transit's Procurement Policies and Procedures in 2015 via Resolution 15-65, to ensure compliance with federal and state requirements and to improve its procurement processes; and

WHEREAS, procurement policy oversight and authority to amend its policies resides with Kitsap Transit's Board of Commissioners; and

WHEREAS, Kitsap Transit staff will periodically propose changes for the Board of Commissioners' consideration and approval to enhance procurement policies or comply with federal and state requirements; and

WHEREAS, staff recommends increasing Kitsap Transit's Procurement Method policy thresholds for Micro and Small Procurements consistent with Federal Transit Administration (FTA) requirements and several public transit peers in Washington State; and

WHEREAS, Kitsap Transit's Procurement Method Policy thresholds will increase from three thousand dollars (\$3,000) to five thousand dollars (\$5,000) for Micro Purchases and from one hundred thousand dollars (\$100,000) to two hundred fifty thousand dollars (\$250,000) for Small Purchases; and

WHEREAS, concurrent with policy changes to Kitsap Transit's Procurement Method thresholds, staff also recommends increasing the Approval Authority of the Executive Director from one hundred thousand dollars (\$100,000) to two hundred fifty thousand dollars (\$250,000) to maintain consistency between Kitsap Transit Approval Authority and Procurement Method policies; and

WHEREAS, Kitsap Transit has maintained a substantially lower Approval Authority threshold of one hundred thousand dollars (\$100,000) for the Executive Director as compared to several public transit peers in Washington State; and

WHEREAS, the Board of Commissioners would then be asked to authorize service and purchase contract awards of large, formal solicitations greater than two hundred fifty thousand dollars (\$250,000); and

WHEREAS, staff also recommend policy changes to its Protest and Appeal Policy that will improve the efficiency of Kitsap Transit's Protest and Appeal process; and

WHEREAS, the proposed change will replace the Purchasing Supervisor with the Finance Director as the designated position to first receive, review, and prepare an opinion in regard to a protest of an award to an apparent successful bid or proposal of a competitive solicitation; and

WHEREAS, Kitsap Transit's Executive Director will then be Kitsap Transit's designated position to receive, review, and decide on the first and final appeal rather than providing for two-step appeal process of the Finance Director and Executive Director that can further delay commencement of a project by at least two weeks and up six weeks based on potential requirements and timing of board authorization; and

WHEREAS, staff also recommends consolidating the Complaint and Protest and Appeal Policies; and

WHEREAS, staff believes there is no added value or remedy of a separate Complaint Policy that is not already available to the vendor in a consolidated Protest and Appeal policy; and

WHEREAS, staff also recommends adding an Exigency Purchase to the Procurement Method policy to better clarify and designate non-competitive procurements that do not meet Washington State's narrow definition of an Emergency Purchase; and

WHEREAS, Washington State narrowly defines circumstances allowing for emergency purchases as a set of unforeseen circumstances beyond the control of the agency that either present a real, immediate, and extreme threat to the proper performance of essential functions; or may reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken; and

WHEREAS, staff recommends adding circumstances of exigency that allow for non-competitive purchases when circumstances do not strictly meet Washington States defined circumstances of an emergency, but Kitsap Transit service operations will be severely impacted as a result of an extensive competitive procurement process; and

WHEREAS, the application of an exigent purchase is more likely applicable to vessel repair in Marine Service operations where there is more urgency to respond to an unexpected repair and return a vessel to service that may not otherwise have a backup vessel to avoid extended service disruptions; and

WHEREAS, the procurement policy currently provides delegated authority to the Executive Director to authorize change orders, with concurrence of the Board Chair, in excess of the Executive Director Approval Authority when a vessel is in dry dock for inspection or repairs for purposes of saving time and expense of vessel repairs; and

WHEREAS, the proposed addition of an Exigent Purchase to Kitsap Transit's Delegation Authority and Procurement Method policies will similarly delegate authority to the Executive Director, with Board Chair concurrence, to declare exigent circumstances in an effort to expedite unexpected repairs that will otherwise severely impact Kitsap Transit operations for an extended period of time if urgent action is not taken; and

WHEREAS, it is expected that a declaration of exigent circumstances should be infrequent, unforeseen circumstances or repairs that should otherwise be mitigated to the greatest extent possible by the utilization of multi-year unit price contracts that are designed to respond to urgent repair needs of a more frequent and common nature; and

WHEREAS, the Executive Director would similarly be required to report in the Executive Director Items of the Board agenda or by Board resolution at the next regular meeting of the Board of Commissioners for purposes of record and impact of declared Exigent Purchases; and

WHEREAS, a redline copy of the proposed procurement policy changes are attached and incorporated herein as Exhibit A.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby approves changes to the Procurement Policy as provided within this resolution and is incorporated within the redline changes of Exhibit A.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 15th day of July, 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

Exhibit A

PROCUREMENT POLICIES

Policy 01 –Approval Authority

Purpose

To establish proper approval thresholds for Kitsap Transit purchases and contract obligations.

DOLLAR LIMIT	APPROVAL AUTHORITY REQUIRED
< \$25,000 (1) (2)	<ul style="list-style-type: none">• Department Director
\$25,000 – \$ 100 250,000 (1) (2)	<ul style="list-style-type: none">• Department Director• Executive Director
> \$ 100 250,000 (1) (2) (3) (4) (5) (6) (7)	<ul style="list-style-type: none">• Department Director• Executive Director• Board of Commissioner Approval

1. Limit amounts include sales tax and shipping costs.
2. Change orders may be authorized at the level of authority of the initial purchase or contract award. For Board authorized contract awards, the Board of Commissioners delegate cumulative change order authority of no more than 10% to the Executive Director. In the event expenditures are expected to exceed initial, or previously reauthorized, approval of the Board of Commissioners by greater than 10%, reauthorization of amounts exceeding, or expected to exceed, ~~initial or most recent Board of Commissioner~~ authorization must occur at the next available Board of Commissioners meeting. If timing is critical and reauthorization cannot wait until the next Board of Commissioners meeting, the Executive Director has authority to authorize additional expenditure amounts with concurrence of the Board Chairperson. The authorized value of the contract remains the initial contract authorization, or most recent reauthorization, of the Board until the Board of Commissioners approves a resolution that will reset the Board authorized value of the contract. The Board of Commissioners delegates approval authority to the Executive Director for change order amounts exceeding the Executive Director approval authority of greater than \$~~100~~250,000 provided the cumulative sum of those change orders have not exceeded the 10% cumulative contingency noted above.
3. In the case of multi-year agreements, the limit amounts reflect Kitsap Transit's maximum annual expenditure or obligation. In the event of multi-year contracts with indefinite quantity or service commitments in future years (e.g. unit price or task order contracts), staff is not required to seek reauthorization with the Board of Commissioners subsequent to the initial award of the contract provided the board approved budget incorporates the anticipated expenditures each year.
4. In the case of board approved contracts with options to extend the term of the agreement, the Executive Director or designee may exercise those options without authorization of the Board of Commissioners provided the board approved budget incorporates those approximate expenditures.

5. In the event expenditures are expected to exceed initial, or previously reauthorized, approval of the Board of Commissioners by greater than 10%, reauthorization of amounts exceeding, or expected to exceed, ~~initial or most recent Board of Commissioner~~ authorization must occur at the next available Board of Commissioners meeting. If timing is critical and reauthorization cannot wait until the next Board of Commissioners meeting, the Executive Director has authority to authorize additional expenditure amounts with concurrence of the Board Chairperson. The Board of Commissioners delegates approval authority to the Executive Director for change order amounts exceeding the Executive Director approval authority of greater than \$100,250,000 provided the cumulative sum of those change orders have not exceeded the 10% cumulative contingency noted above.
6. The Board of Commissioners delegate authority to the Executive Director with concurrence of the Chairperson of the Board (Vice-Chairperson in the absence of the Chairperson) to approve change orders for vessel repairs or services. The authority delegated to the Executive Director, with concurrence of the Board Chairperson, is not restricted by amount or scope. The authority delegated to the Executive Director is limited to operating repairs and must be reported to the board at the next regular meeting of the Board. Change orders related to vessel builds or improvements accounted for as an addition to Kitsap Transit fixed assets are excluded from this delegation authority.
7. Revenue contracts or lease agreements greater than \$50,000 annual revenue require authorization of the Board of Commissioners.
8. Staff must seek authorization from the Board of Commissioners to formerly advertise a competitive bid if the service or product exceeds \$500,000 or is not included within the board approved capital budget.

Policy 02 – Delegation Authority

Purpose

To delegate authority to execute agreements or obligate Kitsap Transit to purchase goods or services subsequent to receiving proper authorization.

DOLLAR LIMIT	DELEGATION AUTHORITY	MORE INFORMATION
<\$25,000	<ul style="list-style-type: none"> • Purchase - Procurement Department • Execution of Agreement - Department Director 	Section 2
>\$25,000	<ul style="list-style-type: none"> • Purchase – Procurement Department • Execution of Agreement - Executive Director (or his/her designee) 	Section 3
Open Purchase Orders	<ul style="list-style-type: none"> • Open purchase orders may not exceed \$5,000 • Maximum delegated purchase authority of department employees of \$500 set by each department director • Purchases exceeding \$500 cumulatively must be made with a requisition with proper department director authorization rather than an open purchase order 	Section 1.2.2

Credit Card Purchase	<ul style="list-style-type: none"> • Directors and select employees • Credit card expense reports require the authorization of the department director or the executive director 	Sections 1.6
Exigent Purchase (Severe threat to operations)	<ul style="list-style-type: none"> • <u>The Executive Director or designee may make exigent purchases, with concurrence of the Board Chair, of any amount necessary to mitigate or prevent severe disruption to Kitsap Transit service operations as a result of infrequent, unforeseen circumstances</u> • <u>The Executive Director must report purchases or contract awards under special exigent circumstance at the next scheduled regular meeting of the Board of Commissioners</u> 	<u>Section 1.18</u>
Emergency Purchase (Severe threat of bodily injury, life, or property)	<ul style="list-style-type: none"> • The Executive Director, or Director in Charge in accordance with Kitsap Transits Emergency Response Chain of Command, has authority to make, or delegate authority to make, emergency purchases of any amount necessary to respond to or mitigate the loss or damage to property, bodily injury, or loss of life and restore essential functions of the agency as a result of an emergency event. • Emergency purchases are exempt of competitive bidding requirements in accordance with RCW 39.04.280 • Emergency purchases do not require a declaration of state, federal, or local authorities. • The Executive Director or Director in Charge must notify the Board Chair and/or Vice Chair within 24 hours of emergency circumstance and status. • The Executive Director must report purchases or contract awards <u>under special emergency circumstance in excess of the Executive Directors authority level</u> at the next scheduled regular meeting of the Board of Commissioners 	Section 1.18

Policy 03 – Procurement Method

Purpose

To establish procurement method thresholds to most effectively achieve fair and open competition while ensuring that Kitsap Transit receives fair and reasonable value from the most qualified, responsible vendor or service provider.

LIMIT	METHOD	PROCESS	SECTION
<\$ 35 ,000	Micro Purchase	Fair & Reasonable Documentation	Section 2
\$ 35 ,000 – \$50,000	Small Purchase (Excluding Roster Lists)	Three Written Quotes provided by requesting department	Section 3
\$50,000 - \$ 10250 ,000	Small Purchase (Excluding Roster Lists)	Procurement Department Provides Three Written Quotes	Section 3
<\$100,000	Small Works / Consulting Services Rosters	Applicable Roster Process	Section 8
>\$ 10250 ,000	Formal Competitive Procurement	Invitation for Bid or Request for Proposal	Sections 4

>\$ 40 250,000	Architectural & Engineering	Formal A&E procurement process	Section 7
N/A	Sole Source	A. Justification Documentation B. Cost Analysis	Section 6
<u>N/A</u>	<u>Exigent Purchase</u> <u>(Severe threat to service operations)</u>	<ul style="list-style-type: none"> • Infrequent, unforeseen circumstance that requires immediate action to mitigate or prevent severe disruption to Kitsap Transit service operations. • The Executive Director or designee must approve, with Board Chair concurrence, the circumstance and need for Exigent Purchases. • Declared exigent circumstances may bypass competitive, locally funded procurements (no federal funds). • Staff must make good faith effort to ensure and document fair and reasonable pricing to the greatest extent possible and the circumstances that led to the Exigent Purchases. • Exigent purchases and awards must be reported at the next regular meeting of the Board of Commissioners. 	<u>Section 1.18</u>
N/A	Emergency Purchase <u>(Severe threat of bodily injury, life, or property)</u>	<ul style="list-style-type: none"> • An <u>unforeseen</u> real, immediate, and extreme threat to the proper performance of essential functions • May reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken • Must be reported to the board at <u>the</u> next regular meeting if the award exceeds the Executive Director authority 	Section 1.18
N/A	Revenue Contract or Lease Agreement	<ul style="list-style-type: none"> • Contract or lease agreement must reflect market rates • Bid solicitation is not required for lease agreements • Federally funded assets must comply with applicable federal restrictions 	Section 11

Policy 04 – ~~Complaint Policy~~ / Protest and Appeal Policy

C. Purpose

To establish policies for vendor or service provider ~~complaints and~~ protests and appeals to ensure fair and open competition.

D. ~~Complaint Policy~~

~~Who May Submit a Complaint~~

~~A potential bidder demonstrating a substantial economic interest in Kitsap Transit's competitive bid process.~~

~~Timing of Complaint~~

~~Complaints must be received five business days prior to bid response deadline.~~

~~Basis of Complaint~~

~~Complaints must be based on the following criteria:~~

- ~~• The solicitation unnecessarily restricts competition~~
- ~~• The solicitation evaluation process is unfair or flawed~~
- ~~• The solicitation requirements are insufficient to prepare a response~~

~~Complaint Form and Content~~

- ~~1. Complaints must be in writing~~
- ~~2. Complaints must be addressed to the Purchasing Coordinator~~
- ~~3. Complaints must clearly articulate the basis for the complaint~~
- ~~4. Complaints must include proposed remedy~~

~~Kitsap Transit Response to Complaint~~

~~The Purchasing Coordinator will respond to complaints in writing within three business days of receipt.~~

G.B. Protest and Appeal Policy

Who May Protest or Appeal

A potential bidder demonstrating a substantial economic interest in Kitsap Transit's competitive bid process.

Timing of Protest

A protest must be filed within five business days of the award of a contract or notice of apparent successful proposer/bidder, whichever is sooner.

Basis of Protest

Protests must be based on the following criteria:

1. The solicitation is believed to unnecessarily restrict competition
- 1.2. A matter of bias, discrimination, or conflict of interest
- 2.3. Non-compliance with procedures described in the procurement documents
- 3.4. Error in computing scores or perceived flaw in proposal evaluation

Protest Form and Content

- Protests must be in writing
- Protests must be addressed to the Finance Director~~Purchasing Coordinator~~
- Protests must clearly articulate specific grounds for the protest and include supporting documentation
- Protests must include proposed remedy

Protest Procedure

A protest must be filed with Kitsap Transit's Finance Director ~~Purchasing Coordinator~~ within five business days of the award of a contract or notice of apparent successful proposer/bidder, whichever is sooner. Upon receipt of a timely written protest, the Finance Director, or designee, ~~Purchasing Coordinator~~ will consider the protest in accordance with established procedures and issue a written decision within five business days stating the reasons for the action taken and informing the allegedly

aggrieved vendor or service provider (Protesting Vendor) of his/her right to appeal the decision.

Appeal Procedure

An appeal must be filed within five business days of the Finance Director's Purchasing Coordinator decision. ~~The Finance Director and an independent Department Director will consider the appeal and issue a written decision within five business days informing the Protesting Vendor of his/her right to further appeal the decision.~~

~~In the event the Protesting Vendor elects to continue the appeal process, a request for a second appeal must be filed within five business days of the decision of the first appeal.~~ The Executive Director will consider the appeal and issue a written decision within ten business days. The Executive Director's decision of the ~~second~~ appeal will be final and conclusive.

Failure to Comply with Requirements

Failure to comply with the protest and appeal requirements will render a protest or an appeal untimely or inadequate and may result in rejection thereof.

Protests to the Federal Transit Administration

The protesting vendor may only appeal to the Federal Transit Administration pursuant to violations of federal law or regulation.

Exhausted Administrative Remedies

A Protesting Vendor may not commence litigation prior to exhausting all administrative remedies. Failure to exhaust all administrative remedies shall constitute an absolute waiver of the Protesting Vendor rights, if any, to commence litigation.

Policy 05 – Standards of Conduct

A. Conflict of Interest

Procurement personnel have a responsibility to act in the best interest of Kitsap Transit. Employees are prohibited from using their positions for personal benefit or gain. Sometimes an employee may have a personal or financial stake in the outcome of a decision, as well as influence over that decision. In this type of situation, a potential conflict of interest exists. This includes any arrangement or circumstance, including a family or other close personal relationship, that might cause the employee to act other than in the best interest of Kitsap Transit, or that creates the appearance of such a conflict.

Additionally, as provided in the Common Grant Rules and the Federal Transit Administration Master Agreement, no Kitsap Transit employee, officer, agent, or public official may influence or participate in the selection, award, or administration of a contract supported with Federal Transit Administration assistance if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of those previously listed have a financial or other interest in the firm selected for award.

In the event of questions or concerns pertaining to a potential conflict of interest, real or apparent, consult with the Finance Director or the Executive Director immediately.

B. Gifts and Gratuities

No employee, officer, agent, or public official of Kitsap Transit shall accept any gratuity, gift, favor or any other item of substantial economic value from any person, firm, or organization providing services or seeking to provide services, materials, equipment or property to Kitsap Transit. Substantial economic value shall exclude de minimis promotional or holiday gifts and gratuities with a value of less than \$25 or other de minimis gifts that are shared among all employees of Kitsap Transit. Invitations from vendors or service providers to treat employees, officers, agents, or public officials to meals or entertainment venues shall be declined. Employees or public officials must be mindful of their duty to represent Kitsap Transit and proper use of judgment when gifts and gratuities are offered from vendors and service providers.

Any employee, officer, agent or public official of Kitsap Transit who willfully or negligently violates this policy may be subject to disciplinary action, including termination. Further, employees, officers, agents, and public officials of Kitsap Transit may be subject to civil penalties as prescribed and set forth in the Revised Code of Washington and by any other governmental laws and regulations providing penalties and sanctions for actions that may be deemed inappropriate and in conflict with the discharge of the individual's official duties and responsibilities.

In the event of questions or concerns pertaining gifts and gratuities, consult with the Finance Director or the Executive Director immediately.

C. Ethics

Kitsap Transit employees, officers, agents, and public officials have a responsibility to maintain standards of conduct that will ensure each representative of Kitsap Transit will:

1. Behave with impartiality, fairness, independence, openness, integrity and professionalism in all dealings with vendors and service providers.
2. Advance the interests of Kitsap Transit in all transactions with vendors and service providers.
3. Ensure that its procurement personnel attain the highest level of credibility with vendors and service providers.

D. Violation of Standards of Conduct Policy

To the extent permitted by the State of Washington regulations, this standard of conduct will consider appropriate penalties or other disciplinary action for violation of such standards by Kitsap Transit, employees, officers, agents, or public officials.



Board of Commissioners Agenda Summary

Meeting Date: 07/15/2025

AGENDA ITEM: Resolution No. 25-53, Award KT 25-962 to NC Power

SUBMITTED BY: Ray Scott

TITLE: Director

DEPARTMENT: Marine Services

EXHIBITS/ATTACHMENTS: Resolution No. 25-53; Exhibit A - Recommendation to Award

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 348,994.00

EXPENDITURE REQUIRED: \$ 348,994.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 07/08/2025

SUMMARY STATEMENT:

This resolution authorizes staff to award KT 25-962, Unit Price C18 Marine Engine Major Overhauls to NC Power Systems (NCPS). NCPS supplied the one and only bid in the amount of three hundred forty-eight thousand nine hundred ninety-four dollars (\$348,994) for two (2) years. Staff completed responsiveness and responsibility checks and have deemed pricing as fair and reasonable.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-53, authorizing staff to award Contract KT 25-962, Unit Price C18 Marine Engine Major Overhaul to NC Power Systems Co. in the amount of three hundred forty-eight thousand nine hundred ninety-four dollars (\$348,994).

RESOLUTION NO. 25-53

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
AUTHORIZING STAFF TO AWARD CONTRACT KT 25-962 UNIT PRICE C18
MARINE ENGINE MAJOR OVERHAULS TO NC POWER SYSTEMS CO.

WHEREAS, on May 14, 2025, Procurement staff released Invitation for Bids KT 25-962 Unit Price C18 Marine Engine Major Overhauls; and

WHEREAS, the scope of work included as needed Caterpillar C18 marine engine overhauls; and

WHEREAS, on June 13, 2025, Kitsap Transit (KT) received one (1) bid from NC Power Systems Co. (NCPS) in the amount of three hundred forty-eight thousand nine hundred ninety-three dollars and eight-six cents (\$348,993.86) in response to the solicitation; and

WHEREAS, NCPS was announced as the apparent lowest bidder pending responsiveness and responsibility checks; and

WHEREAS, Procurement staff performed a price analysis by comparing NCPS's proposed pricing to Kitsap Transit's Independent Cost Estimate, which was developed based on historical pricing data. The evaluation concluded that the proposed pricing is fair and reasonable; and

WHEREAS, Procurement staff completed responsiveness and responsibility checks and deemed NCPS responsive and reasonable; and

WHEREAS, the cost of this project is included in the 2025 Operating Budget-Ferry, approved via Resolution 24-77.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorize staff to award Contract KT 25-962, Unit Price C18 Engine Major Overhaul to NC Power Systems Co. in the amount of three hundred forty-eight thousand nine hundred ninety-four dollars (\$348,994) for two (2) years.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held

on the 15th day of July, 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

DRAFT



MEMORANDUM

DATE: 6/16/2025

TO: Raymond Scott

FROM: Michael Ricketts

**SUBJECT: Recommendation to Award – 25-962 Unit Price C18
Marine Engine Major Overhauls**

On May 14th, 2025, Procurement Staff released an Invitation for Bids; KT 25-962 Unit Price for C18 Marine Engine Major Overhauls. On June 13th, Kitsap Transit received one (1) bid in response to this solicitation. N C Power Systems Co (NCPS) was announced as the apparent lowest Bidder pending responsiveness and responsibility checks. Procurement Staff conducted a price analysis comparing NCPS's offered price against our Independent Cost Estimate that was established using past pricing; the pricing is deemed fair and reasonable.

Procurement Staff has completed the responsiveness and responsibility checks and has deemed NCPS responsive and responsible. It is my recommendation that N C Power Systems Co be awarded the KT 25-962 Unit Price C18 Marine Engine Major Overhauls project in the amount of \$348,993.86.

If you have any questions, please contact me at 360-473-1127.

Sincerely,

Michael Ricketts
Purchasing Specialist



Board of Commissioners Agenda Summary

Meeting Date: 07/15/2025

AGENDA ITEM: Resolution No. 25-54, Approve CO 1, KT 23-870 Training Facility Siting

SUBMITTED BY: Steffani Lillie

TITLE: Service & Capital Development Director

DEPARTMENT: Capital

EXHIBITS/ATTACHMENTS: Resolution No. 25-54

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 1,200,000.00

EXPENDITURE REQUIRED: \$ 74,263.00

FUNDING SOURCE: Capital

REVIEWED BY: Executive Director

REVIEWED DATE: 07/08/2025

SUMMARY STATEMENT:

Additional work is required to advance NEPA compliance for the Kitsap Transit Training Facility project due to regulatory changes implemented in mid-2024 and heightened scrutiny of 6PPD-Q, a transformation product of 6PPD. As a result, the project is required to complete an expanded analysis of stormwater effects on ESA-listed species. The additional expenditure increases the contract total to four hundred ninety-two thousand five hundred thirty-six dollars (\$492,536).

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-54, authorizing staff to approve contract Change Order 1, in the amount of seventy-four thousand two hundred sixty-three dollars (\$74,263), reauthorizing the Executive Director's authority in accordance with Kitsap Transit's Procurement Policy.

RESOLUTION NO. 25-54

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
APPROVING CHANGE ORDER 1 FOR CONTRACT KT 23-870 TRAINING
FACILITY SITING STUDY

WHEREAS, at its meeting on February 6, 2024, the Board of Commissioners approved Resolution No. 24-10 authorizing staff to award the Training Facility Siting Study to Perteet, Inc. to perform siting studies, site programming, community outreach and NEPA for the preferred project location; and

WHEREAS, at its meeting on January 21, 2025, the Board of Commissioners approved Resolution No. 25-12 selecting to adopt the Puget Sound Industrial Alpine Evergreen Co. Inc. property as the locally preferred alternative for a training facility as recommended in the Training Facility Siting Study; and

WHEREAS, Perteet Inc. has completed its concept design and Phase 1 Environmental Site Assessment; and

WHEREAS, Perteet Inc. have identified the need for additional effort and time to complete the project and advance NEPA Categorical Exclusion (CE) documentation for FTA review; and

WHEREAS, rules changed in mid-2024 and increased the scrutiny of 6PPD-Q, a transformation product of the chemical 6PPD, which is commonly used in tires and has been shown to have harmful impacts on salmon habitat; and

WHEREAS, the rule change has set new requirements for Section 7 Endangered Species Act (ESA) consultation with the National Marine Fisheries Service (NMFS) and the US Fish and Wildlife Service (USFWS); and

WHEREAS, the rule change requires projects like the training facility to complete an expanded analysis of potential stormwater effects on ESA-listed species as documented in a biological assessment; and

WHEREAS, the cost to complete this additional effort is seventy-four thousand two hundred sixty-three dollars (\$74,263), increasing the contract total to four hundred ninety-two thousand five hundred thirty-six dollars (\$492,536); and

WHEREAS, staff has completed a cost analysis and considers Perteet Inc.'s proposal to be fair and reasonable; and

WHEREAS, the cost of this change order exceeds Kitsap Transit's Executive Director's authority and, in accordance with Kitsap Transit's Procurement Policy must receive authorization of the Board of Commissioners; and

WHEREAS, this project was included in the approved 2025 Capital Budget Transit Fund.

NOW THEREFORE, BE IT RESOLVED the Kitsap Transit Board of Commissioners hereby authorizes staff to approve contract Change Order 1, in the amount of seventy-four thousand two hundred sixty-three dollars (\$74,263), reauthorizing the Executive Director's authority in accordance with Kitsap Transit's Procurement Policy.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 15th day of July 2025.

ATTEST:

Rob Putaansuu, Chairperson

Jackie Bidon, Clerk of the Board



Board of Commissioners Agenda Summary

Meeting Date: 07/15/2025

AGENDA ITEM: Resolution No. 25-55, Approve Purchase - ORCA Vending Machines

SUBMITTED BY: Steffani Lillie

TITLE: Director

DEPARTMENT: Capital & Service Development

EXHIBITS/ATTACHMENTS: Resolution No. 25-55

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 163,422.00

EXPENDITURE REQUIRED: \$ 163,422.00

FUNDING SOURCE: Other

REVIEWED BY: Executive Director

REVIEWED DATE: 07/10/2025

SUMMARY STATEMENT:

Kitsap Transit staff requests Board approval for the purchase of two (2) full-feature ORCA vending machines for the Southworth Ferry Terminal and Bremerton Ferry dock to support ongoing operations and the upcoming 2026 FIFA events. The vending machines will cost a total of one hundred sixty-three thousand four hundred twenty-two dollars (\$163,422) and are budgeted in the ORCA Capital Budget.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-55, authorizing staff to purchase two (2) full-feature ORCA vending machines in the amount of one hundred sixty-three thousand four hundred twenty-two dollars (\$163,422).

RESOLUTION NO. 25-55

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
AUTHORIZING STAFF TO PURCHASE TWO (2) FULL-FEATURE ORCA
VENDING MACHINES FOR THE SOUTHWORTH AND BREMERTON FERRY
TERMINALS

WHEREAS, in April 2003, the Kitsap Transit Board of Commissioners approved resolution No. 03-19, authorizing Kitsap Transit to enter an inter-local agreement (ILA) with our regional transportation providers, King County Metro, Sound Transit, Community Transit, Pierce Transit, Everett Transit and Washington State Ferries, for the design, implementation, operation and maintenance of the Regional Fare Coordination System now known as ORCA; and

WHEREAS, in November 2018, the Kitsap Transit Board of Commissioners approved Resolution No. 18-71, authorizing staff to enter into an ILA with regional transportation providers for the design, implementation, operation and maintenance of the Next Generation ORCA system; and

WHEREAS, Kitsap Transit has identified the need for two (2) new full-feature vending machines, one (1) each at our Southworth Ferry Terminal and Bremerton Ferry Dock; and

WHEREAS, Sound Transit has provided Kitsap Transit with two (2) of their spare vending machines as a temporary loan; and

WHEREAS, the need for these vending machines was unforeseen at the original time of equipment purchase; and

WHEREAS, these machines will support the upcoming 2026 FIFA events; and

WHEREAS, the costs associated with this purchase are budgeted for in the ORCA Capital Budget; and

WHEREAS, the quoted cost for these machines is one hundred sixty-three thousand four hundred twenty-two dollars (\$163,422).

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to purchase two (2) full-feature ORCA vending machines in the amount of one hundred sixty-three thousand four hundred twenty-two dollars (\$163,422).

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 15th day of July, 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board