

## **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

Select the video Zoom address below or copy and paste into your browser address field to hear the Kitsap Transit Board of Commissioners discussion of a specific topic, or the complete meeting. Note the video time stamp beside the topic.

[https://kitsaptransit.zoom.us/rec/share/1Chsyo935RDdrv3fP5byC4fy6YWJE8dZLKlg-wKRDLCED-i8KhhbjAUuZ8jiQpZ7q.LNEZsNhM\\_z2887mz](https://kitsaptransit.zoom.us/rec/share/1Chsyo935RDdrv3fP5byC4fy6YWJE8dZLKlg-wKRDLCED-i8KhhbjAUuZ8jiQpZ7q.LNEZsNhM_z2887mz) Passcode: fW.l##4@

**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 2<sup>nd</sup> day of September, 2025.

Attest:

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*Jackie Bidon*  
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Jackie Bidon, Clerk of the Board

Signed by:  
*Rob Putaansuu*  
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Rob Putaansuu, Chairperson