



Kitsap Regional Coordinating Council

Executive Board Meeting

November 2, 2010

Meeting Summary

Chair
Commissioner Steve Bauer
Kitsap County

Vice-Chair
Mayor Patty Lent
City of Bremerton

Commissioner Josh Brown
Commissioner Charlotte Garrido
Kitsap County

Council Member Will Maupin
Council Member Dianne Robinson
Council Member Greg Wheeler *
City of Bremerton

Council Member Kim Brackett
Council Member Hillary Franz
Council Member Kirsten Hytopoulos *
City of Bainbridge Island

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

Mayor Becky Erickson
Council Member Ed Stern *
City of Poulsbo

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

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

Commissioner Bill Mahan
Commissioner Roger Zabinski *
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

A Study Session was held to discuss legislative priorities for the 2011 State Legislative Session. Results of that discussion are shown as Agenda Item 6a in this packet.

1. Call to Order: Vice Chair Patty Lent called the Kitsap Regional Coordinating Council's Executive Board to order at 9:06 a.m. (*Attendance noted at end*)

2. Citizen Comments: *None*.

3. Consent Agenda:

a. Approve Minutes of October 5, 2010 Meeting

b. 2010 Budget Amendment

Motion: (Brackett) and second (Garrido) to approve the consent agenda, as presented. *Motion carried unanimously.*

4. From the Chair: Follow up to October Board Retreat

The October 29, Board Retreat focused on the KRCC 2011 Work Program and Public Works collaboration.

Points of Interest:

- As requested by Board members, the proposed 2011 KRCC Work Program will be broken into mandated and optional program elements.
- As an outcome of the Public Works collaboration discussion, jurisdictional representatives will each talk with their public works director about service sharing possibilities and quantifiable cost savings.
- The Executive Committee will bring proposals on cost sharing issues to the full Executive Board.
- As a next step, jurisdictional capital facilities' plans and land inventories will be reviewed collaboratively by the public works directors in early 2011: co-locating offers cost savings opportunities.

5. CDBG: Approve 2011-2015 Consolidated Plan

Shannon Bauman, Kitsap County Block Grant Program, commented that the Consolidated Plan is required by HUD to be updated every five years. The 2011 – 2015 Plan was created jointly by the Kitsap County CDBG and the Bremerton CDBG. Thank you to the many public officials and citizens who participated in developing the Plan. There were two written public comments received that are included in the Appendix of the Consolidated Plan.

Public Hearing opened at 9:15am.

Public Hearing closed at 9:15, with no comments.

Motion: (Brown) and second (Brackett) to approve the 2011-2015 Consolidated Plan, as presented. *Mayor Erickson recused herself from voting [based on her serving on the Board of Directors of one of the applicant agencies]. Motion carried unanimously.*

6. CDBG: Approve 2011 Kitsap County Action Plan

Bonnie Tufts, Kitsap County Block Grant Program Manager, noted that the 2011

Action Plan covers the first year of the new Consolidated Plan. Thanks to the Citizen Advisory Boards. One written public comment was received: Sound Works is the only jobs program in the North End.

Public Hearing opened at 9:20am.

Bill Stewart, Executive Director, Kitsap Economic Development Alliance:

- KEDA appreciates the recommended funding for the KEDA project.

Gwen Rogers, CDBG Citizen Advisory Board:

- Thanks to the Executive Board for the opportunity to serve.
- Developing the funding recommendations was very difficult.

Public Hearing closed at 9:22am.

Motion: (Garrido) and second (Coppola) to approve the 2011 Kitsap County Action Plan, as presented. *City of Bremerton representatives do not vote on Balance of County CDBG recommendations. Motion carried unanimously.*

7. Low Income Housing Grant Program: Affordable Housing for All: Funding Recommendations

Kirsten Jewell, Housing Grant Programs Manager, presented a summary of potential Executive Board actions on the Affordable Housing for All Grant Program Funding Recommendations from the Application Review Committee.

Public Hearing opened: 9:26 a.m.

Public Comments: Five.

[Public comment in its entirety is available on audio CD by request from KRCC staff.]

Linda Joyce, Executive Director, YWCA:

- The YWCA application was disqualified for being incomplete because the project budget was not submitted.
- I request that the Executive Board re-consider funding the ALIVE Shelter project.
- The program has been funded since the beginning of the grant program and has a good track record with this funding and this program.

The Executive Board asked several questions, which elicited the following key points:

- The program has been funded at varying levels in past cycles. Last year it was funded at \$30,000.
- The funding for this cycle would add some custodial help and a handy man for the ALIVE Shelter and Eli's Place, a transitional housing duplex. Both properties are in a residential area, so maintenance is important. Funding would also pay for utilities and supplies expenses.
- The Application Review Committee has finished its work for this cycle, but could be re-convened.
- The deadline for making the funding awards has some flexibility, but needs to be made in time to complete contracting by the end of the year.
- The grant program is designed with a Bidder's Conference, which all applicants are required to attend, at which clear instructions are given on how to complete the application. The grant review process is not currently interactive between the Application Review Committee (ARC) and the applicants. One of the reasons for this is to keep the administrative costs down.
- This situation may be a learning opportunity and instructive for ways to change the grant program process.
- A second application was also disqualified for being incomplete: Bremerton Housing Authority.
- The program has disqualified applications for incompleteness nearly every cycle. In past cycles, the ARC has not reviewed disqualified applications.

Larry Eyer, Executive Director, Kitsap Community Resources:

- The recommendations do not include funding for The Family Place project.

- The project is a partnership with Kitsap County, who donated the facility. It is emergency housing for women and their children.
- The grant application requested funding for two resident managers who act as “house parents.”
- Community leaders are seeking housing opportunities for 125 families on a waiting list.
- A letter was included in the Board Packet from Bert Furuda, suggesting a way to fund this project.

Bert Furuda, Director of Health and Human Services, Kitsap County:

- Kitsap County, because it is a partner in this project and wants to support it, is offering to shift the \$10,000 recommended award for the Kitsap Recovery Center to The Family Place. Although not the full requested amount, perhaps it can get them through to the next funding cycle.
- Closure of The Family place would be a huge loss to the community.
- The Prosecuting Attorney has opined that this is a permissible use of funds under the statute.

Sally Santana, Inter-faith Network:

- Of the 132 people on Kitsap Community Resources waiting list, 30 were in cars or tents.
- More emergency shelter is desperately needed because people are out on the streets every night.
- [Note: Narrative describing families helped Kitsap Community Resources was distributed to the Board at this time.]

Lori Oberlander, Executive Director, Habitat for Humanity of Kitsap County.

- Thanks to the Application Review Committee (ARC) for the extra effort it took in reviewing this application and recommending it for funding.

Public Hearing closed at 9:50am.

The Executive Board asked questions and discussed the recommendations.

Points of Discussion:

- The allowable use of funds for this grant program is very restricted in the original legislation. It is to be used for operation & maintenance of low-income housing. This has been interpreted as restricting allowable uses to things like utilities, supplies, and maintenance. The only salaries that have been funded are for maintenance people. This information is clearly presented at the Bidder’s Conference. The other companion grant program, the Homeless Housing Grant Program (HHAA) has a much wider scope of allowable uses. Typically, agencies apply for AHFA grants to pay for building and facility support and to the HHAA grant program for salaries for case managers and other programmatic expenses.
- The Application Review Committee (ARC) was very supportive of The Family Place project, but judged that the request was beyond the scope of the allowable use of funds.
- The Prosecuting Attorney has reviewed the allowable uses and is of the opinion that the resident manager salary arguably could be an allowable use. At the very least, a portion of that job is spent on light maintenance.
- The recommendations from the ARC are only recommendations; the KRCC Executive Board has the authority to make the actual funding awards.
- Several Executive Board members expressed a desire to find a way to fund the YWCA project and that it would be doing the right thing for the people served by the project.
- Many Executive Board members expressed appreciation for the ARC’s work.
- Various Executive Board members also expressed concern that this would set a bad precedent of undermining the established grant application and review process. The recommendations from the ARC should be respected and supported as they were presented.

- Kirsten Jewell commented that this grant program, as well as the HHAA program, hopefully will be coordinated next year with the two CDBG programs, which will be an opportunity to incorporate these suggestions for process changes.
- Mary McClure noted that the ARC had already re-convened to consider the Habitat for Humanity application. At that time, they discussed the letter from the YWCA and concluded that they did not want to change their recommendations; simply sending it back to them again without direction may not result in any change.

Motion: (Brackett) and second (Erickson) to re-convene the Application Review Committee to review the two disqualified applications, as if all application materials were submitted on time, and The Family Place application, as if it were an allowable use of funds, and to re-consider the Affordable Housing for All Grant funding recommendations.

Yeas: Brackett, Brown, Coppola, Erickson, Franz, Garrido, Lent, Mahan, Powers, Wheeler.

Nay: Maupin.

Motion carried.

8. Work Program Report

a. Transfer of Assets: Kitsap County Community Development Corporation to Olympic Finance Development Authority

Through consultation with the Kitsap County Prosecuting Attorney and the originators of the loan funds (USDA and Kitsap County and Bremerton CDBG's), a form for the transfer of assets from KCCDC to the OFDA has been established. Initially, KCCDC will contract with the OFDA to provide portfolio management ~ existing loans and \$25,000 in new loans. Both how and when to dissolve the KCCDC will be addressed in 2011 once all obligations to CDBG have been distinguished.

b. Revisions to Countywide Planning Policies (CPP)

i. Revisions

Included in the November Board Packet were the Planning Directors' recommendations regarding the Executive Board's October comments on specific elements of the draft revisions to the Kitsap CPP's. When the Planning Directors next meet they will make final recommendations on the following outstanding issues: (1) provisions for National Historic Towns and Fully Contained Communities and their impact on population allocations (2) the handling of housing units and employment targets ~ ensuring that the appended targets are based on data from jurisdictions' adopted comprehensive plans and act as a report rather than a set of targets to be met (3) review of PSRC staff-to-staff comments on revisions to date. Members of the Executive Board will receive the full CPP document with the final draft recommended changes before Thanksgiving, with the intent to allow Board Members sufficient time to review the final recommendations and, at the December Board meeting, make any final changes, and release the document for public comment.

Mary McClure reported that, further to the October Board meeting where the Tribes raised issues with the Fully Contained Community provision, the Port Gamble S'Klallam and Suquamish Tribes are engaged productively in this conversation at the Planning Directors' level.

The Executive Board did not raise additional comments or questions re: proposed changes to the Countywide Planning Policies.

ii. Revised Schedule

KRCC staff has revised the CPP schedule to anticipate adoption of the revised CPP's in summer 2011. While this is beyond the PSRC's 2010 deadline, PSRC staff is aware of, and in agreement with, the new schedule, and recognizes that Kitsap is making progress, dealing with substantive issues.

c. Revenue Sharing / UGA Program

The Port Orchard and Kitsap County revenue sharing negotiating teams will meet in the near future to review the agreed-upon deliverables of the revenue sharing program: the annexation template (applicable countywide), the template with Bethel Corridor information included (for use in planning for that specific annexation), and the revised annexation information sharing protocol (annexation tracking form). After this meeting, the countywide revenue sharing team will meet to discuss the applicability of these items in future annexations throughout the county.

d. Transportation

i. Contingency List for 2011

It is likely that there will be no new Federal Funding Cycle in 2011, but it is probable that some additional federal funds will become available in 2011. This contingency list will be used as a starting point for any additional funds that come available in 2011.

Motion: (Powers) and second (Coppola) to approve the Contingency List of Projects, as presented, as a starting point for funding discussion by the KRCC TransPOL if/when Federal Transportation Funding comes available to the KRCC, in 2011. *Motion carried unanimously.*

ii. Existing Federally Funded Kitsap Projects

Much of Kitsap's 2009 and 2010 funding through the 2011-13 Federal Funding Cycle has already been obligated. Two Kitsap projects, from previous Funding Cycles, are past their obligation date: these funds must be obligated before the end of March, 2011, or will be returned for re-distribution to other Kitsap projects on the Contingency List.

iii. FYI: Washington Transportation Commission: Request for Regional Priority Projects

Included in the Board Packet was the final list of projects submitted by Kitsap to the PSRC's Regional Priority Projects List, the use of which remains unknown.

e. Sustainable Communities: Regional Program at PSRC

PSRC was recently awarded a \$5.5m Sustainable Communities (HUD) Grant for work which focuses on the metro area's light-rail corridors. Kitsap Transit's Tiger II grant application for a Sustainable Communities Program was unsuccessful. Key Kitsap staff and elected officials will "walk along" the PSRC's Sustainable Communities work, to collect information that can be applied in Kitsap. Structuring this work for maximum efficiency and value will be approached in early 2011.

9. Member Agency Comments: Four.

Josh Brown, Kitsap County: \$1.1/\$1.2m of CDBG HOME funds was awarded to Kitsap County's Poplars Senior Housing Project in Silverdale, but not used for this project because it was not possible to commit to keeping the facility open for the time period required (40 years). The funds were used for other worthy projects in the County. Kitsap County is currently working on a financial plan that would enable us to provide and expand affordable housing indefinitely, and hopes to be able to provide such a plan in the next six months. Kitsap County feels that it owes the KRCC Board a plan for how to make senior housing viable. We will keep you apprised. In the meantime, the Silverdale Commons project is

moving forward, with the YWCA building underway. Depending on the outcome of the election today, the Kitsap Regional Library may build a new branch there as well.

Becky Erickson, City of Poulsbo: Kim Brackett and I are Kitsap’s representatives to the PSRC’s Transportation 2040 Prioritization Process. The first meeting was yesterday. Representatives from other regions shared information on their prioritization processes. Prioritizing the region’s wants and needs for transportation will be a tough task.

Kim Brackett, City of Bainbridge Island: Some other Metropolitan Planning Organizations (such as PSRC) have very specific performance metrics, rather than conceptual visions, for transportation projects. For instance, in some areas, capital assets cannot fall below 50% of their useful life. This kind of metric would prevent our region from getting into some of the issues that we currently face ~ with ferries, for example.

Ed Stern, City of Poulsbo: Revising the recommendations made by citizen boards is a sensitive topic. Working with the ARC to understand the intention of today’s recommendation is important. Revising the process to separate continuing program requests, of programs which there is an ongoing intention to fund, and new program requests, would create different bars and standards. Also, please note that the dedication and opening ceremony of the Poulsbo City Hall is at 5:00 p.m. on November 17th.

10. Citizen Comments: *None.*

11. Adjourn: 10:48 a.m.

Meeting Participants:

Kim Brackett, City of Bainbridge Island	Josh Brown, Kitsap County
Lary Coppola, City of Port Orchard	Becky Erickson, City of Poulsbo
Hilary Franz, City of Bainbridge Island	Charlotte Garrido, Kitsap County
Kirsten Hytopoulos, City of Bainbridge Island *	Patty Lent, City of Bremerton
Bill Mahan, Port of Bremerton	Will Maupin, City of Bremerton
Carolyn Powers, City of Port Orchard	Ed Stern, City of Poulsbo *
Greg Wheeler, City of Bremerton *	

* Alternate

Executive Management by McClure Consulting LLC:

Mary McClure, Executive Manager	Vicky Clarke, Project Coordination
Kirsten Jewell, Project Coordination	Myrna Knode, Executive Assistant

Board Members Not in Attendance:

Steve Bauer, Kitsap County	Kelly Baze, Port Gamble S’Klallam Tribe
Jim Colebank, City of Port Orchard *	Tom Danaher, Naval Base Kitsap *
Leonard Forsman, Suquamish Tribe	Mark Olson, Naval Base Kitsap
Rob Purser, Suquamish Tribe *	Dianne Robinson, City of Bremerton
Jeromy Sullivan, Port Gamble S’Klallam Tribe	Roger Zabinski, Port of Bremerton *

* Alternate

Others in Attendance:

Shannon Bauman, Kitsap County CDBG	Linda Berry-Maraist, Poulsbo City Council
Nancy Buonanno-Grennan, Kitsap County	Larry Eyer, Kitsap Community Resources
Bert Furuda, Kitsap Co. Personnel & Human Services Dept.	
Mark Gulbranson, PSRC	Linda Joyce, YWCA of Kitsap County
Doug McIntyre, Kitsap County CDBG	Lori Oberlander, Habitat for Humanity
Shirley Rodney, Kitsap County CDBG	Gwen Rogers, CDBG-CAB
Sally Santana, Inter-faith Network	Bill Stewart, KEDA
Bonnie Tufts, Kitsap County CDBG	