



## BOARD OF COMMISSIONERS MEETING AGENDA

**Date:** June 03, 2025

**Time:** 10:30 AM – 12:00 PM

### Page

#### **1. CALL TO ORDER**

#### **2. AGENDA REVIEW**

#### **3. CHAIRPERSON'S COMMENTS**

#### **4. COMMUNITY ADVISORY COMMITTEE REPORT**

#### **5. 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.*

- |                              |    |
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| a. Warrants for April 2025   | 1  |
| b. Minutes of July 16, 2024  | 2  |
| c. Minutes of April 15, 2025 | 7  |
| d. Minutes of May 06, 2025   | 14 |

#### **6. FULL DISCUSSION / ACTION ITEMS**

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| a. Resolution No. 25-41, Approve CarahSoft Contract Renewal               | 22 |
| b. Resolution No. 25-42, Award Contract KT 25-967, Commander USCG Work    | 25 |
| c. Resolution No. 25-43, Approve Design and Install of Simulator Scenario | 29 |
| d. Resolution No. 25-44, Approve ChargePoint Services Renewal             | 31 |

#### **7. EXECUTIVE DIRECTOR ITEMS**

#### **8. PROGRESS REPORTS**

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| a. WSTIP Safety Awards                                   |    |
| b. Recognize Drivers of the Month for April 2025 (10:45) |    |
| c. KT Legislative Report June 2025                       | 34 |
| d. Draft Financial Reports through April 2025            | 37 |
| e. Capital Work in Progress April 2025                   | 40 |
| f. Fuel Costs Report through the end of May 2025         | 42 |
| g. System Performance Report                             | 43 |

**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:**

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## MEMORANDUM

**TO: The Kitsap Transit Board of Commissioners**  
**DATE: June 3rd, 2025**  
**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 Shinnors, 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 3rd, 2025, the Board, by a (unanimous/majority) vote, does approve the following warrants and payments for the period April 1st, 2025, through April 30th, 2025:

- Warrant numbers transit fund 172497 to 172819 of \$4,591,849
- Warrant numbers ferry fund 609000 to 609151 of \$3,248,365
- Payroll Account disbursements of \$5,039,115
- ACH clearing account payments of \$59,161
- Travel Account Disbursements of \$4,101
- Purchasing Card Disbursements of \$55,052

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 3rd day of June 2025.

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Rob Putaansuu, Chairperson

ATTEST:

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Jackie Bidon, Clerk of Board

## KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF July 16, 2024

### Board of Commissioners Present:

Driskell, Robert, Teamsters Local No. 589, *non-voting member, Absent*  
Erickson, Becky, Mayor, City of Poulsbo  
Garrido, Charlotte, Kitsap County Commissioner  
Mockler, Anna, Councilmember, City of Bremerton  
Moriwaki, Clarence, Councilmember, City of Bainbridge Island  
Putansuu, Robert, Mayor, City of Port Orchard, **Vice Chair**, *Virtual*  
Rolfes, Christine, Kitsap County Commissioner  
Stern, Ed, Councilmember, City of Poulsbo, *Virtual*  
Walters, Katie, Kitsap County Commissioner, *Absent*  
Wheeler, Greg, Mayor, City of Bremerton, **Chair**

### Staff Present:

Jackie Bidon, Clerk of the Board, Public Records Officer; Michael Bozarth, Operations Director; John Clauson, Executive Director; Dennis Griffey, Vehicle and Facilities Maintenance Director; Steffani Lillie, Service and Capital Development Director; Mary Pauly, Human Resources Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Raymond Scott, Marine Services Director

**Also Present:** David Weibel, Legal Counsel

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**1. CALL TO ORDER:** Mayor Wheeler called the meeting of the Kitsap Transit Board of Commissioners to order at 8:29 AM.

### 2. AGENDA REVIEW

Upon review by the Board, the agenda remained unchanged.

### 3. CHAIRPERSON'S COMMENTS

No Chair comments.

### 4. FULL DISCUSSION / ACTION ITEMS

- a. Resolution No. 24-50, Award Contract for Purchase of OEM Parts for M/V Finest Overhaul

0:01:10, Executive Director Clauson explained that this resolution seeks approval to award a contract to Pacific Power Group (PPG) for the procurement of OEM parts necessary for the overhaul of the M/V Finest. As the sole manufacturer of OEM components for rebuilding the vessel's engines, PPG is uniquely positioned to fulfill this requirement. Expediting the purchase of these parts will help minimize vessel downtime and ensure operational efficiency.

**Board Discussion:**

0:03:24, The Board's discussion covered several key topics, including the potential need for a replacement vessel, the formation of a coalition among small ferry agencies to advocate for increased federal subsidies, and a strategic planning session in September or October to align lobbying efforts at both the state and federal levels. Additionally, the conversation addressed the life expectancy of marine vessels, ensuring long-term sustainability and operational efficiency.

**Mayor Erickson moved and Commissioner Rolfes seconded the motion to adopt Resolution No. 24-50, approving the authorization to award a contract to Pacific Power Group for the purchase of OEM parts for the M/V Finest Engine Overhauls in the amount of one million four hundred thirty-five thousand eight hundred fourteen dollars and forty-four cents (\$1,435,814.44).**

**Motion passed unanimously.**

- b. Resolution No. 24-51, Award Contract to Tacoma Diesel and Equipment, Inc.

0:20:45, Executive Director Clauson reported that staff have received a successful bid from Tacoma Diesel and Equipment for the rebuilding of two spare engines for the RP Class marine vessels. Kitsap Transit is seeking approval to award the contract to Tacoma Diesel and Equipment Inc. to support the ongoing maintenance and operational readiness of the fleet.

**Board Discussion:**

No Board discussion.

**Commissioner Garrido moved and Councilmember Moriwaki seconded the motion to adopt Resolution No. 24-51, authorizing staff to award KT 24-912 Marine Engine Overhauls Project to Tacoma Diesel & Equipment, Inc. in the amount of one hundred fifty-five thousand six hundred fifty dollars (\$155,650).**

**Motion passed unanimously.**

c. Resolution No. 24-52, Authorize New Hire Incentive Extension

0:22:58, Executive Director Clauson noted that the Board had previously approved a one-year New Hire Incentive, which proved beneficial. Kitsap Transit subsequently requested and received approval for a second year; however, operator staffing levels have not yet reached full capacity. This resolution seeks approval for an additional six-month extension of the incentive and further requests delegated authority for the Executive Director to assess and determine the necessity of an additional six-month extension beyond this period.

**Board Discussion:**

0:24:40, The Board's discussion covered several important aspects of the New Hire Incentive program, including a detailed breakdown of the incentive amount, the distribution schedule, an assessment of the program's effectiveness, and considerations for retention bonuses to support long-term staffing goals.

**Councilmember Mockler moved and Councilmember Moriwaki seconded the motion to adopt Resolution No. 24-52, authorizing the Executive Director to extend the New Hire Incentive Program for an additional six-month (6-month) period, in an amount not to exceed seven thousand dollars (\$7,000) per new hire to attract new operators and include the authority, at the discretion of the Executive Director, to extend for an additional six-months (6-months).**

**Motion passed unanimously.**

d. Resolution No. 24-53, Change Order for Repairs on M/V Enetai

0:33:19, Executive Director Clauson explained that the current procurement policy grants him the authority, with the concurrence of the Board Chair, to exceed the ten percent change order limit when timely decisions are necessary, particularly when a vessel is in dry dock. He noted that the Coast Guard identified additional repairs and parts required for the vessel, prompting a discussion with the Board Chair, who affirmed the urgency of procuring the necessary components to complete the repairs. Given the unique nature of this situation, Clauson emphasized the importance of documenting the actions taken through a formal resolution.

**Board Discussion:**

0:36:05, Board discussion included difference in the expenditure and budgeted amounts.

0:36:26, Executive Director Clauson explained that the variance in amounts serves as a contingency to ensure comprehensive coverage of all necessary expenses.

**Mayor Erickson moved and Commissioner Rolfes seconded the motion to adopt Resolution No. 24-53, acknowledging Executive Director's delegated authority to approve change**

**orders, with concurrence of the Board Chair, for the M/V Enetai shipyard project in the amount of two hundred sixty-nine thousand one hundred nine dollars (\$269,109).**

**Motion passed unanimously.**

0:39:03, Executive Director Clauson reported that divers are currently working on the M/V Commander, and there is a strong possibility that the vessel may need to be taken out of service while awaiting replacement parts. If this occurs, Kitsap Transit will be left with only two operational boats and no spare vessels, which could necessitate schedule adjustments to maintain service continuity.

## **5. EXECUTIVE DIRECTOR ITEMS**

0:41:52, Executive Director Clauson informed the Board that all scheduled meetings for August 2024 have been canceled.

0:42:12, Executive Director Clauson informed the Board that the lease for the third-floor space occupied by Parametrix is set to expire in June 2026. Given the limited available space on the second floor, he recommended not renewing the lease and encouraged the directors to explore strategies for optimizing the use of the existing space.

The Board's discussion covered several key considerations, including the potential loss of revenue resulting from not renewing the lease, determining which department would occupy the vacated space, the process for notifying Parametrix, and options for cubicle sharing.

0:54:05, Executive Director Clauson informed the Board that Kitsap Transit is currently in the budget development process, with the budget traditionally presented for approval in November. However, this year, the budget is expected to be brought to the Board in December 2025, for approval. He noted that Kitsap Transit is preparing two budget scenarios: one based on current circumstances and another reflecting potential changes if the initiative succeeds and the Climate Commitment Act (CCA) is repealed.

Board members emphasized the importance of educating the community about the potential impact of the repeal of the Climate Commitment Act. They recommended that Kitsap Transit distribute a mailer outlining the benefits the community receives from CCA funds and the potential losses that would result if the Act were repealed.

## **6. PUBLIC COMMENTS**

None at this time.

## **7. FOR THE GOOD OF THE ORDER:**

1:02:56, Mayor Erickson noted that social media discussions have increasingly focused on the double-decker buses. One comment highlighted that transit ridership could improve if bus stops offered seating, emphasizing the need for infrastructure enhancements to better serve elderly passengers, parents with young children, and the public.

1:07:11, Councilmember Stern noted that glass art designs for bus shelters were showcased at the American Public Transit Association Conference and inquired about any progress on implementing similar designs in Kitsap County.

1:07:28, Executive Director Clauson stated that no progress has been made on this. He explained that the delay is due to the need for bus technology that will assist in prioritizing which stop locations should be upgraded.

## **8. EXECUTIVE SESSION**

1:17:18, The Kitsap Transit Board of Commissioners entered an Executive Session expecting it to end at 10:00 AM.

- a. Potential Litigation *RCW 42.30.110(1)(i)*

1:30:55, The Kitsap Transit Board of Commissioners extended the Executive Session ten minutes until 10:10 AM.

1:41:32, Mayor Wheeler adjourned the Executive Session.

**9. ADJOURN:** At 10:10 AM, Mayor Wheeler adjourned the regular meeting.

**ADOPTED** by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 3<sup>rd</sup> day of June, 2025.

Attest:

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Rob Putaansuu, Chairperson

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Jackie Bidon, Clerk of the Board



## KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF April 15, 2025

### **Board of Commissioners Present:**

Driskell, Robert, Teamsters Local No. 589, *non-voting member - Absent*  
Erickson, Becky, Mayor, City of Poulsbo  
Mockler, Anna, Councilmember, City of Bremerton  
Moriwaki, Clarence, Councilmember, City of Bainbridge Island  
Put aansuu, Robert, Mayor, City of Port Orchard, **Chair**  
Rolfes, Christine, Kitsap County Commissioner  
Root, Oran, Kitsap County Commissioner  
Rosapepe, Jay, Councilmember, City of Port Orchard  
Walters, Katie, Kitsap County Commissioner, **Vice Chair**  
Wheeler, Greg, Mayor, City of Bremerton

### **Staff Present:**

Sanjay Bhatt, Marketing & Public Information Director; Jackie Bidon, Clerk of the Board, Public Records Officer; John Clauson, Executive Director; Dennis Griffey, Vehicle and Facilities Maintenance Director; Steffani Lillie, Service and Capital Development Director; Mary Pauly, Human Resources Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Raymond Scott, Marine Services Director; Paul Shinnars, Finance Director

**Also Present:** David Weibel, Legal Counsel

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

### **2. AGENDA REVIEW**

Upon review by the Board, the agenda remained unchanged.

### **3. CHAIRPERSON'S COMMENTS**

0:01:16, Mayor Put aansuu recounted his experiences at the Mobility Conference in Texas, which began with the International Transit Roadeo. Kitsap Transit competed against agencies from across the country, with their Maintenance team securing first place in two of the seven electronics modules. Additionally, a Kitsap Transit Routed operator achieved an impressive 19th-place finish

out of 75 competitors. Mayor Putaansuu expressed his pride in the Kitsap Transit team and their outstanding accomplishments at the event.

**Discussion:**

0:07:11, Board members discussed the benefits of attending the American Public Transportation Association (APTA) Expo in 2026, emphasizing the value of the expo for learning more about the transit industry.

**4. CONSENT / ACTION ITEMS**

- a. Resolution No. 25-32, Approve PSE Expenditures Bainbridge Island Transit Center

**Councilmember Moriwaki moved and Councilmember Rosapepe seconded the motion to approve the Consent Agenda.**

**Discussion:** None.

**Motion passed unanimously.**

**5. FULL DISCUSSION / ACTION ITEMS**

- a. Resolution No. 25-33, Approve Joint Use Agreement – King County

0:10:15, Executive Director Clauson stated that since the inception of Kitsap Transit's passenger-only ferry operations, they have maintained an agreement with King County for use of the Passenger-Only Ferry Facility at Pier 50 in Seattle. The Joint Use Agreement, which spans five years, recognizes King County's priority access to the dock and acknowledges that Kitsap Transit's schedule may be subject to adjustments. He noted that the agreement also provides Kitsap Transit with opportunities to expand its service.

**Discussion:**

0:12:07, Board discussion involved cost increases, damage and destruction clause, WSF staff on the dock and the need for signage to ease confusion on where to go for the fast ferry.

Executive Director Clauson reported that the normal cost of operations has increased over the years and will be shared between the two agencies. Kitsap Transit's portion of the costs was previously seven hundred thousand dollars (\$700,000), but with rising operational expenses, the cost of use has now reached one million dollars (\$1,000,000).

0:13:58, Executive Director Clauson explained that the Use Agreement includes a provision for damage and destruction, assigning responsibility for repairs to King County. He emphasized that Kitsap Transit will collaborate with King County to explore all available options to ensure the

continued operation of the fast ferry service.

0:15:14, Executive Director Clauson stated that the staff working on the dock are King County employees. He noted that these employees regularly post updates on schedules, cancellations, and other Kitsap Transit-related information. He emphasized that if there are isolated instances where staff fail to provide necessary information to passengers, he should be informed so the issue can be addressed.

**Commissioner Walters moved and Councilmember Moriwaki seconded the motion to adopt Resolution No. 25-33, authorizing staff to execute the use agreement with King County, by and through the Marine Division of its Metro Transit Department, for the use of the Passenger-Only Ferry Facility at Pier 50 in Seattle.**

**Motion passed unanimously.**

b. Resolution No. 25-34, Award KT 25-955 Intra-County POF Study

0:20:27, Executive Director Clauson shared that the resolution seeks approval to award the Intra-County Passenger-Only Ferry (POF) Study to KPFF. This feasibility study will assess the development of a business plan and long-term strategy for an Intra-County Passenger-Only Ferry service.

**Commissioner Walters moved and Commissioner Root seconded the motion to adopt Resolution No. 25-34, authorizing the award of contract KT 25-955, Intra-County Passenger-Only Ferry Business Plan and Long Range Strategy Study to KPFF Consulting Engineers.**

**Discussion:**

0:22:44, Board discussion included possible routes, locations, potential ridership, docking facilities and community connectivity.

0:29:09, Executive Director Clauson stated that the Board will play a role in identifying suitable locations for the intra-county service. He emphasized that the study's primary objectives will be to assess adequate ridership for proposed routes, determine necessary equipment, evaluate docking facility requirements, and analyze associated costs.

**Motion passed.**

Mayor Erickson, Nay; Councilmember Mockler, Aye; Councilmember Moriwaki, Aye; Mayor Putaansuu, Aye; Commissioner Rolfes, Aye; Commissioner Root, Aye; Councilmember Rosapepe, Aye; Commissioner Walters, Aye; Mayor Wheeler, Aye.

c. Resolution No. 25-35, Approve Purchase of Cradlepoint Routers

0:33:14, Executive Director Clauson explained that Cradlepoint is an onboard computer router system that integrates data from various technologies within the buses. These routers facilitate communication between the buses and the base computer system. He noted that Kitsap Transit had originally planned to transfer routers from surplus vehicles to newly ordered buses. However, due to the decision to retain some surplus vehicles for use during the 2026 World Cup, the purchase of additional routers has become necessary.

**Councilmember Rosapepe moved and Councilmember Mockler seconded the motion to adopt Resolution No. 25-35, allowing staff to purchase up to thirty (30) Cradlepoint routers from CDW-G, off of the Washington State DES Contract in the amount of one hundred five thousand three hundred ten dollars (\$105,310).**

**Discussion:** None.

**Motion passed unanimously.**

d. Discussion: Kitsap Transit Marine Charter Policy and Agreement

0:36:18, Executive Director Clauson explained that Kitsap Transit annually provides a vessel and crew for the Bremerton Yacht Club's Santa Claus Cruise, an event for individuals with special needs. This longstanding and popular tradition has been offered at no cost to the Yacht Club. He noted that the discussion was initiated due to the policy's lack of specific language addressing no-cost charters, alcohol consumption, the inclusion of children, and charter expenses.

0:39:28, Mayor Putaansuu asked how Kitsap Transit is dealing with free charters and other requests for a waiver of the fee?

0:39:48, Executive Director Clauson stated that he is seeking direction from the Board on defining the Charter Policy. He added that the policy could list one annual event that is at no charge. Any other requests could be brought to the Board for a decision or made at the discretion of the Executive Director.

0:40:33, Mayor Erickson stated that Kitsap Transit should not offer free charters and that all charters should be treated the same. Her concerns are that the State Auditor would call this a gift of public funds.

0:41:10, Mayor Putaansuu shared that Port Orchard has four festivals that are grandfathered into

their policy, are the fabric of the community, and that Port Orchard publicly supports them.

0:41:39, Mayor Erickson stated that the labor and capital costs are expensive and believes every charter should be treated the same.

0:42:04, Commissioner Rolfes inquired as to the cost of the holiday charter.

0:42:11, Marine Services Director Ray Scott shared that the cost is dependent on which vessel is used and the charter is usually an hour and a half. The cost is between six hundred fifty dollars (\$650) and eight hundred dollars (\$800) per hour.

0:42:48, Commissioner Rolfes stated that the cost for the holiday cruise is not a large amount and would not impact the budget adversely. She shared that the Bremerton Yacht Club should be grandfathered into the policy and required to apply every year for the charter and waiver. She added that this event would be the only event that is at no cost.

0:43:33, Commissioner Walters suggested placing time parameters on the request that is grandfathered in.

0:44:08, Councilmember Rosapepe noted that the draft document suggests the holiday charter is fully funded but does not explicitly state this in the policy. He pointed out that the policy specifies, "All vessel charters are restricted to the immediate waters surrounding Kitsap County." However, Section 2.0, Supplemental and Interagency Support, states, "There will be no restriction in the geographical area on the vessel routes..." Given these statements appear to conflict, Councilmember Rosapepe is seeking clarification to ensure consistency and alignment within the policy.

0:46:23, Executive Director Clauson stated that, in instances of supplemental and interagency services, King County may require assistance, and Kitsap Transit would be positioned to provide support as needed regardless of geographical area.

0:47:03, Mayor Wheeler inquired, noting the Bremerton Yacht Club being grandfathered into the policy for the Holiday Cruise, whether Kitsap Transit would be able to continue presenting similar events to the Board on a case-by-case basis. He expressed concern that other underprivileged organizations, jurisdictions, and even large-scale events such as the World Cup might request charters, potentially placing Kitsap Transit in a position where it must make ethical determinations regarding service allocation.

0:48:00, Executive Director Clauson shared that if the Board adopts the policy as discussed, it would fall outside his authority to grant exceptions. However, he clarified that if a compelling case were presented, the Board would have the discretion to make a determination.

0:50:52, Mayor Putaansuu noted that, given the increasing costs associated with events, the Board may consider implementing a cap on the charter gift to ensure financial sustainability.

0:51:04, The Board discussed and decided to implement a cap of three thousand dollars (\$3,000) on the grandfathered charter. Kitsap Transit will cover costs up to this amount, with any expenses exceeding the cap being the financial responsibility of the Bremerton Yacht Club.

0:58:12, Councilmember Mockler asked if a financial accounting for wear and tear on the vessel is calculated within the cost of the charter and potential damage to the vessel during the charter?

0:58:53, Executive Director Clauson shared that staff has included those calculations into the cost per hour in an attempt to cover all Kitsap Transit's expenses.

0:59:49, Board discussion followed with the decision to bring the updated policy and resolution to the next Board meeting for approval.

## **6. EXECUTIVE DIRECTOR ITEMS**

1:07:15, Executive Director Clauson informed the Board about the upcoming Artemis vessel demonstration scheduled for Monday, May 5, in Bremerton. He advised Board members to watch for an email containing a booking link for the event.

1:10:09, Executive Director Clauson shared that there are changes with the ORCA system specific to the transfer credit policy on fast ferries. Washington State Ferries does not allow transfer credits and Kitsap Transit is proposing the same policy of no transfer credits on the fast ferries.

1:11:55, Marketing Director Sanjay Bhatt provided the Board with an overview of the current and proposed Fare Policy from the rider's perspective. He summarized the system and outlined the potential impact of the changes, including the anticipated revenue loss. He noted that the policy adjustment is scheduled to take effect in October, 2025, and will require public notice.

1:17:08, The Board discussed the transfer credit system for ferry riders, financial implications of the system, employer paid passes, replacement vessels, and the possibility of seeking partnerships and grant funding to address financial needs.

1:28:27, Commissioner Rolfes proposed that the Board support Kitsap Transit's request to change the fare policy and no longer accept the transfer credits on the fast ferries.

1:28:56, Board members agreed that Kitsap Transit should present the new fare policy and resolution at the next meeting for an official vote.

1:29:19, Executive Director Clauson informed the Board that a tenant at the Harborside building has requested an early lease termination in January, 2026. Kitsap Transit is looking to finalize the arrangement, with the tenant's furniture being part of the negotiated terms.

1:30:26, Executive Director Clauson stated that he will be in Washington, DC on May 20, 2025, and will need to cancel the Board Study meeting.

1:30:51, Executive Director Clauson shared that Kitsap Transit staff will be installing new reflective wraps on bus stop signs to improve visibility and accessibility.

## **7. PUBLIC COMMENTS**

None at this time.

## **8. FOR THE GOOD OF THE ORDER:**

1:32:36, Councilmember Rosapepe announced that the South Kitsap Public Education Foundation has selected John Clauson as the recipient of the 2025 Distinguished Alumni Award, which will be presented to him next Friday night. Congratulations to Mr. Clauson on this well-deserved recognition!

1:33:07, Councilmember Mockler reported that the Bremerton City Council, with a two-thirds majority, opposes approving any zoning changes for the Gateway Park and Ride located at 6th and Montgomery in Bremerton.

**9. ADJOURN:** At 10:03 AM, Chairperson Mayor Putaansuu adjourned the regular meeting.

**ADOPTED** by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 3<sup>rd</sup> day of June, 2025.

Attest:

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Rob Putaansuu, Chairperson

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Jackie Bidon, Clerk of the Board

## KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF May 06, 2025

### Board of Commissioners Present:

Driskell, Robert, Teamsters Local No. 589, *non-voting member*  
Erickson, Becky, Mayor, City of Poulsbo  
Mockler, Anna, Councilmember, City of Bremerton  
Moriwaki, Clarence, Councilmember, City of Bainbridge Island  
Put aansuu, Robert, Mayor, City of Port Orchard, **Chair**  
Rolfes, Christine, Kitsap County Commissioner  
Root, Oran, Kitsap County Commissioner  
Rosapepe, Jay, Councilmember, City of Port Orchard - *Virtual*  
Walters, Katie, Kitsap County Commissioner, **Vice Chair** - *Absent*  
Wheeler, Greg, Mayor, City of Bremerton

### Staff Present:

Sanjay Bhatt, Marketing & Public Information Director; Jackie Bidon, Clerk of the Board, Public Records Officer; Michael Bozarth, Operations Director; John Clauson, Executive Director; Steffani Lillie, Service and Capital Development Director; Mary Pauly, Human Resources Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Raymond Scott, Marine Services Director; Paul Shinnors, Finance Director

**Also Present:** David Weibel, Legal Counsel

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**1. CALL TO ORDER:** Mayor Put aansuu called the meeting of the Kitsap Transit Board of Commissioners to order at 10:30 AM.

### 2. AGENDA REVIEW

Upon review by the Board, the agenda remained unchanged.

### 3. CHAIRPERSON'S COMMENTS

0:01:16, Mayor Put aansuu acknowledged that Kitsap Transit's Maintenance team is in attendance and will be recognized for their participation in the International Transit Rodeo.

### 4. COMMUNITY ADVISORY COMMITTEE REPORT



0:01:48, Executive Director Clauson reported that the Community Advisory Committee members reviewed various topics, including the state budget, the bus mapping program, proposed fare policy changes, and recognition of Kitsap Transit teams for their participation in the International Roadeo.

## **5. CONSENT / ACTION ITEM:**

- a. Warrants for March 2025
  - Warrant numbers transit fund 172191 to 172496 of \$15,305,959
  - Warrant numbers ferry fund 608892 to 608999 of \$3,320,752
  - Payroll Account disbursements of \$3,415,478
  - ACH clearing account payments of \$55,148
  - Travel Account Disbursements of \$9,062
  - Purchasing Card Disbursements of \$71,204
- b. Minutes of March 18, 2025
- c. Minutes of April 01, 2025

**Councilmember Moriwaki moved and Commissioner Root seconded the motion to approve the Consent Agenda.**

**Motion passed unanimously.**

## **6. FULL DISCUSSION / ACTION ITEMS**

- a. Resolution No. 25-36, Approve Routed and ACCESS CBA

0:03:32, Executive Director Clauson announced that Kitsap Transit and ATU successfully reached a tentative agreement covering Routed operators, ACCESS operators, and Routed dispatchers. The four-year contract will span from February 16, 2024, to February 15, 2028.

Clauson outlined key provisions of the agreement, including the recognition of Juneteenth as a holiday, enhanced employee life insurance benefits, expanded medical coverage for part-time employees, and a transition to WPSL with a one-time allocation of 20 additional hours of general leave. The contract also provides for annual percentage-based wage increases, retroactive to the expiration of the 2024 contract, as well as a ratification signing bonus of \$2,500.

Clauson expressed his appreciation to both the ATU and Kitsap Transit teams for their dedication and hard work in achieving this agreement.

### **Discussion:**

0:08:38, Board discussions included inquiries regarding the financial implications of increased employer contributions for medical coverage and potential fare increases to offset these costs.

0:09:50, Executive Director Clauson stated that Kitsap Transit can accommodate the costs within the existing budget, eliminating the need for fare increases.

**Councilmember Mockler moved and Commissioner Rolfes seconded the motion to adopt Resolution No. 25-36, approving the ATU Local 587 Collective Bargaining Agreement for Routed and ACCESS services, effective February 16, 2024.**

**Motion passed unanimously.**

b. Resolution No. 25-37, Approve Non-Rep Salary Schedule and Benefits

0:17:02, Executive Director Clauson explained that this resolution aligns with the approval of the ATU contract and serves as a benchmark for implementing changes affecting non-represented staff. He noted that the adjustments are consistent across the agency in accordance with the approved ATU contract, with the exception of a 1.5% wage increase for non-represented employees.

**Discussion:**

No discussion.

**Councilmember Moriwaki moved and Commissioner Root seconded the motion to adopt Resolution No. 25-37, authorizing the implementation of an adjusted Non-represented salary schedule effective May 11, 2025; recognizing Juneteenth as a paid holiday effective June 19, 2025; providing an additional twenty (20) hours of general leave effective February 16, 2026; and increasing the life insurance benefit to fifty thousand dollars (\$50,000) effective June 1, 2025, for non-represented employees as presented.**

**Motion passed unanimously.**

0:20:36, Executive Director Clauson expressed his gratitude to the Board for approving the last two resolutions. He acknowledged that he is fortunate to work with an outstanding team at Kitsap Transit, including operators, mechanics, non-represented staff, and marine service personnel. He emphasized his pride in their dedication and expressed his sincere appreciation for their support.

c. Resolution No. 25-38, Approval for ILA with University of Washington

0:21:08, Executive Director Clauson stated that this resolution seeks authorization to enter into an Interlocal Agreement with the University of Washington. Pending Board approval, Kitsap Transit will have the ability to purchase off the University's contract, provided its bidding procedures comply with Federal requirements.

**Discussion:**

No discussion.

**Councilmember Moriwaki moved and Mayor Wheeler seconded the motion to adopt Resolution No. 25-38, authorizing Kitsap Transit staff to enter into an Intergovernmental Cooperative Purchasing Agreement with the University of Washington.**

**Motion passed unanimously.**

- d. Resolution No. 25-39, Approve Commander USCG Inspection and Repairs

0:22:47, Executive Director Clauson announced that Kitsap Transit is requesting authorization to advertise and solicit bids for the Commander's dry docking, as required for the vessel's biennial United States Coast Guard inspections and necessary repairs.

**Discussion:**

0:23:32, Board discussion included questions of cost in the Budget.

0:23:41, Executive Director Clauson shared the cost of this project is in the Operating Maintenance Budget.

**Councilmember Moriwaki moved and Commissioner Rolfes seconded the motion to adopt Resolution No. 25-39, authorizing Kitsap Transit staff to advertise and seek bids for the Commander dry docking for the two (2) year United States Coast Guard inspection and repairs.**

**Motion passed unanimously.**

- e. Resolution No. 25-40, Approve Kitsap Transit Fare Policy

0:25:08, Executive Director Clauson stated that the resolution affirms the discussions held during the most recent work study regarding changes to the fare policy, including the elimination of transfer credits on Kitsap Transit Fast Ferries. He explained that this adjustment aligns Kitsap Transit's fare structure with that of Washington State Ferries. Clauson also noted that the figures presented were estimates derived from the 2024 ORCA reports.

**Discussion:**

0:26:27, Board discussion followed regarding public outreach and resulting in fare increases for some.

**Councilmember Moriwaki moved and Mayor Wheeler seconded the motion to adopt Resolution No. 25-40, approving the Kitsap Transit Fare Policy as shown in Exhibit A, eliminating transfer credits on Kitsap Fast Ferries, effective October 01, 2025.**

**Motion passed unanimously.**

f. Resolution No. 25-30, Approve Kitsap Transit Marine Charter Policy

0:28:02, Executive Director Clauson announced that the resolution formally adopts the Marine Charter Policy, which has been reviewed and discussed in previous meetings. Kitsap Transit has incorporated the Board's recommendations, updated the policy accordingly, and now presents it for approval.

**Commissioner Root moved and Councilmember Moriwaki seconded the motion to adopt Resolution No. 25-30, approval of the Kitsap Transit Marine Services Charter Policy.**

**Discussion:**

0:28:49, Board discussion followed with concerns about insurance requirements, agreement of hold harmless, and risk assessment.

0:30:39, Executive Director Clauson stated that Kitsap Transit staff are operating the vessels as part of their regular business activities, which are covered under the existing insurance policy. He further noted that the charter agreement, signed by charter groups, includes an indemnification provision but does not require the groups to carry additional insurance coverage.

0:31:34, Finance Director Paul Shinnars reported that he consulted Kitsap Transit's marine insurance provider, which confirmed that protection and indemnity coverage will apply to the charters. He noted that the insurance broker is exploring the implementation of a hold harmless clause agreement, designating charter groups' coverage as primary and Kitsap Transit's marine coverage as secondary. Mr. Shinnars will seek further clarification regarding the determination of primary and secondary insurance coverage.

**Motion passed.**

Councilmember Mockler, Aye; Councilmember Moriwaki, Aye; Mayor Putaansuu, Aye; Commissioner Rolfes, Aye; Commissioner Root, Aye; Councilmember Rosapepe, Aye; Mayor Wheeler, Aye. Mayor Erickson, Abstained.

## **7. EXECUTIVE DIRECTOR ITEMS**

0:37:33, Executive Director Clauson provided the Board with a briefing on the Artemis vessel, showcasing the technology and capabilities of an all-electric hydrofoil. The demonstration was attended by Board members, two representatives from the Governor's office, a Department of Commerce official, Representative Nance, a Seattle Times representative, and other stakeholders. Executive Director Clauson also reminded the Board of the May 20, 2025, meeting cancellation.

## **8. STAFF RECOGNITION / PROGRESS REPORTS**

### **a. Recognize Kitsap Transit 2025 National Rodeo Participants**

0:39:29, Executive Director Clauson reported that Kitsap Transit's Maintenance Team and Routed operator participated in the International Rodeo Competition on April 6, 2025, in Texas. Routed operator Val Quill competed in the Bus Rodeo, a timed driving obstacle course, securing 19th place out of 75 competitors from across the country.

Maintenance Team members Ruben Castro-Guijosa, John Falla, and Spencer Winslow competed in the maintenance stations and modules, achieving 14th place out of 52 teams. Notably, Kitsap Transit's Maintenance Team earned the highest scores in two of the modules, setting a new speed record of 2 minutes 64 seconds while successfully diagnosing all seven problems.

0:49:35, The Maintenance Team was brought before the Board for recognition of a great performance at the International Rodeo Competition. Val Quill was unable to attend the Board meeting.

### **b. Recognizing Drivers of the Month for March 2025 (10:45am)**

0:51:11, Cyndi Griffey, Worker/Driver Manager, recognized the *ACCESS* Driver of the Month for March 2025, Joe Morales.

0:52:22, Cyndi Griffey, Worker/Driver Manager, recognized the Routed Driver of the Month for March 2025, David Clark.

0:53:24, Cyndi Griffey, Worker/Driver Manager, recognized the Worker/Driver of the Month for March 2025, Sal Chavez.

### **c. May 2025 Report from KT Lobbyist**

0:54:58, Kitsap Transit Lobbyist Dylan Doty outlined the approach taken to balance the budget, which involved a combination of expenditure reductions and new revenue streams, including tax increases and modifications to tax incentives. He highlighted the transportation budget, noting that additional revenue was generated through a gas tax increase and a sales tax transfer. While

transit programs faced a reduction of approximately \$10 million, Kitsap Transit successfully secured funding for various projects.

Two key areas of focus were the potential financial backfill required to sustain operations for the Seattle-Bremerton route and the increased service demands associated with the 2026 FIFA World Cup. To address these needs, a \$4 million fund was established for temporary supplemental passenger ferry service, while a \$9 million transit funding allocation was designated for World Cup-related initiatives.

- d. Draft Financial Reports through March 2025
- e. Capital Work in Progress March 2025
- f. Fuel Costs Report through the end of April 2025
- g. 2025 Goals Progress Report

1:20:39, Councilmember Mockler noted that, upon reviewing the 2025 Goals report, the APC system has not yet reached full system acceptance and therefore cannot commence the certification process. She sought clarification on the reasons for the delay in readiness.

1:21:08, Executive Director Clauson acknowledged ongoing challenges at the vendor level regarding the interoperability of technology systems, noting that efforts are underway to resolve these issues. He stated that the system is generating data, which is currently undergoing internal verification to ensure accuracy. Additionally, he emphasized the multiple certifications required, highlighting that obtaining certification from the Federal Transit Administration (FTA) could take nearly a year.

## **9. PUBLIC COMMENTS**

1:23:56, None at this time.

## **10. FOR THE GOOD OF THE ORDER:**

1:24:22, Councilmember Rosapepe commended Kitsap Transit participants for their outstanding performance in the International Rodeo, emphasizing the valuable benefits such events bring to employees, including professional growth and morale.

**11. ADJOURN:** At 11:55 AM, Mayor Putaansuu adjourned the regular meeting.

**ADOPTED** by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 3<sup>rd</sup> day of June, 2025.

Attest:

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Rob Putaansuu, Chairperson

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Jackie Bidon, Clerk of the Board

DRAFT



## Board of Commissioners Agenda Summary

Meeting Date: 06/03/2025

**AGENDA ITEM:** Resolution No, 25-41, Approve CarahSoft Contract Renewal

**SUBMITTED BY:** Steffani Lillie

**TITLE:** Director

**DEPARTMENT:** Service & Capital Development

**EXHIBITS/ATTACHMENTS:** Resolution No. 25-41

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### **BUDGETARY IMPACT** *(if applicable)*

**BUDGETED AMOUNT:** \$ 125,000.00

**EXPENDITURE REQUIRED:** \$ 117,383.00

**FUNDING SOURCE:** Operating

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**REVIEWED BY:** Executive Director

**REVIEWED DATE:** 05/27/2025

### **SUMMARY STATEMENT:**

Kitsap Transit has been utilizing an IT security program, SecureWorks, to ensure IT infrastructure system security. Staff would like to execute a third-year contract award through CarahSoft for this SecureWorks program and service. CarahSoft is an authorized vendor on the WA State DES contract and offers SecureWorks for one hundred seventeen thousand three hundred eighty-three dollars (\$117,383) which has been deemed fair and reasonable against other vendors' offerings.

The contract agreement co-terms additional SecureWorks products for IT security infrastructure requirements and is included in the approved operating budget for 2025.

### **RECOMMENDED ACTION/MOTION:**

MOTION: Move to adopt Resolution No. 25-41, approving the third-year renewal of the SecureWorks IT security contract agreement with CarahSoft, in the amount of one hundred seventeen thousand three hundred eighty-three dollars (\$117,383), as procured through the Washington State Department of Enterprise Services (DES) contract.



## **RESOLUTION NO. 25-41**

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS  
AUTHORIZING STAFF TO RENEW SECUREWORKS INFRASTRUCTURE  
SECURITY SYSTEM FROM CARAHSOFT.

**WHEREAS**, Kitsap Transit seeks approval to renew the third-year co-term contract for SecureWorks infrastructure security solutions provided through CarahSoft; and

**WHEREAS**, this system remains critical in delivering cybersecurity solutions and services to Kitsap Transit's Information Technology (IT) infrastructure; and

**WHEREAS**, staff recommends the renewal of the third year (3) co-term contract agreement under the Washington State Department of Enterprise Services (DES) Contract No. 05116 via CarahSoft; and

**WHEREAS**, CarahSoft, as an authorized reseller, provides SecureWorks software and hardware security solutions, including both on-premises and cloud services, in the amount of one hundred seventeen thousand three hundred eighty-three dollars (\$117,383); and

**WHEREAS**, staff has reviewed the pricing and services and determined them to be fair and reasonable.

**NOW THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby authorize staff to renew the third-year SecureWorks contract agreement with CarahSoft, in the amount of one hundred seventeen thousand three hundred eighty-three dollars (\$117,383) through the Washington State DES contract.

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 3<sup>rd</sup> day of June, 2025.

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Robert Putaansuu, Chairperson

ATTEST:

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Jackie Bidon, Clerk of the Board

DRAFT



## Board of Commissioners Agenda Summary

Meeting Date: 06/03/2025

**AGENDA ITEM:** Resolution No. 25-42, Award KT 25-967 Commander USCG Work

**SUBMITTED BY:** Ray Scott

**TITLE:** Director

**DEPARTMENT:** Marine Services

**EXHIBITS/ATTACHMENTS:** Resolution No. 25-42, Exhibit A-Letter of Recommendation

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### **BUDGETARY IMPACT** *(if applicable)*

**BUDGETED AMOUNT:** \$ 1,441,466.00

**EXPENDITURE REQUIRED:** \$ 1,441,466.00

**FUNDING SOURCE:** Operating

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**REVIEWED BY:** Executive Director

**REVIEWED DATE:** 05/27/2025

### **SUMMARY STATEMENT:**

Resolution 25-36 approved staff seeking bids for KT 25-967 MV Commander USCG Inspection and Repairs.

Staff is now seeking approval to award KT 25-967 MV Commander USCG Inspection and Repairs to Nichols Brothers Boat Builders in the amount of one million four hundred forty-one thousand four hundred sixty-six dollars (\$1,441,466).

### **RECOMMENDED ACTION/MOTION:**

MOTION: Move to adopt Resolution No. 25-42, authorizing Kitsap Transit staff to award KT 25-967 MV Commander USCG Inspection and Repairs to Nichols Brothers Boat Builders in the amount of one million four hundred forty-one thousand four hundred sixty-six dollars (\$1,441,466).

## **RESOLUTION NO. 25-42**

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS  
AUTHORIZING STAFF TO AWARD CONTRACT KT 25-967 FOR  
MV COMMANDER USCG INSPECTION AND REPAIRS TO NICHOLS  
BROTHERS BOAT BUILDERS

**WHEREAS**, on May 06, 2025, the Board of Commissioners approved Resolution 25-39, authorizing staff to advertise and seek bids for the MV Commander United States Coast Guard (USCG) Inspection and Repairs for the two (2) year USCG Inspection; and

**WHEREAS**, on April 30, 2025, procurement staff released invitation for bid KT 25-967 MV Commander USCG Inspection and Repairs; and

**WHEREAS**, on May 23, 2025, staff received two (2) bids in response to the solicitation; and

**WHEREAS**, Nichols Brothers Boat Builders (NBBB) was announced as the apparent lowest bidder pending responsiveness and responsibility checks with a bid in the amount of one million four hundred forty-one thousand four hundred sixty-six dollars (\$1,441,466); and

**WHEREAS**, Procurement conducted a price analysis comparing NBBB's offered price against Kitsap Transit's Independent Cost Estimate that was established using published and past pricing, and the pricing was deemed fair and reasonable; and

**WHEREAS**, Procurement staff completed the responsiveness and responsibility checks and has deemed NBBB responsive and responsible; and

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

**NOW THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby authorizes staff to award KT 25-967 MV Commander USCG Inspection and Repairs to Nichols Brothers Boat Builders in the amount of one million four hundred forty-one thousand four hundred sixty-six dollars (\$1,441,466).

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 3<sup>rd</sup> day of June, 2025.

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Rob Putaansuu, Chairperson

ATTEST:

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Jackie Bidon, Clerk of the Board

DRAFT



## MEMORANDUM

**DATE: 5/23/2025**

**TO: Raymond Scott**

**FROM: Michael Ricketts**

**SUBJECT: Recommendation to Award – KT 25-967 – MV  
Commander USCG Inspection and Repairs**

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On April 30<sup>th</sup>, 2025, Procurement Staff released an Invitation for Bids; KT 25-967 MV Commander USCG Inspection and Repairs. On May 23<sup>rd</sup>, Kitsap Transit received two (2) bids in response to this solicitation. Nichols Brother Boat Builders (NBBB) was announced as the apparent lowest Bidder pending responsiveness and responsibility checks. Procurement Staff conducted a price analysis comparing NBBB's offered price against our Independent Cost Estimate that was established using published pricing and past pricing; the pricing is deemed fair and reasonable.

Procurement Staff has completed the responsiveness and responsibility checks and has deemed NBBB responsive and responsible. It is my recommendation that NBBB Corporation be awarded the KT 25-967 MV Commander USCG Inspection and Repairs project in the amount of \$1,441,465.38.

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

Sincerely,

Michael Ricketts  
Purchasing Specialist



## Board of Commissioners Agenda Summary

Meeting Date: 06/03/2025

**AGENDA ITEM:** Resolution No. 25-43, Approve Design & Install of Simulator Scenario

**SUBMITTED BY:** Michael Bozarth

**TITLE:** Director

**DEPARTMENT:** Operations

**EXHIBITS/ATTACHMENTS:** Resolution No. 25-43

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### **BUDGETARY IMPACT** *(if applicable)*

**BUDGETED AMOUNT:** \$ 168,000.00

**EXPENDITURE REQUIRED:** \$ 168,000.00

**FUNDING SOURCE:** Operating

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**REVIEWED BY:** Executive Director

**REVIEWED DATE:** 05/27/2025

### **SUMMARY STATEMENT:**

Kitsap Transit seeks approval for staff to enter into an agreement with FAAC for the design and installation of a custom scenario on the bus training simulator. This custom scenario will provide targeted training for Routed operators, enabling them to effectively navigate the inductive charging technology at the Silverdale Transit Center for the battery electric vehicle fleet.

### **RECOMMENDED ACTION/MOTION:**

MOTION: Move to adopt Resolution No. 25-43, authorizing Kitsap Transit staff to enter into an agreement with FAAC to design and install a new custom simulator scenario for the Silverdale Transit Center and the new inductive charging technology.

## **RESOLUTION NO. 25-43**

A RESOLUTION OF THE KITSAP TRANSIT BOARD OF COMMISSIONERS APPROVING THE SOLE SOURCE PURCHASE OF A CUSTOM TRAINING SCENARIO OF OUR SILVERDALE TRANSIT CENTER AND THE INDUCTIVE CHARGING INFRASTRUCTURE AT THE SILVERDALE TRANSIT CENTER

**WHEREAS**, Kitsap Transit purchased FAAC MB-2000 bus simulator in 2023 to provide advanced training resources for Kitsap Transit's Routed, ACCESS, and W/D Operators; and

**WHEREAS**, Kitsap Transit completed installation of inductive charging infrastructure at the Silverdale Transit Center in 2025; and

**WHEREAS**, Kitsap Transit staff surveyed the market and determined that no other vendor was able to provide programming support for this project; and

**WHEREAS**, Kitsap Transit staff, in accordance with Federal Transit Administration (FTA) Circular 4220.1, has determined that the pricing that is being offered is fair and reasonable.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby approves staff entering into an agreement with FAAC to develop and install a custom scenario of the Silverdale Transit Center and inductive charging infrastructure. This scenario will enable operators to navigate the Silverdale Transit Center effectively utilizing the new inductive charging technology for Kitsap Transit's battery electric vehicle fleet. Total project cost is one hundred sixty-eight thousand dollars (\$168,000).

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 3<sup>rd</sup> day of June, 2025.

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Rob Putaansuu, Chairperson

ATTEST:

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Jackie Bidon, Clerk of the Board





## Board of Commissioners Agenda Summary

Meeting Date: 06/03/2025

**AGENDA ITEM:** Resolution No, 25-44, Approve ChargePoint Service Renewal

**SUBMITTED BY:** Steffani Lillie

**TITLE:** Director

**DEPARTMENT:** Service & Capital Development

**EXHIBITS/ATTACHMENTS:** Resolution No. 25-44

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### **BUDGETARY IMPACT** *(if applicable)*

**BUDGETED AMOUNT:** \$ 300,000.00

**EXPENDITURE REQUIRED:** \$ 243,610.00

**FUNDING SOURCE:** Capital

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**REVIEWED BY:** Executive Director

**REVIEWED DATE:** 05/27/2025

### **SUMMARY STATEMENT:**

Kitsap Transit utilizes ChargePoint's Cloud and Assure Warranty Services to monitor and maintain its plug-in charging infrastructure. The Cloud and Assure Warranty Services allow ChargePoint to monitor charger use and make repairs when components fail at no additional costs to KT. This term of service would last from July 2025, until November 2029. The costs of this service renewal will be covered by FTA grant funding, FY 2021 Section 5339(b) Buses and Bus Facilities Program. This is a sole source agreement between ChargePoint and Kitsap Transit. These are valuable services that keep KT's plug-in chargers operating at peak performance at both North and Charleston Bases.

### **RECOMMENDED ACTION/MOTION:**

**MOTION:** Move to adopt Resolution No. 25-44, approving the five-year renewal of the Cloud and Assure Warranty Services through ChargePoint, in the amount of two hundred forty three thousand six hundred ten dollars (\$243,610), as permitted by FTA's FY 2021 Section 5339(b) Buses and Bus Facilities Program.

## **RESOLUTION NO. 25-44**

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS  
AUTHORIZING STAFF TO RENEW CLOUD AND ASSURE WARRANTY  
SERVICES FROM CHARGEPOINT.

**WHEREAS**, Kitsap Transit seeks approval to renew a five-year term agreement for  
Cloud and Assure Warranty Services through ChargePoint; and

**WHEREAS**, these services remain critical in maintaining and repairing Kitsap  
Transit's plug-in charging infrastructure through remote monitoring and warranty  
coverage; and

**WHEREAS**, staff recommends the renewal of the five-year (5) service agreement  
with ChargePoint for Cloud and Assure Warranty services for its plug-in chargers; and

**WHEREAS**, ChargePoint, as an authorized dealer, is providing Cloud remote  
monitoring and Assure Warranty services through FTA grant agreement FY2021 Section  
5339(b) Bus and Bus Facilities in the amount of two hundred forty-three thousand six  
hundred ten dollars (\$243,610); and

**WHEREAS**, staff has reviewed the pricing and services and determined them to be  
fair and reasonable.

**NOW THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby  
authorize staff to renew the five-year services agreement with ChargePoint, in the amount  
of two hundred forty-three thousand six hundred ten dollars (\$243,610) through a sole  
source agreement with ChargePoint.

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held  
on the 3<sup>rd</sup> day of June, 2025.

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Robert Putaansuu, Chairperson

ATTEST:

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Jackie Bidon, Clerk of the Board

DRAFT



To: Kitsap Transit  
From: Doty & Associates, Inc. (prepared by J. Dylan Doty)  
Date: May 27, 2025  
Re: June 2025 Board Meeting – Legislative Report

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### **Legislative Bill Signing Review**

Governor Bob Ferguson concluded the 2025 legislative session by signing into law a \$77.9 billion two-year operating budget on May 20<sup>th</sup>. The budget relies heavily on new and expanded tax revenues to close a significant budget shortfall. The package includes \$4.2 billion in new taxes (over \$9 billion over 4 years), including an increase in the state’s capital gains tax, expanded estate tax thresholds, increased B&O taxes, and a sales tax on certain services. A new 6-cent per gallon gas tax was also approved as part of the \$10.3 billion transportation budget. Meanwhile, the \$9.5 billion capital budget continues robust public-sector investment, especially in housing, water infrastructure, and public facility upgrades.

These final revenue packages and budgets were largely approved by Governor Ferguson; however, many businesses and fiscal prognosticators have raised concerns about affordability and fiscal sustainability in an uncertain economy. The Governor issued partial vetoes totaling \$22.3 million, eliminating several new studies and pilot programs, in what he described as an effort to rein in unsustainable spending. Still, the net result of the session is an expanded tax base and increased spending, with long-term impacts on business competitiveness and the cost of living yet to be seen.

On the policy front, the session was marked by a focus on housing and public safety policies. Among the more high-profile pieces of legislation enacted this year, Governor Ferguson signed HB 1217, which imposes statewide rent control measures, limiting most rent increases to 7% plus inflation (or 10%, whichever is less), and capping rent hikes on manufactured homes at 5%. He also enacted HB 2015, which authorizes counties to propose new local-option public safety sales taxes. Additional policy highlights include new tenant protections, expansion of behavioral health services, legislation to strengthen wildfire mobilization readiness, and more.

### **WSTA Legislative Review**

With the dust settling from the Governor’s bill signing and veto period, the Washington State Transit Association (WSTA) shared its thoughts on the final transportation budget. WSTA Executive Director Justin Leighton wrote that “the transportation budget proposed by the legislative conference committee retains transit funding without significant cuts. Critical grant programs like Special Needs Transportation, Rural Mobility, and Transit Support (kids ride free funding) will continue at the same level of funding. Further, critical capital-intensive grants, including Regional Mobility, Bus and Bus Facility, and Connecting WA and Move Ahead WA transit projects, will move forward without cuts. Unfortunately, the Green Transit Grant program will lose roughly \$12 million due to the expiration of a fund transfer, and Rideshare



Grants will also be cut in half. However, these small cuts amount to less than a 3% cut in funding but are made up for in other investments, such as on-time transit funding for the 2026 World Cup, and direct appropriations, such as \$950,000 for RiverCities Transit to save service between Cowlitz and Clark County.

“Further wins in the budget include critical permitting reform that will assist public transit agencies in developing, building, and operating projects, particularly high-capacity transit, faster, more efficiently, and effectively. Permitting reform has been a long-standing priority for WSTA, and the actions taken by the legislature in 2025 are an essential step forward. We will monitor how these reforms get implemented and interpreted, and seek further refinement and changes in future sessions.

“Given the immense budget pressures of deficits, this outcome was a win for transit,” Leighton concluded.

### **2025 Interim Preview**

While eyes continue to be on the other Washington (DC) for additional policy and budget changes, attention locally will turn to several special elections that will impact the balance of power in Olympia.

Washington State will hold nine legislative special elections in 2025 – five in the Senate and four in the House – to fill vacancies resulting from resignations, appointments, and the passing of legislators. These elections, concentrated in King County and the greater Puget Sound area, are scheduled with a primary on August 5 and the general election on November 4. Winners will serve the remainder of the current terms, with most seats up for regular election again in 2026.

### **SENATE RACES:**

- **26th District (Kitsap & Pierce Counties):** Appointed Senator Deb Krishnadasan (D) seeks to retain her seat against long-serving Republican State Representative Michelle Caldier. This race is considered highly competitive and is likely to see significant campaign investments from both sides. Rep. Caldier will retain her seat in the House if she is unsuccessful in her Senate bid; should she prevail, however, an appointment will need to be made to fill her seat in the House for the 2026 legislative session.
- **5th District (East King County):** Following the passing of Senator Bill Ramos (D) in April, a special election will determine his successor. Democrat State Representative Victoria Hunt, a data scientist and former Issaquah City Council member, is running against Republican Chad Magendanz, a former state representative. This race is also seen as competitive, and will likely draw a significant amount of attention.
- **33rd District (South King County):** After Senator Karen Keiser's resignation, former Representative Tina Orwall (D) was appointed to the Senate seat. She is running uncontested to retain her position in the upcoming election.



- 34th District (West Seattle & Vashon Island): Senator Joe Nguyen resigned to lead the Washington State Department of Commerce. Appointed Senator Emily Alvarado (D) is running unopposed to complete the term.
- 48th District (Bellevue, Redmond, Kirkland): Democrat Senator Patty Kuderer resigned after being elected as Washington State Insurance Commissioner. Appointed Senator Vandana Slatter (D) faces a challenge from fellow Democrat Representative Amy Walen, highlighting intra-party dynamics. Rep. Walen will retain her seat in the House if she is unsuccessful in moving to the Senate; should she prevail, however, an appointment would need to be made to fill her House seat for the 2026 session.

#### HOUSE RACES:

- 33rd District (SeaTac, Burien, Kent): Appointed Representative Edwin Obras (D) is challenged by Democrat Kevin Schilling, Mayor of Burien, and Republican Darryl Jones, in a race featuring another notable intra-party contest.
- 34th District (West Seattle & Vashon Island): Following Emily Alvarado's move to the Senate, Brianna Thomas (D), former policy advisor at the City of Seattle, was appointed to the House seat and is running unopposed to retain it.
- 41st District (Mercer Island, Bellevue, Newcastle): Appointed Representative Janice Zahn (D) faces challenges from Democrat Vinita Kak and Republican John Whitney, making this a three-way race.
- 48th District (Bellevue, Redmond): Appointed Representative Osman Salahuddin (D) is running against Democrat Ranga Bondada and Republican Dennis Ellis, indicating a potentially-competitive race within the party.

These special elections are pivotal in shaping the legislative landscape and may influence policy directions in 2026 and beyond.

# Kitsap Transit

## Income Statement - Transit Fund

### April 2025

	Current Month		Year to Date		Year to Date Variance	
	Actual	Budget	Actual	Budget	Dollar	Percent
OPERATING REVENUE						
Routed Fare	\$173,700	\$127,000	\$585,977	\$517,000	\$68,977	13.34%
Worker Driver Fares	\$58,849	\$62,000	\$241,531	\$248,000	(\$6,469)	(2.61%)
Van Pool Fares	\$39,599	\$24,000	\$108,675	\$86,000	\$22,675	26.37%
Access Fare	\$12,295	\$15,000	\$54,848	\$60,000	(\$5,152)	(8.59%)
Parking	\$17,279	\$17,000	\$64,774	\$68,000	(\$3,226)	(4.74%)
Lease Income	\$41,779	\$40,000	\$161,808	\$160,000	\$1,808	1.13%
Other Operating Income	\$3,539	\$2,500	\$10,196	\$10,000	\$196	1.96%
OPERATING REVENUE	\$347,041	\$287,500	\$1,227,809	\$1,149,000	\$78,809	6.86%
OPERATING EXPENSES						
General Administration	\$455,480	\$582,085	\$1,901,840	\$2,204,305	(\$302,465)	(13.72%)
Capital Development	\$60,410	\$110,231	\$230,118	\$423,251	(\$193,134)	(45.63%)
Customer Service	\$82,330	\$91,695	\$291,736	\$339,723	(\$47,987)	(14.13%)
Routed	\$1,318,671	\$1,423,463	\$4,954,105	\$5,158,265	(\$204,160)	(3.96%)
Worker Driver	\$94,554	\$108,946	\$340,014	\$402,941	(\$62,927)	(15.62%)
Rideshare	\$31,432	\$33,652	\$126,999	\$128,375	(\$1,376)	(1.07%)
Access	\$1,051,883	\$1,015,078	\$3,855,549	\$3,727,386	\$128,163	3.44%
Vehicle Maintenance	\$893,454	\$986,171	\$3,380,284	\$3,796,777	(\$416,493)	(10.97%)
Facilities Maintenance	\$273,981	\$345,854	\$1,233,488	\$1,351,805	(\$118,317)	(8.75%)
Service Development	\$249,608	\$274,778	\$1,026,157	\$1,068,407	(\$42,250)	(3.95%)
Total Operating Expense	\$4,511,804	\$4,971,954	\$17,340,290	\$18,601,237	(\$1,260,947)	(6.78%)
<b>OPERATING INCOME (LOSS)</b>	<b>(\$4,164,763)</b>	<b>(\$4,684,454)</b>	<b>(\$16,112,481)</b>	<b>(\$17,452,237)</b>	<b>\$1,339,756</b>	<b>(7.68%)</b>
NON OPERATING INCOME (EXPENSE)						
Sales Tax	\$4,839,000	\$4,862,000	\$18,375,000	\$18,464,000	(\$89,000)	(0.48%)
State Operating Grant	\$9,613	\$10,417	\$38,450	\$41,667	(\$3,217)	(7.72%)
Interest Income	\$314,544	\$200,000	\$1,296,671	\$950,000	\$346,671	36.49%
Misc Income / (Expense)	\$0	\$0	(\$6,583)	\$0	(\$6,583)	0.00%
Interest Expense	(\$495)	(\$400)	(\$1,980)	(\$1,600)	(\$380)	23.75%
Depreciation Expense	(\$576,678)	(\$748,333)	(\$2,306,940)	(\$2,993,333)	\$686,393	(22.93%)
Amortization Expense	(\$5,527)	(\$26,110)	(\$22,107)	(\$104,441)	\$82,334	(78.83%)
Sales Tax Collection Fee	(\$48,390)	(\$48,620)	(\$183,750)	(\$184,640)	\$890	(0.48%)
Gain/Loss Disposition of Assets	\$300	\$0	\$300	\$0	\$300	0.00%
Total Non Operating Income (Expense)	\$4,532,366	\$4,248,953	\$17,189,061	\$16,171,652	\$1,017,409	6.29%
<b>NET INCOME (LOSS)</b>	<b>\$367,603</b>	<b>(\$435,501)</b>	<b>\$1,076,580</b>	<b>(\$1,280,585)</b>	<b>\$2,357,165</b>	<b>(184.07%)</b>

# Kitsap Transit

## Income Statement - Ferry Fund

### April 2025

	Current Month		Year to Date		Year to Date Variance	
	Actual	Budget	Actual	Budget	Dollar	Percent
<b>OPERATING REVENUE</b>						
Local Ferry Fares	\$56,804	\$70,000	\$216,779	\$260,000	(\$43,221)	(16.62%)
Bremerton Fast Ferry Fares	\$227,117	\$258,000	\$855,126	\$961,000	(\$105,874)	(11.02%)
Kingston Fast Ferry Fares	\$44,969	\$48,000	\$182,074	\$187,000	(\$4,926)	(2.63%)
Southworth Fast Ferry Fares	\$75,574	\$62,000	\$315,025	\$285,000	\$30,025	10.54%
Total Operating Revenue	\$404,464	\$438,000	\$1,569,004	\$1,693,000	(\$123,996)	(7.32%)
<b>OPERATING EXPENSE</b>						
General Administration	\$162,620	\$222,823	\$726,486	\$873,134	(\$146,648)	(16.80%)
Local Ferry Operations	\$173,682	\$197,131	\$668,620	\$734,003	(\$65,383)	(8.91%)
Bremerton Fast Ferry Operations	\$265,070	\$344,325	\$976,736	\$1,316,247	(\$339,511)	(25.79%)
Kingston Fast Ferry Operations	\$294,269	\$296,075	\$1,041,584	\$1,149,185	(\$107,601)	(9.36%)
Southworth Fast Ferry Operations	\$246,582	\$306,567	\$902,367	\$1,185,701	(\$283,334)	(23.90%)
Maintenance and Facilities	\$779,072	\$770,416	\$3,179,084	\$3,025,486	\$153,599	5.08%
	\$1,921,295	\$2,137,336	\$7,494,878	\$8,283,756	(\$788,879)	(9.52%)
<b>OPERATING INCOME (LOSS)</b>	<b>(\$1,516,831)</b>	<b>(\$1,699,336)</b>	<b>(\$5,925,873)</b>	<b>(\$6,590,756)</b>	<b>\$664,883</b>	<b>(10.09%)</b>
<b>NON OPERATING REVENUE (EXPENSE)</b>						
Sales Tax Revenue	\$1,814,000	\$1,823,000	\$6,895,000	\$6,928,000	(\$33,000)	(0.48%)
Operating Grants	\$0	\$191,667	\$0	\$766,667	(\$766,667)	(100.00%)
Interest Income	\$44,720	\$17,000	\$184,940	\$77,000	\$107,940	140.18%
Interest Expense	(\$49,958)	(\$59,167)	(\$199,832)	(\$236,667)	\$36,835	(15.56%)
Depreciation	(\$358,430)	(\$305,000)	(\$1,433,720)	(\$1,220,000)	(\$213,720)	17.52%
Amortization	(\$1,013)	(\$1,013)	(\$4,053)	(\$4,052)	(\$1)	0.03%
Sales Tax Collection Fee	(\$18,140)	(\$18,230)	(\$68,950)	(\$69,280)	\$330	(0.48%)
Total Non Operating Income (Expense)	\$1,431,179	\$1,648,257	\$5,373,384	\$6,241,668	(\$868,284)	(13.91%)
<b>NET INCOME (LOSS)</b>	<b>(\$85,652)</b>	<b>(\$51,079)</b>	<b>(\$552,489)</b>	<b>(\$349,088)</b>	<b>(\$203,401)</b>	<b>58.27%</b>



**Kitsap Transit  
Balance Sheet  
April 30th, 2025**

	Bus Fund	Ferry Fund	Consolidated
		<b>ASSETS</b>	
Cash and Cash Equivalents	855,274	1,792,797	2,648,071
Investment - General Fund	78,628,311	13,477,220	92,105,530
Investment - Stimulus Reserve	23,837,990	-	23,837,990
Investment - Debt Service Reserve	73,815	1,187,431	1,261,246
Investment - Contingency Reserve	4,000,000	-	4,000,000
Investment - Fuel Reserve	2,383,925	573,400	2,957,325
Tax Receivable	9,541,285	3,581,975	13,123,260
Capital Grants Receivable	9,251,669	59,911	9,311,580
Operating Grants Receivable	9,618	4,554	14,172
Accounts Receivable	681,458	315,171	996,629
Due from Transit	-	153,559	153,559
Inventory	1,693,398	6,156,124	7,849,522
Prepaid Expenses	2,143,269	735,129	2,878,398
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 133,100,013</b>	<b>\$ 28,037,271</b>	<b>\$ 161,137,284</b>
Fixtures & Equipment, Net of Depreciation	6,453,335	54,418	6,507,753
Facilities, Net of Depreciation	25,532,269	10,298,156	35,830,425
Rolling Stock, Net Depreciation	17,538,648	81,347	17,619,995
Passenger Ferries, Net Depreciation	-	53,795,374	53,795,374
Capital Work in Progress	80,724,466	18,968,915	99,693,381
Leasehold Improvement, Net Amortization	2,968,744	-	2,968,744
Leased Facilities, Net Amortization	226,144	2,485,072	2,711,216
Land	22,129,192	-	22,129,192
Intangible Assets, Net Amortization	241,971	-	241,971
<b>TOTAL CAPITAL ASSETS</b>	<b>\$ 155,814,769</b>	<b>\$ 85,683,283</b>	<b>\$ 241,498,052</b>
<b>TOTAL ASSETS</b>	<b>\$ 288,914,782</b>	<b>\$ 113,720,554</b>	<b>\$ 402,635,336</b>
		<b>LIABILITIES AND NET POSITION</b>	
		<b>LIABILITIES</b>	
Accounts Payable	2,296,769	846,319	3,143,088
Due to Ferry	169,331	-	169,331
Payables to Other Transits	153,559	-	153,559
Deferred Revenues	88,551	9,555	98,106
Accrued Wages Payable	2,443,896	589,911	3,033,807
Employee Benefit Payable	408,361	86,441	494,802
Interest Payable	1,968	29,539	31,507
Short-Term Debt	138,578	3,005,000	3,143,578
Long-Term Debt	-	23,155,000	23,155,000
<b>TOTAL LIABILITIES</b>	<b>\$ 5,701,013</b>	<b>\$ 27,721,765</b>	<b>\$ 33,422,778</b>
		<b>NET POSITION</b>	
Invested in Capital Assets, Net of Related Debt	155,676,191	59,523,283	215,199,474
Restricted	30,295,730	1,187,431	31,483,161
Unrestricted	97,241,848	25,288,075	122,529,922
<b>TOTAL NET POSITION</b>	<b>283,213,769</b>	<b>85,998,788</b>	<b>369,212,557</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 288,914,782</b>	<b>\$ 113,720,554</b>	<b>\$ 402,635,336</b>

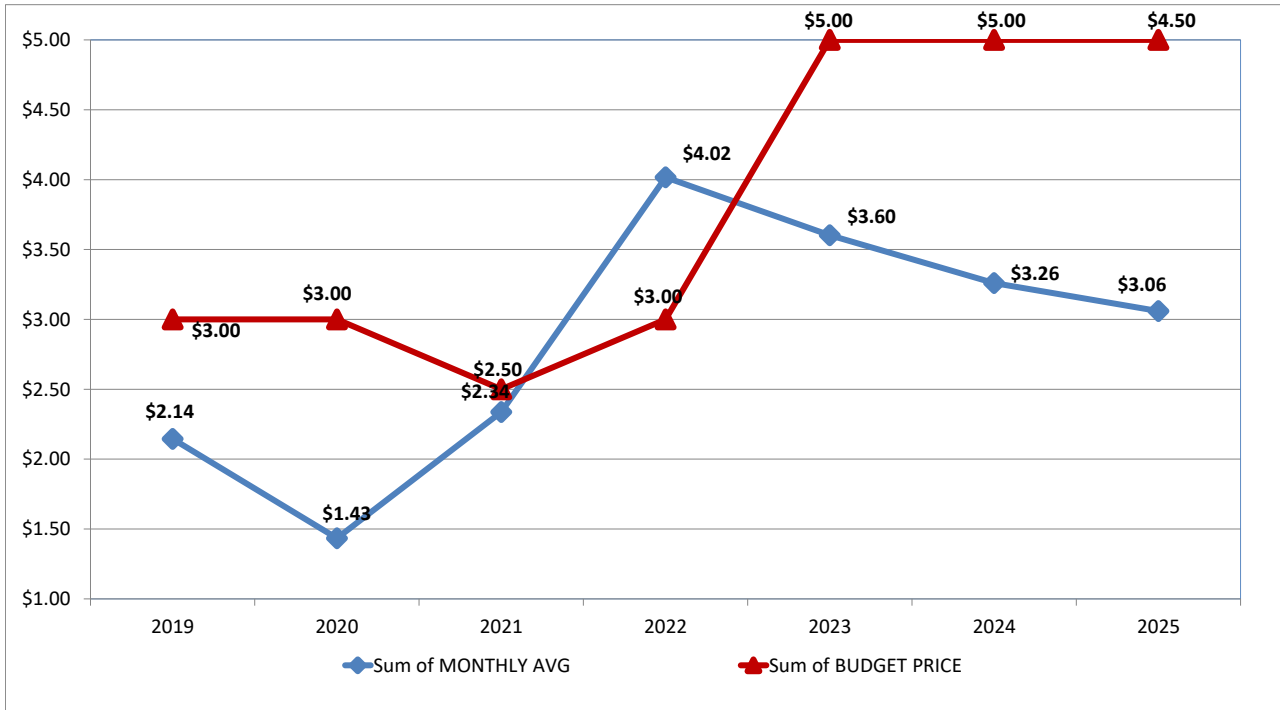
# Capital Work In Progress - April 2025

	Capital Budget And Expenditures							Capital Funding		
	2025 Budget	Current Month	YTD Expenditures	Encumbrance	Budget Remaining (\$)	Budget Remaining (%)	Cumulative Expenditures	Local Funds Budget	Grant Funds Budget	Total Funds Budget
Transit Fund										
Routed Coaches	20,610,452	-	-	-	20,610,452	100%	6,901,602	8,334,949	12,275,503	20,610,452
Access Bus & Van/VanLink Replacements	8,592,059	440,056	2,408,874	2,904,778	3,278,407	38%	10,590,798	1,661,310	6,930,749	8,592,059
Inductive Charging (Bases)	4,608,000	-	-	4,608,000	-	0%	-	768,000	3,840,000	4,608,000
Electric Bus (10) & Charleston & North Base Chargers	12,093,655	1,898,622	7,897,993	4,195,662	-	0%	8,637,952	2,418,731	9,674,924	12,093,655
Supervisor Vehicles	262,223	-	-	219,794	42,429	16%	182,827	262,223	-	262,223
Worker Driver Buses (5 Electric)	5,379,275	-	5,870,376	-	(491,101)	-9%	10,910,969	5,379,275	-	5,379,275
Gillig Rebuilds	700,000	-	1,983	-	698,017	100%	615,237	700,000	-	700,000
Vanpool Replacements	735,640	-	-	-	735,640	100%	610,062	735,640	-	735,640
APC Systems Equipment/Digital Signage	7,769,683	-	273,941	4,461,747	3,033,995	39%	3,572,660	7,769,683	-	7,769,683
Operations Bases										
Harborside:										
Harborside Tenant Improvements	20,000	-	-	-	20,000	100%	-	20,000	-	20,000
Third Floor Design and Remodel	500,000	-	-	-	500,000	100%	-	500,000	-	500,000
Charleston Base										
Crash Deterrent System	200,000	27,900	53,600	-	146,400	73%	53,600	200,000	-	200,000
Dispatch Furniture	80,000	-	-	-	80,000	100%	69,990	80,000	-	80,000
Mini-Heat Pumps (5)	95,000	-	-	-	95,000	100%	-	95,000	-	95,000
Charleston Generator Replacement	2,072,895	-	-	-	2,072,895	100%	-	414,579	1,658,316	2,072,895
Northbase										
North Base HD Maintenance Facility (Planning)	2,700,417	23,424	197,342	1,431,839	1,071,236	40%	836,462	19,459	2,680,958	2,700,417
North Base HD Maintenance Facility RAISE CN	21,250,000	-	-	-	21,250,000	100%	-	4,250,000	17,000,000	21,250,000
South Base										
South Base (ESA, Permits, CM)	215,483	-	24,921	209,668	(19,106)	-9%	139,095	42,603	172,880	215,483
Transfer Centers / Park & Ride										
Hwy 16 Park & Ride Planning and Design (Ruby Creek)	3,157,825	106	269,025	94,859	2,793,941	88%	3,486,202	587,652	2,570,173	3,157,825
HWY 16 Park & Ride Construction (Ruby Creek)	19,070,812	-	289,376	-	18,781,436	98%	755,263	8,648,936	10,421,876	19,070,812
Sewer Lift Station Highway 16 (Ruby Creek)	3,307,251	-	27,632	739,701	2,539,919	77%	27,632	3,307,251	-	3,307,251
Silverdale Transfer Center	4,766,587	-	423,994	107,308	4,235,285	89%	23,697,072	1,125,000	3,641,587	4,766,587
Gateway Bus Storage Facility & Park and Ride PE/Design	842,400	979	64,805	252,974	524,621	62%	198,152	122,400	720,000	842,400
Gateway Center Rehabilitation Design and Construction	900,000	-	-	-	900,000	100%	160,482	900,000	-	900,000
Gateway Training Room Expansion & Access CSA Move	500,000	-	-	-	500,000	100%	-	500,000	-	500,000
SR104 P&R PE/Design	560,000	-	73,535	-	486,465	87%	269,390	85,000	475,000	560,000
Port Orchard Transit Center Planning	665,867	-	-	325,298	340,569	51%	258,799	133,174	532,693	665,867
Bus Stops (Shelters, pads, and Construction)	100,000	-	-	-	100,000	100%	-	100,000	-	100,000
West Bremerton Hydrogen Fueling & P&R (Design & ROW)	6,880,484	-	-	-	6,880,484	100%	2,529,658	2,120,953	4,759,531	6,880,484
Poulsbo Park & Ride	2,735,738	-	451	334,091	2,401,196	88%	222,324	1,345,738	1,390,000	2,735,738
Inductive Charging (BTC, STC, WBTC & BITC)	2,255,000	18,349	67,092	347,938	1,839,970	82%	321,958	2,085,000	170,000	2,255,000
Silverdale Park & Ride (Design & ROW)	150,000	-	-	-	150,000	100%	-	150,000	-	150,000
Operator Training Facility	1,200,000	-	97,430	414,579	687,991	57%	97,430	1,200,000	-	1,200,000
Day Road Park & Ride (Design & Construction)	11,103,497	-	67,640	2,325,432	8,710,426	78%	244,272	3,094,117	8,009,380	11,103,497
Equipment and Systems										
Computer Infrastructure Improvements	67,000	-	-	-	67,000	100%	-	67,000	-	67,000
Servers and Capitalized Computer Equip.	70,000	305	305	-	69,696	100%	131,295	70,000	-	70,000

## Capital Work In Progress - April 2025

	Capital Budget And Expenditures							Capital Funding		
	2025 Budget	Current Month	YTD Expenditures	Encumbrance	Budget Remaining (\$)	Budget Remaining (%)	Cumulative Expenditures	Local Funds Budget	Grant Funds Budget	Total Funds Budget
VEEM Backup and Recover Software/Server APC UPS for Servers IP Cameras (Bremerton, PO Dock, South Base, CII) Digital Bus Stop Panels (APC Dep) Payroll System Implementation Event Bleachers Maintenance Training Equipment (Encumbered) Simulator Programming Radio System Upgrade Website Content Management	25,000	-	72,898	-	(47,898)	-192%	72,898	25,000	-	25,000
	60,000	-	-	-	60,000	100%	-	60,000	-	60,000
	947,500	-	-	-	947,500	100%	264,102	397,500	550,000	947,500
	100,000	-	-	-	100,000	100%	-	100,000	-	100,000
	50,000	-	35,315	14,685	0	0%	35,315	50,000	-	50,000
	8,000	-	-	-	8,000	100%	-	8,000	-	8,000
	125,000	-	21,378	-	103,622	83%	129,555	125,000	-	125,000
	170,000	-	-	-	170,000	100%	-	170,000	-	170,000
	500,000	-	-	-	500,000	100%	-	500,000	-	500,000
	150,000	-	-	-	150,000	100%	-	150,000	-	150,000
Transit Fund Total	148,352,743	2,409,740	18,239,904	22,988,352	107,124,486	72%	76,023,053	60,879,173	87,473,570	148,352,743
Ferry Fund										
Ferry Vessels										
Owner Representation (New Vessels)	2,000,000	-	-	-	2,000,000	100%	-	2,000,000	-	2,000,000
Electric Fast Foil Ferry Design & Prototype	5,750,000	-	451,845	1,010,931	4,287,223	75%	469,249	550,000	5,200,000	5,750,000
Kingston Fast Ferry	17,531,963	-	-	-	17,531,963	100%	-	4,031,963	13,500,000	17,531,963
Electric Foot Ferry & Infrastructure Design and Construction Waterman II	14,735,674	-	-	907,044	13,828,630	94%	1,603,519	1,695,503	13,040,171	14,735,674
Ferry Terminal										
Seattle Terminal PE	6,846,734	-	397,001	5,147,558	1,302,175	19%	1,217,906	1,193,570	5,653,164	6,846,734
Southworth Terminal Redevelopment (WSF Partner)	3,103,804	-	1,113	-	3,102,691	100%	2,186	853,804	2,250,000	3,103,804
Annapolis Environmental Study	118,925	-	-	-	118,925	100%	19,534	118,925	-	118,925
POF Preventative Maintenance	5,011,818	-	7,705	-	5,004,113	100%	263,436	-	5,011,818	5,011,818
Breakwater at Port Orchard Marina (Partnership)	1,000,000	-	-	-	1,000,000	100%	1,007	1,000,000	-	1,000,000
Spare Parts Lady & Commander	148,311	-	-	-	148,311	100%	-	-	148,311	148,311
Marine Maintenance Fac. (Locate, ROW & Concept. Design)	825,425	-	8,190	-	817,235	99%	356,528	825,425	-	825,425
Marine Maintenance Fac. Environmental	2,250,000	-	-	-	2,250,000	100%	-	2,250,000	-	2,250,000
PO Intermodal Terminal PE	1,022,059	-	-	-	1,022,059	100%	-	170,343	851,716	1,022,059
Ferry Tools & Equipment										
Ultra Parts Cleaner	40,000	-	-	-	40,000	100%	-	40,000	-	40,000
Ferry Fund Total	60,384,713	-	865,854	7,065,534	52,453,325	87%	3,933,365	14,729,533	45,655,180	60,384,713
Grand Total	208,737,456	2,409,740	19,105,759	30,053,886	159,577,812	76%	79,956,418	75,608,706	133,128,750	208,737,456

## Kitsap Transit Diesel Costs Updated through May 2025



Per-gallon average price	2019	2020	2021	2022	2023	2024	2025
January	\$1.89	\$1.99	\$1.68	\$2.89	\$3.50	\$4.72	\$3.04
February	\$2.08	\$1.80	\$2.04	\$3.18	\$3.40	\$4.20	\$3.10
March	\$2.13	\$1.31	\$2.15	\$3.90	\$3.46	\$2.99	\$3.06
April	\$2.21	\$1.04	\$2.07	\$4.30	\$3.48	\$3.20	\$3.09
May	\$2.34	\$1.08	\$2.23	\$4.30	\$3.00	\$3.01	\$3.39
June	\$1.93	\$1.25	\$2.44	\$5.10	\$3.25	\$3.04	
July	\$2.08	\$1.36	\$2.37	\$4.99	\$4.08	\$3.14	
August	\$2.05	\$1.37	\$2.47	\$3.99	\$4.18	\$2.87	
September	\$2.13	\$1.27	\$2.41	\$3.89	\$4.35	\$3.06	
October	\$2.47	\$1.38	\$2.73	\$4.42	\$3.71	\$3.02	
November	\$2.40	\$1.72	\$2.73	\$4.35	\$3.51	\$3.00	
December	\$2.02	\$1.64	\$2.72	\$2.89	\$3.30	\$2.87	
<b>Monthly Avg. Cost YTD</b>	<b>\$ 2.14</b>	<b>\$ 1.43</b>	<b>\$ 2.34</b>	<b>\$ 4.02</b>	<b>\$ 3.60</b>	<b>\$ 3.26</b>	<b>\$ 3.14</b>
<b>Budgeted Per-Gallon Price</b>	<b>\$ 3.00</b>	<b>\$ 3.00</b>	<b>\$ 2.50</b>	<b>\$ 3.00</b>	<b>\$ 5.00</b>	<b>\$ 5.00</b>	<b>\$ 4.50</b>

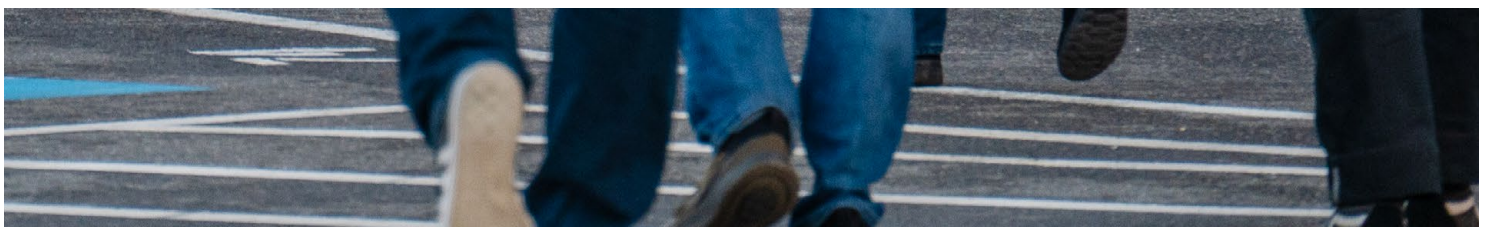
*In May, KT paid \$ **3.39** a gallon for fuel compared to \$3.09 in April. The year-to-date per-gallon average price as of May was \$ **3.14** compared \$4.50 a gallon for fuel budgeted for 2025.*





# 1<sup>ST</sup> QUARTER REPORT

## January - March 2025



## Total Boardings Systemwide

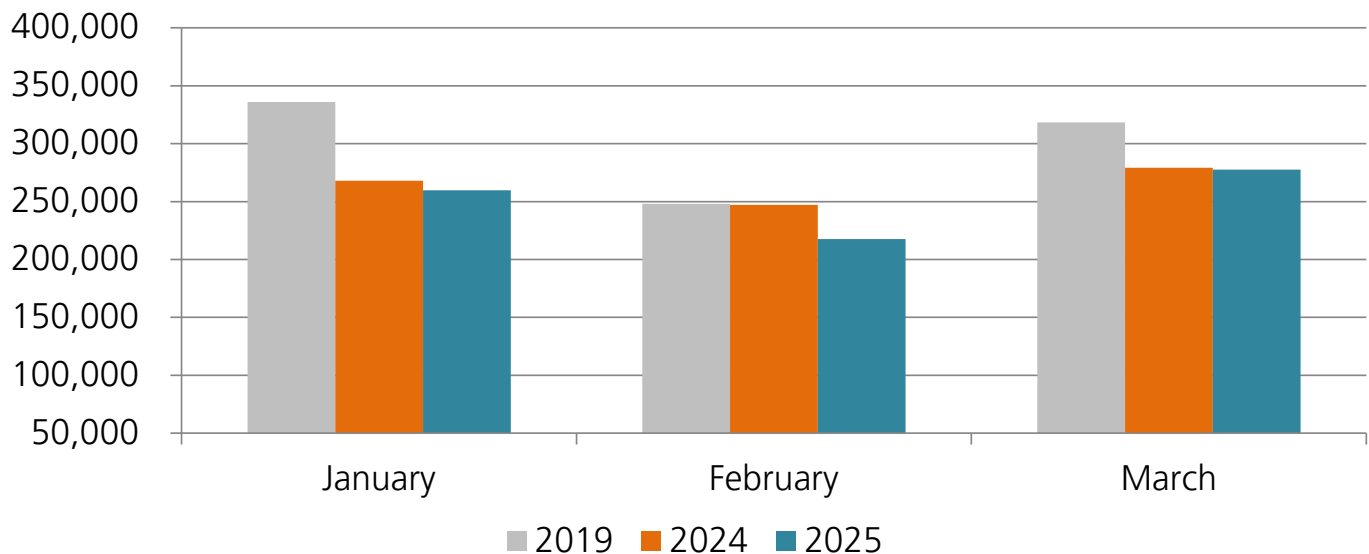
1<sup>st</sup> Quarter

1 <sup>st</sup> Quarter, 2025				
TOTAL BOARDINGS	January	February	March	QUARTER TOTAL
Routed	118,972	97,765	125,914	342,651
ACCESS & VanLink	20,224	16,086	20,819	57,129
Worker/Driver	15,704	13,204	15,987	44,895
On-Demand/Dial-A-Ride	2,680	2,297	3,008	7,985
Foot Ferry	27,746	22,897	30,242	80,885
Fast Ferry	68,257	59,522	74,584	202,363
Vanpool*	6,175	5,813	7,056	19,044
Guaranteed Ride Home	1	1	1	3
<b>SYSTEMWIDE TOTAL</b>	<b>259,759</b>	<b>217,585</b>	<b>277,611</b>	<b>754,955</b>

\* Vanpools in service: January (40), February (43), March (44)

**NOTE:** In February, nearly a week of winter snow and ice impacted bus service, significantly reducing ridership for the quarter.

## Year over Year



Throughout this report, data for 2019 is presented in tables and charts to show how current trends compare to pre-pandemic.



## Total Boardings Systemwide

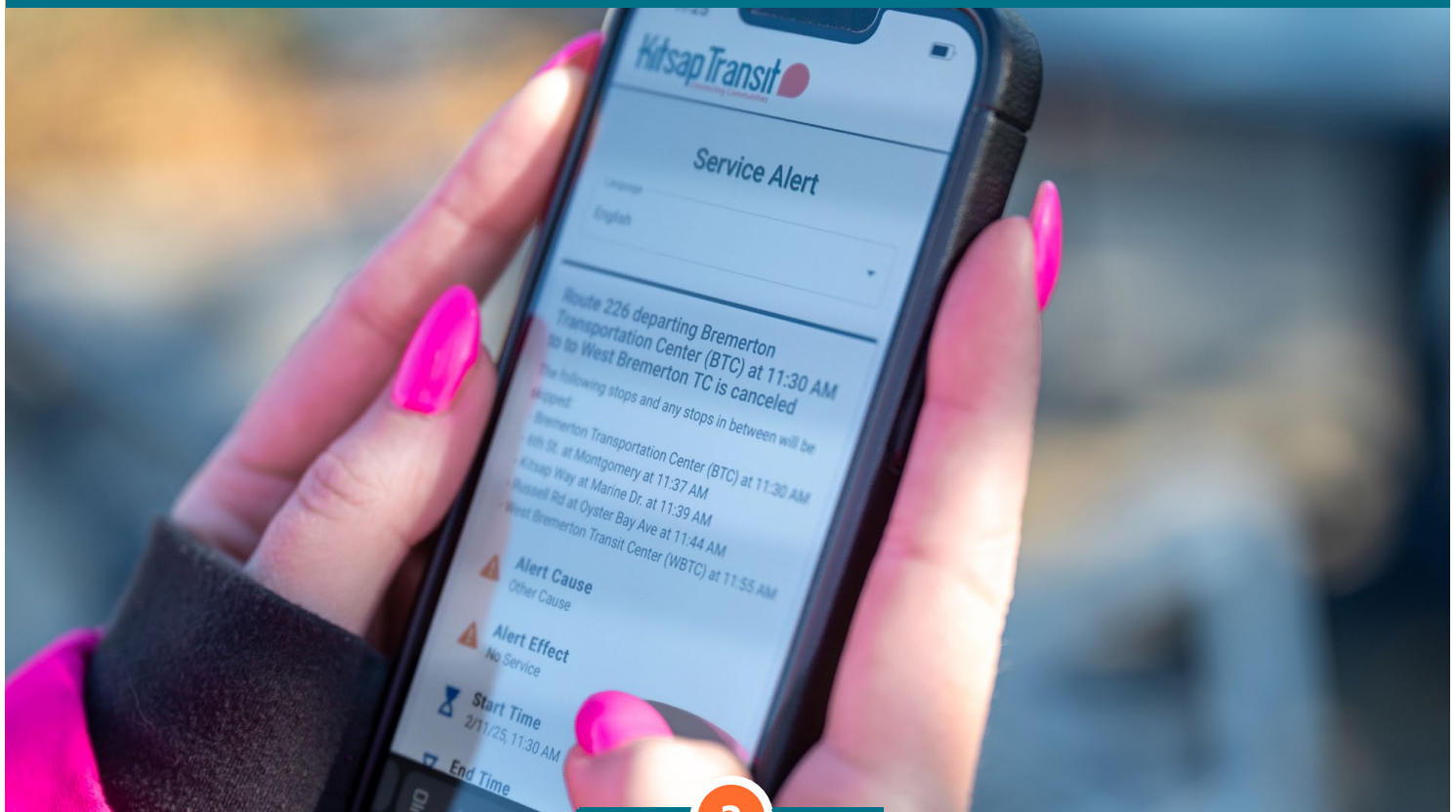
Year to Date

					Year to Date
TOTAL BOARDINGS	Q1 2019	Q1 2024	Q1 2025	2024-2025 Total Change	2024-2025 % Change
Routed	472,809	390,912	342,651	-48,261	-12%
ACCESS & VanLink	57,490	51,921	57,129	5,208	10%
On-Demand/Dial-A-Ride	90,254	51,642	44,895	-6,747	-13%
Worker/Driver	13,785	9,732	7,985	-1,747	-18%
Foot Ferry	129,756	82,484	80,885	-1,599	-2%
Fast Ferry	99,075	188,204	202,363	14,159	8%
Vanpool	39,021	19,301	19,044	-257	-1%
Guaranteed Ride Home	20	2	3	1	50%
<b>TOTAL BOARDINGS</b>	<b>902,210</b>	<b>794,198</b>	<b>754,955</b>	<b>-39,243</b>	<b>-5%</b>

**NOTE:** In February, nearly a week of winter snow and ice impacted bus service, significantly reducing ridership for the quarter. In Dec. 2022, Kitsap Transit reached an agreement with the state to fund additional fast-ferry sailings on the Bremerton/Seattle route, including year-round Saturday sailings.

On March 16, Kitsap Transit added Sunday bus service on Bainbridge Island, the last phase in our rollout of Sunday bus service, which began in September 2023. Sunday bus service also operates in Bremerton, Port Orchard, Poulsbo and Silverdale; all regions will remain fare-free on Sundays through 2025.

On March 5, Kitsap Transit switched to a new rider alerts platform, SimplifyTransit, that allows riders to receive personalized text and email notifications for their bus and ferry routes. Riders can subscribe to receive alerts only for the stops, days and times they ride!



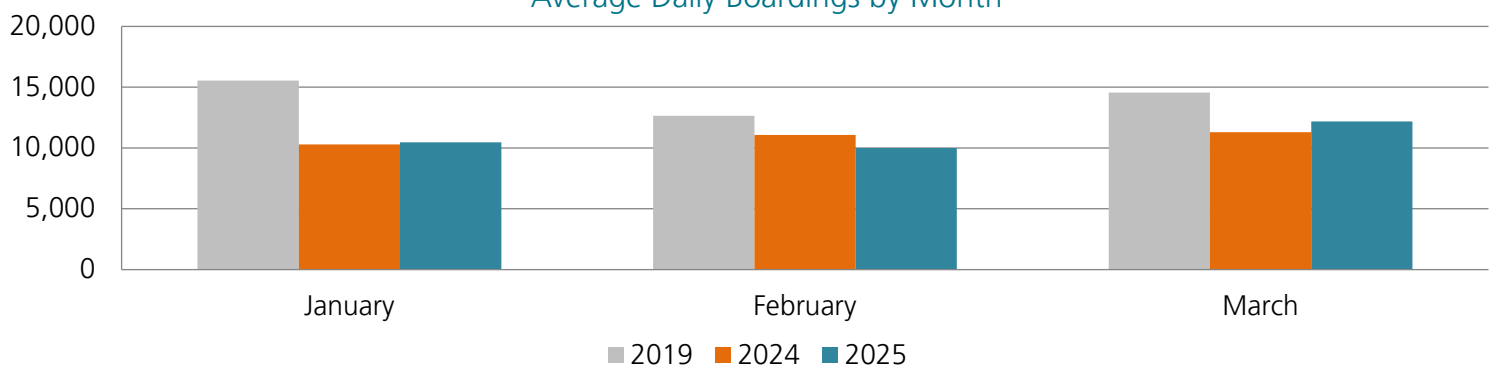
# Average Daily Boardings Systemwide

Quarter to Quarter: Weekdays

Quarter Comparison					
AVERAGE DAILY BOARDINGS: WEEKDAYS	Q1 2025	Q2 2025	Q3 2025	Q4 2025	2025 AVERAGE
Routed	4,938				4,938
ACCESS & VanLink	714				714
Worker/Driver	701				701
On-Demand/Dial-A-Ride	94				94
Foot Ferry	1,171				1,171
Fast Ferry	2,964				2,964
Vanpool	298				298
<b>SYSTEMWIDE AVERAGE</b>	<b>10,880</b>				<b>10,880</b>

Year over Year: Weekdays

Systemwide Weekday  
Average Daily Boardings by Month



On March 16, Kitsap Transit added Sunday bus service on Bainbridge Island, the last phase in our rollout of Sunday bus service that began in 2023.





## Average Daily Boardings Systemwide

### Quarter to Quarter: Weekends

Quarter Comparison					
AVERAGE DAILY BOARDINGS: SATURDAYS	Q1 2025	Q2 2025	Q3 2025	Q4 2025	2025 AVERAGE
Routed	1,774				1,774
ACCESS & VanLink	867				867
On-Demand/Dial-A-Ride	55				55
Foot Ferry	323				323
Fast Ferry	977				977
<b>SYSTEMWIDE AVERAGE</b>	<b>3,996</b>				<b>3,996</b>

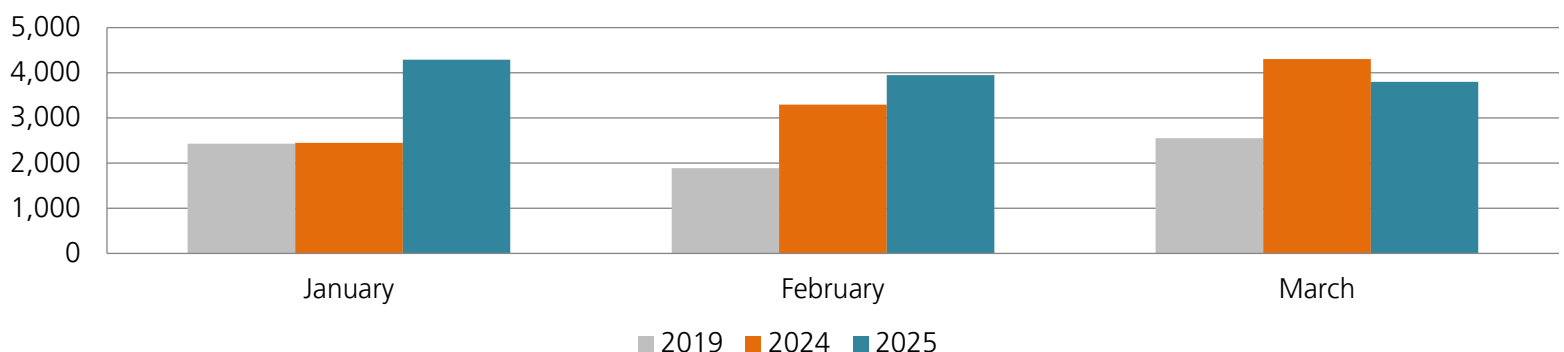
AVERAGE DAILY BOARDINGS: SUNDAYS	Q1 2025	Q2 2025	Q3 2025	Q4 2025	2025 AVERAGE
Routed	271				271
ACCESS & VanLink	10				10
On-Demand/Dial-A-Ride	97				97
Foot Ferry	135				135
<b>SYSTEMWIDE AVERAGE</b>	<b>513</b>				<b>513</b>

**NOTES:** In Dec. 2022, Kitsap Transit reached an agreement with the state to fund additional fast-ferry sailings on the Bremerton/Seattle route, including year-round Saturday sailings.

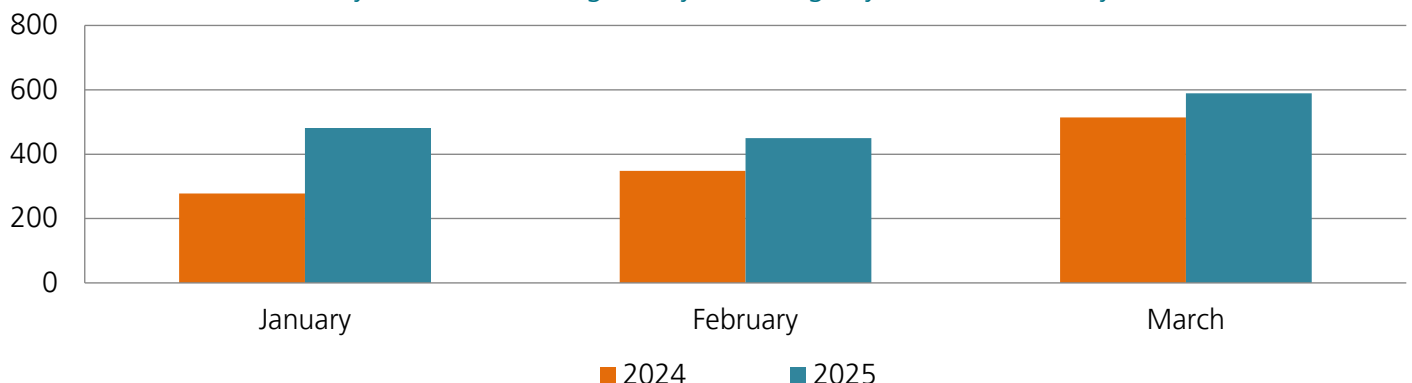
On March 16, 2025, Kitsap Transit added Sunday bus service on Bainbridge Island, the last phase in our rollout of Sunday bus service, which began in September 2023. Sunday bus service also operates in Bremerton, Port Orchard, Poulsbo and Silverdale; all regions will remain fare-free through 2025.

### Year over Year: Weekends

Systemwide Average Daily Boardings by Month – Saturdays



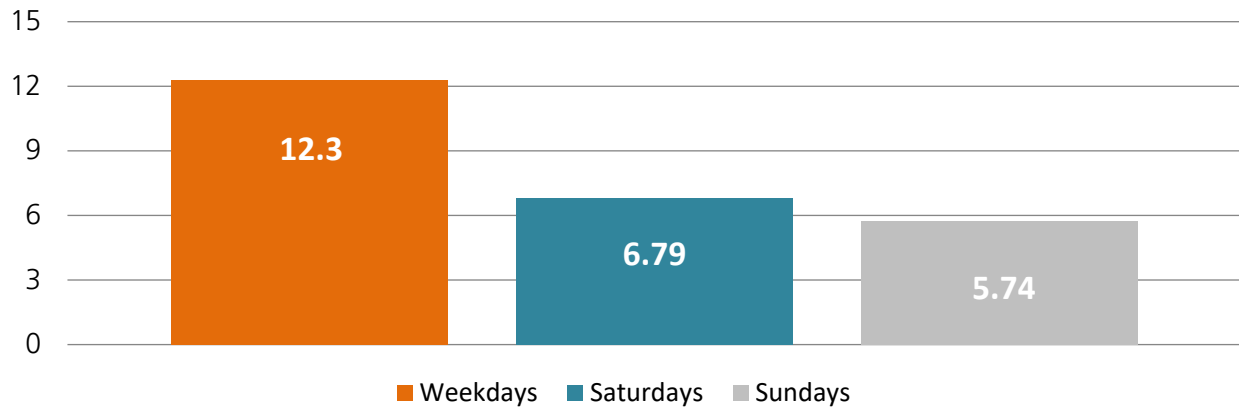
Systemwide Average Daily Boardings by Month – Sundays



## Average Passengers Per Hour Systemwide

1<sup>st</sup> Quarter

2025 1<sup>st</sup> Quarter  
Average PPH — Weekdays vs. Weekends



## Average Fare Collected

Average fare is total fare revenue divided by the number of trips. Total fare revenue consists of revenue from passes and farebox. As a result, average fares shown may be lower or higher than the one-way cash full fare. Fast Ferry maximum theoretical average fare is \$6.00, assuming most passengers travel round trip (\$12.00 divided by two trips).

Due to the nature of the Kitsap Transit's On-Demand/Dial-A-Ride services, revenue is calculated between an average of Routed and ACCESS per trip rate.

1<sup>st</sup> Quarter

1 <sup>st</sup> Quarter, 2025					
AVERAGE FARE COLLECTED	January	February	March	QUARTER AVERAGE	2024 AVERAGE
Routed	\$1.02	\$1.08	\$1.40*	\$1.18	\$1.18
ACCESS & VanLink	\$0.80	\$0.72	\$0.71	\$0.74	\$0.74
Worker/Driver	\$4.01	\$4.62	\$3.67	\$4.07	\$4.07
On-Demand/Dial-A-Ride	\$1.07	\$0.95	\$0.99	\$1.01	\$1.01
Foot Ferry	\$1.95	\$2.18	\$1.85	\$1.98	\$1.98
Fast Ferry	\$4.94	\$5.38	\$4.63	\$4.96	\$4.96
Vanpool	\$5.21	\$3.02	\$2.75	\$3.63	\$3.63
<b>SYSTEMWIDE AVERAGE</b>	<b>\$2.42</b>	<b>\$2.61</b>	<b>\$2.43</b>	<b>\$2.48</b>	<b>\$2.48</b>

## Quarter to Quarter

Quarter Comparison					
AVERAGE FARE COLLECTED	Q1 2024	Q2 2024	Q3 2024	Q4 2024	2024 AVERAGE
Routed	\$1.18				\$1.18
ACCESS & VanLink	\$0.74				\$0.74
Worker/Driver	\$4.07				\$4.07
On-Demand/Dial-A-Ride	\$1.01				\$1.01
Foot Ferry	\$1.98				\$1.98
Fast Ferry	\$4.96				\$4.96
Vanpool	\$3.63				\$3.63
<b>SYSTEMWIDE AVERAGE</b>	<b>\$2.48</b>				<b>\$2.48</b>

\* In March, the increase in Routed fares was due to a manual adjustment performed by ORCA for fares from legacy ORCA unredeemed passes. ORCA distributed these fares in March.

## Transfers

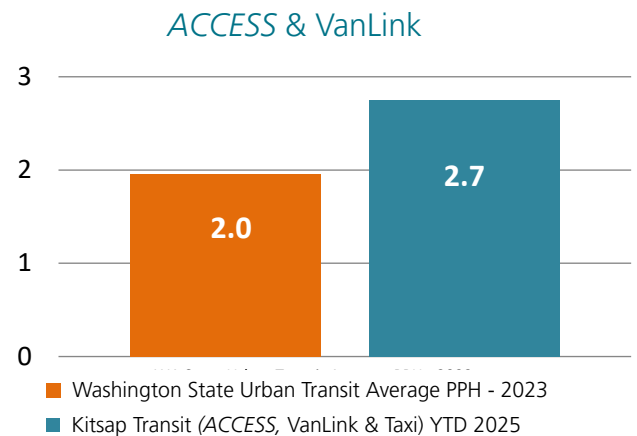
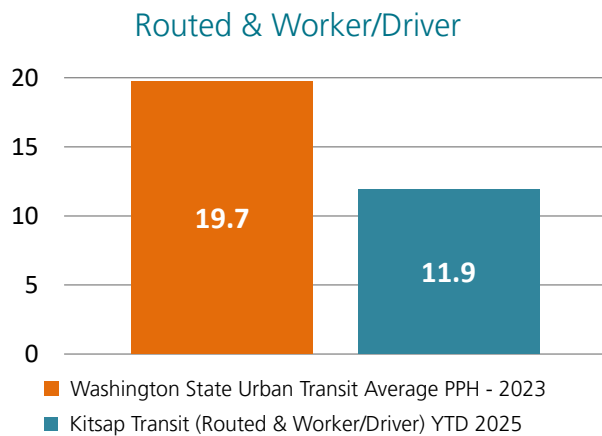
### Transfer Percentage By Quarter

TRANSFERS	Quarter Comparison						
	Q1 2019	Q1 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025	YEAR TO DATE PERCENTAGE
Between KT and other transit agencies* using ORCA	26%	30%	25%				25%
Between KT vehicles/vessels using ORCA	74%	70%	75%				75%

\* Includes transfers between Kitsap Transit and Pierce, King County Metro, Community or Sound Transit made within two hours.

## Passengers Per Hour Systemwide

### Kitsap Transit vs. Washington State Urban Transit Average



Transit ridership grew to 151 million trips, and regional ridership increased by 12% in 2024, according to a joint statement by Community Transit, Everett Transit, King County Metro, Kitsap Transit, Pierce Transit and Sound Transit. These agencies collectively delivered 17 million more trips in 2024 than the prior year. For full details visit [ktheadways.com/blog](https://ktheadways.com/blog).



## Passengers Per Hour Systemwide

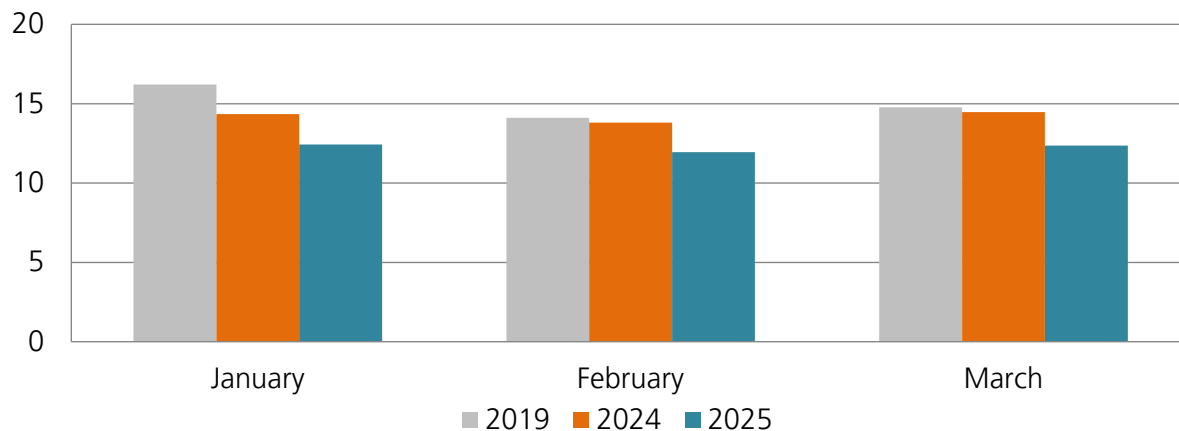
Quarter to Quarter: Weekdays

Quarter Comparison					
AVERAGE PASSENGERS PER HOUR: WEEKDAYS	Q1 2025	Q2 2025	Q3 2025	Q4 2025	2025 AVERAGE
Routed	12.0				12.0
ACCESS & VanLink	2.9				2.9
Worker/Driver	13.3				13.3
On-Demand/Dial-A-Ride	2.5				2.5
Foot Ferry	54.9				54.9
Fast Ferry	69.6				69.6
Vanpool	4.3				4.3
<b>SYSTEMWIDE AVERAGE</b>	<b>12.3</b>				<b>12.3</b>

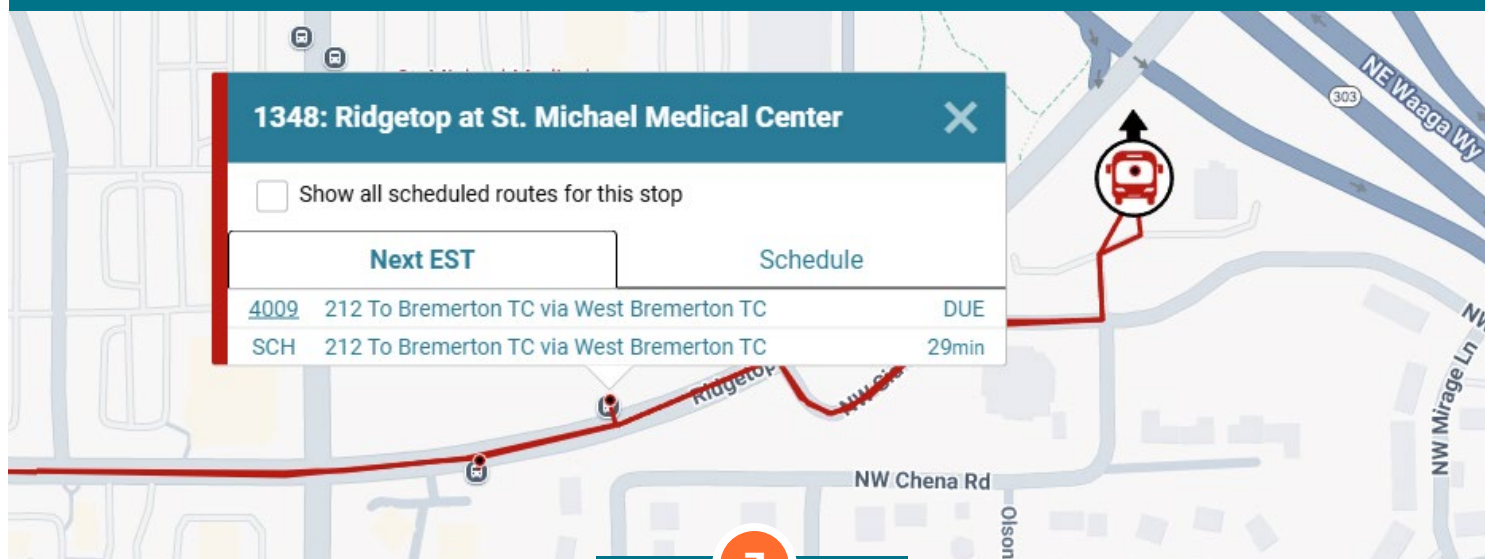
**NOTE:** Total passengers divided by hours of revenue service

Year over Year: Weekdays

Systemwide Weekday  
Average Passengers Per Hour by Month



Kitsap Transit's new real-time passenger information system went live to the public on April 3. The system's public website, [KTTracker.com](http://KTTracker.com), shows the real-time location, crowdedness and estimated arrival time of the bus at the next few stops. Riders can also plan trips, view bus or ferry schedules, and find stops near their location.



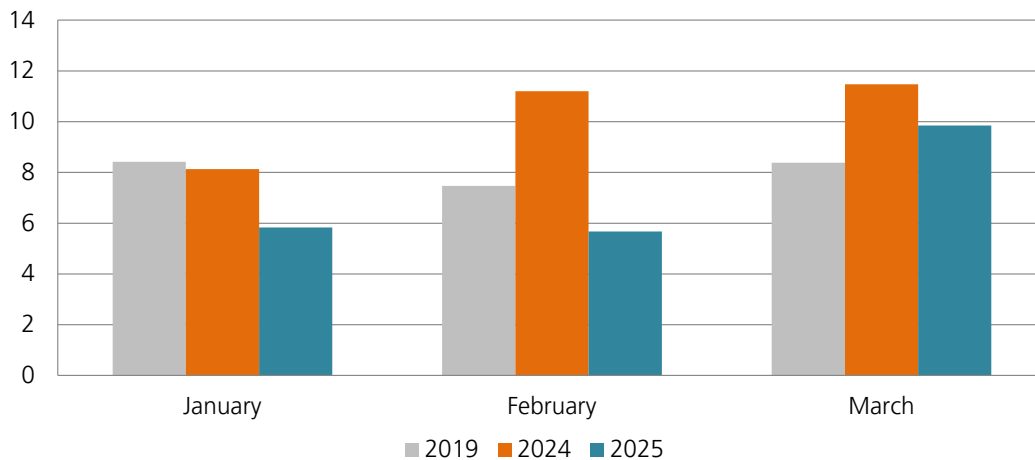
## Passengers Per Hour Systemwide

### Quarter to Quarter: Weekends

Quarter Comparison					
AVERAGE PASSENGERS PER HOUR: SATURDAYS	Q1 2025	Q2 2025	Q3 2025	Q4 2025	2025 AVERAGE
Routed	9.8				9.8
ACCESS & VanLink	2.4				2.4
On-Demand/Dial-A-Ride	2.7				2.7
Foot Ferry	27.7				27.7
Fast Ferry	111.3				111.3
<b>SYSTEMWIDE AVERAGE</b>	<b>6.8</b>				<b>6.8</b>
AVERAGE PASSENGERS PER HOUR: SUNDAYS	Q1 2025	Q2 2025	Q3 2025	Q4 2025	2025 AVERAGE
Routed	8.3				8.3
ACCESS & VanLink	6.9				6.9
On-Demand/Dial-A-Ride	2.1				2.1
Foot Ferry	16.6				16.6
<b>SYSTEMWIDE AVERAGE</b>	<b>5.7</b>				<b>5.7</b>

### Year over Year: Weekends

Systemwide Average Passengers Per Hour by Month – Saturdays



Systemwide Average Passengers Per Hour by Month – Sundays

