



## BOARD OF COMMISSIONERS MEETING AGENDA

**Date:** October 2, 2018

**Time:** 8:30AM – 10:00AM

**Place:** The Norm Dicks Government Center – Council Chambers  
345 Sixth Street, Bremerton, Washington 98337

### Page

#### 1. CALL TO ORDER

#### 2. AGENDA REVIEW

#### 3. CHAIRPERSON'S COMMENTS

#### 4. CITIZENS' ADVISORY COMMITTEE REPORT

#### 5. PUBLIC COMMENTS

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

#### 6. CONSENT / ACTION ITEMS

- a. [Warrants for August 2018](#) 1
- b. [Minutes of September 18, 2018 Board Meeting](#) 2
- c. [Resolution No. 18-62, 4<sup>th</sup> Quarter 2018 Procurements](#) 9

#### 7. FULL DISCUSSION / ACTION ITEMS

- a. [Resolution No. 18-63, Adopting Kitsap Transit's 2019 Legislative Agenda](#) 12
- b. [Resolution No. 18-64, Adopting Kitsap Transit's 2019 Goals](#) 16
- c. Presentation: PacShip VanPool Agreement Update
- d. [Resolution No. 18-65, Contract Modification: Nelson Nygaard – Comprehensive Route Analysis](#) 19
- e. [Resolution No. 18-66, Change Order: BMT Designers & Planners – Kingston](#) 22
- f. Update: M/V Finest Update

#### 8. PROGRESS REPORTS

- a. [Draft Financial Reports through August 2018](#) 26
- b. [Capital Work in Progress](#) 30
- c. [Fuel Costs Report through the end of September 2018](#) 32

*In September, KT paid \$2.38 a gallon for fuel compared to \$2.29 in August. The year-to-date per-gallon average price as of September was \$2.29, compared \$2.50 a gallon for fuel budgeted for 2018.*

**9. STAFF INFORMATION / EMPLOYEE RECOGNITION:**

- a. Employee Recognition:
  - Recognizing July 2018 Driver of the Month in Routed – *Becky Bowen*
  - Recognizing August 2018 Driver of the Month in Routed
  - Recognizing August 2018 Driver of the Month in *ACCESS*

*\* Employee recognition is scheduled for 9:00AM or as soon thereafter as possible*
- b. September 2018 report from KT's state lobbyists 33
- c. Memo: Procurement Status – Bow Loader POF Vessel Design Build 34

**10. OTHER PUBLIC COMMENTS**

**11. FOR THE GOOD OF THE ORDER:** Transit Board members' comments

**12. ADJOURN**

The Transit Board meeting agendas are available prior to the meeting date at local libraries and at Kitsap Transit's main office in downtown Bremerton. The agenda packets are also online at [www.kitsaptransit.com](http://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 [jillb@kitsaptransit.com](mailto:jillb@kitsaptransit.com) by noon on the Wednesday before the meeting.



## MEMORANDUM

**TO: The Kitsap Transit Board of Commissioners**  
**DATE: October 2, 2018**  
**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.

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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 October 2, 2018 the Board, by a (unanimous/majority) vote, does approve the following warrants and payments for the period August 1, 2018 through August 31, 2018:

- Warrant numbers transit fund 146227 to 146577 of \$1,454,018
- Warrant numbers ferry fund 600994 to 601069 of \$2,080,535
- Payroll transfers of \$1,648,371
- ACH clearing account payments of \$14,131
- Travel Advances of \$3,787

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 2<sup>nd</sup> day of October 2018.

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Robert Gelder, Chair

ATTEST:

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Jill A. Boltz, MMC  
Clerk of Board

# KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING

## MINUTES OF SEPTEMBER 18, 2018

### **Board of Commissioners Present:**

Daug, Leslie, City of Bremerton Council Member  
Erickson, Becky, Mayor, City of Poulsbo, **Vice Chair**  
Fuller, Mark, Teamsters Local No. 589, *non-voting member - absent*  
Garrido, Charlotte, Kitsap County Commissioner  
Gelder, Robert, Kitsap County Commissioner, **Chair**  
Medina, Kol, Mayor, City of Bainbridge Island  
Putansuu, Robert, Mayor, City of Port Orchard  
Stern, Ed, City of Poulsbo, Council Member  
Wheeler, Greg, Mayor, City of Bremerton  
Wolfe, Edward, Kitsap County Commissioner

### **Staff Present:**

Jill Boltz, Clerk of the Board; Darrell Bryan, Marine Services Director; Jeff Cartwright, Human Resources Director; John Clauson, Executive Director; Ellen Gustafson, Operations Director; Steffani Lillie, Service and Capital Development Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Paul Shinnars, Finance Director.

**Also Present:** Ron Templeton, Legal Counsel

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

### **2. AGENDA REVIEW**

No changes.

### **3. CHAIRPERSON'S COMMENTS**

Chairperson Gelder commented on the Environmental Sustainability Management System (ESMS) Certification press release and the great work accomplished by the agency and staff.

### **4. PUBLIC COMMENT**

Michael Williams, Bremerton, commented on use of transfer slips at all bus stops.

### **5. CONSENT / ACTION ITEMS**

- a. Minutes of September 4, 2018 Board Meeting
- b. Resolution No. 18-58, Passenger Ferry Vessel & Facilities Property and Liability Policy Renewals

- c. Resolution No. 18-59, Surplus Equipment – M/V Finest Generator Sets

**Commissioner Stern moved and Commissioner Garrido seconded the motion to approve the Consent Agenda. Discussion: None. Motion passed unanimously.**

## **6. FULL DISCUSSION / ACTION ITEMS**

- a. Kingston Fast Ferry Service Update

Executive Director Clauson explained he just finished the Quarterly Community Meetings where he shared an update on the Passenger-Only Ferry program. During the last few months, Kitsap Transit has been hosting an intern from the University of Washington who produced training videos, and a testimonial video from a fast ferry rider. Clauson shared the fast ferry testimonial video and the presentation given at the Community Meetings, including photos and proposed new bus service.

Commissioner Erickson requested information be distributed to the cities regarding the new routes associated with the ferry service to provide an opportunity to promote use of the North Viking or Clearwater Casino Park & Rides.

Clauson explained that demand responsive service will be implemented to serve the new ferry route.

Commissioner Daug's asked about the cost associated with the demand responsive service. Executive Director Clauson explained that the cost to Kitsap Transit is not known, but initially it will help to determine where the fixed route service should be established.

Erickson stated she has spoken with a number of people coming from Jefferson County and the need to accommodate those passengers. Clauson explained he has been working with Jefferson Transit and they would prefer to drop off directly at the ferry.

Clauson continued, reporting on the M/V Finest's completion and the delivery of the back-up vessel at the end of the month. The Kingston float is a variable and is currently at Foss Maritime's shipyard for refurbishment. The additional improvements will be discussed in a later agenda item. The new crew has been hired and is undergoing training. The crew is scheduled for introductions to the Board later in the meeting.

Commissioner Stern asked about the current relationship with King County.

Marine Services Director Bryan explained that the relationship is currently solid. There were concerns about King County's increased sailings during the closure of the viaduct and protecting KT's sailings; however, they were open to negotiations and suggestions.

Commissioner Wolfe asked about progress with King County. Clauson explained the King County Council is currently in their biennium budget season, with discussion by the County Executive on reorganization within the Department of Transportation, Metro and the Marine Division and it is unlikely they will take on outside issues.

Chairperson Gelder added that during a meeting with Joe McDermott, King County Council and Josh Brown, Puget Sound Regional Council, there was indication that the King County Council could take on additional interests, especially if there is a budget nexus.

Clauson reported on a discussion with King County about use of the Finest during the viaduct construction for the Vashon to Seattle service and the cooperative efforts between the agencies.

b. Resolution No. 18-60, Kingston Dock Improvements

Executive Director Clauson reported that this Resolution provides a combination of approvals, including staff's determination that sufficient justification exists to sole source this project. The Port of Kingston is currently working with Foss for improvements to the float, the float is in Foss's dry dock and will need to remain in dry dock for the additional repairs, and timing is the other issue.

Service and Capital Development Director Lillie addressed the grant associated with the project, including receipt of the Categorical Exclusion from the Federal Transit Administration. Lillie pointed out that these dollars are not included in the 2018 budget. The improvements include passenger amenities for the float such as raised walkways, fenders, bollards, electrical, hand railings, and stanchions.

**Commissioner Putaansuu moved and Commissioner Stern seconded the motion to adopt Resolution No. 18-60, authorizing staff to negotiate and award a sole source contract to Foss Maritime Company for Kingston Passenger Only Ferry Terminal Improvement Project pending fair and reasonability research. Discussion: None. Motion passed unanimously.**

c. Resolution No. 18-61, Bid Award: Bremerton Dock Improvements – Cleaning & Recoating

Service and Capital Development Director Lillie explained this is preventative maintenance grant dollars for paint and pilings.

**Commissioner Daugs moved and Commissioner Garrido seconded the motion to adopt Resolution No. 18-61, authorizing staff to award the contract for Bremerton Dock Cleaning and Recoating to Long Painting Company in an amount not to exceed three hundred thirty thousand dollars (\$330,000) including applicable taxes and fees. Discussion: None. Motion passed unanimously.**

d. Discussion: NextGen ORCA Contract

Executive Director Clauson gave a brief history of the Interlocal Agreement and the Joint Board, made up of the seven entities, which oversees the project. The Joint Board is in the process of looking at the interlocal agreement and making modifications to bring it current. The modified interlocal agreement will come before the Board at an upcoming meeting for presentation and approval.

Brittany Esdaile, Regional Program Manager, spoke to comparison between the current system and next generation ORCA. Challenges with the current system include outdated equipment and limited scalability on proprietary software.

Commissioner Daug asked about community outreach. Esdaile explained most of the outreach was accomplished through a customer survey during the planning phase. When the development and roll out occurs, outreach and marketing campaigns will take place to make sure information is getting into the hands of customers.

Chairperson Gelder questioned whether the systems will be concurrent during the transition. Esdaile explained there will be a period of time during the transition that both systems will be running.

*Executive Director Clauson asked for a brief break in the agenda to introduce new Marine Services staff.*

Marine Services Director Bryan introduced Ray Scott, formerly a Marine Engineer at Kitsap Transit, recently hired as the Operations and Maintenance Manager. Bryan commended Scott and the Marine Services team for their contributions in improving service reliability.

Ray Scott, Marine Services Operations and Maintenance Manager, asked the Kingston crew of Marine Service Ambassadors, Deckhands, and Captains to introduce themselves.

d. Discussion: NextGen ORCA Contract (continued)

Commissioner Erickson asked why we have ORCA and not simply use a debit or credit card. Clauson explained that for simple fare, a debit or credit card would work, but not for monthly passes and other incentive products.

Chairperson Gelder added that the regional nature of the card allows use by multiple agencies and transfer from one provider to the next. The ORCA product provides for the revenue sharing that occurs with this type of system.

Esdaile explained this was part of the consideration in developing the concept for the system and there were challenges including speed of boarding, security of payment, number of fare products in the region and market penetration of contactless credit cards and chip cards. The base fare system will be able to add on the functionality of open payment.

Esdaille spoke to the System Integrator Contract and associated direct, operating and shared costs and program phases. Clauson added KT's share of the expenditures will be included in the 2019 budget and beyond.

e. Summary of SR305 Improvements

Executive Director Clauson explained that many of the Board members have seen this project and there is a need for endorsement by Kitsap Transit as a participant. Clauson asked whether the Board wanted to see the presentation with the assumption that those involved have had the opportunity to review the plan.

Chairperson Gelder noted that the Board of County Commissioners has endorsed the plan and asked how the proposed improvements along the corridor improve transit. Clauson spoke to the improved traffic flow which includes KT's buses and would have preferred more incentives than single occupancy vehicles.

Commissioner Erickson stated she has endorsed it as the Mayor of Poulsbo.

Commissioner Medina stated that Bainbridge has not yet endorsed it; however, it will be on an upcoming council agenda.

**Commissioner Putaansuu moved and Commissioner Stern seconded the motion for Kitsap Transit to endorse the SR305 Improvement Plan. Discussion: None. Motion passed unanimously.**

f. Discussion: Draft 2019 Goals

Executive Director Clauson shared the updated draft Goals including suggestions and comments provided at the June Board Retreat.

Commissioner Stern complimented the increased visibility of the KT branding.

Commissioner Wheeler left the meeting at 10:00AM.

g. Discussion: Day Pass

Executive Director Clauson shared the presentation given at the Community Meetings. Discussion at the meetings included: the target group for this fare media is fairly small; daily riders of the system use a monthly pass; the Day Pass market would most likely be tourists, family visitors, and occasional use; on which services would the Day Pass be used; price and method of distribution.

Commissioner Stern spoke in favor of the Day Pass.



- h. Presentation: 2<sup>nd</sup> Quarter 2018 Financial Report
- i. Presentation: 2<sup>nd</sup> Quarter 2018 System Performance Report

Executive Director Clauson asked for consensus from the Board on whether they feel a presentation from staff is beneficial or if having the reports provided in the Board packet quarterly with an opportunity to ask questions is sufficient.

The Board concurred that having the reports available quarterly along with the monthly reports received in the Board packets is sufficient with the understanding that if there is anything extraordinary that it be brought to the Board's attention.

- j. Discussion: Electric Bus Program

Executive Director Clauson provided an update on what staff has learned from other agencies, specifically regarding infrastructure. A meeting has been arranged with Puget Sound Energy on how to best move forward and meet the needs of not only Kitsap Transit but also the future hybrid Washington State Ferries.

Chairperson Gelder questioned the pros and cons to a centralized system.

Clauson stated that there is additional funding for another electric bus, and staff will be moving forward carefully prior to adding to the fleet.

## **7. OTHER PUBLIC COMMENTS:**

Roger Gay, South Kitsap, commented on the use of electric buses and working with emergency services. Gay stated the public needs to have more information on the Nextgen ORCA return on investment.

## **8. GOOD OF THE ORDER**

Commissioner Garrido stated that the Washington State Ferries draft plan is out for review and there might be an opportunity for connections to Kitsap Transit.

Chairperson Gelder announced that the County Commissioners would be holding three open houses to present the draft budget.

Executive Director Clauson announced the start of the public meetings for the Comprehensive Route Analysis service revisions.

## **9. ADJOURN:** Meeting adjourned at 10:31AM.

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting thereof, held on the 2nd of October, 2018.

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Robert Gelder, Chairperson

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Jill A. Boltz, MMC  
Clerk of the Board

DRAFT



# Board of Commissioners Agenda Summary

**MEETING DATE:** October 02, 2018

**AGENDA ITEM:** Resolution No. 18-62, 4th Quarter Approval of Capital and Operating Procurements

**SUBMITTED BY:** Paul Shinnors

**TITLE:** Director

**DEPARTMENT:** Finance

**EXHIBITS/  
ATTACHMENTS:** Resolution No. 18-62

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**BUDGETARY IMPACT** *(if applicable)*

**BUDGETED:** \_\_\_\_\_

**EXPENDITURE REQUIRED:** \_\_\_\_\_

**FUNDING SOURCE:** Capital/Operating

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**REVIEWED BY:** Executive Director

**MEETING DATE:** \_\_\_\_\_

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT**

In order to improve Kitsap Transit's procurement processes, we are requesting permission to go to bid for the projects/procurements listed in the attached resolution for the fourth quarter of 2018. All projects included on the list are in the approved amended capital and/or operations budget for 2018 and the awards for these projects will be brought forth to the Kitsap Transit Board of Commissioners for final approval.

**RECOMMENDED  
ACTION/MOTION:**

**MOTION:** Move to Adopt Resolution No. 18-62, authorizing staff to go to bid for the items listed in the fourth quarter procurement list.

## RESOLUTION NO. 18-62

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO ADVERTISE AND SEEK BIDS FOR CAPITAL PROJECTS, ASSETS AND SERVICES DURING THE FOURTH QUARTER OF 2018

**WHEREAS**, in an effort to streamline and expedite the procurement process, staff consolidates a list of procurements for capital projects, assets and services for review and approval by the Board of Commissioners on a quarterly basis; and

**WHEREAS**, all procurements presented in this resolution are included within the 2018 operating budget or the amended 2018 capital budget as approved by the Board of Commissioners through Resolution No. 18-35; and

**WHEREAS**, for the fourth quarter 2018, staff is requesting permission to advertise and seek bids for the following procurements:

- Bike Barn Upgrade Design
- Bremerton Dock Improvements Design
- As Needed Dry Dock Services
- Electric Bus Charging Stations

**WHEREAS**, bonding requirements for each capital project is one hundred percent (100%) unless staff otherwise reviews and requests alternate bonding levels with the Board of Commissioners; and

**WHEREAS**, upon completion of each procurement, staff will subsequently ask the Board of Commissioners for their final review and approval of contract award in accordance with the procurement policy and procedures; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby authorize staff to advertise and seek bids for capital projects, assets and services as presented.

**ADOPTED** by the Board of Commissioners of Kitsap Transit at a regular meeting held on the 2nd day of October, 2018.

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Robert Gelder, Chairperson

ATTEST:

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Jill A. Boltz, MMC  
Clerk of the Board

DRAFT



# Board of Commissioners Agenda Summary

**MEETING DATE:** October 02, 2018

**AGENDA ITEM:** Resolution No. 18-63, Adopting the 2019 Legislative Agenda

**SUBMITTED BY:** John Clauson

**TITLE:** Executive Director

**DEPARTMENT:** Executive

**EXHIBITS/  
ATTACHMENTS:** Resolution No. 18-63  
Exhibit A - Legislative Agenda

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**BUDGETARY IMPACT** *(if applicable)*

**BUDGETED:** \_\_\_\_\_

**EXPENDITURE REQUIRED:** \_\_\_\_\_

**FUNDING SOURCE:** \_\_\_\_\_

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**REVIEWED BY:** Citizen Advisory Committee

**MEETING DATE:** \_\_\_\_\_

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT**

This Resolution adopts the priorities as presented and discussed at the September 4, 2018 Board Meeting and is being presented to the Board for final approval.

**RECOMMENDED  
ACTION/MOTION:**

**MOTION:** Move to adopt Resolution No. 18-63, adopting the 2019 Legislative Agenda for Kitsap Transit.

**RESOLUTION NO. 18-63**

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS  
ADOPTING KITSAP TRANSIT'S 2019 LEGISLATIVE AGENDA

**WHEREAS**, Kitsap Transit contracts with Doty & Associates to perform the service of governmental liaison, supporting efforts in the areas of public transportation and passenger-only ferry service interests of Kitsap Transit; and

**WHEREAS**, at the September 4, 2018 meeting, the Board discussed the 2019 Legislative Agenda with consideration for priorities developed by Washington State Transit Association (WSTA); and

**WHEREAS**, the 2019 Legislative Agenda will provide Doty & Associates with direction to advocate KT's position with members of the Washington State Legislature, legislative staff, Executive Branch personnel (including the Washington State Department of Transportation, Washington State Office of Financial Management, Public Policy Division and Governor's Office), and other local governments, and civic and professional interest groups as necessary; and

**WHEREAS**, the 2019 Legislative Agenda is attached as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby adopts the 2019 Legislative Agenda.

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 2nd day of October, 2017.

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Robert Gelder, Chairperson

ATTEST:

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Jill A. Boltz, MMC  
Clerk of the Board

## KITSAP TRANSIT – 2019 Legislative Agenda

### 2019 Session Preview

The 2019 legislative session is set to convene on Monday, January 14, 2019, and is scheduled to run for 105-consecutive days. The newly-sworn in Legislature will be tasked with passing a new biennial Operating Budget, as well as a Transportation Budget and Capital Budget, prior to adjourning. Although the November 2018 election has yet to occur, it is expected that Democrats will see their currently-thin majorities grow in both the House and Senate. The influx of a number of new legislators, coupled with the accompanying changes of committee composition and leadership, will result in new transportation leaders emerging in Olympia in 2019.

Below is a draft list of potential action-items for Kitsap Transit in 2019.

- Support Capital Project Funding – Connecting WA & Regional Mobility Grant Funding
  - The 2015 Connecting Washington Transportation package contained funding for two KT projects: \$3 million for the “East Bremerton Transfer Center” and \$2.3 million for the “Silverdale Transfer Center.” Subsequent budgets scheduled funding to be released in the 2019-21 biennium for the East Bremerton project, and the 2027-29 biennium for the Silverdale project. While both projects have received Regional Mobility Grant funding in the most recent biennium, KT will be supporting the scheduled release of this money to the named projects, beginning with the \$3 million set to be released in the coming biennium.
- Support and explore a Regional Passenger-Only Ferry Facility
  - With the expansion of KT’s POF service to downtown Seattle, the need is growing for a regional POF facility capable of handling the increased service demands. Conversations have begun with WSDOT/WSF and King County on possible solutions, including exploring the future use of state-owned Pier 48 adjacent to Colman Dock. KT will help lead discussions regarding next steps on the development of a regional POF facility in King County.
- Support Parking Demand Management Strategies (in conjunction with WSTA)
  - State-owned park & ride lots that are maintained by local transit agencies present a problem for the local agency by not allowing them managerial control over the facility. Discussions with regional partners indicate a desire to address this issue of management over state-owned park & ride lots that are maintained by local transit agencies. WSTA is exploring leading an effort to allow for greater flexibility in management practices over these facilities. KT supports such a discussion, with two facilities in Kitsap County that meet this criteria.
- Support Use of Cameras for HOV-only and Transit-only Lane Enforcement (in conjunction with WSTA)
  - WSTA and several other transit agencies have identified a problem concerning the difficulty of enforcing lane restrictions that benefit transit vehicles. WSTA is expected to seek legislation to protect the efficiency and effectiveness of bus-only lanes by allowing jurisdictions to monitor such lanes with traffic camera technology. KT supports this effort, as local enforcement of lane restrictions is becoming a growing issue for KT.



- Support WSF Terminal Upgrades to Accommodate POF Service
  - KT has been engaged with WSF regarding the potential for facility upgrades, specifically at Southworth, to better accommodate the coming passenger-only ferry service to and from that terminal. KT will explore opportunities for state funding to help improve existing facilities and potentially build out any new upgrades that may be needed.
  
- Remain engaged on other efforts from WSTA and other transit agencies, and support when appropriate. Below is a short list of several issues that are expected to be discussed in 2019:
  - Protect, maintain, and increase state funding programs for public transit
    - WSTA's primary charge each year is to protect, maintain, and (when possible) increase state funding for public transportation programs, which include: Regional Mobility, Rural Mobility, Vanpool Investments, Special Needs, Capital Grants, and Commute Trip Reduction.
  - Support a statewide bus and bus facility capital grant program
    - WSTA is leading a discussion regarding a long-term effort to create a statewide competitive bus and bus-facility capital grant program to address expansion and replacement needs for transit fleets and facilities. Increased capacity, safety, and reliability for transit riders across the state, as well as reducing the age of the state's transit fleets, is the ultimate goal.
  - Transit zero-emission, electrification & electrification infrastructure opportunities
    - WSTA supports policies and legislation to provide incentives, or lower costs associated with, the capital purchase and operations of zero-emissions vehicles. WSTA is also leading a discussion regarding the use of State Capital Budget dollars to create a competitive grant program focused on transit electrification infrastructure.
  - Procurement disclosure law changes
    - WSTA and certain other transit agencies have identified a potential concern regarding the timing of public disclosure of certain information regarding private bids on transit agency RFPs. Under current law, private bids on transit RFPs are instantly available as public records, which can limit the number of interested bidders who would not want certain information to be public during an ongoing bidding process. A proposal to restrict public disclosure until after the bid has been awarded, similar to how the state bidding process works, is likely to be pushed in 2019.
  - Long-term alternative revenue discussions
    - WSTA and several other transit agencies are beginning a discussion to study and identify potential new revenue sources for transit agencies, beyond the currently-allowed sales tax, which many feel is too volatile during economic downturns. This is likely to be a long-term discussion.



# Board of Commissioners Agenda Summary

**MEETING DATE:** October 02, 2018

**AGENDA ITEM:** Resolution No. 18-64, Adopting 2019 Goals

**SUBMITTED BY:** John Clauson

**TITLE:** Executive Director

**DEPARTMENT:** Executive

**EXHIBITS/  
ATTACHMENTS:**

Resolution No. 18-64 Draft Goals
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**BUDGETARY IMPACT** *(if applicable)* **BUDGETED:** \_\_\_\_\_

**EXPENDITURE REQUIRED:** \_\_\_\_\_ **FUNDING SOURCE:** \_\_\_\_\_

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**REVIEWED BY:** Executive Director

**MEETING DATE:** \_\_\_\_\_

**RECOMMENDATION:** Approve

**COMMENTS:** \_\_\_\_\_

**SUMMARY  
STATEMENT**

It is the desire of both the Board and staff to develop goals in advance of the annual budget preparation process. Approval of the goals gives direction to staff on the Board's priorities for the upcoming year as the operating and capital budgets are developed. Staff is recommending adoption of the goals as presented.

**RECOMMENDED  
ACTION/MOTION:**

**MOTION:** Move to Adopt Resolution No. 18-64, adopting Kitsap Transit's 2019 Goals.

**RESOLUTION NO. 18-64**

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS  
ADOPTING KITSAP TRANSIT'S 2019 AGENCY GOALS

**WHEREAS**, in preparation for the 2019 budget, staff has developed goals for review and approval by the Board; and

**WHEREAS**, adopting the 2019 goals in advance of the budget development allows staff an opportunity to incorporate funding associated with the progress and completion of the annual goals; and

**WHEREAS**, the proposed 2019 goals were distributed to the Board for review and comment; and

**WHEREAS**, staff has incorporated comments or recommended changes to the proposed goals; and

**WHEREAS**, staff recommends approval of the 2019 Kitsap Transit Goals as attached and incorporated herein as Exhibit A; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby adopts Kitsap Transit's 2019 agency goals as presented and attached in Exhibit A.

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 2nd day of October, 2018.

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Robert Gelder, Chairperson

ATTEST:

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Jill A. Boltz, MMC  
Clerk of the Board

# Kitsap Transit 2019 Goals

In continuation of the goals from 2018, and in keeping with Kitsap Transit's mission statement of providing "safe, reliable and efficient transportation choices that enhance the quality of life in Kitsap County," Kitsap Transit staff hereby present the agency goals for 2019:

## Bus Service Planning/Improvements

- Increase ridership by 3 percent
  - Phase implementation of service additions based on staffing abilities
  - Develop and implement marketing plan to announce and educate community on phase implementation of service expansion
  - Fully roll-out DoubleMap passenger information system
- Complete construction, with planned service modifications, of Wheaton Way Transit Center
- Research long-term operating base siting

## Passenger-only ferry projects

- Addition of three new vessels to the Marine Services fleet

## Environmental Sustainability

- Develop policy on percentage of biofuel blend
- Increase percentage of alternative fuel vehicles by expanding *ACCESS* fleet to 75 percent (75%) propane by the end of 2019
- Develop plan for infrastructure options to implement an electric bus fleet

## Administration

- Review reserve policies with draft update presented to Board by end of year
  - Current reserve policy – increase to prepare for possible recession?
  - Right of Way acquisition funds
  - Equipment replacement reserve



# Board of Commissioners Agenda Summary

**MEETING DATE:** October 02, 2018

**AGENDA ITEM:** Resolution No. 18-65, Contract Modification - Nelson\Nygaard

**SUBMITTED BY:** Steffani Lillie

**TITLE:** Director

**DEPARTMENT:** Service Development

**EXHIBITS/  
ATTACHMENTS:** Nelson\Nygaard - Scope of Work, Budget and Task List

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**BUDGETARY IMPACT** *(if applicable)*

**BUDGETED:** \$65,000.00

**EXPENDITURE REQUIRED:** \$35,558.00

**FUNDING SOURCE:** Operating

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**REVIEWED BY:** Executive Director

**MEETING DATE:** \_\_\_\_\_

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT**

Staff has determined that additional outreach is necessary along with detailed schedules for public consumption. Final refinements and an implementation plan will be developed based on outcomes from public outreach. This resolution will authorize staff to modify contract KT 16-547 to include additional project management, service implementation and community outreach.

**RECOMMENDED  
ACTION/MOTION:**

Move to adopt Resolution No. 18-65, authorizing staff to modify contract KT 16-547 to include additional project management, service implementation and community outreach in an amount not to exceed \$35,558.

## RESOLUTION NO. 18-65

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO MODIFY CONTRACT KT 16-547 TO INCLUDE ADDITIONAL PROJECT MANAGEMENT, SERVICE IMPLEMENTATION AND COMMUNITY OUTREACH

**WHEREAS**, at its regular meeting on October 4, 2016, the Board approved Resolution 16-52, authorizing staff to award the contract for the Comprehensive Route Analysis project to Nelson Nygaard; and

**WHEREAS**, at its regular meeting on April 3, 2018, the Board approved Resolution 18-18 authorizing a change to Nelson Nygaard to include additional creation of detailed schedules and community outreach; and

**WHEREAS**, the community outreach has been extremely successful and has become an integral piece of the ongoing analysis; and

**WHEREAS**, detailed schedules have been developed; and

**WHEREAS**, it has been determined that additional public meetings/workshops in different areas of the County are necessary; and

**WHEREAS**, staff has analyzed pricing and recommends a change to contract number KT 16-547 to include additional project management, service implementation and community outreach; and

**WHEREAS**, it is Kitsap Transit's policy to seek Board approval in the event that cumulative cost of the change exceed 10% of the authorized contract and reauthorization of the contract must be received in accordance with the Signature Authority policy; and

**NOW, THEREFORE, BE IT ARESOLVED** the Board of Commissioners hereby authorize staff to execute the change to the contract with Nelson Nygaard for additional project management, service implementation and community outreach for an amount not to exceed \$35,558.00 (thirty five thousand five hundred fifty eight dollars);

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 2nd day of October, 2018.

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Robert Gelder, Chairperson

ATTEST:

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Jill A. Boltz, MMC  
Clerk of the Board

DRAFT



# Board of Commissioners Agenda Summary

**MEETING DATE:** October 02, 2018

**AGENDA ITEM:** Resolution No. 18-66, Contract Modification: BMT Designers & Planners - Owners Representation

**SUBMITTED BY:** Steffani Lillie

**TITLE:** Director

**DEPARTMENT:** Capital Development

**EXHIBITS/ ATTACHMENTS:** Resolution No. 18-66  
Exhibit A

**BUDGETARY IMPACT** *(if applicable)*

**BUDGETED:** \$50,000.00

**EXPENDITURE REQUIRED:** \$22,100.00

**FUNDING SOURCE:** Capital

**REVIEWED BY:** Executive Director

**MEETING DATE:** \_\_\_\_\_

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY STATEMENT**

With the delay of the MV Finest and continued work on the Kingston POF Terminal, additional oversight and inspection is required. This resolution will authorize staff to modify contract KT 18-601 to include additional hours for owner's representation and technical services.

**RECOMMENDED ACTION/MOTION:**

Move to Adopt Resolution No. 18-66, authorizing staff to modify contract KT 18-601 to include additional hours for for owner's representation and technical services for the M/V Finest Refurbishment and the Kingston POF Terminal Improvement projects in an amount not to exceed \$22,100.



## RESOLUTION NO. 18-66

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO MODIFY CONTRACT KT 18-601 TO INCLUDE ADDITIONAL HOURS FOR OWNER'S REPRESENTATION AND TECHNICAL SERVICES FOR THE M/V FINEST REFURBISHMENT AND THE KINGSTON POF TERMINAL IMPROVEMENT PROJECTS

**WHEREAS**, at its regular meeting on April 3, 2018 the Board approved Resolution 18-22, authorizing Kitsap Transit staff to award a contract to BMT Designers and Planners Inc. (BMT) for owner's representation and technical services for the M/V Finest Refurbishment project; and

**WHEREAS**, the M/V Finest Refurbishment project has been delayed due to additional work not previously identified; and

**WHEREAS**, the vessel's delivery date has been extended and the additional work requires regular observation and inspection; and

**WHEREAS**, BMT has intimate vessel knowledge and has played an essential role in the development of mooring plan and barge drawings; and

**WHEREAS**, at the September 18, 2018 meeting, the Board authorized continued work on the Kingston Barge improvements utilizing a new federal grant; and

**WHEREAS**, this work on the barge will require BMT to continue construction oversight and technical assistance; and

**WHEREAS**, staff has analyzed pricing and recommends a change to contract number KT 18-601 to include additional hours for owner's representation and technical services for the M/V Finest and the Kingston POF Terminal Improvement project; and

**WHEREAS**, it is Kitsap Transit's policy to seek Board approval in the event that cumulative cost of changes exceeds 10% of the authorized contract and reauthorization of the contract must be received in accordance with the Signature Authority policy;

**NOW, THEREFORE, BE IT ARESOLVED** the Board of Commissioners hereby authorizes staff to execute the change to BMT for the additional hours for an amount not to exceed \$22,100 (twenty two thousand one hundred dollars);

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 2nd day of October, 2018.

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Robert Gelder, Chairperson

ATTEST:

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Jill A. Boltz, MMC  
Clerk of the Board

DRAFT



## MEMORANDUM

**DATE:** September 21, 2018  
**TO:** John Clauson, Executive Director  
**FROM:** Steffani Lillie, Service & Capital Development Director  
**SUBJECT:** M/V Finest Refurbishment and Kingston POF Terminal Improvement Project – BMT Designers & Planners Inc

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Owner's representation and technical services to be included but not limited to:

- Reports, memoranda, photos, and other communications related to requested reviews recommendations, condition documentation, analyses and other services as required
- Technical review and responses to shipyard for all submittals
- Formal RFI communication with shipyard
- Assist with process control documents
- Final inspection services and project closeout activities
- Design and drawing development to support Mooring Arrangement for the MV Finest at the Kingston Mooring Barge
- Design and drawing development for the arrangement of mooring attachments on the deck of the Kingston Mooring Barge
- Design and drawing development for the fendering to support mooring and berthing of the MV Finest at the Kingston Mooring Barge
- Design and drawing development for modification of the elevated walkway to support passenger loading and unloading from MV Finest at the Kingston Mooring Barge

# Kitsap Transit

## Income Statement - Transit Fund

### August 2018

	Current Month		Year to Date		Year to Date Variance	
	Actual	Budget	Actual	Budget	Dollar	Percent
<b>OPERATING REVENUE</b>						
Routed Fare	\$224,163	\$226,800	\$1,688,707	\$1,720,200	(\$31,493)	(1.83)%
Worker Driver Fares	\$120,088	\$123,200	\$995,024	\$985,600	\$9,424	0.96 %
Van Pool Fares	\$49,043	\$50,000	\$340,725	\$400,000	(\$59,275)	(14.82)%
Access Fare	\$21,351	\$22,700	\$169,029	\$181,600	(\$12,571)	(6.92)%
Parking	\$14,532	\$14,500	\$116,778	\$116,000	\$778	0.67 %
Advertisement	\$5,000	\$7,000	\$56,386	\$56,000	\$386	0.69 %
Lease Income	\$33,266	\$31,200	\$248,545	\$225,400	\$23,145	10.27 %
Other Operating Income	\$2,705	\$2,500	\$17,678	\$20,000	(\$2,322)	(11.61)%
<b>OPERATING REVENUE</b>	<b>\$470,148</b>	<b>\$477,900</b>	<b>\$3,632,873</b>	<b>\$3,704,800</b>	<b>(\$71,927)</b>	<b>(1.94)%</b>
<b>OPERATING EXPENSES</b>						
General Administration	\$369,951	\$411,227	\$2,337,843	\$2,575,558	(\$237,715)	(9.23)%
Capital Development	\$52,314	\$61,279	\$369,077	\$403,005	(\$33,927)	(8.42)%
Customer Service	\$84,733	\$86,461	\$517,648	\$500,688	\$16,960	3.39 %
Routed	\$1,068,810	\$1,103,826	\$6,481,818	\$6,528,877	(\$47,059)	(0.72)%
Worker Driver	\$124,390	\$138,508	\$710,186	\$797,769	(\$87,583)	(10.98)%
Rideshare	\$39,589	\$48,704	\$280,858	\$318,133	(\$37,275)	(11.72)%
Access	\$745,000	\$814,764	\$4,620,571	\$4,948,420	(\$327,849)	(6.63)%
Vehicle Maintenance	\$757,115	\$768,072	\$5,085,746	\$5,278,052	(\$192,306)	(3.64)%
Facilities Maintenance	\$253,769	\$257,663	\$1,764,842	\$1,777,050	(\$12,208)	(0.69)%
Service Development	\$178,743	\$200,862	\$1,183,195	\$1,357,713	(\$174,517)	(12.85)%
<b>Total Operating Expense</b>	<b>\$3,674,413</b>	<b>\$3,891,366</b>	<b>\$23,351,784</b>	<b>\$24,485,265</b>	<b>(\$1,133,481)</b>	<b>(4.63)%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(\$3,204,265)</b>	<b>(\$3,413,466)</b>	<b>(\$19,718,911)</b>	<b>(\$20,780,465)</b>	<b>\$1,061,554</b>	<b>(5.11)%</b>
<b>NON OPERATING INCOME (EXPENSE)</b>						
Sales Tax	\$3,514,000	\$3,353,000	\$25,944,000	\$24,754,000	\$1,190,000	4.81 %
State Operating Grant	\$6,667	\$6,667	\$53,336	\$53,333	\$3	0.00 %
Other Operating Grant	\$35,154	\$5,250	\$35,154	\$42,000	(\$6,846)	(16.30)%
Interest Income	\$33,866	\$9,000	\$218,844	\$62,000	\$156,844	252.97 %
Misc Income / (Expense)	(\$4,446)	\$0	(\$61,625)	\$0	(\$61,625)	0.00 %
Interest Expense	(\$4,704)	(\$5,083)	(\$37,953)	(\$40,667)	\$2,714	(6.67)%
Depreciation Expense	(\$519,801)	(\$526,667)	(\$4,196,468)	(\$4,213,333)	\$16,866	(0.40)%
Amortization Expense	(\$5,527)	(\$5,662)	(\$44,349)	(\$45,296)	\$947	(2.09)%
Sales Tax Collection Fee	(\$35,140)	(\$33,530)	(\$259,440)	(\$247,540)	(\$11,900)	4.81 %
<b>Total Non Operating Income (Expense)</b>	<b>\$3,020,069</b>	<b>\$2,802,975</b>	<b>\$21,651,500</b>	<b>\$20,364,497</b>	<b>\$1,287,003</b>	<b>6.32 %</b>
<b>NET INCOME (LOSS)</b>	<b>(\$184,196)</b>	<b>(\$610,491)</b>	<b>\$1,932,589</b>	<b>(\$415,967)</b>	<b>\$2,348,556</b>	<b>(564.60)%</b>

# Kitsap Transit

## Income Statement - Ferry Fund

### August 2018

	Current Month		Year to Date		Year to Date Variance	
	Actual	Budget	Actual	Budget	Dollar	Percent
<b>OPERATING REVENUE</b>						
Local Ferry Fares	\$53,946	\$54,000	\$407,642	\$409,000	(\$1,358)	(0.33)%
Bremerton Fast Ferry Fares	\$121,254	\$101,000	\$761,603	\$763,000	(\$1,397)	(0.18)%
Kingston Fast Ferry Fares	\$0	\$64,000	\$0	\$64,000	(\$64,000)	(100.00)%
<b>Total Operating Revenue</b>	<b>\$175,200</b>	<b>\$219,000</b>	<b>\$1,169,245</b>	<b>\$1,236,000</b>	<b>(\$66,755)</b>	<b>(5.40)%</b>
<b>OPERATING EXPENSE</b>						
General Administration	\$169,289	\$184,669	\$1,162,202	\$1,419,950	(\$257,748)	(18.15)%
Local Ferry Operations	\$86,769	\$102,400	\$703,236	\$819,200	(\$115,964)	(14.16)%
Bremerton Fast Ferry Operations	\$185,346	\$182,095	\$1,096,519	\$1,359,555	(\$263,036)	(19.35)%
Kingston Fast Ferry Operations	\$9,890	\$235,874	\$10,548	\$1,084,405	(\$1,073,857)	(99.03)%
Maintenance and Facilities	\$41,177	\$212,426	\$1,781,659	\$2,167,132	(\$385,473)	(17.79)%
	\$492,470	\$917,464	\$4,754,163	\$6,850,241	(\$2,096,078)	(30.60)%
<b>OPERATING INCOME (LOSS)</b>	<b>(\$317,269)</b>	<b>(\$698,464)</b>	<b>(\$3,584,918)</b>	<b>(\$5,614,241)</b>	<b>\$2,029,323</b>	<b>(36.15)%</b>
<b>NON OPERATING REVENUE (EXPENSE)</b>						
Sales Tax Revenue	\$1,332,000	\$1,257,000	\$9,841,000	\$9,284,000	\$557,000	6.00 %
Operating Grants	\$0	\$35,750	\$0	\$286,000	(\$286,000)	(100.00)%
Interest Income	\$76,199	\$28,333	\$527,521	\$226,667	\$300,854	132.73 %
Interest Expense	(\$102,054)	(\$85,000)	(\$714,379)	(\$680,000)	(\$34,379)	5.06 %
Depreciation	(\$153,889)	(\$83,500)	(\$1,231,113)	(\$668,000)	(\$563,113)	84.30 %
Amortization	(\$1,013)	\$0	(\$8,106)	\$0	(\$8,106)	0.00 %
Sales Tax Collection Fee	(\$13,320)	(\$12,570)	(\$98,410)	(\$92,840)	(\$5,570)	6.00 %
<b>Total Non Operating Income (Expense)</b>	<b>\$1,137,923</b>	<b>\$1,140,013</b>	<b>\$8,316,513</b>	<b>\$8,355,827</b>	<b>(\$39,313)</b>	<b>(0.47)%</b>
<b>NET INCOME (LOSS)</b>	<b>\$820,653</b>	<b>\$441,549</b>	<b>\$4,731,595</b>	<b>\$2,741,585</b>	<b>\$1,990,010</b>	<b>72.59 %</b>

**Kitsap Transit  
Balance Sheet  
August 31, 2018**

	<u>Bus Fund</u>	<u>Ferry Fund</u>	<u>Consolidated</u>
		<b>ASSETS</b>	
Cash and Cash Equivalents	4,492,548	4,960,108	9,452,656
Investment - General Fund	19,965,170	2,236,607	22,201,778
Investment - Capital Funds	-	36,941,700	36,941,700
Investment - Fuel Reserve	980,909	-	980,909
Investment - ORCA Fare Reserve	269,151	-	269,151
Investment - Debt Service Reserve	46,747	3,022,325	3,069,071
Tax Receivable	5,875,766	2,320,690	8,196,456
Capital Grants Receivable	268,154	651,778	919,932
Operating Grants Receivable	23,641	-	23,641
Accounts Receivable	524,154	54,111	578,265
Due from Transit	-	76,481	76,481
Inventory	886,054	387,791	1,273,845
Prepaid Expenses	684,925	170,235	855,160
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 34,017,218</b>	<b>\$ 50,821,826</b>	<b>\$ 84,839,045</b>
Fixtures & Equipment, Net of Depreciation	1,910,603	41,739	1,952,342
Facilities, Net of Depreciation	32,782,734	8,371,453	41,154,187
Rolling Stock, Net Depreciation	9,234,153	-	9,234,153
Passenger Ferries, Net Depreciation	-	12,723,528	12,723,528
Capital Work in Progress	6,104,724	12,721,716	18,826,440
Leasehold Improvement, Net Amortization	1,498,032	-	1,498,032
Leased Park/Rides, Net Amortization	410,771	-	410,771
Land	15,356,740	-	15,356,740
Intangible Assets, Net Amortization	387,688	-	387,688
<b>TOTAL CAPITAL ASSETS</b>	<b>\$ 67,685,445</b>	<b>\$ 33,858,435</b>	<b>\$ 101,543,881</b>
<b>TOTAL ASSETS</b>	<b>\$ 101,702,664</b>	<b>\$ 84,680,262</b>	<b>\$ 186,382,925</b>
		<b>LIABILITIES AND NET POSITION</b>	
		<b>LIABILITIES</b>	
Accounts Payable	1,483,944	1,969,669	3,453,613
Due to Ferry	76,481	-	76,481
Payables to Other Transits	334,978	-	334,978
Deferred Revenues	350,804	16,154	366,958
Accrued Wages Payable	1,498,121	46,777	1,544,898
Employee Benefit Payable	179,455	8,128	187,583
Interest Payable	15,960	510,270	526,231
Short-Term Debt	267,440	3,034,976	3,302,416
Long-Term Debt	1,906,217	44,208,640	46,114,857
<b>TOTAL LIABILITIES</b>	<b>\$ 6,113,400</b>	<b>\$ 49,794,614</b>	<b>\$ 55,908,015</b>
		<b>NET POSITION</b>	
Invested in Capital Assets, Net of Related Debt	65,511,788	23,164,241	88,676,029
Restricted	1,296,807	39,964,024	41,260,831
Unrestricted	28,780,668	(28,242,618)	538,050
<b>TOTAL NET POSITION</b>	<b>95,589,264</b>	<b>34,885,647</b>	<b>130,474,911</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 101,702,664</b>	<b>\$ 84,680,262</b>	<b>\$ 186,382,925</b>

## Remaining Bond Proceeds - 2017 Ferry Bonds

### August 31, 2018

Projects with 2017 Bond Funds	2017 Bond Funds (1)	Cumulative Interest Earned	2017	2018	2019	2020	2017 Bond Funds (Remaining)
RP1 spare engines	310,000		(310,000)				-
Sistership Construction (Hybrid Vessel)	2,000,000			(4,120)			1,995,880
Fast Ferry- Bow Loading Class (Two Vessels Bundled)	17,941,379	623,441					18,564,820
Fast Ferry - Rich Passage Class (Two Vessels Bundled)	16,592,250			(2,582,288)			14,009,962
Finest (Kingston Vessel)	7,356,371		(258,210)	(5,335,558)			1,762,603
Kingston Dock Refurbishment	800,000			(591,449)			208,551
<b>Total Bond Funds</b>	<b>45,000,000</b>	<b>623,441</b>	<b>(568,210)</b>	<b>(8,513,415)</b>	-	-	<b>36,541,816</b>

(1) Planned bond funding amounts generally do not reflect total cost of the project given that projects can have multiple sources of funding (grants, sales tax revenue, bond proceeds). Planned funding amounts are also subject to fluctuate between projects based on funding needs.

## Capital Work In Progress August

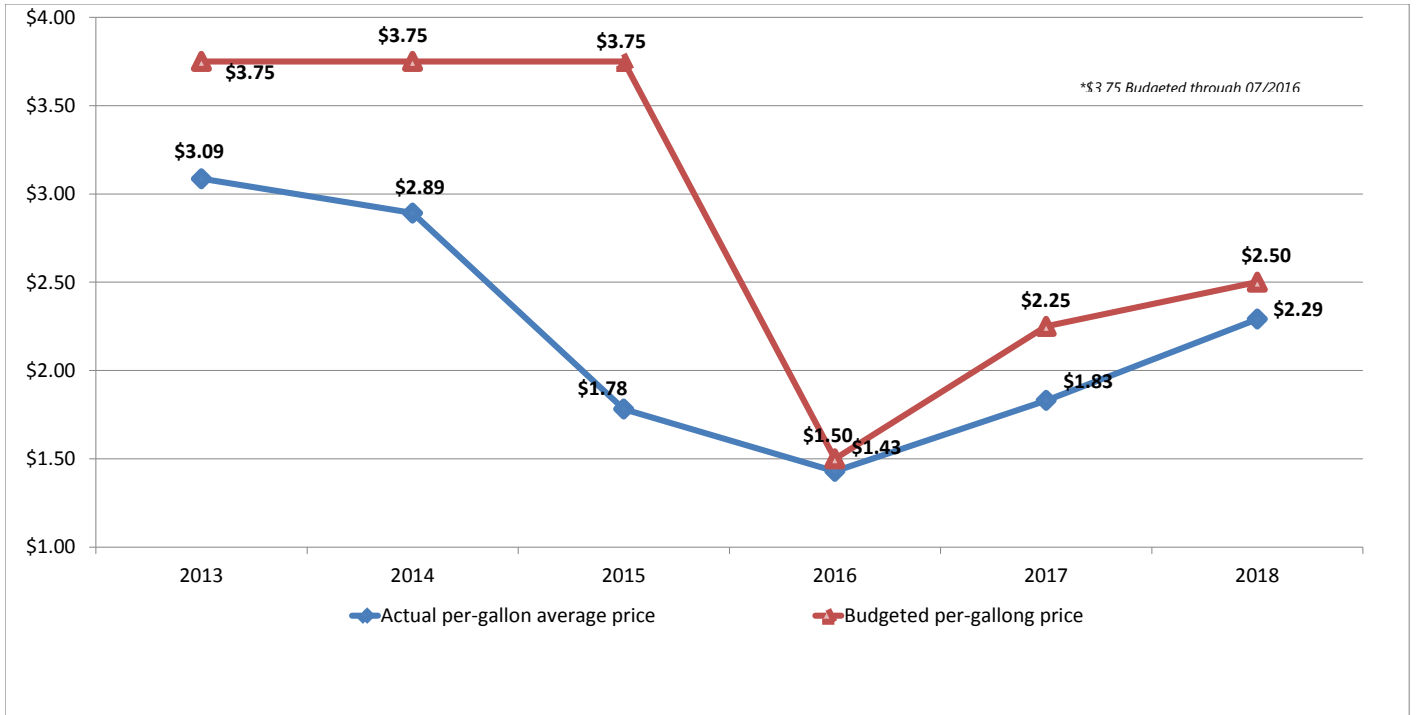
	Capital Budget And Expenditures								Capital Funding			
	2018 Amended Budget	Reclass	2018 Reclass Budget	Current Month	YTD Expenditures	Encumbrance	Budget Remaining (\$)	Budget Remaining (%)	Cumulative Expenditures	Local Funds Budget	Grant Funds Budget	Total Funds Budget
<b>Transit Fund</b>												
<b>Vehicles</b>												
<30' Routed Coaches	1,929,679		1,929,679	-	1,931,058	-	(1,379)	0%	1,931,058	9,157	1,920,522	1,929,679
Routed Coaches > 30	5,017,668		5,017,668	-	-	4,523,896	493,772	10%	-	860,000	4,157,668	5,017,668
Electric Bus	2,200,000		2,200,000	-	825,123	-	1,374,877	62%	916,868	1,200,000	1,000,000	2,200,000
Access Bus & Van/VanLink Replacements	2,079,853		2,079,853	121,544	121,544	-	1,958,309	94%	121,544	120,000	1,959,853	2,079,853
Vanpool Replacement Vans	214,225		214,225	212,702	212,702	-	1,523	1%	212,702	80,000	134,225	214,225
Bus Rebuild/Overhaul (Labor Only)	37,768		37,768	-	-	-	37,768	100%	-	7,754	30,014	37,768
<b>Operations Bases</b>												
Upgrade Existing Radio Tower	820,830		820,830	-	393,389	-	427,441	52%	800,661	50,000	770,830	820,830
Mobile Column Lifts	41,526		41,526	40,903	40,903	-	623	1%	40,903	41,526	-	41,526
<b>Transfer Centers / Park &amp; Ride</b>												
North Base/Park & Ride Construction	41,300		41,300	-	-	-	41,300	100%	-	41,300	-	41,300
North Base HD Maintenance Facility Planning	325,033		325,033	-	7,838	-	317,195	98%	7,838	54,172	270,861	325,033
SR 305/Suquamish Way P&R	756,000		756,000	-	-	-	756,000	100%	-	-	756,000	756,000
HWY 16 P&R Planning	311,250		311,250	-	-	-	311,250	-	-	62,250	249,000	311,250
Georges Corner Park & Ride	207,879		207,879	3,309	51,117	21,841	134,921	65%	51,117	41,576	166,303	207,879
Wheaton Way Transfer Center/Park & Ride	10,300,000		10,300,000	331,048	582,233	7,462,902	2,254,865	22%	1,447,100	500,000	9,800,000	10,300,000
Silverdale Transfer Center/Park & Ride	12,443,286		12,443,286	-	50,723	150,723	12,241,841	98%	311,604	3,966,655	8,476,631	12,443,286
Shelters/Benches/Signs/Amenities	45,281		45,281	-	-	-	45,281	100%	-	45,281	-	45,281
KRCC SR 305 Planning	57,386		57,386	-	(7,973)	54,144	11,216	20%	(7,973)	7,747	49,639	57,386
BTC ADA Improvements	191,765		191,765	-	-	-	191,765	100%	-	38,353	153,412	191,765
APC's (Double Map)	251,803		251,803	-	21,734	-	230,069	91%	21,734	251,803	-	251,803
Bike Barn Upgrades	310,000		310,000	-	-	-	310,000	100%	-	62,000	248,000	310,000
Olympic College Improvements	90,000		90,000	-	-	-	90,000	100%	-	90,000	-	90,000
Rental Park and Ride Improvements	47,000		47,000	-	-	-	47,000	100%	-	47,000	-	47,000
<b>Equipment and Systems</b>												
Genie Aerial Work Platform	20,000		20,000	-	14,791	-	5,209	26%	14,791	20,000	-	20,000
Brake Mate (Safety Item)	20,000		20,000	-	17,363	-	2,637	13%	17,363	20,000	-	20,000
ORCA Capital Cost and Next Generation ORCA	796,792		796,792	-	4,485	-	792,307	99%	4,485	796,792	-	796,792
Servers and Capitalized Computer Equip.	85,000		85,000	-	-	-	85,000	100%	-	85,000	-	85,000
IP Cameras (Annapolis, Mullinix, Harper, and Kingston)	150,000		150,000	2,716	75,523	-	74,477.46	50%	75,523	150,000	-	150,000
Keycard System Replacement	240,000		240,000	133,702	133,702	106,298	0	0%	133,702	240,000	-	240,000
APC's UPS for Servers	12,000		12,000	-	-	-	12,000	100%	-	12,000	-	12,000
Generator North Base	-		-	-	-	-	-	-	-	-	-	-
Desks for Operations	7,800		7,800	-	-	-	7,800	100%	-	7,800	-	7,800
Honda Generator	4,500		4,500	-	3,706	-	794	100%	3,706	4,500	-	4,500
Alignment Equipment	75,000		75,000	-	-	-	75,000	100%	-	75,000	-	75,000
Trip Spark	54,976		54,976	-	-	-	54,976	100%	-	-	54,976	54,976
Misc Equipment	10,000		10,000	-	-	-	10,000	100%	-	10,000	-	10,000
<b>Transit Fund Total</b>	<b>39,195,600</b>	<b>-</b>	<b>39,195,600</b>	<b>845,924</b>	<b>4,479,959</b>	<b>12,319,803</b>	<b>22,395,838</b>	<b>57%</b>	<b>6,104,724</b>	<b>8,997,666</b>	<b>30,197,934</b>	<b>39,195,600</b>



## Capital Work In Progress August

	Capital Budget And Expenditures									Capital Funding		
	2018 Amended Budget	Reclass	2018 Reclass Budget	Current Month	YTD Expenditures	Encumbrance	Budget Remaining (\$)	Budget Remaining (%)	Cumulative Expenditures	Local Funds Budget	Grant Funds Budget	Total Funds Budget
<b>Ferry Fund</b>												
<b>Ferry Vessels</b>												
Sistership Construction	5,404,378		5,404,378	404,558	1,618,993	2,966,237	819,148	15%	2,841,177	2,000,000	3,404,378	5,404,378
Fast Ferry Bow Loading Class (One Vessel)	10,000,000		10,000,000	-	1,163		9,998,838	100%	4,205	10,000,000		10,000,000
Fast Ferry Rich Passage Class (One Vessel)	7,900,000		7,900,000	314	2,691,603	13,867,103	(8,658,706)	-110%	2,724,675	7,900,000		7,900,000
Owners Representation (New Vessels)	900,000		900,000	-	156,945	768,791	(25,736)	-3%	167,601	900,000		900,000
Finest Refurbishment	3,500,000		3,500,000	16,531	5,743,705	1,013,971	(3,257,676)	-93%	5,763,731	3,500,000		3,500,000
Finest Transportation	350,000	2,000	352,000	-	352,000		-	0%	352,000	354,000		354,000
RP1 Cameras	50,000		50,000	-	53,136	-	(3,136)	-6%	53,136	50,000		50,000
<b>Ferry Terminal</b>												
Annapolis Ferry Dock Improvements (ADA)	4,962,492		4,962,492	-	72,528	27,789	4,862,175	98%	352,368	387,492	4,575,000	4,962,492
A Float / BTC Dock Security	42,298	(2,000)	40,298	-	-		40,298	100%	-	6,460	33,838	40,298
POF Preventative Maintenance	538,306		538,306	-	-		538,306	100%	-	108,000	430,306	538,306
Kingston Dock Improvements	1,223,000		1,223,000	-	1,640		1,221,360	100%	1,640	1,223,000		1,223,000
Bremerton Dock Improvements	162,000		162,000	-	84,314	-	77,686	48%	232,279	162,000		162,000
Bremerton Dock Ramps	100,000		100,000	-	-		100,000	100%	-	100,000		100,000
Bremerton Fuel Tank #2	240,663		240,663	-	1,817	184,229	54,618	23%	191,341	240,663		240,663
POIT Dock Ramps	50,000		50,000	-	3,373	-	46,628	93%	3,373	50,000		50,000
POF Storage	10,000		10,000	-	-	-	10,000	100%	5,777	10,000		10,000
Passenger Tenting System	70,000		70,000	-	5,707	-	64,294	92%	5,707	70,000		70,000
Urea Tank	175,000		175,000	-	-	-	175,000	100%	-	175,000		175,000
Ambassador Office on B Float	65,000		65,000	-	-	-	65,000	100%	-	65,000		65,000
Dock Pump				-	334	-	(334)		22,709			
F150 or Equivalent Truck with Tool Rack	38,000		38,000	-	1,789	-	36,211	95%	-	38,000		38,000
Customer Amenities	15,000		15,000	-	-	-	15,000	100%	-	15,000		15,000
Marine Specialty Tools	7,000		7,000	-	-	-	7,000	100%	-	7,000		7,000
<b>Ferry Fund Total</b>	<b>35,803,137</b>	<b>-</b>	<b>35,803,137</b>	<b>421,404</b>	<b>10,789,044</b>	<b>18,828,120</b>	<b>6,185,973</b>	<b>17%</b>	<b>12,721,716</b>	<b>27,361,615</b>	<b>8,443,522</b>	<b>35,805,137</b>
<b>Grand Total</b>	<b>74,998,737</b>	<b>-</b>	<b>74,998,737</b>	<b>1,267,327</b>	<b>15,269,003</b>	<b>31,147,923</b>	<b>28,581,811</b>	<b>38%</b>	<b>18,826,441</b>	<b>36,359,281</b>	<b>38,641,456</b>	<b>75,000,737</b>

## Kitsap Transit Diesel Costs Updated through September 2018



Per-gallon average price	2013	2014	2015	2016	2017	2018
January	\$3.01	\$2.93	\$1.61	\$1.05	\$1.78	\$2.10
February	\$3.29	\$2.99	\$1.90	\$1.04	\$1.75	\$2.04
March	\$3.10	\$3.05	\$1.89	\$1.15	\$1.64	\$2.02
April	\$3.10	\$3.04	\$1.86	\$1.16	\$1.78	\$2.36
May	\$3.13	\$3.07	\$2.19	\$1.57	\$1.70	\$2.46
June	\$2.98	\$3.10	\$2.24	\$1.76	\$1.58	\$2.58
July	\$3.10	\$2.98	\$1.97	\$1.59	\$1.61	\$2.39
August	\$3.11	\$3.03	\$1.63	\$1.45	\$1.81	\$2.29
September	\$3.13	\$3.03	\$1.65	\$1.52	\$2.12	\$2.38
October	\$3.16	\$2.75	\$1.60	\$1.61	\$2.04	
November	\$2.95	\$2.64	\$1.62	\$1.63	\$2.20	
December	\$2.97	\$2.09	\$1.22	\$1.62	\$1.96	
<b>Monthly Avg. Cost YTD</b>	\$ 3.09	\$2.89	\$1.78	\$1.43	\$1.83	\$2.29
<b>Budgeted Per-Gallon Price</b>	\$ 3.75	\$ 3.75	\$ 3.75	\$ 1.50	\$ 2.25	\$ 2.50



To: Kitsap Transit  
From: Doty & Associates, Inc. (prepared by J. Dylan Doty)  
Date: September 24, 2018  
Re: October 2, 2018 Board Meeting – Legislative Report

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### **Interim Update**

Focus has shifted from the August primary to the November general election. With the entire House of Representatives and roughly half of the Senate up for election this year, we will be seeing a number of new faces, as well as some familiar faces in new places, come 2019. Based on the primary election results and current polling, it appears likely that the Democrats will grow their currently-thin majorities in both the House and Senate, though the exact number of seats to be gained is still a moving target. The House Transportation Committee, in particular, is likely to see some significant change, as the long-time Chair and Ranking Republican have both moved on via retirement or committee assignment change. A number of other members on that Committee are up for reelection this year, and more committee assignment changes are expected.

### **Washington Highway Users Federation (WHUF)**

This fall the WA Highway Users Federation will celebrate 60 years as Washington's premier sounding board for highway and transportation policy issues. Join us in celebrating this occasion by attending the WHUF Interim Briefing on December 12<sup>th</sup> at the Greater Tacoma Convention Center. Doors will open at 8AM for networking and registration, the program will begin at 9AM and run until noon. So far the program includes a presentation on the 2019-21 Transportation Budget Outlook (Dean Carlson from OFM), a presentation on the History and Application of WA's 18<sup>th</sup> Amendment (Hugh Spitzer from UW Law), a presentation on 21<sup>st</sup> Century Transportation and a Legislative Panel. Registration for the event will open in October.

### **2019 Legislative Agenda**

Attached to this document is a draft 2019 legislative agenda for KT Board approval. Several budget-related issues, as well a handful of policy proposals pushed by WSTA and other partners, are expected to receive attention in 2019.



## MEMORANDUM

**DATE: September 20, 2018**

**TO: John W Clauson**

**FROM: Patrick Rogers**

**SUBJECT: Procurement Status- KT 17-559 Bow Loading Passenger Only Ferry Vessel Design Build**

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On July 20, 2018 Kitsap Transit received four (4) proposals in response to Step 2 of the KT 17-559 Bow Loading Passenger Only Ferry Vessel Design Build solicitation. Procurement staff determined that all four (4) proposals were responsive and forwarded them to the Evaluation Committee for review. The Committee, comprised of industry experts, end user personnel and capital project specialists, worked diligently to evaluate each proposal against the criteria listed in the solicitation.

When the scores for the Complete Technical Proposal, price and delivery were tabulated, Nichols Brothers Boat Builders' (NBBB) proposal was the highest rated. It has been determined that NBBB is responsive, responsible and has proposed a price that is fair and reasonable.

Kitsap Transit will engage NBBB in contract negotiations to achieve mutually agreeable terms and conditions. Concurrent to contract negotiations, Kitsap Transit's third party auditor will be conducting the pre-award Buy America audit. It is anticipated that both of these tasks will be complete in time to bring a Recommendation to Award to the Board for approval on December 4, 2018.

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

Patrick Rogers, Purchasing Coordinator