



BOARD OF COMMISSIONERS WORK STUDY MEETING AGENDA

Date: February 17, 2026

Time: 8:30AM – 10:00AM

	<u>Page</u>
1. CALL TO ORDER	
2. AGENDA REVIEW	
3. CHAIRPERSON'S COMMENTS	
4. FULL DISCUSSION / ACTION ITEMS	
a. Presentation - Passengers per Revenue Hour	
b. Presentation – Bus Shelters Installation and Process	
c. Discussion – Passenger Only Ferry Dock, Pier 48 Seattle	
d. Discussion – Salary Schedule	
• Resolution No. 26-14, Approve Salary Survey Implementation	1
5. EXECUTIVE DIRECTOR ITEMS	
6. PUBLIC COMMENTS	
<i>Please state your name for the record. You will have 3 minutes to address the Board.</i>	
7. FOR THE GOOD OF THE ORDER:	
Transit Board members' comments	
8. ADJOURN	

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Board of Commissioners Agenda Summary

Meeting Date: 02/17/2026

AGENDA ITEM: Resolution No. 26-14, Approve Salary Survey Implementation

SUBMITTED BY: John Clauson

TITLE: Executive Director

DEPARTMENT: Executive

EXHIBITS/ATTACHMENTS: Resolution No. 26-14

BUDGETARY IMPACT (*if applicable*)

BUDGETED AMOUNT: \$ 0.00

EXPENDITURE REQUIRED: \$ 190,000.00

FUNDING SOURCE: Operating

REVIEWED BY: Executive Director

REVIEWED DATE: 02/12/2026

SUMMARY STATEMENT:

This resolution asks the board to approve the acceleration of remaining wage adjustment for positions previously approved in resolution 25-76 of the 2025 salary survey. Staff reassessed past practice of capping salary survey adjustments to 5.0% or less in the first year and now recommends that the Board fully implement the full effect of position adjustments in the 2025 salary survey, and future salary surveys, with the first full pay period following board approval. The incremental financial impact of accelerating the remaining wage adjustments of the 2025 salary survey is approximately \$190,000 for 43 affected employees.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 26-14, The Board of Commissioners hereby authorize staff to accelerate remaining wage adjustments of positions approved for increase in the 2025 salary survey, and each future salary survey, effective with the first full pay period following approval of this resolution and future salary survey resolutions.

RESOLUTION NO. 26-14

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO ACCELERATE WAGE ADJUSTMENTS OF POSITIONS IDENTIFIED FOR ADJUSTMENT IN THE SALARY SURVEY CONDUCTED IN 2025

WHEREAS, prior direction of the Board of Commissioners is to perform a salary survey for non-represented staff no less than every three years; and

WHEREAS, a 2025 salary survey was completed with the results and recommendations to bring the agency into conformance with the market; and

WHEREAS, those same results and recommendations were presented to the Board at the Kitsap Transit Work Study meeting on November 18, 2025; and

WHEREAS, employee positions identified for adjustment in the salary survey were moved to the wage rate of the step closest to their current wage rate in the positions new applicable range the first full pay period following board approval of Resolution 25-76 on November 18, 2025; and

WHEREAS, this resulted in wage adjustments for each applicable position between zero and five percent regardless of how far out of market the positions wage was according to the salary survey; and

WHEREAS, positions reported to be more than five percent would take greater than one year to progress through the steps of the positions new range to reach market equity based on the position tenure of that employee; and

WHEREAS, this was based on past practice to gradually implement out of market position adjustments where position increases were capped at five percent each year until the position reached market equity provided in the salary survey; and

WHEREAS, staff has reassessed this past practice and now recommends to the Board of Commissioners that Kitsap Transit fully implement the full effect of position adjustments associated with the 2025 salary survey, and each future salary survey report, with the first full pay period following Board of Commissioner approval; and

WHEREAS, for purposes of the 2025 salary survey, any remaining position adjustments will also take effect with the next full pay period following Board of Commissioner approval; and

WHEREAS, staff's proposed change of past practice to full wage implementation of position is limited to approved wage adjustments in accordance with the 2025 salary survey and future salary surveys; and

WHEREAS, position wage adjustments not associated with salary survey recommendations, such as position reclasses associated with job description changes, will continue to advance to the wage closest to the current wage in the positions new range; and

WHEREAS, position reclasses and applicable wage adjustments not associated with salary survey reports typically follow the process and approval of a new annual budget cycle; and

WHEREAS, the approximate incremental financial impact of accelerating the remaining wage adjustments of the 2025 salary survey in 2026 is approximately one hundred ninety thousand dollars (\$190,000) for 43 affected employees.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorize staff to accelerate remaining wage adjustments of positions approved for increase in the 2025 salary survey, and each future salary survey, effective with the first full pay period following approval of this resolution and future salary survey resolutions.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 17th day of February, 2026.

Katherine T. Walters, Chairperson

ATTEST:

Jackie Bidon, Clerk of the Board

Kitsap Transit 2025 Goals
Final Progress

Service Planning/Improvements	Percent of Completion			
	Q1	Q2	Q3	Q4
Increase overall ridership by 10 percent compared to 2024 performance 2024 = 3,203,399 2025 = 3,320,064 Diff = +116,665 (+ 4.0%)	0%	33%	40%	40%
Increase operator FTE count by 20 employees Net gain 36	135%	160%	120%	180%
Begin construction on Ruby Creek Park & Ride NEPA approved, permitting still in process. CM selected in pricing negotiations	0%	0%	0%	0%
Begin construction on electric local ferry Still awaiting NEPA approvals	0%	0%	0%	0%
Enter NEPA process for new Seattle Passenger-Only Ferry Terminal Formal scoping has been engaged and we have officially entered NEPA. Process takes two years for completion.	0%	100%	100%	100%
Complete certification of new APC system and provide detailed summaries to the Board Approved plan received from FTA, start some counts Q1 2026.	0%	0%	0%	0%
Implement and rollout new payroll software Target "go-live" Q1 2026	50%	75%	80%	90%
Develop and encourage transit operational learning opportunities for Board Members "Bus in a Box" presentation, including CAD AVL system Week Without Driving Event Site visit to hydrogen facility at Champaign/Urbana MTD	0%	5%	100%	100%

Effective December 31, 2025