



# Kitsap Regional Coordinating Council

Chair  
Mayor Patty Lent  
City of Bremerton

Vice-Chair  
Commissioner Josh Brown  
Kitsap County

Commissioner Charlotte Garrido  
Commissioner Robert Gelder  
Kitsap County

Council Member Faye Flemister  
Council Member Greg Wheeler  
Council Member Adam Brockus \*  
City of Bremerton

Council Member Anne Blair  
Council Member Kirsten Hytopoulos  
Council Member Debbi Lester \*  
City of Bainbridge Island

Mayor Tim Matthes  
Council Member Carolyn Powers  
Council Member Jim Colebank \*  
City of Port Orchard

Mayor Becky Erickson  
Council Member Linda Berry-Maraist \*  
City of Poulsbo

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

Council Chair Jeromy Sullivan  
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Port Gamble S'Klallam Tribe\*\*\*

Commissioner Axel Strakeljahn  
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Port of Bremerton

Captain Pete Dawson  
Tom Danaher, PAO \*  
Naval Base Kitsap\*\*

Mary McClure  
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## Executive Board Meeting September 25, 2012 Approved Meeting Minutes

- 1. Call to Order:** Chair Patty Lent called the Kitsap Regional Coordinating Council's Executive Board to order at 10:16 a.m. (*Attendance noted at end*)
- 2. Citizen Comments:** *None.*
- 3. Approve Minutes of July 24, 2012 Board Meeting**  
Commissioner Gelder noted that Council Member Linda Berry-Maraist is on the Puget Sound Partnership (PSP) Ecosystems Coordination Board, not the PSP Executive Board, as referenced in the draft July 24 summary.  
**Motion:** (Brown) and second (Garrido) to approve the minutes of the July 24 meeting, as amended. *Motion Carried Unanimously.*
- 4. Chair Comments: Recommendation: Revisions to the KRCC ILA to Forward to Councils / Commissions**  
*The Executive Board began an Executive Session at 10:25 a.m.*  
*The meeting resumed at 10:35 a.m.*  
**Board Discussion:**
  - *Commissioner Brown* shared that in its role as fiscal agent for KRCC, the Kitsap County administrative process has, at times, led to complex financial administration for KRCC. Through discussion among the KRCC Executive Committee, Mayor Erickson suggested that the City of Poulsbo take on the role of fiscal agent to allow for a more streamlined process.
  - *Commissioner Gelder* stated discomfort with the proposed ILA revision that would allow a non-member agency of KRCC to be the KRCC fiscal agent, and requested that that amendment be stricken from the proposed ILA changes.
  - *Roger Lubovich, City of Bremerton Attorney*, stated that the ILA requires the BARS (financial management) system be used by whoever is fiscal agent.
  - *Mayor Erickson* commented that one long-term possibility under discussion among the Executive Committee was for McClure Consulting's team to take over the bookkeeping for KRCC: KRCC bookkeeping is relatively straightforward. This approach would achieve efficiencies.
  - *Mayor Lent* explained that the financial administration of KRCC would be overseen by the State Auditor, as with all KRCC member agencies. The State Audit for KRCC would be part of the fiscal agent's overall audit.

**Motion:** (Brown) and second (Gelder) accept the revisions to the ILA to be forwarded for final review by legal counsel at Kitsap County, before going forward to the Councils and Commissions for approval.

**Amendment:** (Gelder) and second (Wheeler) to remove from the proposed LIA amendments item 7-e: Fiscal Agent the clause: “*or an outside entity or individual who shall serve*”.

Further Board Discussion:

- *Commissioner Gelder* stated concern over a potentially independent contractor providing accounting services, and that it would put administration a little further out of arm’s length. He stated more comfort with accounting practiced at KRCC member agencies.
- *Council Member Blair* sought to clarify that the proposed amendment would end the possibility of taking financial administration in-house, which is under consideration by KRCC, since McClure Consulting is considered “an outside entity or individual” and is not a KRCC member agency.
- *Council Member Powers* requested information on the financial implications of a change in fiscal agent.
- *Mayor Lent* stated that the Executive Committee is looking at a consulting firm that will be self-contained and provide an administrative solution for KRCC that has a fixed budget amount.
- *Mayor Erickson* stated that there would be a nominal charge of less than \$3,000 per year to be fiscal agent for KRCC, that there are economies in McClure Consulting doing the KRCC bookkeeping in-house, and that that option is still under consideration, unless the proposed amendment passes.

Vote to Accept the Proposed Amendment: *Motion carries.*

*Yeas:* Brockus, Brown, Garrido, Gelder, Matthes, Powers, Strakeljahn, Wheeler.

*Nays:* Erickson, Lester, Lent, Blair.

Vote to Accept the Original Motion: *Motion carries unanimously.*

5. Work Program Report:

a. Legislative Agenda Refinement: Other Issues

Included in today’s Board packet was an initial draft of KRCC’s 2013 legislative priorities, based on Board discussion at the July 24 KRC Board Study Session. Also included in today’s Board meeting materials, for Board consideration, were draft Legislative Agendas from the Kitsap Public Health District and Kitsap Transit. Legislative priorities of the Washington Association of Counties (WASC) and Association of Washington Cities (AWC) are still under development, and will be included in the October KRCC Board packet, if available.

The KRCC Board will host Kitsap’s Legislative Caucus for a legislative breakfast at the November 27 Board Study Session. The KRCC Legislative Agenda will be formally adopted in the Board meeting immediately following the breakfast.

*Council Member Stern, City of Poulsbo*, who is an AWC Board member, shared with the KRCC Board a shortlist of priorities under consideration by the AWC Board and AWC Legislative sub-committee as they develop the AWC 2013 Legislative Agenda. The AWC Legislative sub-committee will meet on Friday, September 28, to hone legislative priorities. Council Member Stern requested KRCC input on the priorities, and noted that input from WASC has already been received and that some intertwining of City and County priorities is anticipated.

Board Discussion:

- Accounts Payable/ Accounts Receivable Proposal is a form of Tax Increment Financing to capture retail tax that would be then loaned by the State to local jurisdictions for retail infrastructure projects. Loans would be paid back with increased transactional tax brought about by projects funded by the loan. This mechanism is seen as revenue neutral by the State; gets away from the non-

constitutionality of Tax Increment Financing and; has gained traction from the Department of Commerce and Department of Revenue.

- The recent issue of public defenders being required to take fewer cases was a second tier priority for AWC; not enough votes were received from the AWC Legislative Sub-Committee for it to move forward as a top priority.
- Liquor revenue lost to Cities is necessary to finance public safety, which was the original intended use of those revenues.
- Lodging tax must be reauthorized.
- Why is “*support financing of local government services*” limited to economic development and transportation in the 2013 KRCC Legislative Priorities draft?
- The Connecting Washington recommendation to support existing transportation service first and foremost should be carried forward.
- Ferries:
  - David Moseley’s preliminary budget cuts ferries. Legislators are not supportive of cuts to ferry service, especially not during the fragile economic recovery.
  - We may want a letter from this board regarding ferries and their economic impact. We need to be able to serve our major employers. They would be harmed by cuts in ferry service.
  - Our message is consistent: Ferries are marine highways. They are part of the transportation system. The backfilling of fare box recovery is not subsidy. Funding ferries is just the same as funding the rest of the transportation system.
  - We need to advocate for *no cuts* at least in next biennium.
  - The uncertainty around ferry service retards investment in this community.
  - Several years ago this board discussed an economic impact study on the ferries. That work was not done. Do we want to pull together some data to prove that this is a regional issue, not a Bremerton or Kitsap-only issue?
  - The *Workers Away* report is several years old, but could easily be updated to reflect current data on employees moving around the region for work.
  - Kitsap pays more for service than anyone else in the state. To have it removed and reduced is absurd. The year-on-year cutting of ferry service is an exercise in not very meaningful budgeting.
  - The Connecting Washington Task Force recommended that the legislature look at other revenue sources for the state transportation system, and that alternative transportation options should be funded.
  - Eastern WA was not supportive of the Governor’s 2011 proposal for ferry system revenue to be raised locally. We have supporters. Need to extend conversations with Seattle and King County – driving around onto the I-5 corridor would impact them.
- It has been several years since the state has gone to the public for a gas tax, or other sustainable funding package to fund transportation infrastructure. This is a governor and legislative issue. Until that happens, we will be stuck playing defense. Need to provide funding plan. Ensure that resources necessary to sustainable operations and provide funding for the capital plan.
- Our legislators locally have been pretty fair to local government. It makes sense to share broad principles in the packet. Need to spend time hearing from the legislators and where they need our support.

b. Transportation: Countywide Multi-Modal Transportation Plan

The Phase I Assessment of the Countywide Multi-Modal Transportation Plan, which is funded by a federal grant, will lay the foundation for defining the scope and depth of further phase(s) of the Countywide Multi-Modal Transportation. A procurement process, led by the City of Poulsbo, is underway. Work is anticipated to begin this December. Conversation has evolved in the past few months in two key areas: (1) Interface with the Health District on planning for active transportation, and (2) the survey of Bainbridge Island residents.

Due to the additional overall cost for grant administration, and questions from Kitsap Transit and Bainbridge Island - both of which have had leadership transitions over the past year- as to the exact focus of the survey, the Bainbridge Island Citizen Survey will be postponed and evaluated as a component part of Phase 2, after the current work by WSDOT on SR305 & Suquamish Intersection is complete. The important unknowns will be clearer at this time.

With regard to the Health District: KRCC continues to work with the Kitsap Public Health District, as all Health Districts throughout the region are working with their Counties and Cities, to understand the impacts of health on transportation and to integrate healthy, active transportation into our criteria and perspectives on the transportation system.

*Mayor Lester, City of Bainbridge Island:* I want to be on the record with regard to the “foundational question” as to the widening of SR305 on Bainbridge Island. Our City Council and community have not come forward stating a desire to do this. In 1992, the City of Bainbridge Island and its Citizens stated, and re-stated in 2006, that it did not want to widen the SR305 on Bainbridge Island. Until the Comprehensive Plan is changed, I am not interested in having a regional conversation regarding the widening of SR305. The State cannot trump the City Comprehensive Plan, and I hope that there is no desire to do that regionally. The City did not bring this forward and I do not know who did.

*Mary McClure, KRCC:* The conduct of such a survey was requested by Kitsap Transit as part of their input in the Transportation Plan. I think there is a big question about that approach since the change in leadership at Kitsap Transit, which is why I sponsored the idea of having the survey at some later date, if at all, when it is more clear about what would be useful to know.

*Mayor Lester, City of Bainbridge Island:* We [the local stakeholders] asked that the recent Kitsap Transit SR305 study be encompassing of more than transit, and consider multi-modal transportation. We did not ask that it come back with a foundational question of widening SR305.

*Mayor Erickson, City of Poulsbo:* I support Mayor Lester’s analysis of direction to Kitsap Transit.

c. Kitsap Coordinated Grant Application Process

i. Recommendations for 2013 Funding Cycle

*Kirsten Jewell, KRCC Grant Program Manager,* made the following comments:

- The second cycle of the Coordinated Grant Application Process included process improvements such as electronic application submittal.
- Recommendations from the Grant Recommendations Committees were included in the Board Packet. They include approximately \$1.4M for Capital funding and \$1.1M for Services and Operations & Maintenance.
- The Public Comment Period opened on Friday, September 21, 2012 and extends through Tuesday, October 23, when there will be a public hearing at the KRCC Executive Board Meeting. The KRCC Board is anticipated to take action on these funding recommendations and on the Kitsap County Community Development Block Grant 2013 Action Plan at the October 23 Meeting. This information

was published in the newspaper of record on Friday, September 21. These recommendations are also available on both the KRCC and CDBG websites.

- The list of 2013 Cycle recommendations includes both Kitsap County and City of Bremerton CDBG/HOME program funds. The KRCC Executive Board will take action on the Kitsap County CDBG/HOME program funds only; the City of Bremerton will make the awards for the City of Bremerton CDBG/HOME program funds.
- As always, it was a very difficult task for the Grant Recommendation Committees (GRCs) to develop these recommendations. We were fortunate to have an excellent group of citizen volunteers with diverse experience and skills to do close analysis of the proposed projects and make recommendations for the best investment of public funds. Information about this year's GRCs were included in this month's Board Packet.
- At the Housing Advisory Team (HAT) meeting on October 4, there will be an opportunity to ask and answer questions about these recommendations. If you have questions, please let members of the HAT know.
- No applications were disqualified for incompleteness this cycle; the electronic application submittal process doesn't allow applications to be submitted unless they are complete.
- Commissioner Gelder commented that this grant process keeps getting better each year and that the project descriptions and who they serve is very helpful. A glossary of acronyms would also be helpful.
- Weatherization was recommended for a significant amount of funding this cycle, and has been well funded in the past. Concise information on how many have been served and the criteria on how it is ensured that the weatherized units & houses stay in low-income use would be valuable.
- Walker Park is one of the projects recommended for funding with City of Bremerton CDBG funds. Parks are an allowable use of CDBG funds if they are in a designated low-income area.

#### ii. Housing Solutions Center Report

Kirsten Jewell gave a brief overview of the HSC:

- In June 2012 this Board approved a set-aside from the Homeless Housing Grant Program to continue the public funds investment in Kitsap's Coordinated Entry Program - the Housing Solutions Center.
- The Housing Solutions Center matches Kitsap residents seeking emergency shelter, rental assistance, housing referrals and homeless transportation with non-profits and social-service organizations in Kitsap that provide them.
- KRCC's investment of grant funds has been one of the keys to the HSC's success.
- The Housing Solutions Center is one of the first Coordinated Entry programs in the state and is serving as a model for many other counties working to establish their own similar programs. Four or five other counties have been in contact to find out how Kitsap developed and implemented the Housing Solutions Center.
- Monica Bernhard, the Housing Solutions Center Program Manager, was intending to make a presentation, but time does not permit that today.

#### d. Public Works: Regional Services

At the June KRCC Board meeting, a report on regional cost efficiencies was given, including information regarding recent focus on public works. At that time, the Board agreed that opportunities arising over time would be explored by individual jurisdictions, and that any policy issues would be discussed among the KRCC Board. The Public Works Group had some new comments which may be useful as individual jurisdictions pursue different opportunities: Potential savings areas include; (1) pavement purchase "add-ons"; (2) the

sharing of attachments for “wonder-trucks” and; (3) bus washing facilities. Two larger strategies offered are; (1) cluster “sharing agencies” within the same area, such as north, central and south Kitsap and; (2) remain alert to new technology: starting at the beginning of need is easier than retro-fitting.

*Commissioner Gelder, Kitsap County:* This is a good primer for a meeting coming up with Kitsap County and Bainbridge Island.

e. 2013 Work Program & Budget

The presentation recently made to Kitsap County as part of their budgeting process was included in the Board packet, and gave an overview of the KRCC structure and areas of work (core program and self-funding programs). For cost efficiency, the feedback KRCC regularly receives around the region is that this format is the most cost effective, and that the level of cooperation practiced by KRCC member agencies is remarkable, allowing us to operate efficiently and effectively.

Over the past five years, the KRCC budget and work program has shrunk to a core of State and Federal mandates, and to distributing funds, based on ILAs that designate the KRCC as the decision making Board. The draft 2013 Work Program will be developed once the procurement process for the Transportation Plan is complete. The anticipation is that there will be a no-increase member agency dues request. The Executive Committee will work with this at their October meeting.

The Core Work Program for 2013 will focus on the transportation program, continued interface with PSRC, updates to the Countywide Population Distribution; Legislative Agenda and the Economic Development liaison.

The Housing Grant Program and Kit~Net Program are additional programs that involve separate ILAs

Board Comments:

- Now that the GMA remand process is coming to a close, and the Urban Growth Area boundaries are defined, there may be more annexations. UGAMAs, which support the annexation process, will become more important to the County and the Cities.
- A proportional breakdown of what amount of work will take place in each program area during 2013 was requested.

6. Member Agency Comments: *Five.*

*Mayor Lester, City of Bainbridge Island:* I am excited to share that the Bainbridge Island City Council voted unanimously to hire Doug Schulze as our City Manager, pending contract. Mr. Schulze is currently City Manager of Normandy Park and prior to that was City Manager of Medina. This is a new chapter.

*Commissioner Garrido, Kitsap County:* I have been sitting on the Regional Open Space Strategy (ROSS) Board. We now have a preliminary comprehensive strategy, which is available online. The four counties in the PSRC region are looking at how to have a shared regional open space program. There will be pilot work done on water-shed basis in each County, to build an understanding of where there are similarities. Also, Sustainable Cinema is this Thursday, in Port Orchard.

*Council Member Powers, City of Port Orchard:* Port Orchard has a wonder truck. We also have two new police cars, one with state of the art technology.

*Council Member Berry-Maraist, City of Poulsbo:* There has been no further meeting concerning the Local Implementing Organization since Commissioner Gelder, Chairman Forsman, and myself presented at the (region-wide) Leadership Council. Our recommended approach was supported unanimously and funding approved. Another meeting is anticipated in October.

*Mayor Lent, City of Bremerton:* Dedication of the re-modeled Tomb of the Unknowns is Saturday September 29.

7. Citizen Comments: *None*

8. Adjourn: 11:51 a.m.

**Meeting Participants:**

Linda Berry-Maraist, City of Poulsbo \*  
Adam Brockus, City of Bremerton \*  
Becky Erickson, City of Poulsbo  
Robert Gelder, Kitsap County  
Debbi Lester, City of Bainbridge Island \*  
Carolyn Powers, City of Port Orchard  
Greg Wheeler, City of Bremerton

Anne Blair, City of Bainbridge Island  
Josh Brown, Kitsap County  
Charlotte Garrido, Kitsap County  
Patty Lent, City of Bremerton  
Tim Matthes, City of Port Orchard  
Axel Strakeljahn, Port of Bremerton

**Executive Management** by McClure Consulting LLC:

Mary McClure, Executive Manager  
Kirsten Jewell, Project Coordination

Vicky Clarke, Project Coordination  
Myrna Knode, Executive Assistant

**Board Members Not in Attendance:**

Kelly Baze, Port Gamble S’Klallam Tribe \*  
Tom Danaher, Naval Base Kitsap \*  
Faye Flemister, City of Bremerton  
Kirsten Hytopoulos, City of Bainbridge Island  
Jeromy Sullivan, Port Gamble S’Klallam Tribe

Jim Colebank, City of Port Orchard \*  
Pete Dawson, Naval Base Kitsap \*\*  
Leonard Forsman, Suquamish Tribe  
Rob Purser, Suquamish Tribe \*  
Larry Stokes, Port of Bremerton \*

\* *Alternate*  
\*\* *Non-Voting*

**Others in Attendance:**

Monica Bernard, Housing Solutions Center  
Scott Daniels, Kitsap Public Health District  
Shelley Kneip, Kitsap County Prosecutors Office  
Chal Martin, City of Bremerton Public Works  
John Powers, KEDA

Darlene Cook, Kitsap Community Resources  
Mark Gulbranson, PSRC  
Roger Lubovich, City of Bremerton  
Geoff Olsen, Housing Solutions Center/Kitsap Community Resources  
Ed Stern, Poulsbo City Council