

## RESOLUTION NO. 25-30

### A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS KITSAP TRANSIT'S MARINE SERVICES' CHARTER POLICY

**WHEREAS**, Kitsap Transit currently operates ten (10) vessels in the Marine Services department; and

**WHEREAS**, there are no regulatory restrictions or directions on the chartering of vessels; and

**WHEREAS**, Kitsap Transit staff created a policy that allows chartering for community focused events defined in the policy and restricted to Kitsap Transit Marine Services local ferry fleet. The cost of the charter is fully recovered and will be crewed by Kitsap Transit staff; and

**WHEREAS**, proposed charters shall be requested at least three months in advance and approved after verification of staff and vessel availability. Kitsap Transit has the right to cancel the charter up to the date of charter if there is a need for the vessel to maintain the normal scheduled service; and

**WHEREAS**, Kitsap Transit staff proposes the attached policy, Exhibit A, be adopted to govern the process of chartering vessels.

**NOW THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby approve the Marine Services' Charter Policy attached as Exhibit A.

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 6<sup>th</sup> day of May, 2025.

Signed by:

*Rob Putaansuu*

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Rob Putaansuu, Chairperson

ATTEST:

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*Jackie Bidon*

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Jackie Bidon, Clerk of the Board

## EXHIBIT A

**Marine Services' Charter Policy**

|               |                         |
|---------------|-------------------------|
| Creation Date | January 2025            |
| Approval Date | Resolution Number 25-30 |
| Last Revised  | NA                      |
| Version       | 1.0                     |

**1.0 Charters Proposal**

Kitsap Transit will make available the M/V Waterman, M/V Carlisle II, and M/V Admiral Pete to charter for community focused events. A community focused event is defined as an event that is of civic, public, or educational in nature (e.g. county fairs, city festivals, seasonal or holiday events, etc.) Chartering events will allow Kitsap Transit to promote goodwill in the community it serves by partnering with local agencies, generating revenue, and promoting ferry services by having a visible presence at community events. All vessel charters are restricted to the immediate waters surrounding Kitsap County.

**2.0 Supplemental and Interagency Support**

Kitsap Transit will make available all vessels in the fleet for use in supplemental services and interagency support for the neighboring agencies upon request. There will be no restriction in the geographic area on the vessel routes and will be negotiated on a case-by-case basis with the requesting agency.

**3.0 Booking**

Charter requests will be submitted to Kitsap Transit no less than three months prior to the event for consideration. The charter application will be evaluated to confirm that Kitsap Transit has the vessel and crew available for the date and duration of the proposed charter. The maximum passenger capacity for each vessel chartered will not exceed the Certificate of Inspection for each vessel. All proposed locations, routes, and schedule for the charter will be evaluated by KT staff prior to approval.

Supplement services and interagency support will not have a time restriction but will be limited to the availability of vessels and crew. The maximum passenger capacity for each vessel for supplemental services will not exceed the Certificate of Inspection for each vessel. All proposed locations, routes, and schedule for the charter will be evaluated by KT staff prior to approval.

## EXHIBIT A

Kitsap Transit will provide the use of their vessel and crew to the Bremerton Yacht Club for its annual People with Disabilities Cruise up to the total chartered rate of \$3000.00 at no cost to the Bremerton Yacht Club. The Bremerton Yacht Club will be responsible for any amount above the \$3000 for their annual charter event.

### **4.0 Cost**

Vessels will be chartered on an hourly basis that includes the non-operating and operating costs required to fulfill the charter request. The rate charged will be at the crew overtime rate. Crew will consist of a Captain and two deckhands per vessel. All costs must be paid in full and at least two weeks in advance of the charter. If funds are not received by the specified date the charter will be canceled.

Supplemental services and interagency support will be calculated on an hourly basis that includes the non-operating and operating costs required to fulfill the charter request. The rate charged will be at the crew overtime rate. The crew size used will be at the level required by the Certificate of Inspection of the proposed vessels being used for the service.

### **5.0 Cancellations**

#### **5.1 Weather**

To ensure guest and crew safety, Kitsap Transit has the authority to cancel charter and or supplemental and interagency services if it deems weather conditions unsafe. Unsafe weather conditions are typically the result of (but are not limited to) heavy storms, small craft advisory warnings, gale warning, strong winds, and large waves. Light rain, passing storms, and cooler temperatures are typically considered safe. In the case that conditions are deemed unsafe, Kitsap Transit will work with the charterer and to temporarily postpone or reschedule charter services to a future date or time.

#### **5.2 Crew or Vessel Shortage**

In the case a vessel is out of service or there is a crew shortage, Kitsap Transit may cancel charter and or supplemental and interagency services with no prior notice to ensure reliability and safety of Kitsap Transit's regularly scheduled service.

#### **5.3 Guest Cancellations**

Cancellations 14 days or prior are subject to a \$200 service fee. Cancellation requests within 13 days or fewer of your charter date are subject to a \$400 cancellation fee and must be requested in writing via email to the Marine Services Director. All written cancellation notices must include the following information:

- Charterer's full name
- Organization name (if applicable)
- Scheduled date and time of charter

EXHIBIT A

There are no fees or penalties associated with supplemental and interagency support cancelations; the details of the service will be incorporated into the contract with the agency.