



BOARD OF COMMISSIONERS WORK STUDY MEETING AGENDA

Date: October 21, 2025
Time: 8:30AM – 10:00AM

	<u>Page</u>
1. CALL TO ORDER	
2. AGENDA REVIEW	
3. CHAIRPERSON'S COMMENTS	
4. CONSENT / ACTION ITEMS	
a. Resolution No. 25-70, Acknowledge Approved C/O 4, KT 25-967, M/V Commander USCG Inspection and Repairs	1
b. Resolution No. 25-71, Approve Title VI Program	5
5. FULL DISCUSSION / ACTION ITEMS	
a. Resolution No. 25-72, Approve Increased Security Hours Port Orchard	7
b. Discussion - 2026 World Cup	
6. EXECUTIVE DIRECTOR ITEMS	
7. PUBLIC COMMENTS	
<i>Please state your name for the record. You will have 3 minutes to address the Board.</i>	
8. FOR THE GOOD OF THE ORDER:	
Transit Board members' comments	
9. ADJOURN	

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



Board of Commissioners Agenda Summary

Meeting Date: 10/21/2025

AGENDA ITEM: Resolution No. 25-70, Acknowledge Approved C/O 4 KT 25-967

SUBMITTED BY: Ellen Gustafson

TITLE: Acting Director

DEPARTMENT: Marine Services

EXHIBITS/ATTACHMENTS: Resolution No. 25-70 and Exhibit A

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 1,609,716.00

EXPENDITURE REQUIRED: \$ 1,609,716.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 10/16/2025

SUMMARY STATEMENT:

Resolution 25-70 acknowledges the Executive Director utilized Delegated Authority to approve Change Order four (4), with concurrence of the Board Chair for M/V Commander, KT 25-967 USCG Inspection and Repairs project.

Additional expenditure for Change Order 4 on KT 25-967 is fifty-nine thousand four hundred fifty-three dollars (\$59,453). The cumulative contract amount is one million six hundred nine thousand seven hundred sixteen dollars (\$1,609,716). The additional expenditure is included in the 2025 Operating Budget- Ferry Funds.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-70, acknowledges the Executive Director utilized Delegated Authority, with concurrence of the Board Chair, to approve Change Order 4, KT 25-967, MV Commander USCG Inspection and Repairs project. Additional expenditure in the amount of fifty-nine thousand, four hundred fifty-three dollars (\$59,453), increasing the contract total and reauthorizes the Executive Director's contract authority in accordance with Kitsap Transit's Procurement Policy.

RESOLUTION NO. 25-70

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
ACKNOWLEDGING EXECUTIVE DIRECTOR'S DELEGATED AUTHORITY TO
APPROVE CHANGE ORDER FOUR (4) FOR VESSEL MAINTENANCE

WHEREAS, the M/V Commander is currently in dry dock for scheduled repairs per Contract KT 25-967, Commander USCG Inspection and Repairs; and

WHEREAS, upon inspection, Nicholas Brothers Boat Builders (NBBB) determined that the southwest exhaust pipe required upgrading and replacement; and

WHEREAS, the cost to upgrade and replace the exhaust pipe is fifty-nine thousand four hundred fifty-three dollars (\$59,453) as outlined in the Change Order Log, attached as Exhibit A; 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 Commissioners authorization; and

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

WHEREAS, the Board acknowledges the urgency of Change Order four (4) in the amount of fifty-nine thousand four hundred fifty-three dollars (\$59,453), authorized by the Executive Director, with concurrence of the Board Chair.

NOW THEREFORE, BE IT RESOLVED that the Kitsap Transit Board of Commissioners formally acknowledges the Executive Director's use of delegated authority, with the concurrence of the Board Chair, to approve KT 25-967 Change Order four (4), in the amount of fifty-nine thousand four hundred fifty-three dollars (\$59,453), increasing the cumulative contract total to one million six hundred nine thousand seven

hundred sixteen dollars (\$1,609,716), 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 21st day of October 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

Project # 100

Initial Contract Amount: \$1,441,645.38

Project Name: Commander USCG Inspection/Repairs

Contractor Name: Nichols Brothers Boat Builders

[illegible]



Board of Commissioners Agenda Summary

Meeting Date: 10/21/2025

AGENDA ITEM: Resolution No. 25-71, Adopt Kitsap Transit's Title VI Program

SUBMITTED BY: Steffani Lillie

TITLE: Director

DEPARTMENT: Capital Development

EXHIBITS/ATTACHMENTS: Resolution No. 25-71

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT:

EXPENDITURE REQUIRED:

FUNDING SOURCE:

REVIEWED BY: Executive Director

REVIEWED DATE: 10/14/2025

SUMMARY STATEMENT:

Kitsap Transit's updated Title VI Program draft due date is October 1, 2025. Federal requirements mandate that the Board of Commissioners of Kitsap Transit must adopt the Title VI Program.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-71, adopting Kitsap Transit's Title VI Program.

RESOLUTION NO. 25-71

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
ADOPTING KITSAP TRANSIT'S TITLE VI PROGRAM IN ACCORDANCE WITH
FEDERAL TRANSIT ADMINISTRATION (FTA) CIRCULAR 4702.1B

WHEREAS, A Title VI Program submission is required pursuant of Title VI of the Civil Rights Act of 1964; Title 49, Chapter 53, Section 5332 of the United States Code; and the FTA Circular 4702.1B, "Title VI Program Guidelines for FTA Recipients," effective October 1, 2012; and

WHEREAS, Kitsap Transit last submitted its Title VI report on September 29, 2022; and

WHEREAS, the agency is required to submit a Title VI report every three years; and

WHEREAS, Kitsap Transit's updated draft program due date was October 1, 2025, and federal requirements state that the Kitsap Transit Board of Commissioners must adopt the Title VI Program; and

WHEREAS, the updated Title VI Program, attached as Exhibit A, and incorporated in this board packet for reference, more fully defines Kitsap Transit's Title VI requirements and processes.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby adopts Kitsap Transit's updated Title VI Program.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 21st day of October, 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board



Board of Commissioners Agenda Summary

Meeting Date: 10/21/2025

AGENDA ITEM: Resolution No. 25-72, Approve Increased Security Port Orchard

SUBMITTED BY: Dennis Griffey

TITLE: Director

DEPARTMENT: Maintenance

EXHIBITS/ATTACHMENTS: Resolution No.24-72, Letter of Recommendation

BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 826,000.00

EXPENDITURE REQUIRED: \$ 860,000.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 10/16/2025

SUMMARY STATEMENT:

Kitsap Transit is asking to increase security service hours from seventy-six (76) hours a week to one hundred thirty-four (134) hours a week to align with the Port Orchard ferry hours of operation. The increased security hours will ensure passenger and employee safety during hours of operation. Additional monthly increase is seven thousand seven hundred dollars (\$7,700) and has an unbudgeted impact on the Facilities 2025 budget of thirty-three thousand eight hundred eighty dollars (\$33,880), including estimated sales tax. Annual cost increase expenditure is one hundred one thousand dollars (\$101,000), including estimated sales tax.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 25-72, authorizing staff to increase contracted security service hours to align with the Port Orchard Ferry hours, at an annual increase of one hundred one thousand dollars (\$101,000).

RESOLUTION NO. 25-72

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
AUTHORIZING TO INCREASE SECURITY HOURS AT THE PORT ORCHARD
FERRY DOCK AND TRANSIT CENTER

WHEREAS, Kitsap Transit staff had determined that an increase in security hours on the Port Orchard ferries and dock is needed to increase passenger and employee safety; and

WHEREAS, staff is requesting to increase security hours to cover all hours of weekday Port Orchard ferry service; and

WHEREAS, this increase in security will require a monthly increase of seven thousand seven hundred dollars (\$7,700) plus Washington State sales tax; and

WHEREAS, this will increase the total yearly expenditure by ninety-two thousand dollars (\$92,000) plus applicable Washington State sales tax; and

WHEREAS, the increase will have an unbudgeted impact on the Facilities 2025 budget of thirty-three thousand eight hundred eighty dollars (\$33,880).

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to increase security hours at the Port Orchard ferry dock from seventy-six (76) hours per week to one hundred thirty-four (134) hours per week, with an annual increased expenditure of one hundred one thousand dollars (\$101,000), including estimated sales tax.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 21st day of October, 2025.

Rob Putaansuu, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board