



# Kitsap Regional Coordinating Council

## Executive Board Meeting

September 22, 2009

### Meeting Summary

Chair  
Mayor Kathryn Quade  
*City of Poulsbo*

Vice-Chair  
Commissioner Steve Bauer  
*Kitsap County*

Commissioner Josh Brown  
Commissioner Charlotte Garrido  
*Kitsap County*

Mayor vacancy  
Council Member Carol Arends  
Council Member Will Maupin  
Council Member Dianne Robinson \*  
*City of Bremerton*

Mayor Chris Snow  
Council Member Debbie Vancil  
Council Member Kim Brackett \*  
*City of Bainbridge Island*

Mayor Lary Coppola  
Council Member Carolyn Powers \*  
*City of Port Orchard*

Council Member Ed Stern \*  
*City of Poulsbo*

Council Chair Leonard Forsman  
Rob Purser \*  
*Suquamish Tribe\*\*\**

Council Chairman Jeromy Sullivan  
Council Member Kelly Baze \*  
*Port Gamble S'Klallam Tribe\*\*\**

Commissioner Cheryl Kincer  
Commissioner Bill Mahan \*  
*Port of Bremerton*

Captain Mark Olson  
Tom Danaher, PAO \*  
*Naval Base Kitsap\*\**

Mary McClure  
*Executive Management  
McClure Consulting LLC*

\* Alternate  
\*\* Ex Officio Member  
\*\*\* Associate Member

P.O. Box 1934  
Kingston, WA 98346  
360-377-4900 (voice)  
360-297-7762 (fax)  
[www.KitsapRegionalCouncil.org](http://www.KitsapRegionalCouncil.org)

1. Call to Order: Chair Kathryn Quade called the Kitsap Regional Coordinating Council Executive Board to order at 9:14 a.m. (*Attendance noted at end*)
2. Citizen Comments: Seven.  
*Chuck Shank, Vice President, Kitsap Alliance of Property Owners (KAPO):*  
In KAPO's review of the PSRC's Transportation 2040 (the long range transportation plan for the region), we found the method of solving transportation problems with a one-size-fits-all mass-transit solution, and a lack of modeling capacity improvements. Although transit has a utility in urban areas, it does not work without high enough density to support it. In Kitsap, with a population of 190,000, 97% of daily trips in Kitsap are non-transit.  
Kitsap County is currently building its infrastructure. The Sinclair Inlet Bridge and the Passenger Only Ferries are the two missing link projects, identified as such in the 1990's. When population reaches 200,000 a county may become its own MPO/RTPO (Metropolitan Planning Organization/Regional Transportation Planning Organization). This is only 10,000 more than Kitsap's current population. To increase employment in Kitsap County we need to improve road infrastructure and ferries.

*Jim Carmichael, President & CEO, Kitsap Bank; Chair, KEDA Board of Directors:*  
We are here to support the Westbury Inc. application for a HUD-108 loan, which was recruited to this area by the KEDA. The company would begin operations at Poulsbo 12 Trees, within two months, taking over a currently vacant lot and bringing around 58 (mostly) low to medium income jobs to the area. The multiplier effect of these wages in our area is important for the community, especially in these difficult economic times. Westbury Inc. had been developing this product since 2004, and is ready to go to market once production begins. The intended use of the HUD-108 loan is to promote private enterprise. This is the kind of opportunity the KEDA has been working on for over two years, and we are tremendously in support of this organization. We hope that you support the application, and that it is approved at tomorrow's work study session.

*Jim Colebank, City of Port Orchard, City Council; KEDA Board of Directors:*  
I am here today to encourage the approval of the HUD-108 loan for Westbury Inc. I have been on the KEDA Board of Directors for two years, and in that time have seen its transformation. Their budget is in line and they have hired a new director. The actions of the organization now have a lot of credibility, and if KEDA recommend this company will benefit our county, then I too back it. I recommend that you approve the application for the HUD-108 loan.

*Julie Tappero, Westsound Workforce Inc; KEDA Board of Directors:*  
I am the president and owner of Westsound workforce, a local Kitsap staffing company with an office in Poulsbo. I am here today to support the efforts of Westbury Inc. Everyday we see a lot of people in Kitsap County who are looking for

work. People are concerned about loosing their home and feeding their family, but we have to turn many of them away as we do not have jobs for them. Kitsap County currently has 7% unemployment, and in August alone the Bremerton Worksource office saw 2,600 people looking for work ~ 350 of who were looking for production jobs. We are loosing manufacturing jobs in Kitsap County. Westbury Inc. is going to be paying \$16 per hour, plus benefits for production jobs. These high wage production jobs will raise the bar as the economy improves and other company's compete for quality workers. The impact of Westbury Inc. will go beyond their doors. I hope you will support this application.

*Elliot Greg, Kitsap Credit Union; Vice Chair, KEDA Board of Directors:* Some of today's previous speakers have spoken to the benefits of Westbury Inc. locating in Kitsap, including the 100 jobs, the primary jobs and the revenue brought to Kitsap through the sale of products outside of the county. This company fits the target profile that KEDA has been working hard to bring to this county, including the clean assembly type jobs. I have had opportunity to see several companies visit and examine the county, and one of the key make-or-break elements is financing. This loan guarantees the kind of financing that makes this company locating in Kitsap possible. To compete against other areas of the country the financing component is critical.

*Chris Rieland, Pacific Northwest Title; Past Chair, KEDA Board of Directors:* I would like to remind those present today of the VISON 2020 process that we at KEDA went through two years ago. Manufacturers, along with government dollars and tourism, are drivers in Kitsap. A driver creates wealth and the expansion of other companies. When companies that are drivers thrive, we, as the service sector, benefit and real lives are affected. The Westbury Inc. project is exactly what KEDA is working towards. Thank you for your time. I hope that you recommend the loan approval tomorrow.

*Elizabeth Wilson, Olympic Property Group, KEDA Member*

I am here to urge you to support the Westbury Project. Olympic Property Group is located in North Kitsap, and owns a lot of land in North Kitsap. We want to see additional jobs in North Kitsap; the spending will impact all of North Kitsap's businesses, including ours. This is exactly the kind of private sector and government collaboration that we need. I urge approval of the loan by the county, and urge approval quickly, so that we do not loose this opportunity

3. Consent Agenda

- a. Minutes from July 7, 2009
- b. Minutes from July 29, 2009

**Motion:** (Snow) and second (Garrido) to approve Consent Agenda, as presented.

*Motion carried unanimously.*

4. From the Chair:

Kitsap Telework Pilot Project: For report & recommendations:

[http://www.teleworktoolkit.com/library/Telework\\_Project\\_Report.pdf](http://www.teleworktoolkit.com/library/Telework_Project_Report.pdf)

Vision 2040 Award to Kitsap Regional Library

PSRC VISION 2040 awards have already been presented to many of the Telework Pilot Project's partner agencies during 2008 and 2009; including: Washington State Department of Transportation, WSU Division of Governmental Studies & Services, Kitsap Transit, Kitsap Public Utility District, Kitsap County, Kitsap Regional Library, City of Poulsbo, City of Bainbridge Island, Olympic College, Olympic Educational Services District, South Kitsap School District, and Kitsap Economic Development Alliance. Today we would like to present Jill Jean and Susan Whitford with the award for the Kitsap Regional Library, and to thank them for their contribution to the project.

*Jill Jean, Kitsap Regional Library:* The Kitsap Regional Library has had a lot of success with telework. I would especially like to thank Ed Stern and Susan Whitford.

5. Work Program Report:

a. Community Development Block Grant Program:

i. Neighborhood Stabilization Program

*Public Hearing Opened: 9:33 a.m.*

No public comment.

*Public Hearing Closed: 9:33 a.m.*

*Bonnie Tufts, Program Manager, Kitsap County CDBG,* reported on the Neighborhood Stabilization Program:

Earlier this year, Kitsap County received an allocation of \$671,745 in Neighborhood Stabilization Program funds. These funds were provided from HUD to state and local governments to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within their communities.

In Kitsap County the funds must be used for projects that acquire and redevelop foreclosed properties in Port Orchard (98366 zip code) and Bremerton (98312 zip code). 100% of the funds must benefit individuals and families at or below 120 percent of area median income and 25 percent of the award must benefit individuals or families at or below 50 percent of the area median income. Following an RFP process, \$638,158 was awarded to Kitsap Community Resources to acquire 2 - 4 bank-owned properties using 2 units to provide transitional housing, 1 - 2 units for permanent affordable housing, and \$33,587 for administrative costs.

An additional \$191,091 in NSP funds is now available for Kitsap County; with \$9554 for administrative costs. The Kitsap County Block Grant Program intends to amend Kitsap Community Resources' award and increase funds from \$638,158 to \$819,695 to allow for the purchase of an additional unit of transitional housing.

A legal ad was published on September 4, 2009 with a 15-day comment period. No comments were received.

**Motion** (Coppola) and second (Garrido) to approve the increase of \$191,091 in Neighborhood Stabilization Program funds to Kitsap Community Resources for the purchase of an additional unit for transitional housing. *Motion carried unanimously.*

ii. Section 108 HUD Loans

- Bonnie Tufts, CDBG Program Manager
- Ed Stern, KRCC Financial Review Oversight Committee

*Bonnie Tufts, Program Manager, Kitsap County CDBG,* reported on the status of the Section 108 Loan Program:

On July 29<sup>th</sup> the KRCC held a special session to discuss several Section 108 applications. It was determined that three projects could move forward with an application to HUD; Kitsap County Silverdale Campus YMCA (\$1.0 million), Westbury, Inc (\$2.0 million), and City of Port Orchard Town Center Revitalization Project (\$2.0 million).

Legal ad with 30-day comment period was published September 7, 2009; received one comment re: Westbury, Inc. from a neighbor of the Twelve Trees Business Park where Westbury intends to locate. Concern was for environmental impacts of manufacturing, but only assembly and sales

will be done at the site ~ no manufacturing. After providing this information, no further comment received.

The financial reviews on Kitsap County YMCA and Westbury began in early August. Kitsap County's project is completed and has received a satisfactory review. Westbury's review will be completed in the next few days. The resolution authorizing submittal of the applications from Kitsap County to HUD goes before the Board of County Commissioners on September 23<sup>rd</sup>.

The City of Port Orchard project will be reviewed by the financial consultant as they become ready to proceed, probably in early spring, 2010. The KRCC required the application to HUD be no later than September 2010.

**Motion** (Snow) and second (Coppola) to recommend approval by the Board of County Commissioners of the use of the HUD 108 loan program for these three projects.

*Motion carried unanimously.* [City of Bremerton does not participate in these CDBG decisions.]

b. Revisions to Countywide Planning Policies' Process & Schedule

Mary McClure gave a summary of recent work undertaken with the Planning Directors: several possibilities of how to proceed with the CPP revisions, as well as KRCC 2010 Budget concerns and implications of the amount of work undertaken through the CPP revisions.

From mid-July to mid-September, Planning Directors sought input from their jurisdictions' Council Members, requesting input on policy areas of the Countywide Planning Policies that they felt needed revision. Prior to that, in June and July, Planning Directors discussed the need to recognize that a lot of issues within the CPPs, including UGA topics, are implementation issues. Some jurisdictions have not even had the opportunity to incorporate the 2007 CPP Updates into their Comprehensive Plans.

Mary McClure stated concerns about wanting to limit KRCC 2010 budget increases; although loathe to limit policy discussion due to budget constraints, she is emboldened to do so by Council Members' relatively sparse concerns regarding policy changes. The KRCC budget is directly tied to number of meetings, and discussion is directly limited by how much meeting time elected officials and committees have together. One possibility is for the Planning Directors Forum to identify policy vs. implementation issues and focus the Executive Board's discussion during the remainder of 2009 on a narrower set of true policy issues. Then, in 2010, the work program/budget could be focused on population and employment distribution, VISION 2040 policy recommendations, and implementation issues in a sequenced manner, possibly with fewer meetings required. While this approach may not work, it seems worth a try. The request today is for flexibility in the existing schedule, and direction to move in this direction with the TransTAC and the Planning Directors, returning to the KRCC Executive Board with further recommendations in October or November.

**Motion** (Snow) and second (Garrido) to approve revisions to the process and schedule for updating the Kitsap Countywide Planning Policies and distributing projected population growth and employment through 2030, as presented. *Motion carried unanimously.*

c. Homeless Housing Grant Program

i. Homeless Management Information System (HMIS) Reporting System

*Kirsten Jewell, Housing Grant Program Project Coordinator*, reported on progress implementing the Kitsap HMIS: Program implementation schedule is on-track, with all agencies that are required to be compliant now reporting data to WA State Dept. of Commerce.

The next step is for all agencies to share reported data. Currently, agencies are reviewing an inter-agency data-sharing agreement, developed in cooperation with the County Prosecuting

Attorney and the WA State Dept. of Commerce. Executed agreements are due by the end of September, 2009, paving the way for data-sharing functionality. This will benefit both agencies and their clients.

ii. Parameters for 2010 – 2013 Additional Funds: EHSSB 2331

*Kirsten Jewell* reported on new WA state legislation that affects the Homeless Housing Grant Program that enables collection of an additional surcharge on document recording fees from July 2009 through July 2013. The additional funds collected will significantly increase the funds available to distribute through the Homeless Housing Grant Program.

There has been some discussion of directly allocating a portion of these funds to the Kitsap County Consolidated Housing Authority to support their operating budget. The legislation is very straightforward in its language and intent to reduce homelessness by supplementing funds for services for the homeless housing grant programs through uses that “directly accomplish the goals of the County’s local Homeless Housing Plan.”

The additional funds are part of the existing Homeless Housing Grant Program structure with the same administrative set-aside, HMIS compliance requirements, and state reporting requirements. Fund collection began July, 2009.

d. Kit~Net: Budget & Work Program for 2010

The 2010 budget and work program for the Kit~Net Program is significantly reduced from 2009. It includes an allowance for Strategic Opportunities, specifically for the exploration of grant funding opportunities as and when they arise through 2010 that may offer alternative funding sources than member agencies to fund work beyond the core program.

Points of Interest:

- The City of Poulsbo and Kitsap Regional Library have both voluntarily increased their dues.
- One Kit~Net Policy Advisory Group member’s comment: “These are the best continuing education dollars my agency spends on me.”
- The 2010 Budget/Work Program has already been reviewed by Kit~Net participating agencies that are not KRCC member agencies. This budget will fold into the larger KRCC 2010 Budget.
- Without the work of the Kit~Net Group in recent years, we would not be seeing the extent of inter-jurisdictional collaboration that is occurring.

**Motion** (Garrido) and second (Snow) to approve the Kit~Net 2010 Work Program and Budget, as recommended by Kit~Net Policy Advisory Group. *Motion carried unanimously.*

e. Transportation

i. Federally Funded Project Obligation Status

In the 1980’s transportation funding was allocated to jurisdictions by formula. In the 1990’s jurisdictions began to compete for funding to achieve national transportation system goals, with an emphasis on transit and on corridor studies that identify long-range solutions. As a result of competing for and being awarded funds, projects change; funding sources also sometimes change, and projects slow down. In the Puget Sound Region (PSRC), around \$80 billion (the same amount of federal funds distributed through ARRA, in early 2009) remains unallocated to date to projects throughout the region.

This issue has recently gained attention at PSRC at both senior staff and policy levels. An ad-hoc committee of the PSRC RPEC (Regional Project Evaluation Committee) is looking at alternative obligation strategies, and will report its findings early in 2010. From Kitsap, this sub-committee

includes Mary McClure, Greg Cioc (Kitsap County) and Mike Mecham (City of Bremerton). At this point, the Board requested a definition of 'obligation' to be included in the October Executive Board Packet.

At their September 10 meeting, the KRCC Transportation Technical Advisory Committee reviewed all Kitsap unobligated projects (9). Seven of the projects will be obligated by early 2010. The other two projects will need additional action:

- 1) Division Avenue Safe Route to School, Suquamish Way to Columbia Street (Kitsap County): The project needs re-sequencing. The request will be forwarded to the PSRC PPAC (Project Progress and Accountability Committee) for approval. There is little doubt that this is a valid reason for PPAC to extend the obligation date.
- 2) Mosquito Fleet Trail, Gunderson to Cowling Creek (Kitsap County): The desire to re-program the funds to a nearby MFT segment must be approved by the KRCC Executive Board.

ii. Trails Ad Hoc Work Group

The Work Group last met on September 21, and now has strong representation from WSDOT (Washington State Department of Transportation) and DNR (Department of Natural Resources), as well as representation from Kingston/North Kitsap. There are three separate grant proposals that would make this the first step in long-trail planning process in Kitsap, (*detailed below*). There was discussion in mid-July of the feasibility of applying for a multi-jurisdictional grant, but limited timing made this un-feasible. A cross-State Trail, which begins in southern Washington State on the Olympic Coast, would come through Clallam, Jefferson and Kitsap before heading out to Idaho. Those three counties are clearly the missing link.

*Grant Opportunities:*

#1: City of Poulsbo: An ARRA EECBG grant to accomplish non motorized planning and feasibility to evaluate the entire route from Big Valley to Agate Pass Bridge, including Park & Rides and a website for carpooling. The focus is on Commute Trip Reduction.

*Lead Agency:* City of Poulsbo

*Amount:* \$100,000 ±

*Deadline:* September 30, 2009

#2: Kitsap County: A grant to purchase GIS staffing, to do fuller mapping.

*Lead Agency:* Kitsap County

*Amount:* \$77,000 ±

*Deadline:* Mid-October 2009

#3: Olympic Counties: An October 15 meeting among PRTPO members, including Kitsap County, Clallam, Jefferson, City of Poulsbo and City of Bainbridge Island will discuss idea of a consultant cost estimate for trail planning through Clallam, Jefferson and Kitsap counties.

*Lead Agency, amount & deadline:* As yet undetermined.

The Work Group's deliverable will focus on laying out what trail projects/systems are already underway and what makes trail development work or not. It will be put together to help Elected Officials make good decisions on how to spend trail grant dollars and how to work effectively with other counties and the State.

6. Member Agency Comments: Four.

*Ed Stern, City of Poulsbo:* The next Association of Washington Cities (AWC) meeting is on October 15, in Poulsbo. The Board Meeting to prepare for the 2010 Legislature will take place on Friday, September

25. I will be pushing hard to do a few things well, and for a street utility enterprise option. This would treat streets no different from sewer and water and would be groundbreaking for all jurisdictions.

*Will Maupin, City of Bremerton:* The street utility enterprise tax has been discussed for a long time. Bremerton has a ballot in November to approve the MVET for the same purpose. When AWC consider the proposal, they should also consider that some cities are already working on it.

*Charlotte Garrido, Kitsap County:* I would like to follow up on the Bremerton Economic Development Study discussion. I believe we need more policy discussion on how to contribute our ideas for the area. I don't believe that widening an already bad situation is going to improve anything. I would like to hear from others who are truly interested in improving this situation, and am happy to chair a first meeting. Also, the Kitsap Board of County Commissioners is passing a resolution to establish a Food and Farm Policy Council. We believe that there is a connection between decreasing our carbon foot-print and enhancing our health and economy by growing our own food, and buying food grown locally. We invite the cities to engage with us on that conversation

*Lary Coppola, City of Port Orchard;* WSDOT recently presented information about the Bremerton Economic Development Study to the City of Port Orchard City Council. They did not seem to have coordinated with PSRC regarding Transportation 2040, or appear to be interested in looking into a bridge option. Their outreach was lacking, and I feel that their use of \$675,000 for the study was misguided, especially in these economic times.

7. Citizen Comments: None.

8. Adjourn: 10:41 a.m.

**Meeting Participants:**

Steve Bauer, Kitsap County

Lary Coppola, City of Port Orchard

Charlotte Garrido, Kitsap County

Will Maupin, City of Bremerton

Kathryn Quade, City of Poulsbo

Ed Stern, City of Poulsbo \*

Kim Brackett, City of Bainbridge Island \*

Tom Danaher, Naval Base Kitsap \*

Bill Mahan, Port of Bremerton \*

Carolyn Powers, City of Port Orchard \*

Chris Snow, City of Bainbridge Island

\* alternates

**Executive Management** by McClure Consulting LLC:

Mary McClure, Executive Manager

Kirsten Jewell, Project Coordination

Vicky Clarke, Project Coordination

**Board Members Not in Attendance:**

Carol Arends, City of Bremerton

Ron Charles, Port Gamble S'Klallam Tribe

Cheryl Kincer, Port of Bremerton

Rob Purser, Suquamish Tribe \*

Debbie Vancil, City of Bainbridge Island

Josh Brown, Kitsap County

Leonard Foresman, Suquamish Tribe

Mark Olson, Naval Base Kitsap

Dianne Robinson, City of Bremerton \*

**Others in Attendance:**

Shannon Bauman, Kitsap County CDBG

Greg Cioc, Kitsap County

Jim Carmichael, Kitsap Bank

Kathy Cocus, KEDA

Jim Colebank, City of Port Orchard City Council  
Mark Gulbranson, PSRC  
Vivian Henderson, KAPO  
Darcy Jenne, PSNS & IMF  
Larry Matel, City of Bremerton  
Chris Picard, WSDOT  
Chuck Shank, KAPO  
Julie Tappero, West Sound Workforce  
Bonnie Tufts, Kitsap County CDBG  
Susan Whitford, Kitsap Regional Library  
Elizabeth Wilson, Olympic Property Group

Elliot Gregg, Kitsap Credit Union  
Craig Helmann, WSDOT  
Jill Jean, Kitsap Regional Library  
Steve Lewis, Lochner  
Jeff Peacock, Parametrix Inc.  
Chris Rieland, Pacific Northwest Title  
Douglas Stutz, Naval Hospital Bremerton  
Richard Tift, PSNS & IMF  
Richard Warren, WSDOT  
Phil Williams, City of Bremerton