



Kitsap Regional Coordinating Council

Chair
Mayor Tim Matthes ❖
City of Port Orchard

Vice-Chair
Commissioner Robert Gelder ❖
Kitsap County

Commissioner Charlotte Garrido
Commissioner Linda Streissguth
Kitsap County

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

Mayor Anne Blair ❖
Council Member Steve Bonkowski
Council Member Wayne Roth *
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Council Member Bek Ashby
Council Member Jeff Cartwright *
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Mayor Becky Erickson ❖
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Council Chair Leonard Forsman
Noo-kayet Director Chris Placentia*
Suquamish Tribe***

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

Commissioner Axel Strakeljahn
Commissioner Larry Stokes *
Port of Bremerton

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

Mary McClure
Executive Management
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* Alternate
** Ex Officio Member
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❖ Executive Committee

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Executive Board Meeting October 28, 2014 Approved Meeting Minutes

1. Call to Order: Chair Tim Matthes called the Kitsap Regional Coordinating Council's Executive Board to order at 10:00 a.m. (*Attendance noted at end*)
2. Citizen Comments: *None.*
3. Approve Minutes of September 23 Executive Board Meeting:
Motion: (*Gelder*) and second (*Lent*) to approve the minutes of the September 23, 2014 meeting. *Motion carried with Mayor Erickson abstaining.*
4. From the Chair:
Chair Matthes introduced Chris Placentia, Chief Executive Officer of the Port Gamble S'Klallam Tribe Noo-Kayet Development Corporation and member of the Kingston Citizens Advisory Council. Chair Matthes welcomed him to the Board, and reviewed his biography (attached to the end of the Minutes).
5. Work Program Report:
 - a. 2014 & 2015 Work Programs:
Mary McClure briefed the Board. KRCC's 2014 Work Program is substantially complete, with the following notes:
 - The West Sound Alliance effort and the Tiny House Workshop were added to the original 2014 Work Program.
 - Agency Review Team work was more extensive than originally anticipated.
 - Employment Targets were adopted, with the understanding that those targets will be added to the Kitsap Countywide Planning Policies at their next opening.The 2015 Work Program may include:
 - Countywide Multi-Modal Transportation Plan Phase 2 (unless it is postponed until 2016 to incorporate foundational transportation planning currently underway that should be included in the Countywide Plan ~ a topic the KRCC Transportation Policy and Technical Advisory Committees will discuss)
 - West Sound Alliance follow-up
 - KRCC Housing Advisory Team involvement in broader affordable housing issues (including possible follow-up to October 8 Tiny House Workshop).

b. Transportation:

West Sound Alliance (WSA):

Mary McClure briefed the Board. The WSA is developing a transportation project list that will include Washington State Ferries' input on framing ferry service requirements and requests. Project discussions with the City of Gig Harbor and Mason & Pierce Counties are ongoing. Kitsap's projects are vetted now ~ though still open to input.

The public affairs team, (Dylan Doty, Tom McBride & Briahna Taylor); John Powers, Kitsap Economic Development Alliance; Lynn Longan, Economic Development Council of Mason County; and key staff are developing an Economic Case Statement that will form the foundation for a video/graphic tool to be used in communicating with Key Peninsula Legislators and elected officials at the KRCC Legislative Breakfast in November. Ron Williams, City Manager of Gig Harbor, is leading the video development effort. Thirteen WSA members are each contributing \$300 for production costs. Each WSA partner agency has been asked to provide graphic materials portraying current congestion and traffic design solutions for projects in its area. Mary asked that any agencies that have not yet provided those materials do so.

Discussion:

- *Commissioner Gelder* spoke about the importance of creating tools that will help the WSA effort "stand out" in Legislators' minds and that describe how our projects fit into the entire Puget Sound region's transportation needs.
- *Council Member Bonkowski* complimented the WSA effort and added that since some WSA projects are not on Puget Sound Regional Council's Transportation 2040 project list, this effort will give us an opportunity to obtain State funding for those projects.
- *Mayor Lent* pointed out the WSA effort is not the first collaborative legislative effort in the area, e.g. Joint Base Lewis McCord, SeaTac, and Normandy Park.

Interim Transportation Briefing:

Mary McClure distributed a flyer and agenda for a November 12 briefing by several State Legislators. It may be valuable for Key Peninsula representatives to attend the briefing and begin laying the groundwork for The West Sound Alliance. (The flyer and agenda are available upon request to KRCC staff.)

c. Housing:

i. Coordinated Grant Program: Recommendations for 2015 Grants

Kirsten Jewell, KRCC Housing Grant Program Manager and *Bonnie Tufts*, Program Manager for Kitsap County CDBG commented:

- Thank you to the Grant Recommendation Committee (GRC) members. They had a difficult job this year; particularly in light of having 30% less homeless housing funding to distribute, with three times as much requested than is available. They spent hundreds of hours reviewing applications, interviewing applicants, and developing recommendations. There are several GRC members in the audience today.
- The public comment period for these recommendations was September 19 through October 21, 2014. Two written public comments were received and included in the Meeting Materials.
- City of Bremerton members of the KRCC Executive Board do not vote on the CDBG action, because the City of Bremerton makes its own separate CDBG awards.

- There will be one public hearing today to address the Kitsap County CDBG/HOME 2015 Action Plan, and amended 2014 Action Plan and to approve the funding awards for the 2015 Cycle of the Homeless Housing Grant Program, the Affordable Housing Grant Program, and the Consolidated Homeless Grant Performance Funds Program. The public hearing will be followed by two separate Board Actions.

Mayor Matthes, Mayor Erickson, Council Member Wheeler, and Naval Base Kitsap Public Affairs Officer Klatman recused themselves because they are on the Boards of organizations being considered for grant funding. They left the room for this agenda item. *Commissioner Gelder* assumed chairmanship of the meeting. A quorum was confirmed with the remaining KRCC Executive Board members present.

Public Hearing Opened: 10:43 a.m. Public Hearing Closed: 10:56 a.m.
Public Comments: 11

*Carol Branscum**, *Administrative Assistant, Georgia's House*: We request a review of the grant funding recommendation. The Plan of Correction shows that all issues have been corrected. The Plan of Correction issues were the primary reason for the denial. When we met with Kirsten Jewell and Doug Washburn, most of the issues on the Plan of Correction were already in place, which was before the interview. The GRC did not ask about it. The Plan of Correction should be reviewed before determining our funding. Georgia's House has been positively affecting people's lives. We have made changes to improve our intake and processes. Several letters were included in our Public Comment to support our effectiveness; including one from Marilyn May from AACE Therapy. *Ms. Branscum read this letter into the record.*

*Jenette Wood**, *Georgia's House Resident*: I have been a resident of Georgia's House for the last 3 ½ months. I am 37 and have two children. I was having a rough time and became addicted to drugs. Georgia's House supported me through 7 months of sobriety and helped me get back on my feet. Now I am moving into Transitional Housing with Georgia's House. Georgia's House is a good place, with good ladies. There are some people who will complain about anything. I support Georgia's House and owe a lot to them.

*Leann Weaver**, *Executive Director and Founder, Weaver Foundation*: I have been there since the beginning. This place was founded on a dream of Georgia Mattson. We helped 3% of the homeless in Kitsap County in 2013. We have a good placement rate and now have Transitional Housing. We had some issues; not everything was perfect. I enjoy kicking people out of the house when they have keys in their hands, *i.e.* are heading to independent housing. I want Kitsap County to have a central intake system that benefits everyone. Clients should be screened more efficiently. It should support my program, as well as me supporting their program. Right now Georgia's House has 19 women and seven children; we are the largest shelter for women and children in Kitsap County. If we lose our funding and close our doors it will affect the whole county. We won't close our doors if we don't get this funding. We request a reconsideration of the recommendations.

*Public Comments noted with an * were given during the Citizen Comment period; the commenters subsequently requested they be moved to the Public Hearing section.*

Jasmine (No last name given), Georgia's House Resident:* This is my second time around at Georgia's House. I was struggling. I moved to Tennessee and then moved back to Washington because of falling out with family and friends. I then moved back to Georgia's House and have stayed focused, graduating from school. When you come in, they welcome you. They make sure we know the rules. Some of the girls can't follow the rules. If you can't do that, then you have to leave. It is like my family.

Jim Adkins, Board Member, Georgia's House: I would like to cover a couple of things. It is appropriate to include all of the Georgia's House comments as part of the Public Hearing. There are a number of people here who are involved in organizations. It points to the fact that we are a very involved community. Georgia's House Board Members have provided 45% of funding to date for the running of the house. We recognize that there were some problems. We have a corrective action plan that was approved by Doug Washburn, Director of Human Services for Kitsap County. We have new people. We recognize that there are never enough funds, but feel we need to be supported.

Charles Weaver, Board President, Georgia's House: Thanks for considering what we are here to request. Georgia's House empowers women to be all they can be. We ask that you empower Georgia's House to do this work.

Geneva Jones, Georgia's House Resident: I was a resident for a month. I felt welcomed. When I was hired, I immediately called my case manager. I got my VA benefits started. Please help Georgia's House.

Angel Valegon, Former Georgia's House Resident: I was previously a resident at GH; before that I was couch surfing. Since then I have gotten a job and gone back to school. Georgia's House helped me get structure after three years of couch surfing. I was using and got clean and sober. Now I come back to Georgia's House and do some volunteer work there.

Penny Lamping, Housing Resources Board of Bainbridge Island: Thank you. Please support the revised recommendations. *[Note: Penny Lamping read the letter submitted by the Housing Resources Board, which was included in Board materials.]*

Ron Turner: I am a private citizen, but I know a few women in Georgia's House. It appears that it is very valuable service to the women of this county. I encourage you to help them.

Daryl Daus, Executive Director, Habitat for Humanity: We are an agency that was denied funds in this round. The reasons we were denied were very valid. We will continue on even if we don't receive funding. However, I do have some challenges with the process in our county. Habitat for Humanity is collectively across the nation the largest recipient of CDBG funds. It has been a very difficult process for us with a long history of challenges in establishing contracts once we've been awarded funds. In 2013 funds weren't received until 2014. It took that long to get the contract in place because of flaws in the contract. We had to get HUD and local and state Habitat for Humanity. I am willing to give more feedback in the future.

[Note: Comments are summarized in these Meeting Minutes; full oral Public Comments are available on the Bremerton Kitsap Access Television (BKAT) recording or by request of the KRCC Office.]

Key discussion points:

- *Board Members* commented that they would like a better understanding of the review process. It may need to be reviewed and changes evaluated for future cycles. *Staff* answered questions clarifying the application and review process that the Grant Recommendation Committee uses,

including: applicant and GRC member training, on-demand technical assistance for applicants, electronic submittal of applications, GRC and staff application scoring, interviews for all applicants, and funding recommendations development using the scoring and information from applications and interviews. Staff assists the GRC with factual information about applicants and with matching the recommended applications with the most appropriate funding source (in terms of funding priorities and eligibility).

- *Board Members* wanted more information about why some applicants were not recommended for funding. *Staff*: Most applicants received funding recommendations for between 35% to 100% of their requests; a few were not recommended for any funding. With declining funding, there is simply not enough to go around. On the Services side, the GRC placed a priority on funding for food, homeless and children's programs. The scoring process means that some applications end up on the bottom of the list. The real challenge is shrinking funding.
- *Board Members* commented that it would be helpful to have a non-public meeting for elected officials to be briefed on the recommendations ahead of the KRCC Executive Board meeting.
- *Board Member*: How can we measure the success of the applicants' programs? *Staff*: The application asks about targeted outcomes and goals and requests statistics, data, and evidence goals are being achieved. In this way, applicants are self-reporting their progress. During the contract period, grantees are required to submit quarterly reports. KRCC staff does site visits; CDBG does on-site compliance monitoring.
- *Board Member* concern was expressed about the CDBG contracting issues raised in the Public Hearing.
- *Staff*: No applications were disqualified this cycle. Georgia's House participated in all aspects of the Coordinated Grant Process and was not disqualified.
- *Board Member*: It is hard to not be able to fund all of the worthy organizations and programs that have applied for funding. Every year there is the challenge of determining whether to distribute the funding to many applicants (the "peanut butter approach") or to target funding.
- *Staff*: There is no statutory criteria requiring a vote today. The impact would be a delay in contracting for the Homeless Housing and Affordable Housing grants. The CDBG deadline for submitting the 2015 Action Plan has been extended.
- *Board Members* briefly discussed if having more information would lead them to change the recommendations.
- *Staff*: KRCC does not currently have an appeals process for the Coordinated Grant Application process, other than the Public Hearing and Board Action.

Note: Mayor Lent left the meeting before the remaining Executive Board votes.

Motion: (*Stern*) and second (*Strakeljahn*) to postpone action on this item until the November 25th Executive Board Meeting. Voting "Yes": *Daug, Garrido, and Stern*. Voting "No": *Ashby, Blair, Bonkowski, Gelder, Strakeljahn, and Streissguth*. Recused: *Erickson, Matthes, and Wheeler*.
Motion failed.

Motion: (*Blair*) and second (*Bonkowski*) to approve the Kitsap County CDBG/HOME 2015 Action Plan, and amended 2014 Action Plan, as recommended by the Grant Recommendation Committees during the 2015 Coordinated Grant Application Process. Voting "Yes": *Ashby, Blair, Bonkowski, Gelder, Stern, Strakeljahn, and Streissguth*. Abstaining: *Garrido*. *Motion carried.*

Motion: (*Blair*) and second (*Bonkowski*) to approve the funding awards for the 2015 Cycle of the Homeless Housing Grant Program, the Affordable Housing Grant Program, and the Consolidated

Homeless Grant Performance Funds Program, as recommended by the Grant Recommendation Committees during the 2015 Coordinated Grant Application process. Voting “Yes”: *Ashby, Blair, Bonkowski, Daug, Garrido, Gelder, Stern, Strakeljahn, and Streissguth*. Motion carried unanimously.

ii. Amendments to 2014 Contracts

Kirsten Jewell, KRCC Housing Grant Program Manager, commented there is a small amount of additional “performance funding” available for the 2014 Consolidated Grant Program. In 2014, there were two contracts: West Sound Treatment Center’s Forward Bound program and West Sound Youth for Christ’s Independent Living Skills Program. As indicated in the meeting materials, staff recommends using the additional performance funding to add small amounts to each of those contracts.

Motion: (*Bonkowski*) and second (*Blair*) to approve amendments to increase the contract amounts for two 2014 Consolidated Homeless Performance Grant contracts: Add \$5,497 to the West Sound Treatment Center contract for a total of \$71,861. Add \$3,926 to the West Sound Youth for Christ contract, for a total of \$63,926, plus any additional CHG funds accrued through 12/31/14. Voting “Yes”: *Ashby, Blair, Bonkowski, Daug, Erickson, Garrido, Gelder, Matthes, Stern, Strakeljahn, Streissguth, and Wheeler*. Motion carried unanimously.

iii. Tiny House Workshop:

Mary McClure briefed the Board: More than 40 people attended the October 8 KRCC-sponsored workshop. Excellent presentations were given by tiny house manufacturers (including two that were “Skype’d in”) and representatives from Quixote Village, a City of Olympia tiny house community for previously-homeless people. The KRCC Housing Advisory Team will discuss workshop follow-up, including permitting and funding issues.

Discussion:

- Commissioner Gelder said the workshop was “great”; he toured Quixote Village afterwards, and is excited to continue the conversation about the potential for tiny homes in Kitsap.
- Council Member Daug concurred, and said City of Bremerton planners have indicated “nothing is holding us back from moving forward on this issue”.

6. Agency Review Team (ART) Recommendations:

Rob Gelder briefed the Board: The ART recommendations have been presented to each City Council; not all have finished studying them. Next steps:

- Affirm the value of KRCC as a body that works collaboratively on land use, transportation, and other issues of significance to the community;
- Agree on appropriate functions and form for the Council in its next “evolutionary step”;
- If the ART recommendations are adopted, convene an implementation team.

Mary McClure: A recommended 2015 Budget and Work Program will be presented for adoption at the November Board meeting. Decisions need to be made before that meeting in order to allow its development. In addition, a staffing decision needs to be made in the next 60 days regarding the position of Transportation/Land Use Program Coordinator; that cannot be done without knowing the Council’s intentions.

Discussion: Form & Functions:

- The Council cannot approve a Work Plan without identifying its core functions; it's difficult to approve a Work Plan without a budget.
- Support may not be unanimous for including affordable housing as a KRCC function.
- The Work Plan needs to include criteria for the amount of staff time spent on legislative issues, *e.g.* the West Sound Alliance work.
- The Council could consider form first, then functions, then funding, (rather than functions, then form, then funding). If we reach a decision regarding form - that's a decision point, irrespective of functions. Then we can identify our functions; that decision then informs Work Plan development and staffing needs. Then we can move to funding decisions.

Discussion: Funding:

- The ability of each jurisdiction to fund KRCC through its General Fund varies significantly, based on competing demands for those funds.
- The funding formula needs to be fair to all jurisdictions.
- It's fair to require jurisdictions that benefit the most from outside funding sources to contribute the most to KRCC's funding.
- It may be less cost for KRCC to continue contracting for Executive Management Services, rather than hiring its own staff.
- There may be additional costs associated with the staffing model, but the benefits may outweigh those costs.
- Some jurisdictions would like the proposed budget amount reduced.

Discussion: Staffing:

- The current Executive Management Services contract expires at the end of 2014. The Council must identify what needs to be in place before the transition in 2015 begins.
- We need to keep sight of the fact that our decisions affect careers and livelihoods. We need to make a firm decision in November regarding whether or not to ask for flexibility from our contractor regarding extending the Executive Management Services contract.
- Issues of institutional continuity and sustainability need to be considered.

Next Steps:

Commissioner Gelder will set up an additional ART meeting, to be held before the November 25 KRCC Board meeting. The Team will work on questions and issues raised today, as well as those to be sent to Commissioner Gelder by member jurisdictions. The team may refine its recommendations, and will present them for action at the November 25 meeting. Issues/questions to be addressed:

- How were the various funding formulae derived?
- Can a cost-neutral staffing funding scenario be created?
- Should the Council consider lowest-cost or budget-neutral staffing alternatives?
- Regarding administrative costs, currently absorbed by the consultant: What's included? More detail is needed. How does the Council control those costs in the future?
- How do we deal with possible future cost increases?
- Does the Council need to be unanimous in its support for various recommendations?

7. Member Agency Comments:

- *Commissioner Garrido* recently attended the Terra Madre Slow Food Show ~ “a world meeting of food communities”. She distributed a brochure that overviews the Kitsap County food system which was created for use at the event.
- *Commissioner Gelder* expressed his appreciation to *Chief Executive Officer Placentia* for his willingness to represent the Port Gamble S’Klallam Tribe on the KRCC Board. He emphasized the importance of maintaining the connections among the organizations, and the value of fostering inter-governmental relationships.

8. Citizens Comments: *None.*

The regular Board meeting was adjourned at 12:04 p.m.

Board Member Meeting Participants:

Bek Ashby, City of Port Orchard
Anne Blair, City of Bainbridge Island
Steve Bonkowski, City of Bainbridge Island
Leslie Daus, City of Bremerton
Becky Erickson, City of Poulsbo
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 *
Wayne Roth, City of Bainbridge Island *
Ed Stern, City of Poulsbo
Axel Strakeljahn, Port of Bremerton
Linda Streissguth, Kitsap County
Greg Wheeler, City of Bremerton
Tom Zwolfer, Naval Base Kitsap
* *Board Alternate*

Executive Management by *McClure Consulting LLC:*

Mary McClure, Executive Director
Pamela Browning, Program Coordinator / Executive Assistant
Kirsten Jewell, Housing Grants Program Manager

Board Members Not in Attendance:

Jeff Cartwright, City of Port Orchard *
Dino Davis, City of Bremerton *
Leonard Forsman, Suquamish Tribe

Rob Purser, Suquamish Tribe *
Larry Stokes, Port of Bremerton *
Jeromy Sullivan, Port Gamble S’Klallam Tribe

Others in Attendance:

Jim Adkins, Georgia’s House
Shannon Bauman, Kitsap County CDBG
Carol Branscum, Georgia’s House
Greg Cioc, Kitsap County Public Works
Ray Deardorf, Washington State Ferries
Larry Eyer, Kitsap Community Resources
Judith Friedberg-Nerf, Grant Recommendation Committee
Mark Gulbranson, PSRC
Geneva Jones, Georgia’s House
Donna Kirkpatrick, Georgia’s House
Penny Lamping, Housing Resources Board

Jerry McDonald, City of Bremerton
Joan Morris, Grant Recommendation Committee
Donna Moss, Shoreline Planning Commission
Gary Nystul, City of Bremerton
Rosalyn Owens, Grant Recommendation Committee
John Powers, Kitsap Economic Development Alliance
Bonnie Tufts, Kitsap County CDBG
Doug Washburn, Kitsap County Human Services
Charles Weaver, Georgia’s House
Leann Weaver, Georgia’s House
Kurt Wiest, Bremerton Housing Authority

Glossary of Terms:

ADA	Americans with Disabilities Act
ART	KRCC Agency Review Team
AWC	Association of Washington Cities
CDBG	Community Development Block Grant Program
CPPs	Countywide Planning Policies
DCD	Department of Community Development
HSC	Housing Solutions Center
FCP	Ferry Community Partnership
KEDA	Kitsap Economic Development Alliance
PSRC	Puget Sound Regional Council (<i>Metropolitan Planning Organization for Central Puget Sound: Kitsap, Pierce, King and Snohomish</i>)
SKIA	South Kitsap Industrial Area
TIP	Transportation Improvement Project
TransPOL	Transportation Policy Committee (<i>elected officials from KRCC member agencies</i>)
TransTAC	Transportation Technical Advisory Committee (<i>staff from KRCC member agencies</i>)
UGA	Urban Growth Area
WSA	West Sound Alliance
WSDOT	Washington State Department of Transportation
WSF	Washington State Ferries



Chris Placentia, Noo-Kayet Development Corporation CEO
Port Gamble S'Klallam Tribe

A longtime resident of Washington State, Chris attended all grades through high school here, and went on to graduate from the University of Washington with a degree in architecture. He has worked in the construction and land development industry for over twenty five years, including professional work experience and top tier management of civil engineering, land development, architectural design, and construction firms.

As the head of the Noo-Kayet Development Corporation, the Port Gamble S'Klallam Tribe's economic development arm, Chris is actively involved in Indian Country economic development, and is pleased to contribute to the S'Klallam tribal community through the improvement and expansion of existing businesses, and the development of new enterprises for a diversified and vibrant tribal economy.

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