

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
Putansuu, 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 Shinnars, 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/U-CmyOfCPzy3-gkpuzed-fCxia2CqDBZV0g0GMjwOZa7iZ_A47KSO0cmPbOP8ea.4-srNS9uEEpkElCt Passcode: .R\$1Ch*r

1. CALL TO ORDER: Mayor Putansuu 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:

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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