

KITSAP TRANSIT BOARD OF COMMISSIONERS MEETING MINUTES OF November 18, 2025

Board of Commissioners Present:

Driskell, Robert, Teamsters Local No. 589, *non-voting member*
Erickson, Becky, Mayor, City of Poulsbo - *Absent*
Mockler, Anna, Councilmember, City of Bremerton
Moriwaki, Clarence, Councilmember, City of Bainbridge Island - *Virtual*
Putansuu, 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** - *Absent*
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; Ellen Gustafson, Marine Services Director; Steffani Lillie, Service and Capital Development Director; Mary Pauly, Human Resources Director; Charlotte Sampson, Executive Assistant/Deputy Clerk of the Board; Paul Shinnars, Finance Director

Also Present: David Weibel, Legal Counsel and Annette Hoefer, Lead Consultant of Logic Compensation Group

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/qM2WG7ov6x8ivzG9-DebMIJrMffxYVv1_ueh5ME-aQWgCPpcl9pG3CEqs9hPezwN.12qtzh4qZLB0AkBg?startTime=1763483469000 Passcode: NjK7GG*k

1. CALL TO ORDER: Mayor Putansuu called the Kitsap Transit Board of Commissioners meeting to order at 8:31 AM. It was noted that the Board was one (1) member short of a quorum; therefore, action items were delayed.

0:01:09, A quorum was established.

2. AGENDA REVIEW

Upon review by the Board, the agenda remained unchanged.

3. CHAIRPERSON'S COMMENTS

No Chair comments.

4. FULL DISCUSSION / ACTION ITEMS

a. Presentation – Compensation Consultant

0:1:31, Executive Director Clauson noted that Kitsap Transit customarily conducts a non-represented compensation study every three years to maintain alignment with represented labor contracts. He reported that the study was conducted by Logic Compensation Group and introduced Annette Hoefer, who was present to deliver the findings.

0:03:54, Annette Hoefer, Principal Consultant with the Logic Compensation Group, presented the findings of Kitsap Transit's recent compensation study for non-represented positions. The analysis confirmed that Kitsap Transit remains a market leader in both employee pay and pay ranges. Of the 75 positions reviewed, 20 were recommended for pay grade adjustments. Ms. Hoefer further advised that Kitsap Transit continue its practice of annual pay range updates to ensure ongoing alignment with market conditions, noting that this approach has been effective in sustaining a well-managed non-represented pay structure.

0:11:43, Councilmember Mockler inquired about the nature of a geographical adjustment specific to Bremerton.

0:11:49, Ms. Hoefer explained that the figure, referred to as the "cost of labor" or geographic differential, is provided and updated on a quarterly basis. This metric serves as an adjustment factor, allowing data from other locations to be normalized and aligned with the Bremerton market.

0:20:01, Councilmember Mockler asked whether employee retention and turnover were taken into consideration in the study.

0:20:09, Ms. Hoefer responded that retention and turnover were not included in the study. She noted, however, that Mary and Marianne from Human Resources provided input regarding areas where the organization may have experienced recruitment or retention challenges.

0:20:24, Mayor Putaansuu observed that the data and methodology presented are consistent with the approach utilized by the City of Port Orchard.

- Resolution No. 25-76, Approval and Implementation of Non-Rep Salary Survey Results

0:20:54, Executive Director Clauson explained that the resolution serves to implement the results of the compensation study. He noted that the resolution includes an organizational chart outlining the positions recommended for movement, their new placements, and associated title changes. Clauson further stated that, upon approval, Kitsap Transit will proceed with the adjustments identified in the study and confirmed that the necessary funding has already been incorporated

into the recently adopted 2026 Budget.

Discussion:

0:25:14, Councilmember Rosapepe inquired whether any of the positions had salaries that were currently frozen.

0:25:28, Executive Director Clauson confirmed that none of the positions had salaries that were frozen.

0:25:35, Councilmember Mockler inquired whether the wages for the courier position are equivalent to the starting pay of a routed driver.

0:26:12, Executive Director Clauson clarified that the wages for the courier position are lower than those for a routed driver.

0:26:43, Councilmember Mockler inquired about the retention levels for the customer service specialist position.

0:27:03, Executive Director Clauson reported that retention in the customer service specialist position has been strong. He noted that while vacancies have occurred, they were the result of employees being promoted into other roles within the organization.

Councilmember Rosapepe moved and Councilmember Mockler seconded the motion to adopt Resolution No. 25-76, approving the implementation of the 2025 non-represented salary survey presented as Exhibit B and effective with the next full pay period beginning November 23, 2025.

Motion passed unanimously.

5. EXECUTIVE DIRECTOR ITEMS

0:28:36, Executive Director Clauson reported that in June Kitsap Transit concluded its agreement with former Congressman Norm Dicks, who had served as the agency's Federal Legislative Liaison. He noted that staff have since been developing criteria for the liaison role and are now prepared to issue a bid solicitation for new representation.

0:30:17, Executive Director Clauson reported that while the federal government has resumed operations, delays remain in processing funding for federal employees' Transportation Incentive Program (TIP) Pass. He requested that the Federal Employee Fare Collection Waiver be extended through December 2025 to allow sufficient time for the system to stabilize and catch up.

0:31:03, Mayor Putaansuu stated that, contingent upon federal employees receiving their incentive in December, the Executive Director would proceed with removing the fare waiver.

0:31:16, Executive Director Clauson stated that if federal employees receive their TIP pass in December, the pass will be valid beginning January 2026. He noted that discussions with Mason Transit and Pierce Transit confirmed that all three agencies will maintain consistency in extending this benefit to federal employees. Clauson further acknowledged the uncertainty surrounding federal government operations beyond January and, unless directed otherwise by the Board, expressed his intent to have the authority to implement a fare waiver if circumstances require.

0:32:00, Mayor Putaansuu agreed, acknowledging that he hoped such action would not be necessary.

0:32:09, Executive Director Clauson requested the Board's concurrence to cancel the Work Study meeting scheduled for December 18.

0:32:38, Board members agreed to cancel the Work Study meeting scheduled for December 18, 2025.

0:33:12, Executive Director Clauson informed the Board that Kitsap Transit has been collaborating with Puget Sound Naval Shipyard (PSNS) and the community to activate parking at the West Bremerton Bowling Alley site. He noted that the lot offers a substantial number of spaces and is currently being cleaned and restriped in preparation for use. Clauson stated that the agency intends to implement a commuter route from the site to the ferry terminal during peak hours, providing service for both PSNS employees and commuters traveling downtown or connecting to the Seattle ferry.

0:34:04, Mayor Putaansuu inquired about the building on the site scheduled for demolition and asked what impact it may have on the ability to carry out construction work.

0:34:11, Executive Director Clauson explained that the parking lots should not impact the construction work, noting that both parking lots are situated across the street from the building scheduled for demolition.

0:34:33, Councilmember Rosapepe inquired about the number of parking spaces that will be available for public use.

0:34:49, Executive Director Clauson responded that an additional 115 parking spaces will be available.

0:35:01, Executive Director Clauson stated that he was required to formally read a statement regarding the launch of the new route. He reported that Kitsap Transit conducted a service equity analysis for the addition of Route 238, in compliance with FTA Circular 4702.1B, Chapter IV. The analysis concluded that the new route would not result in a disparate impact on minority populations or a disproportionate impact on low-income populations.

0:35:46, Executive Director Clauson added that he has been coordinating with PSNS to ensure the service is available for its employees as well. He explained that Route 238 will travel down Kitsap Way, cross over to Burwell at Naval with a stop directly outside the Naval Gate, then continue along Burwell with stops at State Street and the Park Avenue tunnel before proceeding to the ferry terminal.

6. PUBLIC COMMENTS

None.

7. FOR THE GOOD OF THE ORDER:

0:36:46, Councilmember Mockler inquired whether Kitsap Transit is considering the park-and-ride site as a pilot program for Safe Parking.

0:37:00, Executive Director Clauson responded that the park-and-ride is not being considered for Safe Parking at this time. He explained that Kitsap Transit is continuing to research the Safe Parking option and is awaiting guidance from the FTA regarding the necessary requirements, as well as clarification on whether such a program could be implemented on state-funded parking lots.

0:38:43, Councilmember Mockler commended Executive Director Clauson for his prompt response when a local nonprofit experienced difficulty obtaining ORCA passes through Kitsap Community Resources (KCR). Clauson intervened to review the process, which resulted in the nonprofit successfully receiving the passes.

0:39:15, Executive Director Clauson clarified that the program in question does not involve ORCA passes. Instead, it operates through a separate ticket system administered by Kitsap Community Resources (KCR), which distributes tickets directly to individuals.

8. ADJOURN: At 9:11 AM, Chairperson Putaansuu adjourned the regular meeting.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting thereof, held on the 2nd day of December, 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