Kitsap Regional Coordinating Council

v.9-16-16

Chair
Councilmember Bek Ashby ❖
City of Port Orchard

Vice-Chair
Councilmember Wayne Roth ❖
City of Bainbridge Island

Commissioner Charlotte Garrido
Commissioner Rob Gelder ❖
Commissioner Ed Wolfe
Kitsap County

Mayor Val Tollefson
Council Member Kol Medina *
City of Bainbridge Island

Mayor Rob Putaansuu
Council Member Clancy Donlin
City of Port Orchard

Mayor Becky Erickson ❖
Council Member Ed Stern *
City of Poulsbo

Council Chair Leonard Forsman
Fisheries Director Rob Purser *
*Suquamish Tribe****

Council Chair Jeromy Sullivan
Noo-Kayet CEO Chris Placentia *
*Port Gamble S'Klallam Tribe****

Commissioner Axel Strakeljahn
Commissioner Larry Stokes *
Port of Bremerton

Captain Tom Zwolfer
Lynn Wall *
Naval Base Kitsap **

Executive Director John Clauson
Kitsap Transit ***

* *Alternate*
** *Ex Officio Member*
*** *Associate Member*
❖ Executive Committee

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Betsy Daniels, Program Director
Triangle Associates, Inc.

Kitsap Regional Coordinating Council (KRCC)
Draft Board Meeting Summary
June 7, 2016 | 10:15 AM – 12:15 PM
Norm Dicks Government Center, Bremerton, WA

Decisions

The KRCC Board…

- Approved the May 3, 2016 meeting summary as final.
- Approved the Transportation Policy Committee's (TransPOL) lists of recommended and contingency projects for the Countywide Competition.
- Agreed to form a sub-committee to focus on the 2017 Washington State legislative session.

Actions	Who?	Status
Submit to PSRC Kitsap's recommended and contingency lists of projects for the Countywide Competition.	Chair Ashby	
Organize a KRCC sub-committee to focus on the 2017 Washington State legislative session.	Councilmember Stern and KRCC Staff	
Confirm the draft policy for entering and leaving KRCC is consistent with KRCC's current Interlocal Agreement.	KRCC's legal counsel and KRCC staff	

A. WELCOME AND INTRODUCTIONS

Councilmember Ashby, KRCC Chair, welcomed participants to the meeting (see attachment A for KRCC Board members in attendance and Attachment B for members of the public in attendance).

B. CHAIR'S COMMENTS

Councilmember Ashby announced that the Executive Committee is working on securing a location for the November 10, 2016 Legislative Reception. KRCC staff will send out Save the Date invitations in June.

C. KRCC MAY BOARD MEETING SUMMARY

The KRCC Board reviewed its May 3, 2016 meeting summary. Commissioner Gelder moved to approve the summary as final; Commissioner Garrido seconded; and the motion carried without abstention or opposition.

D. DRAFT POLICY FOR JOINING OR WITHDRAWING FROM KRCC

Betsy Daniels, KRCC Program Director, explained that the purpose of the draft policy for joining and withdrawing from KRCC is to help KRCC prepare for changes to its membership and to proactively manage its budget in the face of these changes. According to the draft policy, to join KRCC as a "Member Agency," "Associate Member" or "Ex Officio" member, jurisdictions can submit written applications and application fees from July 1 through August 31 to begin membership on January 1 of the following year. To maintain membership, jurisdictions will need to submit a letter of commitment in July for the following year. To withdraw from KRCC, jurisdictions need to give the board six months prior written notice per the current ILA. This notice could occur in July when the letter of commitment is due. The KRCC Board will vote on this draft policy during its July 5, 2016 meeting.

Discussion

The Board clarified that application fees (10% of the potential dues) would be in addition to paying the full annual dues. These fees would be allocated to KRCC's reserves. The Executive Committee believes that this draft policy is in agreement the current Interlocal Agreement (signed in 2012). However, KRCC's legal counsel will confirm this prior to the July 5, 2016 KRCC Board meeting.

F. COUNTYWIDE COMPETITION

Background

In the 2016 Countywide Competition, Kitsap jurisdictions requested:

- $19.91 million for General Projects, with $8.3 million available in funding.
- $1.77 million for Non-Motorized Projects, with $1.36 million available in funding.
- $2.59 million for Preservations Projects, with $1.76 million available in funding.
- $1.53 million for Rural Projects, with $1.33 million available in funding.

Project Selection Process

Jennifer Wieland, KRCC Transportation Program Lead, reminded KRCC Board members about KRCC's objectives throughout the project selection process for the Countywide Competition:

- Align with the Puget Sound Regional Council's (PSRC) 2016 Policy Framework, tailored to the local context;
- Develop updated criteria and document other considerations to be considered; and
- Ensure a fair, transparent, and merit-based competition where the results can be linked to the process used to make decisions.

Jennifer reviewed the steps taken to arrive at the current list of recommended and contingency projects for the Countywide Competition:

1. The Transportation Technical Advisory Committee (TransTAC) members reviewed all project applications and ranked each project (except their own) using the Board-approved evaluation criteria.
2. During a full day evaluation workshop, each project sponsor gave a brief presentation of their project to TransTAC.
3. TransTAC members finalized their individual rankings (1 per jurisdiction) of the projects they evaluated.

4. KRCC staff converted the High/Medium/Low rankings into numerical values 3/2/1 for consistency and averaged the values for each criterion.
5. TransTAC reviewed the list of projects in order of ranking and discussed whether any "other considerations" applied; initial funding recommendations were developed at this time.
6. To support the allocation of funding over the full range of Kitsap jurisdictions, project sponsors considered modifications to initial funding requests (by reducing project scope, increasing local match, and/or separating project phases).
7. Project sponsors were each expected to demonstrate that any reduced requests still funded a complete phase of their project.
8. TransTAC verified that allocations for the preservation and non-motorized set-asides and rural minimum were met and finalized recommendations.
9. TransTAC placed unfunded complete phases of priority projects on the contingency list.
10. TransTAC placed projects that could not be funded with the available resources (e.g., phasing was not an option) and projects with lower rankings on the contingency list.
11. TransTAC discussed "other considerations" for projects on the contingency list and finalized the ranked order.
12. Project sponsors confirmed secure funding sources for all submitted projects.
13. TransPOL reviewed TransTAC's lists of recommended and contingency projects and decided to forward these lists to the KRCC Board for its review.

Recommended Projects

Jennifer provided overviews of all the recommended projects for the Countywide Competition:

Jurisdiction	Recommended Project Name
KRCC	SR305 Improvements Study
Kitsap Transit	Wheaton Way Transit Center
Poulsbo	Noll Road Phase 1 Construction
Bremerton	Warren Avenue Bridge - Shared Use Pathway
Port Orchard	Tremont Street Widening
Kitsap Transit	Hwy 16 Park and Ride Alternatives Analysis
Kitsap County	Ridgetop Boulevard Green Streets Phase 2
Bainbridge Island	Sportsman's and New Brooklyn Intersection Improvement
Bainbridge Island	Fletcher Bay Shoulder Improvements
Kitsap Transit	Kitsap Transit Bike Barn Rehabilitation
Kitsap County	Totten Road
Kitsap County	Silverdale Way Preservation
Bremerton	6th Street Preservation
Kitsap County	Seabeck Highway #2
Kitsap County	Carney Lake Road

Contingency List

Jennifer reviewed TransPOL's contingency list of projects for the Countywide Competition:

Jurisdiction	Contingency Projects (in rank order)
Bremerton	Warren Avenue Bridge - Shared Use Pathway (construction)
Kitsap County	SR104 Realignment
Kitsap Transit	Gateway Center TOD Planning
Kitsap County	Ridgetop Boulevard Green Streets Phase 3
Kitsap Transit	Bainbridge Island Transfer Center Lighting and Security Upgrade
Bainbridge Island	Sportsman's and New Brooklyn Intersection Improvement (construction)
Poulsbo	Forest Rock Road Preservation
Bremerton	Bremerton Signal System Upgrade

Discussion

Chair Ashby noted that approximately $10.8 million of the $12.8 million in Countywide Funds will support construction efforts. It was also noted that the unfunded portion of Port Orchard's Tremont project could not be added to the contingency list due to federal requirements that specify funds must be used to support complete phases of projects (rather than partial phases). Jennifer explained that Bremerton observed the entire selection process with TransTAC and TransPOL. Councilmember Stern and Commissioner Gelder commended TransTAC and TransPOL for their hard work and for developing a comprehensive, professional and transparent process.

Mayor Erickson recused herself from voting due to her family's property interests located near one of the Countywide Projects. Commissioner Gelder moved to approve TransPOL's lists of recommended and contingency projects; Mayor Tollefson seconded; and the motion carried without opposition.

F. REGIONAL COMPETITION

Betsy Daniels reminded the KRCC Board that the PSRC Regional Project Evaluation Committee (RPEC) scored and ranked all the projects that were submitted to the Regional Competition. She noted that successful Regional Projects were either within or immediately adjacent to a Regional Center. Therefore, PSRC's Regional Centers Framework Update process is very important as it bears influence on future Regional Competitions.

Jennifer Wieland reviewed RPEC's recommendations:

Sponsoring Jurisdiction	Name of Project	Requested Funding	RPEC's Recommended Award	Contingency List (#ranking)
Bainbridge Island/ Washington State Ferries	Sound to Olympics Trail Extension/Bainbridge Ferry Terminal & Pedestrian Loading Bridge Replacement	$4,291,579	$2,100,000	$2,191,579 (#9)
Bremerton	Warren Avenue Corridor Nonmotorized	$3,018,300	---	$3,018,300 (#16)

	Improvements			
Kitsap County/ Washington State Ferries	SR 104 Realignment	$740,000	---	$740,000 (#18)
Kitsap Transit	Silverdale Transit Center	$6,000,000	---	$6,000,000 (#12)
Port Orchard	Tremont Street Widening	$8,000,000	---	$8,000,000 (#13)
Poulsbo/Kitsap Transit	SR 305 Poulsbo Park and Ride	$1,640,000	---	$1,640,000 (#17)

PSRC's Transportation Policy Board (TPB) will meet on July 14, 2016 to review RPEC's recommendations and vote on the Regional Projects. KRCC Board members encouraged to attend and observe this meeting.

Upcoming Dates

The important dates for the Countywide and Regional Competitions are listed below.

Date	Committee	Regional Competition	Countywide Competition
6/7	KRCC Board	Receive updates	Board vote on Countywide Projects
6/20	KRCC Staff	----	Submit Countywide Project list to PSRC
7/14	PSRC TPB	TPB vote on projects	----

Discussion

Councilmember Ashby commented that based on RPEC's recommendations, 53% of the Surface Transportation Program (STP) funds will be used for preliminary engineering; 31% of these funds will be used for construction, and 16% will be used for Right of Way. In other words, 69% of the funds will be used for projects that will have considerable construction costs in the future. This is a concern because there are limited STP funds for Regional Projects. Mayor Putaansuu and Mayor Erickson both noted that federal funds have strict timelines and projects need to return their funds if they cannot be obligated within the required timeframe. TransPOL will continue discussing these issue during their meeting on June 9, 2016.

Councilmember Ashby asked Mark Gulbranson, PSRC Deputy Executive Director, to reflect on Kitsap's involvement in PSRC's Regional Competition. Mark shared that he thought Kitsap did a great job during the Regional Competition and he thanked TransTAC, TransPOL, and KRCC staff.

G. PROPOSED 2016-2017 MEETING TOPICS

Betsy reviewed the topics for KRCC Board meetings through the end of 2016. The topics originated from the 2016 Work Plan, the Growth Management Study Session in May 2016, and the KRCC Summer Retreat (which was cancelled). The KRCC Board will begin discussing its legislative agenda in July, continue the conversation in September, and present this agenda during the KRCC Legislative Reception in November. Councilmember Stern offered to chair a legislative sub-committee and provide a presentation on a preliminary legislative agenda during the September

KRCC Board meeting. He encouraged KRCC to invite the Association of Washington Cities (AWC) and the Washington State Association of Counties (WSAC) to the KRCC Legislative Reception. It was suggested that the November 1, 2016 Study Session focus on the 2017 work plan for the Land Use Technical Advisory Committee (LUTAC).[1]

H. UPDATE ON TRANSPOL, TRANSTAC, LUTAC, AND RELEVANT PSRC COMMITTEES

KRCC staff provided updates on TransTAC, TransPOL, and LUTAC, as well as the PSRC RPEC and the Regional Staff Committee (RSC).

TransTAC, TransPOL and RPEC Update

Jennifer Wieland reported that TransTAC will meet on June 9, 2016 to discuss lessons learned from the Countywide and Regional Competitions; FAST Freight Advisory Committee updates; Washington State Department of Transportation (WSDOT) crash data; next steps for the SR 305 study; and 2017 meeting topics. During TransPOL's June 9, 2016 meeting, they will address the West Sound Alliance corridor groups in addition to the same topics that TransTAC will cover. TransPOL recommended having a status report on all Countywide Projects during its December meeting to give project sponsors a sense of whether contingency funding will be made available. The May RPEC meeting consisted of a project selection workshop for the Regional Competition.

LUTAC Update

Claire Chase, KRCC Land Use Program Lead, provided updates on LUTAC's efforts. LUTAC addressed the following during its May meeting: KRCC Executive Board's Study Session (debrief); Countywide Projects; periodic update coordination; low-impact development updates; and emerging issues. LUTAC will meet on June 14, 2016. The May RSC meeting covered the following topics: Regional Open Space Mapping Tool; Transportation 2040: State of the System, Part 2; Transportation 2040 Update: Technolog. Claire also announced that Paul Inghram will temporarily replace Yorik Stevens-Wajda as the PSRC representative on LUTAC.

Discussion

Mayor Erickson commented that the Washington State Department of Commerce's deadline for Comprehensive Plan updates is June 30, 2016. She cautioned that jurisdictions may risk losing eligibility for certain types of funds if their comprehensive plans are not approved.

I. PUGET SOUND REGIONAL COUNCIL UPDATE

KRCC Board members provided the following updates on the activities of select PSRC Boards:

- Regional Centers Framework Board Work Session: Commissioner Gelder attended this meeting on June 2, 2016 to provide Kitsap's perspective on the update to Regional Centers.
- Regional Food Policy Committee: Commissioner Garrido reported that the Regional Food Policy Committee's recent efforts will be incorporated into the Economic Development District's work.
- Transportation Policy Board: Mayor Erickson reported that this Board did not meet last month. She also commented that smaller cities have been discussing their concerns

[1] The KRCC Board will vote on the 2017 Work Plan during its November 1, 2016 meeting.

regarding conditional certification of their comprehensive plans if their populations are exceeding growth targets.

I. STATE AND REGIONAL LEGISLATIVE AGENDA

Betsy and Sophie Glass, KRCC Administrative Lead, attended the West Sound Alliance (WSA) meeting on May 31, 2016. This meeting focused on sharing updates on projects funded through the Connecting Washington Package and developing groups to focus on different corridors. There are existing groups that focus on SR 305 and the Gorst Corridor, but WSA agreed that it would be good to form additional groups that focus on the Mason County/Belfair Bypass Corridor, SR 104/SR 307 and SR 302/SR 16. It was agreed that Kitsap Transit should serve on all these working groups since transit is impacted by and impacts all these corridors.

J. ADMINISTRATIVE REPORT

The KRCC Board discussed the following financial reports:

- Budget to Actual Report: As of April 30 (33% of contract period expended), Triangle Associates had used 45% of its budget. Betsy Daniels informed the KRCC Board that Triangle's spending will likely decrease in Q3 and Q4 after the Countywide and Regional Competitions are over.
- KRCC Profits and Losses (P&L) Statement: In May 2016, KRCC expended $12,894 and received $0 in revenue.

ROUNDTABLE ANNOUNCEMENTS

KRCC Board members made the following announcements:

- Commissioner Gelder announced that he will chair a WSAC work group that will discuss potential improvements to the Growth Management Act. He encouraged counties and cities around the state to work together to improve this important piece of legislation.
- Councilmember Stern recommended having a study session at 10:15 AM in September to discuss KRCC's legislative agenda.

K. REVIEW OF NEXT STEPS

The next KRCC Board meeting will be held on July 5, 2016. Please see the "Decisions and Actions" table at the start of the summary for other action items. Councilmember Roth will chair the next meeting.

L. PUBLIC COMMENT

Roger Gay, Kitsap County resident, commented that traffic is the major concern in Kitsap. However, he is frustrated that the only project that was funded through PSRC's Regional Competition was for a non-motorized transportation project, which will not likely mitigate traffic.

The meeting was adjourned at 11:49 AM.

Attachment A – Board Members in Attendance

Board Member	Jurisdiction	In Attendance?
Ashby, Bek	City of Port Orchard	Yes
Clauson, John	Kitsap Transit	Yes
Donlin, Clancy	City of Port Orchard	Yes
Erickson, Becky	City of Poulsbo	Yes
Forsman, Leonard	Suquamish Tribe	No
Garrido, Charlotte	Kitsap County	Yes
Gelder, Robert	Kitsap County	Yes
Medina, Kol	Bainbridge Island	Yes
Placentia, Chris	Port Gamble S'Klallam Tribe	Yes
Purser, Rob	Suquamish Tribe	No
Putaansuu, Rob	City of Port Orchard	Yes
Roth, Wayne	City of Bainbridge Island	Yes
Stern, Ed	City of Poulsbo	Yes
Stokes, Larry	Port of Bremerton	No
Strakeljahn, Axel	Port of Bremerton	Yes
Sullivan, Jeromy	Port Gamble S'Klallam Tribe	No
Tollefson, Val	City of Bainbridge Island	Yes
Wall, Lynn	Naval Base Kitsap	Yes
Wolfe, Ed	Kitsap County	No
Zwolfer, Tom	Naval Base Kitsap	No

Attachment B – Non-Member Participants

Name	Affiliation
Non-Members	
Dennis Engel	WSDOT
Mark Gulbranson	PSRC
Gary Nystul	City of Poulsbo
Diane Lenius	City of Poulsbo
David Forte	Kitsap County
Mark Yand	Parametrix
Roger Gay	Resident
KRCC Facilitation Team	
Betsy Daniels	KRCC Program Director
Jennifer Wieland	KRCC Transportation Program Lead
Claire Chase	KRCC Land Use Program Lead
Sophie Glass	KRCC Administrative Lead