



Kitsap Regional Coordinating Council

Chair
Commissioner Robert Gelder ❖
Kitsap County

Vice-Chair
Mayor Anne Blair ❖
City of Bainbridge Island

Commissioner Charlotte Garrido
Commissioner Ed Wolfe
Kitsap County

Mayor Patty Lent ❖
Council Member Leslie Daug
Council Member Greg Wheeler
Council Member Dino Davis *
City of Bremerton

Council Member Wayne Roth
Council Member Steve Bonkowski *
City of Bainbridge Island

Mayor Tim Matthes
Council Member Bek Ashby ❖
Council Member Jeff Cartwright *
City of Port Orchard

Mayor Becky Erickson
Council Member Ed Stern * ❖
City of Poulsbo

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

Council Chair Jeremy Sullivan
Noo-Kayet CEO Chris Placentia *
Port Gamble S'Klallam Tribe****

Commissioner Axel Strakeljahn
Commissioner Larry Stokes *
Port of Bremerton

Captain Tom Zwolfer
Silvia Klatman, PAO *
Naval Base Kitsap **

Executive Director John Clauson
Kitsap Transit ***

Mary McClure
Executive Management
McClure Consulting LLC

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

❖ Executive Committee

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

Executive Board Meeting

February 3, 2015

Approved Meeting Minutes

1. Call to Order: Chair Robert Gelder called the Kitsap Regional Coordinating Council (KRCC) Executive Board meeting to order at 10:15 a.m. (Attendance noted at end)
2. Citizen Comments: None
3. Approve Minutes of January 6, 2015 Executive Board Meeting:
Motion: (Lent) and second (Garrido) to approve the minutes of the January 6, 2015 meeting as presented. *Abstention:* Cartwright. *Motion carried unanimously.*
4. 2014 Budget Report: Mary McClure reviewed the report, which shows a projected revenue shortfall of approximately \$12,000. Most of the shortfall is due to less-than-anticipated document recording fee revenues from low income housing grant applications, with a relatively small amount (\$724.42) due to an overage in core program reimbursable expenses, (meeting food). The 2013 shortfall was covered by drawing from KRCC's reserve funds, but those funds are now depleted.

The Board discussed methods to avoid similar situations in the future and options for covering the shortfall, including: invoicing member agencies based on prorated dues obligations, and drawing from 2015 Housing Grant Program funding.

Motion: (Blair) and second (Erickson) to make up the 2014 budget shortfall through an assessment to each member jurisdiction, premised on the allocation currently in place for KRCC's dues structure. *Abstention:* Garrido. *Motion carried unanimously.*
5. Transition Implementation:
 - a. Interlocal Agreement (ILA) Revisions Regarding KRCC Structure: Roger Lubovich, KRCC Counsel and Bremerton City Attorney, reviewed proposed amendments to the KRCC ILA which will clarify its structure, allow for appointment of one or more operational Administering Agency(s), and address other organizational issues. Robert Gelder made a request to KRCC jurisdictions, (through the Executive Committee/Agency Implementation Team), to identify jurisdictions' interest in assuming Administering Agency responsibilities. Proposed ILA revisions are summarized in the attached memo from Roger Lubovich.

The Board discussed proposed language regarding Executive Director

services – whether the ILA should specify the Director be an employee, or whether it should allow the Director to be either an employee or a management services contractor. The Board discussed potential effects of that decision on grant funding, insurance, potential lawsuits, future employment flexibility, and taxes.

Motion #1: (*Blair*) and second (*Garrido*) to approve the 2015 amendments to the KRCC Interlocal Agreement as presented.

Motion #2: (*Erickson*) and second (*Matthes*) to amend the Interlocal Agreement to remove “or contract for” from Section J.1 of the ILA: “Employ or contract for the Executive Director appointed by the Council.” *Motion does not carry.*

Motion #1 vote: *Abstentions:* Blair, Cartwright. *Motion carried.*

Implementation of the ILA revisions requires adoption by each KRCC member agency. *Mary McClure* will present the revised ILA to those agencies in February and March of 2015.

- b. Kitsap Transit Membership: The Board discussed Kitsap Transit’s proposed KRCC membership, citizen testimony on that issue, and concerns regarding Transit’s potential disproportionate representation on the Board, (in the current instance wherein Transit’s Executive Director is also a Port Orchard City Council Member). The Board also discussed the value of Kitsap Transit’s financial support of KRCC, the impact of many KRCC Board Members serving on Transit’s Board, and the importance of including Transit’s particular perspective in the Board’s transportation discussions.

Motion: (*Blair*) and second (*Daug*) to add Kitsap Transit to the KRCC Board as an Associate Member, (non-voting, dues-paying). *Abstention:* Cartwright. *Motion carried unanimously.*

- c. Housing Grant Programs Transfer: *Mary McClure* has worked closely with *Doug Washburn*, Kitsap County Human Services Department Director, to develop proposed KRCC ILA revisions to the Community Development Block Grant Program (CDBG) and Housing Grants Program. These revisions will transfer Housing Grants Program administration, and policy/executive oversight responsibilities for both the Housing Grants and CDBG Balance of County Programs from KRCC to Kitsap County. Proposed Housing Grant Program ILA revisions have been completed; companion CDBG proposed revisions are in process, and will mirror the proposed Housing Grant Program revisions. The proposed revisions for both programs should be brought to the Cities and County for approval in February and March of 2015, to avoid disruption of housing grant cycles, which are due to begin during March.

Motion: (*Blair*) and second (*Lent*) to approve the revised KRCC Interlocal Agreement, transferring Housing Grant Programs to the Kitsap County Department of Human Services, and approve the revised KRCC Interlocal Agreement transferring the Community Development Block Grant Program to Kitsap County Department of Human Services *in concept and intent.* The KRCC Board recommends both ILAs to KRCC member Cities and County for adoption.

The Board discussed the motion and agreed the two revised ILAs should be presented to and approved by KRCC member agencies in February and March, and then brought to the KRCC Executive Board for approval. *Mary McClure* and *Doug Washburn* will make the presentations to KRCC member agencies. *No vote was taken on the Motion.*

6. Countywide Planning Policies (CPP) Revisions: *Mary McClure* described the proposed CPP population distribution revisions that will be presented at the March Board meeting. KRCC Planning Directors Forum members will be asked to attend to answer any questions. The proposed revisions will be subject to a public comment period beginning at that time, with the related public hearing and action planned for the April Board meeting. Currently, two KRCC jurisdictions have requested changes in their population distributions:

- The City of Port Orchard is intending and wishes to move up to 2000 persons from its associated Urban Growth Area (UGA) to the City proper. Kitsap County and the City are in collaborative discussions regarding this move.
- The Central Kitsap UGA is under-subscribed. Kitsap County is proposing shifting population from that UGA to the Silverdale UGA. Reasoning: Silverdale is ready for more densification and development; Central Kitsap has more undevelopable land, and less infrastructure in place.

While the CPPs are “open” for these population shifts, the 2035 Employment Targets (adopted by the KRCC Board in July, 2014) would be taken in as an appendix to the CPPs, as per commitment to the Puget Sound Regional Council (PSRC).

Mayor Erickson expressed the desire to have a discussion about the *actual* growth that is coming to the area, and its relationship to *projected* growth. There are concerns regarding impacts to communities expecting growth, building capital facilities based on those projections, and not seeing that growth; and on communities growing faster than anticipated – “under-planning” infrastructure building. Current Washington State Office of Financial Management population figures will be available in early April. *Mary McClure* will request input from the Planning Directors Forum regarding the effects of postponing the CPP revision process until after the population “reality vs. assumptions” discussion is held, and will inform the Board of its input.

7. Boards and Appointments: *Mary McClure* reviewed KRCC’s representation on PSRC committees and KRCC Transportation Policy Committee representation.

- **PSRC**: KRCC has the most complete roster of representatives to PSRC committees since its inception, with the exception of vacancies on the Transportation Policy Board and the Regional Staff Committee. *Leonard Forsman* will pursue filling the Suquamish Tribe vacancies.
- **KRCC Transportation Policy Committee (TransPOL)**: The TransPOL is structured to ensure KRCC members serving on regional boards and programs affecting transportation are working together and supporting adequate Kitsap representation regionally. *Mary McClure* suggested the Board might consider adding representation from the Ferry Community Partnership (FCP) to the TransPOL.

Anne Blair reported the City of Bainbridge Island has been sending representatives to the FCP, but has not formally recognized the organization. *Anne Blair* and *Becky Erickson* will discuss FCP membership at their next City Council meetings. The Board did not reach consensus on the issue, and agreed to table the decision until a future meeting.

In the meantime, Commissioner Charlotte Garrido and Mayor Patty Lent will participate in the KRCC TransPOL, with their knowledge of marine transportation policy.

8. PSRC Coordination Reports:

- **PSRC Executive Board**: *Becky Erickson* and *Charlotte Garrido*: Top aides from the Governor’s office gave an informative presentation regarding proposed carbon tax legislation, and the intricacies related to its implementation. In addition to environmental issues, there are significant policy implications related to taxing structure options. It will be interesting to follow the legislation as it moves through the legislative process.
- **PSRC Transportation Policy Board**: *Robert Gelder*: This Board is having ongoing conversations regarding funding regional transportation needs, *e.g.* “Can we rely on State funding, or do we have to rely on local options?” A group working on this issue met after the December meeting; it did not reach consensus on a direction to pursue, but agreed to follow the issue as the legislative session continues. This discussion ties into the West Sound Alliance work identifying regional transportation corridor projects and how to get them funded. Senator Rolfes has asked, “What can we do locally?” This conversation will continue.

- **PSRC Growth Management Policy Board (GMPB):**

Leslie Daugs: Growth management policies have traditionally been based on population numbers, not employment numbers. The GMPB is examining ways to include employment numbers in those policy decisions. That shift will be good for Kitsap, e.g. including Puget Sound Naval Shipyard (PSNS) employment in growth management considerations.

Greg Wheeler: This discussion is still early in the process. We will need to do our best to maintain good relationships in the region during the process. If PSNS is recognized as an industrial center, it will shift the discussion. At the last GMPB meeting, we discussed legislative priorities to recommend to the PSRC Executive Board, including maintaining infrastructure funding for roads and highways, and continuing compact development around transit areas. We also discussed the Industrial Lands Analysis, which should provide a true snapshot of land available for industrial development.

In addition, the Board made a policy decision regarding the Arlington/Marysville area, which would like to be designated as a regional manufacturing center, and is requesting an expedited designation process. The GMPB decided to proceed with caution given the many other priorities, the impact of setting a precedent on other developed areas requesting infrastructure, and potential unintended consequences.

- **PSRC Economic Development District Board (EDD):** *Ed Stern:* The EDD meets quarterly; Ed Wolfe will represent Kitsap County at its next meeting, March 4. The Board is finishing its regional economic strategy work. It has identified maritime clusters, including Kitsap, (in a hard-fought battle), as well as addressing the “military issue”, which has to do with encroachment for “base and range”. This work will put the Navy in a much stronger position to retain its budget with respect to Joint Base Lewis McChord.

The EDD is supporting two maritime bills being considered by the Legislature now – one for community and technical colleges to add teaching positions, and one to create more maritime industry jobs. The Board will soon begin work on its next 5-year regional economic strategy – similar to comprehensive plan work needed to keep current with federal government requirements and support for our district.

- **PSRC Regional Food Policy Council:** *Charlotte Garrido:* This Council sees its work as fitting within the work of the PSRC Executive Board. Our vision is “the realization of a thriving, inclusive and just local and regional food system that enhances the health of people, diverse communities and the economy”. We have developed a document that addresses actions taken and proposed from 2014-2017 to support this vision. For 2015, the Council has been divided into two major subcommittees addressing (1) the economic viability of food systems and (2) equitable access across communities. The full Council and the subcommittees will meet in alternate months.

- *Mark Gulbranson,* PSRC Deputy Executive Director, addressed the KRCC Board, thanking them for the reports and expressing his appreciation for the opportunity to hear how PSRC’s work is being communicated at the local level. PSRC is creating an “At Work” product and a calendar outlining future projects; both can be made available to the Board. Also, PSRC can provide staff to support Kitsap efforts when working on relevant issues.

9. Legislative Agenda:

- **West Sound Alliance:** *Patty Lent* reported on West Sound Alliance Steering Committee members’ work in Olympia on January 29. The group had appointments with five legislators, and held brief “hallway meetings” with quite a few others. The legislators agreed there would be a transportation package this year. They were all familiar with and impressed by the Alliance’s work. Some felt our request was too large and asked us to prioritize our projects; some thought the amount we are asking for is “do-able” because there are no mega-projects on the list.
- **Transportation Reforms:** *Mary McClure* surveyed KRCC members regarding support for transportation reforms/efficiencies being proposed by some legislators. A few responses were received, are summarized

in Board meeting materials, and will be sent to Kitsap’s legislative caucus, (although they are not definitively representative of the entire Board). If there are any other issues the Board wants to bring to the Kitsap Legislative Caucus, they should be discussed at the March 3 Board meeting.

- **TIGER Cub Legislation:** The Board reviewed a letter of support from KRCC to our Congressman for the federal TIGER Cub legislation, (letter attached at the end of the meeting minutes).
Motion: (*Erickson*) and second (*Garrido*) to approve the letter of support for the federal TIGER Cub legislation as presented. *Motion carried unanimously.*
- **Body Cam Legislation:** This legislation is still evolving, amid a vigorous dialog. *Mary McClure* will send the Board information before its March meeting, and may draft a letter of support for the Board’s review.

10. Member Agency Comments:

- *Charlotte Garrido:* The Kitsap Community Ferry Forums report is included in the Board packet. Its development was a great exercise in talking to people in each community related to a ferry run. We received much valuable input; you would be pleased to know how many policy issues this group is supporting are also important to our citizens. There were some critical remarks but also positive solutions were offered, *e.g.* first of all, respondents said they want multi-modal connections; they expressed the essential function of ferries for our communities; and they would like Washington State Ferries to work more like a business. They made management issues suggestions that would smooth operations, and offered creative ideas on how the ferry system can become much more of a tourist attraction and make money for the State.
- *Leonard Forsman:* Thanked the Navy for the opportunity to take an embark on the aircraft carrier USS John C. Stennis last week. He said it was exciting and impressive - a great operation. He was humbled to be able to be a part of it.

Attendance:

Board Member Meeting Participants:

Anne Blair, City of Bainbridge Island
Steve Bonkowski, City of Bainbridge Island
Jeff Cartwright, City of Port Orchard *
Leslie Daug, City of Bremerton
Becky Erickson, City of Poulsbo
Leonard Forsman, Suquamish Tribe
Charlotte Garrido, Kitsap County
Robert Gelder, Kitsap County

Silvia Klatman, Naval Base Kitsap *
Patty Lent, City of Bremerton
Tim Matthes, City of Port Orchard
Chris Placentia, Port Gamble S’Klallam Tribe *
Axel Strakeljahn, Port of Bremerton
Ed Stern, City of Poulsbo
Greg Wheeler, City of Bremerton
Ed Wolfe, Kitsap County
* *Board Alternate*

Board Members Not in Attendance:

Bek Ashby, City of Port Orchard
Dino Davis, City of Bremerton *
Rob Purser, Suquamish Tribe *
Wayne Roth, City of Bainbridge Island *

Larry Stokes, Port of Bremerton *
Jeremy Sullivan, Port Gamble S’Klallam Tribe
Tom Zwolfer, Naval Base Kitsap

Executive Management by McClure Consulting LLC:

Mary McClure, Executive Director
Pamela Browning, Program Coordinator

Laura Gronvoll, Office Manager
Kirsten Jewell, Housing Grants Program Manager

Others in Attendance:

Greg Cioc, Kitsap County Public Works
Mark Gulbranson, Puget Sound Regional Council

Roger Lubovich, Bremerton City Attorney



Office of the City Attorney
Roger A. Lubovich, City Attorney

Memorandum

To: KRCC Executive Board
From: Roger A. Lubovich
Re: 2015 Amendments to the KRCC Interlocal Agreement (ILA)
Date: February 3, 2015

The proposed amendments to the KRCC ILA clarifies the structure of KRCC, allows for the appointment of Administrating Agency (Administrator) to administer the operations of KRCC, and makes other changes to the agreement as follows:

- Clarifies that KRCC (“Council”) is not a separate legal entity (*i.e.* non-profit organization or LLC) but a joint board established pursuant to Chapter 39.34 RCW, the Interlocal Cooperation Act.
- Amends the definition of the Council to include Associate Members and Ex-Officio Members as well as the Member Agencies.
- Adds language that the Executive Board manages the policies and programs of the Council and that all actions of the Council are performed by and through the Executive Board.
- Authorizes the Executive Board to appoint one or more Member Agencies to be the Administrating Agency to perform the administrative functions of the Council (*i.e.* employ staff, serve as fiscal agent, retain records, make purchases and enter into contracts for administrative services). The appointment would be pursuant to an agreement that would cover costs and other terms and conditions of operations.
- Provides that the Executive Director is appointed by and serves at the pleasure of the Executive Board. The Administrating Agency employs or contracts the Executive Director as requested by and on behalf of the Council.
- Clarifies language relating to the definition of majority vote of the Executive Board that a quorum of the board must be present and voting. This is based on language contained in Section 9.6.6 of the KRCC Bylaws that a quorum must participate for any vote.
- Makes the same changes to the definition of the two-thirds vote of the Executive Board and further clarifies that a two-thirds vote is not a majority vote, as currently stated, but a vote of two-thirds or more votes cast by the board.
- Removes and amends language relating to insurance, claims, and other provisions that apply to separate legal entities, not a joint board, and makes other related changes.



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www.KitsapRegionalCouncil.org

The Honorable Patty Murray
United States Senate
154 Russell Senate Building
Washington, D.C. 20510

The Honorable Maria Cantwell
United States Senate
311 Hart Senate Building
Washington, D.C. 20510

The Honorable Derek Kilmer
United States House of Representatives
1429 Longworth House Office Building
Washington, D.C. 20515

February 3, 2015

Dear Senators Murray and Cantwell, and Representative Kilmer:

We are writing in support of your continued progress on transportation reauthorization legislation. Projects in Washington State and across the nation will suffer without a long-term transportation funding solution.

Additionally, we want to register our strong support for continued funding of the "TIGER" (Transportation Investment Generating Economic Recovery) program. The Kitsap Regional Coordinating Council ~ including Kitsap County and the four Cities of Bremerton, Bainbridge Island, Port Orchard, and Poulsbo ~ is particularly supportive of Congressman Rick Larsen's "TIGER CUBS" legislation, H.R. 2944, introduced in the House in August 2013. Congressman Larsen's amendment would enable \$100 million of TIGER funds to be set aside for cities with populations between 10,000 and 50,000.

All four of Kitsap's Cities have populations of 10,000 - 40,000. We have difficulty competing nationally for funds from a program such as TIGER. Yet, we face many of the same transportation infrastructure challenges as larger cities. Congressman Larsen's proposal enables us to compete against jurisdictions in our own size category and increases our potential access to federal funding.

We urge you and your colleagues to work towards a long-term reauthorization solution, while setting aside monies for the TIGER and TIGER CUBS program. Specifically, we urge you to structure the TIGER CUBS program in such a way as to add \$100 million in funding, to keep the TIGER program strong, and to improve it for some of the nation's smaller cities.

Sincerely,

Robert Gelder
Chair, Kitsap Regional Coordinating Council
Commissioner, Kitsap County

Cc: Congressman Rick Larsen