



BOARD OF COMMISSIONERS MEETING AGENDA

Date: September 02, 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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j. Resolution No. 25-58, Award KT 25-986 Bremerton Sewage & Fresh Water Piping Renewal	45
k. Resolution No. 25-59, Award KT 25-984 Supplemental Taxi Service	48

6. EXECUTIVE SESSION

Potential Litigation and Labor RCW 42.30.110(1)(i)

7. FULL DISCUSSION / ACTION ITEMS

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Transit Board Meeting Agenda
September 02, 2025

- f. Resolution No. 25-52, Approve Changes to Procurement Policy 98
- g. Resolution No. 25-65, Approve Electronic Funds Transfer Policy 109

8. EXECUTIVE DIRECTOR ITEMS

9. STAFF RECOGNITION/PROGRESS REPORTS

- a. Marine Services Significant Safety Award Presentation
- b. Recognize Drivers of the Month for June 2025 (10:45 AM)
- c. Recognize Drivers of the Month for July 2025 (10:45 AM)
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- h. 2025 Goals Progress Report 2nd Quarter 123
- i. System Performance Report 2nd Quarter 2025 124

10. PUBLIC COMMENTS

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

11. FOR THE GOOD OF THE ORDER:

Transit Board members' comments.

12. ADJOURN:

Agendas and Board Packets are available online at www.kitsaptransit.com and available in large-print format upon request. If you will need accessibility accommodations for this public meeting, please contact the Clerk of the Board at (360) 478-6230 or via email at JacquelynB@kitsaptransit.com by noon on the Wednesday before the meeting.



MEMORANDUM

TO: The Kitsap Transit Board of Commissioners
DATE: September 2nd, 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 Shinnars, 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 September 2nd, 2025, the Board, by a (unanimous/majority) vote, does approve the following warrants and payments for June 1st, 2025, through June 30th, 2025:

- Warrant numbers transit fund 1723145 to 1723502 of \$2,839,427
- Warrant numbers ferry fund 609275 to 609344 of \$2,317,520
- Payroll Account disbursements of \$3,949,164
- ACH clearing account payments of \$75,923
- Travel Account Disbursements of \$6,213
- Purchasing Card Disbursements of \$71,719

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 2nd day of September 2025.

Rob Putaansuu, Chair

ATTEST:

Jackie Bidon, Clerk of Board



MEMORANDUM

TO: The Kitsap Transit Board of Commissioners
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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 Shinnars, 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 September 2nd, 2025, the Board, by a (unanimous/majority) vote, does approve the following warrants and payments for July 1st, 2025, through July 31st, 2025:

- Warrant numbers transit fund 173503 to 173847 of \$5,313,867
- Warrant numbers ferry fund 609345 to 609473 of \$4,182,600
- Payroll Account disbursements of \$3,655,032
- ACH clearing account payments of \$49,253
- Travel Account Disbursements of \$3,378
- Purchasing Card Disbursements of \$54,155

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 2nd day of September 2025.

Rob Putaansuu, Chair

ATTEST:

Jackie Bidon, Clerk of Board

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF September 17, 2024

Board of Commissioners Present:

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

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; Raymond Scott, Marine Services Director; Crystal Culbertson, Admin. Associate 3

Also Present: David Weibel, Legal Counsel

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

2. AGENDA REVIEW

Upon review by the Board, the agenda remained unchanged.

3. CHAIRPERSON'S COMMENTS

0:01:32, Mayor Wheeler shared that he would like to maintain focus during this meeting as there is a state transportation meeting that Board members may be attending following this meeting.

4. FULL DISCUSSION / ACTION ITEMS

a. Resolution 24-62, Approve to Delegate Authority for KT 24-925

0:02:02, Executive Director Clauson noted a correction to the resolution number, clarifying that the appropriate designation is Resolution No. 24-62, which serves to rectify a prior error. He reported that both the MV Enetai and MV Commander vessels are currently out of service due to the need for significant component replacements. While the initial repair estimate was below \$500,000, actual costs have since surpassed that amount.

Executive Director Clauson requested Board approval to issue a Request for Proposals (RFP) for the necessary repairs and to delegate contract award authority to him, contingent upon concurrence from the Board Chair. The intent is to finalize the contract and commence repairs prior to the October 22nd Board meeting.

Discussion:

0:05:42, Board members engaged in discussion regarding the anticipated price range for the vessel repairs and considered whether a financial cap should be established. It was agreed that the Executive Director would notify the Board if the final cost exceeds the budgeted amount, ensuring transparency and oversight throughout the procurement process.

0:10:27, **Mayor Putansuu moved and Commissioner Rolfes seconded the motion to adopt Resolution No. 24-62, acknowledging the approval of the issuing of IFB KT 24-925, M/V Commander Repairs, and approving the delegation of authority to Kitsap Transit's Executive Director to award IFB KT 24-925 with consultation and concurrence from the Kitsap Transit Board of Commissioners Chairperson.**

Motion passed unanimously.

b. Bremerton Yacht Club 2024 Santa Cruise December 07, 2024

0:13:21, Executive Director Clauson announced that the Bremerton Yacht Club's 2024 Santa Cruise is scheduled for December 7, 2024. He provided a brief overview of the event's history, noting its strong community participation and long-standing tradition, and informed the Board that Kitsap Transit is slated to operate the ferry service for this year's cruise. He noted that in previous years, other contractors had generously donated their services for the event. Accordingly, he requested that the Board consider whether Kitsap Transit should similarly donate its services for the 2024 Santa Cruise.

Discussion:

0:15:26, Board members discussed the implications of continuing to offer ferry service for the Santa Cruise at no cost. Concerns were raised that doing so could set a precedent, potentially encouraging other non-profit organizations to request and expect similar complimentary services.

The Board reviewed the number of years the Santa Cruise has operated with donated service, acknowledging its status as a long-standing community tradition. Members considered existing policy criteria, the cost of providing services, and whether the event should be grandfathered into current policy guidelines. The discussion also included a review of the history and cost of other chartered events, to provide context for evaluating consistency and fairness in service donations.

0:15:46, Executive Director Clauson stated that this service has been donated for at least 10 years, since Kitsap Transit assumed the operation.

0:25:10, Board members agreed to Kitsap Transit donating its services for the 2024 Santa Cruise on December 07, 2024.

c. Kitsap Transit Training Facility

0:25:17, Executive Director Clauson shared that Kitsap Transit is in the first phase of identifying where the facility site location will be.

0:26:01, Peter Battuello of Perteet shared the ongoing process of identifying a suitable site for a new training facility. The Perteet team of Peter Battuello, Kern McGee and Nicholas Mira presented their findings from the alternative analysis and site selection process. They discussed the criteria used to narrow down potential sites, including size, zoning, and developability. They presented a detailed analysis of the top 10 sites, ranking them based on various factors such as acquisition time, functionality, and development risks. Two preferred locations were identified for further consideration; site one is location 28, Puget Sound Industrial Center and site two is location 8, Elks Lodge Property on Pine Road, Bremerton.

The Perteet team shared their public outreach plans in seeking feedback on the selection process, an online open house and survey September 17th to October 18th, promotion via mailed postcard and Kitsap Transit email and social media.

Discussion:

Board discussion included zoning, locations, property owner outreach, utilities, concern about the Elks Lodge listed as a preferred property, Federal funding, NEPA, Federal process, hours of training at the facility, public outreach, and redevelopment of empty parcels in Silverdale.

d. Energy Resilience Policy Discussion

1:00:18, Executive Director Clauson stated the Board's interest in development of an energy resiliency policy for the acquisition of vehicles. He acknowledged the challenges of transitioning to 100% zero emission vehicles due to current industry limitations and the need for service restructuring. He spoke to the other vehicles that Kitsap Transit uses, and the ongoing conversion of the fleet to propane. The remaining diesel vehicles are using 100% renewable diesel and the ferries are using renewable diesel. He mentioned that they are exploring the feasibility of a portion

of the fleet being powered by a hydrogen fuel cell. Clauson shared that he is seeking the Board's ideas and thoughts as they develop this policy.

Discussion:

1:07:39, Board discussion included premature adaptation of new technologies vs. proven technology, energy efficient facilities, solar power, power grid challenges and backup plans and emergency preparedness.

1:11:00, Executive Director Clauson shared that the agency has had success with purchasing the Gillig electric buses, but there are challenges in implementing the high-speed battery electric hydrofoil technology. He stated that the agency is exploring solar power and battery farms as potential solutions in the event of primary energy source loss.

e. Scope of Work, Intra-County Ferry Feasibility Study

1:16:28, Executive Director Clauson updated the Board on the status of the Intra-County Ferry Feasibility Study. Kitsap Transit is working on the scope of work with the consultant to start the study and to get the funds obligated as soon as possible.

Discussion:

1:17:45, Board discussion included counties the study would involve, reliability of ferry service, and a shift from fast ferries to slower foot ferries.

Executive Director Clauson shared that the Intra-County Ferry Feasibility Study includes Kitsap County. He agreed to have slower foot ferries considered in the scope of work for the study.

5. EXECUTIVE DIRECTOR ITEMS

1:25:55, Executive Director Clauson shared the concept of hiring a resource to expedite project reviews with NOAA and the National Marine Fishery Service. He requested each jurisdiction to reach out to staff for a resource that might be shared.

He stated that Kitsap Transit has secured a grant in the amount of \$13.5 million as funding for a new vessel and for electrical infrastructure. With this grant, \$4 million will be needed for the local match.

Executive Director Clauson shared a copy of the mailer that addresses local impacts of I-2117 and will be mailed out to the community.

In closing, he reported that Kitsap Transit has continued to hold the certification of ISO 14001. These are international standards for dealing with environmental sustainability.

6. PUBLIC COMMENTS

Email received from Robert Swan regarding driver union contract. Distributed to Board members at the meeting.

7. FOR THE GOOD OF THE ORDER:

None at this time.

8. ADJOURN: At 10:02 AM, Chairperson Wheeler adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 2nd day of September, 2025.

Attest:

Rob Putaansuu, Chairperson

Jackie Bidon, Clerk of the Board

PUBLIC COMMENTS

September 17, 2024

Jackie Bidon

From: Robert swan <robertswan468@gmail.com>
Sent: Friday, September 13, 2024 5:15 PM
To: Jackie Bidon
Subject: [EXTERNAL] Questions for board meeting 9-17-2024.

Follow Up Flag: Follow up
Flag Status: Flagged

Why are you not dealing with the drivers raises again your playing with the lives of the people who are doing the job. Kitsap transit screws the drivers over on their raises all the time. Management , office workers and you politicians all receive your overinflated pay raises on time, and waste our tax dollars in many ways. Why do drivers have to deal with the games you play with their lives. It's bad enough the work environment is lacking big time very poor work environment. WHERE ARE THE DRIVERS RAISES? THE DRIVERS NEED THEM NOW WITH BACK PAY NOW. Also we all know you hide questions or round file the ones you don't want to deal with. The reason you can't keep drivers is your continually messing with pay and bonuses.

PLEASE DEAL WITH THIS NOW.

THANK YOU FOR TAKING THE TIME TO READ HOPEFULLY YOU WILL LISTEN FINELY.

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF October 15, 2024

Board of Commissioners Present:

Driskell, Robert, Teamsters Local No. 589, *non-voting member*
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 - Absent**
Rolfes, Christine, Kitsap County Commissioner
Stern, Ed, Councilmember, City of Poulsbo
Walters, Katie, Kitsap County Commissioner
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; 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 Wheeler called the meeting of the Kitsap Transit Board of Commissioners to order at 8:30 AM.

2. AGENDA REVIEW

Upon review by the Board, the agenda remained unchanged.

3. CHAIRPERSON'S COMMENTS

0:04:18, Mayor Wheeler welcomed all members back from all the events around the county.

4. FULL DISCUSSION / ACTION ITEMS

- a. Resolution No. 24-63, Appointment of New CAC Member

0:01:45, Executive Director Clauson announced that Kitsap Transit is broadening the scope of its Community Advisory Committee (CAC) by incorporating representation from local community agencies. The proposed resolution seeks to appoint a representative from Peninsula Community Health Services to serve on the committee.

0:03:35, **Councilmember Moriwaki moved and Councilmember Stern seconded the motion to adopt Resolution No. 24-63, appointing the following new member on Kitsap Transit's Community Advisory Committee for a two-year term, from October 2024, through September 2026: Cindy Hare-Willis, Peninsula Community Health Services.**

Motion passed unanimously.

Discussion:

None.

b. Resolution No. 24-64, Award Charleston Base Crash Deterrent Design

0:03:57, Executive Director Clauson explained that the purpose of this resolution is to authorize a contract award to Sloan Security Group, Inc. for the evaluation and identification of potential crash deterrent solutions at the Charleston Base. He provided context by outlining a history of incidents involving personal vehicles veering off the roadway and colliding with the facility's infrastructure including the building, crash barriers, bus stop, and garage doors, posing a significant safety risk to employees. He further noted that Sloan Security Group will collaborate with the Washington State Department of Transportation (WSDOT) and the City of Bremerton to develop and implement an effective mitigation strategy.

0:05:42, **Councilmember Mockler moved and Commissioner Walters seconded the motion to adopt Resolution No. 24-64, authorizing staff to award contract KT 24-916 Charleston Base Crash Deterrent System Design in the amount of one-hundred fifty thousand six hundred dollars (\$150,600) to Sloan Security Group, Inc.**

Motion passed unanimously.

Discussion:

0:06:07, Board discussion included the road design and the need to consult with WSDOT.

c. Resolution No. 24-65, Approve Kitsap Transit Fare Policy

0:09:13, Executive Director Clauson stated that this resolution seeks approval for an update to the ORCA policy to incorporate a new reduced fare for the "Transit Go" Day Pass. This adjustment ensures Kitsap Transit's compliance with Federal Transit Administration (FTA) regulations

applicable to large urban transit systems. He noted that the update is a minor policy modification and is expected to provide meaningful benefits to the community.

Discussion:

0:12:21, Board discussion included challenges associated with the ORCA system as a barrier to access, the integration of credit card and mobile phone payment options, the projected timeline for implementing the credit card payment system, and the need to maintain low-tech alternatives for passenger fare collection. The conversation also included consideration of providing fare-free routed bus services to enhance accessibility and equity across the transit network.

0:14:52, Executive Director Clauson informed the Board that the ORCA team is actively working on transitioning to a new fare payment system to support upcoming changes for passengers. He acknowledged that the implementation process presents several challenges and, at this time, a public rollout timeline cannot be confirmed.

0:20:55, Commissioner Rolfes asked if there is some type of low tech or hybrid payment model to better accommodate rider needs until the ORCA team transitions the new fare payment system?

0:21:26, Executive Director Clauson could not confirm this.

0:24:30, In response to the suggestion of implementing fare-free routed bus services, Executive Director Clauson outlined the operational and financial considerations involved. He noted that Kitsap Transit has made significant capital investments in fare collection hardware and equipment and remains contractually obligated through the duration of the current agreement.

0:32:34, **Councilmember Mockler moved and Commissioner Rolfes seconded the motion to adopt Resolution No. 24-65, approving the implementation of the new reduced fare for the "Transit Go" Day Pass and the official adoption of the ORCA Day Pass.**

Motion passed unanimously.

- d. Resolution No. 24-66, Award NC Power Marine Engines Rebuild KT 24-926

0:52:04, Executive Director Clauson presented the resolution to award a contract for rebuilding three marine engines. Two of the engines are spares used in the newer RP Class vessels.

0:10:27, **Councilmember Moriwaki moved and Commissioner Rolfes seconded the motion to adopt Resolution No. 24-66, authorizing staff to award KT 24-926 C18 Marine Engine Overhauls to NC Power Systems in the amount of two hundred fourteen thousand seven hundred five dollars (\$214,705).**

Motion passed unanimously.

Discussion:

None.

e. Kitsap Transit 2025 Goals Discussion

0:53:58, Executive Director Clauson shared that he is encouraging input from the Board on goals for next year. He emphasized the need to be sensitive to potential budget constraints with the initiative and unknown results.

Discussion:

Board discussion included a request to send Board members a list of the 2024 Goals for review.

f. ORCA Regional Fare Forum

0:33:11, Executive Director Clauson introduced the development of a regional fare forum, aimed at facilitating collaborative discussions on fare capping and other transit-related policy matters. The forum will bring together representatives from all participating agencies, including Kitsap Transit, to evaluate options and reach consensus on potential fare system enhancements. He requested that the Board designate a member to serve as Kitsap Transit's representative in the forum.

Discussion:

0:34:52, Board discussion included ORCA's budget, their staffing levels, Kitsap Transit's contribution to ORCA, and sales tax revenue.

0:35:37, Paul Shinnars stated that Kitsap Transit's annual operating expense is \$300,000 and the capital cost is \$1 million. He shared the importance of considering broader regional implications and the need for a system that can handle different fares and transfers.

Commissioner Rolfes volunteered to represent Kitsap Transit at the ORCA Regional Fare Forum with Mayor Putaansuu as backup.

0:46:41, Councilmember Stern asked for Executive Director Clauson to characterize how five other transit agencies in Washington have gone fare free on routed bus service without collapsing their fiscal models.

0:46:53, Executive Director Clauson noted that several transit agencies have launched fare-free service models. He highlighted Intercity Transit in Thurston County as an example, where legislative approval was obtained to exceed the statutory nine-tenths of one percent sales tax cap, followed by a successful ballot measure to implement the increase. He emphasized that the primary challenge in adopting a fare-free model is identifying sustainable revenue sources to offset fare losses. Additionally, agencies must be prepared to accommodate a substantial rise in

ridership, potentially as high as 50 percent, requiring careful planning and resource allocation.

g. Sunday Service Report

0:59:14, Commissioner Walters left the meeting, 9:29 AM.

0:59:14, Michael Bozarth, Operations Director; reported continued growth in ridership for Sunday Service, with notable increases in the on-demand segment. He presented a detailed breakdown of passenger trips by region and service type, highlighting that on-demand trips in September reached 500. Mr. Bozarth noted that the average wait time for on-demand service remains under 12 minutes, with peak demand periods resulting in wait times of approximately 20 to 25 minutes. He also announced that Sunday service on Bainbridge Island is scheduled to be launched in the first quarter of 2025.

1:01:30, Board discussion included a request for routed, on-demand and ACCESS figures in the first few months of the Bremerton and Silverdale Sunday service, and popular stops, Bainbridge Island Sunday service and the Climate Commitment Act.

1:09:29, Executive Director Clauson stated that the Bainbridge Island Sunday service will move forward as expected. The Climate Commitment Act (CCA) initiative would impact the Capital Budget, which involves the building and other projects, not the Operating Budgets. He discussed the agency's budget and potential challenges, emphasizing the need to maintain current gains and avoid adding expenses without the CCA revenue.

5. EXECUTIVE DIRECTOR ITEMS

1:11:07, Executive Director Clauson shared that he had sent a link to the Board with the State Auditors report for their review. He complimented Paul Shinnars and his team, noting that they had a successful audit without any findings. He added that during the audit process it was noted that Kitsap Transit will need to update the Travel Policy that was adopted in 1987.

Executive Director Clauson introduced the idea of a ferry stabilization fund to balance the budget in case of fuel price fluctuations. He addressed the challenges of tracking sales tax for the ferries separately from transit, suggesting the possibility of blending the funds but expressing concerns about potential subsidies from the transit side to the ferry side.

1:16:48, Board discussion included establishing a reserve for ferries, fuel surcharge on ferry fares, and interfund loans.

1:22:11, Executive Director Clauson revisited the topic of the energy resiliency program, emphasizing local applications of solar panel technology and the emerging potential of hydrogen fuel cells. He shared insights from the ApTA conference, where he engaged with an operator of a hydrogen fuel cell system in Illinois. The system utilizes an electrolyzer powered by a solar array that not only meets the energy demands of hydrogen production but also contributes surplus

power to the grid. He noted the possibility of arranging a site visit to further explore the system's design and performance. Additionally, he referenced a recent visit to a facility in California, where discussions focused on operational strategies and best practices. Executive Director Clauson underscored the importance of evaluating a broad range of energy solutions to strengthen long-term resiliency.

1:24:56, Executive Director Clauson shared the ongoing condemnation process for the Ruby Creek Park & Ride property, noting that the matter is currently before the court. He indicated that further discussion and disclosure of specific details would require convening an Executive Session.

6. PUBLIC COMMENTS

1:26:48, Kitsap Transit received the following public comments, included in the Board Meeting Packet:

- Margo McKierman, commenting on the Silverdale Transit Facility.
- Greenhouse Gallery, commenting on the Suquamish Park and Ride transportation meeting.
- SH, Commenting on the Kitsap Fast Ferry service.

7. FOR THE GOOD OF THE ORDER:

1:31:25, Councilmember Mockler requested status on the software that will provide accurate ridership data.

1:30:40, Executive Director Clauson reported that the hardware installation is largely complete; however, several integration challenges have been identified. Specifically, certain software platforms utilized by Kitsap Transit are not fully compatible with components of another system. Efforts are underway to resolve these issues within an estimated timeframe of 30 to 60 days. He noted that this technical hurdle has delayed the agency's ability to begin receiving consistent and reliable data.

8. ADJOURN: At 10:01 AM, Chairperson Wheeler adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 2nd day of September, 2025.

Attest:

Rob Putaansuu, Chairperson

Jackie Bidon, Clerk of the Board

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF June 17, 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, *Virtual*
Put aansuu, Robert, Mayor, City of Port Orchard, **Chair**
Rolfes, Christine, Kitsap County Commissioner, *Absent*
Root, Oran, Kitsap County Commissioner, *Absent*
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; 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; 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 8:30 AM.

2. AGENDA REVIEW

Upon review by the Board, the agenda remained unchanged.

3. CHAIRPERSON'S COMMENTS

0:00:34, Mayor Put aansuu shared that he and Executive Director Clauson traveled to the Harper Park & Ride, where they boarded a standing-room-only bus en route to the Southworth Ferry terminal. During the journey, the Mayor engaged with fellow passengers and gained valuable

insight into the community's perspectives. He noted that much of the recent growth in Port Orchard can be attributed to its strong transportation link to Seattle. Among those he spoke with were a resident of Gig Harbor and a local student, both of whom expressed positive experiences with Kitsap Transit's ferry and bus services. Mayor Putaansuu emphasized that no negative feedback was received and that the opportunity to interact directly with riders was both informative and rewarding.

0:02:35, Executive Director Clauson noted that he requested the vessel's captain to make an announcement over the public address system, informing passengers that both the Mayor of Port Orchard and Kitsap Transit's Executive Director were on board and available to receive questions and feedback. He described the experience as highly positive and appreciated the opportunity for direct engagement with riders.

4. FULL DISCUSSION / ACTION ITEMS

- a. Resolution No. 25-45, Acknowledging Approval of Change Orders 2 & 3 on KT 25-957

0:03:48, Executive Director Clauson stated that the resolution serves to formally acknowledge and approve the use of his delegated authority to authorize Change Orders 2 and 3 for contract KT 25-957, totaling forty thousand three hundred five dollars (\$40,305), with the concurrence of the Board Chair. These change orders became necessary following the identification of additional repair needs while the M/V *Rich Passage* was in dry dock.

0:06:24, **Councilmember Rosapepe moved and Commissioner Walters seconded the motion to adopt Resolution No. 25-45, recognizing the Executive Director's delegated authority, with the concurrence of the Board Chair, to approve KT 25-957 Change Orders 2 and 3, totaling forty thousand three hundred five dollars (\$40,305), resetting the Executive Director's ten (10) percent contract authority in accordance with Kitsap Transit's Procurement Policy.**

Discussion:

No discussion.

Motion passed unanimously.

- b. Resolution No. 25-46, Approve Reimbursement to WSF for Southworth Ferry Terminal

0:07:40, Executive Director Clauson shared that in 2020, Kitsap Transit was awarded a grant to support design and planning efforts for the Southworth Ferry Terminal. The primary objectives included securing at least one dedicated tie-up berth for the Southworth Ferry, enhancing parking facilities, and implementing additional site improvements. He noted that Kitsap Transit has been collaborating with Washington State Ferries and that some minor upgrades have already been

completed. With approval from the Board, Kitsap Transit is prepared to begin disbursing the grant funds to Washington State Ferries to advance the project.

0:09:38, Councilmember Rosapepe moved and Councilmember Mockler seconded the motion to adopt Resolution No. 25-46, authorizing staff to reimburse Washington State Ferries up to three million eighty-five thousand dollars (\$3,085,000) for the Southworth Ferry Terminal Program.

Discussion:

No discussion.

Motion passed unanimously.

c. Presentation/Progress Report - Clever Devices Project

0:10:55, Executive Director Clauson reported that Kitsap Transit has been actively engaged in the Clever Devices Project for over a year. He noted that Director Steffani Lillie had been invited to present the Board with an update on the project's progress and the latest developments. While the initiative is advancing, the system has not yet reached the level required for submission to the National Transit Database (NTD). Kitsap Transit must undergo a third-party audit to validate that the data meets the necessary standards for accuracy and compliance. Executive Director Clauson emphasized that the project encompasses more than just passenger counting—featuring components such as an automated announcement system and additional integrated technologies.

0:13:33, Director Steffani Lillie provided an overview of the Clever Devices project, noting its technical complexity and numerous integrated components. She explained that Kitsap Transit utilizes a program called Maior for service planning, which interfaces directly with Clever Devices-equipped buses. The system dynamically generates route maps, referred to as "blocks" and "runs", based on daily service operations. Data flows from the Maior system into Clever Devices, where it is synchronized with Maior to deliver real-time information accessible to the public and dispatch personnel.

Director Lillie emphasized how the system enables key functions such as live passenger tracking, GPS-based bus location monitoring, automated onboard announcements, driver guidance, and the issuance of run cards. These elements work in concert to provide operational clarity and enhance service delivery.

She highlighted the Intelligent Bus Network (IBN) as the central computing system or "brain" of the Clever Devices platform. This infrastructure integrates Automated Passenger Counters (APC), ORCA fare systems, and head signs, giving dispatchers a comprehensive view of routes and vehicle status across the entire network. Additional technologies include the transit control heads used by drivers, the Clever Vision system used by passengers, and the unified login process that

streamlines access for operators. Director Lillie also noted that ferry vessels are equipped with tablets offering real-time tracking capabilities, although they currently do not include APC functionality.

0:18:58, Project Manager Lindsay Cook conducted a live demonstration using the “Bus in a Box” tool to simulate real-time system operations and illustrate the onboard functionality.

0:24:36, Director Steffani Lillie presented the Board with a slide show showcasing the Clever Devices dashboard, highlighting data such as total boardings, boardings per route, passenger miles traveled, and surveyed trips. She explained that users can navigate the dashboard to access various statistical reports. However, she cautioned that the current data output presents some reporting challenges and will require review and correction by a qualified statistician before it can be deemed reliable.

Director Lillie then provided an overview of the detailed reports available, including route specific ridership and operational metrics. She clarified that while the Clever Devices system data has not yet been validated, ORCA data remains a reliable source for ridership figures. Passengers are recorded either by tapping the ORCA fare reader directly or through driver input when paying with cash. She affirmed the accuracy of the ORCA-based ridership data.

Director Lillie concluded by noting that the new system offers expanded capabilities to capture granular data that will support future service planning, including route design, bus stop optimization, and reporting to the National Transit Database (NTD).

0:27:35, Executive Director Clauson explained that the new system will provide detailed insights into passenger activity, including boarding and alighting locations. Additionally, it will identify bus stops with high passenger utilization, supporting data-driven decisions for service enhancements.

0:28:43, Board members inquired whether the reports include detailed breakdowns of data, specifically referencing date and time of day.

0:28:49, Director Lillie noted that the dashboard primarily displays data from the past seven days. The system is capable of generating over one hundred distinct reports, including comprehensive monthly summaries containing detailed metrics and statistics. She introduced the Board to CleverInsights, a reporting tool that consolidates all required data for annual submissions to the National Transit Database (NTD) and compliance with Federal Transit Administration (FTA) requirements. Previously, compiling this information involved coordination across multiple departments within Kitsap Transit. The streamlined access now provided through a single-click interface represents a significant time-saving improvement for staff involved in NTD reporting.

0:32:54, Director Lillie explained that the matrix dashboard provides an internal, non-ridership view focused on real-time service performance. It displays key operational data, including buses that are on time, running early or late, route assignments, operator identification, and additional metrics.

She noted that the system, currently deployed on routed buses with plans to expand to ferry operations, enables dispatchers to actively monitor vehicle locations, service performance, and emergency situations. Features under consideration include an integrated emergency response button and potential access to onboard camera feeds.

Director Lillie emphasized that the system's network integration and its ability to display both real-time and historical performance data represent a significant advancement over previous platforms. This capability proved particularly valuable during the COVID-19 pandemic, when timely and accurate capacity information was essential for operational decision-making.

Discussion:

0:39:23, Board discussion included questions on the system connection to 911/emergency services.

0:39:30, Director Lillie shared that the system has an SMS that is included. The driver has an emergency response button that can be engaged, notifying dispatch immediately, the screen starts flashing in red with that bus, alerting dispatch there is a problem. They are considering adding features including an emergency response button and live camera feeds

d. Presentation: Real - Time Information - Maps, Alerts and Texting

0:42:13, Director of Marketing Sanjay Bhatt presented the Board with an overview of Kitsap Transit's real-time passenger information systems, accessible directly by riders through personal devices. He illustrated the diverse needs of transit users through a series of passenger scenarios and outlined both existing and upcoming technologies being deployed to enhance the rider experience.

Director Bhatt discussed several key initiatives, including personalized rider alerts, the KT Tracker website, and the adoption of the General Transit Feed Specification (GTFS) for the distribution of transit data. He also highlighted the recent launch of a text messaging service that provides bus arrival times and noted that rider feedback is actively being gathered to refine signage and improve system output ahead of a broader public release.

As part of the presentation, Director Bhatt conducted a live demonstration of the KT Tracker platform, emphasizing its core features and user accessibility.

Discussion:

Board members proposed the installation of digital display signage at transit centers and ferry terminals to enhance passenger communication. They discussed how such technology could support visitor engagement during the upcoming World Cup and identified potential avenues for securing funding.

The Board also reviewed the newly developed KT Tracker map feature, which provides real-time visibility of bus locations and schedules. Members noted that the feature has potential to improve overall service reliability while decreasing reliance on printed materials.

A request was made to present the KT Tracker and associated technologies to the Poulsbo City Council for future consideration. During the discussion, a question was raised regarding the use of artificial intelligence in the system. Director Bhatt clarified that the KT Tracker operates on predictive analysis derived from current bus location and speed data, rather than AI-driven processes.

Board members concluded by expressing their appreciation for the staff presentations and the valuable insights provided throughout the session.

5. EXECUTIVE DIRECTOR ITEMS

1:11:02, Executive Director Clauson reported that the Board recently approved retroactive wage increases for Amalgamated Transit Union (ATU) members, as well as wage adjustments for non-represented employees. He commended the payroll team for their successful execution of the complex calculations required to implement both retroactive and ongoing pay adjustments.

1:13:49, Executive Director Clauson informed the Board that the Federal Transit Administration (FTA) Triennial Review assesses Kitsap Transit's grant management practices, as well as its adherence to federally mandated policies and compliance requirements. He reported that Kitsap Transit received an "A Plus" rating from federal auditors following the most recent compliance review, with only one minor finding, which has since been resolved.

1:16:27, Executive Director Clauson reported that Kitsap Transit is in the process of updating both its Drug and Alcohol Policy to align with newly enacted federal regulations and its Tuition Reimbursement Policy. He clarified that while he holds the authority to modify agency policies, any proposed changes would be subject to confirmation by the Board prior to implementation. Board members expressed agreement with this approach.

1:18:35, Executive Director Clauson noted that, historically, the Board has not convened during the month of August. He asked whether members wished to continue observing this practice moving forward.

1:18:57, **Councilmember Mockler moved, and Councilmember Rosapepe seconded, that the Transit Board suspend its regular meetings for the month of August.**

Discussion:

No Discussion.

Motion passed unanimously.

1:20:07, Executive Director Clauson informed the Board that funding for the intracounty passenger only ferry service is scheduled to expire at the end of the month. Although three hundred thousand dollars (\$300,000) had been allocated, the continuation of service is contingent upon securing local funding or renegotiating existing contracts. Clauson reported that, following his inquiries with the legislature, the funding was located and confirmed to be earmarked; however, no responsible department had taken further action. Kitsap Transit has engaged a consultant to support efforts related to this project.

As a related example, Executive Director Clauson referenced a separate \$4 million legislative allocation for a hydrofoil prototype. He noted the difficulty in identifying the individual who had championed the project through Congress, as the effort was not routed through the Department of Transportation. The original congressional contact is no longer in office, and Kitsap Transit is currently working to determine who has assumed responsibility for advancing the initiative.

1:24:10, Executive Director Clauson informed the Board that Kitsap Transit is currently reviewing the federal grant acceptance and approval process. He noted that staff will need to carefully evaluate the requirements for signing documentation, including certifications, assurances, and agreements to comply with all applicable Federal Transit Administration (FTA) regulations.

Clauson also referenced a master agreement containing provisions related to the elimination of diversity, equity, and inclusion (DEI) initiatives and a requirement to cooperate fully with U.S. Immigration and Customs Enforcement (ICE). He emphasized that declining to sign these documents may have implications for future funding eligibility. The agreement, as presented, broadly commits Kitsap Transit to adhere to the policies and directives of the current administration, as well as any subsequent changes. Kitsap Transit is conducting a thorough due diligence review and will report back to the Board with its findings and recommendations.

1:28:56, Executive Director Clauson mentioned a recent meeting with a U.S. Department of Transportation official to showcase ferry operations.

6. PUBLIC COMMENTS

No public comments.

7. FOR THE GOOD OF THE ORDER:

1:32:12, Mayor Wheeler reported that during the Governor's recent press conference, officials reaffirmed the launch of the second vessel in the Washington State Ferries service. The state also reiterated its commitment to maintaining enhanced fast ferry operations throughout the FIFA World Cup and beyond.

1:33:11, Executive Director Clauson reported that the legislature has allocated \$4 million to be split between King County Metro and Kitsap Transit, to be decided by Washington State Ferries. He noted that sustaining Kitsap Transit's current operations through August 2026 will require \$3.2 million, while King County has requested \$1.3 million to support service enhancements. Additional information will be provided as it becomes available.

8. ADJOURN: At 10:11 AM, Chairperson Putaansuu adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 2nd day of September, 2025.

Attest:

Rob Putaansuu, Chairperson

Jackie Bidon, Clerk of the Board

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF July 01, 2025

Board of Commissioners Present:

Driskell, Robert, Teamsters Local No. 589, *non-voting member - Absent*
Erickson, Becky, Mayor, City of Poulsbo- *Virtual*
Mockler, Anna, Councilmember, City of Bremerton
Moriwaki, Clarence, Councilmember, City of Bainbridge Island
Putansuu, Robert, Mayor, City of Port Orchard, **Chair**
Rolfes, Christine, Kitsap County Commissioner
Root, Oran, Kitsap County Commissioner
Rosapepe, Jay, Councilmember, City of Port Orchard - Absent
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; Michael Bozarth, Operations Director; John Clauson, Executive Director; Dennis Griffey, Vehicle and Facilities Maintenance Director; Steffani Lillie, Service and Capital Development Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Paul Shinnors, Finance Director

Also Present: David Weibel, Legal Counsel

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Passcode: eNd8i^&G

1. CALL TO ORDER: Mayor Putansuu called the meeting of the Kitsap Transit Board of Commissioners to order at 10:29 AM.

2. AGENDA REVIEW

Upon review by the Board, the agenda remained unchanged.

3. CHAIRPERSON'S COMMENTS

0:00:32, Mayor Putansuu opened the meeting by welcoming all attendees and extending well wishes for a safe and enjoyable Fourth of July weekend. He then introduced the Executive Director of the Puget Sound Regional Council (PSRC).

0:01:11, PSRC Executive Director Josh Brown formally presented Kitsap Transit with the Vision 2050 Award in recognition of its leadership in transportation electrification. The award specifically honors the Silverdale Transit Center for its pioneering deployment of in-ground wireless charging infrastructure for buses, the first installation of its kind in the region.

The Vision 2050 Award is PSRC's highest recognition for member jurisdictions that exemplify significant advancement toward the region's long-range planning goals. Mr. Brown praised Kitsap Transit for its forward-thinking and strategic investment in infrastructure, noting its alignment with both immediate public transit needs and broader sustainability objectives.

The Silverdale Transit Center received the award in the "On the Ground" category, which highlights projects with measurable, community-level impact. Purposefully designed to meet current transportation demands while anticipating future growth, the facility stands as a model of innovative planning and commitment to regional mobility.

0:03:34 - 0:06:56, No video or audio; system difficulties.

4. COMMUNITY ADVISORY COMMITTEE REPORT

0:07:33, Executive Director Clauson reported that the Community Advisory Committee (CAC) engaged in discussions regarding future funding considerations for the continuation of the Bremerton Fast Ferry route as well as other topics, which will be presented to the Board during his report. Other items included how to better advertise Kitsap Transit's Quarterly Community Meetings and extensive dialogue regarding House Bill 1418, with more discussion in the future.

The Community Advisory Committee reviewed future funding considerations for the continuation of the Bremerton Fast Ferry route throughout the upcoming biennial period.

0:12:33, Mayor Putaansuu inquired about the scheduled timing of the Board Composition Committee's review and whether that would be the appropriate opportunity to consider the implications of House Bill 1418.

0:12:47, Executive Director Clauson stated that the Board Composition Committee is scheduled to conduct its review in 2026. He interpreted House Bill 1418 to mean that the Board holds the authority to decide whether to add seats, while the Board Composition Committee would be responsible for determining the number of seats to be added.

5. CONSENT / ACTION ITEM:

- a. Warrants for May 2025
 - Warrant numbers transit fund 172820 to 173144 of \$3,104,054
 - Warrant numbers ferry fund 609152 to 609274 of \$1,458,591
 - Payroll Account disbursements of \$5,281,245
 - ACH clearing account payments of \$12,596

- Travel Account Disbursements of \$6,475
- Purchasing Card Disbursements of \$61,991
- b. Minutes of June 03, 2025
- c. Resolution No. 25-47, 25-47, Approve Appointment of New CAC Member
- d. Resolution No. 25-48, Approve Reappointment of CAC Member
- e. Resolution No. 25-49, Approve 3rd Quarter Procurements 2025

Commission Walters moved and Commissioner Rolfes seconded the motion to approve the Consent Agenda.

Motion passed unanimously.

6. FULL DISCUSSION / ACTION ITEMS

- a. Public Hearing - Presentation: Transit Development Plan 2025-2030
Hyperlink for 2025-2030 TDP <https://www.kitsaptransit.com/uploads/pdf/planning/2025-2030tdpplan.pdf>

0:32:04, Ed Coviello delivered a comprehensive overview of the 2025–2030 Transit Development Plan (TDP) to the Board and members of the public. The presentation highlighted key accomplishments from 2024, including the delivery of seventy-three (73) revenue vehicles, a 23% increase in ridership, the opening of the Silverdale Transit Center, expansion of Sunday service, and the awarding of a \$17 million RAISE Grant for the development of a new maintenance facility. The plan outlines several future initiatives, such as the construction of a new training facility, the Ruby Creek Park & Ride, and a Seattle waterfront terminal. Over the five-year period, ferry-related capital expenditures are projected to total \$186.6 million, with approximately \$151.1 million anticipated from grant funding.

The 2025–2030 TDP incorporates actual data from 2024, along with projections for operating metrics, capital investments, revenues, expenditures, and supporting appendices. Kitsap Transit has received three public comments submitted via email.

0:40:55, Board discussions addressed the restoration of Sunday service to levels consistent with those prior to the financial downturn, concerns regarding the costs associated with ferry vessel replacement, and the need for strategic capital planning to support future vessel replacements.

0:42:25, Executive Director Clauson clarified that implementing demand-responsive service is not currently an organizational objective; however, its future consideration will be informed by data and insights gathered from the existing demand-responsive operations.

0:44:20, Executive Director Clauson noted that funding for vessel replacement is contingent upon securing grants from the Federal Government. He indicated that, should the grant application process prove unsuccessful, project implementation would be postponed accordingly.

0:46:39, Councilmember Mockler inquired whether the 2025–2030 Transit Development Plan had been previously presented to the Board.

0:46:49, Executive Director Clauson stated that Kitsap Transit had previously presented the 2025–2030 Transit Development Plan to the Board in advance of today's Public Hearing and is providing the community with an additional opportunity to offer feedback on the plan.

0:47:27, Ed Coviello outlined the various methods used to disseminate the Transit Development Plan throughout the community. He noted that Kitsap Transit distributed the plan via its email listserv, presented it to the Citizens Advisory Committee in May, and shared it during the Quarterly Meetings held on June 7. Additionally, public notices were published in regional newspapers, the plan was submitted to the Puget Sound Regional Council, made available on the Kitsap Transit website, and hard copies were provided at the Harborside main office.

0:47:56, Councilmember Mockler expressed concern that the Board was being presented with the plan for the first time at the current meeting and was expected to take action on it the same day. She requested that her position be noted for the record, stating that she would require an additional one to two weeks to thoroughly review the plan.

0:49:38, Commissioner Rolfes recommended that Kitsap Transit compile public feedback on an ongoing basis throughout the year, rather than limiting collection to designated formal public comment periods.

0:50:29, Ed Coviello noted that two public comments had been submitted prior to the designated public comment period. He further explained that he actively monitors feedback throughout the year and incorporates relevant input into the formal public comment process.

0:51:05, Mayor Putaansuu formally opened the Public Hearing for the 2025–2030 Transit Development Plan and invited members of the public to provide comments on the proposed plan.

0:51:41, Carrie Kale, a resident of West Silverdale, provided testimony highlighting the urgent need for public transportation in the area. She noted that 761 new residential units are currently under development, yet no nearby transit services are available to support the growing community.

0:53:40, Mayor Putaansuu closed the Public Hearing for the 2025–2030 Transit Development Plan.

- b. Resolution No. 25-50, Adopt 2025-2030 Transit Development Plan

Councilmember Mockler moved and Commissioner Walters seconded the motion to postpone the Board vote on Resolution No. 25-50, Adopt 2025-2030 Transit Development Plan to the July 15, 2025, Board meeting.

Motion passed unanimously.

Discussion:

None.

Councilmember Moriwaki moved and Commissioner Rolfes seconded the motion to reopen the Public Hearing, continuing until July 15, 2025, for additional comments and Board review of the 2025-2030 Transit Development Plan.

Motion passed unanimously.

Discussion:

None.

7. EXECUTIVE SESSION

Potential Litigation RCW 42.30.110(1)(i)

0:57:45, Mayor Putaansuu announced that the Kitsap Transit Board of Commissioners would convene in Executive Session for a duration of fifteen (15) minutes to discuss potential litigation, in accordance with RCW 42.30.110(1)(i). He noted that the Board may take further action following the Executive Session. Mayor Putaansuu stated that the Board would now adjourn to a separate Executive Session.

1:15:04, Mayor Putaansuu announced that the Executive Session would be extended by an additional fifteen (15) minutes.

1:29:44, Mayor Putaansuu announced that the Executive Session would be extended by an additional five (5) minutes.

1:36:19, Mayor Putaansuu announced that the Executive Session had been adjourned.

8. EXECUTIVE DIRECTOR ITEMS

Due to time constraints, the item was not addressed.

9. PROGRESS REPORTS

a. Recognize Kitsap Transit's National Roadeo Champion

0:14:44, Executive Director Clauson recognized Routed Operator Val Quill with a slideshow highlighting her achievement. Val was honored for earning first place in the National Bus Roadeo competition in the 35-foot bus category and for reaching an impressive milestone of 40 years of accident-free driving.

0:19:24, During the Board discussion, members extended their congratulations to Val Quill for her outstanding achievements and inquired about the number of women who have received first-place honors in the National Bus Roadeo competition.

0:19:28, Mayor Putaansuu noted that Val Quill is the first woman to receive this prestigious award.

0:21:44, Val Quill shared insights into her preparation for the competition, which included practice sessions in Olympia, the development of a precise timing strategy, and refining her driving techniques for the course. She also studied extensively for the written examination, which encompassed topics such as wheelchair securement, bus inspection procedures, and overall driving proficiency.

b. Recognizing Drivers of the Month for May 2025 (10:45am)

0:27:37, Jeff Vinecourt, ACCESS Manager, recognized the ACCESS Driver of the Month for May 2025, Griselda Brodeur.

0:29:23, Thomas Gilbert, Routed Manager, recognized the Routed Driver of the Month for May 2025, Curt Harris.

0:30:33, Cyndi Griffey, Worker/Driver Manager, recognized the Worker/Driver of the Month for May 2025, Brenden Schruhl.

- c. KT Legislative Report July 2025
- d. Draft Financial Reports through May 2025
- e. Capital Work in Progress May 2025
- f. Fuel Costs Report through the end of June 2025

10. PUBLIC COMMENTS

There were no items to report at this time.

11. FOR THE GOOD OF THE ORDER:

Due to time constraints, the item was not addressed.

12. ADJOURN: At 12:06 PM, Mayor Putaansuu adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 2nd day of September 2025.

Attest:

Rob Putaansuu, Chairperson

Jackie Bidon, Clerk of the Board

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF July 15, 2025

Board of Commissioners Present:

Driskell, Robert, Teamsters Local No. 589, *non-voting member*
Erickson, Becky, Mayor, City of Poulsbo, *Virtual*
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, *Virtual*
Root, Oran, Kitsap County Commissioner, *Virtual*
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; 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; 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 8:30 AM.

2. AGENDA REVIEW

Upon review by the Board, the agenda remained unchanged.

3. CHAIRPERSON'S COMMENTS

No Chair comments.

4. CONSENT/ACTION ITEMS

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

0:01:18, **Commissioner Walters moved and Councilmember Moriwaki seconded the motion to approve the Consent Agenda.**

Motion passed unanimously.

5. FULL DISCUSSION / ACTION ITEMS

a. Public Hearing – Seattle Fast Ferry Terminal Project and Public Comment

0:02:19, Steffani Lillie, Service and Capital Development Director, announced that the agency has received a Notice of Intent for its environmental study, as published in the Federal Register. This milestone formally initiates Kitsap Transit's participation in the National Environmental Policy Act (NEPA) process. As part of this effort, three potential terminal locations were presented: Pier 58, Pier 48, and Pier 46. Among these, Pier 48 has emerged as the leading candidate due to its capacity to accommodate future expansion. The discussion concluded with consideration of the proximity of the proposed sites to the existing Washington State Ferry terminal, located near Pier 50.

Lillie also outlined the Environmental Review Process, which began in 2020 and included a public hearing, community outreach, and preparatory work for the formal review scheduled for 2024. The process has since progressed to the issuance of a Determination of Significance and a Scoping Notice in 2025. Kitsap Transit is currently in the formal scoping phase, which includes a 45-day public comment period.

Discussion:

The Board engaged in a discussion regarding the proximity of proposed terminal sites to the Washington State Ferries (WSF) Terminal, specifically evaluating their distance from WSF's Pier 50. The conversation also addressed the planned demolition of Pier 48 and explored potential collaboration opportunities with King County Ferry and other regional partners.

0:08:23, Steffani Lillie explained that Kitsap Transit must wait for the WSF to complete the demolition of the existing Pier 48 dock before proceeding with construction activities. As Pier 48 is owned by WSF, any required mitigation measures would need to be addressed through alternative means, in coordination with WSF.

0:09:02, Executive Director Clauson noted that although WSF retains ownership of the property and may receive credit for the removal of the existing dock, there are potential opportunities to pursue a mutually beneficial project.

0:12:46, Executive Director Clauson emphasized that this initiative is solely a Kitsap Transit project, noting that King County already possesses its own dock and is not required to participate. He also affirmed that the proposed facility includes capacity for future expansion.

0:18:12, Mayor Putaansuu opened the Public Hearing for the Seattle Ferry Terminal Project.

0:19:16, Public Comment from Rick K. of Poulsbo, WA shared that the northernmost terminal would be more accessible to light rail.

0:19:59, With no additional public comment, Mayor Putaansuu closed the public hearing for the Seattle Ferry Terminal Project. He advised that public comment is open for a 45-day period closing on August 11, 2025, and noted that there will be additional opportunities throughout this process to provide comments.

0:21:09, Steffani Lillie confirmed that the environmental study will comprehensively evaluate accessibility to all modes of transportation. She noted that Pier 46 and Pier 48 offer the most convenient access to the light rail system. Additionally, she assured that traffic circulation, maritime activity, and other relevant factors will be thoroughly analyzed and addressed in the forthcoming technical reports associated with the environmental review.

b. Public Hearing Held Open from July 01, 2025, Board Meeting for Action Only

Presentation: Transit Development Plan 2025-2030

Hyperlink for 2025-2030 TDP

<https://www.kitsaptransit.com/uploads/pdf/planning/2025-2030tdpplan.pdf>

0:26:13, Mayor Putaansuu stated that the next agenda item is the continuation of the prior public hearing for the 2025-2030 Transit Development Plan that was held open from the July 1, 2025, Board meeting.

0:27:35, No additional public comments were submitted. Mayor Putaansuu closed the Public Hearing for the 2025-2030 Transit Development Plan.

Discussion:

0:28:23, The Board expressed concern regarding the revenue projections, specifically in relation to the anticipated 3.5% increase in sales tax. Staff clarified that the projection is based on a 15-year historical average. Additionally, the Board discussed the objective of reinstating Sunday service, which was not explicitly outlined in the current plan. It was recommended to formally include this goal in future planning documents.

0:31:55, Councilmember Mockler stated her objection to securing approval for a new *ACCESS* staging base at the Gateway Center in Bremerton.

0:32:40, Executive Director Clauson stated that Kitsap Transit will not allocate funding or initiate any actions until formal approval is granted and the matter is presented to the Bremerton Council for consideration.

c. Resolution No. 25-50, Adopt 2025-2030 Transit Development Plan

0:33:50, **Councilmember Moriwaki moved and Councilmember Rosapepe seconded the motion to adopt Resolution No. 25-50, adopting the Kitsap Transit 2025-2030 Transit Development Plan.**

Motion passed unanimously.

d. Resolution No. 25-52, Approve Procurement Policy

0:35:06, Paul Shinnors, Finance Director, presented the updated procurement policies, recommending adjustments to the thresholds for micro and large procurements to ensure alignment with Federal Transit Administration (FTA) guidelines. Key proposed additions include the introduction of an "exigent purchase" category to address urgent marine repair needs, and the consolidation of complaint and protest procedures to streamline the appeals process and minimize delays.

Discussion:

0:44:27, Board members inquired about the scope of authority granted to the Executive Director, specifically seeking clarification on whether certain actions fall within discretionary limits or are subject to defined constraints.

0:44:32, Paul Shinnors clarified that there are two distinct policies under consideration: one governing expenditure authority and the other addressing exceptions to competitive procurement requirements. He explained that the "exigent purchase" method serves as a justification for bypassing the standard competitive procurement process in urgent situations. The Executive Director authority threshold remains unchanged, allowing the Executive Director to approve expenditures up to \$250,000; any amount exceeding that limit requires additional approval.

0:45:03, The Board reviewed and corrected minor typographical errors in the document related to micro-purchase thresholds. Members then discussed a proposal to increase the Executive Director's procurement authority from \$100,000 to \$250,000. Some members expressed concern regarding the scale of the proposed increase and requested historical data to better understand past utilization of the existing authority.

Shinnors clarified that the proposed change is intended solely to streamline the approval process for budgeted expenditures. He emphasized that any unbudgeted items exceeding \$250,000 would still require formal Board approval. Additionally, he committed to providing the Board with historical data detailing the utilization of the existing approval authority.

0:53:57, Board discussion continued with questions on how potential bidders are notified of an award, the appeal process, and number of appeals allowed.

Shinners stated that once an award decision is finalized, all participating bidders are formally notified in writing. He also provided a detailed overview of the appeal process, as outlined in the established procurement policy.

0:53:22, Councilmember Rosapepe moved and Councilmember Moriwaki seconded the motion to adopt Resolution No. 25-52, authorizing changes to Kitsap Transit's Procurement Policy as provided within this resolution and incorporated within the redline changes of Exhibit A.

Motion passed unanimously.

0:58:05, Commissioner Rolfes moved, and Commissioner Walters seconded to amend Resolution No. 25-52 by temporarily removing Policy 01 – Approval Authority and Exhibit A from the Procurement Policy. This amendment shall remain in effect until Kitsap Transit staff provides the Board with historical data on the utilization of approval authority, a brief analysis of its frequency, identification of corresponding sections within the resolution impacted by the change, and an assessment of whether the proposed adjustment constitutes a de minimis modification or a substantive revision.

Motion to amend passed.

Eight (8) yays (Erickson, Mockler, Moriwaki, Putaansuu, Rolfes, Root, Walters, Wheeler) and one (1) Nay (Rosapepe).

- e. Resolution No. 25-53, Award Contract KT 25-962 Unit Price C18 Marine Engine Major Overhauls to NC Power

1:00:37, Executive Director Clauson shared the bid process and requested approval to award contract KT 25-962 to NC Power.

1:01:32, Councilmember Mockler moved and Councilmember Moriwaki seconded the motion to adopt Resolution No. 25-53, authorizing staff to award Contract KT 25-962, Unit Price C18 Marine Engine Major Overhaul to NC Power Systems Co. in the amount of three hundred forty-eight thousand nine hundred ninety-four dollars (\$348,994).

Motion passed unanimously.

Discussion

1:02:07, The Board engaged in a discussion addressing concerns about the long-term sustainability of engine rebuilds and emphasized the importance of developing a comprehensive capital replacement plan for the ferry fleet. Additional topics included the budgeting process for the associated contract and the potential benefits of exploring vendor options beyond the

immediate region.

1:04:06, Paul Shinnors, Finance Director, provided an overview of the management approach for operating and capital budgets. He clarified that the operating budget is not itemized at the individual expense level, whereas the capital budget includes detailed engineering estimates for major projects and incorporates independent cost assessments for each budgeted item.

1:07:28, Executive Director Clauson explained that Kitsap Transit does not direct bids to a single vendor; instead, bids are publicly issued to all qualified vendors capable of performing the required work. He noted, however, that for certain specialized repairs, only one vendor currently has the capability to complete the work and source factory-direct parts.

1:08:00, Councilmember Mockler exited the meeting, 9:38 AM.

f. Resolution No. 25-54, Approve Change Order 1, KT 23-870 Training Facility Siting Study

1:08:55, Executive Director Clauson stated that the resolution is prompted by recent changes in environmental review requirements and updated regulatory standards. Specifically, modifications to the stormwater study for the training facility are necessary to address new environmental concerns related to tire compounds. As a result, the current contractor will need to expand the scope of work to adequately respond to the newly identified areas within the environmental review.

1:10:44, **Councilmember Rosapepe moved and Commissioner Walters seconded the motion to adopt Resolution No. 25-54, authorizing staff to approve contract Change Order 1, in the amount of seventy-four thousand two hundred sixty-three dollars (\$74,263), reauthorizing the Executive Director's authority in accordance with Kitsap Transit's Procurement Policy.**

Motion passed unanimously.

Discussion:

None.

g. Resolution No. 25-55, Approve Purchase - Two ORCA Vending Machines

1:11:51, Executive Director Clauson explained that the resolution authorizes the purchase of two ORCA ticket vending machines to enhance public access to ticketing services. He also noted that Kitsap Transit is actively working toward implementing contactless payment systems, with the goal of having them in place ahead of the World Cup.

Discussion:

1:13:10, Board discussion included the progress on implementing Visa and other credit card

payment options for more accessibility.

1:13:29, Executive Director Clauson shared that Kitsap Transit is collaborating with other agencies and the contractor of the ORCA system to integrate Visa and credit card payment capabilities. He noted that the process is technically complex, but efforts are underway with the goal of having the system operational in time for the 2026 World Cup.

1:15:40, **Commissioner Walters moved and Councilmember Moriwaki seconded the motion to adopt Resolution No. 25-55, authorizing staff to purchase two (2) full-feature ORCA vending machines in the amount of one hundred sixty-three thousand four hundred twenty-two dollars (\$163,422).**

Motion passed unanimously.

h. Presentation – Intracounty Study – Preliminary Route Review and Screening Findings

1:19:18, Kelly Lesoing of KPFF provided a brief overview of the ongoing study and shared an update on current efforts. She presented findings from an online survey that received over 1,900 valid responses, excluding 277 identified bot submissions. The Bremerton to Bainbridge Island route emerged as the preferred option, receiving 67% of respondent support and representing approximately 50% of weekly trips. The project team will proceed with a preliminary assessment of all proposed route options, taking into account factors such as navigational feasibility and vessel weight, prior to selecting routes for detailed analysis.

Discussion:

Board members requested the presentation to be forwarded to them.

6. EXECUTIVE DIRECTOR ITEMS

1:33:06, Executive Director Clauson shared that Anna Letitia Zivarts authored a book about steering away from car dependency. Each Board member was presented with a personally autographed book by the author. He reminded the Board that Kitsap Transit is coordinating a transit challenge day, scheduled for September 29th, and there will be more information coming on that.

Executive Director Clauson reminded attendees of the Peninsula Cup Roadeo on July 27, 2025, at South Kitsap High School.

7. PUBLIC COMMENTS

No public comments.

8. FOR THE GOOD OF THE ORDER:

None at this time.

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

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 2nd day of September 2025.

Attest:

Rob Putaansuu, Chairperson

Jackie Bidon, Clerk of the Board



Board of Commissioners Agenda Summary

Meeting Date: 09/02/2025

AGENDA ITEM: Resolution No. 25-56, Award General Legal Services Contract

SUBMITTED BY: John Clauson

TITLE: Executive Director

DEPARTMENT: Executive

EXHIBITS/ATTACHMENTS: Resolution No. 25-56

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 40,000.00

EXPENDITURE REQUIRED:

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 08/25/2025

SUMMARY STATEMENT:

Kitsap Transit originally entered into a contract for general counsel legal services with Kitsap Law Group in September 2021, which was subsequently renewed in September 2023. The current agreement is set to expire on September 30, 2025.

The proposed new contract will commence on October 1, 2025, for an initial term of one (1) year, concluding on September 30, 2026. The agreement includes provisions for up to four (4) additional one-year extensions, subject to the mutual written consent of both parties.

Staff recommends approval of the contract to ensure continuity, operational efficiency, and retention of institutional knowledge in support of the numerous ongoing projects and initiatives.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-56, authorizing staff to execute a contract for General Legal Counsel services with Kitsap Law Group.

RESOLUTION NO. 25-56

A RESOLUTION OF THE KITSAP TRANSIT BOARD OF COMMISSIONERS
AUTHORIZING STAFF TO ENTER INTO A SOLE SOURCE CONTRACT FOR
GENERAL LEGAL COUNSEL SERVICES WITH KITSAP LAW GROUP FOR THE
INITIAL TERM ENDING SEPTEMBER 30, 2026

WHEREAS, Kitsap Transit retained the law firm of Templeton Horton Weibel PLLC dba Kitsap Law Group in September 2015 through adoption of Resolution No. 15-63; and

WHEREAS, the amended contract approved by Resolution No. 21-43 expired September 30, 2023; and

WHEREAS, Kitsap Law Group provided an addendum that extends the contract for an additional two-year period ending September 30, 2025, with no rate increase; and

WHEREAS, the amended contract approved by Resolution No. 23-53 will expire on September 30, 2025; and

WHEREAS, Kitsap Transit continues to be involved with substantial projects requiring regular legal assistance and contributions; and

WHEREAS, staff has performed due diligence with other local agencies and finds Kitsap Law Group's proposed rates as fair and reasonable; and

WHEREAS, the terms of the contract shall be for an initial period of one (1) year with four (4) one (1) year options if Kitsap Transit, at its sole discretion, chooses to extend the contract; and

WHEREAS, at the end of each contract year, Kitsap Transit will review the market conditions that have created Sole Source justification for this contract and if those conditions still exist, Kitsap Transit may extend the contract for another year; and

WHEREAS, staff recommend entering into the contract with Kitsap Law

Group to maintain consistent knowledge base and efficiencies in moving forward with these projects, along with others, and general legal counsel in day-to-day operations.

NOW THEREFORE, BE IT RESOLVED the Kitsap Transit Board of Commissioners hereby authorize and direct staff to enter into a contract for General Legal Counsel with Kitsap Law Group with terms of the contract for an initial period of one (1) year, ending September 30, 2026, with four (4) one (1) year options.

ADOPTED by the Kitsap Transit Board of Commissioners of at a regular meeting held on the 2nd day of September 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board



Board of Commissioners Agenda Summary

Meeting Date: 09/02/2025

AGENDA ITEM: Resolution No. 25-57, Acknowledging Approved C/O 5, RP1 KT 25-957

SUBMITTED BY: Ellen Gustafson

TITLE: Acting Director

DEPARTMENT: Marine Services

EXHIBITS/ATTACHMENTS: Resolution No. 25-57

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 374,455.00

EXPENDITURE REQUIRED: \$ 374,455.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 08/25/2025

SUMMARY STATEMENT:

Resolution 25-57 acknowledges the Executive Director utilized delegated authority to approve Change Order five (5), with concurrence of the Board Chair, for Rich Passage 1, KT 25-957 main engine replacement and repairs project.

The total additional expenditure for KT 25-957 Change Order five (5), is thirty-three thousand nine hundred forty dollars (\$33,940). The cumulative contract amount is three hundred seventy-four thousand four hundred fifty-five dollars (\$374,455). The additional expenditure is included in the 2025 Operating Budget Ferry Funds.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-57, acknowledging the Executive Director utilized delegated authority to approve Change Order five (5), with concurrence of the Board Chair, for Rich Passage 1, KT 25-957, Main Engine Replacement and Repairs project. Additional expenditure of thirty-three thousand nine hundred forty dollars(\$33,940) increasing the contract total to three hundred seventy-four thousand four hundred fifty-five dollars (\$374,455) and reauthorizes the Executive Director's contract authority in accordance with Kitsap Transit's Procurement Policy.

RESOLUTION NO. 25-57

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS ACKNOWLEDGING EXECUTIVE DIRECTOR'S APPROVED CHANGE ORDER FOR VESSEL MAINTENANCE

WHEREAS, the M/V Rich Passage 1 (RP1) is currently in dry-dock for engine replacements and repairs under Contract KT 25-957 RP1 Engine Replacements and Repairs; and

WHEREAS, upon inspection, Platypus Marine, Inc. identified additional parts requiring repair as outlined in Change Order five (5); and

WHEREAS, in accordance with Kitsap Transit's Board approved procurement policy, the Executive Director has exercised his delegated authority, with consultation and concurrence of Kitsap Transit's Board Chair, to approve change orders for time sensitive vessel repairs that would otherwise affect Marine Services operations or result in the duplication of repair costs if delayed for Board of Commissioner authorization; and

WHEREAS, in the absence of this delegated authority, Kitsap Transit could incur additional expenses and disruptions to Marine Services operations; and

WHEREAS, the Board hereby acknowledges the urgency of executed Change Order five (5) in the amount of thirty-three thousand nine hundred forty dollars (\$33,940), authorized by the Executive Director, with concurrence of Kitsap Transit's Board Chair.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners formally acknowledges the Executive Director's use of delegated authority, with the concurrence of the Board Chair, to approve KT 25-957, Change Order five (5) in the amount of thirty-three thousand nine hundred forty dollars (\$33,940), increasing the contract total to three hundred seventy-four thousand four hundred fifty-five dollars (\$374,455) and reauthorizes the Executive Director's contract authority in accordance with Kitsap Transit's Procurement Policy.

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

on the 2nd day of September 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

DRAFT



Board of Commissioners Agenda Summary

Meeting Date: 09/02/2025

AGENDA ITEM: Resolution No. 25-58, Award KT 25-986 Bremerton Dock Repiping

SUBMITTED BY: Ellen Gustafson

TITLE: Acting Director

DEPARTMENT: Marine Services

EXHIBITS/ATTACHMENTS: Resolution No. 25-58

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 147,311.00

EXPENDITURE REQUIRED: \$ 147,311.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 08/25/2025

SUMMARY STATEMENT:

Resolution 25-58 authorizes staff to award KT 25-986 to Realm Inc. for the Bremerton Dock Sewage and Fresh Water Pipe Renewal.

The total expenditure for KT 25-986, Bremerton Dock Sewage and Fresh Water Pipe Renewal is one hundred forty-seven thousand three hundred eleven dollars (\$147,311). This expenditure is included in the 2025 Capital Budget - Ferries Fund.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-58, authorizing staff to award KT 25-986 to Realm Inc. for Bremerton Dock Sewage and Fresh Water Pipe Renewal in the amount of one hundred forty-seven thousand three hundred eleven dollars (\$147,311).

RESOLUTION NO. 25-58

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO AWARD A CONTRACT FOR KT 25-986 BREMERTON DOCK SEWAGE AND FRESH WATER PIPING RENEWAL TO REALM INC.

WHEREAS, on June 27, 2025, procurement staff released Invitation for Bids KT 25-986, Bremerton Dock Sewage and Fresh Water Pipe Renewal project; and

WHEREAS, the bid included the rebuilding and replacement of the existing sanitary sewer and freshwater piping in accordance with the plans, engineering specifications, and installation details provided; and

WHEREAS, on July 15, 2025, Kitsap Transit received two (2) bids in which Realm Inc. was the apparent lowest bidder pending responsive and responsibility checks in the amount of one hundred forty-seven thousand three hundred eleven dollars (\$147,311); and

WHEREAS, procurement staff conducted a price analysis comparing Realm Inc.'s offered price against Kitsap Transit's Independent Cost Estimate and the pricing is deemed fair and reasonable; and

WHEREAS, procurement staff completed the responsiveness and responsibility checks and has deemed Realm Inc. responsive and responsible; and

WHEREAS, the cost of this project was included in the approved 2025 Capital Budget – Ferries Fund approved via resolution 24-77.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorize staff to award KT 25-986 Bremerton Dock Sewage and Fresh Water Pipe Renewal to Realm Inc. in the amount of one hundred forty-seven thousand three hundred eleven dollars (\$147,311).

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 2nd day of September 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

DRAFT



Board of Commissioners Agenda Summary

Meeting Date: 09/02/2025

AGENDA ITEM: Resolution No. 25-59, Award KT 25-984 Supplemental Taxi Service

SUBMITTED BY: Michael Bozarth

TITLE: Director

DEPARTMENT: Operations

EXHIBITS/ATTACHMENTS: Resolution No. 25-59, Exhibit A

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT:

EXPENDITURE REQUIRED:

FUNDING SOURCE:

REVIEWED BY: Executive Director

REVIEWED DATE: 08/25/2025

SUMMARY STATEMENT:

On July 3, 2025, Kitsap Transit procurement staff released a Request for Proposals; KT 25-984 Supplemental Taxi Services. On July 29th, Kitsap Transit received three (3) proposals in response to their request. Transit staff determined that two (2) of the three (3) proposers met both Kitsap Transit and the FTA minimum requirements: Around the Sound and City Cab. Kitsap Transit procurement staff has negotiated a contract to provide as-needed supplemental taxi service, reducing the overall cost of supplemental taxi service, while providing a roster of vendors to ensure overflow rides can be accommodated safely and cost-effectively.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-59, awarding Around the Sound and City Cab an on-call as-needed Supplemental Taxi Service contract for an initial contract period of two (2) years. Kitsap Transit, at its sole discretion, may extend one or both contracts for three (3) one (1) year periods.

RESOLUTION NO. 25-59

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
AWARDING CONTRACT KT 25-984 TO AROUND THE SOUND AND CITY CAB
TAXI SERVICE FOR AS NEEDED SUPPLEMENTAL TAXI SERVICE.

WHEREAS, on July 3, 2025, Kitsap Transit Procurement Staff released a Request for Proposals (RFP); KT 25-984 Supplemental Taxi Services; and

WHEREAS, on July 29th, Kitsap Transit received three (3) proposals in response to their request; and

WHEREAS, the Proposals were evaluated to ensure that the vendors met Kitsap Transit's minimum requirements and FTA's requirements for providing supplemental taxi services. It was determined that two (2) of the three (3) proposers met the requirements: Around the Sound and City Cab Taxi Service; and

WHEREAS, Kitsap Transit procurement staff has negotiated a contract to provide as-needed supplemental taxi service, reducing the overall cost of supplemental taxi service, while providing a roster of vendors to ensure overflow rides can be accommodated safely and cost-effectively; and

WHEREAS, Kitsap Transit procurement staff has completed the responsiveness and responsibility checks and determined that, based on the operational needs of Kitsap Transit, both vendors should be awarded an on-call as-needed Contract for an initial Contract Period of two (2) years. Kitsap Transit, at its sole discretion, may extend one or both contracts for three (3) one (1) year periods. Kitsap Transit Operations Staff will review overflow rides on a trip-by-trip basis to ensure that the vendor that provides Kitsap Transit the best value is assigned the trip.

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to award contract KT 25-984 Supplemental Taxi Service to Around the Sound and City Cab Taxi Services.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 2nd day of September 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

DRAFT



MEMORANDUM

DATE: August 21, 2025

TO: Michael Bozarth

FROM: Patrick Rogers

SUBJECT: Recommendation to Award- Supplemental Taxi Service

Procurement

On July 3, 2025, Procurement Staff released a Request for Proposals; KT 25-984 Supplemental Taxi Services. On July 29th, Kitsap Transit received three (3) proposals in response to their request.

The Proposals were evaluated to ensure that the vendors met Kitsap Transit's minimum requirements and FTA's requirements for providing taxi services. It was determined that two (2) of the three (3) proposers meet the requirements; Around the Sound and City Cab.

Procurement Staff reviewed the Cost Proposals from each vendor and determined that the pricing offered, by both vendors, was "fair and reasonable". Operation expressed the need to have a roster of vendors to provide service to ensure overflow rides could be accommodated.

Recommendation

Procurement Staff has determined that based on the operational needs of Kitsap Transit, both vendors should be awarded an on-call as-needed Contract for an initial Contract Period of two (2) years. Kitsap Transit, at its sole discretion, may extend one or both contracts for three (3) one (1) year periods.

EXHIBIT A

Kitsap Transit Operations Staff will review overflow rides on a trip by trip bases to ensure that the vendor that provides Kitsap Transit the best value is assigned the trip.

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

Sincerely,

Patrick Rogers
Purchasing Coordinator



Board of Commissioners Agenda Summary

Meeting Date: 09/02/2025

AGENDA ITEM: Resolution No. 25-60, Approve W/D CBA Contract

SUBMITTED BY: Michael Bozarth

TITLE: Director

DEPARTMENT: Operations

EXHIBITS/ATTACHMENTS: Resolution No. 25-60, Exhibit A

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT:

EXPENDITURE REQUIRED:

FUNDING SOURCE:

REVIEWED BY: Executive Director

REVIEWED DATE: 08/25/2025

SUMMARY STATEMENT:

Kitsap Transit staff and Teamsters LOCAL 589 have reached a tentative Collective Bargaining Agreement (CBA) for Worker/Driver services, which was ratified on August 19, 2025. The contract is set for a three-year term, running from May 16, 2025, to May 15, 2028.

Wage adjustments for Worker/Drivers are as follows: 4.75% in the first year, 3.75% in the second year, and 3.75% in the third year. Longevity pay for Worker/Driver Leads: 2%, 4%, and 8% after reaching qualifying hours of service. Recognition of Juneteenth as a paid holiday. An addition of 15 minutes of driver trainer pay, per day per trainee, and the one-time distribution of a ratification bonus of \$750, \$500, and \$300 based on average days worked over the last 12 months.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-60, approving the Teamsters Local 589, Collective Bargaining Agreement for Worker/Driver services, effective May 16, 2025.

RESOLUTION NO. 25-60

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS APPROVING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN KITSAP TRANSIT AND INTERNATIONAL BROTHERHOOD OF TEAMSTERS, CHAUFFEURS, HELPERS (TEAMSTERS) LOCAL 589

WHEREAS, Kitsap Transit staff and Teamsters Local 589 have reached a tentative Collective Bargaining Agreement (CBA) for Worker/Driver services, which was ratified on August 19, 2025; and

WHEREAS, the tentative agreement for the replacement contract for the Worker/Driver services stipulates a three (3) year term, beginning May 16, 2025, and ending May 15, 2028; and

WHEREAS, wage adjustments for Worker/Drivers will include a four point seven five percent (4.75%) increase effective May 16, 2025; a three point seven five percent (3.75%) increase effective May 16, 2026; and a three point seven five percent (3.75%) increase effective May 16, 2027; and

WHEREAS, Worker/Driver Leads will receive non-cumulative longevity wage adjustment premiums of two percent (2.0%) above the employee's current position range and step following completion of five thousand (5,000) hours of regular service, four percent (4.0%) following eight thousand (8,000) hours, and eight percent (8.0%) following twelve thousand (12,000) hours; and

WHEREAS, wage adjustments for Worker/Drivers will be retroactive for active employees from May 16, 2025, and on a prorated basis (from May 16, 2025, to their retirement date) for employees who retired between May 16, 2024, and the date of ratification; and

WHEREAS, paid holidays for Worker/Drivers will now include Juneteenth as an official holiday; and

WHEREAS, Worker/Drivers training other Worker/Drivers shall receive an additional fifteen (15) minutes of pay per day per trainee for a new total of one (1) hour and fifteen (15) minutes of pay per day per trainee; and

WHEREAS, upon ratification, Worker/Drivers actively employed who have worked the minimum average number of days, as outlined below, over the last twelve (12) months, will receive a one-time ratification bonus.

15 days per month - \$750.00

10 days per month - \$500.00

5 days per month - \$300.00

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the Teamsters Local 589 Collective Bargaining Agreement (CBA) for Worker/Driver services, effective May 16, 2025.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 2nd day of September 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

EXHIBIT A

AGREEMENT

BY AND BETWEEN

KITSAP TRANSIT WORKER/DRIVERS

AND

INTERNATIONAL BROTHERHOOD OF TEAMSTERS, CHAUFFEURS, HELPERS
LOCAL 589

Tentative Agreement 07/15/2025



May 16, 2025 through May 15, 20285

EXHIBIT A

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EXHIBIT A

**KITSAP TRANSIT COLLECTIVE BARGAINING AGREEMENT WITH
THE
INTERNATIONAL BROTHERHOOD OF TEAMSTERS, CHAUFFEURS, HELPERS
LOCAL 589**

PREAMBLE

In this Agreement, Kitsap Transit will hereinafter be referred to as the “Employer” and the International Brotherhood of Chauffeurs, Teamsters, Helpers Local 589 will be referred to as the “Union”, for the purpose of setting forth the mutual understanding of the parties as to wages, hours, and other conditions of employment of the employees whom the Employer has recognized the Union as the exclusive bargaining representative.

This Agreement will go into effect on May 16, ~~2019-2025~~ and shall remain in force until May 15, ~~2022~~2028.

SCOPE & PURPOSE

The purpose of this Agreement is to provide through collective bargaining for fair and equitable relations between the Employer and the employees to secure an amicable and fair disposition of grievances and permit efficient operations of the Employer’s business and protection of the interests of the public. It is the intent of the Employer and the Union to achieve and to sustain maximum productivity per employee during the term of this Agreement. In return to the Employer for the wage rates and working conditions herein provided and consistent with the principle of a fair day’s work for fair day’s pay, the Union pledges its agreement with the objective of achieving the highest level of employee performance and efficiency consistent with safety, good health and sustained effort.

ARTICLE 1 – RECOGNITION AND BARGAINING UNITS

The Employer hereby agrees to recognize the following Union as the sole collective bargaining agent for all Worker/Driver employees falling within the jurisdiction of this Agreement as listed in Article 7.

EXHIBIT A

ARTICLE 2 – UNION SECURITY

Section 1 –

Presenting information about the exclusive bargaining representative—Access to new employees.

Notification of New Hires

The Employer agrees to notify the Union and shop stewards in writing within five (5) calendar days of any new positions and/or new bargaining unit employees within departments conducting bargaining unit work. Pursuant to RCW 41.56.037, new employees may meet with their Union representative for thirty (30) minutes on paid time during their first ninety (90) days of employment. The Union will advise the Employer in writing of the names of the shop stewards. Electronic notification is the equivalent of written notification.

The Employer agrees to notify the Union within five (5) working days when new employees are hired.

Section 2 – Dues Deduction Procedure

The Employer shall deduct and transmit monthly those regular Union membership initiation fees, dues, and assessments from the pay of each (Lead Worker/Driver) employee who so authorizes the Employer in writing. In addition, the Employer shall provide the Union a list of employees and their respective Union-related deductions. The Union agrees to indemnify, defend and hold the Employer harmless against any and all claims, suits, orders and judgments brought against the Employer as a result of any payroll deduction made on the Union's behalf. The Union may give the Employer thirty (30) days written notice to discontinue dues check-off. The employer agrees to give the union an end of year report that shows actual hours worked by all Worker/Drivers.

ARTICLE 3 – NON-DISCRIMINATION

No employee shall be discriminated against for upholding Union principles. Any employee who works under the instructions of the Union or a committee shall not lose his job or be discriminated against for this reason.

ARTICLE 4 – MANAGEMENT RIGHTS

Section 1 – Examples of Rights

The Union recognizes the prerogative of the Employer to operate and manage its affairs in all respects in accordance with its responsibilities, powers and authority. Without limitation, but by way of illustration, the exclusive prerogatives, functions, and rights of the Employer shall include the following:

- A. To direct and supervise all operations, functions and policies of the Employer in which

EXHIBIT A

the employees in the bargaining unit are employed.

- B. To close, relocate, reorganize or combine work of an operation or facility for budgetary or other reasons, including reassignment of personnel.
- C. To determine the need for a reduction or an increase in the work force and to implement any such decision.
- D. To establish, revise and implement standards and rules for hiring, new classifications, promotion, quality of work, safety, materials, equipment, uniforms, appearance, methods and procedures.
- E. It is jointly recognized that the Employer must retain broad authority to fulfill and implement its responsibilities and may do so by written work rules, existing or future. The Employer agrees to notify the Union of any changes in the written rules.
- F. To create shifts, workdays, hours of work, and work locations.
- G. To designate and to assign all work duties.
- H. To determine the need for and the qualifications of new employees, transfers and promotions.
- I. To discipline, suspend, demote, or discharge an employee only for just cause.
- J. In the event of emergency, to direct such special assignments and activities as circumstances may require, while respecting the contract to the extent possible.

Section 2 – Limitation

The exercise of any management prerogative, functions, or right which is not specifically modified by this Agreement is not subject to the grievance procedure, to arbitration, or to bargaining during the term of this Agreement.

ARTICLE 5 – GRIEVANCE PROCEDURE

Section 1 – General

For the purpose of this Agreement, a grievance is defined as only those disputes involving the interpretation, application, or alleged violation of any provision of this Agreement. All grievances shall be reduced to writing. The grievance shall specify the act or event grieved, date of occurrence, provision of Agreement violated and remedy sought.

Section 2 – Procedure

EXHIBIT A

All grievances shall be reduced to writing. The grievance shall specify the act or event grieved, date of occurrence, specific provision of Agreement violated and remedy sought. The following procedures shall be used:

Step 1. Within ten (10) working days after the occurrence of the event being grieved, the employee affected shall personally present his grievance to the Department Director or designee. The employee may have a Union representative present at this meeting. The Department Director shall give his answer, in writing, within ten (10) working days. If the grievance remains unresolved, then it may be referred to Step 2 within seven (7) working days of the official response.

Step 2. The grievance shall be presented by the Union to the Executive Director or designee. The Executive Director shall schedule a meeting within ten (10) working days to hear the grievance. The Executive Director shall respond in writing within ten (10) working days of the meeting. If the grievance remains unresolved, then it may be referred to Step 3 within seven (7) working days of the Executive Director's response.

Step 3. In the event of the failure of these parties to reach a satisfactory adjustment, the matter shall be referred for final adjustment to a Labor Relations Committee within ninety (90) days from the date the grievance was originally filed or the matter shall be considered withdrawn, unless extended by mutual agreement. The Labor Relations Committee shall be selected as follows: Two (2) members by the Employer and two (2) members by the Union. In the event the Labor Relations Committee fails to reach an agreement, the four (4) shall select a fifth (5th) member, who shall be Chairman, and the decisions of this Committee shall be binding on both parties and such decisions shall be made not later than ten (10) days after the Chairman is selected.

Section 3 – Time Limits

Any and all time limits specified in the grievance procedure may be waived by mutual agreement of the parties. Failure by the employee or Union to submit the grievance in accordance with these time limits or to move the grievance to subsequent steps in accordance with these time limits without such waiver shall constitute an abandonment of the grievance.

Section 4 – Sole and Exclusive Method

The grievance procedure provided for herein shall constitute the sole and exclusive method of determination, decision, adjustment or settlement between the parties of any and all grievances as herein defined; and the grievance procedure and arbitration provided herein shall constitute the sole and exclusive remedy to be utilized by the parties hereto for such determination, decision, adjustment or settlement of any and all grievances as herein defined.

ARTICLE 6 – DISCIPLINE

EXHIBIT A

Section 1 – Definition

No regular employee shall be disciplined except for just cause.

Section 2 – Steps of Discipline

- A. Disciplinary action shall normally progress in the following order, unless the situation warrants starting disciplinary action at another step:
 - 1. Discussion
 - 2. Oral Reprimand
 - 3. Written Reprimand
 - 4. Suspension
 - 5. Discharge
- B. Previous reprimands (oral or written) shall not be necessary if the cause for suspension and/or discharge is stealing or theft, falsification of records, reckless, violence in the workplace, sexual harassment or unauthorized use of the Employer's vehicles, gross misconduct, insubordination, or any other incident of similar magnitude.
- C. A written notice of the reprimands/disciplinary action will include the date of the reprimand/disciplinary action, a description of the infraction involved, a summary of any previous oral and written reprimands/disciplinary actions not previously removed from the personnel file, the action the employee must take to resolve the problem and the warning that, if the problem occurs again, further disciplinary action will result.
- D. Oral and written notices of disciplinary actions will be given to the employee within fifteen (15) working days following the event giving rise to the disciplinary action or in such time as the Employer reasonably would have been aware of the event. For Vehicle Accidents, the 15 working days will begin from the date of the Memo of preventability to determination. The Union and Employer agree to follow Kitsap Transits Safety Committees Guidelines. A copy of the written disciplinary action will be placed in the employee's personnel file and sent to the Unions.
- E. Discussions will be noted in the supervisory file and will only be used for progressive discipline if a similar occurrence happens within six (6) months of the notation. Oral and written reprimands will be removed from the employee's personnel file after one and one-half (1 ½) years from the date of issuance. Such removal will only occur if the employee has maintained a clean work record for one and one-half (1 ½) years from the date of the latest reprimand. Suspensions shall only be removed from the employee's personnel file if the employee maintains a clean work record for two (2) years from the date of issuance.

ARTICLE 7 – CATEGORIES OF EMPLOYEES

EXHIBIT A

Worker/Driver – shall mean a person employed on a part-time basis to operate a subscription commuter bus to their primary employment site.

- A. Lead
- B. Back-up

ARTICLE 8 – SENIORITY, LAYOFF AND RECALL

Section 1 – W/D Seniority List

- A. Time in service: First date of driving in revenue service. (This applies to W/Ds who have not driven in revenue service as of May 16, 2016; all other W/Ds will be ~~grandfathered-legacyed~~ and their seniority will be based on their date of hire.) still need?
- B. There shall be two (2) seniority lists used as follows:
 - 1. Filling Vacant/New Routes: All lead and back-up W/Ds shall be listed by date of hire, time in revenue service and in the geographic area they work. There are three (3) geographic areas (North, Central, and South). Drivers must declare an area of preference and can choose up to all three geographic areas. Declarations of multiple geographic areas will be listed in order of preference.
 - 2. When Existing Route is eliminated: All lead W/Ds shall be listed on a single list by date of hire. On an annual basis, drivers will make a selection of up to three (3) geographic areas in which they would be interested in driving, if their route is eliminated

Section 2 – Procedure for Filling Vacant Routes and Elimination of Existing Routes

- A. Upon the vacancy of a lead route the selection procedure will be based on seniority.
- B. When an existing route of a lead W/D is eliminated, the W/D may bump the least senior lead W/D in one (1) of the three (3) geographic areas of his choice, whose route goes to the same primary employer. Any W/D bumped, may also, in turn, bump the least senior W/D according to the procedure above. In the event two (2) leads, from two (2) different geographic areas wish to switch routes, this request must be mutually agreed to by those Employees and the Employer.
- C. If the procedure in Section 2B negatively affects ridership and the two parties cannot mutually resolve the matter, the procedure will be eliminated.

EXHIBIT A

Section 3 – Travel Time

Travel time to and from the start of the route will not be paid for lead W/Ds driving their regular route.

ARTICLE 9 – HOLIDAYS

Section 1 – Holidays

The Lead W/Ds shall receive their regular pay for the following holidays:

New Year's Day	Labor Day
Martin Luther King's Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day
<u>Juneteenth</u>	<u>Floating Holiday</u>

All employees will observe legal holidays in accordance with the published Employer's calendar. When the holiday falls on a Sunday, the following Monday is the observed holiday. When a holiday falls on a Saturday, the prior Friday is the observed holiday.

Section 2 – Eligibility

If the lead W/D drives any day within the last fifteen (15) calendar days prior to the holiday, they will receive pay for the holiday, however, only one (1) W/D per route will receive pay for the holiday.

ARTICLE 10 – LEAVES OF ABSENCE

Section 1 – Approved Leave Of Absence without Pay

- A. Lead W/Ds will be entitled to a leave of absence up to one (1) year for medical reasons or due to involuntary transfer of job location or shift by their primary employer. Employees must provide a copy of the "Forced" notice from their primary employer to Kitsap Transit at the commencement of leave. In the absence of a "Forced" letter, approval for absences for shift changes or TDY assignments will be limited to 120 days.
- B. Benefits (Holidays) shall not accrue while on a leave of absence. Seniority shall continue to accrue, if the W/D works for Kitsap Transit a minimum of seventy (70) hours from December 1 through the following November 30.

EXHIBIT A

Section 2 – Union Business Leave

Other operators may also be granted short leaves of absence for Union business provided reasonable advance notice is given to the Employer. If an operator expects to be off for two (2) days or more, they will notify their supervisor four (4) days in advance of the absence. No more than ten (10) working days will be allowed for a single purpose.

Section 3 – Jury Duty

- A. Lead W/Ds on jury duty or subpoenaed to appear in federal, state or municipal court, as long as they are neither the plaintiff nor defendant will be allowed the difference between the compensation they would have earned had they remained on their assignment and the daily amount paid for jury duty. Included in this section is the pay for being a witness for the Employer in cases where there is lost time. Operators may be granted, with documentation, time off to be in court or at court ordered appointments for support of themselves, spouse, or dependent minor children and may be requested to work around the time in court.
- B. Operators shall inform the supervisor of any jury duty notification as soon as received. Each day, the operator shall notify their supervisor no later than 8:00 p.m. if they are required to report to jury duty or be in a standby status the following scheduled workday. If they are not required to report for jury duty, they will work their normal schedule.

Section 4 – Military Duty

Military Duty Leave – An employee who presents official orders requiring his/her attendance for a period of training or other active duty as a member of the United States Armed Forces or the State National Guard shall be entitled to military leave with no loss of pay for a period not to exceed twenty-one (21) work days annually. Authorized leave of absence for additional or longer periods of time for assignment to duty functions shall be without pay (unless the employee chooses to use accrued vacation leave or compensatory time) and shall be granted by the Employer. An employee receiving up to twenty-one work days of training or serving on active duty shall receive their regular pay and the amount received from the Federal or State government, pursuant to RCW 38.40.060 as may be amended from time to time. During periods of military conflict, employees are entitled to up to fifteen (15) days of unpaid leave before their spouse is deployed or while their spouse is on leave from deployment.

Section 5 – Bereavement Leave of Absence

If an employee's spouse or a child, parent, brother, sister, grandparent, or a grandchild of an employee dies, bereavement leave will be authorized, term of leave on individual case by case basis. Bereavement Leave will be considered an excused absence. Bereavement Leave may be granted for persons other than those listed above where a close family relationship exists.

EXHIBIT A

ARTICLE 11 – OTHER BENEFITS

Section 1 – Transit Passes

Kitsap Transit will provide free transit passes to all W/Ds and their dependents. Dependents shall include spouses and children (under 19 years of age). The dependent passes must be renewed each year. Kitsap Transit W/Ds who retire from their primary employer and who also have fifteen (15) years of employment with Kitsap Transit will receive free transit passes. These must be renewed every five (5) years.

Section 2 – Kitsap Transit ~~Emblematic Gear~~ Uniforms

- A. The Employer will provide all operators with hats and coats.
- B. Emblematic gear is to be worn only on the job and to and from work. A reasonable stop between work and home is allowed.
- C. Employer will Provide ~~Protective outerwear for pre-trip and chaining Up~~ (Coat, Pants, Gloves) one pair of rain pants and one pair of winter gloves upon request from the employee on an annual basis.

~~B.~~

Section 3 – ~~Ro~~adeos and Events

Operators, participating in a bus rodeo or other events conducted by the Employer, will be entitled to receive such prizes and compensation as the Employer may deem appropriate.

Section 4 – Deferred Compensation

All eligible operators may participate in the Deferred Compensation Plan.

ARTICLE 12 – OTHER PAY PROVISIONS

Section 1 – Instruction Pay

W/Ds training other W/Ds shall receive an additional hour fifteen minutes of pay per day, not to exceed one and a quarter (1.25) hours per day per trainee. Plus \$100 per week while training.

Section 2 – Additional Pay

EXHIBIT A

When through an act of providence, shortage of buses, breakdowns, weather conditions or any circumstances over which the W/D has no control, the W/D will be compensated for additional time needed, by noting it on the timesheet and notifying the supervisor.

Section 3 – Pay for Accident/Incident Reports

- A. A W/D shall be paid for the actual time required to complete accident or incident reports.
- B. Reports must be turned in to the Employer no later than twenty four (24) hours after the accident/incident.

Section 4 – Pre-Trip, Security and Post-Trip Inspection Pay

Security, pre-trip and post-trip, inspections shall be conducted at the beginning and end of the route. Only one (1) driver will be paid for inspection and will be guaranteed thirty (30) minutes of pay. ~~All drivers who operate electric Buses will receive time for the battery to heat up.~~

ARTICLE 13 – OTHER WORKING CONDITIONS

- A. The Employer reserves the right to determine service parameters and vehicle assignments for this program.
- B. All W/Ds must have their own phone service, with message capability.
- C. The Employer has the right to establish the number of W/Ds to be absent on vacation at any one time.
- D. A Doctor's statement is required upon return to work after an illness or injury of four (4) days or more. A Doctor's statement may also be required in situations of suspected abuse. In the event of an absence of thirty (30) days or more due to an employee's own medical need, the effective, Return to Work Policy will be used.
- E. Lead W/Ds must make arrangements for back-up W/D to cover their run when they are unable to report to work and will notify the Worker/Driver Supervisor (or their designee) as to who is covering their run. Back-up W/D's accept full responsibility for said route and when they are unable to report to work, they must contact the W/D Supervisor (or their designee).
- F. The ability to work regularly is a requirement for continued employment. W/Ds who have unexcused absents repeatedly will be subject to disciplinary action. Discipline will be based in the W/Ds entire record.

~~Trainer~~

EXHIBIT A

- ~~—Employer will notify all Worker Drivers opportunity to become a trainer~~
 - ~~—Trainers will be picked through seniority and driving experience~~
- F.

ARTICLE 14 – MISCELLANEOUS PROVISIONS

Section 1 – Substance Abuse Program

Drug and alcohol testing of employees is required when (1) there is reasonable suspicion that an employee is under the influence of a controlled substance or alcohol in the work place, or (2) an employee is involved in a vehicular accident that is valued at a minimum of \$~~3~~5,000, or that involves an injury which requires attention at a medical facility, or a fatality, or an involved vehicle being towed from the accident scene, ~~and the employee cannot be completely discounted from having contributed to the accident~~ or (3) the employee is selected to test as a result of the random selection process, or (4) pre-employment drug test. In the case of (2) above, the test may be waived if the Operator can be totally discounted from having been a contributing factor in the accident. See other tests required and testing procedures contained in Kitsap Transit Drug and Alcohol Policy.

Section 2 – Committees

- A. Route/Safety Committee: Operators shall select 1 member from each geographic area to sit on the Route/Safety Committee to work with management on an advisory basis on changes in routes, schedules and other matters affecting operations. This committee will also work with management on reviewing safety suggestions submitted by all Kitsap Transit Employees, covering service, equipment, facilities or personal safety. It also serves as the committee for appeals of accident/incident preventability determinations.
- B. This committee will include a representative appointed by the Union and Kitsap Transit. The members will come from the W/Ds.
- C. This Committee will meet Semi-Annually.

Section 3 – Lost and Found Procedures

Lost articles found by the operators shall be turned in to the lost and found department. ~~If after a reasonable period of time (30 Days) the articles are unclaimed by the owners, they shall be turned back to the finder according to published policy.~~

ARTICLE 15 – STRIKES AND PICKET LINES

Section 1 – No Strike

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The Employer and the Unions recognize that the public interest requires the efficient and the uninterrupted performance of all Kitsap Transit services and to this end pledge their best efforts to avoid any conduct contrary to this objective. The parties covered by this agreement shall not cause or condone any form of work stoppage, strike or slowdown.

Section 2 – Picket Lines

It shall not be a violation of this Agreement and it shall not be cause for discharge if any employee or employees refuse to go through a picket line of a Union. Nor shall the exercise of any rights permitted by law be a violation of this Agreement.

ARTICLE 16 – SAVINGS CLAUSE

Should any part hereof or any provisions herein contained, be rendered or declared invalid by reason of existing or subsequently enacted legislation or by any court decree of competent jurisdiction, such invalidation of such part or portion of the Agreement shall not invalidate the remaining portion hereof; provided, however, upon such invalidation the parties agree immediately to meet and negotiate such parts or provisions affected. The remaining parts or provisions shall remain in full force and effect.

ARTICLE 17 – ACQUIRED OPERATION

- A. When a bus operation is acquired and made a part of the operation of the Employer, the operators on the seniority roster of the acquired operations will retain their original seniority dates, and may exercise same only on the acquired operations. They will, however, be given a position on the operator's seniority roster in the order of their original seniority dates, as of the date of acquisition, and will be privileged to exercise such seniority date on the division.
- B. If the Employer sells, transfers or assigns its holding to any other company or into public ownership, it is agreed that said sale or transfer shall not be consummated until all operators in the positions listed in Appendix A are given full seniority rights by the purchasing company or public body purchasing the property. It is also agreed that all retroactive pay or vacations that are due the operators and have not been paid or adjustments in wages or vacations pending, shall be adjusted at the time of sale, or provisions made for adjustments between Kitsap Transit and the purchasing company or public owner.

ARTICLE 18 – UNION VISITATION

The Union Business Representatives shall be allowed access at reasonable times to all facilities of the Employer, wherein employees covered under this Agreement are working to conduct necessary Union business and to investigate grievances, provided there is not interference with

EXHIBIT A

the work of the employees and the Department.

ARTICLE 19 – ENTIRE AGREEMENT

No agreement, alteration, understanding, variation, waiver or modification of any of the terms or conditions or covenants contained herein, shall be made by any employee or group of employees with the Employer, and in no case shall it be binding upon the parties hereto, unless such agreement is made and executed in writing between the parties hereto.

EXHIBIT A

ARTICLE 20 – DURATION

This Agreement will become effective May 16, ~~2019-2025~~ and shall remain in effect until May 15, ~~2022~~2028. Should either of the parties hereto desire to change, modify or terminate the Agreement on the anniversary date of May 15, 202~~2~~8, or any subsequent anniversary date, written notice must be given to the other party sixty (60) days in advance of that date.

SIGNED, THIS _____ DAY OF _____, 20~~25~~19.

KITSAP TRANSIT

UNION

~~Ed Wolfe~~Rob Putaansuu, Chair
Kitsap Transit Board of Commissioners

Robert Driskell~~Mark Fuller~~, Secretary-
Treasurer
Teamsters Local 589

John Clauson, Executive Director
Kitsap Transit

Robert Driskell, Business Representative
Teamsters Local 589

Michael Bozarth, Operations Director
Kitsap Transit

Cynthia Griffey, Worker/Driver
~~Supervisor~~Manager
Kitsap Transit

Mary Pauly, Human Resources Director
Kitsap Transit

EXHIBIT A

EXHIBIT A

APPENDIX A – TEAMSTERS WAGES

TEAMSTERS POSITION	Effective Date	Hourly Wage
Worker/Driver	5/16/202 5 <u>2</u>	\$26.51 <u>+04.75%</u>
Worker/Driver	5/16/202 6 <u>3</u>	TBD <u>3.75—5%</u>
Worker/Driver	5/16/202 7 <u>4</u>	TBD <u>—53.75%</u>

~~The employer and the union agree to meet annually, no later than April 15th, for the purposes of reviewing and discussing any proposed adjustment to the hourly wage rate. Any adjustments made to the hourly wage rate that become effective on either May 16, 2023 and/or May 16, 2024 will be based on various economic factors.~~

Section 1 – Workweek

The workweek is defined as the period between 12:01 a.m. on Sunday through 12:00 midnight the following Saturday.

Section 2 – Additional Pay

If required by the Employer, lead W/Ds not driving their own route, and back-ups, shall receive additional pay for the following:

- A. Travel to another city to another W/D route (i.e. Port Orchard to Bremerton) = one (1) hour of pay, under the following conditions: Travel must be over ten (10) miles from the employee's home residence to the bus, when that employee lives within Kitsap County. For employees that reside outside of Kitsap County, the ten (10) mile distance shall start at the county line. For both scenarios, the employer shall use Google Maps, MapQuest, or similar computer mapping program, to measure the distance.
- B. To fuel the bus – not to exceed one (1) hour of pay.
- C. To make a special trip to deliver sales reports and fares to the Employer's facility = one (1) hour of pay for each trip.
- D. To warm up the bus on the weekend, = one half (1/2) hours of pay per occurrence.
- ~~E.~~ Each W/D (Lead or Back-up) will be paid for each day to maintain daily receipts and weekly reports. No splitting of this duty during a single day will be allowed. The W/D (Lead or Back-up), who drives that day will be paid a portion of the hourly rate per day for the maintenance of daily receipts and weekly reports. The rate will be 0.062 hours. These hours will not be rounded to the nearest tenth.

EXHIBIT A

~~— Employees will receive an end of year safety Incentive based on days worked as an annual awards safety bonus~~

E. LONGEVITY FOR WD LEADS

Longevity pay will be based on the lead employee's most recent hire date with the Employer, hours of regular service, and calculated as a percentage of the top-step wage rate in the relevant job classification. Employees will be eligible to receive longevity pay, as follows:

Completion of 2 years.....3%

Completion of 5 years5,000 hours of regular service in payroll.....62%

Completion of 8,000 hours of regular service in payroll10 years.....9%4%

Completion of 12,000 hours of regular service in payroll15 + years.....12%

8%

180 days or more	\$1000500	15 days per month
120 to 179	\$500350	10 days per month
70 to 119	\$500200	5 days per month

~~A one-time payment will be disbursed, within 30 days of ratification of this contract, to the worker drivers who have worked the minimum average number of days, as outlined below, over the last 12 months.~~

EXHIBIT A

LONGEVITY HOURS (As of 06/27/25)

Employee ID	Employee Name	ReHire Date	Hire Date	Years of Service	Total Hours from Hire Date thru 6/27/25 Paycheck	Longevity %
417	Pruett - Hours are estimated for years 1994, 1995, 1996, and 1997. Payroll records for these years are not available		10/01/1994	31	12,000	8%
542	Lachelt		10/27/2003	22	14,915	8%
548	Gehlhaar		06/04/2005	20	14,964	8%
558	Kingsbury		01/28/2007	18	9,567	4%
564	Chandler		10/02/2007	18	13,460	8%
577	Vollmuth		09/02/2008	17	13,614	8%
579	Burke		05/12/2009	16	9,374	4%
581	Westcott		06/16/2009	16	9,735	4%
592	Vollmuth		05/13/2011	14	5,842	2%
605	Babcock		10/11/2012	13	5,319	2%
613	Braga		04/04/2014	11	8,018	4%
4012	Gonzales		08/26/2014	11	6,749	2%
4044	Chavez		03/16/2015	10	7,196	2%
4047	Nelson Jr		06/10/2015	10	6,278	2%
4059	Burgh		08/17/2015	10	6,987	2%
4062	Beers		08/31/2015	10	5,425	2%
4061	Trout		08/31/2015	10	6,691	2%
4065	Flynn		09/02/2015	10	3,827	0%
4067	Moyer		09/02/2015	10	4,174	0%
4082	Fox		12/08/2015	10	4,140	0%
4125	Skelly		06/20/2016	9	4,451	0%
4167	Norton		03/24/2017	8	4,235	0%
4235	Brown		01/04/2018	8	2,795	0%
4275	Wheeler		04/10/2018	7	3,485	0%
4279	Parker		05/14/2018	7	4,115	0%
4325	Nave		09/20/2018	7	1,827	0%
4331	Hathaway		10/29/2018	7	3,334	0%
4342	Arthur		12/14/2018	7	1,932	0%
553	Rotter	10/19/2019	6/5/2006	6	2,114	0%
4464	Westcott		01/12/2021	4	2,634	0%
4574	Apata		03/29/2022	3	1,644	0%
4586	DeMyers		05/10/2022	3	1,017	0%
4603	Lomuda		07/11/2022	3	365	0%
4617	Smith		08/08/2022	3	955	0%
4178	Rendt	08/09/2022	05/15/2017	3	1,328	0%
4628	Benson		09/21/2022	3	405	0%
612	Schruhl	05/10/2023	03/03/2014	2	405	0%
4759	Diesel		08/29/2023	2	522	0%
4289	Powell		10/10/2023	2	228	0%
4799	Brincken		10/31/2023	2	297	0%
4803	Tremper		12/05/2023	2	320	0%
4915	Walker		11/07/2024	1	97	0%

EXHIBIT A

A one-time payment will be disbursed, within 30 days of ratification of this contract, to the worker drivers who have worked the minimum average number of days, as outlined below, over the last 12 months.

<u>180 days or more</u>	<u>\$750</u>	<u>15 days per month</u>
<u>120 to 179</u>	<u>\$500</u>	<u>10 days per month</u>
<u>70 to 119</u>	<u>\$300</u>	<u>5 days per month</u>



Board of Commissioners Agenda Summary

Meeting Date: 09/02/2025

AGENDA ITEM: Resolution No. 25-61, Award KT 25-988, Solano USCG Inspection & Repairs

SUBMITTED BY: Ellen Gustafson

TITLE: Acting Director

DEPARTMENT: Marine Services

EXHIBITS/ATTACHMENTS: Resolution No. 25-61

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 776,589.00

EXPENDITURE REQUIRED: \$ 776,589.00

FUNDING SOURCE: Capital

REVIEWED BY: Executive Director

REVIEWED DATE: 08/22/2025

SUMMARY STATEMENT:

Resolution 25-61 authorizes staff to award KT 25-988 M/V Solano USCG Inspection and Repairs to Nichols Brothers Boat Builders (NBBB) to haul and block the M/V Solano as the United States Coast Guard (USCG) requires Marine Vessels to adhere to an inspection schedule of every two (2) years with the addition of scheduled repairs.

The total proposed expenditure is seven hundred seventy-six thousand, five hundred eighty-nine dollars (\$776,589). This expenditure is included in the 2025 Operating Budget-Ferry Funds.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-61, authorizing staff to award KT 25-988 to Nichols Brothers Boat Builders for M/V Solano USCG Inspection and Repairs Project in the amount of seven hundred seventy-six thousand, five hundred eighty-nine dollars (\$776,589).

RESOLUTION NO. 25-61

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
AUTHORIZING STAFF TO AWARD A CONTRACT FOR KT 25-988 M/V
SOLANO USCG INSPECTION AND REPAIRS PROJECT TO NICHOLS
BROTHERS BOAT BUILDERS

WHEREAS, on July 14, 2025, Kitsap Transit procurement staff publicly advertised an Invitation of Bids (IFB) for KT 25-988 for M/V Solano USCG Inspection and Repairs Project; and

WHEREAS, staff sought a qualified contractor to haul and block the M/V Solano as the United States Coast Guard (USCG) requires Marine Vessels to adhere to an inspection schedule of every two (2) years with the addition of scheduled repairs; and

WHEREAS, on August 19, 2025, Kitsap Transit received one (1) bid in response to this solicitation; and

WHEREAS, Nichols Brothers Boat Builders (NBBB) was the apparent lowest bidder pending responsiveness and responsible checks in the amount of seven hundred seventy-six thousand, five hundred eighty-nine dollars (\$776,589); and

WHEREAS, procurement staff conducted a price analysis to Kitsap Transit's Independent Cost Estimate (ICE) and deemed the bid fair and reasonable.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to award contract KT 25-988 M/V Solano USCG Inspection and Repairs to Nichols Brothers Boat Builders in the amount of seven hundred seventy-six thousand, five hundred eighty-nine dollars (\$776,589).

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 2nd day of September 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

DRAFT



Board of Commissioners Agenda Summary

Meeting Date: 09/02/2025

AGENDA ITEM: Resolution No. 25-62, Approve Travel & Meal Policy

SUBMITTED BY: Paul Shinnors

TITLE: Director

DEPARTMENT: Finance

EXHIBITS/ATTACHMENTS: Resolution No. 25-62, Exhibit A

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 0.00

EXPENDITURE REQUIRED: \$ 0.00

FUNDING SOURCE:

REVIEWED BY: Executive Director

REVIEWED DATE: 08/26/2025

SUMMARY STATEMENT:

This resolution approves Kitsap Transit's Travel and Meals Policy. Kitsap Transit previously maintained its Travel and Meals Policy as part of its employee handbook. The Travel and Meals Policy was periodically reviewed and modified as part of the employee handbook reviews. Washington State Auditors informed Kitsap Transit that it must have the Travel and Meals Policy authorized by its Board of Commissioners. Staff is removing the policy from its employee handbook as a stand-alone document for periodic review and modification by the Kitsap Transit Board of Commissioners.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-62, authorizing Kitsap Transit's travel and meals policy as incorporated and referenced herein as Exhibit A.

RESOLUTION NO. 25-62

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS APPROVING KITSAP TRANSIT TRAVEL AND MEALS POLICY

WHEREAS, Kitsap Transit has maintained a Travel and Meals Policy as part of its employee handbook; and

WHEREAS, the Travel and Meals Policy has been periodically reviewed and modified by staff in its review of the employee handbook; and

WHEREAS, staff has been informed by the Washington State Auditors that Kitsap Transit must have its Travel and Meals Policy authorized by its Board of Commissioners; and

WHEREAS, staff is removing the policy from its employee handbook as a stand-alone document for periodic review and modification by the Kitsap Transit Board of Commissioners; and

WHEREAS, staff proposes Kitsap Transit's travel and meals policy as incorporated by referenced herein as Exhibit A.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes Kitsap Transit's travel and meals policy as incorporated and referenced herein as Exhibit A.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 2nd day of September, 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

TRAVEL EXPENSES AND ALLOWANCES

Kitsap Transit pays or reimburses employees and Board Commissioners for allowable expenses incurred while traveling on Kitsap Transit business. As public employees, we have a fiduciary responsibility to minimize our travel expenses and to travel as efficiently as possible. It's important to always request government discounts and shop for the best value. Employees may choose to make reservations with preferred airlines and hotels, provided the expense incurred does not exceed standard and reasonable costs of competing airlines and hotels. It is also important that employees attempt to make airline, hotel, and car rental reservations directly with the service provider rather than a travel aggregator website to provide greater flexibility for cancellations. It is important that airline or hotel credits received for cancelled reservations are reported to Finance for future Kitsap Transit travel needs. Travel must be authorized in advance by the employee's Director. The Executive Director must approve all out-of-state travel, or when the total travel expense is expected to exceed \$2,000, or when the cost of accommodations, excluding taxes and fees, is greater than 150% of the designated per diem rates for accommodations for the designated location (refer to Travel Authorization Section).

AIRFARE AND OTHER BUSINESS TRAVEL OPTIONS

Kitsap Transit will pay or reimburse employees and Board Commissioners for economy class airfare and related baggage fee for authorized travel. The cost of pre-selecting standard or economy class seats is reimbursable provided the seat selected is not in premium class.. If an employee selects a premium class seat, the employee is responsible for the expense that is greater than the standard or economy class fare. Any deviation from a standard or economy class fare to be paid by KitsapTransit must be pre-approved by the Executive Director. The employee is responsible for expenses related to personal detours, airfare class or seat upgrades, flight entertainment or comfort amenities. The cost of Wi-Fi is an allowable expense if required for business purposes. When employees choose to use an alternative travel method or modify travel dates and times to accommodate other personal plans, the reimbursable expense will be limited to the cost of the most direct airfare and/or date and time of travel preceding the business purpose. Reservations should be made as early as possible, but not less than three weeks prior to travel, to facilitate reasonable travel expense and avoid unnecessary upgrade costs.

SHUTTLES, TAXIS, RENTAL CARS

Employees should use local transit, airport shuttles, taxis, Uber-like services whenever possible. If a rental car is necessary or is more cost effective based on commuting needs, reimbursement is limited to the cost of a compact car. Employees may upgrade to a mid-size vehicle if three or more employees are traveling together. Employees should attempt to coordinate travel to accommodate sharing of travel expense when feasible. Employees should not purchase additional insurance for a car rental. Washington State Transit Insurance Pool (WSTIP) provides liability and property coverage for rental cars for business purposes. Bridge and road tolls, local transit, shuttles, taxis, and Uber-like services are reimbursable travel expenses.

PARKING

Kitsap Transit will reimburse employees for business-related parking costs. Parking at the SeaTac terminal parking garage shall not exceed one day. SeaTac Airport off-premises parking lots (park and shuttle) must be used when parking for more than one day. In the event an employee chooses to park at the SeaTac terminal for more than one day, employee reimbursement will be limited to \$30 per day.

ACCOMMODATION EXPENSES

Accommodation expenses, excluding taxes and fees, will be reimbursed at the designated federal per diem rates when it is feasible for travel requiring an overnight stay. In the event the nightly rate of accommodations, excluding taxes and fees, is greater than 150% of the designated per diem rates for accommodations for the designated location (refer to Travel Authorization Section), the deviation from travel policy must be separately designated on the Travel Authorization form for pre-approval by the Executive Director. Overnight accommodations are permitted in the Puget Sound region to accommodate meetings, conferences, or airline reservations that start before 10:00 am outside of Kitsap County. Federal per diem rates for accommodations are designated by geographic location and may be referenced in the Travel Authorization form (refer to Travel Authorization section). Any deviation from the federally designated per diem rates for accommodations must be pre-approved by the Executive Director. Overnight accommodations on the last business day of a trip is permitted when necessary to (1) accommodate **out of state business** that concludes after 3pm, (2) returning airline departure is not available before 3pm, or (3) if alternate flight or transportation schedule results in savings that exceed the additional cost of lodging and meal per diem. Reservations should be made directly with the hotel rather than consolidator website to facilitate potential need for cancellations. A Travel Expense Report must be submitted to the Finance Department with receipts within 10 business days of travel (refer to Expense Reporting and Reimbursement section).

MEALS AND INCIDENTALS DURING TRAVEL

Employees will receive daily meals and incidental (M&I) per diem for travel with overnight accommodation at the designated federal per diem rate by geographic location. Employees qualify for M&I per diem as follows:

- If travel includes an overnight stay, the employee qualifies to receive M&I per diem for each day of travel and/or stay (except for overnight stays in the Puget Sound area that accommodate next-day airline travel or conference). Meals and incidentals are intended to include meals, beverages, tips, luggage handling services, phone calls, etc. Employees should refer to the M&I per diem for the applicable area of planned travel in the Travel Authorization form (available on the Kitsap Transit “Public Drive” in the “Forms” folder). The federal per diem rates are adjusted annually in October.
- If travel does not include an overnight stay, there is no per diem available for meals and incidentals. Travel-related expenses such as bridge and road tolls, shuttles, taxis, and Uber-like services are separately reimbursable with a receipt.

- Receipts for meals and incidentals **do not** need to be submitted to the Finance Department with the employees Travel Expense Report if daily M&I per diems are claimed.

TRAVEL AUTHORIZATION

The department director and/or the Executive Director must approve all travel and related expenses in advance no less than a week prior to the employee travel. The Executive Director must approve all out-of-state travel, or when the total travel expense is expected to exceed \$2,000, or when the cost of accommodations, excluding taxes and fees, is greater than 150% of the designated per diem rates for accommodations for the designated location. To request approval, employees should complete the "Travel Authorization" (available on the Kitsap Transit Public Drive in the "FORMS" folder) before incurring any costs (seminar registrations, airline tickets, hotel deposits, or other travel-related costs). All costs (actual and estimated) must be listed on the travel authorization.

Reservations and/or payment of employee and Board Commissioner flights, rental cars, and accommodations must be made with a Kitsap Transit credit card (p-card) to maximize rebate benefits. If an employee has not been issued a Kitsap Transit p-card, an employee may be reimbursed for costs on their personal credit card for authorized travel and expense or request a travel p-card from the Finance Department. Reservations should be made directly with the airline, car rental, and hotel rather than a travel consolidator website to facilitate potential need for cancellations.

A travel advance check may be requested when completing the Travel Authorization form. It is intended to be a partial advance of out-of-pocket meals, incidentals, or other qualifying business-related costs.

EXPENSE REPORTING AND REIMBURSEMENT

Employees must complete a "Travel Expense Report" within 10 business days of completion of travel, local accommodations, or employee/business meals (available on the Kitsap Transit Public Drive in the "FORMS" folder). If applicable, additional amounts due to or owed by the employee will be calculated from this report. Future travel advance requests will not be processed until prior Travel Expense Reports and receipts are submitted to the Finance Department. The Executive Director may retroactively approve unexpected travel expenses not initially authorized on the Travel Authorization form.

Meals or travel expense incurred locally (not included in overnight travel above) that qualify for reimbursement must separately be uploaded and processed for reimbursement in Financial Edge within 10 business days of the meal or incurred expense when charged to a Kitsap Transit p-card (refer to Local Reimbursable Meals and Travel section). In the event the meal is charged to a personal credit card, the itemized receipt and notes must be submitted to Payroll with a completed Travel Expense Report.

It is important to note that it is the employee's responsibility to submit receipts for

expenses not included within the daily M&I per diem. In the event an itemized receipt cannot be found, the employee must complete a separate Missing Receipt Affidavit (available on the Kitsap Transit Public Drive in the "FORMS" folder). All Missing Receipt Affidavits must be signed by the Executive Director. If the required itemized receipts or Missing Receipt Affidavits are not submitted, the processing of employee's travel or expense reimbursement will be delayed and/or the applicable travel advances paid to the employee or unauthorized expenses paid with a Kitsap Transit p-card could be reported with the employee's reportable income in accordance with IRS Revenue Ruling 2006-56.

LOCAL REIMBURSEABLE MEALS, TRAVEL, AND ACCOMMODATION EXPENSE **(Business Related Circumstances without Overnight Travel)**

LOCAL MEAL REIMBURSEMENT FOR EMPLOYEES

A Director may authorize reimbursement for meals if an employee is required to work outside of their normal business hours and does not meet the overnight accommodation requirements for M&I per diem. An **itemized receipt** must be submitted in Financial Edge within 10 business days of the meal when charged to a Kitsap Transit p-card. In the event the meal is charged to a personal credit card, the itemized receipt must be submitted to Payroll with a completed Travel Expense Report (refer to Expense Reporting and Reimbursement above). Meals are not reported with the employee's reportable taxable income, provided that the meal reimbursement is occasional and infrequent.

LOCAL MEAL REIMBURSEMENT FOR BUSINESS PURPOSES

In limited circumstances, employee meals may be reimbursed, provided the meal serves a fundamental business purpose and is a reasonable expense. The business purpose may include, but is not limited to, the meeting of two or more Kitsap Transit employees to discuss Kitsap Transit interests, meetings with Commissioners of the Board, or to facilitate **occasional and infrequent** employee meetings that are expected to run long or accommodate a working lunch. An **itemized receipt** must be submitted in Financial Edge within 10 business days of the meal when charged to a Kitsap Transit p-card. The itemized receipt must include the nature of the meeting and employees in attendance in the description field. In the event the meal is charged to a personal credit card, the itemized receipt and related notes must be submitted to Payroll with a completed Travel Expense Report. Meal costs should be reasonable, and alcohol is prohibited. Server gratuity should not exceed customary and reasonable percentages. In the event a meal expense is missing an itemized receipt, the employee must complete a separate Missing Receipt Affidavit. All Missing Receipt Affidavits must be signed by the Executive Director.

LOCAL TRAVEL

Employees should attempt to carpool when multiple employees are travelling to meetings or conferences. Employees are encouraged to use staff cars if travelling alone to meetings or conferences. In the event carpools or the use of a staff vehicle are not reasonable options, the employee will be reimbursed mileage for use of a personal vehicle according to the federal mileage rate. Mileage and applicable tolls must be submitted to the Finance Department on the Travel Expense Report within 10 business

days of travel. The federal mileage rate can be found with the Travel Expense Report. If using a personal vehicle, it is important to understand that Kitsap Transit insurance will not cover first party property damage and third party liability coverage may **not** extend to legs of travel that are not official business travel such as added travel at the end of a conference.

When travelling to Seattle, employees should prioritize commuting by ferry when it is feasible to minimize travel costs.

LOCAL OVERNIGHT ACCOMODATIONS

In the event of an extraordinary weather event or other extenuating circumstance, a Director may use reasonable discretion to authorize accommodations to facilitate employee shifts and/or rest between shifts. The department director must inform the Executive Director as early as feasible. The department director must subsequently submit a Travel Expense Report with applicable receipt, a note regarding the nature of the event, and the Executive Director's signature to the Finance Department within 10 business days of the extraordinary event.

MISCELLANEOUS REIMBURSEABLE EMPLOYEE EXPENSE

Other business-related expenses may be reimbursed with the approval of the department director or Executive Director. Examples of business-related expenses may include taxi fare or other transportation costs for business purposes. A Travel Expense Report must be submitted with applicable receipt within 10 business days.

NON-REIMBURSABLE EXPENSES

Employees will not be reimbursed for the cost of:

- Upgrades (first class flights, upgraded car rentals, larger hotel rooms, etc.)
- Movies, video rentals, and/or airplane amenities (Wi-Fi is acceptable if necessary for work purposes);
- Alcoholic Beverages;
- Childcare

EMPLOYEE PAY FOR TRAVEL

NON-EXEMPT EMPLOYEES

When employees travel to attend training or other work-related events, they are paid for all time spent for direct and reasonable travel, regardless whether they are the driver or passenger of the vehicle.

If the time spent traveling causes an employee to work more than 40 hours in a work week, the additional time will be paid as overtime. As with all overtime, the employee's director must approve this overtime in advance of travel.

EXEMPT EMPLOYEES

Exempt employees are paid a salary and are not eligible for overtime compensation.

Time spent traveling does not affect pay.

DRAFT



Board of Commissioners Agenda Summary

Meeting Date: 09/02/2025

AGENDA ITEM: Resolution No. 25-63, Johnson P&R Potential Condemnation

SUBMITTED BY: Steffani Lille

TITLE: Director

DEPARTMENT: Service & Capital Development

EXHIBITS/ATTACHMENTS: Resolution No. 25-63, Exhibit A

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 2,255,000.00

EXPENDITURE REQUIRED: \$ 600,000.00

FUNDING SOURCE: Capital

REVIEWED BY: Executive Director

REVIEWED DATE: 08/25/2025

SUMMARY STATEMENT:

Kitsap Transit is authorized to acquire real property through the exercise of eminent domain for the development and operation of the proposed Johnson Park & Ride facility. Extensive efforts to engage in good-faith negotiations with the property owner have been undertaken and will continue. Should these negotiations fail to result in a mutually acceptable agreement, Kitsap Transit will proceed with condemnation proceedings as permitted by law. In accordance with applicable state statutes, the property owner has been formally notified that the proposed condemnation resolution is scheduled for final consideration by the Kitsap Transit Board of Commissioners at its regular meeting on September 2, 2025. The property owner will be provided an opportunity to offer comments during this meeting.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-63, authorizing staff, with assistance of outside legal counsel, Nossaman LLP, to negotiate terms for the acquisition of the Parcel and/or bring proceedings in the manner provided for by law.

RESOLUTION NO. 25-63

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS REGARDING A POTENTIAL CONDEMNATION TO ACQUIRE REAL PROPERTY LOCATED ON JOHNSON PARKWAY NE, POULSBO WASHINGTON, CARRIED UNDER KITSAP COUNTY ASSESSOR'S TAX PARCEL 252601-2-049-2005 TO ENABLE KITSAP TRANSIT TO DEVELOP KITSAP TRANSIT'S JOHNSON PARK & RIDE ON THE PROPERTY LEGALLY DESCRIBED IN EXHIBIT A HERETO

Tax Parcel Number(s):	Address:	Record Owner:
252601-2-049-2005	171XX JOHNSON PARKWAY NE, POULSBO WA 98370	ROBERT EKELMANN, AS PERSONAL REPRESENTATIVE OF THE ESTATE OF VICKIE ARNESS

WHEREAS, Kitsap Transit is authorized to plan, construct, and permanently locate park and ride facilities within its jurisdiction; and

WHEREAS, Kitsap Transit completed an Alternatives Location Study to identify park and ride locations near SR 305 in late 2021; and

WHEREAS, at its meeting on January 4, 2022, the Board of Commissioners approved Resolution No. 22-08 authorizing staff to perform further environmental review and property acquisition for the Johnson Park & Ride at alternative site locations 3 and 4 as recommended in the Johnson Park & Ride Alternatives Locations Study; and

WHEREAS, at its meeting on April 4, 2023, the Board of Commissioners approved Resolution No. 23-24 awarding a contract to Parametix for the Johnson Park & Ride Design project; and

WHEREAS, during the design process, it was determined that only site location 3 (Parcel 252601-2-049-2005) in Exhibit A (herein the "Parcel") is needed to complete the Johnson Park & Ride; and

WHEREAS, sustained efforts to negotiate with the Parcel owner have been made and will continue, and a condemnation action should be undertaken in the event that

reasonable efforts to reach a negotiated settlement with the Parcel owner are not successful; and

WHEREAS, the owner of the Parcel was given proper notice according to state statute that this condemnation resolution would be included for consideration and final action by Kitsap Transit's Board of Commissioners at its regular meeting on September 2, 2025, and that the Parcel owner and other members of the public will be afforded an opportunity to provide comment at the meeting.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners pursuant to Kitsap Transit's authority under Chapter 36.57A RCW, as follows:

Section 1: Condemnation Authorized

Kitsap Transit's staff with the assistance of outside legal counsel, Nossaman LLP, is hereby authorized and directed to negotiate just compensation for the acquisition of the Parcel, and if unsuccessful, to bring legal proceedings to acquire, condemn, take appropriate and damage all lands, buildings and real property interests described in this resolution pursuant to the powers granted by Kitsap Transit under RCW 36.57A.090 and Chapters 8.20 and 8.25 RCW, however, all just compensation to be paid for the Parcel shall not exceed its fair market value, and shall require approval by Kitsap Transit's Board of Commissioners, and concurrence by the Federal Transit Administration, if and when required by law.

Kitsap Transit's Executive Director, with the assistance of Nossaman LLP, is authorized to make minor amendments to the legal descriptions or maps of the Parcel as described in Exhibit A, as may become necessary to correct scrivener's errors or to conform the legal description to the precise boundaries of the property rights needed for the Johnson Park & Ride.

Section 2: Finding of Public Use and Necessity

Kitsap Transit's Board of Commissioners finds that the acquisition of the Parcel legally described and depicted in Exhibit A is for public use and for a public purpose to-wit: to develop, own, operate, and maintain the Johnson Park & Ride.

Section 3: Funds

Funds allocated for Capital Projects supporting the development of the Johnson Park & Ride shall be made available to carry out the provisions of this resolution.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 2nd day of September 2025.

Rob Putaansuu, Chairperson

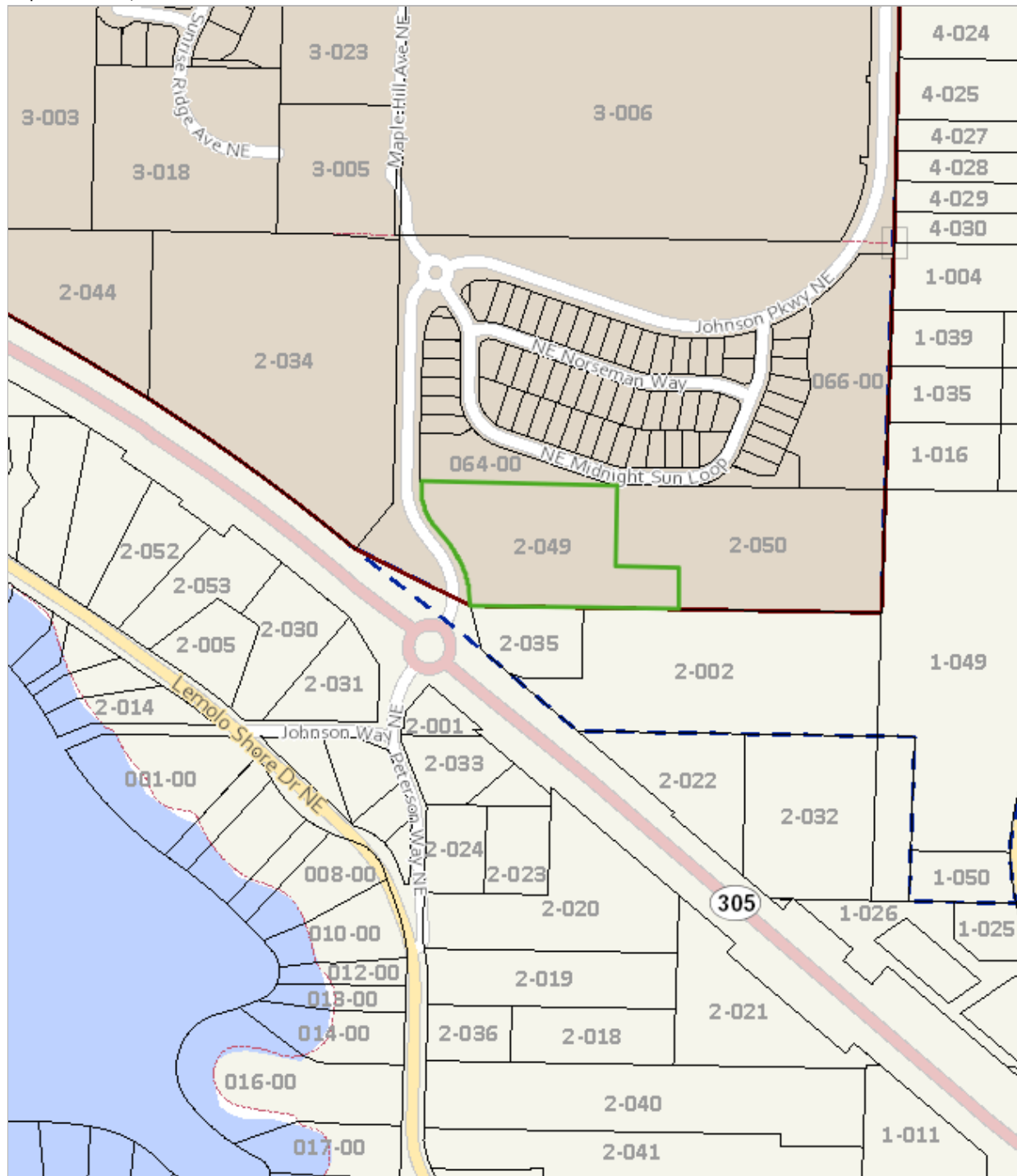
ATTEST:

Jackie Bidon, Clerk of the Board

EXHIBIT A

Map Scale: 1 : 4,800

Printed: Tuesday, Aug 5, 2025



** This map is not a substitute for field survey **

500 ft



Comments



Legal Description

That portion of the North half of the South half of the Northeast quarter of the Northwest quarter of Section 25, Township 26 North, Range 1 East, W.M., lying West and South of the following described line:

Commencing at the Northeast corner of said subdivision;

thence along the North line thereof, North 89°03'46" West a distance of 717.14 feet to the point of beginning;

thence leaving said line South 1°19'49" West 216.18 feet;

thence South 88°40'11" East 171.48 feet;

thence South 1°19'49" West 112.14 feet, more or less, to the South line of said subdivision and the terminus of this line;

Except that portion conveyed to the State of Washington for State Highway Number 21-A under Auditor's File No. 539959, records of Kitsap County, Washington;

Also except that portion conveyed to Kitsap County for road purposes under Auditor's File No. 45607, records of Kitsap County, Washington;

Also except that portion conveyed to the City of Poulsbo for Noll Road under Auditor's File No. 201911080187, records of Kitsap County, Washington.



Board of Commissioners Agenda Summary

Meeting Date: 09/02/2025

AGENDA ITEM: Resolution No. 25-64, Approve CO 1 KT 25-949 Janitorial Hours BTC

SUBMITTED BY: Dennis Griffey

TITLE: Director

DEPARTMENT: Maintenance

EXHIBITS/ATTACHMENTS: Resolution No.24-64, Exhibit A

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 150,000.00

EXPENDITURE REQUIRED: \$ 201,935.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 08/25/2025

SUMMARY STATEMENT:

Kitsap Transit is asking to increase janitorial service contract from sixty-six (66) hours a week to eighty-one (81) hours a week to align with high customer demand midday at the Bremerton Transportation Center.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-64, authorizing staff to increase janitorial hours at the Bremerton Transportation Center from sixty-six (66) hours per week to eighty-one (81) hours per week, with an annual increased expenditure of sixty-one thousand sixty-nine dollars (\$61,069).

RESOLUTION NO. 25-64

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
AUTHORIZING TO INCREASE BREMERTON TRANSPORTATION CENTER
JANITORIAL HOURS

WHEREAS, Seal X of Seattle Washington was awarded a two (2) year Janitorial contact for Bremerton Transportation Center providing sixty-six (66) hours of service per week; and

WHEREAS, sixty-six (66) hours per week was found to be inadequate to maintain proper cleanliness at the Bremerton Transportation Center; and

WHEREAS, Kitsap Transit is requesting to increase the janitorial hours to eighty-one (81) hours per week, reflecting the high midday customer volume; and

WHEREAS, this Change Order will increase the total yearly expenditure from one hundred forty thousand eight hundred sixty-six dollars (\$140,866) to two hundred one thousand nine hundred thirty-five dollars (\$201,935).

WHEREAS, the additional expenditure of twenty thousand three hundred fifty-two dollars (\$20,352) for the remainder of 2025 will be taken as an unbudgeted operating deduction, impacting the 2025 Facilities Budget; and

WHEREAS, the increased contract amount will be included in the 2026 Facilities Budget.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorize staff to increase janitorial hours at the Bremerton Transportation Center from sixty-six (66) hours per week to eighty-one (81) hours per week, with an annual increased expenditure of sixty-one thousand sixty-nine dollars (\$61,069).

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 2nd day of September, 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

DRAFT



Board of Commissioners Agenda Summary

Meeting Date: 09/02/2025

AGENDA ITEM: Resolution No. 25-52, Approve Changes to Procurement Policy

SUBMITTED BY: Paul Shinnors

TITLE: Director

DEPARTMENT: Finance

EXHIBITS/ATTACHMENTS: Resolution No. 25-52, Exhibit A

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 0.00

EXPENDITURE REQUIRED: \$ 0.00

FUNDING SOURCE:

REVIEWED BY: Executive Director

REVIEWED DATE: 08/27/2025

SUMMARY STATEMENT:

This resolution approves a change to Kitsap Transit's procurement policy. The change is a carryover from the resolution presented at the Board meeting on July 15, 2025. The board asked that staff provide additional information for the board to better prepare and inform themselves before supporting staff proposal to increase the delegated approval authority of the Executive Director to award contracts of previously Board authorized projects from \$100,000 to \$250,000. The proposed change in delegation authority only applies to projects the Board has previously approved with their review and authorization of annual operating and capital budgets and provided staff has performed proper procurement solicitation to ensure fair and open competition. Contracts awarded between \$100 - \$250K are 7 in 2023, 11 in 2024, and 2 through July 2025.

RECOMMENDED ACTION/MOTION:

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

RESOLUTION NO. 25-52

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

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

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

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

WHEREAS, the Board of Commissioners approved several proposed changes to Kitsap Transit's procurement policy at its regularly scheduled Board meeting on July 15, 2025; and

WHEREAS, the Board of Commissioners voted to defer one (1) change to the Procurement Policy, whereby staff recommended increasing the Approval Authority to award contracts for previously approved projects to the Executive Director from one hundred thousand dollars (\$100,000) to two hundred fifty thousand dollars (\$250,000), to maintain consistency between Kitsap Transit Approval Authority and Procurement Method policies; and

WHEREAS, additional information was requested by the Board of Commissioners to better prepare and inform themselves prior to making a determination whether to support staff's proposal to increase the Executive Directors Approval Authority; and

WHEREAS, in accordance with the request for additional information, contracts awarded between one hundred thousand dollars (\$100,000) and two hundred fifty

thousand dollars (\$250,000) included seven (7) contracts in 2023, eleven (11) contracts in 2024, and two (2) contracts through July 2025; and

WHEREAS, the proposal is to delegate to the Executive Director the ability to award contracts for projects the Board of Commissioners has previously reviewed and authorized as part of the process to develop, review, and authorize the annual Operating and Capital Budgets; and

WHEREAS, the proposal to increase Delegated Authority of the Executive Director is to award a contract, rather than a new unbudgeted project, after staff has completed a proper solicitation process to ensure fair and open competition in accordance with federal and state regulations; and

WHEREAS, Kitsap Transit's Procurement Policy requires that any capital project not already reviewed and approved by the Board of Commissioners within the previously authorized budget must be brought to the Board of Commissioners for their authorization and action of a Board resolution regardless of the value of the proposed unbudgeted project; and

WHEREAS, Kitsap Transit has consulted with several peers that have approved similar thresholds of Delegated Authority to the Executive Director to award contracts; and

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

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

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 2nd day of September, 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

DRAFT

Exhibit A

PROCUREMENT POLICIES

Policy 01 –Approval Authority

Purpose

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

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

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

Exhibit A

of Commissioner authorization must occur at the next available Board of Commissioners meeting. If timing is critical and reauthorization cannot wait until the next Board of Commissioners meeting, the Executive Director has authority to authorize additional expenditure amounts with concurrence of the Board Chairperson. The Board of Commissioners delegates approval authority to the Executive Director for change order amounts exceeding the Executive Director approval authority of greater than \$100,250,000 provided the cumulative sum of those change orders have not exceeded the 10% cumulative contingency noted above.

6. The Board of Commissioners delegate authority to the Executive Director with concurrence of the Chairperson of the Board (Vice-Chairperson in the absence of the Chairperson) to approve change orders for vessel repairs or services. The authority delegated to the Executive Director, with concurrence of the Board Chairperson, is not restricted by amount or scope. The authority delegated to the Executive Director is limited to operating repairs and must be reported to the board at the next regular meeting of the Board. Change orders related to vessel builds or improvements accounted for as an addition to Kitsap Transit fixed assets are excluded from this delegation authority.
7. Revenue contracts or lease agreements greater than \$50,000 annual revenue require authorization of the Board of Commissioners.
8. Staff must seek authorization from the Board of Commissioners to formerly advertise a competitive bid if the service or product exceeds \$500,000 or is not included within the board approved capital budget.

Policy 02 – Delegation Authority

Purpose

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

DOLLAR LIMIT	DELEGATION AUTHORITY	MORE INFORMATION
<\$25,000	<ul style="list-style-type: none">• Purchase - Procurement Department• Execution of Agreement - Department Director	Section 2
>\$25,000	<ul style="list-style-type: none">• Purchase – Procurement Department• Execution of Agreement - Executive Director (or his/her designee)	Section 3
Open Purchase Orders	<ul style="list-style-type: none">• Open purchase orders may not exceed \$5,000• Maximum delegated purchase authority of department employees of \$500 set by each department director• Purchases exceeding \$500 cumulatively must be made with a requisition with proper department director authorization rather than an open purchase order	Section 1.2.2
Credit Card Purchase	<ul style="list-style-type: none">• Directors and select employees• Credit card expense reports require the authorization of the department director or the executive director	Sections 1.6

Exhibit A

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

Policy 03 – Procurement Method

Purpose

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

LIMIT	METHOD	PROCESS	SECTION
<\$5,000	Micro Purchase	Fair & Reasonable Documentation	Section 2
\$5,000 – \$50,000	Small Purchase (Excluding Roster Lists)	Three Written Quotes provided by requesting department	Section 3
\$50,000 - \$250,000	Small Purchase (Excluding Roster Lists)	Procurement Department Provides Three Written Quotes	Section 3
<\$100,000	Small Works / Consulting Services Rosters	Applicable Roster Process	Section 8
>\$250,000	Formal Competitive Procurement	Invitation for Bid or Request for Proposal	Sections 4

Exhibit A

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

Exhibit A

Policy 04 – Protest and Appeal Policy

A. Purpose

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

B. Protest and Appeal Policy

Who May Protest or Appeal

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

Timing of Protest

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

Basis of Protest

Protests must be based on the following criteria:

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

Protest Form and Content

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

Protest Procedure

A protest must be filed with Kitsap Transit's Finance Director within five business days of the award of a contract or notice of apparent successful proposer/bidder, whichever is sooner. Upon receipt of a timely written protest, the Finance Director, or designee, will consider the protest in accordance with established procedures and issue a written decision within five business days stating the reasons for the action taken and informing the allegedly aggrieved vendor or service provider (Protesting Vendor) of his/her right to appeal the decision.

Appeal Procedure

An appeal must be filed within five business days of the Finance Director's decision.

The Executive Director will consider the appeal and issue a written decision within ten business days. The Executive Director's decision of the appeal will be final and conclusive.

Failure to Comply with Requirements

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

Protests to the Federal Transit Administration

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

Exhibit A

Exhausted Administrative Remedies

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

Policy 05 – Standards of Conduct

A. Conflict of Interest

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

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

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

B. Gifts and Gratuities

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

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

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

Exhibit A

C. Ethics

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

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

D. Violation of Standards of Conduct Policy

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



Board of Commissioners Agenda Summary

Meeting Date: 09/02/2025

AGENDA ITEM: Resolution No. 25-65, Approve ACH Electronic Funds Policy

SUBMITTED BY: Paul Shinnors

TITLE: Director

DEPARTMENT: Finance

EXHIBITS/ATTACHMENTS: Resolution No. 25-65, Exhibit A

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 0.00

EXPENDITURE REQUIRED: \$ 0.00

FUNDING SOURCE:

REVIEWED BY: Executive Director

REVIEWED DATE: 08/26/2025

SUMMARY STATEMENT:

This resolution approves Kitsap Transit's Electronic Funds Transfer (EFT) Policy. In accordance with the State Auditors Budgeting, Accounting, and Reporting System (BARS) manual. Kitsap Transit staff have developed an EFT policy to ensure practices and effective internal controls to enhance safety and security of dispersing and receiving funds electronically.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-65, authorizing Kitsap Transit's Electronic Funds Transfer Policy as incorporated and referenced herein as Exhibit A.

RESOLUTION NO. 25-65

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS APPROVING KITSAP TRANSIT ELECTRONIC FUNDS TRANSFER (EFT) POLICY

WHEREAS, Kitsap Transit has developed an Electronic Funds Transfer (EFT) Policy in accordance with the Washington State Auditors Budgeting, Accounting, and Reporting System (BARS); and

WHEREAS, the intent of the EFT policy is to establish effective internal control to protect EFT transactions from internal and external threats; and

WHEREAS, EFT includes the payment or receipt of funds electronically by Automated Clearing Hours (ACH) and wire transactions; and

WHEREAS, Kitsap Transit staff routinely use wires to move funds between accounts with the Kitsap County Treasurers Office, payroll bank account, and third-party payroll processor; and

WHEREAS, Kitsap Transit staff intermittently disperse and receive funds by wire for valid business purposes such as funding escrow accounts in real property transactions; and

WHEREAS, the process and controls for processing ACH and wire transactions are well defined and secure; and

WHEREAS, staff proposes Kitsap Transit's Electronic Funds Transfer Policy as incorporated by referenced herein as Exhibit A.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes Kitsap Transit's Electronic Funds Transfer Policy as incorporated and referenced herein as Exhibit A.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 2nd day of September, 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

DRAFT

Exhibit A



ELECTRONIC FUNDS TRANSFER POLICY

Creation Date	8/1/25
Approval Date	9/2/25
Last Revised	N/A
Version	1.0
Authority	Kitsap Transit Board of Commissioners

Contents

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1.0 AUTHORIZATION

Kitsap Transit's Electronic Funds Transfer (EFTs) policy, and changes thereto, must be approved by Kitsap Transits Board of Commissioners.

Public Transportation Benefit Area authorities (PTBA's) are governed by chapter 36.57A RCW, which does not explicitly address electronic funds transfers. However, RCW 39.58.750 states that "custodians of public funds may receive, disburse, or transfer public funds under his or her jurisdiction by means of wire or other electronic communication in accordance with accounting standards established by the state auditor under RCW 43.09.200."

2.0 PURPOSE

The primary goal of this policy is to ensure Electronic Funds Transfer (EFTs) are initiated, executed, and approved in a secure manner. This policy establishes general guidelines and procedures consistent under RCW 43.09.200.

3.0 SCOPE

Kitsap Transit Electronic Funds Transfer policy is applicable to all employees and departments in the processing of EFT transactions.

4.0 DEFINITIONS

4.1 Electronic Funds Transfer (EFT) – The electronic exchange (transfer of money from one bank account to another), either within a single financial institution or across multiple institutions, through computer-based systems. Wire transfers and ACH payments are examples of EFTs. This form of disbursement is authorized by RCW 39.58.750.

4.2 Automated Clearing House (ACH) – This is an electronic payment delivery system that processes electronic credit and debit transactions, including direct deposits, within the United States using the American Bankers Association (ABA) number.

4.3 Wire Transfer – This is an electronic transfer of funds from one bank account to another initiated directly with the payer's bank. This type of transfer utilizes a system operated by the Federal Reserve Banks and is more costly compared to transactions involving checks or ACH.

5.0 REASONS FOR ELECTRONIC FUNDS TRANSFER

- Funding payroll obligations to payroll processors and government agencies.
- Funding for the closing of real property acquisitions or legal settlements.
- Payment of recurring obligations to ORCA Fiscal Agent
- Payment of obligations and liabilities due to the Department of Revenue
- Receipt of payment from customers, clients, and other third parties.
- Other payments approved by both the Finance Director and Executive Director due to a valid business purpose.

6.0 ACH PAYMENTS AND SIGNIFICANT CONTROLS

- All ACH payments require dual authorization with an accounting specialist inputting the payment and a supervisor verifying and approving the payment.
- All ACH payments require two-factor authentication when processing payment.
- All ACH payments come out of one Bank Account which is reconciled monthly by an accounting specialist who is not part of the payment process and is reviewed by a supervisor to ensure appropriate documentation and recording in the financial system.
- The ACH bank account currently has defaulted debit lock status meaning only approved ACH company accounts can deduct from the account. Only a signer of the bank account

along with the Accounting Supervisor can add ACH companies to the approved company list.

7.0 WIRES AND RELEVANT CONTROLS

7.1 Overview of Wires – Kitsap Transit performs two types of wires (1) recurring wires and (2) non-recurring wires. The Finance Director and the Executive Director designate with Kitsap County which wires are recurring and non-recurring.

7.2 Recurring Wires – Recurring wire templates can be set up by sending a letter signed by both the Finance Director and Executive Director to Kitsap County. Once the recurring wire template is set up with the County Treasurers Office, it can then be used by the Accounting Supervisor and Payroll Coordinator. The only recurring wire currently set up with the County Treasurers Office is exclusive for the purpose of funding of the payroll bank account.

Once funds are deposited into the payroll bank account, a payroll wire transfer is initiated from the bank to the payroll service provider. This transfer must have dual approval by any two of the following employees before being sent to the payroll processor:

- Executive Director
- Finance Director
- Accounting Supervisor
- Payroll Coordinator

The system used to initiate and approve wire transfers requires multifactor authentication and periodic password updates to ensure security.

7.3 Non-Recurring of Wires – The Executive Director and Finance Director are authorized to initiate a non-recurring wire transfer for valid business reasons, primarily for the closing of real property. The Accounting Supervisor will prepare a letter documenting the details of the transaction and purpose and have it signed by both the Executive Director and Finance Director. The letter is then sent to Kitsap County who then processes the wire for payment. The Accounting Supervisor will ensure the wire amount is properly recorded in the financial system and includes the appropriate supporting documentation.



To: Kitsap Transit
From: Doty & Associates, Inc. (prepared by J. Dylan Doty)
Date: August 26, 2025
Re: September 2025 Board Meeting – Legislative Report

Primary Election Recap

Washington held its primary on August 5, with the Secretary of State certifying final results on August 22. Statewide, voter turnout was quite low for the August primary, with only 28.58% of voters returning their ballots. Those who cast their ballots tended to show a progressive bent. Legislative results are listed below, with the top two advancing to square off in November.

26th LD Senate – Kitsap & Pierce Counties

Deb Krishnadasan (D) – 51.17%

Michelle Caldier (R) – 48.62%

5th LD Senate – Issaquah/East King County

Victoria Hunt (D) – 54.1%

Chad Magendanz (R) – 45.75%

33rd LD Senate – SeaTac/Des Moines/Kent/Burien

Tina Orwall (D) – 94.97% (unopposed)

33rd LD House – SeaTac/Des Moines/Kent/Burien

Kevin Schilling (D) – 31.02%

Edwin Obras (D) – 47.01%

Darryl Jones (R) – 21.78%

34th LD Senate – West Seattle/Vashon Island

Emily Alvarado (D) – 97.11% (unopposed)

34th LD House – West Seattle/Vashon Island

Brianna K. Thomas – 96.97% (unopposed)

41st LD House – Bellevue

Janice Zahn (D) – 63.96%

John Witney (R) – 28.32%

Vinita Kak (D) – 7.59%

48th LD Senate – Kirkland/Redmond/Bellevue

Vandana Slatter (D) – 59.66%

Amy Walen (D) – 38.33%



48th LD House – Kirkland/Redmond/Bellevue

Osman Salahuddin (D) – 62.75%

Dennis Ellis (R) – 28.75%

Ranga Bondada (D) – 8.35%

Washington State Transportation Commission (WSTC)

The WSTC met on Wednesday, August 6, and approved two action items:

Ferry Fare Increase

The commissioners adopted ferry fare changes that will support meeting the \$408.8 million revenue target set by the Legislature for the 2025-2027 biennium. The adopted fare changes will:

- Increase both vehicle and passenger fares by an average of 3 percent on Oct. 1, 2025, and again on May 1, 2026.
- Increase the summer peak season surcharge to 35 percent for all routes, aligning with the current rate for the San Juan Island-Anacortes ferry routes.
- Pilot an extended expiration date on multiride passes, from the current 90 days to 120 days, starting in May 2026.

The fare changes were developed based on a recommendation from Washington State Ferries and supported by the Ferry Advisory Committee on Tariff, a citizen group that advises WSF.

Transit Toll Exemption Repeal

The commission also voted to repeal toll exemptions for publicly and privately operated transit buses, vans and rideshare vehicles on tolled bridges, as directed by the Legislature in SB 5801. The removal of the toll exemption for transit will go into effect on Oct. 1, 2025, and will apply only to the State Route 520 bridge and the Tacoma Narrows Bridge. Current toll exemptions offered to transit vehicles on the Express Toll Lane system, and the State Route 99 tunnel, will remain in effect.

Washington Highway Users Federation (WHUF)

The WHUF Interim Transportation Briefing is scheduled on Wednesday, November 5, from 8:00 am to Noon, at the Greater Tacoma Convention Center. This year's agenda will include a presentation from the Governor's Office on key transportation priorities under Governor Ferguson, a panel on federal transportation challenges & opportunities, and a roundtable discussion with House and Senate Transportation Committee Chairs and Ranking Members. Registration will be available soon.

Kitsap Transit

Income Statement - Transit Fund

July 2025

	Current Month		Year to Date		Year to Date Variance	
	Actual	Budget	Actual	Budget	Dollar	Percent
OPERATING REVENUE						
Routed Fare	\$131,223	\$144,000	\$944,042	\$930,000	\$14,042	1.51%
Worker Driver Fares	\$59,015	\$57,000	\$417,860	\$427,000	(\$9,140)	(2.14%)
Van Pool Fares	\$37,903	\$23,000	\$187,902	\$151,000	\$36,902	24.44%
Access Fare	\$13,533	\$13,000	\$100,190	\$102,000	(\$1,810)	(1.77%)
Parking	\$17,006	\$17,000	\$115,712	\$119,000	(\$3,288)	(2.76%)
Lease Income	\$41,979	\$43,000	\$286,445	\$283,000	\$3,445	1.22%
Other Operating Income	\$5,038	\$2,500	\$21,222	\$17,500	\$3,722	21.27%
OPERATING REVENUE	\$305,696	\$299,500	\$2,073,373	\$2,029,500	\$43,873	2.16%
OPERATING EXPENSES						
General Administration	\$471,899	\$604,926	\$3,546,401	\$4,144,834	(\$598,432)	(14.44%)
Capital Development	\$53,036	\$111,008	\$450,569	\$779,953	(\$329,385)	(42.23%)
Customer Service	\$78,801	\$92,746	\$563,189	\$654,577	(\$91,389)	(13.96%)
Routed	\$1,348,041	\$1,433,525	\$10,879,553	\$9,901,801	\$977,752	9.87%
Worker Driver	\$97,093	\$111,704	\$664,662	\$809,570	(\$144,908)	(17.90%)
Rideshare	\$30,246	\$33,649	\$235,529	\$239,781	(\$4,252)	(1.77%)
Access	\$1,029,916	\$1,018,384	\$8,054,381	\$7,110,116	\$944,265	13.28%
Vehicle Maintenance	\$888,308	\$1,016,267	\$6,366,989	\$7,045,941	(\$678,952)	(9.64%)
Facilities Maintenance	\$272,985	\$346,116	\$2,301,580	\$2,455,299	(\$153,720)	(6.26%)
Service Development	\$315,364	\$283,270	\$2,164,756	\$1,976,915	\$187,841	9.50%
Total Operating Expense	\$4,585,689	\$5,051,595	\$35,227,607	\$35,118,787	\$108,820	0.31%
OPERATING INCOME (LOSS)	(\$4,279,992)	(\$4,752,095)	(\$33,154,234)	(\$33,089,287)	(\$64,947)	0.20%
NON OPERATING INCOME (EXPENSE)						
Sales Tax	\$5,704,000	\$5,108,000	\$34,397,000	\$33,941,000	\$456,000	1.34%
State Operating Grant	\$9,613	\$10,417	\$67,288	\$72,917	(\$5,629)	(7.72%)
Other Operating Grant	\$0	\$0	\$18,734	\$0	\$18,734	0.00%
Interest Income	\$330,524	\$150,000	\$2,296,756	\$1,500,000	\$796,756	53.12%
Misc Income / (Expense)	\$40	\$0	(\$13,532)	\$0	(\$13,532)	0.00%
Interest Expense	(\$259)	\$0	(\$2,756)	(\$2,400)	(\$356)	14.84%
Depreciation Expense	(\$793,065)	(\$748,333)	(\$5,799,262)	(\$5,238,333)	(\$560,929)	10.71%
Amortization Expense	(\$5,527)	(\$26,110)	(\$38,687)	(\$182,772)	\$144,085	(78.83%)
Sales Tax Collection Fee	(\$57,040)	(\$51,080)	(\$343,970)	(\$339,410)	(\$4,560)	1.34%
Gain/Loss Disposition of Assets	\$29,872	\$0	\$30,172	\$0	\$30,172	0.00%
Total Non Operating Income (Expense)	\$5,218,158	\$4,442,893	\$30,611,743	\$29,751,001	\$860,742	2.89%
NET INCOME (LOSS)	\$938,166	(\$309,202)	(\$2,542,492)	(\$3,338,286)	\$795,794	(23.84%)

Kitsap Transit

Income Statement - Ferry Fund

July 2025

	Current Month		Year to Date		Year to Date Variance	
	Actual	Budget	Actual	Budget	Dollar	Percent
OPERATING REVENUE						
Local Ferry Fares	\$68,904	\$66,000	\$418,636	\$438,000	(\$19,364)	(4.42%)
Bremerton Fast Ferry Fares	\$268,655	\$343,000	\$1,728,915	\$1,838,000	(\$109,085)	(5.94%)
Kingston Fast Ferry Fares	\$68,092	\$73,000	\$383,503	\$381,000	\$2,503	0.66%
Southworth Fast Ferry Fares	\$101,496	\$124,000	\$639,289	\$585,000	\$54,289	9.28%
Total Operating Revenue	\$507,147	\$606,000	\$3,170,343	\$3,242,000	(\$71,657)	(2.21%)
OPERATING EXPENSE						
General Administration	\$168,741	\$222,813	\$1,490,420	\$1,564,507	(\$74,087)	(4.74%)
Local Ferry Operations	\$179,775	\$198,684	\$1,273,453	\$1,401,276	(\$127,823)	(9.12%)
Bremerton Fast Ferry Operations	\$335,164	\$345,220	\$2,027,791	\$2,432,538	(\$404,747)	(16.64%)
Kingston Fast Ferry Operations	\$334,705	\$296,535	\$2,079,291	\$2,086,469	(\$7,178)	(0.34%)
Southworth Fast Ferry Operations	\$287,365	\$307,201	\$1,796,831	\$2,157,735	(\$360,904)	(16.73%)
Maintenance and Facilities	\$160,622	\$771,656	\$4,073,060	\$5,416,663	(\$1,343,603)	(24.81%)
	\$1,466,372	\$2,142,109	\$12,740,847	\$15,059,189	(\$2,318,343)	(15.39%)
OPERATING INCOME (LOSS)	(\$959,225)	(\$1,536,109)	(\$9,570,503)	(\$11,817,189)	\$2,246,686	(19.01%)
NON OPERATING REVENUE (EXPENSE)						
Sales Tax Revenue	\$2,135,000	\$1,914,000	\$12,899,000	\$12,730,000	\$169,000	1.33%
Operating Grants	\$0	\$191,667	\$176,560	\$1,341,667	(\$1,165,107)	(86.84%)
Interest Income	\$46,911	\$15,000	\$325,636	\$126,000	\$199,636	158.44%
Interest Expense	(\$59,078)	(\$59,167)	(\$377,066)	(\$414,167)	\$37,101	(8.96%)
Depreciation	(\$412,030)	(\$305,000)	(\$2,887,393)	(\$2,135,000)	(\$752,393)	35.24%
Amortization	(\$1,013)	(\$1,013)	(\$7,093)	(\$7,091)	(\$2)	0.03%
Sales Tax Collection Fee	(\$21,350)	(\$19,140)	(\$128,990)	(\$127,300)	(\$1,690)	1.33%
Total Non Operating Income (Expense)	\$1,688,439	\$1,736,347	\$10,000,654	\$11,514,109	(\$1,513,455)	(13.14%)
NET INCOME (LOSS)	\$729,214	\$200,238	\$430,150	(\$303,080)	\$733,230	(241.93%)

**Kitsap Transit
Balance Sheet
July 31, 2025**

	Bus Fund	Ferry Fund	Consolidated
		ASSETS	
Cash and Cash Equivalents	2,925,040	3,587,723	6,512,762
Investment - General Fund	74,009,978	13,636,406	87,646,384
Investment - Stimulus Reserve	23,837,990	-	23,837,990
Investment - Debt Service Reserve		2,048,776	2,048,776
Investment - Contingency Reserve	4,000,000	-	4,000,000
Investment - Fuel Reserve	2,383,925	573,400	2,957,325
Tax Receivable	10,398,691	3,908,298	14,306,989
Capital Grants Receivable	2,400,587	46,811	2,447,398
Operating Grants Receivable	57,184	-	57,184
Accounts Receivable	954,411	774,881	1,729,292
Due from Transit	-	490,651	490,651
Inventory	1,730,691	6,499,654	8,230,345
Prepaid Expenses	2,000,147	664,183	2,664,330
TOTAL CURRENT ASSETS	\$ 124,698,644	\$ 32,230,782	\$ 156,929,427
Fixtures & Equipment, Net of Depreciation	6,551,772	51,600	6,603,372
Facilities, Net of Depreciation	48,712,302	10,020,580	58,732,882
Rolling Stock, Net Depreciation	36,052,641	82,475	36,135,116
Passenger Ferries, Net Depreciation	-	66,622,480	66,622,480
Capital Work in Progress	38,464,418	5,887,725	44,352,143
Leasehold Improvement, Net Amortization	2,972,644	-	2,972,644
Leased Facilities, Net Amortization	216,058	2,992,227	3,208,286
Land	24,643,189	-	24,643,189
Intangible Assets, Net Amortization	236,407	-	236,407
TOTAL CAPITAL ASSETS	\$ 157,849,432	\$ 85,657,087	\$ 243,506,519
TOTAL ASSETS	\$ 282,548,076	\$ 117,887,870	\$ 400,435,945
		LIABILITIES AND NET POSITION	
		LIABILITIES	
Accounts Payable	1,444,624	1,541,759	2,986,382
Due to Ferry	490,651	-	490,651
Payables to Other Transits	138,661	-	138,661
Deferred Revenues	99,251	11,541	110,792
Accrued Wages Payable	2,970,166	639,165	3,609,331
Employee Benefit Payable	374,526	75,551	450,077
Interest Payable	-	199,832	199,832
Short-Term Debt	-	3,005,000	3,005,000
Long-Term Debt	-	23,155,000	23,155,000
TOTAL LIABILITIES	\$ 5,517,878	\$ 28,627,848	\$ 34,145,726
		NET POSITION	
Invested in Capital Assets, Net of Related Debt	157,849,432	59,497,087	217,346,519
Restricted	30,221,915	2,048,776	32,270,691
Unrestricted	88,958,851	27,714,158	116,673,009
TOTAL NET POSITION	277,030,198	89,260,021	366,290,219
TOTAL LIABILITIES AND NET POSITION	\$ 282,548,076	\$ 117,887,870	\$ 400,435,945

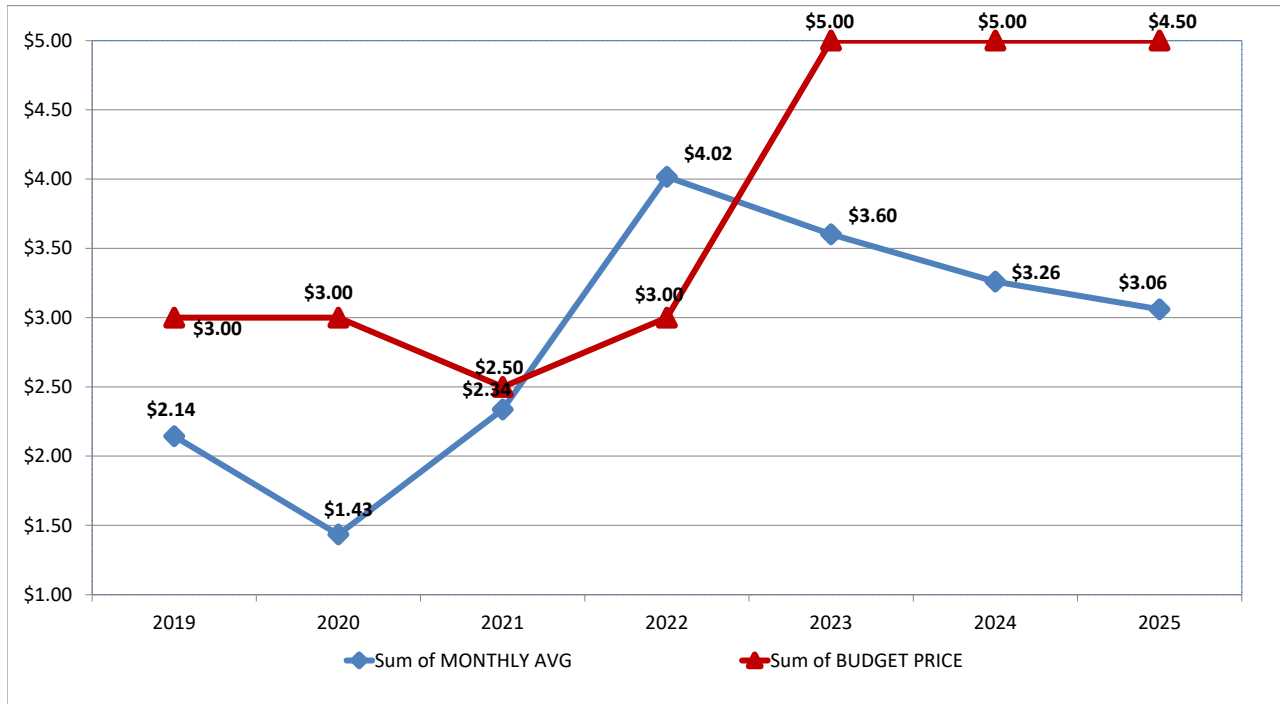
Capital Work In Progress - July 2025

	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	4,268	4,268	-	20,606,184	100%	4,268	8,334,949	12,275,503	20,610,452
Access Bus & Van/VanLink Replacements	8,592,059	-	2,669,525	2,904,778	3,017,756	35%	2,669,525	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	-	7,923,694	3,841,221	328,740	3%	12,000,368	2,418,731	9,674,924	12,093,655
Supervisor Vehicles	262,223	396,942	396,942	-	(134,719)	-51%	579,769	262,223	-	262,223
Worker Driver Buses (5 Electric)	5,379,275	-	5,870,376	-	(491,101)	-9%	5,870,376	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	30,760	452,676	4,327,355	2,989,653	38%	3,972,960	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	-	103,600	-	96,400	48%	103,600	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	180,035	551,212	1,056,728	1,092,477	40%	1,190,331	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	13,120	75,083	180,981	(40,580)	-19%	198,376	42,603	172,880	215,483
Transfer Centers / Park & Ride										
Hwy 16 Park & Ride Planning and Design (Ruby Creek)	3,157,825	212	295,653	72,172	2,790,001	88%	1,502,261	587,652	2,570,173	3,157,825
HWY 16 Park & Ride Construction (Ruby Creek)	19,070,812	-	289,376	-	18,781,436	98%	745,567	8,648,936	10,421,876	19,070,812
Sewer Lift Station Highway 16 (Ruby Creek)	3,307,251	-	77,526	739,701	2,490,025	75%	216,474	3,307,251	-	3,307,251
Silverdale Transfer Center	4,766,587	42,954	434,543	58,233	4,273,811	90%	434,543	1,125,000	3,641,587	4,766,587
Gateway Bus Storage Facility & Park and Ride PE/Design	842,400	52,501	242,826	194,962	404,612	48%	397,425	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	-	103,432	-	456,568	82%	299,288	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	22,194	2,147,011	345,357	(237,368)	-11%	2,401,877	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	-	101,824	414,579	683,597	57%	101,824	1,200,000	-	1,200,000
Day Road Park & Ride (Design & Construction)	11,103,497	-	166,839	1,950,432	8,986,226	81%	357,522	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	-	69,696	100%	196,791	70,000	-	70,000

Capital Work In Progress - July 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	25,000	-	72,898	-	(47,898)	-192%	72,898	25,000	-	25,000
APC UPS for Servers	60,000	-	-	-	60,000	100%	-	60,000	-	60,000
IP Cameras (Bremerton, PO Dock, South Base, CII)	947,500	-	-	-	947,500	100%	264,102	397,500	550,000	947,500
Digital Bus Stop Panels (APC Dep)	100,000	-	-	-	100,000	100%	-	100,000	-	100,000
Payroll System Implementation	50,000	-	54,815	14,685	(19,500)	-39%	54,815	50,000	-	50,000
Event Bleachers	8,000	-	-	-	8,000	100%	-	8,000	-	8,000
Maintenace Training Equipment (Encumbered)	125,000	-	21,378	-	103,622	83%	129,555	125,000	-	125,000
Simulator Programming	170,000	-	233,353	-	(63,353)	-37%	233,353	170,000	-	170,000
Radio System Upgrade	500,000	-	-	-	500,000	100%	-	500,000	-	500,000
Website Content Management	150,000	-	-	-	150,000	100%	-	150,000	-	150,000
Transit Fund Total	148,352,743	742,985	22,291,585	21,368,572	104,692,586	71%	38,464,418	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	3,600	1,466,827	969,710	3,313,463	58%	1,898,434	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	-	534,295	5,142,347	1,170,092	17%	1,627,367	1,193,570	5,653,164	6,846,734
Southworth Terminal Redevelopment (WSF Partner)	3,103,804	-	1,113	-	3,102,691	100%	1,984	853,804	2,250,000	3,103,804
Annapolis Environmental Study	118,925	-	1,662	-	117,263	99%	135,450	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	3,600	2,019,792	7,019,102	51,345,820	85%	5,887,725	14,729,533	45,655,180	60,384,713
Grand Total	208,737,456	746,585	24,311,376	28,387,674	156,038,406	75%	44,352,143	75,608,706	133,128,750	208,737,456

Kitsap Transit Diesel Costs Updated through August 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	\$3.41
June	\$1.93	\$1.25	\$2.44	\$5.10	\$3.25	\$3.04	\$3.70
July	\$2.08	\$1.36	\$2.37	\$4.99	\$4.08	\$3.14	\$3.82
August	\$2.05	\$1.37	\$2.47	\$3.99	\$4.18	\$2.87	\$3.55
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	
Monthly Avg. Cost YTD	\$ 2.14	\$ 1.43	\$ 2.34	\$ 4.02	\$ 3.60	\$ 3.26	\$3.35
Budgeted Per-Gallon Price	\$ 3.00	\$ 3.00	\$ 2.50	\$ 3.00	\$ 5.00	\$ 5.00	\$ 4.50

In August, KT paid \$3.55 a gallon for fuel compared to \$3.82 in July. The year-to-date per-gallon average price as of August was \$3.35 compared \$4.50 a gallon for fuel budgeted for 2025.

Kitsap Transit 2025 Goals Final Progress

Service Planning/Improvements

Percent of Completion

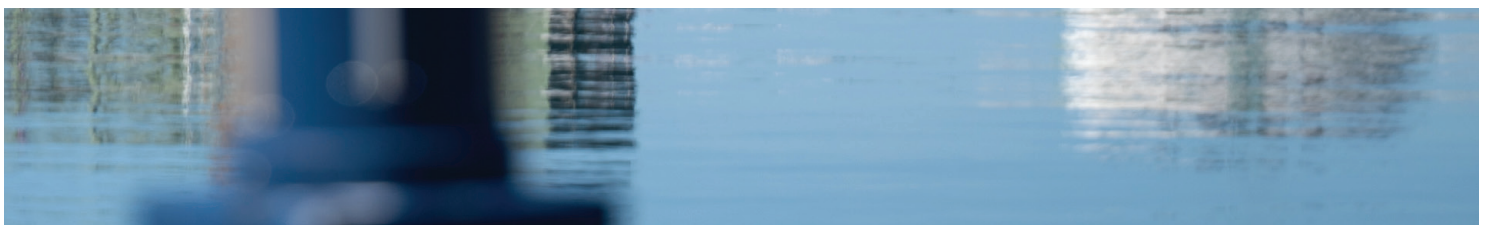
	Q1	Q2	Q3	Q4
Increase overall ridership by 10 percent compared to 2024 performance 2024 = 1,650,189 2025 = 1,597,920 Diff = +52,269 (+ 3.27%)	0%	33%		
Increase operator FTE count by 20 employees Net gain 32	135%	160%		
Begin construction on Ruby Creek Park & Ride Delayed due to condemnation and NEPA processes	0%	0%		
Begin construction on electric local ferry Delays due to NEPA for shoreside; FTA will not allow us to separate	0%	0%		
Enter NEPA process for new Seattle Passenger-Only Ferry Terminal Formal scoping has been engaged and we have officially entered NEPA. Process takes two years for completion.	0%	100%		
Complete certification of new APC system and provide detailed summaries to the Board Not yet at full system acceptance; cannot begin certification until then	0%	0%		
Implement and rollout new payroll software	50%	75%		
Develop and encourage transit operational learning opportunities for Board Members "Bus in a Box" presentation, including CAD AVL system	0%	5%		

Effective June 30, 2025



2ND QUARTER REPORT

April - June 2025



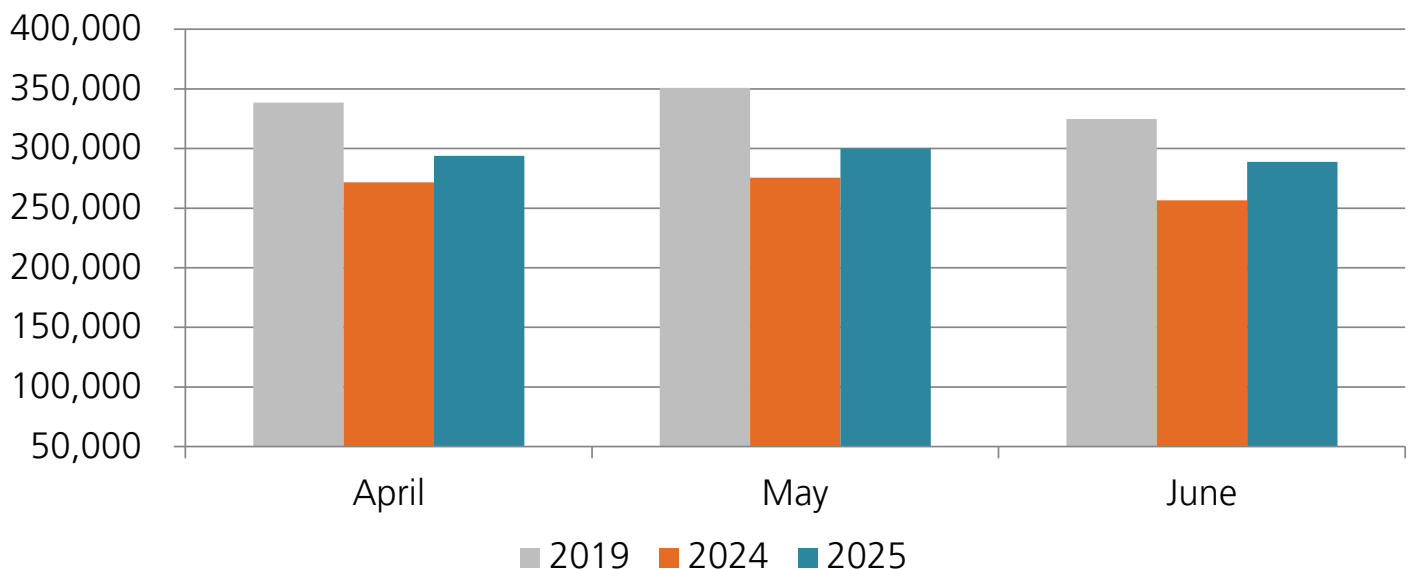
Total Boardings Systemwide

2nd Quarter

2 nd Quarter, 2025				
TOTAL BOARDINGS	April	May	June	QUARTER TOTAL
Routed	131,882	135,150	126,871	393,903
ACCESS & VanLink	22,619	21,642	20,786	65,047
Worker/Driver	15,956	14,982	14,305	45,243
On-Demand/Dial-A-Ride	3,157	3,305	3,651	10,113
Foot Ferry	32,857	33,625	33,694	100,176
Fast Ferry	80,092	84,982	83,247	248,321
Vanpool*	7,251	6,331	6,330	19,912
Guaranteed Ride Home	1	2	1	4
SYSTEMWIDE TOTAL	293,815	300,019	288,885	882,719

* Vanpools in service: April (46), May (46), June (43)

Year over Year



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

NOTE: 2024 data for Routed and On-Demand/Dial-A-Ride services have been adjusted to match how this type of data is allocated to each service in 2025. This change ensures overall reporting consistency.

Total Boardings Systemwide

Year to Date

TOTAL BOARDINGS	Q2 2019	Q2 2024	Q2 2025	Year to Date	
				2024-2025 Total Change	2024-2025 % Change
Routed	508,895	351,882	393,903	42,021	12%
ACCESS & VanLink	65,886	57,652	65,047	7,395	13%
On-Demand/Dial-A-Ride	101,040	49,194	45,243	-3,951	-8%
Worker/Driver	19,813	7,534	10,113	2,579	34%
Foot Ferry	149,525	97,413	100,176	2,763	3%
Fast Ferry	128,892	221,093	248,321	27,228	12%
Vanpool	39,941	18,956	19,912	956	5%
Guaranteed Ride Home	29	1	4	3	300%
TOTAL BOARDINGS	1,014,021	803,725	882,719	78,994	10%

NOTE: 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.

Kitsap Transit's Board approved funding for an intra-county ferry feasibility study on April 15. The study will review the facilities, equipment, and funding sources needed to start additional intra-county ferry services. The \$300,000 study is funded entirely by the state Legislature. During our long-range transit plan public outreach, new ferry routes were the single-most popular response, with more than 30% of respondents ranking it their first choice. When combining first, second, and third choices, new ferry routes ranked second overall, garnering this support from 52% of respondents.



Average Daily Boardings Systemwide

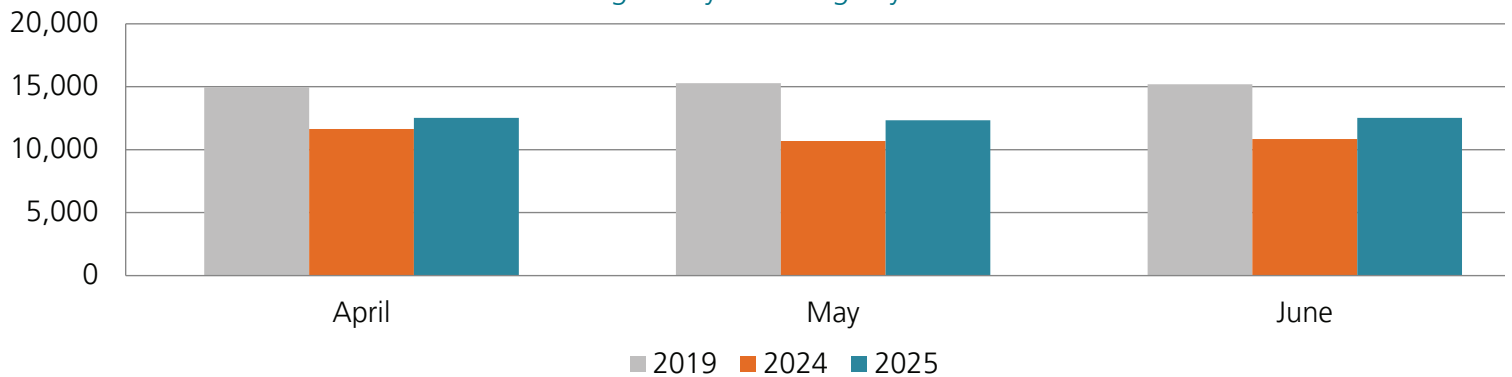
Quarter to Quarter: Weekdays

AVERAGE DAILY BOARDINGS: WEEKDAYS	Quarter Comparison				
	Q1 2025	Q2 2025	Q3 2025	Q4 2025	2025 AVERAGE
Routed	4,938	5,602			5,273
ACCESS & VanLink	816	916			866
Worker/Driver	701	696			699
On-Demand/Dial-A-Ride	94	104			99
Foot Ferry	1,171	1,378			1,275
Fast Ferry	2,964	3,456			3,212
Vanpool	298	306			302
SYSTEMWIDE AVERAGE	10,981	12,460			11,726

NOTE: ACCESS and Vanlink average Daily Boardings for Weekdays and Saturdays were incorrectly calculated in the First Quarter 2025 Report. The corrected numbers are shown in the table above.

Year over Year: Weekdays

Systemwide Weekday
Average Daily Boardings by Month



Kitsap Transit Routed bus operator Val Quill took first place in the 35-foot bus competition at the 2025 national rodeo put on by the Community Transportation Association of America (CTAA).



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	1,943			1,859
ACCESS & VanLink	369	394			381
On-Demand/Dial-A-Ride	55	85			70
Foot Ferry	323	577			450
Fast Ferry	977	1,820			1,398
SYSTEMWIDE AVERAGE	3,498	4,818			4,158

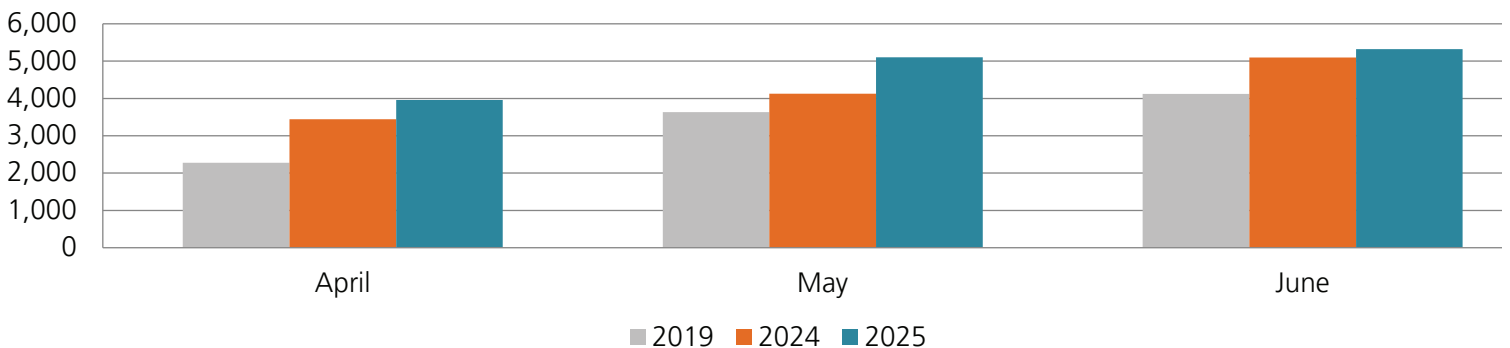
AVERAGE DAILY BOARDINGS: SUNDAYS	Q1 2025	Q2 2025	Q3 2025	Q4 2025	2025 AVERAGE
Routed	271	345			308
ACCESS & VanLink	10	28			19
On-Demand/Dial-A-Ride	97	172			135
Foot Ferry	135	240			188
SYSTEMWIDE AVERAGE	513	786			650

NOTE: ACCESS and Vanlink average Daily Boardings for Weekdays and Saturdays were incorrectly calculated in the First Quarter 2025 Report. The corrected numbers are shown in the table above.

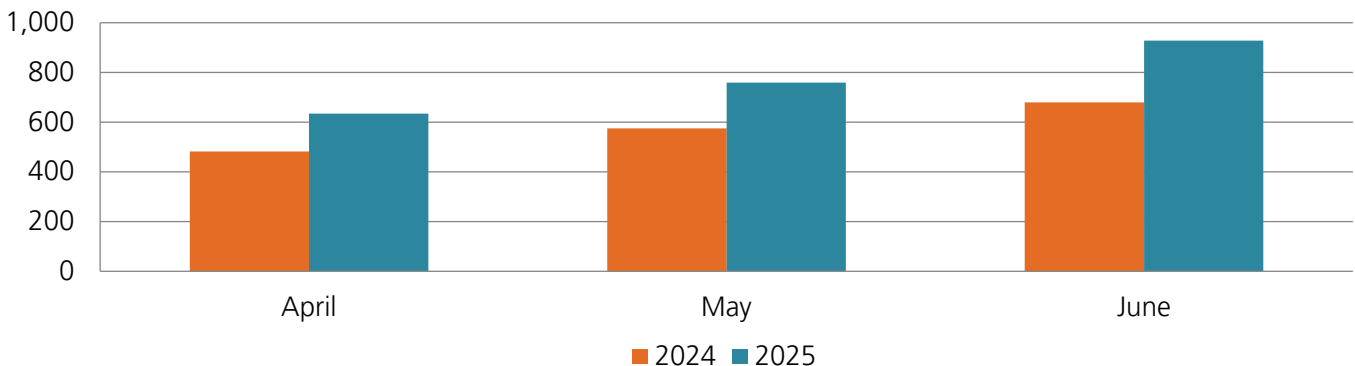
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Year over Year: Weekends

Systemwide Average Daily Boardings by Month – Saturdays



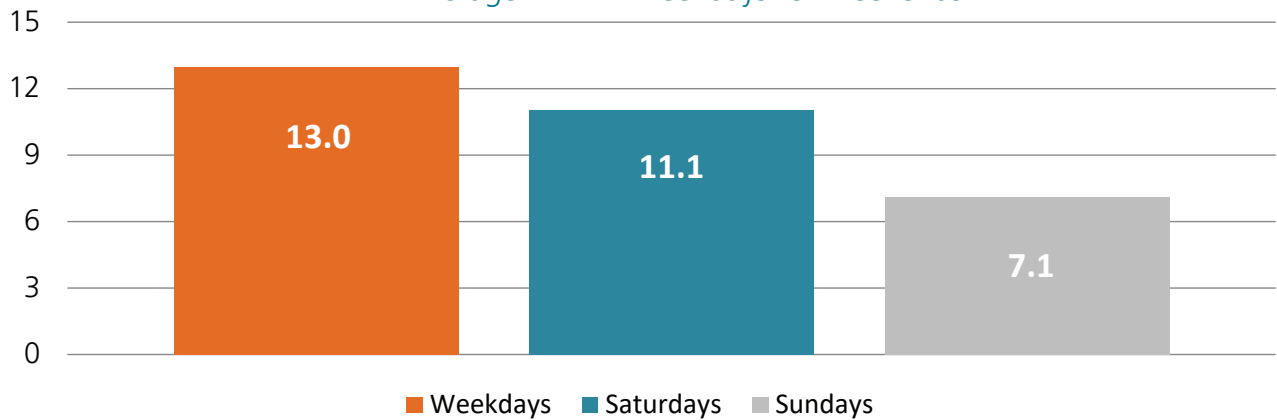
Systemwide Average Daily Boardings by Month – Sundays



Average Passengers Per Hour Systemwide

2nd Quarter

2025 2nd 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 \$7.00, assuming most passengers travel round trip (\$14 total based on fares effective Oct. 1, 2024).

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.

2nd Quarter

2 nd Quarter, 2025					
AVERAGE FARE COLLECTED	April	May	June	QUARTER AVERAGE	2025 AVERAGE
Routed	\$1.02	\$1.10	\$1.14	\$1.09	\$1.09
ACCESS & VanLink	\$0.61	\$0.73	\$0.70	\$0.68	\$0.71
Worker/Driver	\$2.60	\$2.68	\$2.85	\$3.89	\$3.98
On-Demand/Dial-A-Ride	\$1.02	\$1.04	\$0.99	\$1.02	\$1.01
Foot Ferry	\$1.77	\$1.94	\$1.91	\$1.88	\$1.93
Fast Ferry	\$5.47	\$5.22	\$5.48	\$5.39	\$5.26
Vanpool	\$5.46*	\$3.36	\$3.17	\$4.06	\$3.85
SYSTEMWIDE AVERAGE	\$2.54	\$2.52	\$2.64	\$2.57	\$2.53

Quarter to Quarter

Quarter Comparison					
AVERAGE FARE COLLECTED	Q1 2025	Q2 2025	Q3 2025	Q4 2025	2025 AVERAGE
Routed	\$1.09	\$1.09			\$1.09
ACCESS & VanLink	\$0.74	\$0.68			\$0.71
Worker/Driver	\$4.07	\$3.89			\$3.98
On-Demand/Dial-A-Ride	\$1.01	\$1.02			\$1.01
Foot Ferry	\$2.00	\$1.88			\$1.93
Fast Ferry	\$5.11	\$5.39			\$5.26
Vanpool	\$3.63	\$4.06			\$3.85
SYSTEMWIDE AVERAGE	\$2.48	\$2.57			\$2.53

* In April, the increase in Vanpool fares was due to the quarterly WSDOT contract payments. Additionally, due to adjustments related to ORCA corrections, minor adjustments to Q1 averages have been made.

Transfers

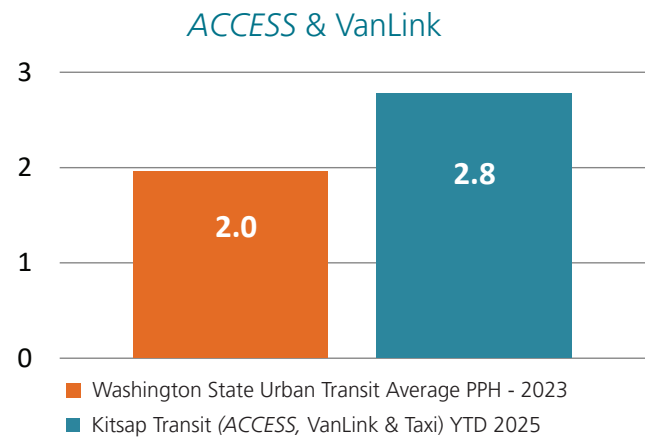
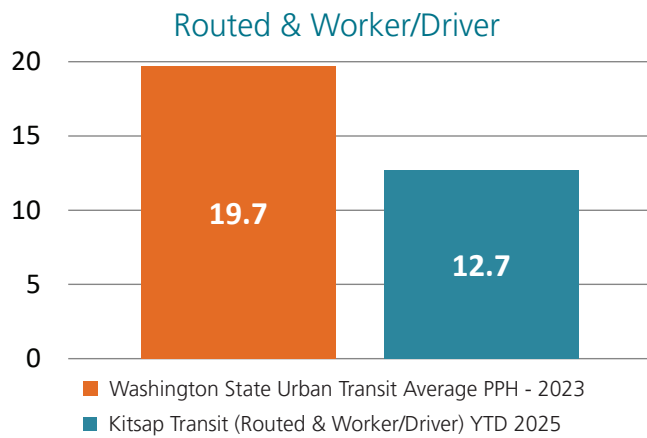
Transfer Percentage By Quarter

TRANSFERS	Quarter Comparison						
	Q2 2019	Q2 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025	YEAR TO DATE PERCENTAGE
Between KT and other transit agencies* using ORCA	26%	28%	25%	23%			24%
Between KT vehicles/vessels using ORCA	74%	72%	75%	77%			76%

* 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



In May, Kitsap Transit's Marine Services staff participated in a series of joint training exercises with local law enforcement on Kitsap Transit's M/V Enetai. The exercises involved King County Sheriff's Office and Seattle Police Department's SWAT units; King County's K9, Air and Marine units; Bainbridge Island Police Department; and Washington State Department of Fish and Wildlife.



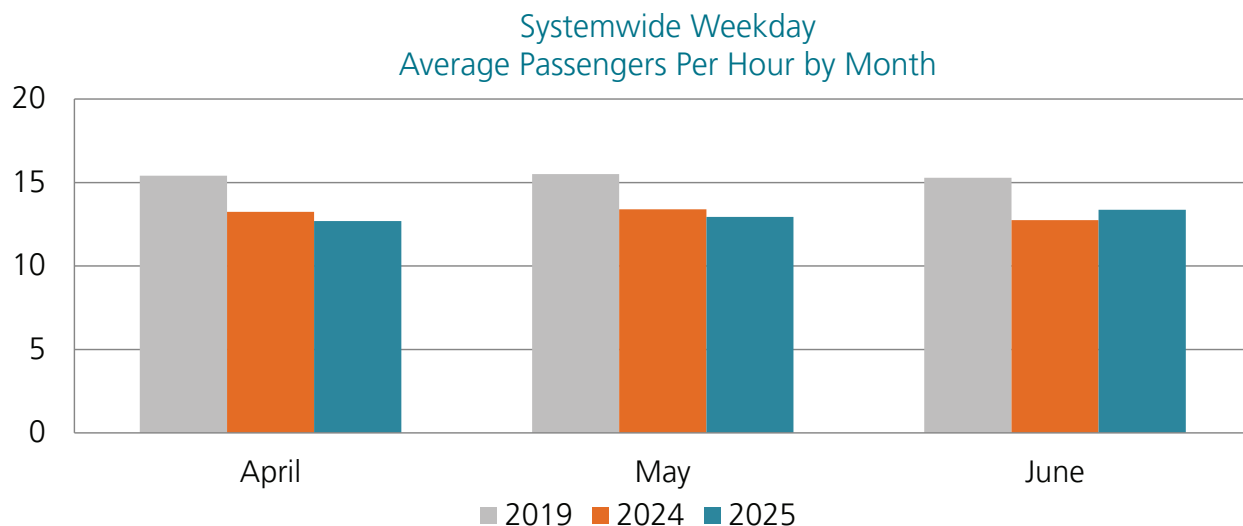
Passengers Per Hour Systemwide

Quarter to Quarter: Weekdays

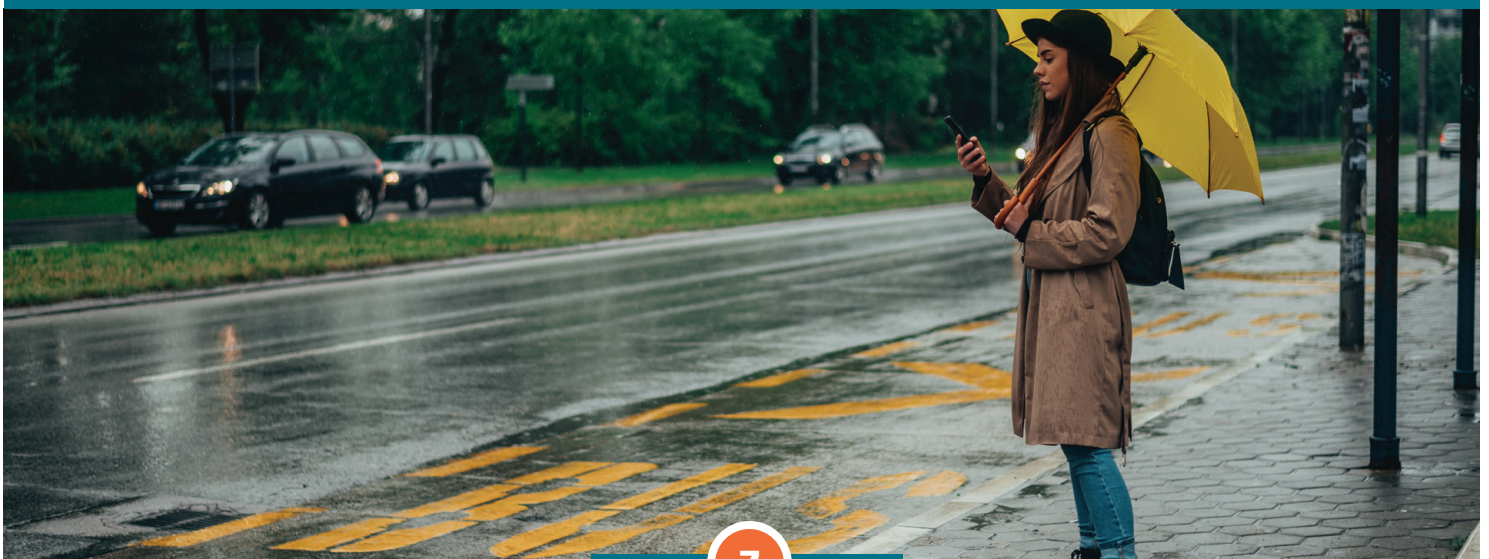
Quarter Comparison					
AVERAGE PASSENGERS PER HOUR: WEEKDAYS	Q1 2025	Q2 2025	Q3 2025	Q4 2025	2025 AVERAGE
Routed	12.0	13.8			12.9
ACCESS & VanLink	2.8	2.8			2.8
Worker/Driver	13.3	15.2			14.2
On-Demand/Dial-A-Ride	2.5	2.6			2.6
Foot Ferry	54.9	63.9			59.5
Fast Ferry	69.6	79.7			74.8
Vanpool	4.3	4.0			4.1
SYSTEMWIDE AVERAGE	11.8	13.0			12.4

NOTE: Total passengers divided by hours of revenue service

Year over Year: Weekdays



In early June, Kitsap Transit started testing a new way to offer the public real-time arrival estimates. Riders can text their stop number to 360.800.3433 and receive the next three expected arrival times at their stop. Riders can find their bus stop number by using our interactive system map linked to from kitsaptransit.com/map.



Passengers Per Hour Systemwide

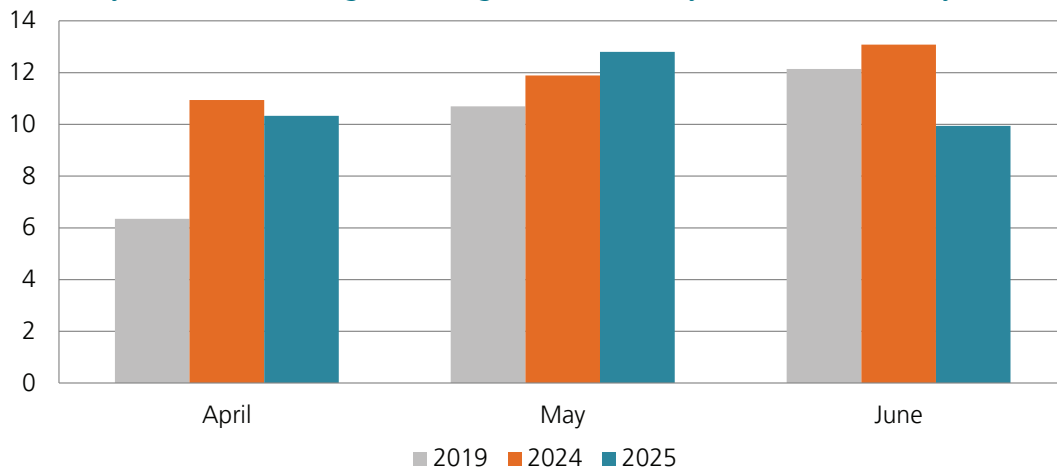
Quarter to Quarter: Weekends

Quarter Comparison					
AVERAGE PASSENGERS PER HOUR: SATURDAYS	Q1 2025	Q2 2025	Q3 2025	Q4 2025	2025 AVERAGE
Routed	9.8	9.0			9.4
ACCESS & VanLink	2.5	2.6			2.5
On-Demand/Dial-A-Ride	2.7	3.4			3.1
Foot Ferry	27.7	39.8			34.4
Fast Ferry	111.3	63.8			74.9
SYSTEMWIDE AVERAGE	9.4	11.1			10.3
AVERAGE PASSENGERS PER HOUR: SUNDAYS	Q1 2025	Q2 2025	Q3 2025	Q4 2025	2025 AVERAGE
Routed	8.3	11.8			10.0
ACCESS & VanLink	6.9	6.1			6.3
On-Demand/Dial-A-Ride	2.1	2.5			2.3
Foot Ferry	16.6	29.6			23.1
SYSTEMWIDE AVERAGE	5.7	7.1			6.5

NOTE: From May through September, Kitsap Transit's Fast Ferries add Saturday service.

Year over Year: Weekends

Systemwide Average Passengers Per Hour by Month – Saturdays



Systemwide Average Passengers Per Hour by Month – Sundays

