



TransTAC Meeting Agenda

Thursday, September 10, 2020 | 12:30 PM–2:30 PM | Remote Meeting:

- Link to participate in the video conference and view the screen share: <https://zoom.us/j/938664782>
- Phone in via cellphone (1-touch dial): +17207072699,,938664782#,,#
- Phone in on a landline: Dial 720-707-2699 and enter the Meeting ID: 938-664-782#

Topic	Documents
<p>A. Welcome and Old Business <i>Objective: Maintain the business and operations of KRCC.</i></p> <ul style="list-style-type: none"> • Introductions • Approve 7/9/20 TransTAC Meeting Summary 	<p>- 2020 meeting calendar (pg 3) - 7/9/20 TransTAC Meeting Summary (pg 4)</p>
<p>B. Leafline Trails Coalition Briefing <i>Objective: Hear an update on the Leafline Trails Coalition Leadership Group and solicit Kitsap representation.</i></p> <ul style="list-style-type: none"> • Briefing from Claire Martini and Jean White on Leafline Trails Coalition 	<p>-Leafline Trails Coalition Seeking a Kitsap Representative Handout and Coalition Charter (pg 7; 9)</p>
<p>C. Regional Project Evaluation Committee and other PSRC Updates <i>Objective: Share updates on recent regional planning related developments at Puget Sound Regional Council.</i></p> <ul style="list-style-type: none"> • RPEC and other PSRC Boards/Committees updates • Updates from PSRC • Project Check-ins watchlist projects (<i>as needed</i>) 	<p>-Monthly PSRC Update (pg 16)</p>
<p>D. Regional Competition Debrief <i>Objective: Debrief the Regional competition process to support the success of future Kitsap projects.</i></p> <ul style="list-style-type: none"> • Debrief Regional Competition with Kelly McGourty, PSRC 	
<p>E. Review 2021 Transportation Program and TransTAC Meeting Plan <i>Objective: Establish clear goals and objectives for the technical and policy level transportation committees for 2021, and to have a clear roadmap for TransTAC for the following year.</i></p> <ul style="list-style-type: none"> • Review and recommend edits to the 2021 KRCC Transportation Work Program • Review and recommend edits to the 2021 KRCC TransTAC Meeting Plan 	<p>-Draft 2021 KRCC Transportation Work Program (pg 18) -Draft 2021 TransTAC Meeting Plan (pg 22)</p>
<p>F. Corridor Updates <i>Objective: Share updates on cross jurisdictional corridor projects.</i></p> <ul style="list-style-type: none"> • SR 305, SR 16/Gorst, SR 104, SR 303, others 	
<p>G. Solutions and Support <i>Objective: Support fellow TransTAC members in troubleshooting current challenges.</i></p>	

<ul style="list-style-type: none"> • Discussion of challenges faced by individual jurisdictions and potential solutions from TransTAC members 	
<p>H. Announcements and Next Steps <i>Objective: Ensure follow up on proposed ideas and tasks.</i></p> <ul style="list-style-type: none"> • Review action items • Propose agenda items for the next TransTAC meeting on Nov. 12 • Next TransPOL meeting: Thursday, October 15 	
<p>Adjourn</p>	



Kitsap Regional Coordinating Council

2020 Meeting Schedule

Draft v.6-17-20

		January	February	March	April	May	June	July	August	September	October	November	December
Executive	Board* 1 st Tues. 10:15AM-12:15PM Norm Dicks Gov. Center		Feb. 4 Board Meeting		April 7 (canceled)	May 5 Remote** Board Meeting	June 2 Remote** Board Meeting			Sept. 1 Board Meeting			Dec. 1 Board Meeting
	Executive Committee 3 rd Tues. 11:00AM-1:00PM Kitsap Transit	Jan. 21 Executive Committee Meeting	Feb. 18 Remote Executive Committee Meeting	March 17 (cancelled)	April 21 Remote Executive Committee Meeting	May 19 Remote Executive Committee Meeting	June 16 Remote Executive Committee Meeting		Aug. 18 Remote Executive Committee Meeting	Sept. 15 (by phone) Executive Committee Meeting	Oct. 20 (by phone) Executive Committee Meeting	Nov. 17 Executive Committee Meeting	Dec. 15 (by phone) Executive Committee Meeting
Transportation	TransPOL* 3 rd Thurs. 3:15-4:45PM Kitsap Transit			March 19 Remote** TransPOL Meeting		May 28 (4 th Thurs.) Remote** TransPOL Meeting	June 18 Remote** TransPOL Meeting		Aug. 20 Remote TransPOL Meeting		Oct. 15 TransPOL Meeting		Dec. 17 (canceled)
	TransTAC 2 nd Thurs. 12:30-2:30PM Kitsap Transit	Jan. 9 TransTAC Meeting	Feb. 12 PSRC Workshop (Wed.)	March 12 Remote TransTAC Meeting		May 27 Remote Project Selection Workshop (Wed.)		July 9 Remote TransTAC Meeting		Sept. 10 TransTAC Meeting		Nov. 12 TransTAC Meeting	
Land Use	PlanPOL* 3 rd Tues. 1:30-3:00PM Kitsap Transit		Feb. 18 (canceled)		April 21 (canceled)		June 16 Remote** PlanPOL Meeting					Nov. 17 PlanPOL Meeting	
	LUTAC 2 nd Thurs. 9:30-11:30AM Norm Dicks Gov. Center	Jan. 9 LUTAC Meeting			April 9 Remote LUTAC Meeting	May 14 Remote LUTAC Meeting		July 9 Remote LUTAC Meeting		Sept. 10 LUTAC Meeting		Nov. 12 LUTAC Meeting	

*Open to the public

**<https://zoom.us/j/938664782>; +1 669 900 9128; Meeting ID: 938 664 782

Other Dates

Legislative Reception: November 12 (tentative)



Kitsap Regional Coordinating Council

Transportation Technical Advisory Committee (TransTAC)

DRAFT Meeting Summary

July 9, 2020 | 12:30 – 2:30 PM

Remote: Zoom Meeting

Actions	Person Responsible
Distribute the draft 2021 Transportation Work Program and draft TransTAC Work Plan for TransTAC's review and feedback. Note the proposed new time of TransTAC meetings in 2021 from 1-3pm.	KRCC Staff
Invite Kelly McGourty, PSRC to September 10 TransTAC meeting to debrief Regional Competition.	KRCC Staff

A. Welcome and Administration

Mishu Pham-Whipple, facilitator of the KRCC Transportation Technical Advisory Committee (TransTAC), welcomed the group and reviewed the meeting's agenda (see Attachment A for a list of participants). Mishu introduced Vivian Ericson as the new Coordination Lead for KRCC and notified the team that Vivian will be involved on in communications related to Board meetings.

B. Regional Project Evaluation Committee and other PSRC Updates

The last RPEC meeting took place on June 26. Topics at the last RPEC meeting included discussions on the project selection process, project delivery, and a Regional Transportation Plan Update. TransTAC members on RPEC reported that RPEC and PSRC TransPOL are considering extending the timeline of the Regional Competition by starting the competition earlier in the year. Mishu reported that Ryan Thompto, PSRC, has taken a position in Chicago. Updates from PSRC will be postponed to the next meeting.

C. Regional and Countywide Competition Debrief

Mishu facilitated a debrief of the Regional and Countywide competitions. TransTAC provided the following comments regarding lessons learned in the 2020 Regional Competition:

- There was general agreement with TransPOL's commentary that projects score well when they can demonstrate Partnerships and can demonstrate congestion alleviation by serving a large population.
- Air quality scoring is a huge determinant to Kitsap projects since the scale of Kitsap projects are not as large as other Regional projects being submitted.
- The Kingston project demonstrated partnerships but still didn't score well since WSDOT can't definitively state that their funding is secure, which is a detriment by PSRC's standards.
- Projects will only do well in the Regional Competition if it is a major project for the whole Puget Sound region.
 - To have WSDOT be a more competitive application partner, PSRC and WSDOT will need to coordinate on how to better identify financial readiness, perhaps implementing a different type of approval system with the legislature.
- TransTAC should invest in coordination conversations prior to the application process.
- TransTAC should consider an internal KRCC application screening process in order to identify Regional projects earlier and have presentations to TransPOL sooner.
- Regional presentations within KRCC should be conducted first and separately from Countywide presentations so that discussion on Regional projects can happen sooner.
- RPEC members should work with the PSRC Project Selection Task Force on the issues of:

- “proportionality” of projects, noting that although Kitsap projects are small, the proportionality of their benefits are in line with larger projects.
- A comprehensive cost/benefit ratio scoring criteria (with flexibility for expensive projects with special circumstances).

TransTAC recommended inviting Kelly McGourty, PSRC, to the September TransTAC meeting to have a group debrief of the Regional Competition. TransTAC provided the following comments regarding lessons learned in the 2020 Countywide Competition:

- Utilizing the “pair wise” evaluation methodology discussed in TransPOL’s debrief would be challenging for this competition. It works better with a smaller number of projects.
- Make sure that the criteria in the Call for Projects is in line with how the projects are compared against each other in reality.
- Clarify and/or reformat the description of each criteria and what constitutes high/medium/low scoring to provide consistency yet leave room for flexibility.
- Consider limiting the number of applications each jurisdiction can submit. There are implications on the time required of TransTAC to evaluate the projects and the ratio of available funding versus requests.
- Consider having a discussion on a contingency list prior to the Project Selection Workshop.
- Have a more formal process to address/defend project scores.
- Consider request limits given the requirement to balance funding by year. Have the application deadline sooner so TransTAC can review the preliminary scores in advance of the Project Selection Workshop.

D. Corridor Updates

TransTAC members provided the following corridor updates

- SR 305: Diane Lenius noted that there is an urgency to move the SR 305 project forward and obligate WSDOT funds before any funding that was allocated becomes unavailable.
- SR 16/Gorst: David Forte shared that the Gorst Corridor Committee is in the process of defining the project area and scope. has received comments from WSDOT on a draft. The Port of Bremerton is moving forward on the development of a Gorst Coalition and coordinating with Representative Kilmer’s office.
- SR 104: David shared that a meeting is being set-up to discuss the Lindvog Holding Study and receive a report from a consultant.
- SR 303: Shane Weber shared that there is an online open house for the 303 Corridor Project. The public outreach effort to date has been successful in engaging Bremerton residents. After comments are collected, efforts will shift to phasing and implementation.

E. Solutions and Support

TransTAC members raised no items for discussion.

F. Announcements and Next Steps

TransTAC members shared the following announcements:

- Steffani Lillie shared that the online open house for the SR 16 Park and Ride Alternatives Analysis is live until July 22nd.
- Andrzej Kasiniak will be leaving his position as Director of Engineering at the City of Poulsbo after many years with the City. He thanked the group for the time they have had together and shared that he plans to be active within the Poulsbo community.

The two remaining TransTAC meetings in 2020 are on Thursday, September 10 and Thursday, November 12. Mishu will send out a proposed 2021 Transportation Program in advance of the September 10 meeting

for TransTAC review, as well as an outline for the 2021 TransTAC Work Plan. She will also invite Kelly McGourty, PSRC, to the September 10 meeting.

The next TransPOL meeting will be Thursday, August 20.

G. Adjourn. The meeting adjourned at 1:58 pm.

Attachment A: TransTAC Meeting Participants

Member Name	Member Affiliation (alphabetical)
Chris Wierzbicki	Bainbridge Island
Shane Weber	Bremerton
David Forte	Kitsap County
Andrew Nelson	Kitsap County
Jeff Shea	Kitsap County
Steffani Lillie	Kitsap Transit
Fred Salisbury	Port of Bremerton
Diane Lenius	Poulsbo
Andrzej Kasiniak	Poulsbo
Mishu Pham-Whipple	KRCC
Vivian Ericson	KRCC

leafline trails coalition

Connecting Trails, Connecting Communities

The Leafline Trails Coalition is working to create an interconnected network of paved trails across the central Puget Sound region to improve health, community, quality of life, mobility, and access for all.

We are nonprofits, agencies, businesses, and communities. We believe that our region's trails should be:

- Accessible to people of all ages and abilities
- Interconnected and usable
- Equitably distributed
- A reliable transportation option
- Connected to green space

Together, we are building a lasting legacy for generations to come. Here's why we created the Leafline Trails Coalition: There are over 400 miles of Regional Trails in Central Puget Sound providing great health, recreation, active transportation and economic benefits to the communities with access to them. However, many of our communities, particularly in areas with low incomes and poor health indicators, do not have access to quality trails. Many of our existing trails are not interconnected, intuitive to navigate or welcoming to everyone. The Leafline Trails Coalition is inspired by and modeled after a national movement of trail coalitions to connect regional trails networks by leveraging resources, fostering partnerships, and growing public awareness of trails. After King County Parks convened trail partners in early 2018 and found broad support for greater collaboration on regional trails in Puget Sound, the Leafline Trails Coalition formally launched in October 2018 with a well-attended Regional Trails Summit.

How the Coalition benefits public partners: Together we can do more to expand the trails network. The Coalition catalyzes the collective impact of diverse representatives from governmental agencies, non-profit organizations, health organizations, community groups, businesses, trail users, and advocates in service of growing and promoting the four-county regional trails network. The Coalition benefits public partners by:

- **Providing a forum for coordination:** We coordinate on emerging issues facing trail managers including e-bike policy, COVID-19, and wayfinding
- **Leveraging resources:** We work together increase funding and public support for building out the trail network and to complete critical trail connections.
- **Creating and amplifying shared messaging:** We create an environment where it is easier to fund and build trails because the power and multiple public benefits of regional trails is well understood and this critical public infrastructure is demanded by the community.

Seeking a Kitsap County Representative: Per our [Charter](#), the Leafline Leadership Group, is the decision-making body for the Coalition. Our charter requires that there be a representative from each of the four counties in Central Puget Sound. Steven Starlund, from Kitsap Parks was Kitsap's representative, but unfortunately he was recently laid off due to budget cuts resulting from the Covid-19 pandemic. We are seeking another Kitsap representative and thought that having some from the Kitsap Coordinating Council would help to improve Leafline communication with the local government agencies on Kitsap engaged in active transportation issues. The Leadership Group meets bi-monthly and is currently meeting via Zoom.

If you have any questions, please contact Jean White, King County Parks, Regional Trails Program Manager at jean.white@kingcounty.gov or 206-477-4846 or Claire Martini, Leafline Trails Coalition Manager at claire@leaflinetrails.org or (503) 781-4213.

leafline trails coalition

Connecting Trails, Connecting Communities

Charter Document
Adopted by the Leadership Group – May 27, 2020
Updated with new logo - August 19, 2020

I. Mission Statement

Connecting the trails network across the Central Puget Sound region to improve health, community, quality of life, mobility, and access for all.

II. Vision Statement

The Leafline Trails Coalition works to realize a connected trails network – the Leafline – that provides equitable access, improved health, enhanced mobility, economic benefits, and recreational opportunities to thriving communities across Snohomish, Kitsap, King and Pierce counties in the Central Puget Sound region. The Coalition catalyzes the collective impact of diverse representatives from governmental agencies, non-profit organizations, health organizations, community groups, businesses, trail users, and advocates who partner to grow and promote the regional trails network.

Equity and transparency are central to success and are achieved by establishing shared priorities and plans with the region’s communities. Best practices and data collected by the Coalition are used to systematically fill network gaps and to ensure an intuitive user experience. Public and private funding and resources are being channeled to build new and maintain existing trails and to promote the network.

More people use the network because they understand the power of trails, feel safe, have quality experiences, enjoy great views, and have access to nature. Everyone can use the trails to connect.

III. Short Vision

This short version of the vision statement can be used in power point presentations and other formats where brevity is a benefit:

The Leafline is an interconnected, intuitive, well-traveled, and treasured trails network spanning the Central Puget Sound region, providing equitable access, health benefits and recreational opportunities for all.

IV. Core Values

leafline trails coalition

Connecting Trails, Connecting Communities

- **Bold** - Develop a bold and ambitious vision for a connected and accessible trails network.
- **Collaborative** - Build strong and mutually beneficial partnerships with and across communities.
- **Equitable** - Prioritize equity and inclusivity for the coalition and trails network.
- **Transparent** - Communicate clearly and openly with stakeholders and the public.
- **Innovative** - Encourage new and creative ideas for achieving the goals of the Coalition.
- **Results-Oriented** - Set measurable and achievable goals for the Coalition and trails network.

V. Membership

a. Coalition Members

Goal: Coalition Members are non-governmental organizations and individuals and are responsible for promoting the goals of the Leafline Trails Coalition, most importantly by working to complete a comprehensive trails network in the Central Puget Sound region. They do this by participating in Coalition meetings and activities, and keeping the Coalition informed about issues in the trails community.

Coalition Member Duties and Responsibilities

1. Support the Mission and Vision.
2. Help advance the work of the Coalition through advocacy and education.
3. Make a contribution that is meaningful to you / your organization (financial, volunteer hours, in-kind resources).
4. Take the initiative and provide leadership in support of Coalition priorities.
5. Support and influence the work of the Coalition by being an engaged participant. Serve on committees and work groups as needed. Attend Coalition meetings and activities and come prepared by reading material distributed prior to meetings. If you cannot attend meetings, answer Coalition surveys in a timely manner. Fulfill commitments within the agreed-upon deadlines.
6. Maintain knowledge of current programs of the Coalition and share information.
7. Share resources and talents with the organization, including expertise, and contacts for potential in-kind contributions.

Benefits of Coalition Membership

Members of the Coalition will have the opportunity to:

- Join with other trail builders and enthusiasts to advocate for a shared vision of a regional trails network in the Central Puget Sound region with a unified voice.
- Participate in a “learning community” – attend special events and meetings, share messaging, lessons learned, innovative ideas, best practices, and data for regional trails.
- Develop working relationships with a growing coalition of diverse supporters of an accessible, interconnected and equitable regional trails network.
- Be part of the process to identify and collaborate on priority trail connections. Work together to leverage funding and resources.
- Educate and engage the public and decision-makers on the benefits of a world-class regional trails network in the Central Puget Sound region.



leafline trails coalition

Connecting Trails, Connecting Communities

Process for Becoming a Member of the Leafline Trails Coalition

- We want the Leafline Trails Coalition to include a broad-based and diverse membership, therefore we want it to be fairly easy to join the Coalition.
- Both individuals and organizations are welcome to join; no financial contribution is required to become a member.
- To join, individuals and organizations will sign a pledge that states that they will support the Mission, Vision and Core Values of the Coalition and understand the Duties and Responsibilities of membership.
- As the Coalition framework evolves, we may consider different levels of membership for financial contributors and rules for voting for both individual and organizational members.

Process for Terminating Membership

Participating Members may terminate their participation in the Coalition upon written notice to the Leadership Group or Chair of the Leadership Group, or may be removed by a majority vote of the Leadership Group.

b. Public Partners

Goal: Leafline Trails Coalition Public Partners are state and local government agencies that support the concept of a regional trails network and play a major role in building and managing the trails. As Public Partners, they are responsible for advising the Coalition and its Leadership Group, helping to ensure effective programs leading to the completion of a comprehensive trails network in the Central Puget Sound region. They do this by participating in Coalition meetings and activities, and keeping the Leadership Group and working groups informed about issues in their communities. Public Partners can participate as members of the Leadership Group and Working Groups, but will not participate in advocacy efforts and will recuse themselves from any decision in which there is a conflict of interest (ex: advocacy work as it relates to voter-approved funding).

Public Partners Duties and Responsibilities

1. Support the Mission and Vision.
2. Help advance the work of the Coalition through education.
3. Make a contribution that is meaningful to your organization (financial, volunteer hours, in-kind resources).
4. Take initiative and provide leadership in support of Coalition priorities.
5. Support and influence the work of the Coalition by being an engaged participant. Serve on committees and work groups as needed. Attend Coalition meetings and activities and come prepared by reading material distributed prior to meetings. If you cannot attend meetings, answer Coalition surveys in a timely manner. Fulfill commitments within the agreed-upon deadlines.
6. Maintain knowledge of current programs of the Coalition and share information.
7. Share resources and talents with the organization, including expertise, and contacts for in-kind contributions.
8. Trail managers should share information about their projects and use this forum to improve coordination among participating agencies.

Benefits of Public Partner Membership

Public Partners of the Coalition will have the opportunity to:

- Join with other trail builders and enthusiasts to support a shared vision of a regional trails network in the Central Puget Sound region with a unified voice.

leafline trails coalition

Connecting Trails, Connecting Communities

- Participate in a “learning community” - attend special events and meetings, share messaging, lessons learned, innovative ideas, best practices, data for regional trails.
- Develop working relationships with a growing coalition of diverse supporters of an accessible, interconnected and equitable regional trails network.
- Be part of the process to identify and collaborate on priority trail connections. Work together to leverage funding and resources.
- Educate and engage the public and decision-makers on the benefits of a world-class regional trails network in the Central Puget Sound region.

Process for Becoming a Member of the Leafline Trails Coalition

- To join, Public Partners will sign a pledge that states that they will support the Mission, Vision and Core Values of the Coalition and understand the Duties and Responsibilities of membership. The Partner agency will determine who in their agency has the authority to sign this pledge.
- As the Coalition framework evolves, we may consider different levels of membership for financial contributors and rules for voting for both individual and organizational members.

c. Champion Group

It is envisioned that the Champion Group will be comprised of elected officials from participating jurisdictions (state, county and city), and of thought leaders from business, public health, the state, conservation, transportation and community-based organizations. The purpose of the Champion Group is to endorse and support the work of the Coalition and celebrate an interconnected and accessible trails network for the Central Puget Sound region. It is anticipated that they will attend annual meetings to celebrate progress and show support. This group’s duties and responsibilities, as well as the process for joining, will be better defined in 2020.

d. Working Groups

It is envisioned that the Coalition will have working groups to help further its mission and vision. Working groups will serve both the full Coalition and the Leadership Group. Some of these groups, such as the Charter Committee, will form to address a specific task and disband when this work is completed. Others are expected to be standing, on-going working groups with membership that changes as the work evolves.

Existing working groups that have met and are likely to be on-going include:

- Policy, Coordination & Stewardship – to address emerging policy issues (such as electric bicycle policy), improving the consistency and usability of trails across the network, coordinating on data collection and management, wayfinding, and other issues as needed.
- Engagement – to help tell the story of Leafline Trails, coordinate public outreach efforts to increase trail usage and access, and implement branding of the trails network, with the goal of increasing usership and user diversity.
- Gap Filling and Investment Strategy – to identify priority gaps in the network that the Coalition will work to close and an investment strategy to address those gaps.



leafline trails coalition

Connecting Trails, Connecting Communities

Further defining the purpose of these working groups, meeting frequency, and membership will be part of the 2020 work plan for the Leadership Group and Coalition.

VI. Governance

Leadership Group

Role of the Leadership Group: The Leadership Group is the decision-making body for the Coalition. It is responsible for setting, tracking and implementing the goals and vision of the Leafline Trails Coalition, inviting new members to join and support the Coalition, fundraising for Coalition priorities, and keeping members up-to-date on the activities of the Coalition.

Decision-Making Process - The Leadership Group will strive for consensus. Decisions are made by a modified consensus process. That is, Members of the Leadership Group will strive for consensus on all issues, where consensus is defined as a decision that all Members agree is the “best solution” at the time and that no Member states that they cannot “live” with the decision. Decisions of the coalition do not obligate public funding.

To enhance inclusion, the Leadership Group will also make use of online polling to gather input, opinions and perspectives from Members unable to attend in-person meetings when an issue is discussed or a decision is at hand.

Composition: The Leafline Trails Coalition strives to be a broad-based, diverse membership that gets beyond the usual choir of trail advocates and to provide equitable access to the Leafline Trails network. It is desirable that the Leadership Group includes diverse community representatives and interests such as: people of color, geographic diversity, government agencies (state, county and city), non-profit organizations, community-based organizations, tribes, health advocates, business, land use experts, trail users, ADA experts/advocates, tourism/chambers of commerce, financial experts, etc. At minimum, the Leadership Group must include representatives from Snohomish, Kitsap, King and Pierce Counties and the Washington State Department of Transportation.

Size of the Leadership Group: In order to keep the group to a manageable size, it should have 15-20 members and include:

- 4-5 government representatives
- 3-5 corporations/ business organizations
- 3-5 non-profits/community groups
- 3-5 at large members

Members will serve staggered terms to insure both continuity from year to year and to allow for a rotation of membership, except for the government representatives who will be appointed by the government they represent and have no set time limit. In the first year, members will be recruited to 1-, 2- and 3-year terms. Starting in the second year, members will serve 2-year terms. Members wishing to serve longer than 2 years are allowed to renew once for a second term with the approval of the Nominating Committee and vote of the full Coalition. Members who leave their term early are expected to work with the Leadership Group and Coalition to fill their position.

leafline trails coalition

Connecting Trails, Connecting Communities

How Leadership Group Membership is Determined: The Leafline Trails Coalition forms a Nominating Committee to annually recruit and nominate people to serve on the Leadership Group. To inform this process, the Committee annually polls the Coalition membership to determine who are interested in serving on the Leadership Group and assesses the make-up of the Leadership group to determine how well it is meeting the Coalition’s goal of being broad-based and equitable. The Nominating Committee will propose a slate of members for the Leadership Group which will be voted on at an annual meeting of the Leafline Trails Coalition.

Officers of the Leadership Group: The officers of the Leadership Group shall be voted on by the members of the Leadership Group and include Chair, Vice Chair, Secretary and Treasurer.

Duties of the Chair, Vice Chair, Secretary and Treasurer:

- **Chair:** Responsible for leading the Leadership Group and Coalition Membership in practices of good governance. The Chair will be a visible representative and spokesperson for the Coalition in the community. The Chair will work closely with the staff for the Coalition in planning and presiding over Leadership Group meetings.
- **Vice Chair:** Generally offers support to the Chair and staff and substitute leadership when needed. The Vice Chair may take on special projects. The Vice Chair is expected to assume the role of Chair when the current Chair’s term is up.
- **Secretary:** Responsible for ensuring accurate notes of Leadership Group meetings are kept.
- **Treasurer:** Responsible for overseeing the Coalition’s financial operations and ensuring that Leadership Group members have the information they need to be effective fiscal stewards of the Coalition.

Note: at the discretion of the Leadership Group the roles of Secretary and Treasurer can be combined.

Frequency of Leadership Group Meetings: The Leadership Group will have bi-monthly meetings on odd months. Members are expected to attend meetings regularly and participate in-person or, if necessary, by teleconference. Members shall have no more than 3 absences per year. It is anticipated that Members will come prepared to meetings and do work between meetings.

VII. Coordinator/Staff

The role of the Leafline Trails Coalition Manager is to provide coordination and support services for the Coalition’s work. For example, the Staff role helps to convene and inspire the Coalition (including Leadership Group and working groups), tell the story of the Coalition, broaden Membership, and advance Coalition priorities. Funding for shared staffing—provided through a Memorandum of Understanding with Cascade Bicycle Club—supports the activities outlined in the Leafline Trails Coalition Manager job description and annual work plan. These details will be discussed and finalized by the Leadership Group.

VIII. Meetings

leafline trails coalition

Connecting Trails, Connecting Communities

The Leadership Group will meet up to 6 times per year remotely or at a location determined by the Leadership Chair and Coalition staff. Determining the frequency and location of the Coalition Membership meetings, the Champion Group and the Working Groups will be part of the 2020 work plan.

IX. Communication

- **Internal Communications** – Participating members agree to communicate openly, honestly, and respectfully, and to share any information relevant to the Coalition’s common issues among participating Members. Information shared is to be used for the implementation of this Charter and thus the shared benefit of the Coalition. Members agree to provide clear notice when they are sharing sensitive, confidential, and/or proprietary information that must be kept confidential. All members agree to refrain from disclosing confidential information without the consent of affected member(s).
- **External Communications** - The Coalition recognizes that effective external communications are critical to success, so individual participating organizations will respect the decisions made regarding the Coalition’s messaging and methods of communications. Developing messaging protocols regarding the use of the Leafline logo will developed as part of the 2020 work plan. Participating Members will follow approved messaging protocols – including the use of the Leafline logo - when communicating with organizations’ member agencies, media, funders, and the public about the Coalition and its actions. Participating Members will give all participating Members and the Coalition credit for the Coalition’s accomplishments.

X. Dispute Resolution

In the event of a dispute, the Members shall seek to resolve the dispute amicably, in good faith and through mediation with the Coalition Chair. Further development of a dispute resolution process will be part of the 2020 work plan.

XI. Amending the Charter

This Charter can be amended as necessary by the Leadership Group and will be reviewed annually.



**PUGET SOUND REGIONAL COUNCIL (PSRC) UPDATES FOR THE
KITSAP REGIONAL COORDINATING COUNCIL (KRCC)**



PSRC BOARDS v.9/2/20

Executive Board

Date of Next Meeting: **September 24, 2020** • 10:00-11:30 AM

Topics from Meeting: July 23, 2020 (packet posted [here](#)):

(General Assembly held on June 25)

- Communications and Public Comment
- President’s Remarks; Executive Director’s Report; Operations Committee Report
- Action: Approval of Projects Proposed for PSRC’s 2023-2024 Federal Highway Administration and Federal Transit Administration Funds
- Discussion/Information: VISION 2050 GMPB Recommendation; Regional Aviation Baseline Study Update; New Employees Status Report

Contact: Sheila Rogers - srogers@psrc.org; **KRCC Members:** Commissioner Garrido, Mayor Erickson, Commissioner Strakeljahn, Mayor Wheeler, Mayor Putaansuu; Alternates: Commissioner Gelder, Commissioner Bozeman, Councilmember Ashby, Mayor Schneider, Councilmember Gorman, Commissioner Gary Anderson

Transportation Policy Board (TPB)

Date of Next Meeting: **September 10, 2020** • 9:30 – 11:30 AM

Topics from **July 9, 2020** Meeting (agenda posted [here](#)):

- Consent: Approve Minutes of TPB Meeting held 2/13/20; Routine Amendment to the 2019-2022 TIP; Recommend Authorizing a Change in the Regional Transportation Plan Project Status for the Hospital Area Multimodal Connections Project
- Action: Recommend Approval of Projects Proposed for PSRC’s 2023-2024 Federal Highway Administration and Federal Transit Administration Funds
- Discussion: Passenger Only Ferry Study Status Update
- Discussion: Regional Transportation Plan Briefing

Contact: Casey Moreau - cmoreau@psrc.org
KRCC Members: Mayor Erickson, Councilmember Ashby, Commissioner Gelder, Councilmember Mills, Mayor Wheeler; Alternates: Commissioner Garrido, Councilmember Pollock, Director Clauson, Commissioner Bozeman, Councilmember Gorman

Growth Management Policy Board (GMPB)

Date of Next Meeting: **September 17, 2020** • 10:00 AM – 12:00 PM

Topics from **July 16, 2020** Meeting: (packet posted [here](#)):

- Consent: Approve Minutes of GMPB Meeting held 2/6/2020
- Action: Recommend Conditional Certification of Buckley Comprehensive Plan
- Discussion: Regional Centers Framework Implementation
- Discussion: Regional Housing Strategy Update and Panel Discussion

Contact: Kristin Mitchell – kmitchell@psrc.org
KRCC Members and Affiliates: Commissioner Wolfe, Councilmember Pollock, Mayor Wheeler, Director Purser; Alternates: Commissioner Garrido, Mayor Putaansuu, Councilmember Gorman, Tom Ostrom, Andrea Spencer

Economic Development District Board

Date of Next Meeting: **October 7, 2020** • 1:00 – 3:00 PM

Topics from **July 1, 2020** Meeting: (packet posted [here](#)):

- Consent: Approve Minutes of meeting held 2/5/20
- Action: Budget Amendment and Contract Authority for Consultant Services for CARES Act Pandemic Recovery and Resiliency Work
- Discussion: Comprehensive Economic Development Strategy Update Scope

Contact: Mikayla Svob - msvob@psrc.org
KRCC Members and Affiliates: Commissioner Garrido, Councilmember Stern, Commissioner Strakeljahn, Chairman Forsman, Mayor Wheeler, John Powers; Alternates: Commissioner Wolfe, Councilmember Mills, Commissioner Bozeman, Councilmember Cucciardi, Councilmember Gorman, Commissioner Anderson

Operations Committee (OC)

Date of Next Meeting: **September 24, 2020** • 9:00 – 9:50 AM

Topics from **July 23, 2020** Meeting: (packet posted [here](#)):

- Consent Agenda: Approve Minutes of Meeting held February 27, 2020; Approve Vouchers Dated 2/13/2020-6/22/2020
- Action: PSRC FY 2021 Indirect Cost Rate Approval; Budget amendment and contract authority requested for two new grant funded projects (Stormwater Parks and CARES Act Pandemic Recovery and Resiliency Work)
- Information/Discussion: New Employees Status Report; Monthly Budget Progress Report; Contract Status Report; Completed Contracts; Grant Status Report

Contact: Casey Moreau - cmoreau@psrc.org; **KRCC Members:** Mayor Erickson; Alternates: Commissioner Gelder



**PUGET SOUND REGIONAL COUNCIL (PSRC) UPDATES FOR THE
KITSAP REGIONAL COORDINATING COUNCIL (KRCC)**



PSRC COMMITTEES v.9/2/20

<p><u>Regional Staff Committee (RSC)</u> Date of Next Meeting: October 1, 2020 • 9:30 AM – 11:30 AM Topics from September 3, 2020 Meeting: (packet posted here):</p> <ul style="list-style-type: none"> • Reports: Meeting Summary for 7/30/20; PSRC Announcements and Updates • Discussion: Plan Review Manual Project Update, Transportation Status Reports, Healthy Business Streets Guide <p>Contact: Ben Bakkenta- bbakkenta@psrc.org KRCC Affiliates: Eric Baker, Nick Bond, Ed Coviello, Andrea Spencer, Karla Boughton; Alternates: Jeff Rimack, Heather Wright</p>	<p><u>Regional FTA Caucus</u> Date of Next Meeting: October 14, 2020 • 10:30 AM – 12:00 PM Topics from June 10, 2020 Meeting: (packet posted here):</p> <ul style="list-style-type: none"> • Action: Approval of 4/8/20 meeting summary • Action: Recommendation on PSRC’s 2023-2024 FTA Earned Share and Preservation Set-aside Funding • Action: Project Recommendations for PSRC’s 2020 FTA Regional Competition <p>Contact: Sarah Gutschow - sgutschow@psrc.org KRCC Affiliates: Steffani Lillie; Alternate: Jeff Davidson</p>
<p><u>Bicycle/Pedestrian Advisory Committee (BPAC)</u> Date of Next Meeting: November 10, 2020 • 10:00 AM – 12:00 PM Topics from September 8, 2020 Meeting: (agenda posted here):</p> <ul style="list-style-type: none"> • Action: Approval of Meeting Summary 7/14/20 • Discussion: Bicycle and Pedestrian Facility and Count Data Inventories; 2022 Regional Transportation Plan Update; Local Healthy Streets Programs • Roundtable: Announcements of Bicycle/Pedestrian Activities <p>Contact: Sarah Gutschow - sgutschow@psrc.org KRCC Affiliates: David Forte, Chris Dimmitt, Megan Moore, Chris Wierzbicki; Alternates: Melissa Mohr, Andrea Archer-Parson; Anthony Burgess</p>	<p><u>Regional Project Evaluation Committee</u> Date of Next Meeting: September 25, 2020 • 9:30 – 11:00 AM Topics from July 24, 2020 Meeting: (agenda posted here) (August 28 meeting canceled)</p> <ul style="list-style-type: none"> • Action: Approval of 6/26/20 meeting summary • Transportation Policy Board Debrief • Discussion: 2020 Project Delivery • Discussion: 2020 Project Selection Process Debrief • Discussion: Regional Transportation Plan Update <p>Contact: Kelly McGourty - kmcgourty@psrc.org KRCC Affiliates: David Forte, Steffani Lillie, Fred Salisbury, Shane Weber, Mark Dorsey Alternates: Jeff Shea, Arne Bakker, Jeff Davidson, Ned Lever, Chris Dimmitt, Diane Linius</p>
<p><u>Transportation Operators Committee (TOC)</u> Date of Next Meeting: October 28, 2020 • 10:00 AM– 12:00 PM Topics from August 26, 2020 Meeting: (packet posted here):</p> <ul style="list-style-type: none"> • Action: Approval of 6/24/20 meeting summary • Discussion: Transit Funding Discussion at TPB/TPB Transit Caucus, PSRC Regional Transportation Plan Transit Update, Passenger Only Ferry Update, 2020 Transit Integration Report Status, Transit Agency Roundtable • Information: 2020 Planned Meeting Topics <p>Contact: Gil Cerise - gcerise@psrc.org; KRCC Affiliates: Steffani Lillie; Alternate: Ed Coviello</p>	<p><u>Regional Traffic Operations Committee (RTOC)</u> Date of Next Meeting: November 5, 2020 • 9:30 – 11:00 AM Topics from September 3, 2020 Meeting (agenda posted here):</p> <ul style="list-style-type: none"> • Presentation: Pacific Northwest Transportation Consortium Traffic Performance Score Website • Discussion: Review draft ITS Survey for 2022 RTP Financial Strategy <p>Contact: Gary Simonson - gsimonson@psrc.org KRCC Affiliates: Jeff Shea, Andrea Archer Parsons, Steffani Lillie; Alternates: Shane Weber</p>

III. KRCC Transportation Program 2021 Work Plan Narrative

The proposed transportation program work plan items for 2021 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 Education			
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 2021 meetings.	 KRCC Board reviews relevant transportation topics as needed.
2. Discuss transportation funding opportunities outside of the FHWA competitions.	 Support TransPOL's discussions on transportation funding opportunities based on guidance from TransPOL.	 Hold policy discussion on funding opportunities outside the FHWA competitions.	 KRCC Board holds policy discussion on funding opportunities outside the FHWA competitions and takes action as needed.
PSRC Coordination			
3. Discuss updates to policies and criteria for the Countywide Competition.	 Conduct research related to topics based on guidance from TransPOL.	 Provide guidance to TransTAC related to research needed to support discussions on desired topics. Review data related to selected topics and propose an approach for KRCC Board review.	 Approve the approach to selected topics as part of the Call for Projects in 2022.

Action Item	TransTAC's Role	TransPOL's Role	Board's Role
4. Incorporate VISION 2050 into the Countywide Competition as appropriate.	 Provide recommendations to TransPOL on ways to incorporate VISION 2050 into the Countywide Competition.	 Hold policy discussion on how to incorporate VISION 2050 into Countywide Competition.	 Review TransPOL's proposed updates for future approval.
5. Participate in the Regional Transportation Plan Update.	 Provide recommendations to PSRC RPEC members regarding safety, system information and visualization, maintenance and preservation, and project planning and implementation.	 Hold policy discussion and provide recommendations to PSRC TPB members regarding the Transportation Plan Update.	 Hold policy discussion and provide recommendations to PSRC TPB members regarding the Transportation Plan Update.
6. Participate in the Rural Town Centers and Corridor Competition (RTCC)	 Discuss projects submitted to the RTCC.	 Review projects submitted to the RTCC.	 Review projects submitted to the RTCC (vote if more projects submitted than slots)
KRCC Collaboration			
7. 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.
8. Review the Transportation Planning Element of the Countywide Planning Policies (CPPs).	 Provide recommendations to TransPOL on ways to update the Transportation Planning Element of the CPPs.	 Hold policy discussion on how to update the Transportation Planning Element of the CPPs.	 Review and approve updates to the Transportation Element of the CPPs.

Transportation Deliverables

- Meeting agendas (draft and final)
- Meeting summaries (draft and final)
- Meeting materials as needed including maintaining communications with PSRC
- Summary reports at KRCC Board meetings
- TransTAC recommendations to TransPOL

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 Glass, KRCC Program Director Mishu Pham-Whipple, KRCC Transportation Program Lead 	<ul style="list-style-type: none"> 4 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 PSRC Summary reports at KRCC Board meetings 	<ul style="list-style-type: none"> Meetings will be 1.5-hours in duration Meetings will be held virtually

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 memo, as well as tracking and implementing action items following each meeting.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Mishu Pham - Whipple Vivian Ericson 	<ul style="list-style-type: none"> 4 TransTAC meetings 	<ul style="list-style-type: none"> Meeting agendas (draft and final) Meeting summary of action items and key discussion items Meeting materials as needed, including maintaining communications with PSRC Recommendations to TransPOL 	<ul style="list-style-type: none"> Meetings will be 2-hours in duration Meetings will be held virtually

IV. 2021 Calendar of Expected Meetings
(all virtual unless otherwise noted)

		January	February	March	April	May	June	July	August	September	October	November	December
Executive	Board* 1 st Tues. 10:15AM-12:15PM Norm Dicks Gov. Center		Feb. 2 Board Meeting			May 4 Board Meeting	June 1 Board Meeting			Sept. 7 Board Meeting (in-person)		Nov. 2 Board Meeting (in-person)	Dec. 7 Board Meeting (in-person)
	Executive Committee 3 rd Tues. 11:00AM-1:00PM	Jan. 19 Executive Committee Meeting	Feb. 16 Executive Committee Meeting	March 16 Executive Committee Meeting	April 20 Executive Committee Meeting	May 18 Executive Committee Meeting	June 15 Executive Committee Meeting		Aug. 17 Executive Committee Meeting	Sept. 21 Executive Committee Meeting	Oct. 19 Executive Committee Meeting	Nov. 16 Executive Committee Meeting	Dec. 21 Executive Committee Meeting
Transportation	TransPOL* 3 rd Thurs. 3:00-4:30PM		Feb. 18 TransPOL Meeting			May 20 TransPOL Meeting				Sept. 16 TransPOL Meeting		Nov. 18 TransPOL Meeting	
	TransTAC 2 nd Thurs. 1:30-3:00PM			March 11 TransTAC Meeting			June 10 TransTAC Meeting				Oct. 14 TransTAC Meeting		Dec. 9 TransTAC Meeting
Land Use	PlanPOL* 3 rd Tues. 1:30-3:00PM	Jan. 19 PlanPOL Meeting		March 16 PlanPOL Meeting		May 18 PlanPOL Meeting					Oct. 21 PlanPOL Meeting		
	LUTAC 2 nd Thurs. 9:30-11:30AM	Jan. 14 LUTAC Meeting	Feb. 11 LUTAC Meeting	March 11 LUTAC Meeting	April 8 LUTAC Meeting	May 13 LUTAC Meeting				Sept. 9 LUTAC Meeting			



DRAFT Transportation Technical Advisory Committee (TransTAC) 2021 Meeting Plan

This is a proposed Work Plan for TransTAC with placeholders for TransTAC’s discussion and feedback.

TransTAC meetings are on the second Thursday of the month, quarterly from 1:00-3:00pm. Meetings will be held virtually through June and at Kitsap Transit, Bremerton thereafter.

March 11	June 10	October 14	December 9
<ul style="list-style-type: none"> • [COORDINATION AND COLLABORATION] such as: <ul style="list-style-type: none"> ○ Information sharing ○ External/internal presentation ○ Report out on lessons learned/best practices ○ Develop product for TransPOL • Legislative updates • Standing Agenda Items: <ul style="list-style-type: none"> ○ Welcome and Old Business ○ RPEC and other PSRC updates ○ Solutions and Support ○ Corridor Updates ○ Announcements and Next Steps 	<ul style="list-style-type: none"> • [COORDINATION AND COLLABORATION] such as: <ul style="list-style-type: none"> ○ Information sharing ○ External/internal presentation ○ Report out on lessons learned/best practices ○ Develop product for TransPOL • Rural Town Centers and Corridors project report out • Standing Agenda Items: <ul style="list-style-type: none"> ○ Welcome and Old Business ○ RPEC and other PSRC updates ○ Solutions and Support ○ Corridor Updates ○ Announcements and Next Steps 	<ul style="list-style-type: none"> • [COORDINATION AND COLLABORATION] such as: <ul style="list-style-type: none"> ○ Information sharing ○ External/internal presentation ○ Report out on lessons learned/best practices ○ Develop product for TransPOL • Update from PSRC on 2022 project selection process • Hear update on/review Policy Framework Elements and discuss recommendations to RPEC • Review TransTAC/TransPOL competition debriefs • Standing Agenda Items: <ul style="list-style-type: none"> ○ Welcome and Old Business ○ RPEC and other PSRC updates ○ Solutions and Support ○ Corridor Updates ○ Announcements and Next Steps 	<ul style="list-style-type: none"> • [COORDINATION AND COLLABORATION] such as: <ul style="list-style-type: none"> ○ Information sharing ○ External/internal presentation ○ Report out on lessons learned/best practices ○ Develop product for TransPOL • Discuss Regional projects for the next funding cycle • Review draft competition calendar • Develop transportation project status update for KRCC Board • Standing Agenda Items: <ul style="list-style-type: none"> ○ Welcome and Old Business ○ RPEC and other PSRC updates ○ Solutions and Support ○ Corridor Updates ○ Announcements and Next Steps

TransPOL meetings: February 18, May 20, September 16, November 18