



TransTAC Meeting Agenda
Thursday, September 8, 2022 | 1:00 – 3:00 p.m.

Join Zoom Meeting: <https://us06web.zoom.us/j/88293012195> | Call in: Dial (253) 215-8782 and enter Meeting ID: 882 9301 2195

A. Welcome and Old Business

Objective: Maintain the business and operations of KRCC.

- Introductions
- For reference: [2022 Meeting Calendar](#) (pg. 2)

B. PSRC Updates

Objective: Share updates on recent regional planning related developments at Puget Sound Regional Council.

- Updates from PSRC. For reference: [Monthly PSRC update](#) (pg. 20)

C. Regional and Countywide Competition Debrief

- Debrief Regional and Countywide competitions.
 - Discuss strengths and weaknesses of the approach and outcomes.
 - For reference: [2022 KRCC Countywide and Regional Projects](#) (pg. 3)

D. Review 2022 Transportation Program and TransTAC Meeting Plan

- Review and recommend edits to the [2023 KRCC Transportation Work Program](#) (pg. 15)
- Review and recommend edits to the [2023 KRCC TransTAC Meeting Plan](#) (pg. 19)

E. Corridor Updates

Objective: Share updates on cross jurisdictional corridor projects

- SR 305, SR 16/Gorst, SR 104, SR 303, Others.

F. Announcements and Next Steps

Objectives: Ensure follow up on proposed ideas and tasks

- Review action items
- Next TransTAC meeting in 2023

G. Adjourn

KRCC 2022 Calendar

This calendar updated 2/24/22. Remember to always check kitsapregionalcouncil.org for the most up-to-date meeting schedule.

		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. 1 Board Meeting			May 3 Board Meeting	June 7 Board Meeting			Sept. 6 Board Meeting		Nov. 1 Board Meeting	Dec. 6 Board Meeting
	Executive Committee 3 rd Thurs. 10:00AM-12:00PM	Jan. 20 Executive Committee Meeting	Feb. 17 Executive Committee Meeting	March 17 Executive Committee Meeting	April 21 Executive Committee Meeting	May 19 Executive Committee Meeting	June 16 Executive Committee Meeting		Aug. 18 Executive Committee Meeting	Sept. 15 Executive Committee Meeting	Oct. 20 Executive Committee Meeting	Nov. 17 Executive Committee Meeting	Dec. 15 Executive Committee Meeting
Transportation	TransPOL* 3 rd Thurs. 3:00-4:30PM	Jan. 20 TransPOL Meeting	Feb. 17 TransPOL Meeting canceled	March 17 TransPOL Meeting	April 21 TransPOL Meeting		June 2** TransPOL Meeting				Oct. 20 TransPOL Meeting		
	TransTAC 2 nd Thurs. 1:30-3:00PM	Jan. 13 TransTAC Meeting	Feb. 10 TransTAC Meeting	March 10 TransTAC Meeting	April 14 TransTAC Meeting	May 31** TransTAC Meeting				Sept. 8 TransTAC Meeting			
Land Use	PlanPOL* 3 rd Tues. 1:30-3:00PM		Feb. 15 PlanPOL Meeting	March 15 PlanPOL Meeting	April 19 PlanPOL Meeting	May 17 PlanPOL Meeting				Sept. 20 PlanPOL Meeting			
	LUTAC 2 nd Thurs. 9:30-11:30AM	Jan. 13 LUTAC Meeting	Feb. 10 LUTAC Meeting	March 10 LUTAC Meeting	April 14 LUTAC Meeting	May 12 LUTAC Meeting	June 9 LUTAC Meeting				Oct. 13 LUTAC Meeting		

***Public meetings.** All KRCC public meetings will be held virtually via Zoom until at least June 2022. Meeting links and materials are available at kitsapregionalcouncil.org.

****Special meeting dates** to accommodate PSRC Regional Transportation Competition Schedule

Other Dates

Board Retreat: Spring 2022, Legislative Reception: Winter 2022

2022 Kitsap Countywide Competition Award List (Final)

Jurisdiction	Evaluation Ranking	Name of Project	Phase	\$ Request	\$ Award	2025	2026	2024?
Kitsap County	1	Lund and Hoover	Construction	\$ 2,479,363	\$ 2,279,363		\$ 2,279,363	
Poulsbo	3	Noll Road North Segment 3B	Construction	\$ 2,205,000	\$ 1,800,000	\$ 1,800,000		
Port Orchard	4	SR 166/Bay Street Improvements (PRESERVATION)	Construction	\$ 2,291,000	\$ 2,000,000		\$ 2,000,000	
Kitsap Transit	6	West Bremerton Transit Center and Hydrogen Fueling Station	Preliminary Engineering	\$ 2,000,000	\$ 1,800,000	\$ 1,800,000		X
Bremerton	8	SR 303 Corridor Improvements Phase 2	Preliminary Engineering & Construction	\$ 2,179,800	\$ 2,068,230	\$ 468,230	\$ 1,600,000	
Bainbridge Island	12	Wyatt Way and Bicycle Pedestrian Improvements	Construction	\$ 777,000	\$ 777,000	\$ 777,000		X
Kitsap County	15	Preservation - West Kingston (phased project) (RURAL/PRESERVATION)	Construction	\$ 1,247,169	\$ 485,407	\$ 485,407		

\$ 29,683,132 \$11,210,000 \$5,330,637 \$ 5,879,363

Requirements	Project(s) to Meet Requirements
Rural Minimum = \$400,000	West Kingston (Kitsap County)
Preservation = \$1,540,000	SR 166/Bay Street (Port Orchard)
Non-motorized = \$1,150,000	Wyatt Way & Bike/Ped Improvements (Bainbridge) and Lund and Hoover (half) (Kitsap County)

Total Funding Available = \$11,210,000

2022 Countywide Transportation Competition Contingency List (Final)

Jurisdiction	Ranking	Project	Funding Request
Kitsap County	2	Ridgetop Mickelberry to Myhre ROW Phase 2	\$ 3,500,000.00
Kitsap Transit	5	Johnson Road Park and Ride	\$ 1,500,000.00
Kitsap County	7	Anderson Hill Corridor Study	\$ 432,000.00
Bremerton	9	11th St Roadway Preservation Phase 1	\$ 2,560,400.00
Poulsbo	10	3rd Avenue Reconstruction	\$ 1,557,000.00
Bainbridge Island	11	Finch and Sportsman Club Bicycle and Pedestrian Improvements	\$ 950,000.00
Bremerton	13	11th St Roadway Preservation Phase 2	\$ 2,214,400.00
Port Orchard	14	Old Clifton Non-Motorized Improvements	\$ 2,000,000.00
Kitsap County	15	Preservation - Lake Flora	\$ 761,762.00
Poulsbo	16	Finn Hill Overlay	\$ 925,000.00
Port Orchard	17	City Wide Asphalt Overlays	\$ 865,000.00
		TOTAL	\$ 17,265,562.00

Kitsap Regional Coordinating Council

2023 Work Plan, Scope of Work, and Budget Proposal

Draft v. 8/31/20228/31/2022

DRAFT





2023 KRCC Work Plan and Triangle Associates Scope of Work

Draft v. 8/31/228/31/2022

Note: Due to COVID-19, this Work Plan assumes some virtual meetings and some hybrid meetings in 2023.

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 2023, including:

- Preparing for the 2024 Regional and Countywide Federal Highway Administration (FHWA) Surface Transportation Program Funding Competitions (2027-2028 obligation years).
- Participating in the 2023 Rural Town Centers and Corridors transportation competition.
- Discussing transportation funding options outside of the FHWA competitions.
- Supporting jurisdictions in their respective periodic updates of their Comprehensive Plans.
- Adjusting the employment and growth targets as needed.
- 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.

Triangle Associates, Inc. will provide the staff to support the KRCC Board and committees. Triangle's scope of work to implement the KRCC's work plan is outlined by topic on the following pages.

Contents:

The KRCC 2023 Work Plan – Scope of Work includes:

- I. Administrative Program Work Plan and Triangle Scope of Work (page 3)
- II. Land Use Program Work Plan and Triangle Scope of Work (page 5)
- III. Transportation Program Work Plan and Triangle Scope of Work (page 11)
- IV. 2023 calendar with an overview of expected meetings (page 14)

Legend:

These work plans include the following activities represented by icons:



Research/Writing



Discussions at Meetings



Letters





















Outreach



Requires KRCC Board Approval

I. KRCC Administrative Program 2023 Work Plan Narrative

The proposed tasks for the KRCC Executive Committee and KRCC Board for 2023 are outlined in the table below. KRCC staff will support the KRCC Executive Committee and Board in completing these action items.

Action Item	Executive Committee's Role	Board's Role
1. Select members of the 2023 KRCC Executive Committee. (Bylaws)	 Review proposed Executive Committee members. (Jan. 2023)	 Review (no vote required) the 2023 Executive Committee. (Feb. 2023)
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. 2023)	 Approve PSRC Board and Committee appointments. (Feb. 2023)
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. 2023)	 Review and approve new KRCC member(s) by the last KRCC Board meeting of the year. (Sept.-Dec. 2023)
4. Develop and approve the 2024 annual budget and workplan. (Interlocal Agreement)	 Develop and review the draft 2024 budget and workplan. (July – Dec. 2023)	 Review the draft budget and workplan (Nov. 2023); approve the '24 budget and workplan (Dec. 2023).
5. Develop and facilitate annual retreat.	 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. 2023)	 Review the Legislative Reception plan from KRCC staff and provide guidance. (Oct.-Nov. 2023)
7. Distribute contractor evaluation. (Policies and Procedures Manual)	 Develop contractor evaluation form. (Oct. 2023)	 Return contractor evaluation form (Nov. 2023) and discuss results in a closed session (Dec. 2023)
8. Identify vacancies on PSRC Boards and Committees. (Policies and Procedures Manual)	 Review the vacancies on PSRC Boards and Committees. (Nov. 2023)	 Review the vacancies on PSRC Boards and Committees. (Dec. 2023)
9. Discuss and vote on 2024 Chair and Vice-Chair. (Bylaws)	 Review proposed 2024 Chair and Vice Chair. (Nov. 2023)	 Vote on proposed 2024 Chair and Vice Chair. (Dec. 2023)

Administrative Deliverables

- Executive Committee meeting agendas and meeting summaries (draft and final)
- Executive Committee meeting materials packets.
- Executive Committee annotated meeting agendas
- KRCC Board meeting agendas and meeting summaries (draft and final)
- KRCC Board meeting materials packets.
- KRCC Board annotated meeting agendas
- KRCC revenue and expense report as part of Board meeting packets
- PowerPoint meeting presentation for Board meetings
- Annual budget and workplan (draft and final)
- Retreat plan, agenda, materials, and logistics
- Legislative Reception agenda (draft and final)
- PSRC summaries as part of Board meeting packets
- The up-to-date roster of KRCC representatives on PSRC Boards and Committees

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 with Board representatives from each jurisdiction to maintain an understanding of each jurisdiction's issues and interests;
- h) Developing a monthly revenue and expense report for KRCC; and
- i) Issuing public notices for KRCC Board meetings.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> • Sophie Glass, KRCC Program Lead • Claire Wendle, KRCC Transportation Program Lead • Pauline Mogilevsky, KRCC Land Use Program Lead • Cheryl Klotz, KRCC Coordination Lead 	<ul style="list-style-type: none"> • 5 KRCC Board meetings, 1 annual retreat • 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 • PowerPoint meeting presentation for Board meetings • 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 6 hours in duration and 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, KRCC Program Lead Claire Wendle, KRCC Transportation Program Lead Cheryl Klotz, KRCC Coordination Lead 	<ul style="list-style-type: none"> 1 Legislative Reception 4 Gorst Coalition Meetings 4 Gorst Co-Chair Meetings 	<ul style="list-style-type: none"> Legislative Reception event program (draft and final) Gorst Coalition Co-Chair meeting agendas Gorst Coalition meeting agendas 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.

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"> Claire Wendle, KRCC Transportation Program Lead Pauline Mogilevsky, Land Use Program Lead Cheryl Klotz, KRCC Coordination Lead 	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, a bi-monthly report on staff and policy level committee meeting outcomes, 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"> Claire Wendle, KRCC Transportation Program Lead Pauline Mogilevsky, KRCC Land Use Program Lead Cheryl Klotz, KRCC Coordination Lead 	<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 Claire Wendle Pauline Mogilevsky Cheryl Klotz 	<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 	<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 2023 Work Plan Narrative

The proposed land use program work plan items for 2023 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	 Share resources; receive presentations from Commerce and others	 Share resources; receive presentations from Commerce and others	N/A
2. Maintain list of Centers of Growth in the Countywide Planning Policies	 Review applications for Centers of Growth designation	 Review applications for Centers of Growth designation	 Update the Countywide Planning Policies with new Centers of Growth.
Puget Sound Regional Council (PSRC) Involvement			
3. 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			
4. 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 agenda items.
Other			
5. 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.

Land Use Deliverables

- 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
- Briefing memos to LUTAC and or PlanPOL as needed
- Meeting follow up of action items and key discussion items
- Recommendations to PlanPOL developed by LUTAC

Triangle Associates Scope of Work: Land Use Program

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

To support the KRCC Board’s PlanPOL, Triangle will provide a Land Use Program Lead who will report to the Program Director. An additional administrative staff will help support the technology associated with hybrid PlanPOL meetings.

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 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 Pauline Mogilevsky, KRCC Land Use Program Lead 	<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 Oversee the work of the CPP Consultant 	<ul style="list-style-type: none"> Meetings will be 1.5-hours in duration Meetings will be held at the Norm Dicks Government Center

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 2023 Work Plan Narrative

The proposed transportation program work plan items for 2023 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 2023 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 2024.

Action Item	TransTAC's Role	TransPOL's Role	Board's Role
4. 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			
5. 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.

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 Claire Wendle, KRCC Transportation Program Lead 	<ul style="list-style-type: none"> 3 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 or at the Norm Dicks Government Center

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"> Sophie Glass Claire Wendle 	<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. Staff Organizational Chart



V. 2023 Calendar of Expected Meetings

VI.

		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. 7 Board Meeting				June 6 Board Meeting				Oct 3 Board Meeting	Nov. 7 Board Meeting	Dec. 5 Board Meeting
	Executive Committee 3 rd Thurs. 11:00AM-1:00PM Virtual	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			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 NDGC					May 18 TransPOL Meeting				Sept. 21 TransPOL Meeting		Nov. 16 TransPOL Meeting	
	TransTAC 2 nd Thurs. 1:30-3:00PM Virtual			March 9 TransTAC Meeting			June 14 TransTAC Meeting				Oct. 12 TransTAC Meeting		Dec. 14 TransTAC Meeting
Land Use	PlanPOL* 3 rd Tues. 1:30-3:00PM NDGC	Jan. 17 PlanPOL Meeting				May 16 PlanPOL Meeting					Oct. 17 PlanPOL Meeting		
	LUTAC 2 nd Thurs. 9:30-11:30AM Virtual		Feb. 9 LUTAC Meeting			May 9 LUTAC Meeting				Sept. 14 LUTAC Meeting		Nov. 9 LUTAC Meeting	

PSRC BOARDS v.8/30/22

Executive Board

Date of Next Meeting: **September 22, 2022** • 10:00 AM–12:00 PM

Topics from Meeting: **July 28, 2022** (packet posted [here](#)):

- Consent: Minutes of EB meeting held 6/23/22, Approve vouchers date 5/31/22 – 7/11/22, Approve PSRC FY 2023 Indirect Cost Rate Approval, Approve Budget Amendment to Add Revenue from Department of Commerce for Housing Public Opinion Survey, Approve Contract Authority for On-Call Model Development Support, Approve Contract Authority for Joint Development of Travel Model Software, Approve Routine Amendment to 2021-24 TIP, Approve CUFC and CRFC Designations for the PSRC region
- New Business:
 - Approve 2022 Annual FTA Adjustments
 - Approve Projects Proposed for PSRC’s 2025-26 FHA Funds
 - Authorize Executive Director to Execute Office Lease Space
- Information: New Employee Status Report, Letter from Rep. Strickland Regarding Environmental and Stormwater Mitigation

Contact: Sheila Rogers - srogers@psrc.org; **KRCC Members:** Commissioner Garrido, Mayor Erickson, Commissioner Strakeljahn, Mayor Wheeler, Mayor Putaansuu; Alternates: Commissioner Gelder, Commissioner Bozeman, Councilmember Rosapepe, Mayor Deets, Councilmember Goodnow, Commissioner Anderson

Transportation Policy Board (TPB)

Date of Next Meeting: **September 8, 2022** • 9:30 – 11:30 AM

Topics from **July 14, 2022** Meeting (packet posted [here](#)):

- Consent: Approve Minutes of TPB Meeting held 6/9/22, Routine Amendment to 2021-24 TIP, Recommend CUFC and CRFC Designations for the PSRC Region
- Action:
 - 2022 Annual FTA Adjustments
 - Recommend Approval of Projects Proposed for PSRC’s 2025-26 FHA Funds
- Discussion: PSRC Transportation Work Program

Contact: Casey Moreau - cmoreau@psrc.org

KRCC Members: Commissioner Gelder, Mayor Putaansuu, Mayor Erickson, Councilmember Mills, Mayor Wheeler; Alternates: Commissioner Garrido, Councilmember Schneider, Executive Clauson, Commissioner Bozeman, Chairman Forsman, Councilmember Goodnow

Growth Management Policy Board (GMPB)

Date of Next Meeting: **October 6, 2022** • 10:00 AM – 12:00 PM

Topics from **September 1, 2022** Meeting (packet posted [here](#)):

- Consent: Approve Minutes of GMPB Meeting held 7/7/22
- Discussion:
 - Plan Certification and Housing; Passport to 2044 Workshop Series
- Information: TOD for All; Save the Date Flyer for 11/30 Join Board Session

Contact: Kristin Mitchell – kmitchell@psrc.org; **KRCC Members and Affiliates:** Commissioner Wolfe, Councilmember Quitslund, Councilmember Purser, Mayor Wheeler; Alternates: Commissioner Garrido, Councilmember Rosapepe, Councilmember Ostrom, Councilmember Goodnow

Economic Development District Board

Date of Next Meeting: **July 13, 2022** • 1:00 – 3:00 PM

Topics from **July 13, 2022** Meeting (packet posted [here](#)):

- Consent: Minutes of meetings held 5/4/22; Vouchers 4/25/22 – 6/13/22
- Action: Adopt Fiscal Years 2022-23 Supplemental Budget and Work Program
- Discussion: Innovation Cluster Accelerator Program Update; Industrial Lands Update; Staff Report

Contact: Mikayla Svob - msvob@psrc.org

KRCC Members and Affiliates: Commissioner Garrido, Councilmember Stern, Chairman Forsman, Commissioner Strakeljahn, Mayor Wheeler; Alternates: Councilmember Wolfe, Councilmember Cucciardi, Councilmember Mills, Commissioner Anderson, Councilmember Goodnow

Operations Committee (OC)

Date of Next Meeting: **June 23, 2022** • 9:00 – 9:50 AM

Topics from **April 28, 2022** Meeting (packet posted [here](#)):

- Consent: Approve Minutes of Meeting held 3/24/22; Vouchers 2/28/22 – 4/6/22
- Action: Approve Updated Policy on Compensating Members of PSRC Funded Focus Groups, Committees, and/or Community Based Organizations, Approve Contract Authority for Consultant Services for a Housing Survey
- Information/Discussion: New Employees Status Report, Update on PSRC’s Office Space Plans, Monthly Budget Report, Contract Status Report, Grant Status Report

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

PSRC COMMITTEES v.8/30/22

Regional Staff Committee (RSC)

Date of Next Meeting: **June 16, 2022** • 9:30 – 11:30 AM

Topics from **July 21, 2022** Meeting: (packet posted [here](#)):

- Reports: Meeting Summary for 5/19/22, PSRC Announcements and Updates
- Discussion:
 - Regional Housing Strategy Implementation
 - Regional Industrial Lands Analysis Update
 - Household Travel Survey Program

Contact: Ben Bakkenta- bbakkenta@psrc.org

KRCC Affiliates: Eric Baker, Nick Bond, Heather Wright, Ed Coviello, Andrea Spencer, Kathy Cocus; Alternates: Jeff Rimack, Mark Hofman, Jennifer Sutton, Garrett Jackson

Regional FTA Caucus

Date of Next Meeting: **October 12, 2022** • 10:30 AM – 12 PM

Topics from **May 11, 2022** Meeting: (packet posted [here](#)):

- Action:
 - Approval of 3/9/22 meeting summary
- Discussion:
 - Project Tracking Working Group Update
 - Update on 2022 FTA Annual Adjustments
 - Update on Recent FTA Program Changes

Contact: Sarah Gutschow - sgutschow@psrc.org

KRCC Affiliates: Steffani Lillie; Alternate: Jeff Davidson

Bicycle/Pedestrian Advisory Committee (BPAC)

Date of Next Meeting: **September 13, 2022** • 10:00 AM – 12:00 PM

Topics from **May 10, 2022** Meeting: (agenda posted [here](#)):

- Action: Approval of Meeting Summary 1/11/22
- Discussion:
 - Update on Committee Membership
 - Update on Draft Regional Transportation Plan
- Roundtable: Announcements of Bicycle/Pedestrian Activities

Contact: Sarah Gutschow - sgutschow@psrc.org

KRCC Affiliates: David Forte, Chris Dimmitt, Chris Wierzbicki; Alternates: Melissa Mohr, Vicki Grover, Anthony Burgess

Regional Project Evaluation Committee

Date of Next Meeting: **June 24, 2022** • 9:30 – 11:00 AM

Topics from **July 22, 2022** Meeting: (agenda posted [here](#)):

- Action: Approve Summary for 5/26/22 meeting
- Transportation Policy Board Debrief
- Discussion:
 - Begin Debrief of 2022 Project Selection Process
 - PSRC's Upcoming Transportation Work Program
 - Bipartisan Infrastructure Law Funding Information
 - PSRC's Federal Certification

Contact: Kelly McGourty - kmcgourty@psrc.org

KRCC Affiliates: Diane Lenius, David Forte, Fred Salisbury, Shane Weber, Steffani Lillie; Alternates: Mark Dorsey, Joe Rutan, Arne Bakker, Ned Lever, Chris Dimmitt, Jeff Davidson

Transportation Operators Committee (TOC)

Date of Next Meeting: **September 28, 2022** • 10:00 – 12:00 PM

Topics from **August 24, 2022** Meeting: (packet posted [here](#)):

- Action:
 - Approval of 7/27/22 meeting summary
- Transportation Policy Board Debrief
- Discussion:
 - Integrated Transit Policy for WSDOT SR 167 Master Plan
 - Agency Progress on 2030 Transit Network
 - Review TOC and Other Feedback on Access to Transit Work Program
 - Upcoming TOC Meeting Topics
 - Transit Agency Roundtable

Contact: Gil Cerise - gcerise@psrc.org;

KRCC Affiliates: Steffani Lillie; Alternate: Ed Coviello

Regional Traffic Operations Committee (RTOC)

Date of Next Meeting: **July 7, 2022** • 9:30 – 11:00 AM

Topics from **May 5, 2022** Meeting (agenda posted [here](#)):

- Presentation:
 - Updates from the UW's Urban Freight Lab
- Discussion: Regional Transportation Plan – ITS/Emerging Technologies Next Steps

Contact: Gary Simonson - gsimonson@psrc.org

KRCC Affiliates: Chris Hammer, Joe Rutan, Vicki Grover, Steffani Lillie; Alternates: Chris Dimmitt