

Kitsap Regional Coordinating Council

2024 Work Plan, Scope of Work, and Budget Proposal

Approved 10/3/2023





2024 KRCC Work Plan and Triangle Associates Scope of Work

Purpose: The purpose of this document is to outline the initiatives, activities, and tasks that the Kitsap Regional Coordinating Council's (KRCC) Board and committees expect to address in 2024, including:

- Completing the 2024 Regional and Countywide Federal Highway Administration (FHWA) Surface Transportation Program Funding Competitions (2027-2028 obligation years).
- Supporting jurisdictions in incorporating housing allocations into individual Comprehensive Plans.
- Remaining current and proactive in relation to the activities managed by the Puget Sound Regional Council;
- Maintaining the administration of the organization by updating and implementing the KRCC Policies and Procedures Manual, Interlocal Agreement (ILA), and Bylaws.

Staffing: Triangle Associates, Inc. will provide the staff to support the KRCC Board and committees. 2024 staff include:

- Sophie Glass, KRCC Program Lead
- Emilie Pilchowski, KRCC Transportation Program Lead
- Pauline Mogilevsky, KRCC Land Use Program Lead
- Zak Ott, KRCC Coordination Lead

Contents: The KRCC 2024 Work Plan – Scope of Work includes:

- I. Administrative Program Work Plan and Triangle Scope of Work
- II. Land Use Program Work Plan and Triangle Scope of Work
- III. Transportation Program Work Plan and Triangle Scope of Work
- IV. 2024 calendar with an overview of expected meetings

I. KRCC Administrative Program 2024 Work Plan Narrative

The proposed tasks for the KRCC Executive Committee and KRCC Board for 2024 are outlined in the table below. KRCC staff will support the KRCC Executive Committee and Board in completing these action items.

Legend: These work plans include the following activities represented by icons:



Research/Writing



Discussions at Meetings





















Letters



Outreach



Requires KRCC Board Approval

| Action Item | Executive Committee's Role | Board's Role |
|--|---|---|
| 1. Select members of the 2024 KRCC Executive Committee. (Bylaws) |  Review proposed Executive Committee members. (Jan. 2024) |  Review (no vote required) the 2024 Executive Committee. (Feb. 2024) |
| 2. Recommend and approve the Puget Sound Regional Council (PSRC) Board and Committee representatives. (Policies and Procedures Manual) |  Recommend appointments to PSRC Boards and Committees. (Jan. 2024) |  Approve PSRC Board and Committee appointments. (Feb. 2024) |
| 3. Receive and process KRCC applications during the application window of July 1 - August 31. (Policies and Procedures Manual) |  Review any submitted KRCC membership applications. (July-Sept. 2024) |  Review and approve new KRCC member(s) by the last KRCC Board meeting of the year. (Sept.-Dec. 2024) |
| 4. Develop and approve the 2025 annual budget and workplan. (Interlocal Agreement) |  Develop and review the draft 2025 budget and workplan. (July – Dec. 2024) |  Review the draft budget and workplan (Nov. 2024); approve the 2025 budget and workplan (Dec. 2024). |
| 5. Develop and facilitate annual retreat focused on homelessness & affordable housing. |  Review draft retreat agenda. |  Approve the retreat agenda and participate in retreat. |
| 6. Plan and execute a Legislative Reception. (Policies and Procedures Manual) |  Review the Legislative Reception plan from KRCC staff and provide guidance. (Sept.-Nov. 2024) |  Review the Legislative Reception plan from KRCC staff and provide guidance. (Oct.-Nov. 2024) |
| 7. Distribute contractor evaluation. (Policies and Procedures Manual) |  Develop contractor evaluation form. (Oct. 2024) |  Return contractor evaluation form (Nov. 2024) and discuss (Dec. 2024) |
| 8. Identify vacancies on PSRC Boards and Committees. (Policies and Procedures Manual) |  Review the vacancies on PSRC Boards and Committees. (Nov. 2024) |  Review the vacancies on PSRC Boards and Committees. (Dec. 2024) |
| 9. Discuss and vote on 2025 Chair and Vice-Chair. (Bylaws) |  Review proposed 2025 Chair and Vice Chair. (Nov. 2024) |  Vote on proposed 2025 Chair and Vice Chair. (Dec. 2024) |

I. Triangle Associates Scope of Work: KRCC Administrative Program

I.A. KRCC Board and Executive Committee Facilitation

To support the KRCC Executive Committee and KRCC Board, Triangle will provide a KRCC Program Lead who will serve as a neutral party responsible for completing or providing staff for:

- a) Drafting Executive Committee meeting agendas based on topics underway and KRCC Chair priorities, for approval by the Committee;
- b) Drafting KRCC Board meeting agendas in coordination with the KRCC Executive Committee;
- c) Gathering and constructing meeting materials as needed for the Executive Committee and KRCC Board meetings;
- d) Developing draft and final Board packets in coordination with the Executive Committee and sending to the Board;
- e) Communicating with Committee and Board members as needed to maintain effective communications and collaboration;
- f) Notetaking and drafting meeting summaries for Executive Committee review, as well as for tracking and implementing action items following each meeting;
- g) Meeting at least once in the calendar year as needed with Board representatives from each jurisdiction to maintain an understanding of each jurisdiction's issues and interests;
- h) Developing a revenue and expense report for KRCC Board meetings; and
- i) Issuing public notices for KRCC Board meetings on the KRCC website.

| Staff | Meetings | Sub-Task Deliverables | Assumptions |
|--|---|---|--|
| <ul style="list-style-type: none"> Sophie Glass Emilie Pilchowski, KRCC Transportation Program Lead Pauline Mogilevsky Zak Ott | <ul style="list-style-type: none"> 6 KRCC Board meetings 1 annual retreat focused on homelessness and affordable housing 10 Executive Committee meetings | <ul style="list-style-type: none"> Executive Committee meeting agendas and meeting summaries (draft and final) KRCC Board meeting agendas and meeting summaries (draft and final) KRCC revenue and expense reports Annual budget and workplan (draft and final) Retreat plan, agenda, materials, and logistics | <ul style="list-style-type: none"> Board meetings will be 2-hours in duration at the Norm Dicks Government Center with a virtual call-in option via Zoom. Expenses for Board meetings are inclusive of facility fees. Executive Committee Meetings will be 2-hours in duration and held virtually. The KRCC Board retreat will be held in a facility in Kitsap County. Expenses for the Board retreat are inclusive of facility fees. |

I.B. State and Regional Legislative Coordination

To support KRCC Board interests in the WA State Legislature, Triangle will help design, prepare for, and staff an annual Legislative Reception in the fall under the direction of the Chair, Executive Committee, and Board. Triangle will also provide administrative support to the Gorst Coalition, led by the Port of Bremerton.

| Staff | Meetings | Sub-Task Deliverables | Assumptions |
|--|--|---|---|
| <ul style="list-style-type: none">• Sophie Glass• Emilie Pilchowski,• Pauline Mogilevsky• Zak Ott | <ul style="list-style-type: none">• 1 Legislative Reception (or breakfast/luncheon)• 6 Gorst Coalition Meetings | <ul style="list-style-type: none">• Legislative Reception event program (draft and final)• Gorst Coalition meeting summaries (draft and final) | <ul style="list-style-type: none">• The Legislative Reception will be 4 hours in duration, held either virtually or in Kitsap County• Gorst Coalition meetings will be 2-hours in duration, held either virtually or in Kitsap County.• Thompson and Associates will draft the Gorst meeting agendas. |

I.C. KRCC Website

Triangle will provide staff support as needed to maintain an up-to-date website that reflects the organization's activities and participation of all member jurisdictions.

| Staff | Meetings | Sub-Task Deliverables | Assumptions |
|--|----------|---|--|
| <ul style="list-style-type: none">• Emilie Pilchowski• Pauline Mogilevsky• Zak Ott | N/A | <ul style="list-style-type: none">• Regular updates to the KRCC website | <ul style="list-style-type: none">• Assumes KRCC staff will be updating the existing KRCC website. |

I.D. Puget Sound Regional Council (PSRC) Coordination

To support KRCC member interests in the activities and communications of PSRC, Triangle will provide staff attendance at relevant staff level PSRC committee meetings, develop a report on staff and policy level committee meeting outcomes for KRCC Board meetings, and maintain communication with PSRC staff as needed. Triangle will also maintain an up-to-date roster of KRCC representatives on PSRC Boards and Committees.

| Staff | Meetings | Sub-Task Deliverables | Assumptions |
|--|--|---|---|
| <ul style="list-style-type: none"> Emilie Pilchowski Pauline Mogilevsky Zak Ott | <ul style="list-style-type: none"> 11 Regional Staff Committee (RSC) meetings 11 Regional Project Evaluation Committee (RPEC) meetings | <ul style="list-style-type: none"> PSRC Updates for Board meetings An up-to-date roster of KRCC representatives on PSRC Boards and Committees | <ul style="list-style-type: none"> Meetings will be 2-hours in duration Meetings will be held at PSRC's office or virtually |

I.E. Overall Support

To support internal and external communication and coordination, Triangle will conduct weekly team meetings and communications among the KRCC staff, provide budget management, invoicing, and monthly progress reports over the life of the contract, coordinate with the KRCC attorney and the state auditor's office as needed. Staff will conduct responsibilities as needed for maintaining KRCC as a separate legal entity, including maintaining and staffing a KRCC phone number for the public, fielding public calls and emails as needed, maintaining files and documentation records, submitting annual audit reports, and coordinating with the Kitsap County staff assigned to support KRCC activities under the Memorandum of Understanding.

| Staff | Meetings | Sub-Task Deliverables | Assumptions |
|--|---|--|--|
| <ul style="list-style-type: none"> Sophie Glass Emilie Pilchowski Pauline Mogilevsky Zak Ott | <ul style="list-style-type: none"> Weekly internal staff check-ins Annual meeting with KRCC attorney Annual check-in with Auditor's Office | <ul style="list-style-type: none"> Monthly invoices, progress reports Annual Audit Report Special Audits if requested by the State Auditor's Office | <ul style="list-style-type: none"> Internal team meetings will be 1-hour in length and will be held at Triangle Associates' office or virtually |

II. KRCC Land Use Program 2024 Work Plan Narrative

The proposed land use program work plan items for 2024 are outlined in the table below. KRCC staff will support the KRCC Board, Land Use Planning Policy Committee (PlanPOL), and Land Use Technical Advisory Committee (LUTAC) in completing these action items.

Legend: These work plans include the following activities represented by icons:



Research/Writing



Discussions at Meetings


















Letters





Outreach



Requires KRCC Board Approval

| Action Item | LUTAC's Role | PlanPOL's Role | Board's Role |
|--|--|--|--|
| KRCC | | | |
| 1. Support each jurisdiction's periodic update to Comprehensive Plan, including incorporating housing allocations and adjusting population and employment targets with 2022 as a baseline. |  Share resources, receive presentations from Commerce and others, hold a workshop focused on incorporating housing allocations. |  Share resources, receive presentations from Commerce and others, hold a workshop focused on incorporating housing allocations. |  Share resources, receive presentations from Commerce and others. |
| 2. Maintain list of Centers of Growth in the Countywide Planning Policies, as defined by PSRC and KRCC. |  Review applications for Centers of Growth designation. |  Review applications for Centers of Growth designation. |  Update the Countywide Planning Policies with new Centers of Growth. |
| 3. Coordinate on jurisdictions' approaches to complying with new legislation. |  Share resources, if applicable, receive presentations from Commerce and others. |  Share resources, if applicable, receive presentations from Commerce and others. |  Share resources, if applicable, receive presentations from Commerce and others. |
| Puget Sound Regional Council (PSRC) Involvement | | | |
| 4. Advise on any relevant PSRC planning efforts. |  Provide feedback to PSRC as appropriate. |  Provide feedback to PSRC as appropriate. |  Provide feedback to PSRC as appropriate. |
| KRCC Operations | | | |
| 5. Ensure messaging consistency between policy and technical committees. |  KRCC staff will serve as the liaison. |  PlanPOL meetings have LUTAC updates as standing agenda items. |  Board meetings have PlanPOL and LUTAC updates as standing items. |
| Other | | | |

| Action Item | LUTAC's Role | PlanPOL's Role | Board's Role |
|--|--|---|---|
| 6. Coordinate on annexations and develop the annual annexation report. |  LUTAC develops a draft annual annexation report. |  PlanPOL reviews the draft annual annexation report. |  KRCC Board approves the annual annexation report. |

Triangle Associates Scope of Work: Land Use Program

II.A. Land Use Planning Policy Committee (PlanPOL) Facilitation and Coordination

To support the KRCC PlanPOL, Triangle will provide a Land Use Program Lead who will report to the Program Director.

The Land Use Lead will be responsible for drafting PlanPOL meeting agendas in coordination with PlanPOL and the Executive Committee, gathering and compiling meeting materials, and sending packets to PlanPOL at least 5 days before meetings. Triangle will also be responsible for providing staff for posting meeting information on the KRCC website, notetaking, drafting meeting summaries, as well as tracking and implementing action items prior to and following each meeting.

| Staff | Meetings | Sub-Task Deliverables | Assumptions |
|---|--|---|---|
| <ul style="list-style-type: none">• Sophie Glass• Pauline Mogilevsky | <ul style="list-style-type: none">• 3 PlanPOL meetings | <ul style="list-style-type: none">• Meeting agendas (draft and final)• Meeting summaries (draft and final)• Meeting materials as needed, including maintaining communications with PSRC• Report outs to the KRCC Board in person | <ul style="list-style-type: none">• Meetings will be 1.5-hours in duration• Meetings will be held virtually with an option for members of the public to attend in person |

II.B. Land Use Technical Advisory Committee (LUTAC) Facilitation and Coordination

To support the KRCC Board's Land Use Technical Advisory Committee (LUTAC), Triangle will provide a KRCC Land Use Program Lead who will report to the Program Director, provide staff support to LUTAC, and facilitate LUTAC meetings. The Land Use Program Lead will be responsible for drafting LUTAC agendas in coordination with the Program Director and LUTAC members, gathering and constructing meeting materials, and sending materials to LUTAC at least 5 days before LUTAC meetings. The Program Lead is also responsible for notetaking, drafting and finalizing meeting memos of action items and key discussion areas, as well as tracking and implementing action items following each meeting.

| Staff | Meetings | Sub-Task Deliverables | Assumptions |
|---|--|---|---|
| <ul style="list-style-type: none">• Sophie Glass• Pauline Mogilevsky | <ul style="list-style-type: none">• 4 LUTAC meetings | <ul style="list-style-type: none">• Meeting agendas (draft and final)• Meeting memo of action items and key discussion items• Recommendations to PlanPOL developed by LUTAC | <ul style="list-style-type: none">• Meetings will be 2-hours in duration and will be held virtually |

III. KRCC Transportation Program 2024 Work Plan Narrative

The proposed transportation program work plan items for 2024 are outlined in the table below. KRCC staff will support the KRCC Board, Transportation Policy Committee (TransPOL), and Transportation Technical Advisory Committee (TransTAC) in completing these action items.

Legend: These work plans include the following activities represented by icons:



Research/Writing



Discussions at Meetings













Letters















Outreach



Requires KRCC Board Approval

| Action Item | TransTAC's Role | TransPOL's Role | Board's Role |
|--|---|---|--|
| Transportation Coordination | | | |
| 1. Learn about transportation issues of common interest. |  TransTAC addresses cross-jurisdictional transportation issues as needed. TransTAC members prepare educational updates on these topics for TransPOL meetings upon request. |  TransPOL reviews the list of cross-jurisdictional transportation issues and selects topics for their 2024 meetings. |  KRCC Board reviews relevant transportation topics as needed. |
| 2. Comprehensive Plan and Building Codes Updates. |  Share information and resources regarding each jurisdiction's updates to their Comprehensive Plans and Building Codes (e.g. transit station areas). |  If needed, share updates about Comprehensive Plan updates and Building Code updates. | N/A |
| PSRC Coordination / Transportation Competitions | | | |
| 3. Participate in PSRC's process for rebalancing, or other processes if new funding becomes available. |  Discuss opportunities for project funding as a result of rebalancing. |  Receive updates on project funding as a result of rebalancing. | N/A |
| 4. Develop and approve Countywide Competition Call for Projects and Application (including criteria). |  Develop draft recommendations of Countywide Competition Call for Projects and Application for TransPOL review. |  Review and approve TransTAC's recommendations of Countywide Competition Call for Projects and Applications. |  Approve Countywide Competition Call for Projects and Applications. |

| Action Item | TransTAC's Role | TransPOL's Role | Board's Role |
|---|---|--|--|
| 5. Develop and approve Kitsap's Regional Projects to PSRC. |  Develop the list of Kitsap's Regional Projects for TransPOL review. |  Review TransTAC's list of regional projects. |  Approve Kitsap's Regional Projects for PSRC review. |
| 6. Conduct Countywide Project Selection Workshop and recommend Countywide projects to PSRC. |  Score Countywide projects based on criteria outlined in the Call for Projects and recommend project awards to TransPOL. |  Review TransTAC's recommended Countywide project awards. |  Approve Kitsap's Countywide Projects for PSRC review. |
| 7. Debrief the Regional and Countywide Competitions. |  Discuss best practices and recommendations for the next funding cycle. |  Discuss best practices and recommendations for the next funding cycle. |  Review best practices and recommendations for the next funding cycle. |
| KRCC Collaboration | | | |
| 8. Ensure messaging consistency between policy and technical committees. |  KRCC staff will serve as the neutral liaison to provide updates and information to policy representatives. |  TransPOL meetings have TransTAC updates as a standing agenda item. |  KRCC Board meetings have TransPOL and TransTAC updates as standing agenda items. |

III. A. Transportation Policy Committee (TransPOL) Facilitation and Coordination

To support the KRCC Board's Transportation Policy Committee (TransPOL), Triangle will provide a Transportation Program Lead who will be responsible for drafting TransPOL agendas in coordination with the KRCC Executive Committee, gathering and constructing meeting materials, and sending these materials to TransPOL at least 5 days before meetings. Triangle will also be responsible for providing staff for issuing public notices, notetaking, drafting meeting summaries, as well as tracking and implementing action items prior to and following each meeting.

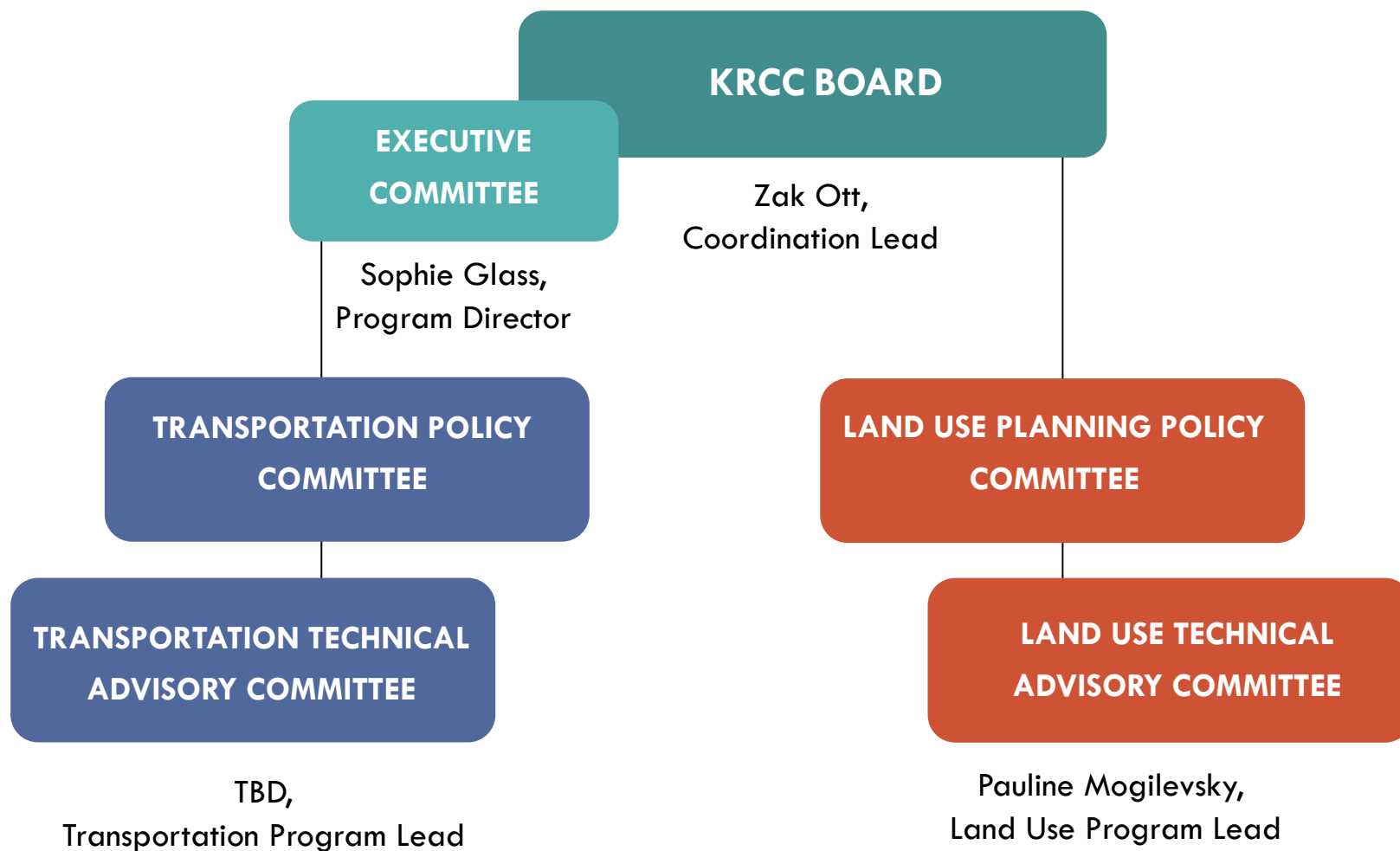
| Staff | Meetings | Sub-Task Deliverables | Assumptions |
|--|---|---|---|
| <ul style="list-style-type: none">Sophie GlassEmilie Pilchowski, KRCC Transportation Program Lead | <ul style="list-style-type: none">5 TransPOL meetings | <ul style="list-style-type: none">Meeting agendas (draft and final)Meeting summaries (draft and final)Meeting materials as needed including maintaining communications with PSRCDraft 2024 Countywide Competition Call for ProjectsSummary reports at KRCC Board meetings | <ul style="list-style-type: none">Meetings will be 1.5-hours in duration3 meetings will be held virtually with an option for members of the public to attend in person; 2 meetings will be held in person. |

III. B. Transportation Technical Advisory Committee (TransTAC) Facilitation and Coordination

To support the KRCC Board's Transportation Technical Advisory Committee (TransTAC), Triangle will provide a KRCC Transportation Lead who will report to the Program Lead, provide staff support to TransTAC, and facilitate TransTAC meetings. The Program Lead will be responsible for drafting TransTAC meeting agendas in coordination with the KRCC Program Lead and TransTAC members, gathering and constructing meeting materials, and sending materials to TransTAC at least 5 days before TransTAC meetings. The Coordination Lead is responsible for notetaking, drafting and finalizing a meeting summary, as well as tracking and implementing action items following each meeting.

| Staff | Meetings | Sub-Task Deliverables | Assumptions |
|---|---|--|---|
| <ul style="list-style-type: none">Sophie GlassEmilie Pilchowski, Transportation Program Lead | <ul style="list-style-type: none">8 TransTAC meetings | <ul style="list-style-type: none">Meeting agendas (draft and final)Meeting summary of action items and key discussion itemsMeeting materials as needed, including maintaining communications with PSRCDraft 2024 Countywide Competition Call for ProjectsRecommendations to TransPOL | <ul style="list-style-type: none">Meetings will be 2-hours in durationMeetings will be held virtually and 3 will also be in-personThe Project Selection Workshop will be held in person |

IV. Staff Organizational Chart



V. 2024 Calendar of Expected Meetings

| | | January | February | March | April | May | June | July | August | September | October | November | December |
|----------------|--|--|--|--|--|--|--|--|--------|---|--|--|--|
| Executive | Board* 1 st Tues. Time varies | | Feb 6 Board Meeting TBD | March 5 Board Meeting TBD | | May 7 Board Meeting TBD | Jun 4 Board Meeting TBD | | | | Oct 1 Board Meeting TBD | Nov 5 Board Meeting TBD | Dec 3 Board Meeting TBD |
| | Executive Committee 3 rd Thurs. 11:00AM–1:00PM | Jan 18 Executive Committee Meeting | Feb 15 Executive Committee Meeting | Mar 14 Executive Committee Meeting | Apr 18 Executive Committee Meeting | May 16 Executive Committee Meeting | Jun 20 Executive Committee Meeting | Jul 18 Executive Committee Meeting (cancel if not needed) | | Sept 19 Executive Committee Meeting | Oct 17 Executive Committee Meeting | Nov 21 Executive Committee Meeting | Dec 19 Executive Committee Meeting |
| Land Use | PlanPOL* 3 rd Tues. 1:30-3:00PM | | | Mar 19 PlanPOL Meeting | | | Jun 18 PlanPOL Meeting | | | | Oct 15 PlanPOL Meeting | | |
| | LUTAC 2 nd Thurs. 10:00-12:00PM | | Feb 8 LUTAC Meeting | | Apr 11 LUTAC Meeting | | | | | Sept 12 LUTAC Meeting | | Nov 14 LUTAC Meeting | |
| Transportation | TransPOL* 3 rd Thurs. 3:00-4:30PM | Jan 18 TransPOL Meeting | | Mar 21 TransPOL Meeting | Apr 18 TransPOL Meeting | Late May or Early June* TransPOL Meeting | | | | | Oct 17 TransPOL Meeting | | |
| | TransTAC 2 nd Thurs. 1:30-3:00PM | Jan 11 TransTAC Meeting | Feb 8 TransTAC Meeting | Mar 14 TransTAC Meeting | Apr 4 (not 11) TransTAC Meeting | May 9 TransTAC Meeting | | | | Sept 12 TransTAC Meeting | | | Dec 14 TransTAC Meeting |
| | | | | | | Late May Project Selection Workshop | | | | | | | |

KRCC Retreat Date: End of February 2024

Legislative Reception Date: TBD date

*The May or June TransPOL meeting will occur after the May KRCC Project Selection Workshop but before the June 4 KRCC Board meeting.