



BOARD OF COMMISSIONERS MEETING AGENDA

Date: June 6, 2023

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. Warrants for April 2023 1
- b. Minutes of May 2, 2023, Board Meeting 2

5. FULL DISCUSSION / ACTION ITEMS

- a. Resolution No. 23-34, Award Contract Southworth Parking Lot Improvements 11
- b. Resolution No. 23-35, Bremerton Lanes Purchase 14
- c. Resolution No. 23-36, Glosten Contract Modification 24
- d. Resolution No. 23-37, Award Contract for Origin Destination Study 27
- e. Resolution No. 23-38, Award Contract to Upgrade 40 Vehicles with AngelTrax 32
- f. Resolution No. 23-39, Global Diving Change Order 1 36
- g. Resolution No. 23-40, Extend and Expand New Hire Incentive Program 39
- h. Resolution No. 23-41, Approve Promotional Free-Fare Days 42
- i. Selection of Vice Chair
- j. Discussion – New Kitsap Transit PSRC Transportation Policy Board Representative

6. EXECUTIVE DIRECTOR ITEMS

7. PROGRESS REPORTS

- a. Draft Financial Reports through May 2023 44
- b. Capital Work in Progress 47
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- d. Quarterly Financials 2023 51

8. STAFF INFORMATION / EMPLOYEE RECOGNITION

- a. May 2023 Report from KT Lobbyist
- b. Recognizing Drivers of the Month April 2023 (8:45am)

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9. PUBLIC COMMENTS

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

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

11. 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.



MEMORANDUM

TO: The Kitsap Transit Board of Commissioners
DATE: June 6th, 2023
SUBJECT: Ratification of Cash and Registered Warrants

I, the undersigned, do hereby certify to the best of my knowledge, under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Kitsap Transit, and that I am authorized to authenticate and certify to say claim.

Paul Shiners, Finance Director

Warrants audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing that has been made available to the Board of Commissioners.

As of this date June 6th, 2023, the Board, by a (unanimous/majority) vote, does approve the following warrants and payments for the period April 1, 2023, through April 30th, 2023:

- Warrant numbers transit fund 164451 to 164733 of \$3,104,728
- Warrant numbers ferry fund 606231 to 606334 of \$1,488,361
- Payroll Account disbursements of \$2,830,513
- ACH clearing account payments of \$147,622
- Travel Account Disbursements of \$4,999

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

Rebecca Erickson, Chair

ATTEST:

Jackie Bidon, Interim Clerk of Board

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING

MINUTES OF May 2, 2023

Board of Commissioners Present:

Driskell, Robert, Teamsters Local No. 589, *non-voting member*

Erickson, Becky, Mayor, City of Poulsbo, **Chair**

Garrido, Charlotte, Kitsap County Commissioner

Gelder, Robert, Kitsap County Commissioner, **Vice Chair**

Mockler, Anna, Councilmember, City of Bremerton

Putansuu, Robert, Mayor, City of Port Orchard

Schneider, Leslie, Councilmember, City of Bainbridge Island

Stern, Ed, Councilmember, City of Poulsbo

Walters, Katie, Kitsap County Commissioner

Wheeler, Greg, Mayor, City of Bremerton

Staff Present:

Sanjay Bhatt, Marketing & Public Information Director; Jackie Bidon, Interim Clerk of the Board; John Clauson, Executive Director; Jeff Davidson, Grants & Compliance Coordinator; Cyndi Griffey, W/D Supervisor; Dennis Griffey, Vehicle and Facilities Maintenance Director; Steffani Lillie, Service and Capital Development Director; Robert Pilon, ACCESS Operator; Mary Pauly, Human Resources Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Paul Shinnars, Finance Director; Matt Strange, Worker/Driver Operator

Also In Attendance: David Weibel, Legal Counsel

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

2. AGENDA REVIEW

Upon review by the Board, the agenda remained unchanged.

3. CHAIRPERSON'S COMMENTS

Mayor Erickson shared that she is glad for the sunshine and that it is an honor to be here today. Mayor Erickson introduced herself; all Board Members introduced themselves in turn.

4. CONSENT / ACTION ITEMS

- a. Warrants for March 2023
- b. Minutes of April 4, 2023, Board Meeting
- c. Resolution No. 23-27, Contract Award – Mini-Hybrid Thermal Management System

- d. Resolution No. 23-28, Contract Award – Charleston Cubicles

Councilmember Stern moved and Commissioner Gelder seconded the motion to approve the Consent Agenda.

Discussion: None.

Motion passed unanimously.

5. FULL DISCUSSION /ACTION ITEMS

- a. *Resolution No. 23-29, Authorizing Staff to modify STC Contract KT 21-734*

Executive Director Clauson stated this resolution is something the board had seen before, but because of the dollar amount, Kitsap Transit wanted to be completely transparent bringing it back to the Board. The original award for the original Silverdale Transfer Center was approved, subsequent, discussions with the Board to modify the project resulted in moving from two conductive charging stations to four. We worked with the contractor to determine the change in price, brought the change order to the Board, and received approval. However, the Executive Director's change order authority was not reset for the new contract. This new resolution is rescinding the previous resolution and adopting a new resolution with the same dollar amount and resetting the Executive Director's change order authority based on the new contract.

Commissioner Walters moved and Commissioner Gelder seconded the motion to adopt Resolution No. 23-29, Repealing Resolution No. 23-25 in its entirety and reauthorizing staff to modify Silverdale Transit Construction Contract KT 21-734, adding DCN 10 and 12 for additional bus charging infrastructure and retaining walls in the amount of five million one hundred forty two thousand thirty three dollars and twenty eight cents (\$5,142,033.28), which increases SCI's contract to thirteen million three hundred twenty five thousand three hundred eighteen dollars and fifty three cents (\$13,325,318.53).

No Discussion.

Motion passed unanimously.

- b. *Resolution No. 23-30, Contract Award – North Base Heavy-Duty Maintenance Facility*

Executive Director Clauson outlined the history behind the resolution. The North Base facility was built with bus storage, bus fueling and bus washing in mind; it did not include facilities for any heavy-duty maintenance. Giving a nod to Councilmember Stern, this facility will be the only facility able to accommodate double decker buses. One of the challenges in moving this project forward was Vetter Road and its placement which diminishes the bus parking area at the base. We are working with the city to vacate Vetter Road, resolving the challenge with a new access road. This resolution authorizes us to move forward with the design of the heavy-duty facility. We have gone through the bid process and are prepared to award to the successful bidder. The award would be for the entire design, but we want to give them authority to move forward only on the first phase

of the project. We will be coming back at later dates for permission to award Phase 2 and Phase 3. Phase 1 is four hundred ninety thousand four hundred seventy-six hundred dollars (\$490,476).

Mayor Putaansuu asked if the first phase is the schematic design, getting us to 30 percent and asked if we are we designing the footprint of the whole facility in each phase?

Executive Director Clauson responded with yes. We want to award the entire design to this contractor however we are only authorizing the first phase of it.

Councilmember Stern moved and Commissioner Garrido seconded the motion to adopt Resolution No. 23-30, authorizing staff to award a contract to TCF Architecture for an amount of four hundred ninety thousand four hundred seventy-six dollars (\$490,476) plus applicable taxes for Phase 1 of the North Base Heavy-Duty Maintenance Facility Design Project.

No further discussion.

Motion passed unanimously.

- c. *Resolution No. 23-31, Contract Award for Nichols Brothers Boat Builders for M/V Commander Drydocking*

Executive Director Clauson explained this resolution is asking for the authority to award the contract to Nichols Brothers Boat Builders. Every two (2) years the Coast Guard requires us to pull our vessels out of the water for the Coast Guard inspection. In addition to that, we have identified projects and modifications needing to be done to the vessel. For example, on the sister ship Enetai, our insurance company identified and advised an additional railing be placed on the upper deck; we were able to complete the modification along with Coast Guard repairs. This project is going to do the same for the Commander.

Motion made by Mayor Putaansuu and seconded by Mayor Wheeler to adopt Resolution 23-31, authorizing staff to award the contract to Nichols Brothers to schedule drydock and repairs of M/V Commander in the amount of one hundred fifty-four thousand seven hundred thirty-four dollars and twenty-eight cents (\$154,734.28).

Discussion:

Mayor Erickson asked if we have an owner's representative when we bring the boats in?

Clauson explained that we utilize our own Marine Services Maintenance staff on these types of projects.

Motion passed unanimously.

- d. *Hiring Staff Update*

Executive Director Clauson indicated the importance keeping the Board updated on our progress in recruitment. He thanked the Board for the approval of the seven thousand dollar (\$7,000.00) incentive for new hires and the marketing effort helping in recruiting as well as our own internal staff for streamlining the process from application to hiring.

Operations Director Bozarth presented the Operator Recruitment, January 1, 2023, through May 1, 2023. Thirty-two operators have hired since January 1, 2023. Twenty-one operators have separated since January 1, 2023, with a net gain of 11.

- The Attrition breakdown is 18 employees separated employment with less than 1 year of employment. This represents 81 percent of total separation with 59 percent total hired year to date. 3 employees separated with greater than 1 year of employment, 2 retired and 1 for cause.
- Public transit history is typical of 50 percent attrition rate on new hire classes; we are slightly above that percent.
- Our current Routed Operators total 107; to reach our pre-COVID levels and add Sunday service we will need a total of 130 Routed Operators. Our current ACCESS Operators total 69, to reach our pre-Covid levels and add Sunday service we will need a total of 76 ACCESS Operators. This means we are short 30 operators to be at pre-COVID levels and add Sunday service.

With current recruitment and retention, we are forecasting a net gain of thirty-three (33) operators by the end of 2023. Our current monthly attrition is at 5.25, with current monthly recruitment of 8.00. Our 2023 goal is a net gain of 25 new operators. Based on the current recruitment levels, we are planning to start Bremerton Sunday service in September 2023 to align with the operator bid. Michael noted that of the 21 we lost in attrition, 5 were for cause, 4 did not give any reason on their exit interviews, 1 moved, 2 failed to obtain their credentials, 3 abandoned the position, 1 left for health concerns and 3 stated not a good fit.

Councilmember Stern asked if there are sufficient tools to recruit individuals given the competition from the school districts and other sources?

Bozarth replied yes. Class sizes compared to this time last year are significantly larger; we are seeing class sizes of approximately 10 with an applicant flow that leads us to believe these class sizes are going to be larger. This time last year it was not uncommon for us to have a class of 1. We have made significant progress with our marketing efforts, the approval of the sign on bonus, and the increased wage through the collective bargaining agreement. We are taking a serious look at how we hire, how we train and how we retain our employees. We are not going to stop doing these things. We are continuing to look at ourselves in the mirror to determine if there are any changes we can make to help retain our employees and to help recruit additional employees.

Executive Director Clauson added that we continue to internally evaluate what we are doing and how. Previously, if an individual applied two days after a class started, they would have to wait until the following month before they were on our payroll. We were losing applicants to other

agencies due to this. We have changed this so when an individual is hired, they now start riding on the routes as soon as they are able, thus receiving a paycheck, getting familiar with the routes and processes, and getting training while they are waiting for a class to start and get their credentials for their CDL. This all helps in retaining employees.

Mayor Erickson requested clarification on the start of Sunday service in September 2023.

Bozarth responded the Sunday service in Bremerton will start in September. The Port Orchard, Silverdale and Poulsbo Sunday service is anticipated to start before the end of 2023, with Bainbridge Island anticipated to start Sunday services at the beginning of 2024.

Mayor Erickson stated that Mayor Wheeler and she will be riding the Sunday buses.

Mayor Wheeler and Executive Director Clauson agreed to be on the first Sunday service buses.

6. EXECUTIVE DIRECTOR ITEMS

Executive Director Clauson updated the Board on the following topics:

- a. Recognition and thank you to Commissioner Rob Gelder for his years of service to the Board and Kitsap Transit. John gave a presentation pointing out many of the milestones Commissioner Gelder was able to participate in throughout the years. At the end, Executive Director Clauson presented Commissioner Gelder with a Kitsap Transit Fare Box.

Commissioner Rob Gelder shared that one of the joys of doing this kind of work is that "You don't know what you don't know". "You have the opportunity to step into so many topics and issues, transit is one of them. I now know more about the transit industry, service, vehicles, technology, that I never would have been exposed to, had I not had the pleasure of serving on this Board. It has been an honor to serve on this Board. Thank you."

Mayor Putaansuu wished Commissioner Gelder well, stating it is a sad moment for both Kitsap County and Kitsap Transit. He noted it has been an honor to serve with Commission Gelder and wished him the best.

Councilmember Stern thanked Commissioner Gelder for all his hard work on the North end.

Mayor Erickson expressed that, with a well-functioning transit system, we are able to move our community forward, it is so critically important to support this organization. Commission Gelder has been Chair multiple times and has been an integral part and a hero supporting this agency. She thanked him for all his work with the community and transportation and stated she will miss him greatly.

Executive Director Clauson gave an update on agency goals as of March 31st.

- Increase bus ridership twenty percent over 2022 numbers. 100 percent.
- Achieve a net increase of twenty-five new operators. 100 percent.
- Award contract for APC system, installed and tested on 50 percent of Routed equipment. 10 percent.
- Conduct agency-wide passenger origin and destination survey study. 10 percent.
- Silverdale Transit Center at 90 percent completion. 40 percent
- Obtain 98 percent of better service reliability on fast ferry service. 99 percent.

Executive Director Clauson gave a presentation of Kitsap Transit Marine Services coming to the aid of the Washington State Ferry Walla Walla grounding on Bainbridge Island. Clauson shared how impressed he was with the “team” of Kitsap Transit and how employees and departments came together to assist over 600 passengers from the Walla Walla onto the Commander and the Waterman, taking them to Bremerton. Bainbridge Island Fire Department penned a letter thanking Kitsap Transit for its response to the incident. Clauson acknowledged the various departments and numerous employees that came together assisting as one unit, Marine Services, Deckhands, Routed Operations, Routed Operators, ACCESS Operations, ACCESS Operators, Vehicle Maintenance and Marketing. Clauson credited Kitsap Sun for the photos presented in the presentation.

Mayor Erickson asked if the Board could write a letter to each individual acknowledging and thanking them for their efforts on that day?

Clauson reported that he had sent out an all-hands memo acknowledging and thanking everyone directly involved. Marine Services Director Scott had issued a notice to all directly involved as well. Clauson agreed to investigate a special acknowledgement and thank you.

The Board briefly discussed a special acknowledgement for all who participated in the rescue.

Mayor Wheeler acknowledged the partnership between Bremerton, Kitsap Transit, Coast Guard, Bainbridge Island, and emergency response teams.

- Executive Director Clauson shared photos of the M/V Solano going back into the water after refurbishments. It is still going through the trials and will be seen in service soon.
- He then shared photos of more events and functions taking place in the future.
- Peninsula Cup Rodeo on June 4, 2023, at the Gateway Park & Ride, 2526 6th Street, Bremerton, 8:00 AM – 2:00 PM. All were encouraged to attend.
- APTA Expo in Orlando, Florida, October 8, 2023 – October 11, 2023.
- APTA Board members seminar, July 15, 2023 – July 18, 2023.
- July Super Tuesday scheduled for July 4th will be moved to July 11, 2023, in accordance with the other committees and boards.

7. PROGRESS REPORTS

- a. Draft Financial Reports through March 2023
- b. Capital Works in Progress
- c. Fuel Costs Report through the end of March 2023

8. STAFF INFORMATION / EMPLOYEE RECOGNITION

- a. March 2023 Report from KT Lobbyist

Dylan Doty's update included that Kitsap Transit succeeded in gaining over \$30 million in commitments directly in the next couple of years. \$25 million in the coming biennium to include \$5 in authorization for toll credit, \$6.5 million for the electric passenger only ferry, and \$1 million directly to WSDOT. Gorst did get pushed up with \$16 million in the next biennium. The middle Housing Bill 1110 did pass this year, but the Transit Oriented Development Bill did not pass. We do expect those discussions to continue moving forward in the interim. Political changes coming with Governor Inslee not seeking another term. Mr. Doty closed with thanking the senators, representatives and everyone that helped to make this a successful year for Kitsap Transit.

Councilmember Stern asked, moving onto the Federal side, and specifically noting the Inflation Reduction Act along with other infrastructure work, if there is anything on the Federal level that Dylan is keeping his eye on that would be coming down through 2026?

Doty shared that his focus would be on the Green Transportation Infrastructure. There is a lot of money coming through the state right now in the form of grants and other things, public and private partnerships. Some of the items on our list are coming from the Federal funding as well.

Clauson added that through our state transit association, WSTA, who also has a Federal lobbyist, there are several individuals keeping an eye on the transit funding. We are paying attention to the concept of hydrogen fuel cell at the Federal level. He also thanked Doty and the other lawmakers for all their support in representing the Board and Kitsap Transit.

Mayor Erickson thanked Doty for keeping the Board updated throughout the year.

- b. Recognizing Drivers of the Month (8:45 am)

Cyndi Griffey, Worker/Driver Supervisor, noted the Routed Driver of the Month for March 2023, Exeli Shipp, couldn't be with us today. Routed Operator Shipp was awarded her second Driver of the Month for March 2023 and has been a Routed Operator since December 2019. She has recently received a Distinguished Driver Award and a three-year Safety Award. She has also been on the Honor Roll 19 times. Congratulations Exeli!

Griffey continued introducing the ACCESS Driver of the Month for March 2023, Robert Pilon. ACCESS Operator Pilon was awarded his fifth Driver of the Month for March 2023. He was also the Driver of the Year for 2021. Robert has been with ACCESS since March 2014. He has served

on the Safety Committee and is currently an active member of the ACCESS Advisory Committee. He is always willing to help where needed. When he isn't driving, he enjoys traveling and an occasional weekend of binge-watching TV. His personal goal is to retire. His words of wisdom to his fellow drivers: "All of our passengers ride for good reason. Show each of them the same level of kindness." Congratulations, Robert!

Griffey then introduced the Worker/Driver, Driver of the Month for March 2023, Matthew Strange. Matt's most memorable moment was walking with his daughter on his shoulders during the Armed Forces Day parade representing Reservists who work at Kitsap Transit. His activities include playing the drums at Gateway Fellowship, mountain biking, movies, family time, arborist work & video games. His goals are to be a good husband and father, transfer to a federal job in Montana, continue drumming, and see what the federal career opportunities are in Montana. Matt is a Facility Management Representative at PSNS/IMF. Congratulations Matt!

Mayor Erickson expressed her thanks, stating that without our bus drivers, we wouldn't have a transit organization. We are here because of a quarter of the people that work hard for our community, and we should not ever forget that.

9. PUBLIC COMMENTS

Jane Rebelowski of Bremerton shared her concerns regarding pedestrians and cyclists on the Warren Bridge being pushed out further into the future due to the Gorst project. This issue continues to make it difficult for the pedestrians and cyclists to make their way between East and West Bremerton. There is now at least a ten-year delay before pedestrians and cyclists can safely walk or ride on a bridge. When you are pushing one project out you, have to think about the ramifications that will have on the community.

Mayor Wheeler stated that he appreciated the comments. He shared that Bremerton is currently ready to move that project back up into the pipeline and ready to make it a high priority. He believes the pedestrian and cycling community does fit into the transit world as we are trying to create a system that reduces the dependence on cars. The construction funds have been moved, but it will take a lot of work from the City and our partners to move that project back up in the queue.

Mayor Erickson relayed that WSDOT is changing the way they look at highways that go through urban corridors; how they can make them more pedestrian friendly. The conversations are starting and continue to evolve.

10. FOR THE GOOD OF THE ORDER

11. ADJOURN: At 09:56 AM, Chairperson Erickson adjourned the regular meeting.

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

the 6th day of June, 2023.

Rebecca Erickson, Chairperson

Jackie Bidon
Interim Clerk of the Board

DRAFT



Board of Commissioners Agenda Summary

Meeting Date: 06/06/2023

AGENDA ITEM: Resolution No. 23-34, Southworth Terminal Parking Lot and Ramp Construction Project.

SUBMITTED BY: Steffani Lillie

TITLE: Service and Capital Development Director

DEPARTMENT: Capital

EXHIBITS/ATTACHMENTS: Resolution 23-34



BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$400,000.00

EXPENDITURE REQUIRED: \$376,747.26

FUNDING SOURCE: Capital

REVIEWED BY: Executive Director

REVIEWED DATE: 05/30/2023

SUMMARY STATEMENT:

Staff is requesting Board approval of Resolution No. 23-34 authorizing staff to award the Southworth Terminal Parking Lot and Ramp Construction project Contract KT 23-831 to SASCON LLC. The contract includes construction services to include ramp construction, curb removal, grading, signage, storm water mitigation, paving, and parking lot improvements.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 23-34 authorizing staff to award contract KT 23-831 for construction to SASCON LLC. in the amount of three hundred seventy-six thousand seven hundred forty-seven dollars and twenty-six cents. (\$376,747.26).

RESOLUTION NO. 23-34

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO AWARD A CONTRACT TO SASCON LLC. FOR THE SOUTHWORTH TERMINAL PARKING LOT AND RAMP CONSTRUCTION PROJECT

WHEREAS, on April 26, 2023, Procurement Staff released an Invitation for Bids, KT 23-831, for the Southworth Terminal Parking Lot and Ramp Construction project for construction services to include ramp construction, curb removal, grading, paving, signage, storm water mitigation, and parking lot improvements; and

WHEREAS, on May 17, 2023, staff received and evaluated three (3) bids from firms in response to this solicitation; and

WHEREAS, SASCON LLC. was named the lowest, responsive Bidder; and

WHEREAS, Procurement Staff conducted a price analysis comparing SASCON's offered price against Kitsap Transit's Independent Cost Estimate that was established using an engineer's estimate and the pricing was deemed fair and reasonable; and

WHEREAS, SASCON LLC. will work in coordination with Kitsap Transit's Project Management Team and designated Construction Manager, Art Anderson; and

WHEREAS, this project was included in the approved 2023 Capital Budget – Transit Fund.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorize staff to award a contract for the Southworth Parking Lot and Ramp Construction project to SASCON LLC. in the amount of three hundred seventy-six thousand seven hundred forty-seven dollars and twenty-six cents (\$376,747.26).

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 6th day of June 2023.

Rebecca Erickson, Chairperson

ATTEST:

Jackie Bidon, Interim Clerk of the Board



Board of Commissioners Agenda Summary

Meeting Date: 06/06/2023

AGENDA ITEM: Resolution No. 23-35, Bremerton Lanes Bowling Alley Purchase

SUBMITTED BY: Steffani Lillie

TITLE: Service & Capital Development Director

DEPARTMENT: Capital

EXHIBITS/ATTACHMENTS: Resolution No. 23-35; Att. A, KT Real Prop. ACQ WBTC CE Confirm; Att. B, Appraisal, concurrence letter signed; Vicinity Maps +

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 7,721,914.00

EXPENDITURE REQUIRED: \$ 2,519,642.00

FUNDING SOURCE: Capital

REVIEWED BY: Executive Director

REVIEWED DATE: 05/30/2023

SUMMARY STATEMENT:

On May 18, 2021, Executive Director John Clauson presented to the Board of Commissioners conceptual plans to redevelop the West Bremerton Transit Center (WBTC), located at the former Bremerton Lanes Bowling Alley. In early 2022, staff began working with the Federal Transit Administration (FTA) to obtain concurrence on early/protective acquisition of the WBTC to preserve Kitsap Transit's West Bremerton operation and potential for mixed use hydrogen fueling station, transit center and park and ride. The owner of the former Bremerton Lanes and Kitsap Transit have agreed on a purchase price for the properties. The purchase price of two million five hundred ten thousand dollars (\$2,510,000) and Relocation fees of nine thousand six hundred forty-two dollars (\$9,642) is the range of Kitsap Transit's appraisal.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 23-35 authorizing Kitsap Transit to purchase and pay relocation fees for the former Bremerton Lanes Bowling Alley and Parking Lots, for a cost of two million five hundred nineteen thousand six hundred forty-two dollars (\$2,519,642).

RESOLUTION NO. 23-35

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO PURCHASE THE FORMER BREMERTON LANES PROPERTIES FOR THE WEST BREMERTON TRANSIT CENTER

WHEREAS, at its regular meeting on May 18, 2021, Executive Director John Clauson presented to the Board of Commissioners conceptual plans to redevelop the West Bremerton Transit Center (WBTC), located at the former Bremerton Lanes Bowling Alley at 541 Bruenn Avenue, Bremerton, WA 98312 (see maps); and

WHEREAS, in early 2022 staff began working with the Federal Transit Administration (FTA) to obtain concurrence on early/protective acquisition of the WBTC to preserve Kitsap Transit's West Bremerton operation and potential for mixed use hydrogen fueling station, transit center and park and ride; and

WHEREAS, on April 1, 2022, the FTA determined that KT's proposed Real Property Acquisition of Kitsap County Parcel number: 162401-4-078-2008 and Kitsap County Parcel number: 1652401-4-079-2007 will not result in significant environmental effects, and qualifies as a Confirmation of Categorical Exclusion (CE) under the National Environmental Policy Act (NEPA) pursuant to 23 Code of Federal Regulations (CFR) Part 771.118(c)(6) (See Attachment A); and

WHEREAS, on May 27, 2022, the FTA provided Appraisal Approval for the former Bremerton Lanes Bowling Alley and Parking Lots following all requirements of the Uniform Relocation and Real Property Acquisition Act pursuant to 49 CFR Part 24 and FTA Grant Management Requirements circular 5010.1E, Chapter IV (See Attachment B); and

WHEREAS, the owner of the former Bremerton Lanes and Kitsap Transit have agreed on a purchase price for the properties; and

WHEREAS, the purchase price of two million five hundred ten thousand dollars (\$2,510,000) and Relocation fees of nine thousand six hundred forty-two dollars (\$9,642) is the range of Kitsap Transit's appraisal; and

WHEREAS, Right-of-Way (ROW) acquisition for the WBTC project was included in the approved 2023 Capital Budget–Transit Fund.

NOW THEREFORE, BE IT RESOLVED that Kitsap Transit is authorized to purchase and pay relocation fees for the former Bremerton Lanes Bowling Alley and Parking Lots, Parcel numbers: 162401-4-078-2008 and 1652401-4-079-2007 for a cost of two million five hundred nineteen thousand six hundred forty-two dollars (\$2,519,642). Kitsap Transit’s Executive Director or his designee is authorized to execute all documents and instruments necessary to consummate such sale on terms and forms approved by General Counsel.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 6th day of June 2023.

Rebecca Erickson, Chairperson

ATTEST:

Jackie Bidon, Interim Clerk of the Board



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION X
Alaska, Idaho, Oregon,
Washington

915 Second Avenue
Federal Bldg. Suite 3142
Seattle, WA 98174-1002
206-220-7954
206-220-7959 (fax)

May 27, 2022

Mr. John Clauson
Executive Director
Kitsap Transit
60 Washington Ave, Suite 200
Bremerton, WA 98337

Re: **Appraisal Approval**
Property Owner: Evans Bremerton LLC
Property ID/Address: APN No. 162401-4-078-2008 (Bremerton Lanes and some adjacent parking plus the detached west parking lot, all on same parcel) & 162401-4-079-2007 (North Parking Lot) & 162401-4-079-2007 at 541 Bruenn Ave, Bremerton, WA
Project Title: Kitsap Transit –Transit Center / Park & Ride

Dear Mr. Clauson:

This responds to your email dated February 4, 2022, and follow up April 25, 2022, personalty inventory list, to seeking Federal Transit Administration (FTA) concurrence to purchase real property as identified above. The property is required for the Kitsap Transit –Transit Center / Park & Ride. Both parcels were valued separately and will be a full acquisition.

Parcel number 162401-4-078-2008 (Bremerton Lanes and West Parking Lot) consists of a 3.05-acre parcel is improved with a paved and lighted parking lot. It has 119 stalls, some with curbing and some with wheel stops. Also known as the West Parking Lot, it has one driveway. The parking lot is in fair condition and is unused. The Bremerton Lanes bowling center has an additional paved and lighted parking with 57 stalls. The building itself was constructed circa-1959 and the building and interior are in fair condition. The highest and best use, as vacant, is for commercial or industrial development; and as improved, is for alternative use/redevelopment.

The appraisal report utilizes the sales comparison approach to value for Bremerton Lanes and West Parking Lot, with four comparable property sales ranging from \$45/SF to \$75/SF. The appraiser concluded a value of \$64.00/SF for the subject parcel or \$2,060,000.

Parcel number 162401-4-079-2007 (North Parking Lot) consists of 0.41 acres, and is improved with a paved, fenced, gated and lighted parking lot. It is known as the North Parking Lot. The lot

is in good condition and unused. The highest and best use is for commercial development, and as improved, for redevelopment with interim use as a parking lot.

The appraisal report utilizes the land sales comparison approach to value for the North Parking Lot, with five comparable land sales. The properties ranged from \$15.26/SF to \$30.36/SF, and the appraiser concluded a value of \$20.00/SF for the subject parcel or \$450,000.

The Review Appraiser's report is thorough and complete, and determines that the appraisal report is well documented, and the valuation is supported. The appraisal review reaches the conclusion that the estimated market value of \$2,060,000 for Bremerton Lanes, and \$450,000 for the North Parking Lot represents the Agency estimate of just compensation.

The Review Appraiser's reports are thorough and complete, and determines that the appraisal reports are well documented, and the valuations are supported. The appraisal reviews conclude that the estimated market value of \$2,060,000 for parcel 162401-4-078-2008, and \$450,000 for parcel 162401-4-079-2007, represents the Agency estimate of just compensation.

Please continue to follow all requirements of the Uniform Relocation and Real Property Acquisition Act, the regulations for which are found at 49 CFR Part 24 and FTA Grant Management Requirements circular 5010.1E, Chapter IV. FTA reminds Kitsap Transit that the administrative approval of this appraisal may limit the federal participation on this parcel if the cleanup value for the contamination is more than currently presented. Please contact Sarah Skeen at sarah.skeen@dot.gov if you have any questions regarding this matter.

Sincerely,

JEREMY R
BORREGO

Digitally signed by
JEREMY R BORREGO
Date: 2022.05.27
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Jeremy Borrego
Director of Operations and Program Management

cc: Charlotte Sampson, Executive Assistant/Deputy Clerk (CharlotteSa@Kitsaptransit.com;
JohnC@Kitsaptransit.com)
Jeff Davidson, Grants & Compliance Coordinator (jeffda@kitsaptransit.com)
Steffani Lillie, Service & Capital Development Director (steffanil@kitsaptransit.com)



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION X
Alaska, Idaho, Oregon,
Washington

915 Second Avenue
Federal Bldg. Suite 3142
Seattle, WA 98174-1002
206-220-7954
206-220-7959 (fax)

April 1, 2022

John Clauson
Executive Director
Kitsap Transit
60 Washington Avenue, Suite 200
Bremerton, WA 98337

**Subject: Kitsap Transit
Real Property Acquisition
West Bremerton Transit Center, Bremerton, Washington
Confirmation of Categorical Exclusion**

Dear Mr. Clauson:

The Federal Transit Administration (FTA) has reviewed the materials submitted by e-mail on December 20, 2021, and subsequently through March 31, 2022, including an FTA Categorical Exclusion worksheet and supporting documentation, describing the proposed Real Property Acquisition of two parcels of land by Kitsap Transit (KT) in Bremerton, Washington – Parcel 1 is located at 540 and 541 Bruenn Avenue (Kitsap County Parcel number: 162401-4-078-2008); and Parcel 2 has no current address, and is located at the corner of Bruenn Avenue and 5th Street (Kitsap County Parcel number: 162401-4-079-2007). FTA understands that KT leases a portion of Parcel 1 from the property owner, and operates the West Bremerton Transit Center (WBTC) from this location. The WBTC is located on the north side of an existing single-story building located on Parcel 1 that formerly housed a bowling alley business. This business is no longer in operation and the building is vacant. Parcel 1 is bisected by Bruenn Avenue, and other than the existing building is primarily covered by paved parking lots. Parcel 2 is fenced and is covered by a paved parking lot. Parcels 1 and 2 are not within or adjacent to any recognized environmentally sensitive areas. FTA also understands that KT intends to maintain the current functional use of the acquired property, i.e., the existing WBTC and parking areas.

The scope of this review and determination is limited to the acquisition of the property only. KT understands and agrees that upon completion of the property acquisition, KT will maintain the existing functional use of the property. Further, should KT's plans for the acquired property change in the future, KT understands that before any potential future project on the acquired

April 1, 2022

Page 2

property could move forward, such a project would be subject to a separate environmental review, including the consideration of alternative sites for the project.

This letter confirms that FTA has determined that KT's proposed Real Property Acquisition of Kitsap County Parcel number: 162401-4-078-2008 and Kitsap County Parcel number: 162401-4-079-2007 in Bremerton, Washington will not result in significant environmental effects, and qualifies as a Categorical Exclusion (CE) under the National Environmental Policy Act (NEPA), pursuant to 23 Code of Federal Regulations (CFR) Part 771.118(c)(6).

(6) Acquisition or transfer of an interest in real property that is not within or adjacent to recognized environmentally sensitive areas (e.g., wetlands, non-urban parks, wildlife management areas) and does not result in a substantial change in the functional use of the property or in substantial displacements, such as: Acquisition for scenic easements or historic sites for the purpose of preserving the site. This CE extends only to acquisitions and transfers that will not limit the evaluation of alternatives for future FTA-assisted projects that make use of the acquired or transferred property.

This determination of CE applies only to the proposed Real Property Acquisition as described above, and in the documentation submitted to FTA on December 20, 2021 through March 31, 2022. Should the scope of the property acquisition change, or new information on the property acquisition or its potential environmental effects be provided, FTA may require a re-evaluation of the NEPA determination, and may withdraw or suspend the CE or require additional environmental reviews.

This confirmation is not an expressed or implied promise that Federal financial assistance for the Real Property Acquisition will be awarded. Please contact Mark Assam at 206-220-4465 or mark.assam@dot.gov if you have any questions.

Thank you for coordinating with FTA.

Sincerely,

LINDA M Digitally signed by
LINDA M GEHRKE
GEHRKE Date: 2022.04.01
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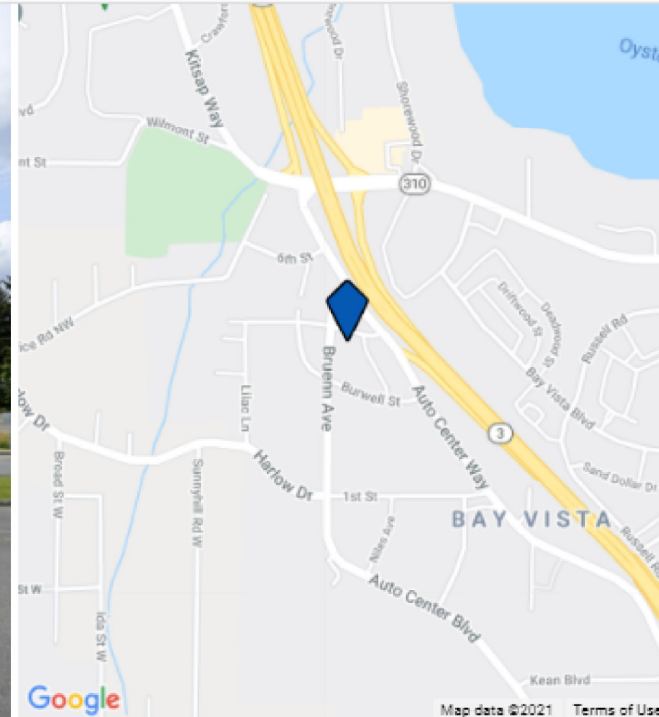
Linda M. Gehrke
Regional Administrator

cc: Jeff Davidson, Grants & Compliance Coordinator, Kitsap Transit

541 Bruenn Ave Bremerton, WA 98312

Kenmore Lanes - Retail Property For Sale

Retail Space / Washington / Bremerton / 541 Bruenn Ave, Bremerton, WA 98312



PROPERTY FACTS

Property Type	Retail	Building Class	C	Building Height	1 Story
Property Subtype	Bowling Alley	Year Built	1959	Building FAR	0.29
Building Size	43,772 SF	Tenancy	Single	Land Acres	3.46 AC
Zoning	CITY				
Parking	116 Spaces (2.65 Spaces per 1,000 SF Leased)				
Frontage	330 FT on Bruenn Ave				



Aerial View – North is at top
Bremerton Lanes and West Parking Lot



Aerial View – North is at top
North Parking Lot



Board of Commissioners Agenda Summary

Meeting Date: 06/06/2023

AGENDA ITEM: Resolution No. 23-36, Glostén Contract Modification

SUBMITTED BY: Steffani Lillie

TITLE: Service & Capital Development Director

DEPARTMENT: Capital

EXHIBITS/ATTACHMENTS: Resolution No. 23-36



BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 16,700,000.00

EXPENDITURE REQUIRED: \$ 1,406,548.00

FUNDING SOURCE: Capital

REVIEWED BY: Executive Director

REVIEWED DATE: 05/30/2023

SUMMARY STATEMENT:

In the design basis task, Glostén compiled a list of Kitsap Transit's requirements for the new ferry and determined they could not be fully met. The design vessel concept came close but at least one objective was deemed too high. Change Order #1 was executed to conclude an abbreviated preliminary design phase and conduct an alternative design concepts assessment. The alternative design concept determined that a design meeting all the vessel requirements would not be feasible even without sister vessel constraints. It was also determined that we could achieve most but not all of Kitsap Transit's goals for the new ferry. Staff determined the concept withheld the integrity of the project therefore, additional effort is needed to complete the design basis, preliminary design, contract design and shoreside infrastructure support.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 23-36 authorizing Kitsap Transit to modify the All-Electric Vessel Design contract for additional effort in the amount of one million four hundred six thousand five hundred forty eight dollars (\$1,406,548) which increases Glostén's contract to one million nine hundred eleven thousand seven hundred fifty two dollars (\$1,911,752) and resets the Executive Director's authority to approve future change orders up to ten percent (10%) of the new contract total.

RESOLUTION NO. 23-36

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO ISSUE A CONTRACT MODIFICATION TO COMPLETE CONTRACT DESIGN TO GLOSTEN FOR THE ALL-ELECTRIC VESSEL DESIGN PROJECT

WHEREAS, at its regular meeting on July 5, 2022, the Board approved Resolution 22-43, authorizing staff to award a contract to Glosten for the All-Electric Vessel Design project; and

WHEREAS, Phase 1 included design basis, preliminary design and contract design in the amount of eight hundred forty five thousand three hundred fifty four dollars (\$845,354); and

WHEREAS, the design basis documents the vessel design space, constraints, requirements, and priorities for the project; and

WHEREAS, it was determined that Kitsap Transit's requirements for the new ferry could not be fully met; and

WHEREAS, staff executed Change Order 1 to conclude an abbreviated preliminary design phase and conduct an alternative design concepts assessment to explore vessel options that might better meet Kitsap Transit's needs reducing the original award to five hundred five thousand two hundred four dollars (\$505,204); and

WHEREAS, the alternative design concepts assessment determined that a design meeting all vessel requirements would not be feasible even without sister vessel constraints; and

WHEREAS, an alternative concept was determined that would achieve most of Kitsap Transit's goals for the new ferry but not all; and

WHEREAS, staff agreed the new set of requirements maintained the integrity of the project; and

WHEREAS, a considerable amount of effort was spent on the design basis than initially envisioned; and

WHEREAS, additional effort is needed to complete the design basis, preliminary design, contract design and shoreside charging support; and

WHEREAS, staff has completed a cost analysis and considers Glosten's cost proposal to be fair and reasonable in the amount of one million four hundred six thousand five hundred forty-eight dollars (\$1,406,548); and

WHEREAS, this project was included in the approved 2023 Capital Budget Transit Fund.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to modify the All-Electric Vessel Design contract for additional effort in the amount of one million four hundred six thousand five hundred forty-eight dollars (\$1,406,548) which increases Glosten's contract to one million nine hundred eleven thousand seven hundred fifty-two dollars (\$1,911,752) and resets the Executive Director's authority to approve future change orders up to ten percent (10%) of the new contract total.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting held on the 6th day of June 2023.

Rebecca Erickson, Chairperson

ATTEST:

Jackie Bidon, Interim Clerk of the Board



Board of Commissioners Agenda Summary

Meeting Date: 06/06/2023

AGENDA ITEM: Resolution No. 23-37 Origin & Destination Study

SUBMITTED BY: Sanjay Bhatt

TITLE: Director

DEPARTMENT: Marketing

EXHIBITS/ATTACHMENTS: Resolution No. 23-37, Recommendation to Award

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 99,700.00

EXPENDITURE REQUIRED: \$ 99,700.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 05/30/2023

SUMMARY STATEMENT:

This resolution is requesting permission to award a contract to Moore & Associates to conduct an on-board passenger origin and destination survey, analysis and provide a consolidated report of findings. There were two consultants that responded to the request for proposals and though analysis Moore & Associates was scored as the best value for the work to be completed.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 23-37 Origin & Destination Study awarding Moore & Associates a consultant contract for ninety-nine thousand seven hundred dollars (\$99,700).

RESOLUTION NO. 23-37

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO AWARD A CONTRACT FOR THE ORIGIN AND DESTINATION STUDY CONTRACT TO MOORE & ASSOCIATES.

WHEREAS, on April 11, 2023, staff publicly advertised Request for Proposals (RFP) KT 23-830 Origin and Destination Study in accordance with specifications developed by Kitsap Transit; and

WHEREAS, on May 4, 2023, Kitsap Transit received two (2) proposals in response to its RFP; and

WHEREAS, all proposals were deemed responsive and forwarded to the Evaluation Committee for review to its RFP, and the proposals were evaluated based on project approach and methodology, schedule and timeline, key personnel, past performance, and Total Price; and

WHEREAS, when the evaluations were complete, Procurement tabulated the scores, and Moore & Associates was scored as the "best value" to Kitsap Transit; and

WHEREAS, staff has determined that Moore & Associates has provided a responsive proposal, they are a responsible firm, and have provided a "fair and reasonable" cost of ninety-nine thousand seven hundred dollars and no cents (\$99,700.00). It is Kitsap Transit's staff recommendation that Moore & Associates be awarded the KT 23-830 Origin and Destination Study.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to award a contract for the origin and destination study to Moore and Associates in the amount of ninety-nine thousand seven hundred dollars and no cents (\$99,700.00).

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 6th day of June 2023.

Becky Erickson, Chairperson

ATTEST:

Jackie Bidon, Interim Clerk of the Board

DRAFT



MEMORANDUM

DATE: May 22, 2023

TO: Michael Bozarth

FROM: Patrick Rogers

SUBJECT: Recommendation to Award- Origin and Destination Study

On April 11th, Procurement Staff released a Request for Proposals; KT 23-830 Origin and Destination Study. On May 4th, Kitsap Transit received two (2) proposals in response to their request. All proposals were deemed responsive and forwarded to the Evaluation Committee for review.

Kitsap Transit’s Evaluation Committee evaluated the proposals based on Project Approach and Methodology, Schedule/Timeline, Key Personnel, Past Performance, and Cost; as described in the solicitation. When the evaluations were complete, Procurement tabulated the scores. Moore & Associates was scored as the “best value” to Kitsap Transit.

	Weighted Score	Weighted Score Cost	Total
Moore & Associates	798.33	100.000	898.33
Com Engage	593.33	84.090	677.42

Staff has determined that Moore & Associates has provided a responsive proposal, they are a responsible firm, and have provided a “fair and reasonable” cost of \$99,700.00.

It is my recommendation that Moore & Associates be awarded the KT 23-830 Origin and Destination Study.

If you have any questions, please contact me at 360-479-6960.

Sincerely,

Patrick Rogers
Purchasing Coordinator



Board of Commissioners Agenda Summary
 Meeting Date: 06/06/2023

AGENDA ITEM: Resolution No. 23-38, AngelTrax Upgrade
SUBMITTED BY: Michael Bozarth
TITLE: Director
DEPARTMENT: Operations
EXHIBITS/ATTACHMENTS: Resolution No. 23-38, Recommendation to Award



BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 127,000.00
EXPENDITURE REQUIRED: \$ 125,721.00
FUNDING SOURCE: Capital

REVIEWED BY: Executive Director
REVIEWED DATE: 05/30/2023

SUMMARY STATEMENT:

This resolution is requesting permission to upgrade the AngelTrax on-board video surveillance system on forty (40) buses from Version 7 to Version 8. This upgrade keeps the system up to date and will now allow KT to conduct remote video downloads when video needs to be reviewed. Procurement will be conducted through the PEPPM (technology purchasing cooperative) Contract #533902-015. The responsibility check and price analysis deem this contract to be fair and reasonable.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 23-38 AngelTrax Upgrade under the PEPPM Contract in the amount of one hundred twenty-five thousand seven hundred twenty one dollars (\$125,721).

RESOLUTION NO. 23-38

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO UPGRADE THE ANGELTRAX VIDEO SURVEILLANCE SYSTEM ON THE 40 REMAINING BUSES STILL UTILIZING VERSION 7.

WHEREAS, as part of the 2023 Capital Budget, it was identified that Kitsap Transit would need to upgrade the video surveillance system on forty (40) buses from Version 7 to Version 8 to allow for remote video download; and

WHEREAS, Kitsap Transit's procurement staff was asked to review PEPPM (technology purchasing cooperative) Contract 533902-015 to ensure it met Kitsap Transit's procurement standards; and

WHEREAS, Kitsap Transit's procurement staff reviewed the PEPPM contract and determined that it meets our procurement standards, and

WHEREAS, additionally, the procurement staff conducted a price analysis and determined that the pricing offered was "fair and reasonable"; and

WHEREAS, Kitsap Transit staff hereby recommends a purchase order to upgrade the forty (40) buses to version 8 be issued to AngelTrax under the terms and conditions of PEPPM Contract 533902-015 in the amount of one hundred twenty-five thousand seven hundred twenty-one dollars (\$125,721).

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes and directs staff to upgrade the video surveillance system to version 8 with AngelTrax.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 6th day of June 2023.

ATTEST:

Becky Erickson, Chairperson

Jackie Bidon, Interim Clerk of the Board

DRAFT



MEMORANDUM

DATE: May 22, 2023

TO: Michael Bozarth

FROM: Patrick Rogers

SUBJECT: Recommendation to Award AngelTrax Upgrade

As part of the 2023 Capital Budget, it was identified that Kitsap Transit (KT) would need to upgrade forty (40) buses from Version 7 to Version 8 to allow for remote video download. Procurement Staff was asked to review PEPPM Contract 533902-015 to ensure it meet Kitsap Transit's procurement standards.

Procurement staff has reviewed the PEPPM contract and has determined that it meets our procurement standards. Procurement Staff conducted a price analysis and has determined that the pricing offered is "fair and reasonable".

Procurement Staff has completed the responsibility check and has determined that AngelTrax is responsible. It is my recommendation that a purchase order for \$125,720.80 to upgrade forty (40) buses to version 8 be issued to AngelTrax under the terms and conditions of PEPPM Contract 533902-015.

If you have any questions, please contact me at 360-479-6960.

Sincerely,

Patrick Rogers
Purchasing Coordinator



Board of Commissioners Agenda Summary

Meeting Date: 06/06/2023

AGENDA ITEM: Resolution No. 23-39, Global Diving Change Order #1

SUBMITTED BY: Ray Scott

TITLE: Marine Services Director

DEPARTMENT: Marine Services

EXHIBITS/ATTACHMENTS: Resolution No. 23-39



BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 363,996.00

EXPENDITURE REQUIRED: \$ 465,210.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 06/01/2023

SUMMARY STATEMENT:

Due to excessive marine growth on the Bremerton Dock, the additional service KT is providing on behalf of WSF, and the time it will take to clean the Bremerton Dock, Annapolis, and Port Orchard Dock is significantly more than originally anticipated, therefore the cost is significantly higher than the original quote provided by Global Diving.

Staff is seeking approval for KT 18-600 Change Order #1, adding one hundred one thousand two hundred fourteen dollars (\$101,214) to the initial contract amount bringing the new contract amount to four hundred sixty-five thousand two hundred ten dollars (\$465,210).

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 23-39, authorizing staff to approve modify contract KT 18-600 via change order #1, to add additional funds in the amount of one hundred one thousand two hundred fourteen dollars (\$101,214); which increases KT 18-600 to four hundred sixty-five thousand two hundred ten dollars (\$465,210), and resets the Executive Directors' authority to approve future change orders up to ten percent (10%) of the new contract total.

RESOLUTION NO. 22-39

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
AUTHORIZING ADDITIONAL FUNDS TO CONTRACT KT 18-600,
UNDERWATER INSPECTION OF MARINE FACILITIES AND VESSEL HULLS

WHEREAS, the Board approved Resolution 18-42 in 2018 authorizing staff to award a contract for Underwater Inspection of Marine Facilities and Vessel Hulls to Global Diving and Salvage; and

WHEREAS, the contract is for two (2) years and the option to extend the contract for three (3) one (1) year periods at Kitsap Transit's (KT) sole discretion with a rate of payment not to exceed three hundred sixty-three thousand nine hundred ninety-six dollars (\$363,996); and

WHEREAS, KT has exercised the option to renew the contract for three additional years with July 31, 2023, being the end of the fifth and final year of the contract; and

WHEREAS, to date KT has expended two hundred eighty thousand thirty-four dollars (\$280,034); and

WHEREAS, KT has determined the need to have the Bremerton, Annapolis, and Port Orchard Dock inspected and cleaned; and

WHEREAS, due to excessive marine growth on the Bremerton Dock and the additional sailings on the Bremerton Route, the time and manpower it will take to clean and inspect the Bremerton Dock is significantly more than assumed in 2018 at the start of the contract; and

WHEREAS, the cost to inspect and clean the Bremerton, Annapolis, and Port Orchard dock is one hundred eighty-five thousand one hundred seventy-six dollars (\$185,176); and

WHEREAS, staff has reviewed the cost estimate and finds it to be fair and reasonable; and

WHEREAS, staff is asking the board to add one hundred one thousand two hundred fourteen dollars (\$101,214) to contract KT 18-600, to complete inspection and cleaning at Bremerton, Annapolis and Port Orchard terminals; and

WHEREAS, upon approval the new contract total is four hundred sixty-five thousand two hundred ten dollars (\$465,210), and resets the Executive Director's authority to approve future change orders up to ten percent (10%) of the new contract total; and

WHEREAS, this project is included in the approved 2023 Ferry Fund Budget.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorize staff to execute Change Order 1, adding additional funds to contract KT 18-600 in the amount of one hundred one thousand two hundred fourteen dollars (\$101,214), bringing the new contract total to four hundred sixty-five thousand two hundred ten dollars (\$465,210) and resetting the Executive Director's authority to approve future change orders up to ten percent (10%) of the new contract total.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 6th day of June 2023.

Rebecca Erickson, Chairperson

ATTEST:

Jackie Bidon, Interim Clerk of the Board



Board of Commissioners Agenda Summary

Meeting Date: 06/06/2023

Resolution No. 23-40, New Hire Incentive Extension and Expansion

AGENDA ITEM:

SUBMITTED BY: John Clauson

TITLE: Executive Director

DEPARTMENT: Executive

EXHIBITS/ATTACHMENTS: Resolution No. 23-40

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT:

EXPENDITURE REQUIRED: \$ 150,000.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 05/30/2023

SUMMARY STATEMENT:

In July 2022, Kitsap Transit Board of Commissioners adopted Resolution 22-49, authorizing staff to develop and implement a one-year pilot program for newly hired operators, offering a hiring incentive in an amount not to exceed seven thousand dollars (\$7,000) per employee. The program was initiated in August 2022. Between that time and May 26, 2023, forty nine (49) operators have been paid the initial payment of one thousand five hundred dollars (\$1,500) after having obtained their Commercial Driver's License and medical card, and four (4) have been paid two thousand (\$2,000) for having credentials in hand. Twenty-one (21) operators have received the second payment of two thousand dollars (\$2,000) for achieving 80 hours of solo driving.

Staff would like to extend the program for another year, not only to continue to entice new hires, but to look at offering this incentive program to other departments to encourage new hires.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 23-40, authorizing the extension of the new hire incentive program for another one-year (1-year) period in an amount not to exceed seven thousand dollars (\$7,000) per new hire to attract new operators and authorizes the Executive Director to expand the proposal to other departments.

RESOLUTION NO. 23-40

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING KITSAP TRANSIT TO EXTEND THE CURRENT NEW HIRE INCENTIVE PROGRAM FOR OPERATORS FOR ANOTHER YEAR AND TO RESEARCH EXPANDING TO OTHER DEPARTMENTS.

WHEREAS, on July 19, 2022, Kitsap Transit Board of Commissioners approved Resolution 22-49, authorizing staff to develop and implement a one-year (1-year) pilot program for newly hired operators, offering an incentive in an amount not to exceed seven thousand dollars (\$7,000) per employee; and

WHEREAS, the incentive is distributed as follows:

- New hires having obtained Commercial Driver's License and Department of Transportation medical card – \$1,500
- New hires already in possession of Commercial Driver's License and medical card upon hiring – \$2,000
- Completion of eighty (80) hours of solo driving – \$2,000
- Completion of 2080 hours of solo driving – \$2,000; and

WHEREAS, as of pay period ending May 26, 2023, a total of fifty-three (53) employees have received the initial incentive payment, with forty-nine (49) receiving one thousand five hundred dollars (\$1,500) after obtaining the required credentials and four (4) receiving two thousand dollars (\$2,000), having been hired with the credentials in hand; and

WHEREAS, twenty-one (21) employees have received the two thousand dollar (\$2,000) second step incentive for completing eighty (80) hours of solo driving; and

WHEREAS, none of the new employees have received the three thousand dollar (\$3,000) portion of the incentive, as the requirement to receive this portion is two thousand eighty (2,080) hours of solo driving time, which usually takes approximately fourteen (14) months or longer with our generous leave policies and holidays; and

WHEREAS, to continue to encourage new hires, the Executive Director would like to extend the program to new operators for another year as well as expand to offer a similar incentive in other departments.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes the extension of the new hire incentive program for another one-year (1-year) period in an amount not to exceed seven thousand dollars (\$7,000) per new hire to attract new operators and authorizes the Executive Director to expand the proposal to other departments.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 6th day of June, 2023.

Rebecca Erickson, Chairperson

ATTEST:

Jackie Bidon, Interim Clerk of the Board



Board of Commissioners Agenda Summary

Meeting Date: 06/06/2023

AGENDA ITEM: Resolution No. 23-41 Promotional Fare-Free Days

SUBMITTED BY: Steffani Lillie

TITLE: Capital & Service Development Director

DEPARTMENT: Capital & Service Development

EXHIBITS/ATTACHMENTS: Resolution No. 23-41



BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 0.00

EXPENDITURE REQUIRED: \$ 0.00

FUNDING SOURCE: Other

REVIEWED BY: Executive Director

REVIEWED DATE: 05/30/2023

SUMMARY STATEMENT:

Kitsap Transit is requesting permission to operate fare-free on Monday, July 10 and Tuesday July 11, 2023, to support events of MLB Mariners All-Stars Week and the Home Run Derby and promote public transit. Partner agencies are also opting to go fare-free for these events.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution 23-41, authorizing Kitsap Transit staff to operate fare-free on Monday, July 10 and Tuesday, July 11, 2023 to support the Home Run Derby and MLB Mariners events.

RESOLUTION NO. 23-41

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO OPERATE FARE-FREE TO SUPPORT THE HOME RUN DERBY AND MLB MARINERS EVENTS IN JULY 2023

WHEREAS, the events of MLB Mariners All-Stars week and the Home Run Derby will be on Monday, July 10 and Tuesday July 11, 2023; and

WHEREAS, Kitsap Transit recognizes the anticipated mass attendance for these events; and

WHEREAS, Kitsap Transit wishes to promote its services and welcome passengers back into transit; and

WHEREAS, partner agencies are opting to go fare-free for these events; and

WHEREAS, Kitsap Transit deems the significance of promoting ridership as a top priority; and

WHEREAS, staff recommends bus and ferry services operate fare-free on Monday, July 10 and Tuesday July 11, 2023.

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to operate fare-free on Monday, July 10 and Tuesday, July 11, 2023, to support the Home Run Derby and MLB Mariners events.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting held on the 6th day of June 2023.

Rebecca Erickson, Chairperson

ATTEST:

Jackie Bidon, Interim Clerk of the Board

Kitsap Transit

Income Statement - Transit Fund

April 2023

	Current Month		Year to Date		Year to Date Variance	
	Actual	Budget	Actual	Budget	Dollar	Percent
OPERATING REVENUE						
Routed Fare	\$97,387	\$93,000	\$382,601	\$363,000	\$19,601	5.40 %
Worker Driver Fares	\$65,027	\$70,000	\$270,368	\$280,000	(\$9,632)	(3.44)%
Van Pool Fares	\$14,785	\$14,000	\$52,534	\$56,000	(\$3,466)	(6.19)%
Access Fare	\$15,343	\$13,000	\$66,212	\$52,000	\$14,212	27.33 %
Parking	\$15,341	\$13,500	\$69,405	\$54,000	\$15,405	28.53 %
Advertisement	\$1,440	\$0	\$2,880	\$0	\$2,880	0.00 %
Lease Income	\$43,674	\$43,000	\$175,749	\$172,000	\$3,749	2.18 %
Other Operating Income	\$416	\$1,000	\$4,076	\$4,000	\$76	1.89 %
OPERATING REVENUE	\$253,412	\$247,500	\$1,023,825	\$981,000	\$42,825	4.37 %
OPERATING EXPENSES						
General Administration	\$374,913	\$452,265	\$1,506,787	\$1,758,609	(\$251,823)	(14.32)%
Capital Development	\$50,175	\$60,506	\$193,276	\$230,642	(\$37,366)	(16.20)%
Customer Service	\$59,602	\$80,258	\$235,803	\$303,908	(\$68,105)	(22.41)%
Routed	\$1,053,313	\$1,221,447	\$3,996,949	\$4,626,412	(\$629,464)	(13.61)%
Worker Driver	\$88,787	\$99,190	\$323,498	\$373,848	(\$50,350)	(13.47)%
Rideshare	\$40,850	\$50,227	\$176,957	\$195,998	(\$19,040)	(9.71)%
Access	\$744,889	\$838,155	\$2,860,529	\$3,171,263	(\$310,734)	(9.80)%
Vehicle Maintenance	\$813,746	\$966,749	\$3,244,405	\$3,793,637	(\$549,231)	(14.48)%
Facilities Maintenance	\$303,912	\$287,235	\$1,148,447	\$1,124,924	\$23,522	2.09 %
Service Development	\$170,956	\$269,016	\$685,542	\$1,038,620	(\$353,079)	(34.00)%
Total Operating Expense	\$3,701,144	\$4,325,047	\$14,372,192	\$16,617,862	(\$2,245,670)	(13.51)%
OPERATING INCOME (LOSS)	(\$3,447,731)	(\$4,077,547)	(\$13,348,367)	(\$15,636,862)	\$2,288,495	(14.64)%
NON OPERATING INCOME (EXPENSE)						
Sales Tax	\$4,410,000	\$4,759,000	\$17,731,000	\$18,080,000	(\$349,000)	(1.93)%
State Operating Grant	\$11,000	\$16,667	\$47,961	\$66,667	(\$18,705)	(28.06)%
Other Operating Grant	\$0	\$136,000	\$374,592	\$544,000	(\$169,408)	(31.14)%
Interest Income	\$229,468	\$50,000	\$818,511	\$200,000	\$618,511	309.26 %
Misc Income / (Expense)	\$0	\$0	(\$7,067)	\$0	(\$7,067)	0.00 %
Interest Expense	(\$1,394)	(\$1,400)	(\$5,578)	(\$5,600)	\$22	(0.40)%
Depreciation Expense	(\$473,105)	(\$537,500)	(\$1,892,752)	(\$2,150,000)	\$257,248	(11.97)%
Amortization Expense	(\$5,527)	(\$5,525)	(\$22,107)	(\$22,100)	(\$7)	0.03 %
Sales Tax Collection Fee	(\$44,100)	(\$47,590)	(\$177,310)	(\$180,800)	\$3,490	(1.93)%
Gain/Loss Disposition of Assets	\$0	\$0	\$3,878	\$0	\$3,878	0.00 %
Total Non Operating Income (Expense)	\$4,126,342	\$4,369,652	\$16,871,129	\$16,532,167	\$338,962	2.05 %
NET INCOME (LOSS)	\$678,611	\$292,105	\$3,522,762	\$895,305	\$2,627,457	293.47 %

Kitsap Transit Income Statement - Ferry Fund

April 2023

	Current Month		Year to Date		Year to Date Variance	
	Actual	Budget	Actual	Budget	Dollar	Percent
OPERATING REVENUE						
Local Ferry Fares	\$45,000	\$50,000	\$184,548	\$200,000	(\$15,452)	(7.73)%
Bremerton Fast Ferry Fares	\$138,100	\$112,000	\$577,177	\$427,000	\$150,177	35.17 %
Kingston Fast Ferry Fares	\$31,000	\$28,000	\$129,274	\$106,000	\$23,274	21.96 %
Southworth Fast Ferry Fares	\$38,000	\$30,000	\$152,795	\$117,000	\$35,795	30.59 %
Total Operating Revenue	\$252,100	\$220,000	\$1,043,795	\$850,000	\$193,795	22.80 %
OPERATING EXPENSE						
General Administration	\$138,857	\$239,511	\$621,666	\$947,450	(\$325,784)	(34.39)%
Local Ferry Operations	\$106,852	\$173,028	\$577,275	\$654,522	(\$77,247)	(11.80)%
Bremerton Fast Ferry Operations	\$233,256	\$339,657	\$963,849	\$1,321,828	(\$357,979)	(27.08)%
Kingston Fast Ferry Operations	\$225,734	\$321,966	\$949,763	\$1,262,693	(\$312,930)	(24.78)%
Southworth Fast Ferry Operations	\$216,270	\$271,911	\$934,792	\$1,063,740	(\$128,948)	(12.12)%
Maintenance and Facilities	\$290,815	\$391,990	\$835,359	\$1,530,597	(\$695,238)	(45.42)%
	\$1,211,783	\$1,738,063	\$4,882,703	\$6,780,830	(\$1,898,126)	(27.99)%
OPERATING INCOME (LOSS)	(\$959,683)	(\$1,518,063)	(\$3,838,909)	(\$5,930,830)	\$2,091,921	(35.27)%
NON OPERATING REVENUE (EXPENSE)						
Sales Tax Revenue	\$1,653,000	\$1,784,000	\$6,658,000	\$6,789,000	(\$131,000)	(1.93)%
Operating Grants	\$0	\$80,417	\$0	\$321,667	(\$321,667)	(100.00)%
Interest Income	\$25,494	\$10,000	\$82,153	\$40,000	\$42,153	105.38 %
Interest Expense	(\$68,910)	(\$72,500)	(\$282,076)	(\$308,000)	\$25,924	(8.42)%
Depreciation	(\$270,677)	(\$287,500)	(\$1,082,707)	(\$1,150,000)	\$67,293	(5.85)%
Amortization	(\$1,013)	(\$1,000)	(\$4,053)	(\$4,000)	(\$53)	1.33 %
Sales Tax Collection Fee	(\$16,530)	(\$17,840)	(\$66,580)	(\$67,890)	\$1,310	(1.93)%
Total Non Operating Income (Expense)	\$1,321,364	\$1,495,577	\$5,304,736	\$5,620,777	(\$316,040)	(5.62)%
NET INCOME (LOSS)	\$361,681	(\$22,486)	\$1,465,828	(\$310,053)	\$1,775,881	(572.77)%

**Kitsap Transit
Balance Sheet
April 30, 2023**

	Bus Fund	Ferry Fund	Consolidated
			ASSETS
Cash and Cash Equivalents	982,309	471,713	1,454,023
Investment - General Fund	51,874,549	11,438,274	63,312,824
Investment - Stimulus Reserve	34,612,740	2,657,058	37,269,798
Investment - Fleet Reserve	5,000,000	-	5,000,000
Investment - Capital Project Reserve	11,000,000	1,000,000	12,000,000
Investment - Debt Service Reserve	70,815	1,748,053	1,818,868
Investment - Contingency Reserve	4,000,000	-	4,000,000
Investment - Fuel Reserve	495,960	-	495,960
Tax Receivable	9,298,326	3,492,186	12,790,512
Capital Grants Receivable	5,812,000	1,077,112	6,889,112
Operating Grants Receivable	-	12,441	12,441
Accounts Receivable	982,370	681,221	1,663,591
Due from Transit	-	600,051	600,051
Inventory	1,352,857	3,521,862	4,874,719
Prepaid Expenses	1,674,055	653,395	2,327,450
TOTAL CURRENT ASSETS	\$ 127,155,981	\$ 27,353,367	\$ 154,509,347
Fixtures & Equipment, Net of Depreciation	1,239,200	31,888	1,271,087
Facilities, Net of Depreciation	30,533,141	4,659,128	35,192,268
Rolling Stock, Net Depreciation	14,339,604	37,883	14,377,486
Passenger Ferries, Net Depreciation	-	47,907,673	47,907,673
Capital Work in Progress	27,967,569	37,067,524	65,035,093
Leasehold Improvement, Net Amortization	1,541,519	-	1,541,519
Leased Facilities, Net Amortization	306,826	2,651,826	2,958,652
Land	19,048,023	-	19,048,023
Intangible Assets, Net Amortization	283,824	-	283,824
TOTAL CAPITAL ASSETS	\$ 95,259,705	\$ 92,355,921	\$ 187,615,626
TOTAL ASSETS	\$ 222,415,686	\$ 119,709,287	\$ 342,124,973
			LIABILITIES AND NET POSITION
			LIABILITIES
Accounts Payable	1,152,525	1,780,892	2,933,417
Due to Ferry	600,051	-	600,051
Payables to Other Transits	182,111	-	182,111
Deferred Revenues	77,881	15,221	93,102
Accrued Wages Payable	2,469,517	378,225	2,847,742
Employee Benefit Payable	331,101	88,121	419,222
Interest Payable	11,352	140,073	151,425
Short-Term Debt	268,065	2,870,000	3,138,065
Long-Term Debt	412,681	29,095,000	29,507,681
TOTAL LIABILITIES	\$ 5,505,284	\$ 34,367,532	\$ 39,872,816
			NET POSITION
Invested in Capital Assets, Net of Related Debt	94,578,959	60,390,921	154,969,880
Restricted	55,179,515	5,405,111	60,584,626
Unrestricted	67,151,928	19,857,078	87,009,006
TOTAL NET POSITION	216,910,402	85,653,109	302,563,511
TOTAL LIABILITIES AND NET POSITION	\$ 222,415,686	\$ 120,020,641	\$ 342,436,327

Capital Work In Progress - April 2023

	Capital Budget And Expenditures							Capital Funding		
	2023 Budget	Current Month	YTD Expenditures	Encumbrance	Budget Remaining (\$)	Budget Remaining (%)	Cumulative Expenditures	Local Funds	Grant Funds	Total Funds
								Budget	Budget	Budget
Transit Fund										
Routed Coaches (7 Electric)	16,033,167	-	-	6,902,084	9,131,083	57%	3,014,880	7,287,283	8,745,884	16,033,167
Access Bus & Van/VanLink Replacements	4,354,271	-	-	4,890,602	(536,331)	-12%	-	4,354,271	-	4,354,271
Electric Bus (6 Electric)	5,844,054	983,794	5,902,762	-	(58,708)	-1%	6,075,204	1,924,054	3,920,000	5,844,054
Electric Bus Charger	136,139	-	-	-	136,139	100%	-	27,228	108,911	136,139
Electric Bus (10) & Charleston & North Base Chargers	13,000,000	-	-	-	13,000,000	100%	-	2,600,000	10,400,000	13,000,000
Supervisor Vehicles (5)	270,000	-	-	-	270,000	100%	-	270,000	-	270,000
Worker Driver Buses (5 Electric)	9,860,685	-	-	5,379,275	4,481,410	45%	139,518	4,860,685	5,000,000	9,860,685
Gillig Rebuilds	700,000	-	-	-	700,000	100%	-	700,000	-	700,000
Rebuild Vehicles (5 WD)	500,000	1,230	26,490	-	473,510	95%	26,490	500,000	-	500,000
Vanpool Replacements	500,000	-	-	-	500,000	100%	-	500,000	-	500,000
APC Systems Equipment/Digital Signage	10,366,291	-	31,788	316,476	10,018,027	97%	109,075	10,366,291	-	10,366,291
Operations Bases										
Harborside:										
Harborside Tenant Improvements	20,000	-	-	-	20,000	100%	-	20,000	-	20,000
Harborside HVAC Tenant Upgrade	85,000	-	-	-	85,000	100%	-	85,000	-	85,000
HVAC System KT Harborside	89,803	-	-	-	89,803	100%	-	89,803	-	89,803
Charleston Base										
Server Room AC (New)(Current Leaking)	-	-	8,408	-	(8,408)		23,696	-	-	-
Cubicle Replacements (32)	160,000	-	-	-	160,000	100%	-	160,000	-	160,000
Routed Supervisor/Dispatch Redesign & CN	175,000	-	-	-	175,000	100%	-	175,000	-	175,000
Maintenance Bay Doors	92,000	-	-	-	92,000	100%	-	92,000	-	92,000
Mini-Heat Pumps (5)	60,000	-	-	-	60,000	100%	-	60,000	-	60,000
Electric Infrastructure Construction	2,154,582	696	122,007	-	2,032,575	94%	1,539,498	191,555	1,963,027	2,154,582
Northbase										
North Base HD Maintenance Facility (Planning)	2,437,348	-	171	-	2,437,177	100%	583	9,016	2,428,332	2,437,348
Vetter Road Fencing and Barricades	50,000	-	-	-	50,000	100%	-	50,000	-	50,000
South Base										
South Base (ESA, Permits, CM)	307,962	-	-	-	307,962	100%	113,973	61,592	246,370	307,962
South Base Construction (Locate and Design)	2,500,000	-	-	-	2,500,000	100%	-	2,500,000	-	2,500,000
South Base Re-Roofing	135,000	-	3,409	98,477	33,115	25%	3,409	135,000	-	135,000
Transfer Centers / Park & Ride										
Hwy 16 Park & Ride Planning and Design	3,178,075	43,242	171,137	881,609	2,125,329	67%	2,929,561	588,790	2,589,285	3,178,075
HWY 16 Park & Ride Construction	6,239,733	-	-	-	6,239,733	100%	10,267	-	6,239,733	6,239,733
Silverdale Transfer Center	17,096,187	13,366	1,631,681	7,409,161	8,055,344	47%	7,077,273	7,000,000	10,096,187	17,096,187
Ruth Haines Road (Design & Construction)	1,217,831	641	45,968	-	1,171,863	96%	195,203	1,217,831	-	1,217,831
Rental Park and Ride Improvements	20,000	-	-	-	20,000	100%	642,821	20,000	-	20,000
Gateway Bus Storage Facility & Park and Ride Analysis TOD	90,000	-	4,761	-	85,239	95%	66,841	40,000	50,000	90,000
Gateway Bus Storage Facility & Park and Ride PE/Design	823,466	-	-	-	823,466	100%	18,852	103,466	720,000	823,466
SR104 P&R PE/Design	578,035	-	-	-	578,035	100%	-	78,035	500,000	578,035
Gateway Center Rehabilitation - PE/Design/Complete	2,500,000	-	-	-	2,500,000	100%	160,482	2,500,000	-	2,500,000
Fred Meyer Stop Safety Improvements (Design Only)	30,000	-	-	-	30,000	100%	-	30,000	-	30,000
Port Orchard Transit Center Planning	937,500	-	60,154	352,850	524,496	56%	60,154	187,500	750,000	937,500

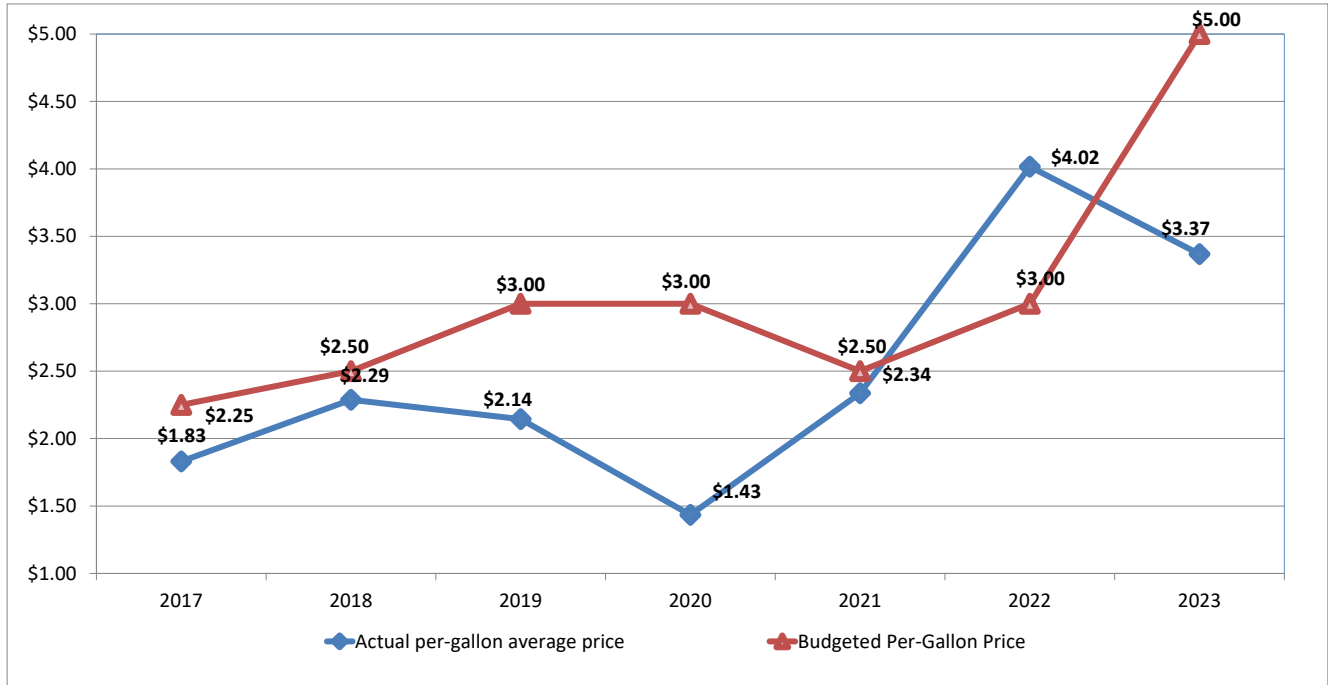
Capital Work In Progress - April 2023

	Capital Budget And Expenditures							Capital Funding		
	2023 Budget	Current Month	YTD Expenditures	Encumbrance	Budget Remaining (\$)	Budget	Cumulative Expenditures	Local Funds Budget	Grant Funds Budget	Total Funds Budget
						Remaining (%)				
Bainbridge Monument Sign	15,000	5,897	40,074	-	(25,074)	-167%	40,074	15,000	-	15,000
Bike Barn Lighting/Security Cameras	31,315	-	-	-	31,315	100%	-	6,263	25,052	31,315
West Bremerton Hydrogen Fueling & P&R (PL)	200,000	11,726	27,820	-	172,180	86%	27,820	40,000	160,000	200,000
West Bremerton Hydrogen Fueling & P&R (Design & ROW)	7,721,914	-	-	-	7,721,914	100%	-	3,584,383	4,137,531	7,721,914
Poulsbo Park & Ride (Right of Way Only)	1,500,000	-	-	-	1,500,000	100%	-	1,500,000	-	1,500,000
Inductive Charging (BTC, STC, WBTC & BITC)	1,500,000	-	-	-	1,500,000	100%	-	1,500,000	-	1,500,000
Silverdale Park & Ride (Design & ROW)	1,650,000	-	-	-	1,650,000	100%	-	1,650,000	-	1,650,000
Day Road Park & Ride (Design & Construction)	8,317,100	-	-	-	8,317,100	100%	-	1,663,420	6,653,680	8,317,100
Operator Training Facility	1,000,000	-	-	-	1,000,000	100%	-	1,000,000	-	1,000,000
Shelters	-	-	65,247	-	(65,247)	-	65,247	-	-	-
Equipment and Systems										
Drive Cameras for Buses	133,639	-	-	-	133,639	100%	-	127,000	6,639	133,639
ORCA Cap Costs ngO & Equip	578,272	107,438	279,814	-	298,458	52%	5,268,720	578,272	-	578,272
Computer Infrastructure Improvements	200,000	-	-	-	200,000	100%	-	200,000	-	200,000
Servers and Capitalized Computer Equip.	100,000	-	-	-	100,000	100%	20,077	100,000	-	100,000
VEEM Backup and Recover Software/Server	100,000	-	-	-	100,000	100%	-	100,000	-	100,000
APC UPS for Servers	60,000	-	-	-	60,000	100%	31,490	60,000	-	60,000
IP Cameras (Bremerton, PO Dock, South Base, CII)	250,000	-	47,237	-	202,763	81%	264,102	250,000	-	250,000
Misc. Equipment	15,000	-	-	-	15,000	100%	11,347	15,000	-	15,000
Scoot Reservation System	80,000	-	-	-	80,000	100%	-	80,000	-	80,000
Drive Simulators & Training Room Upgrades	900,000	-	-	812,817	87,183	10%	-	900,000	-	900,000
Pilot - Digital Bus Stop Panels	25,000	-	-	-	25,000	100%	-	25,000	-	25,000
Drone	5,000	-	-	-	5,000	100%	-	5,000	-	5,000
Schedule Racks	40,000	-	-	-	40,000	100%	-	40,000	-	40,000
Man Lift (Maintenance)	90,000	-	-	-	90,000	100%	-	90,000	-	90,000
Scaffold for EV Bus Maint	68,000	-	-	-	68,000	100%	-	68,000	-	68,000
TRANSTAC Software	25,000	-	-	-	25,000	100%	-	25,000	-	25,000
F150 Maint.	60,000	-	-	-	60,000	100%	-	60,000	-	60,000
Content Management System (assessment - implementation)	350,000	-	-	-	350,000	100%	-	350,000	-	350,000
Vapor Door Replacements (37)	185,000	-	-	-	185,000	100%	-	185,000	-	185,000
Driver Mate (Access)	117,640	-	-	-	117,640	100%	-	117,640	-	117,640
Bus in Motion Alarms	18,000	-	-	-	18,000	100%	-	18,000	-	18,000
Transit Fund Total	127,878,009	1,168,030	8,468,928	27,043,351	92,365,730	72%	27,936,658	63,137,378	64,740,631	127,878,009
Ferry Fund										
Ferry Vessels										
Owner Representation (New Vessels)	86,105	-	-	25,111	60,994	71%	416,616	86,105	-	86,105
Electric Fast Foil Ferry Design & Prototype	3,746,444	-	-	-	3,746,444	100%	-	1,123,933	2,622,511	3,746,444
Bow Loading Class (Retainage)	190,000	-	-	-	190,000	100%	11,873,058	190,000	-	190,000
MV Solano Purchase/PE/Rehabilitation	4,675,634	28,140	1,415,712	1,131,206	2,128,716	46%	11,828,054	1,713,772	2,961,862	4,675,634
Spare Jet Bow Loaders	700,000	-	-	-	700,000	100%	-	700,000	-	700,000
Genset Bow Loaders	278,696	-	-	-	278,696	100%	-	50,000	228,696	278,696
Spare Engines Lady/Reliance	210,000	-	-	268,550	(58,550)	-28%	94	28,158	181,842	210,000

Capital Work In Progress - April 2023

	Capital Budget And Expenditures							Capital Funding		
	2023 Budget	Current Month	YTD Expenditures	Encumbrance	Budget Remaining (\$)	Budget	Cumulative Expenditures	Local Funds Budget	Grant Funds Budget	Total Funds Budget
						Remaining (%)				
Workboat	288,837	-	-	-	288,837	100%	-	70,000	218,837	288,837
Finest Jet Replacement	953,348	-	-	650,010	303,338	32%	216,670	953,348	-	953,348
Vessel Engine Replacements (MTU)	1,800,000	28,482	28,482	-	1,771,518	98%	1,757,280	1,800,000	-	1,800,000
RP1 Foil Replacement (2)	1,474,970	-	280,000	514,980	679,990	46%	753,222	901,000	573,970	1,474,970
Electric Foot Ferry & Infrastructure Design and Construction	16,700,000	-	232,832	498,992	15,968,176	96%	304,399	2,500,000	14,200,000	16,700,000
Ferry Terminal										
Bremerton Dock Improvements/Rail Lift/Emerg. Intercom	351,205	-	23,187	-	328,018	93%	23,187	70,241	280,964	351,205
Alternative Analysis Seattle Terminal	92,000	1,092	10,907	-	81,093	88%	339,020	92,000	-	92,000
Seattle Terminal PE	3,575,000	-	-	-	3,575,000	100%	-	1,075,000	2,500,000	3,575,000
Southworth Terminal Redevelopment (WSF Partner)	3,103,804	-	-	-	3,103,804	100%	-	853,804	2,250,000	3,103,804
Southworth Parking Lot Changes	900,000	14,311	31,526	106,726	761,749	85%	83,895	900,000	-	900,000
POF Preventative Maintenance	771,019	-	34,868	-	736,151	95%	89,587	-	771,019	771,019
Breakwater at Port Orchard Marina (Partnership)	1,000,000	-	-	-	1,000,000	100%	-	1,000,000	-	1,000,000
Annapolis Environmental Study	150,000	-	-	-	150,000	100%	-	150,000	-	150,000
Marine Warehouse Updates	35,000	-	-	-	35,000	100%	-	35,000	-	35,000
Mooring Dock Alt. Analysis, Purchase & Improvements	4,999,835	2,268	33,382	-	4,966,453	99%	1,894,863	4,999,835	-	4,999,835
Marine Maintenance Fac. (Locate, ROW & Concept. Design)	1,500,000	-	59,344	-	1,440,656	96%	59,509	1,500,000	-	1,500,000
Marine Maintenance Fac. PE & Design (Grant Ask)	3,000,000	-	-	-	3,000,000	100%	-	-	3,000,000	3,000,000
Seattle Docking Facility (Match Only)	3,500,000	-	-	-	3,500,000	100%	-	3,500,000	-	3,500,000
Ferry Tools & Equipment										
Flatbed Truck	70,000	-	-	-	70,000	100%	39,824	70,000	-	70,000
Marine Specialty Tools	20,000	-	-	-	20,000	100%	-	20,000	-	20,000
Ferry Fund Total	54,171,897	74,293	2,150,240	3,195,575	48,826,083	90%	29,679,279	24,382,196	29,789,701	54,171,897
Grand Total	182,049,906	1,242,323	10,619,168	30,238,925	141,191,813	78%	57,615,937	87,519,574	94,530,332	182,049,906

Kitsap Transit Diesel Costs Updated through April 2023



Per-gallon average price	2017	2018	2019	2020	2021	2022	2023
January	\$1.78	\$2.10	\$1.89	\$1.99	\$1.68	\$2.89	\$3.50
February	\$1.75	\$2.04	\$2.08	\$1.80	\$2.04	\$3.18	\$3.40
March	\$1.64	\$2.02	\$2.13	\$1.31	\$2.15	\$3.90	\$3.46
April	\$1.78	\$2.36	\$2.21	\$1.04	\$2.07	\$4.30	\$3.48
May	\$1.70	\$2.46	\$2.34	\$1.08	\$2.23	\$4.30	\$3.00
June	\$1.58	\$2.58	\$1.93	\$1.25	\$2.44	\$5.10	
July	\$1.61	\$2.39	\$2.08	\$1.36	\$2.37	\$4.99	
August	\$1.81	\$2.29	\$2.05	\$1.37	\$2.47	\$3.99	
September	\$2.12	\$2.38	\$2.13	\$1.27	\$2.41	\$3.89	
October	\$2.04	\$2.58	\$2.47	\$1.38	\$2.73	\$4.42	
November	\$2.20	\$2.36	\$2.40	\$1.72	\$2.73	\$4.35	
December	\$1.96	\$1.90	\$2.02	\$1.64	\$2.72	\$2.89	
Monthly Avg. Cost YTD	\$ 1.83	\$ 2.29	\$ 2.14	\$ 1.43	\$ 2.34	\$ 4.02	\$ 3.37
Budgeted Per-Gallon Price	\$ 2.25	\$ 2.50	\$ 3.00	\$ 3.00	\$ 2.50	\$ 3.00	\$ 5.00

In May, KT paid \$3.00 a gallon for fuel compared to \$3.48 in April. The year-to-date per-gallon average price as of May was \$3.37 compared \$5.00 a gallon for fuel budgeted for 2023.

Quarterly Ferry Fund Financial Report

MARCH 2023



Kitsap Transit

6/6/2023

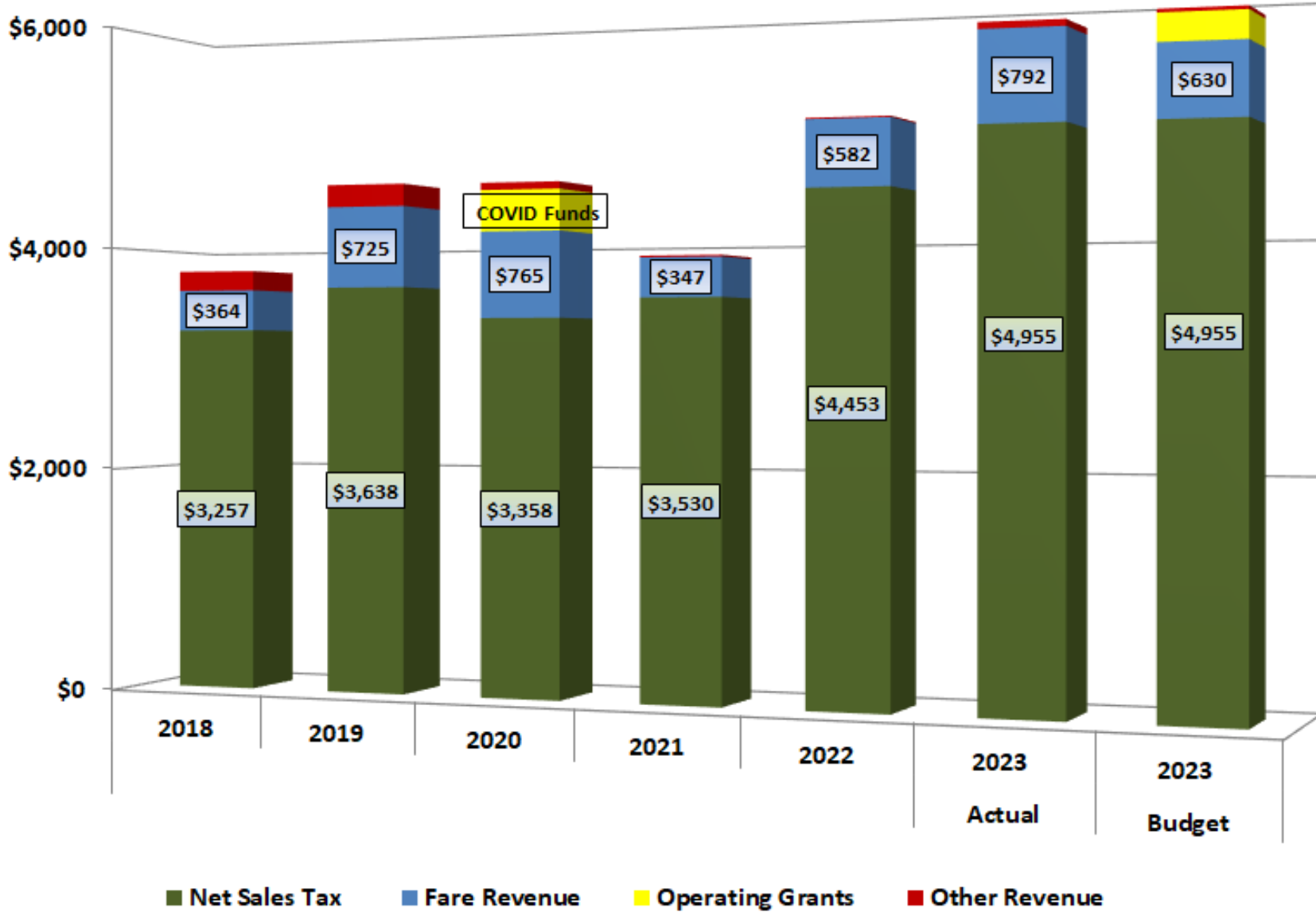
Summary Income Statement - Ferry Fund

First Quarter - 2023

	Actual	Budget	Over / (Under) Budget		Notes
			(\$)	(%)	
OPERATING INCOME:					
LOCAL FERRIES	\$ 139,548	\$ 150,000	\$ (10,452)	-6.97%	
BREMERTON FAST FERRY	439,077	315,000	124,077	39.39%	Largely due to supplemental WSF service
KINGSTON FAST FERRY	98,274	78,000	20,274	25.99%	
SOUTHWORTH FERRY	114,795	87,000	27,795	31.95%	
TOTAL OPERATING REVENUE	\$ 791,695	\$ 630,000	\$ 161,695	25.67%	
OPERATING EXPENSE:					
GENERAL ADMINISTRATION	\$ 482,809	\$ 707,939	\$ (225,131)	-31.80%	Partial offset of WSF supplemental service
LOCAL FERRY	470,424	481,494	(11,071)	-2.30%	
BREMERTON FAST FERRY	730,593	982,171	(251,578)	-25.61%	Partial offset of WSF supplemental service
KINGSTON FAST FERRY	724,029	940,727	(216,698)	-23.04%	Largely due to lower fuel expense
SOUTHWORTH FERRY	718,523	791,829	(73,306)	-9.26%	
MAINTENANCE AND FACILITIES	544,544	1,138,607	(594,063)	-52.17%	Partial offset of WSF supplemental service
TOTAL OPERATING EXPENSES	\$ 3,670,921	\$ 5,042,767	\$ (1,371,847)	-27.20%	
OPERATING INCOME (LOSS)	\$ (2,879,226)	\$ (4,412,767)	\$ 1,533,542	-34.75%	
NON OPERATING INCOME (EXPENSE):					
SALES TAX	\$ 5,005,000	\$ 5,005,000	-	0.00%	
OPERATING GRANTS	-	241,250	(241,250)	-100.00%	Timing difference on Transit Support Grant
INTEREST INCOME	56,659	30,000	26,659	88.86%	
INTEREST EXPENSE	(213,166)	(235,500)	22,334	-9.48%	
DEPRECIATION EXPENSE	(812,030)	(862,500)	50,470	-5.85%	
AMORTIZATION EXPENSE	(3,040)	(\$3,000)	(40)	1.33%	
SALES TAX COLLECTION FEE	(50,050)	(50,050)	(0)	0.00%	
NON OPERATING REVENUE, NET	\$ 3,983,373	\$ 4,125,200	\$ (141,827)	-3.44%	
NET INCOME (LOSS)	\$ 1,104,147	\$ (287,567)	\$ 1,391,714	-483.96%	

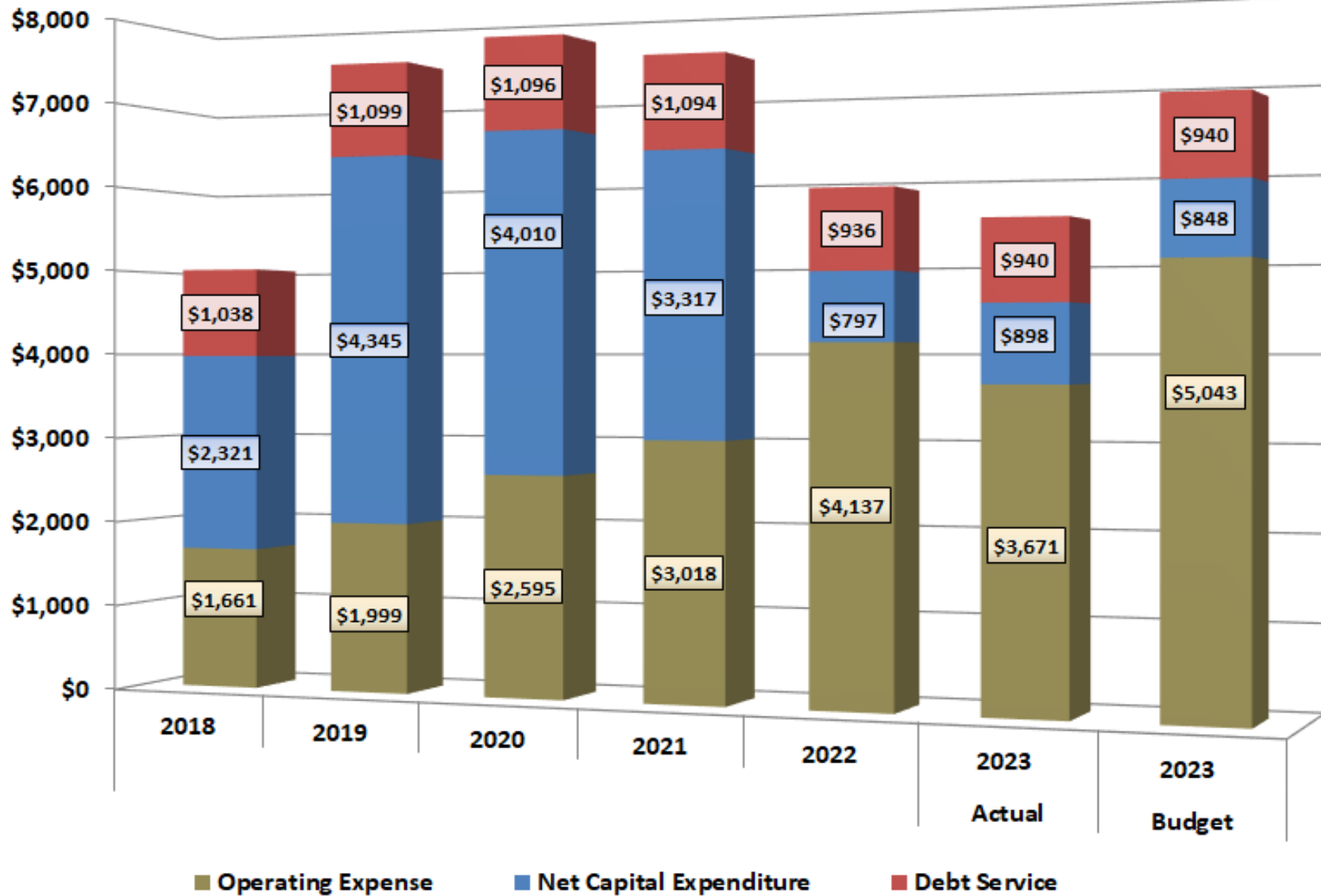
Total Revenue - Ferry Fund

Year to Date - March
(in thousands)



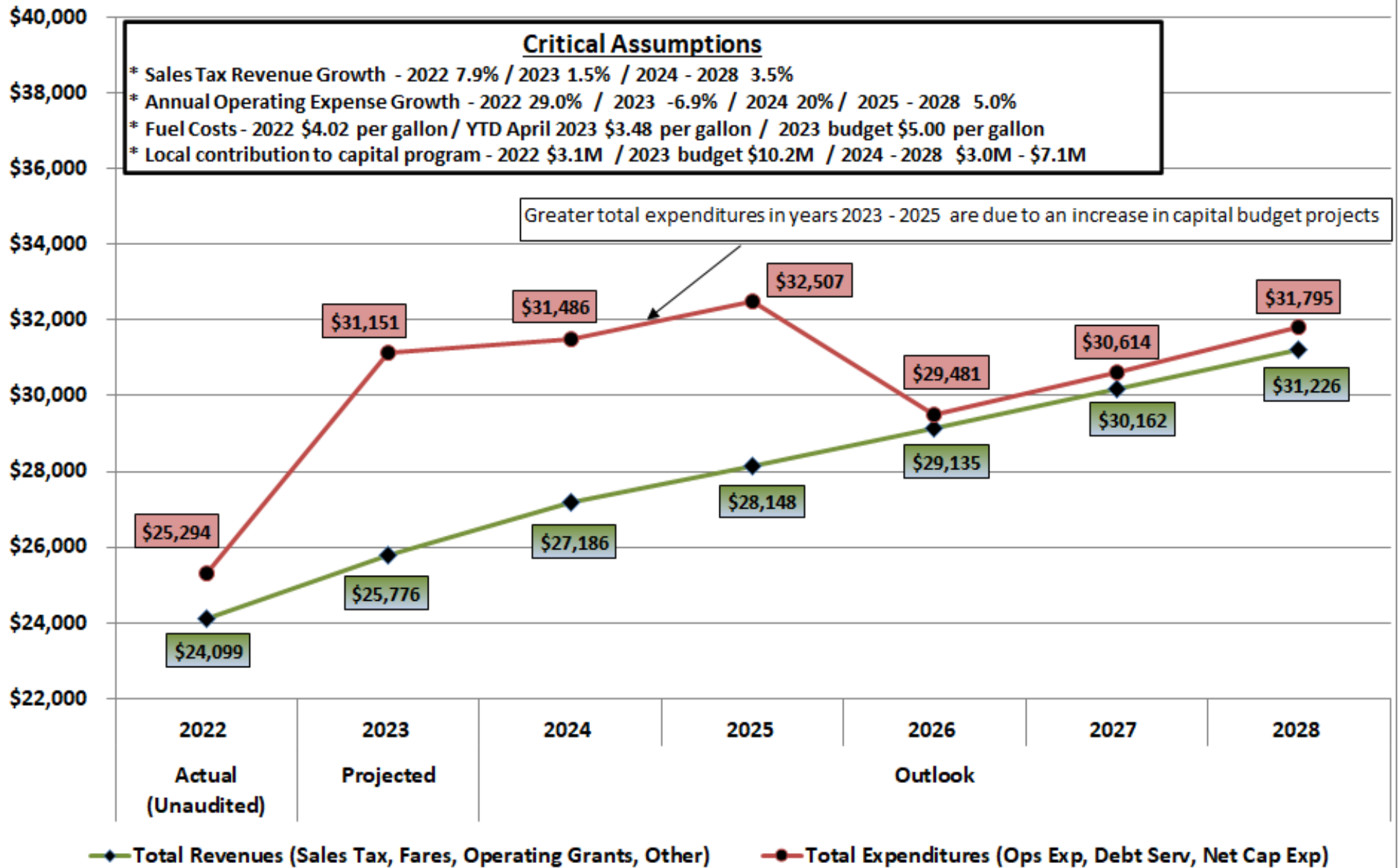
Total Net Expenditures - Ferry Fund

Year to Date - March
(in thousands)



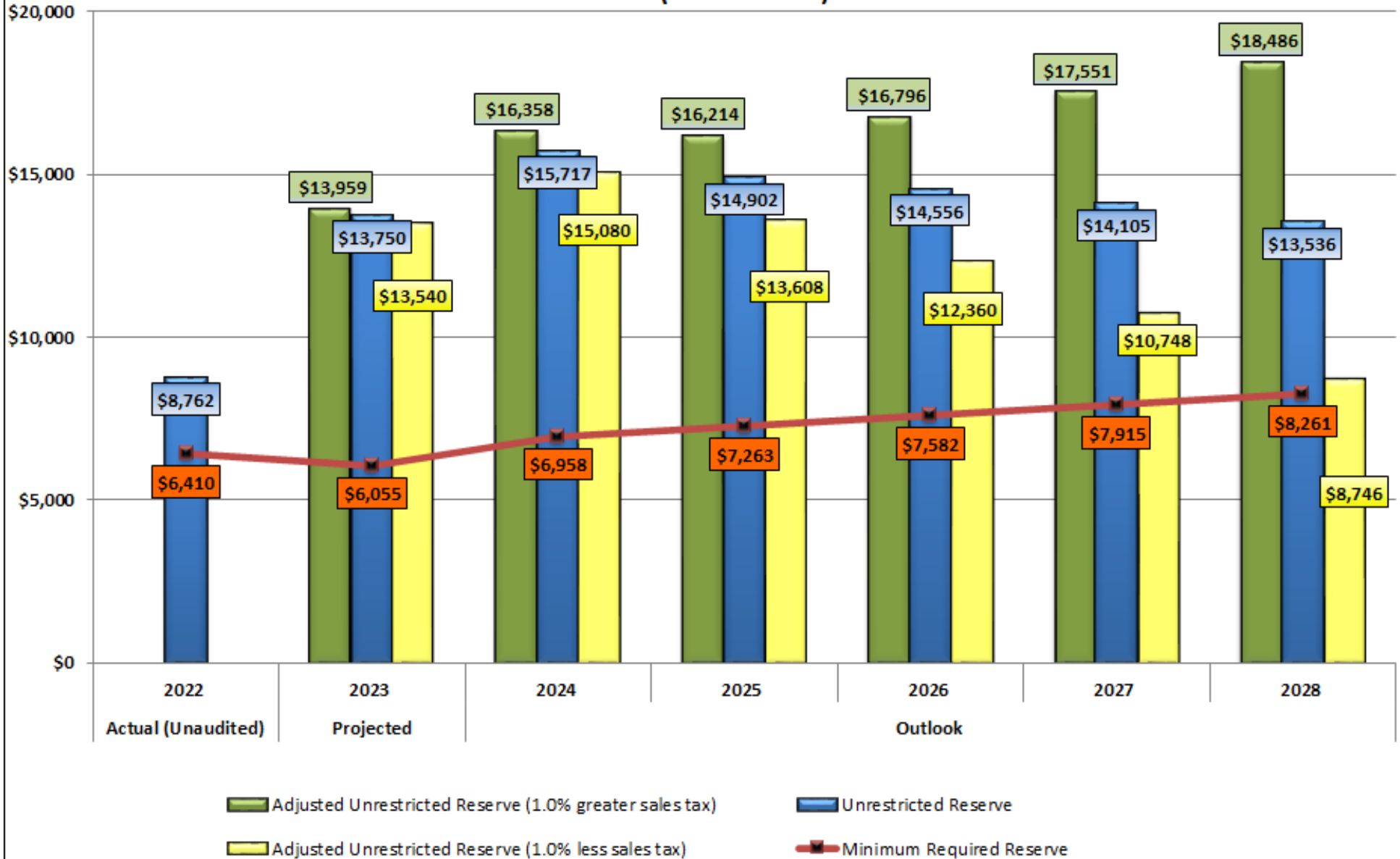
Total Revenues and Expenditures - Ferry Fund

(in thousands)



Unrestricted Reserve - Ferry Fund

(in thousands)



Quarterly Transit Fund Financial Report

March 2023



Kitsap Transit

6/6/2023

Summary Income Statement - Transit Fund

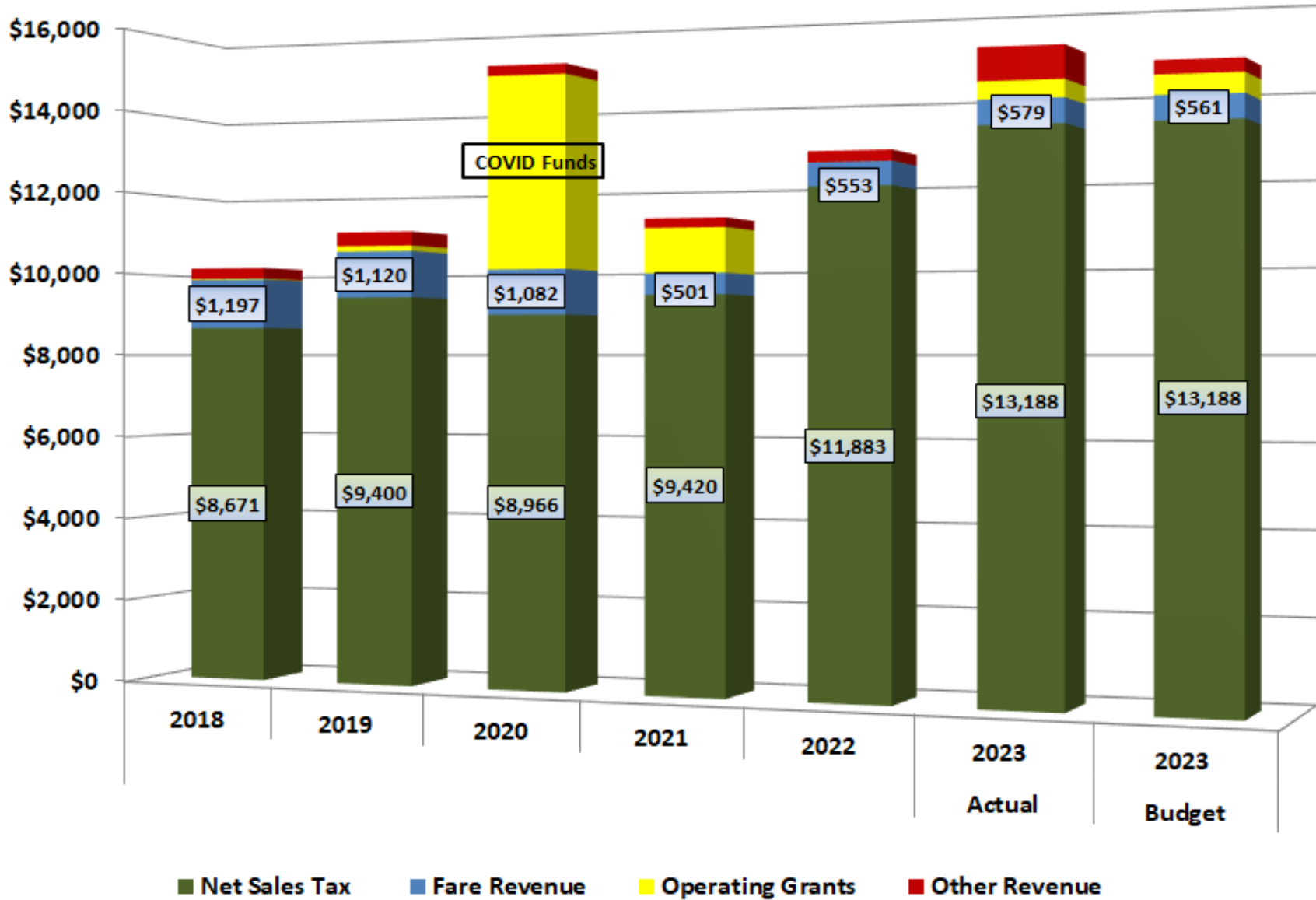
First Quarter - 2023

	Actual	Budget	Over / (Under) Budget		Notes
			(\$)	(%)	
OPERATING INCOME:					
ROUTED FARE	\$ 285,214	\$ 270,000	\$ 15,214	5.63%	
WORKER DRIVER FARE	205,341	210,000	(4,659)	-2.22%	
VANPOOL FARE	37,749	42,000	(4,251)	-10.12%	
ACCESS FARE	50,869	39,000	11,869	30.43%	
PARKING FEES	54,065	40,500	13,565	33.49%	
ADVERTISING REVENUE	1,440	-	1,440		
LEASE INCOME	132,076	129,000	3,076	2.38%	
OTHER OPERATING INCOME	3,659	3,000	659	21.97%	
TOTAL OPERATING REVENUE	\$ 770,412	\$ 733,500	\$ 36,912	5.03%	
OPERATING EXPENSE:					
GENERAL ADMINISTRATION	\$ 1,131,873	\$ 1,306,344	\$ (174,471)	-13.36%	Due primarily to lower professional services & advertising
CAPITAL/LONG RANGE PLANNING	143,101	170,136	(27,036)	-15.89%	
CUSTOMER SERVICE/INFORMATION	176,201	223,650	(47,450)	-21.22%	
ROUTED SERVICES	2,943,636	3,404,966	(461,330)	-13.55%	Due primarily to lower operator wages & benefits
WORKER DRIVER	234,711	274,658	(39,947)	-14.54%	
RIDESHARE	136,107	145,770	(9,664)	-6.63%	
ACCESS	2,115,640	2,333,108	(217,468)	-9.32%	Due primarily to lower staff & operator wages & benefits
VEHICLE MAINTENANCE	2,430,659	2,826,888	(396,229)	-14.02%	Due primarily to lower fuel costs (\$5.00 vs. \$3.50)
FACILITIES MAINTENANCE	844,535	837,689	6,846	0.82%	
SERVICE DEVELOPMENT	514,586	769,604	(255,019)	-33.14%	Due primarily to lower computing & ORCA costs
TOTAL OPERATING EXPENSES	\$ 10,671,048	\$ 12,292,815	\$ (1,621,767)	-13.19%	
OPERATING INCOME (LOSS)	\$ (9,900,636)	\$ (11,559,315)	\$ 1,658,679	-14.35%	
NON OPERATING INCOME (EXPENSE):					
SALES TAX	\$ 13,321,000	\$ 13,321,000	\$ -	0.00%	
OPERATING GRANTS (SNPT / RM / WA REV)	36,961	50,000	(13,039)	-26.08%	
OTHER OPERATING GRANTS (CTR / PM)	374,592	408,000	(33,408)	-8.19%	
INTEREST INCOME	589,043	150,000	439,043	292.70%	Greater interest rates than budgeted
MISC INCOME (EXPENSE)	(7,067)	-	(7,067)		
INTEREST EXPENSE	(4,183)	(4,200)	17	-0.40%	
GAIN OR LOSS ON DISPOSITION OF ASSET	3,878	-	3,878		
DEPRECIATION EXPENSE	(1,419,646)	(1,612,500)	192,854	-11.96%	
AMORTIZATION EXPENSE	(16,580)	(16,575)	(5)	0.03%	
SALES TAX COLLECTION FEE	(133,210)	(133,210)	-	0.00%	
NON OPERATING REVENUE, NET	\$ 12,744,787	\$ 12,162,515	\$ 582,272	4.79%	
NET INCOME (LOSS)	\$ 2,844,151	\$ 603,200	\$ 2,240,951		

Total Revenue - Transit Fund

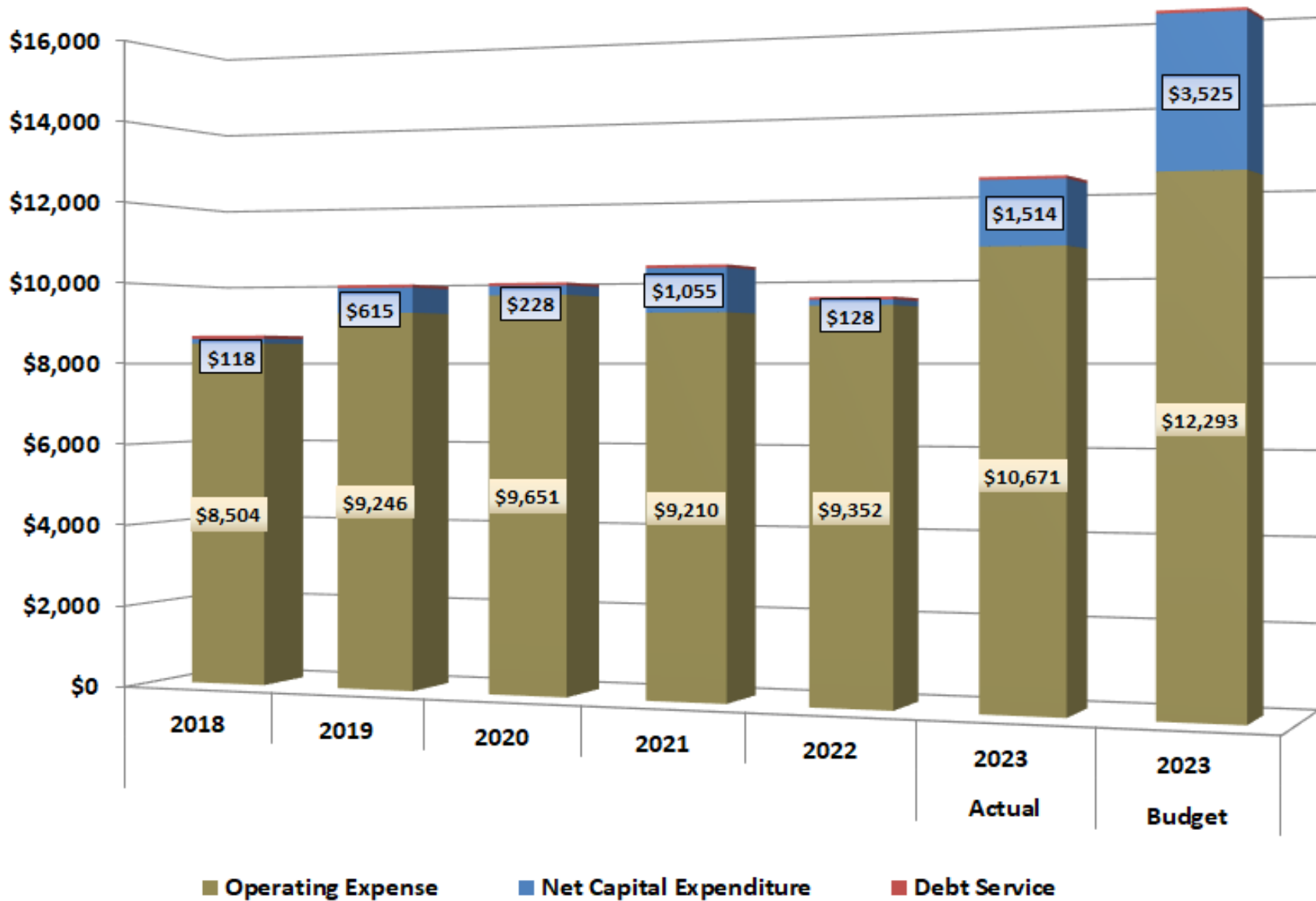
Year to Date - March

(in thousands)



Total Net Expenditures - Transit Fund

Year to Date - March
(in thousands)

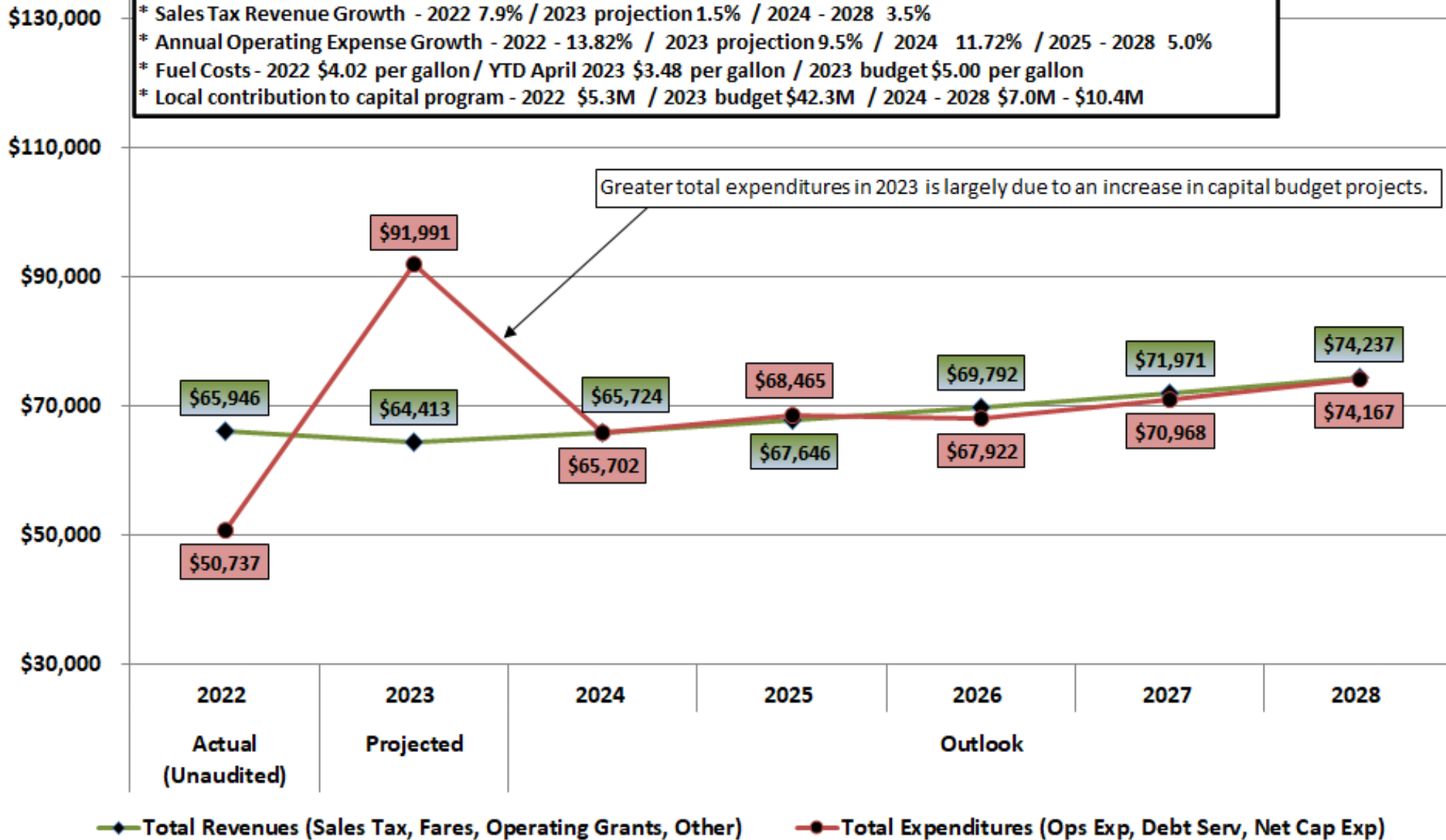


Total Revenues and Expenditures - Transit Fund

(in thousands)

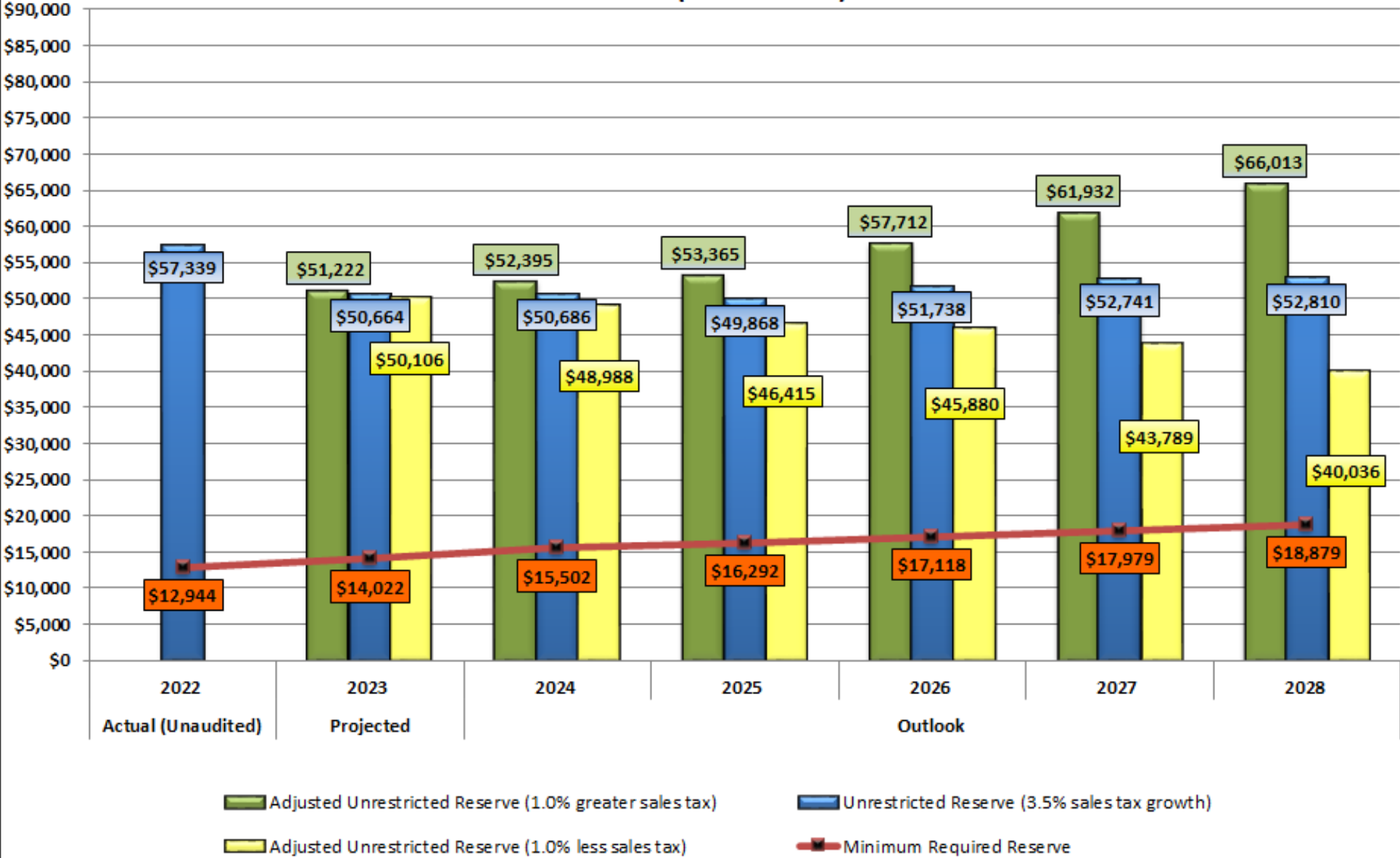
Critical Assumptions

- * Sales Tax Revenue Growth - 2022 7.9% / 2023 projection 1.5% / 2024 - 2028 3.5%
- * Annual Operating Expense Growth - 2022 - 13.82% / 2023 projection 9.5% / 2024 11.72% / 2025 - 2028 5.0%
- * Fuel Costs - 2022 \$4.02 per gallon / YTD April 2023 \$3.48 per gallon / 2023 budget \$5.00 per gallon
- * Local contribution to capital program - 2022 \$5.3M / 2023 budget \$42.3M / 2024 - 2028 \$7.0M - \$10.4M



Unrestricted Reserve - Transit Fund

(in thousands)





To: Kitsap Transit
From: Doty & Associates, Inc. (prepared by J. Dylan Doty)
Date: May 30, 2023
Re: June 2023 Board Meeting – Legislative Report

2023 Special Session Review & Interim Preview

The 2023 Legislature adjourned *Sine Die* on Sunday, April 23, the final day of the 105-day legislative session. Lawmakers were unable to reach agreement on a potential fix to the *Blake* drug possession issue, however, with negotiations still needed regarding the potential criminal standard (simple vs. gross misdemeanor) along with certain local preemption issues, and thus they adjourned without establishing any criminal penalties for drug possession as of July 1. The Legislature reconvened, however, for a one-day special session on May 16 to pass a modified version of SB 5536, which sets criminal penalties at a gross misdemeanor for possession of illicit drugs, while prioritizing investments in diversion and treatment programs for individuals with substance use disorder. The Legislature adjourned once again, and attention has quickly returned to interim activities, including jockeying for the 2024 elections.

Although legislative and state executive offices are not on the ballot until November 2024, a number of campaigns will be kicking off this interim. Governor Inslee's announcement that would not seek a fourth term has started a domino-effect, with Attorney General Bob Ferguson and Commissioner of Public Lands Hilary Franz announcing their intentions to run for Governor. Candidates are already emerging for these two potential openings, with Senator Manka Dhingra (D-Redmond) announcing for Attorney General, and King County Councilmember Dave Upthegrove (D) announcing his interest in Lands Commissioner. Additionally, Insurance Commissioner Mike Kreidler announced he will not seek a seventh term, which has led to Senator Patty Kuderer (D-Bellevue) announcing a run for OIC. A number of other candidates will undoubtedly file between now and May 2024 when the final field will be set.

At the legislative level, several current members have hinted that they may be seeking alternative offices (either state or local), which could have ramifications heading into the 2024 legislative session. Already of note is Senate Ways & Means Chair Christine Rolfes becoming a finalist to be appointed to the Kitsap County Commission, which could open up her Senate seat as well as the Chair position. Additionally, House Republican Leader J.T. Wilcox (R-2, Yelm) and Deputy Leader Joel Kretz (R-7, Wauconda) resigned from their leadership positions, with Rep. Drew Stokesbary (R-31, Auburn) quickly announced as the new Leader, and Rep. Mike Steele (R-12, Chelan) as the Deputy Leader. Additional changes are expected, and committee leadership and membership on both sides of the aisle is set to look different in 2024.

Transportation Budget & Vetoes

The Legislature finalized a bipartisan Transportation Budget prior to adjourning in April. The \$13.5 billion budget eliminates delays on major highway projects, investing \$5.4 billion in



highway improvements and preservation. As expected, the Governor took his veto pen to various sections of the budget. Among the vetoes in the transportation sector were legislation and sections of the budget dealing with the next phases of a road usage charge or vehicle miles travelled charge. Specifically, the Governor vetoed HB 1736, which would have created a voluntary reporting program for vehicle odometer readings when renewing license tabs. Although voluntary, the program was seen by some as a precursor to a pay-by-mile system.

In the budget, the Governor vetoed a section directing the Department of Licensing (DOL) to study, in consultation with the Washington State Transportation Commission, the feasibility of implementing and administering a per-mile fee program. In his veto statement, the Governor explained that “this work pre-supposes a per-mile fee program will be adopted despite the need to consider broader options for alternative funding sources for transportation.” Additionally, the Governor vetoed the appropriations to DOL that would have been used to implement HB 1736 since he had previously voted the authorizing legislation for the program.

Beyond those RUC-related vetoes, the Governor nixed \$30 million in funding for hydrogen refueling stations. Legislators included direction to WSDOT to pursue federal funding for hydrogen refueling stations for passenger and light-truck vehicles, as well as medium and heavy-duty vehicles. The Governor explained his veto by saying that “while there is a stated intent to provide state matching funds for federal grants, the budget provides no such funding nor is funding provided for staff to pursue federal grants. In addition, green hydrogen is best suited for medium and heavy-duty vehicles, rather than passenger and light-duty vehicles.”

2024 Legislative Preview

The Legislature will officially reconvene on January 8, 2024, after holding work sessions and interim planning updates in Olympia in early December of 2023. The 2024 session will run for 60 consecutive days, with lawmakers expected to take up issues that failed to pass in 2023, enact supplemental budgets, and work on new issues arising this interim. Over the coming weeks and months, we will work with staff and Board members to identify priorities and possible action items for 2024.

In addition to any proactive proposals from KT or others, bills that failed to pass in 2023 will be automatically reintroduced in 2024. Among those proposals include SB 5466 from Senator Liias regarding transit-oriented development, and SB 5726 from Senator King concerning prevailing wages on public works. These bills, and more, will be up for debate again in 2024.

Washington Highway Users Federation (WHUF)

WHUF will host its annual Interim Briefing in late November or early December at the Tacoma Convention Center. Registration information and agenda items will be shared when available.