



Kitsap Regional Coordinating Council

KRCC Board Meeting Agenda

v. 9-20-19

Date: October 1, 2019

Time: 10:15am–12:15pm

Place: Council Chambers, Norm Dicks Government Center, 345 6th Street, Bremerton, WA 98337

1. Welcome and Introductions

2. Chair's comments

3. Consent/Action Items

- A. **ACTION:** Approval of the [9/4/2019 KRCC Board Meeting Summary](#) (vote) Page 4
- B. Review of the [9/17/2019 Executive Committee Meeting Summary](#) Page 13

4. Full Discussion/Action Items:

- A. Update on KRCC [Board Retreat Approach and Agenda](#) Page 15
- B. Update on KRCC Legislative Reception Legislator RSVP
- C. **ACTION:** Approve Port of Kingston [application to KRCC](#) Page 20
- D. Review [Memo on Proposed Edits to KRCC Policies and Procedures Manual](#) Page 21
- E. **ACTION:** Approve [edits to Policies and Procedures Manual, including criteria for port membership](#) Page 22
- F. Review [draft 2020 KRCC Budget, Work Plan, and Triangle Associates Scope of Work](#) Page 50

5. KRCC Committee Reports

- A. Affordable Housing Task Force
 - i. Review draft [September 19 Meeting Agenda](#) Page 71
- B. Land Use Items
 - i. Review draft [October 15 PlanPOL Meeting Agenda](#) Page 73
 - ii. Review draft [September 17 LUTAC Meeting Agenda](#) Page 74
- C. Transportation Items
 - i. Review draft [October 17 TransPOL Meeting Agenda](#) Page 75
 - ii. Review draft [September 12 TransTAC Meeting Agenda](#) Page 76

6. PSRC Board and Committee Reports

- A. [PSRC Committees and Boards Report](#) and other updates* Page 77
 - i. Updates from the PSRC Executive Board
 - ii. Updates from the Growth Management Policy Board
 - iii. Updates from the Transportation Policy Board
 - iv. Updates from the Economic Development District Board

Continues on next page.

7. Corridor Committee Reports

- A. SR 16 Committee*
- B. SR 305 Committee*
- C. SR 104 Committee*
- D. SR 303 Committee*

8. KRCC Member Round Robin

Report out on new and upcoming land use policies or work of interest*

- A. Bainbridge Island
- B. Bremerton
- C. Kitsap County
- D. Kitsap Transit
- E. Naval Base Kitsap
- F. Port Gamble S'Klallam Tribe
- G. Port of Bremerton
- H. Port Orchard
- I. Poulsbo
- J. Suquamish Tribe

9. Staff Report

- A. [KRCC Income Statement](#)*

Page 79

10. Public Comments

11. KRCC Board Questions, Concerns, and Announcements

12. Adjourn

*Standing agenda item



Kitsap Regional Coordinating Council

Draft 2019 Meeting Schedule

Draft v.8-21-19

		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	Jan. 1 (cancelled)	Feb. 5 Board Meeting	March 5 Board Meeting	April 2 Board Meeting	May 7 Board Meeting	June 4 Board Meeting	July 2 (cancelled)		Sept. 3 Board Meeting	Oct. 1 Board Meeting	Nov. 5 Board Meeting	Dec 3 Board Meeting
	Executive Committee 3 rd Tues. 11:00AM-1:00PM Kitsap Transit	Jan. 15 Executive Committee Meeting	Feb. 19 Executive Committee Meeting	March 19 Executive Committee Meeting	April 16 Executive Committee Meeting	May 21 Executive Committee Meeting	June 18 (rescheduled)	July 2 Executive Committee Meeting (10:15AM-12:15PM)	Aug. 20 Executive Committee Meeting	Sept. 17 Executive Committee Meeting	Oct. 15 Executive Committee Meeting	Nov. 19 Executive Committee Meeting	Dec. 17 Executive Committee Meeting
	Affordable* Housing Task Force Various	Jan. 8 10:15AM-12:15PM Norm Dicks Gov. Center		March 21 10:15AM-12:15PM Kitsap Transit		May 16 10:15AM-12:15PM Kitsap Transit		July 18 10:15AM-12:15PM Kitsap Transit		Sept. 19 10:15AM-12:15PM Kitsap Transit			
Transportation	TransPOL* 3 rd Thurs. 3:15-4:45PM Kitsap Transit				April 18 TransPOL Meeting			July 18 TransPOL Meeting			Oct. 17 TransPOL Meeting		
	TransTAC 2 nd Thurs. 12:30-2:30PM Kitsap Transit			March 14 TransTAC Meeting			June 13 TransTAC Meeting			Sept. 12 TransTAC Meeting			Dec. 12 TransTAC Meeting
Land Use	PlanPOL* 3 rd Tues. 1:30-3:00PM Kitsap Transit		Feb. 21 PlanPOL Meeting			May 21 PlanPOL Meeting	June 18 (cancelled)		Aug. 20 (cancelled)		Oct. 15 PlanPOL Meeting		Dec. 17 PlanPOL Meeting
	LUTAC 2 nd Thurs. 9:30-11:30AM Poulsbo City Hall	Jan. 10 LUTAC Meeting		March 14 LUTAC Meeting		May 9 LUTAC Meeting		July 11 LUTAC Meeting		Sept. 17 LUTAC Meeting (Tuesday)		Nov. 14 LUTAC Meeting	

*Open to the public

Other Dates

Board Retreat: Friday, October 25, 2019

Legislative Reception: Thurs, November 14, 2019



Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC)

Draft Board Meeting Summary

September 3, 2019 | 10:15 AM – 11:15 PM

Norm Dicks Government Center, Bremerton, WA

Version 9-19-19

Decisions		
The KRCC Board approved: <ul style="list-style-type: none">6/4/19 KRCC Board meeting summary		
Actions	Who?	Status
Revise and upload the 6/4/19 KRCC Board meeting summary to the KRCC website.	KRCC staff	Complete
Distribute the Kitsap CPP Vision statement prior to the retreat.	KRCC staff	Ongoing
Distribute invitations to the KRCC Board retreat.	KRCC staff	Complete
Invite LUTAC and jurisdictions' Public Works Directors to the retreat.	KRCC staff	Complete
Finalize the venue reservation for the Legislative Reception and distribute formal invitations.	KRCC staff	Ongoing
Include a discussion on criteria for port membership on KRCC to the Executive Committee agenda.	KRCC staff	Ongoing
Update the affordable housing resolutions with a header that indicates the year they were adopted.	KRCC staff	Complete
Follow up with the Port of Kingston about whether the Port would like to participate in the West Sound Alliance.	KRCC staff	Ongoing

1. WELCOME AND INTRODUCTIONS

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

2. CHAIR'S COMMENTS

No comments.

3. CONSENT ACTION ITEMS

Approval of the 6/4/2019 KRCC Board meeting summary. Mayor Medina moved to approve the 6/4/19 Board meeting summary. Councilmember Stern seconded the motion. The motion carried without opposition or abstention.

4. FULL DISCUSSION ITEMS

Update on date of KRCC Board Retreat and review of Retreat Agenda with Berk Consulting. Deborah Munkberg, Berk Consulting, provided an overview of the approach to the KRCC Board retreat. The objectives of the retreat are to:

- Begin discussion of growth patterns and distribution of future growth
- Identify areas of common agreement and areas for further discussion
- Identify additional information needed and next steps

The format will consist of presentations to provide a data-based context for growth and resources in Kitsap, small and large group discussions, and exercises with maps. The indicators that will be



Kitsap Regional Coordinating Council

examined through the growth scenario discussions will include housing, employment, transportation, infrastructure, tree canopy coverage, demographic characteristics, military land use, water sheds (quality and quantity) and climate change. The retreat will help inform how growth in Kitsap will correspond with VISION 2050. Board members will also discuss how to disseminate information related to growth to the public and their respective Councils.

Board members made the following comments and asked the following questions:

- Councilmember Stern asked a question directed at Captain Rhinehart and Lynn Wall, Naval Base Kitsap, regarding military base range compatibility. Lynn Wall responded that range compatibility is still not called out in state legislation. Ranges are currently not recognized in GMA but local plans have been updated to keep up with military compatibility.
- Councilmember Stern asked whether the Ruckelshaus Road Map to Washington's Future Final Report heading to the legislature should be considered when thinking about GMA within the context of the retreat discussions. Chair Erickson recommended waiting for the legislature to respond to the report before considering in the retreat context. Councilmember Ashby recommended not discussing the report at the retreat, as the retreat agenda is full.
- Commissioner Garrido encourage the Board to have a shared vision for KRCC before discussing growth. Chair Erickson recommended that staff distribute the KRCC CPP Vision statement prior to the retreat.
- Mayor Medina asked about the format of the growth allocation exercise. Deborah Munkberg responded that Board members would use dots representing numbers of housing units and jobs on maps with existing data that would act as centerpieces of the discussions. Mayor Medina asked for a format that would make growth more tangible, with Legos for example, rather than two dimensional dots.
- Councilmember Stern asked if the discussion will be grounded in the reality of the Buildable Lands analysis from the Department of Commerce. Deborah Munkberg ensured the Board that the presentations at the beginning of the retreat will contain the best available data to ground the discussions on growth.
- Mayor Putaansuu recommended inviting jurisdictions' Public Works Directors to the retreat, as well as those on KRCC LUTAC. The meeting is open to the public but due to limited seating, members of the public should RVSP by contacting KRCC staff at 360-337-4960.
- Commissioner Garrido noted that the retreat agenda was ambitious. Chair Erickson agreed but recognized the importance of addressing the content, adding that a follow up discussion can be scheduled as needed.

Review KRCC Legislative Reception proposal. Chair Erickson shared that the Executive Committee has recommended the Legislative Reception venue be at the Silverdale Beach Hotel. Formal invitations will be distributed once the venue reservation is finalized. Chair Erickson proposed replacing the legislator panel discussion with a facilitated Q&A session based on questions that guest submit on index cards upon entry to the event. There were no objections to this proposed format. Mayor Wheeler recommended summarizing the Board retreat at the Legislative Reception. Chair Erickson clarified that Board members do not need to arrive prior to guests' arrival. Councilmember Ashby reminded the Board of the typically format of the event, which includes a KRCC/PSRC Orientation geared toward newly elected officials from 4-6PM.



Kitsap Regional Coordinating Council

Review of Port of Kingston application to join KRCC. KRCC received the Port of Kingston's application on July 5. The Port is seeking voting membership on the KRCC Board, which has raised a larger question for KRCC regarding how to determine which ports are eligible for membership to KRCC. New members of the KRCC Board typically begin membership on the first of the year. The Port of Kingston would likely begin participating on the Board on January 1, 2020. Betsy Daniels noted that new members on KRCC does not require changes to the body of the KRCC Interlocal Agreement.

Discuss Membership of Ports: The Executive Committee recommended implementing criteria for port eligibility:

- The port must contain a clear connection or overlap with a High Capacity Transit center; and
- The port must be located within an Urban Growth Area.

Betsy Daniels noted that staff have conducted research into the membership and voting of ports in similar Councils of Governments (COGs) and that there is not a consistent model used across (COGs). Board members made the following comments and asked the following questions:

- Commissioner Gelder noted that the proposed criteria eliminate all but a few ports in the County from any level of membership. He requested that the Executive Committee consider differentiating the eligibility for the types of membership.
- Mayor Medina acknowledged the time and effort recently taken to revise the voting structure in the KRCC bylaws and reflected on how the Executive Committee intends to proceed with caution when bringing on new voting members. He added that determining the criteria for port membership is complicated by the fact that the Port of Bremerton is already a voting member on the Board.
- Councilmember Daug's raised the possibility of the ports being represented by a single representative.
- Mayor Wheeler would like to see more data, particularly on growth in Kingston, before approving any criteria.
- Mayor Putaansuu noted that not all ports are created equal and that it is necessary to analyze the characteristics of different ports before determining voting rights.

Discuss Port of Kingston Dues and Voting. The Executive Committee recommends that the Port of Kingston and future port applicants be charged the higher value of either a minimum dues rate of \$2500 or the value that is determined by applying the ratio of the Port of Bremerton's population and dues to the applying port's population. In the Port of Kingston's case, the higher value is the \$2500 minimum dues rate. This means that the 10% application fee for the Port of Kingston would be \$250. Betsy Daniels noted that the question of the Port of Kingston's dues will need to be resolved in October, as the draft 2020 KRCC budget is developed at that time.

Board members made the following comments and asked the following questions:

- Councilmember Ashby clarified that the \$2500 rate was chosen since the Tribes are not voting members but pay dues of approximately \$1100 and that the dues of a voting member should be higher than those of a non-voting member.
- Mayor Erickson noted that ports do not have land use authority and that the Port of Kingston is now eligible for federal transportation funding with the same standing as the Cities of Poulsbo, Port Orchard, and Bainbridge Island.
- Commissioner Gelder noted that the Port of Kingston will need to determine whether they want to participate in the West Sound Alliance (WSA), which costs \$500 per year. KRCC staff will follow up with the Port on their participation in WSA.



Kitsap Regional Coordinating Council

Review proposed edits to Policies and Procedures Manual. Updates to the Policies and Procedures include added language on the role of Executive Committee, the review process of committee agendas, inclusion of Bremerton on the various committees, clarity on feedback from contractor evaluation, and criteria for port membership. The updates will be voted on at the October 1 Board meeting.

Review recommended motions from Affordable Housing Task Force to Board. The Board reviewed the proposed resolutions from the Affordable Housing Task Force. Councilmember Ashby clarified that the resolutions do not need to be taken to members' Councils and that they are resolutions for the KRCC Board to recognize the importance of affordable housing. Commissioner Gelder noted that the nomenclature of the resolutions should be amended to include the year the resolution was passed. KRCC staff will update the resolution headers and upload them to the KRCC website.

- Resolution in support of affordable housing: Mayor Medina moved to approve the resolution in support of affordable housing, which acknowledges that affordable housing is important in the community and that jurisdictions will take some action to support affordable housing with consent from their legislative bodies. Chair Erickson seconded the motion. The motion carried without opposition or abstention.
- Resolution in support of adopting HB 1406. Adopting HB 1406 would provide jurisdictions the opportunity to share revenue with the state for affordable housing purposes. Jurisdictions must pass resolutions to levy tax credit by January 2020 and pass ordinances to levy the tax credit by July 2020. Kitsap County and Port Orchard have passed HB 1406. Commissioner Gelder moved to approve the resolution in support of adopting HB 1406. Councilmember Ashby seconded the motion. The motion carried without opposition or abstention. Mayor Medina made a friendly amendment to Section 1, which was to add the clarify that "KRCC Board members will work..."

5. PSRC PRESENTATION ON VISION 2050 AND GROWTH ALLOCATION IMPLICATIONS

VISION 2050 Update Presentation. Paul Inghram, Director of Growth Management, provided an update on the VISION 2050 planning process, including an overview of the draft plan contents, the draft Regional Growth Strategy, and next steps following the 60-day public comment period. PSRC will be at the September 12 Bremerton Farmers Market conducting outreach on the VISION 2050 update.

[Click here to view the presentation.](#)

Board members made the following comments and asked the following questions of Mr. Inghram:

- Chair Erickson asked how PSRC intends to shift employment from King County to other counties. Paul Inghram responded that PSRC intends to work with local jurisdictions on economic development.
- Commissioner Gelder asked what level of review and analysis of the efficacy of the current VISION 2040 plan has been done to inform why certain parts are being adapted for VISION 2050? Paul Inghram responded that the Growth Management Policy Board has evaluated VISION 2040 from a policy perspective, accuracy of predictions perspective, and inclusivity perspective. The expected population and employment growth in VISION 2040 was in alignment on a regional scale, the military and tribes were acknowledged but not given as



Kitsap Regional Coordinating Council

much attention as they will be in the next plan, and economic impacts were not as nuanced as they will be in VISION 2050.

- Councilmember Stern asked Paul on his impression of the Ruckelshaus' Roadmap to Washington's Future Final Report to the legislature. Paul responded that his impression is that the report covers a lot of information but due to the non-partisan nature of the report, it shies away from making specific or meaningful recommendations. He added that the legislature is likely to take up some of the issues mentioned in the report but that other issues mentioned have historically lost momentum.
- Lynn Wall, Naval Base Kitsap, noted that the language regarding affordable housing in VISION 2050 has moved away from the original language over time. Paul responded that VISION 2050 has moved to be more specific regarding affordable housing and have a shorter list of actions.

6. KRCC COMMITTEE REPORTS

Affordable Housing Task Force Items. Chair Erickson reported that at the next meeting, the Task Force will develop a recommendation on whether to continue work into 2020. She solicited topics that the Task Force Could work on such as inclusionary zoning. Councilmember Daus recommended that the AHTF evaluate their progress on their original goals at the next meeting.

Land Use Items. The next Land Use Technical Advisory Committee (LUTAC) meeting is on September 17. Staff will discuss updates for Centers for Growth. The next Land Use Policy Committee (PlanPOL) meeting is on October 15.

Transportation Items. The next Transportation Technical Advisory Committee (TransTAC) meeting is on September 12. Staff will discuss recommendations on the Policy Framework Elements to the PSRC Regional Project Evaluation Committee (RPEC). The next Transportation Policy Committee (TransPOL) meetings is on October 17.

7. PSRC BOARD AND COMMITTEE REPORTS

There were no updates, as most PSRC Boards and Committees did not meet in August.

8. CORRIDOR COMMITTEE REPORTS

SR 305. Chair Erickson shared that the Poulsbo Arts and Landscaping Committee is designing artwork for the roundabout and large retaining wall. The next meeting is on September 18. Mayor Medina shared that one of the options proposed by WSDOT involves placing a stormwater facility in a conservation property. Additionally, the SR 305 Committee will be expected to vote on the options, rather than try to reach consensus.

SR 104. Commissioner Gelder thanked the Port of Kingston for leading the feasibility study for the ferry holding lot for congestion mitigation. He also thanked PSRC for funding the right of way acquisition through the Rural Town Center and Corridor competition.

SR 303. Mayor Wheeler shared that the committee conducted public outreach over the summer. The Committee intends to revitalize the corridor while maintaining the efficiency and flow of traffic with the potential addition of High Capacity Transit.



9. STAFF REPORT

KRCC Income Statement. KRCC has expended 49% of its budget at 50% of the budget year.

10. PUBLIC COMMENTS

Roger Gay, South Kitsap resident, encouraged the Board to explore military housing and cooperation on the relationship between employee housing and affordable housing, which would ultimately reduce commutes.

Mary McClure, Port of Kingston, shared that Kingston is one of four High Capacity Transit nodes in the County. She added that the Port is eager to be a part of discussions at KRCC and that although membership will not be confirmed until January, Port of Kingston Commissioners intend to attend KRCC meetings in the meantime.

11. KRCC BOARD QUESTIONS, CONCERNS AND ANNOUNCEMENTS

The Board welcomed Captain Richard Rhinehart, Naval Base Kitsap, to KRCC, and made the following comments and announcements.

- Councilmember Stern acknowledged Captain Rhinehart's predecessor, Captain Schrader, who set a standard for community outreach and cooperation.
- Mayor Medina shared that the Bainbridge Island City Council will be discussing how to implement HB 1406, a local revenue sharing program for housing investments. The Council is tentatively allowing 2, rather than 1 Accessory Dwelling Unit (ADU) per property and is also considering allowing RVs and ADUs. The Council asserts that ADUs will need to be owned by the property owner. After studying the potential for inclusionary zoning in Winslow, the City found that the density would need to go from 1-1.5 to 3-3.5 units, essentially doubling in density in order to be feasible.
- Mayor Putaansuu shared that the City of Port Orchard has passed HB 1406. The City is evaluating rents in Port Orchard to ensure a property tax abatement is meaningful to property owners. Parts of the City have water and building moratoriums while infrastructure is being constructed in partnership with the City of Bremerton and developers.
- Chairman Forsman shared that the Suquamish Tribe has built more housing units and a playground. The Tribe is also hosting the 2024 Tribal Journey which means there will be investments in the downtown area to support housing and cultural activities.
- Mayor Wheeler shared that the Bremerton City Council will consider legislation to increase density in the City. The City is also working on a rental assistance program which helps families maintain shelter. The City has also secured additional funding for the Pendleton housing project on Kitsap Way.
- Councilmember Daus shared that the City of Bremerton is conducting a study on Harrison Hospital area to ensure that businesses are not lost when the hospital relocates.
- Commissioner Garrido shared that the Homes for All meeting is next Tuesday from 9-11 am at the Salvation Army.
- Commissioner Gelder recommended reading the MSRC newsletter in which there is a summary of recent legislation.
- Chair Erickson shared that there is a permanent affordable housing project in Poulsbo specifically for families.



Kitsap Regional Coordinating Council

- Lynn Wall, Naval Base Kitsap, shared that Senate Bill 5748 requires the Department of Commerce to identify a list of projects to support necessary infrastructure near military installations. She asked that Board members coordinate with her to populate the list of projects.

12. ADJOURN

The meeting adjourned at 12:15PM



Kitsap Regional Coordinating Council

ATTACHMENT A – BOARD MEMBERS IN ATTENDANCE

Board Member	Jurisdiction	In Attendance?
Ashby, Bek	City of Port Orchard	✓
Clauson, John	Kitsap Transit	✓
Erickson, Becky	City of Poulsbo	✓
Forsman, Leonard	Suquamish Tribe	✓
Garrido, Charlotte	Kitsap County	✓
Gelder, Robert	Kitsap County	✓
Medina, Kol	Bainbridge Island	✓
Mills, Luther “Jay”	Suquamish Tribe	✓
Nystul, Gary	City of Poulsbo	
Placentia, Chris	Port Gamble S’Klallam Tribe	✓
Purser, Rob	Suquamish Tribe	
Put aansuu, Rob	City of Port Orchard	✓
Rhinehart, Richard	Naval Base Kitsap	✓
Stern, Ed	City of Poulsbo	✓
Stokes, Larry	Port of Bremerton	
Strakeljahn, Axel	Port of Bremerton	
Sullivan, Jeromy	Port Gamble S’Klallam Tribe	
Tirman, Matthew	City of Bainbridge Island	✓
Wall, Lynn	Naval Base Kitsap	✓
Wolfe, Ed	Kitsap County	



Kitsap Regional Coordinating Council

ATTACHMENT B – NON-MEMBER PARTICIPANTS

Name	Affiliation
Non-Members	
David Forte	Kitsap County
Roger Gay	South Kitsap Taxpayer
Paul Inghram	Puget Sound Regional Council
Andrea Harris Long	Puget Sound Regional Council
Mary McClure	Port of Kingston
Steve Heacock	Port of Kingston
Laura Gronnvoll	Port of Kingston
Greg Englin	Port of Kingston
Joseph Perez	WSDOT
KRCC Facilitation Team	
Betsy Daniels	KRCC Program Director
Mishu Pham Whipple	KRCC Coordination Lead
Kizz Prusia	KRCC Land Use Coordination Lead



KRCC Executive Committee Meeting Draft Summary

Draft v. 9-23-19

Date: September 17, 2019

Time: 11:00 A.M. - 1:00 P.M.

Place: Kitsap Transit, Bremerton

Members in Attendance: Mayor Erickson, Commissioner Wolfe, Mayor Medina,
Councilmember Ashby, Commissioner Strakeljahn

Decisions		
<p>The KRCC Executive Committee:</p> <ul style="list-style-type: none">• Approved Triangle Associates' August 2019 invoice• Recommended to not move forward with a presentation on the Roadmap to Washington's future at the November or December KRCC Board meeting• Recommended to not move forward with a coordinated outreach strategy for the affordable housing resolutions passed at the September 3 Board meeting• Recommended that the AHTF discontinue after 2019 and not meet in 2020• Recommended that affordable housing topics be integrated into future PlanPOL meetings		
Actions	Who?	Status
Invite representatives from AWC, WSAC, and PSRC to be speakers at the KRCC Legislative Reception pre-meeting for newly elected or non-Board city council members.	KRCC staff	Ongoing
Revise the list of representatives invited to attend the KRCC Legislative Reception.	KRCC staff	Complete
Update the proposed edits to the Policies and Procedures with criteria for port membership to KRCC.	KRCC staff	Complete

1. Committee Updates and Action Items

Executive Committee:

- Develop proposed criteria for port membership: The Executive Committee recommended that ports are only eligible to participate in KRCC as a "Member Agency" if they meet the two criteria, which are having a connection to a High Capacity Transit Center and being located within an Urban Growth Area. They reaffirmed the previously recommended criteria and clarified that the membership level for which the criteria applies is for "Member Agency," meaning a voting and dues paying government entity within Kitsap County.
- Discuss Board Retreat approach and agenda: The Committee discussed a revised Board Retreat agenda and Lego activity prepared by Berk Consulting (Berk). The Committee approved the revised agenda and activity and confirmed materials needed for the retreat. Chair Erickson requested that Berk prepare information for existing housing and employment in Kitsap County.

Affordable Housing Task Force (AHTF):

- Discuss how to communicate the two resolutions passed by the KRCC Board to the public: The Committee decided that an outreach strategy was not needed and that posting the resolutions on the KRCC website was sufficient communication of the affordable housing resolutions.
- Discuss the goals of AHTF and potential scope for 2020: The Committee reviewed the AHTF meeting plan with goals and outcomes of each 2019 meeting listed. The Committee agreed that AHTF topics could be integrated into future PlanPOL meetings rather than as



Kitsap Regional Coordinating Council

a separate committee to the Board.

Land Use Items:

- Review Major Land-Use Deadlines via 18 month and 8-year Land-Use Calendar: The Committee noted that LUTAC will begin reviewing the 18 month and 8-year Land Use Calendar with major land-use deadlines starting at the end of 2019.
- Roadmap to Washington's Future to KRCC Board: KRCC staff previously received a request from the Executive Committee for the Ruckelshaus Center to provide a presentation on the Roadmap to Washington's Future. The Committee recommended not having a presentation from Ruckelshaus Center staff.
- Report out from September 17 LUTAC Meeting: The Committee noted a report out from KRCC staff regarding the September 17 LUTAC meeting. KRCC staff shared that LUTAC is continuing to make good progress on the updates to the Kitsap Countywide Planning Policies (CPPs), Element C: Centers of Growth.
- Review draft October 15 PlanPOL Meeting Agenda: The Committee noted that KRCC staff will be providing an update at the October 15 PlanPOL meeting regarding the Kitsap Countywide Planning Policies, Element C: Centers of Growth and work completed by LUTAC in 2019. The Committee had no suggestions for the draft October 15 PlanPOL meeting agenda.

Transportation Items:

- Review the draft July 18 TransPOL Meeting Summary: The Committee approved the summary and with no comments.
- Review the draft September 12 TransTAC Meeting Agenda: No comments.

2. Review the KRCC Board Agenda and Materials

- Approve the October 1, 2019, KRCC Board Agenda: The Committee requested that the round robin be added back to the KRCC Board Agendas.

3. New Business

- Review 2020 KRCC Budget and Workplan: The Committee noted the meeting and staffing proposal for the 2020 KRCC Budget and Workplan. The Committee recommended removing the AHTF meetings for the 2020 workplan and integrating affordable housing topics into PlanPOL meetings.
- Review Legislative Reception Guest List: The Committee noted additional guests to add to the Legislative Reception guest list. The Committee requested that the Legislative Reception guest list be revised prior to the October 1, KRCC Board meeting.

4. Administrative Agenda

- Approve Triangle Associates August invoice of \$9,255: The Committee approved the August invoice for work that occurred in August for 1, and prep for the September meetings and October Board retreat.

5. Adjourn



Kitsap Regional Coordinating Council
2019 Annual Retreat
October 25, 2019
DRAFT agenda

DRAFT September 16, 2019

Time	Agenda item
10:00	Convene <ul style="list-style-type: none">• <i>Introductions</i>• <i>Agenda overview</i>• <i>Goals for the day</i>• <i>Ground rules</i>
10:15	Kitsap County growth retrospective <ul style="list-style-type: none">• <i>Presentation: Overview of growth trends, impacts, GMA influence; 2018 draft CPP vision (20 min)</i><ul style="list-style-type: none">○ <i>Growth indicators:</i><ul style="list-style-type: none">▪ <i>Pop/employment growth</i>▪ <i>Buildable lands data</i>▪ <i>Tree canopy</i>▪ <i>Impervious surface</i>▪ <i>Sea level rise; high tide flooding</i>▪ <i>Watershed characterization</i>▪ <i>Overall transportation investment</i>▪ <i>HCT transit planning</i>• <i>Facilitated discussion (55 min):</i><ul style="list-style-type: none">– <i>Does the presentation line up with your experience of growth in the County?</i>– <i>What have been the benefits and challenges of this growth?</i>– <i>What lessons learned do you want to carry forward to the future?</i>– <i>How do the indicators inform direction for future growth?</i>
11:30	Break/lunch
12:30	Looking to the future <ul style="list-style-type: none">• <i>Transition to exercise: set up lego mapping exercise</i>• <i>Presentation: Growth projections, growth scenarios, indicators and measures; instructions for exercise (30 min)</i>• <i>Small groups work together to distribute population and employment based on draft vision and growth indicators (60 min)</i><ul style="list-style-type: none">– <i>What challenges do you face in allocating growth?</i>– <i>What past trends are you trying to change, if any, and what goals are you trying to achieve?</i>– <i>What impacts/challenges remain with your allocation?</i>– <i>What additional information or discussion is needed in the growth allocation process?</i>

Time	Agenda item
	<ul style="list-style-type: none"> • <i>Whole group facilitated discussion (60 min – large group moves to each table , 15 min/table)</i> <ul style="list-style-type: none"> – <i>Share maps and discussion</i> • <i>Small groups reconvene (15 min)</i> <ul style="list-style-type: none"> – <i>Based on discussion, would you make any changes</i> • <i>Whole group reconvene (30 min, 7 – 8 min at each table)</i> <ul style="list-style-type: none"> – <i>Share revised maps and reasons</i>
3:50	Closing Conclusions Have goals been met? Next steps

- Participants: 4 – 5 participants at each table; 4 tables
- Tools
 - large-scale map of the County
 - LEGO bricks for allocation of residential and employment growth
 - sticky notes for notes on map
 - flip chart and pens
 - informational maps
 - growth allocation recording sheet
 - density illustrations (see attached example)

Growth allocations

PSRC Vision 2050 Draft Preferred Alternatives 2017 - 2050

	Metropolitan City	Core Cities	HCT Communities	Cities/Towns	Urban Unincorporated	Rural
Population	33,000	15,000	34,000	0	6,000	8,000
Employment	20,000	15,000	18,000	0	1,000	3,000

- **Metropolitan City:** Bremerton + UGA
- **Core Cities:** Silverdale
- **HCT Communities:** Bainbridge Island, Kingston, Port Orchard + UGA, Poulsbo + UGA

Map

- Include: color coded population/employment data, UGA and jurisdiction boundaries, critical areas, transportation network. Additional information: buildable lands estimates, climate change vulnerability, watersheds/water quality, tree canopy, impervious surface area. Test for readability; include on base map or as separate background maps.
- Scale map grid to correspond to LEGO bricks.
- LEGO bricks to correspond to population and employment; for example
 - Yellow brick for residents/Green brick for existing residents
 - 2x2 brick = 1,000 people, 1x2 brick = 500 people
 - 76 2x2 bricks = 76,000 pop
 - 40 1x2 bricks = 20,000 pop
 - total=115 bricks/table
 - Red brick for employees/Pink brick for existing employees
 - 2x2 brick = 1,000 employees; 1x2 brick = 500 employees
 - 42 2x2 bricks = 42,000 employees;
 - 30 1x2 brick = 15,000 employees
 - total 72 bricks/table

Instructions

- Allocate the projected growth of 96,000 new residents and 57,000 new jobs in Kitsap County (based on PSRC 2050 preferred alternative).
- All projected growth represented with LEGOS must be placed on the map by the end of the exercise.
- Use sticky notes to annotate map as needed based on group discussion
- Record allocations and revised allocations on from provided at table

Roles

- **Participants:** participate in discussion and growth allocation
- **Staff support:** explain the exercise, answer questions, clarify the group's decisions, serve as scribe

example from PSRC growth allocations exercise

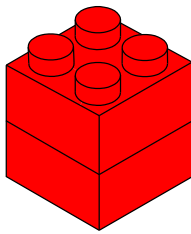


Visualizing Density • • • • •

Large Lot Residential

2 LEGOs

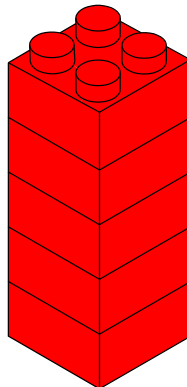
3,400 households per
2,560 acres or 1 house on
1.3 acres



Suburban Neighborhood

3 LEGO – 5 LEGOs

5,100 – 8,500 households per 2,560
acres, or 2 -3 households per acre



Baxter Village, Fort Mill, SC



Gastonia, NC



Kitsap Regional Coordinating Council

KRCC Member Application

1. Date (KRCC application window is between July 1-August 31 of any year) JULY 5, 2019

2. Name of Jurisdiction/Member PORT OF KINGSTON

3. Form of Government PORT AUTHORITY

4. Type of Member

- ☒ **Member agency**
- ☐ Associate member
- ☐ Ex-officio member

5. Current Population Estimate (Office of Financial Management data):

[Avg. of 2010 Census population and # of registered voters = $2,099 + 4,936 / 2 = 3,517.5$ persons]

6. Assessed Valuation

\$ _____ [N/A] _____ dollars

7. Billing Contact Information

Name: PORT OF KINGSTON (ATTN: GREG ENGLIN)

Street: PO BOX 559, 25864 WASHINGTON BLVD

City, State, Zip: KINGSTON, WA 98364

8. Application Fees:

10% of Projected Annual Dues \$ _____ [\$250] _____

Please contact KRCC staff to determine projected annual dues. Staff can be reached via phone (360-337-4960) or via email (publicinfo@kitsapregionalcouncil.org); Please make out your check to the "Kitsap Regional Coordinating Council."

Please submit this application and application fees to KRCC:
Kitsap Regional Coordinating Council, 614 Division St. MS4, Port Orchard, WA, 98366

For staff use only:

Date received: July 5, 2019

Date application fee processed:



Kitsap Regional Coordinating Council

To: KRCC Board

FROM: KRCC Staff

DATE: October 1, 2019

RE: **Proposed Updates to KRCC Policies and Procedures Manual**

At the September 3, 2019 KRCC Board meeting, the KRCC Board reviewed the proposed edits from the Executive Committee to the KRCC Policies and Procedures Manual. The edits add clarity on roles and processes associated with KRCC Staff, the various committees, as well as membership for ports in Kitsap County.

Action Item: Approve edits to KRCC Policies and Procedures Manual, including criteria for port membership

Summary of proposed amendments

- Section 1.3. Port membership criteria (pg. 2)
- Section 2.2. Role of Executive Committee (pg. 3)
- Section 7.2. Contractor Evaluation feedback (pg. 10)
- Section 9. Addition of Bremerton and TransTAC agenda process (pg. 17)
- Section 10.2. Addition of Bremerton (pg. 19)
- Section 10.3. LUTAC agenda process (pg. 20)
- Section. 10.4. Land Use Committees Schedule (pg. 20)



Kitsap Regional Coordinating Council

POLICES AND PROCEDURES MANUAL

The Kitsap Regional Coordinating Council's (KRCC) Policies and Procedures Manual serves as a guide for its operations and management. This Manual is intended to complement the information provided in KRCC's Interlocal Agreement (ILA) and its Bylaws. The individual policies and procedures were approved during KRCC Board meetings in 2016, and the manual as a whole was approved by the KRCC Board on February 7, 2017. The KRCC Board has made subsequent additions to this document, and the approval dates are indicated on the added policies.

Draft v. 10-1-19

Table of Contents

1. Joining or Withdrawing from KRCC.....	2
2. KRCC Board Procedures	3
3. Creating and Disbanding Standing Committees	5
4. Representation on Puget Sound Regional Council's Boards and Committees.....	6
5. KRCC Budget Reserves	8
6. Media	9
7. Contractor Evaluation.....	10
8. Public Records Requests	11
9. Transportation Policy Committee (TransPOL) Operating Procedures.....	17
10. Land Use Planning Policy Committee (PlanPOL) Operating Procedures.....	19
11. Position Statement Policy	22
Appendix A: Sample Letter of Commitment	24
Appendix B – Sample KRCC Application	25
Appendix C – Sample Contractor Evaluation.....	26
Appendix D – Sample Public Records Request Form.....	27

1. Joining or Withdrawing from KRCC

1. BACKGROUND

According to the KRCC Bylaws, there are three types of KRCC members:

- A. "Member Agency" means a voting and dues paying municipal or other government entity located within Kitsap County, which is a party to the KRCC Bylaws.
- B. "Associate Member" means a member of KRCC that is not a party to the KRCC Bylaws and who enters into a separate agreement with KRCC that establishes the Associate Member's level of participation in KRCC activities;
- C. "Ex Officio Member" means a non-voting, non-dues paying member of KRCC.

2. MAINTAINING MEMBERSHIP

To maintain KRCC membership, jurisdictions must submit a letter of commitment in July for the following year. This letter of commitment financially obligates the jurisdiction to pay the full dues for the following year. See Appendix A for a sample letter of commitment.

3. JOINING KRCC

Jurisdictions may enter KRCC as a Member Agency, Associate Member, or Ex Officio Member by submitting applications during the KRCC application window, which spans from July 1 to August 31 of any year. The applications is available on the KRCC website and is included in Appendix B. Ports are eligible to apply for membership to KRCC as a "Member Agency" according to the following criteria:

- 1. The port must contain a clear connection or overlap with a High Capacity Transit center;
and
- 2. The port must be located within an Urban Growth Area.

Applicants must submit a fee in the amount of 10% of their potential annual dues along with their application (KRCC staff can help applicants determine their potential annual dues).¹ Upon approval by the KRCC Board, the Member Agency, Associate Member, or Ex Official member can officially join KRCC on January 1 of any year.

4. WITHDRAWING FROM KRCC

According to KRCC's Interlocal Agreement, any Member Agency has the right to withdraw from KRCC by giving the KRCC Board six (6) months prior written notice. Unless otherwise provided by future agreement, any member agency that withdraws shall remain responsible for its financial and other obligations with regard to KRCC activities until the effective date of withdrawal and with regard to agreements to which the Council is a party and which exist at the time of such notice of withdrawal. After a jurisdiction submits its written notice to withdraw from KRCC, that jurisdiction is no longer permitted to serve on the KRCC Executive Committee (if applicable).

¹ These application fees will be allocated to KRCC's reserves.

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2. KRCC Board Procedures

1. BACKGROUND

The Kitsap Regional Coordinating Council (KRCC) Board meets on a regular basis to discuss land use and transportation issues and efforts across Kitsap County. The information below describes the procedure for organizing, facilitating, and following up after KRCC Board meetings.

2. ROLE OF THE EXECUTIVE COMMITTEE

The KRCC Executive Committee guides the work of the KRCC Board and committees, oversees the financial management of the organization, and oversees the management of contractors and staffing. In particular, the Executive Committee approves the Board and committee agendas and provides guidance on several products including the annual Work Plan, contractor scope of work, Board Retreat, Legislative Reception, bylaws, and interlocal agreement. The KRCC Chair fields contractor performance issues as needed.

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3. ORGANIZING KRCC BOARD MEETINGS

The KRCC Executive Committee will review draft KRCC Board meeting agendas and materials at least two weeks prior to KRCC Board meetings. KRCC staff will make any edits to draft agendas and materials based on the Executive Committee's feedback. KRCC staff will email KRCC Board members the meeting agendas and materials five days prior to Board meetings. As a courtesy, KRCC staff will also send the Board meeting agenda and materials to all KRCC standing committee members. KRCC Board meeting agendas and materials will also be posted to the website prior to the meetings.

4.3. FACILITATING KRCC BOARD MEETINGS

Bremerton Kitsap Access Television (BKAT) will record all official KRCC Board meetings. KRCC staff will provide presentation slides that address the agenda items. The KRCC Chair will facilitate all KRCC Board meetings. If the Chair is unavailable, the KRCC Vice-Chair will facilitate the meeting. KRCC staff will take notes during the KRCC Board meeting to develop into a summary. Standing agenda items generally include:

- Welcome and Introductions
- Chair's Comments
- Approval of Last Meeting Summary
- Update on Standing KRCC Committees (e.g. TransPOL, TransTAC, LUTAC, etc.)
- Update on Puget Sound Regional Council Boards and Committees
- Federal and State Legislative Tracking
- Administrative Report
- Council Questions and Concerns
- Public Comments
- Roundtable Announcements

54. FOLLOWING UP AFTER KRCC BOARD MEETINGS

KRCC staff will develop draft summaries of KRCC Board meetings. These summaries will capture any major decisions made by the KRCC Board, follow-up tasks, and discussion items. The last draft KRCC Board meeting summary will be distributed to KRCC Board members prior to the next KRCC Board meeting. Approved KRCC Board meeting summaries will be posted to KRCC's website.

3. Creating and Disbanding Standing Committees

1. BACKGROUND

This procedure is intended to clarify how KRCC creates, disbands, and maintains standing committees.

2. STANDING COMMITTEES

According to the KRCC Bylaws, "the KRCC Chair may appoint or the Council² may request that the Chair appoint other committees as needed to advise or assist the Council in fulfilling its functions. Committee composition should include, as appropriate, representatives of County, City and Tribal governments, the Port of Bremerton, or other members." These standing committees are distinct from the KRCC Executive Committee, which has its own procedures outlined in the KRCC Bylaws.

3. CREATING, MAINTAINING, AND DISBANDING STANDING COMMITTEES AT THE START OF YEAR

At the first KRCC Executive Committee meeting of each year, the newly appointed Chair will discuss his/her plans to:

- Maintain all the previously existing standing committees;
- Discontinue, with good reason, one or more of the previous standing committees; or
- Create, with good reason, one or more standing committees.

The KRCC Executive Committee will advise the Chair on these options for discussion with the Board. During the second KRCC Board meeting of the year, the Chair will announce his/her plans regarding standing committees. After this announcement, the Board will have an opportunity to publically discuss these plans. However, the maintenance, formation, or discontinuation of standing committees does not require a formal vote of the KRCC Board.

4. CREATING AND DISBANDING STANDING COMMITTEES MID-YEAR

During an Executive Committee meeting, the Chair will discuss potentially creating or disbanding a standing committee. The KRCC Executive Committee will provide feedback and guidance regarding these changes. During a subsequent KRCC Board meeting, the Chair will announce his/her plans regarding one or more standing committees. After this announcement, the Board will have an opportunity to publically discuss these plans. However, the formation or discontinuation of standing committees does not require a formal vote of the KRCC Board.

² The Council is also referred to as the KRCC Board throughout this draft procedure and other documents.

4. Representation on Puget Sound Regional Council's Boards and Committees

1. BACKGROUND

The Puget Sound Regional Council (PSRC) convenes several boards that consist of elected officials from jurisdictions in King, Snohomish, Pierce, and Kitsap Counties. PSRC also convenes several committees that consist of technical staff from the four-county region. The Kitsap Regional Coordinating Council (KRCC) is responsible for coordinating the selection of elected officials and staff from across Kitsap County to serve on various PSRC boards and committees. In most cases, this means coordinating the selection of representatives and alternates for the "Kitsap County," "Kitsap Other Cities," "Tribes" or "Ports" positions on PSRC boards and committees.

2A. APPOINTING MEMBERS TO PSRC BOARDS

There is a four-step process for coordinating the selection of new members to PSRC boards:

1. The Executive Committee will review an inventory of all KRCC appointees and alternates on PSRC boards and identify potential vacancies during its December meeting.
2. The Executive Committee will release a "Call for PSRC Board Appointments" to all KRCC Board members for vacant seats on relevant PSRC boards by the end of December.
3. The Executive Committee will discuss the proposed appointees and alternates and develop a list of recommendations during its January meeting.
4. The KRCC Executive Board will review and affirm this list of recommendations during its February meeting.³

2B. APPOINTING MEMBERS TO PSRC COMMITTEES

There is a three-step process for coordinating the selection of new members to PSRC committees:

1. LUTAC and TransTAC will review an inventory of all KRCC appointees and alternates on PSRC committees and identify potential vacancies during their respective December meetings.
2. KRCC staff will release a "Call for PSRC Committee Appointments" to all LUTAC and TransTAC members for vacant seats on relevant PSRC committees by the end of December.
3. LUTAC and TransTAC will discuss the proposed appointees and alternates and affirm membership during their respective February meetings.

3. RESPONSIBILITIES OF SERVING ON PSRC BOARDS AND COMMITTEES

Representatives and/or their alternates are expected to attend the majority of meetings in a calendar year either in person (preference) or via phone (if necessary).

4A. VACATING AND REAPPOINTING POSITIONS ON PSRC BOARDS

The Executive Committee will determine how to fill mid-year vacancies on PSRC boards. The KRCC Board will affirm any mid-year vacancies during a regularly scheduled Board meeting.

³ KRCC appointees are not finalized until February since jurisdictions swear in new local elected officials in January.

4B. VACATING AND REAPPOINTING POSITIONS ON PSRC COMMITTEES

LUTAC and TransTAC will discuss mid-year vacancies as they arise at their regularly scheduled meetings. LUTAC and TransTAC will affirm new representatives and/or alternates at their following meetings (respectively).

5. TERMS

Members and alternates on PSRC boards and committees will serve two-year terms. There will be no term limits for representing KRCC on any PSRC board or committee.

5. KRCC Budget Reserves

1. BACKGROUND

To maintain the financial security of KRCC, it is advisable to include a reserves fund as part of KRCC's budget.

2. RESERVES FUND GOAL

KRCC will work towards building up a reserves fund that is equal to approximately 10 percent of KRCC's general budget.

3. CONTRIBUTIONS TO RESERVES FUND

Given KRCC's existing financial situation, it is likely that it will take a few years to achieve a reserves fund equal to 10 percent of the total budget. As such, KRCC intends to annually set aside approximately \$5,000 from its general budget to the reserves fund until the 10 percent goal is met.

4. KRCC BUDGET FUND BALANCES

Any remaining funds from the general KRCC budget at the fiscal year will be held as reserves.

5. SPENDING RESERVES

Any spending of reserves funds requires approval by a supermajority of the KRCC Executive Board.

6. Media

1. BACKGROUND

Media organizations have an interest in the activities of the Kitsap Regional Coordinating Council (KRCC) and KRCC has a responsibility to be open and responsive to their information requests. Media organizations include but are not limited to broadcast, electronic, and print. The policy below describes how KRCC will interact with the media.

2. MEDIA INFORMATION REQUESTS

The KRCC's Program Director is responsible for responding to media requests. After receiving a media request, the Program Director will immediately alert the KRCC Executive Committee. If necessary, the Program Director will convey to the KRCC Board the information provided to the media.

3. INTERACTING WITH THE MEDIA

If approached by a member of the media, KRCC's Program Director will convey KRCC's official position. If a reporter directly approaches a member of the KRCC Executive Board, this member would speak on behalf of his or her own jurisdiction but not on behalf of KRCC.

4. PHOTOGRAPHY AND FILM

The Program Director will be responsible for responding to requests to take photographs or film public meetings or KRCC-related events. After receiving such a request, the Program Director will alert the KRCC Executive Committee and gain their or the KRCC Board's approval if needed.

5. SEEKING MEDIA COVERAGE

The Program Director and KRCC staff will get approval from the KRCC Board before issuing press releases to media outlets. KRCC will observe principles of integrity, professionalism, privacy and impartiality when developing press releases.

7. Contractor Evaluation

1. BACKGROUND

The Kitsap Regional Coordinating Council (KRCC) hires contractors to perform a variety of services, including program directorship, meeting facilitation, and legal analysis. To help ensure that KRCC is receiving high quality services, the KRCC Board will conduct an annual review of its main contractor(s).

2. CONTRACTOR EVALUATION

During the October KRCC Board meeting of each calendar year, the KRCC chair will distribute a contractor evaluation form to KRCC Board members to fill out and return to him or her by the November Board meeting. KRCC Board members can distribute the form to their staff if they choose; as such, each jurisdiction can submit multiple evaluation forms. The evaluation form can be returned to the KRCC chair in person or via email. The Chair will provide a verbal or written summary of the results of the evaluation to the contractors by the end of the year.

3. EVALUATION FORM

The evaluation form will provide quantitative and qualitative metrics for evaluation. The evaluation form will allow for anonymity if the evaluator desires. See Appendix C for a sample evaluation.

4. REPORT OUT

The KRCC Chair will provide a report out of the findings from the contractor evaluation(s) during the December KRCC Board meeting of each year.

8. Public Records Requests

The Kitsap Regional Coordinating Council seeks to conduct all of its work in an open and transparent nature. To help make sure people have access to records, the agency has prepared the following procedures that represent the best practices of government in the state of Washington, as recommended by the Office of the Attorney General.

1. AUTHORITY AND PURPOSE

- a. Chapter 42.56 RCW, the Public Records Act ("the act"), requires each agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public records" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency.
- b. This document describes the procedures the Kitsap Regional Coordinating Council (KRCC) will follow in order to provide full access to public records. These procedures provide information to persons wishing to request access to public records of KRCC and establish processes for both requestors and KRCC staff that are designed to best assist members of the public in obtaining such access. These procedures have been written to incorporate best practices for compliance with the act and are based upon and organized according to Model Rules promulgated by the Attorney General of the State of Washington.
- c. The purpose of the act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights, and the desirability of the efficient administration of government. In carrying out its responsibilities under the act, KRCC will be guided by the provisions of the act describing its purposes and interpretation.

2. AGENCY DESCRIPTION – CONTACT INFORMATION – PUBLIC RECORDS OFFICER

- a. KRCC serves as a council of governments for Kitsap County. Through KRCC's Interlocal Agreement, it often also serves as a forum for matters of countywide interest. KRCC's mailing address is 614 Division St. MS-4, Port Orchard, WA 98366.
- b. Any person wishing to request access to public records of KRCC, or seeking assistance with making such a request should contact the public records officer of Kitsap County:

Kitsap County's Department of Administrative Services
614 Division Street MS-7
Port Orchard, WA 98366
Phone: 360-307-4261
Fax: 360-337-4874

E-Mail: publicrecords@co.kitsap.wa.us

Information is also available on KRCC's website at www.kitsapregionalcouncil.org

- c. The public records officer will oversee compliance with the act, but another KRCC staff member may process the request. Therefore, these procedures will refer to the public records officer "or designee." The public records officer or designee and KRCC will provide the "fullest assistance" to requestors, ensure that public records are protected from

damage or disorganization, and prevent the fulfillment of public records requests from causing excessive interference with essential functions of KRCC.

3. AVAILABILITY OF PUBLIC RECORDS

- a. **Hours for inspection of records.** Public records are available for inspection and copying during normal business hours of Kitsap County, Monday through Friday, 8:00 a.m. to 4:30 p.m., excluding legal holidays. Records may be inspected at Kitsap County's office (614 Division St. MS-20, Port Orchard, WA 98366).
- b. **Records index.** KRCC finds that maintaining an index is unduly burdensome and would interfere with agency operations. The requirement would unduly burden or interfere with KRCC operations in the following ways:
 - The creation of a single index providing the intricate detail described in RCW [42.56.070](#) would interfere with agency operations in that it would take an inordinate amount of staff time to develop.
 - It would be unduly burdensome for agency staff to index each and every of the many varied agency records, given the wide range of agency activities and the agency's limited staffing levels.

KRCC's website will, however, index and maintain the following general administrative records to make them available for public inspection and copying:

- Bylaws
- Budget documents
- Summaries and agendas of regular meetings of the KRCC Executive Board and its standing committees.

The public records officer will coordinate responses to public records requests, and responsive records shall be made available for public inspection and copying in accordance with RCW [42.56](#).

- c. **Organization of records.** KRCC will maintain its records in a reasonably organized manner. KRCC will take reasonable actions to protect records from damage and disorganization. A requestor shall not take KRCC records from KRCC offices without the permission of the public records officer or designee. A variety of records is available on the KRCC website at www.kitsapregionalcouncil.org. Requestors are encouraged to view the documents available on the website prior to submitting a records request.
- d. **Making a request for public record**
 1. Any person wishing to inspect or copy public records of KRCC should make the request in writing via email address (publicrecords@co.kitsap.wa.us) to the public records officer and including the following information:
 - Name of requestor
 - Address of requestor
 - Other contact information, such as telephone number and any email address
 - Identification of the public records adequate for the public records officer or designee to locate the records
 - The date and time of day of the request
 2. If the requestor wishes to have copies of the record made instead of simply inspecting them, he or she should so indicate and make arrangements to pay for

copies of the records or at least make a deposit of 10 percent of the cost of copying estimated by the public records officer before copying will commence. Standard black and white 8 1/2" x 11" photocopies will be provided at 15 cents per page.

3. A form is available for use by requestors at KRCC's website:
<http://www.kitsapregionalcouncil.org/contact-us/> (and attached as Appendix D)
4. The public records officer or designee may accept request for public records that contain the above information by telephone or in person. If the public records officer or designee accepts such a request, he or she will confirm receipt of the information and the substance of the request in writing.
5. Persons requesting public records that include a list of individuals will be required to provide a declaration under penalty of perjury certifying that the records will not be used for any commercial use (profit-expecting activity) prohibited by RCW [42.56.070\(9\)](#) unless specifically authorized by other law.

4. PROCESSING OF PUBLIC RECORDS REQUESTS—GENERAL

- a. **Providing "fullest assistance."** KRCC is charged by statute with adopting rules which provide for how it will "provide full public access to public records," "protect public records from damage or disorganization," "prevent excessive interference with other essential functions of the agency," provide "fullest assistance" to requestors, and provide the "most timely possible action" on public records requests. The public records officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.
- b. **Acknowledging receipt of request.** Within five business days of receipt of the request, the public records officer will do one or more of the following:
 1. Make the records available for inspection or copying.
 2. If copies are requested and payment of a deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor.
 3. Provide a reasonable estimate of when records will be available.
 4. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor. Such clarification may be requested and provided by telephone. The public records officer or designee may revise the estimate of when records will be available.
 5. Deny the request.
- c. **Consequences of failure to respond.** If KRCC or its applicable agency does not respond in writing within five business days of receipt of the request for disclosure, the requestor should consider contacting the public records officer to determine the reason for the failure to respond.
- d. **Protecting rights of others.** In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the public records officer or designee may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, to seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

- e. **Records exempt from disclosure.** Some records are exempt from disclosure, in whole or in part. If KRCC believes that a record is exempt from disclosure and should be withheld, the public records officer or designee will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempted portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.
- f. **Inspection of records**
 - 1. Consistent with other demands, KRCC shall promptly provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the agency to copy.
 - 2. The requestor must claim or review the assembled records within 30 days of KRCC's notification to him or her that the records are available for inspection or copying. The agency will notify the requestor in writing of this requirement and inform the requestor that he or she should contact the agency to make arrangements to claim the copies or review the records. If the requestor or a representative of the requestor fails to claim the copies or review the records within the 30-day period or make other arrangements, KRCC may close the request and refile the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or similar records, which can be processed as a new request.
- g. **Providing copies of records.** The public records officer or designee shall make the requested copies or arrange for copying upon a deposit of at least 10 percent of the estimated cost of copying. At KRCC's discretion, this deposit may be waived for small requests.
- h. **Providing records in installments.** When the request is for a large number of records, the public records officer or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within 30 days, the requestor fails to inspect the entire set of records or one or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.
- i. **Completion of inspection.** When the inspection of the requested records is complete and all requested copies are provided, the public records officer or designee will indicate that KRCC has completed a diligent search for the requested records and made any located non-exempt records available for inspection.
- j. **Closing withdrawn or abandoned request.** When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the public records officer will close the request and indicate to the requestor that KRCC has closed the request.
- k. **Later discovered documents.** If, after KRCC has informed the requestor that it has provided all available records, KRCC becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

5. PROCESSING OF PUBLIC RECORDS REQUESTS—ELECTRONIC RECORDS

- a. **Requesting electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.
- b. **Providing electronic records.** When a requestor requests records in an electronic format, the public records officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the agency and is generally commercially available, or in a format that is reasonably translatable from the format in which the agency keeps the record. Costs for providing electronic records are governed by Section 7.b.
- c. **Customized access to databases.** With the consent of the requestor, the agency may provide customized access under RCW 43.105.280 if the record is not reasonably locatable or not reasonably translatable into the format requested. KRCC may charge a fee consistent with RCW 43.105.280 for such customized access.

6. EXEMPTIONS

- a. The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure. Requestors should be aware of the following exemptions, outside the Public Records Act, that restrict the availability of some documents held by KRCC for inspection and copying:
 - KRCC is prohibited by statute from disclosing lists of individuals for commercial purposes.

This list is for informational purposes only; other exemptions not listed here may apply.

7. COSTS OF PROVIDING COPIES OF PUBLIC RECORDS

- a. **Costs for paper copies.** There is no fee for inspecting public records. A requestor may obtain standard black and white photocopies for 15 cents per page. Before beginning to make the copies, the public records officer or designee may require a deposit of up to 10 percent of the estimated costs of copying all the records selected by the requestor. The public records officer or designee may also require the payment of the remainder of the copying costs before providing all the copies, or the payment of the costs of copying an installment before providing that installment. KRCC will not charge sales tax when it makes copies of public records.
- b. **Costs for electronic records.** If KRCC provides electronic records on an external storage device, it may charge the actual cost for the device. There will be no charge for emailing electronic records to a requestor, unless another cost applies, such as a scanning fee.
- c. **Costs for scanning.** KRCC may charge for scanning existing KRCC paper or other non-electronic records. The rate will be the actual labor cost for scanning, not to exceed 15 cents per page. A statement of factors and the manner used to determine this charge will be made available by the public records officer. KRCC will not charge sales tax for scanning public records.
- d. **Costs of mailing.** KRCC may also charge actual costs of mailing, including the cost of the shipping container.

- e. **Payment.** Payment may be made by cash, check, or money order to KRCC.

8. REVIEW OF DENIALS OF PUBLIC RECORDS

- a. **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer or designee denying the request.
- b. **Consideration of petition for review.** The public records officer shall promptly provide the petition and any other relevant information to the Deputy Executive Director of KRCC or, if the Deputy Executive Director is unavailable, another KRCC senior staff person designated by the Deputy Executive Director or the Executive Director. That person will immediately consider the petition and either affirm or reverse the denial within two business days following KRCC's receipt of the petition, or within such other time as KRCC and the requestor mutually agree to.
- c. **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW [42.56.550](#) at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

9. Transportation Policy Committee (TransPOL) Operating Procedures

Approved by the KRCC Board on September 5, 2017

1. BACKGROUND

According to the Kitsap Regional Coordinating Council's (KRCC) Bylaws, "The [KRCC] Chair may appoint or the Council may request that the Chair appoint other committees as needed to advise or assist the Council in fulfilling its functions" (Section 10.2). The Transportation Policy Committee, or TransPOL, is a standing policy committee that serves the KRCC Board. The purpose of TransPOL is to provide KRCC policy makers with an opportunity to have in-depth discussions about countywide transportation initiatives and issues. TransPOL provides recommendations to the KRCC Board, including recommending which projects should receive Federal Highway Administration (FHWA) funding via the Puget Sound Regional Council's (PSRC) Countywide Competition.

2. TRANSPOL MEMBERS

The KRCC Bylaws state "Committee composition should include, as appropriate, representatives of County, City and Tribal governments, the Port of Bremerton, or other members." Currently, TransPOL includes members from the following jurisdictions:

- City of Bainbridge Island
- City of Bremerton
- City of Port Orchard
- City of Poulsbo
- Kitsap County
- Kitsap Transit
- Port of Bremerton

Members of TransPOL do not necessarily need to be sitting KRCC Board members but they must be elected officials. Alternates may serve on an official's behalf in TransPOL meetings.

3. ROLE OF THE TRANSPORTATION TECHNICAL ADVISORY COMMITTEE (TRANSTAC)

The Transportation Technical Advisory Committee (TransTAC) is ~~currently~~ one of the staff-level committees that serve the KRCC Board. TransTAC holds separate meetings from TransPOL to discuss transportation issues and provide recommendations to TransPOL. TransTAC members are invited to observe TransPOL meetings and answer questions if needed. TransTAC agendas are developed by TransTAC in coordination with KRCC staff and reviewed and commented on by the Executive Committee.

4. MEETING SCHEDULE

TransPOL typically meets four times per year to discuss pertinent transportation issues. TransPOL meetings take place in-person, but can be held by phone or webinar if needed. When FHWA Transportation Competitions are taking place, TransPOL might meet more often to effectively participate in the Regional and Countywide Competitions. Below is a sample schedule for alternating TransPOL and TransTAC meetings.

SAMPLE SCHEDULE					
January	February	March	April	May	June
TransTAC meeting (2 nd Thurs)	TransPOL meeting (1 st Thurs) <i>TransTAC invited to observe</i>	TransTAC meeting (2 nd Thurs)	TransPOL meeting (1 st Thurs) <i>TransTAC invited to observe</i>	TransTAC meeting (2 nd Thurs)	No meetings (KRCC Retreat)
July	August	September	October	November	December
TransTAC meeting (2 nd Thurs)	No meetings (break)	TransPOL meeting (1 st Thurs) <i>TransTAC invited to observe</i>	TransTAC meeting (2 nd Thurs)	TransTAC meeting (due to FHWA competitions) (2 nd Thurs)	TransPOL meeting (1 st Thurs) <i>TransTAC invited to observe</i>

5. OPEN PUBLIC MEETINGS

According to the KRCC Bylaws, “Meetings of the Council and Standing Policy Committees created by the Chair shall conform to the Open Public Meetings Act, Chapter 42.30 RCW” (Section 9.2). As such, public comment will be taken during the meeting. In addition, KRCC staff will post TransPOL meeting dates on the KRCC website, upload meeting agendas prior to meetings, and upload approved summaries following meetings.

6. DESIGNATED MEETING CHAIR

TransPOL meetings will be facilitated by the KRCC Program Director to allow the KRCC Chair or Vice Chair and other elected officials appointed to the committee, to fully engage with TransPOL discussions.

7. AGENDA DEVELOPMENT

Agendas and content for TransPOL meetings will be developed by the Program Director in coordination with the ~~Board Chair and Vice Chair.~~ Executive Committee.

10. Land Use Planning Policy Committee (PlanPOL) Operating Procedures

Approved by the KRCC Board on September 5, 2017

1. BACKGROUND

According to the Kitsap Regional Coordinating Council's (KRCC) Bylaws, "The [KRCC] Chair may appoint or the Council may request that the Chair appoint other committees as needed to advise or assist the Council in fulfilling its functions" (Section 10.2). Throughout 2016 and 2017, the KRCC Board discussed forming a policy-level committee to discuss land use issues across Kitsap County. During the July 11, 2017 KRCC Board meeting, it was proposed to form an ad-hoc Land Use Planning Policy (PlanPOL) Committee that could potentially be expanded into a standing policy committee. Below are potential operating procedures for PlanPOL.

2. PLANPOL MEMBERS

The KRCC Bylaws state "Committee composition should include, as appropriate, representatives of County, City and Tribal governments, the Port of Bremerton, or other members." Currently, PlanPOL includes members from the following jurisdictions:

- City of Bainbridge Island
- City of Bremerton
- City of Port Orchard
- City of Poulsbo
- Kitsap County
- Kitsap Transit
- Port of Bremerton

~~The KRCC Bylaws state "Committee composition should include, as appropriate, representatives of County, City and Tribal governments, the Port of Bremerton, or other members." If PlanPOL wanted to mirror the composition of the Transportation Policy Committee, it could include representatives from the following jurisdictions:~~

- ~~• City of Bainbridge Island~~
- ~~• City of Port Orchard~~
- ~~• City of Poulsbo~~
- ~~• Kitsap County~~
- ~~• Kitsap Transit~~
- ~~• Port of Bremerton~~

Members of PlanPOL do not necessarily need to be sitting KRCC Board members but they must be elected officials. Alternates may serve on an official's behalf in PlanPOL meetings.

3. ROLE OF THE LAND USE TECHNICAL ADVISORY COMMITTEE (LUTAC)

The Land Use Technical Advisory Committee (LUTAC) is currently one of the staff-level committees that serve the KRCC Board. LUTAC holds meetings to discuss land use issues and provide recommendations to the KRCC Board. LUTAC ~~could be~~ is invited to observe PlanPOL meetings and answer questions if needed. LUTAC agendas are developed by LUTAC in coordination with KRCC staff and reviewed and commented on by the Executive Committee.

4. MEETING SCHEDULE

PlanPOL may meet quarterly during transportation funding cycle years, or every other month~~could meet four times per year during off-transportation funding cycle years.~~ to discuss pertinent land use issues. ~~PlanPOL meetings could take place in person, but could be held by phone or webinar if needed.~~ Below is a sample schedule for alternating PlanPOL and LUTAC meetings.

SAMPLE SCHEDULE					
January	February	March	April	May	June
No meeting	LUTAC meeting (2 nd Thursday)	PlanPOL meeting (1 st Thursday) LUTAC invited to observe	LUTAC meeting (2 nd Thursday)	PlanPOL meeting (1 st Thursday) LUTAC invited to observe	No meeting (KRCC Retreat)
July	August	September	October	November	December
PlanPOL meeting (1 st Thursday) LUTAC invited to observe	No meeting (break)	LUTAC meeting (2 nd Thursday)	PlanPOL meeting (1 st Thursday) LUTAC invited to observe	No meeting (Legislative Reception)	LUTAC meeting (2 nd Thursday)

5. OPEN PUBLIC MEETINGS

According to the KRCC Bylaws, "Meetings of the Council and Standing Policy Committees created by the Chair shall conform to the Open Public Meetings Act, Chapter 42.30 RCW" (Section 9.2). As such, public comment will be taken during the meeting. In addition, KRCC staff will post PlanPOL meeting dates on the KRCC website, upload meeting agendas prior to meetings, and upload approved summaries following meetings.

6. DESIGNATED MEETING CHAIR

PlanPOL meetings will be facilitated by the KRCC Program Director to allow the KRCC Chair or Vice Chair and other elected officials appointed to the committee, to fully engage with PlanPOL discussions.

7. AGENDA DEVELOPMENT

Agendas and content for PlanPOL meetings will be developed by the Program Director in coordination with the ~~Board Chair and Vice Chair~~Executive Committee.

11. Position Statement Policy

Approved by the KRCC Board on September 5, 2017

1. BACKGROUND

During the June 20, 2017, Executive Committee meeting of the Kitsap Regional Coordinating Council (KRCC) the members approved a recommendation from the Executive Director of KRCC to establish and formalize a procedure to guide the development of KRCC Position Statements as formally requested. The following describes the procedure for requesting, developing, and finalizing a position statement representative of the KRCC Executive Board on any duly considered topic.

2. PROCEDURE TO REQUEST A POSITION STATEMENT

2.1 A KRCC Executive Board Member may propose a motion to develop a KRCC position statement on an issue any time, within a germane agenda item, at a regularly scheduled Board meeting. If the motion is brought forward at an Executive Board meeting, the members may discuss the matter, after which, it must be referred to the Executive Committee for further development.

2.2 Alternatively, and should the opportunity arise outside of a regularly scheduled Board meeting, a member of the KRCC Executive Board can propose to an Executive Committee member, that a position statement be issued on behalf of KRCC. In such a case, the Executive Committee member will first bring a motion for consideration before the KRCC Executive Committee for deliberation and approval prior to the next meeting of the KRCC Executive Board. Once heard, the Executive Board must remit the matter back to the Executive Committee for further development.

3. PROCEDURE TO DEVELOP A POSITION STATEMENT

3.1 The KRCC Executive Committee can commission a volunteer sub-committee of KRCC Executive Board members or assign a standing Board sub-committee to research the matter, before drafting and revising a position statement to be first presented to the Executive Committee for deliberation and approval upon completion. In this instance, the Board sub-committee chair, or approved proxy, would present a final draft of the document to the KRCC Executive Board once approved by the KRCC Executive Committee.

3.2 The Executive Committee may also delegate the task of drafting a position statement to the KRCC Program Director. The Director would work with KRCC staff or experts to research the issue, steward revised drafts, and present a finalized draft position statement to the Executive Committee

for deliberation and approval, prior to a regularly scheduled KRCC Board Meeting. If the task was delegated to the KRCC Program Director for development, the final draft approved by the Executive Committee can be presented to the KRCC Executive Board at a regularly scheduled Board meeting by either the KRCC Program Director or approved proxy, or a member of the KRCC Executive Committee or selected proxy from the Executive Board.

4. PROCEDURE TO FINALIZE A POSITION STATEMENT

4.1 Guidelines for the Final Product

The final product intended for external distribution can only be considered a formal position of the Kitsap Regional Coordinating Council after it has been voted as such at a full meeting of the KRCC Executive Board, and only after the final product is set on KRCC letterhead, signed and dated by the current Chairperson.

4.2 Guidelines for Determination of Local Approval

Each KRCC voting member will need to determine whether the approval of their jurisdictional Boards or Councils is required prior to their representative vote on the position statement proposed to the KRCC Executive Board.

4.3 Guidelines for Consideration of Non-Voting Members

Non-Voting KRCC members are encouraged to signal their support or concerns during the deliberation of the KRCC Executive Board.

Appendix A: Sample Letter of Commitment

[KRCC BOARD MEMBER]
[TITLE]
[JURISDICTION NAME]
[JURISDICTION ADDRESS]

July 1, [YEAR]

Kitsap Regional Coordinating Council
614 Division Street – MS4
Port Orchard, WA 98366

To the [CURRENT CHAIR OF KRCC],

This letter signifies [NAME OF JURISDICTION]'s commitment to remain a member of the Kitsap Regional Coordinating Council (KRCC) from January 1, [NEXT YEAR] through December 31 of [NEXT YEAR]. [NAME OF JURISDICTION] fully understands that this letter of commitment financially obligates us to pay our approved dues in January of [NEXT YEAR].

Thank You,

Signature

[KRCC BOARD MEMBER]
[TITLE]

Appendix B – Sample KRCC Application

1. Date (KRCC application window is between July 1-August 31 of any year) _____

2. Name of Jurisdiction _____

3. Form of Government _____

4. Type of Member

- ☐ Member agency
- ☐ Associate member
- ☐ Ex-officio member

5. Current Population Estimate (Office of Financial Management data):

_____ persons

6. Assessed Valuation

\$ _____ dollars

7. Billing Contact Information

Name: _____

Street: _____

City, State, Zip: _____

8. Application Fees

10% of Projected Annual Dues \$ _____

Please contact KRCC staff to determine projected annual dues. Staff can be reached via phone (360-337-4960) or via email (publicinfo@kitsapregionalcouncil.org); Please make out your check to the "Kitsap Regional Coordinating Council."

Please submit this application and application fees to KRCC:

Kitsap Regional Coordinating Council, 614 Division St. MS4, Port Orchard, WA, 98366

For staff use only:

Date received:

Date application fee processed:

Appendix C – Sample Contractor Evaluation

1) On a scale of 1 to 5 – where 1 is “not at all” and 5 is “positively yes” – how likely are you to recommend Triangle Associates as a facilitator to your colleagues or otherwise ask Triangle Associates to serve again?

1 2 3 4 5 (check selection)

2) On a scale of 1 to 5 – where 1 is “not at all” and 5 is “positively yes” – how likely are you to ask Triangle Associates to contract with KRCC again for staff and committee support?

1 2 3 4 5 (check selection)

3) Can you comment on one or more specific things that Triangle Associates did – e.g., skills, behaviors or qualities - that assisted you and the other government participants?

4) Can you comment on one or more specific things Triangle Associates did to shift or improve your work with KRCC or your jurisdiction?

5) Is there anything else you'd be willing to share that will help keep Triangle Associates in continual learning, growing and improving mode?

6) How can this evaluation form be improved to provide an accurate measure of Triangle Associates' work?

Name (Optional):

Member of (circle) KRCC Board TransTAC LUTAC

Please return this form to KRCC Chair by [DATE] either by emailing it to [email address](#) or giving it to him/her in person.

Appendix D – Sample Public Records Request Form

Contact Information

Your Name _____

Your Email _____

Your Phone Number _____

Your Mailing Address _____

Records

Please list the records you want to see and be as specific as possible. It will help us find your records more quickly if you can identify the titles and dates.

(Please use additional pieces of paper as needed)

Please send your request to publicrecords@co.kitsap.wa.us. Kitsap County will respond to you within five (5) business days of receiving your request. Charges for documents requested will be \$.15 (fifteen cents) per page. For more information, you may contact 360-307-4261.

Limits on How Public Records May be Used

Washington State law limits certain uses of public records, including but not limited to prohibiting using lists of individuals for commercial purposes [RCW 42.56.070(9)].

By signing this form, I hereby declare under penalty of perjury, under the laws of the State of Washington, that the requested records shall not be used in violation of state law.

Signature: _____

Date: _____

Printed Name: _____

KRCC BUDGET with TRIANGLE ASSOC. DETAIL
January 1, 2020 - December 31, 2020
 Draft 9/20/19

	Betsy Daniels	Mishu PW	Sophie Glass	Kizz Prusia	Admin	Expenses	Total	2020 Task Total	2019 Budget	Expense Info	Assumptions
I. KRCC Administrative Program											
Task I.A. - Executive Board + Committee								\$87,129.80	\$84,868		
Prep and comm. for Exec. Committee	11	66	22	0	11	\$0	\$11,495				11 2 hr Board meetings
Exec. Comm. facilitation plus travel (11)	0	66	50	0	0	\$345	\$12,390			Travel (2 ferry) + printing	\$8.2 ferry ticket; Exec Comm Packet Prep and Board Packet Prep
Preparation for Exec. Board (11)	11	88	22	0	11	\$0	\$13,365				Final Board Packet
Board meeting facilitation plus travel	0	66	66	66	0	\$392	\$20,192			Travel (3 ferry) + printing	\$8.2 ferry ticket
Board meeting summaries and follow-up	0	44	11	0	0	\$0	\$5,170				2 hr mtgs, 1 hour prep/pack, 3 hr travel
Prep for Placeholder Board Level meetings	4	0	10	30	4	\$0	\$4,950				4 2 hr AHTF meetings
Placeholder Board Level meetings facilitation plus travel	0	0	23	30	0	\$301	\$5,776			Travel (2 ferry) + printing	
Placeholder Board Level meeting summaries and follow-up	0	0	5	20	0	\$0	\$2,350				
KRCC Board retreat and summary	12	35	12	40	8	\$466	\$11,441			Travel (2 ferry) + printing	\$8.2 ferry ticket
Task I.B. - State/Regional Legislative Coordination								\$7,427.80	\$10,026		
Legislative Reception (1)	0	38	17	8	15	\$333	\$7,428			Travel (4 ferry) + printing	Planning (25 hr), day of (8 hr), and follow up (5 hr)
Task I.C. - Website								\$2,095.00	\$2,095		
Website management	0	12	0	0	12	\$295	\$2,095			InMotion Hosting + Square Space (\$295),	
Task I.D. - PSRC Support								\$7,537.50	\$8,938		
General PSRC coordination	0	12	0	12	12	\$0	\$2,820				
Attend Regional Staff Comm. Mtgs (11)	0	0	0	28	0	\$0	\$2,380			11 RSC meetings	2 hr meetings
Attend Regional Proj. Eval Comm. Mtgs (11)	0	28	0	0	0	\$0	\$2,338			11 RPEC meetings	2 hr meetings
Task I.E. - Overall support								\$29,520.00	\$25,770		
Contract management	12	18	6	0	12	\$0	\$5,610				
Administrative and technical support	12	48	12	0	24	\$1,920	\$11,640			Rackspace (\$960), Jungle Disk (\$360), cell phone	
Internal team coordination meetings	12	60	24	0	0	\$0	\$10,740				
RMSA Compact obligations	0	18	0	0	0	\$0	\$1,530				
II. KRCC Land Use Program											
Task II.A. - PlanPOL								\$26,837.60	\$36,207		
Preparation and materials	4	24	24	24	3	\$0	\$8,235				4 1.5 hr PlanPOL meetings, 1 hour prep/pack, 3 hr travel
Meeting facilitation incl. travel (4) (6 PlanPol)	0	33	36	22	0	\$5,208	\$14,563			Travel (2 ferry) + printing, \$8.2 ferry ticket	Sophie Glass PlanPOL facilitator, Kizz Prusia LUTAC facilitator
Meeting summaries and follow-up	0	12	18	8	0	\$0	\$4,040				
Task II.B. - LUTAC								\$6,136.00	\$26,637		
Preparation	0	0	5	15	3	\$0	\$2,120				5 2 hr LUTAC meetings, 1 hour prep/pack, 3 hr travel
Meeting facilitation plus travel (5)	0	0	0	30	0	\$191	\$2,741			Travel (1 ferry) + printing	
Meeting memos and follow-up	0	0	0	15	0	\$0	\$1,275				\$8.2 ferry ticket
III. KRCC Transportation Program											
Task III.A. - TransPOL								\$19,124.30	\$11,569		
Preparation	6	36	24	0	3	\$0	\$7,603				6 1.5 hr TransPOL meetings
Meeting facilitation incl. travel (6)	0	39	33	0	0	\$197	\$7,802			Travel (2 ferry) + printing	\$8.2 ferry ticket
Meeting summaries and follow-up	0	30	9	0	0	\$0	\$3,720				
Task III.B. - TransTAC								\$13,668.80	\$8,928		
Preparation	0	48	6	0	3	\$0	\$5,055				6 2 hr TransTAC meetings, 1 hour prep/pack, 3 hr travel
Meeting facilitation incl. travel (4)	0	36	18	0	0	\$274	\$5,674			Travel (1.5 ferry) + printing	\$8.2 ferry ticket, Mishu PW facilitates 3; Sophie G facilitates 2
Meeting summaries and follow-up	0	30	3	0	0	\$0	\$2,940				
Triangle Totals	84	887	455	348	121	\$9,922	\$199,476.80	\$199,476.80	\$215,038		

chk total

Hourly rates for the personnel listed above are as follows:		Total Hours	Labor by person
Betsy Daniels	\$210.00	84	Betsy Daniels
Mishu PW	\$85.00	887	Mishu PW
Sophie Glass	\$130.00	455	Sophie Glass
Kizz Prusia	\$85.00	348	Kizz Prusia
Admin	\$65.00	121	Admin

WSA Fees: No WSA payments for 2020

Legal services: Approximate annual cost

RMSA Insurance: Amount for 2020

Room rentals: Cost for meeting, Retreat, and legislative reception room rentals

Historical Comparison:

2019 Triangle Budget = \$228,300
 2018 Triangle Budget = \$197,300
 2017 Triangle Actual = \$190,000
 2016 Triangle Actual = \$200,000
 2015 Triangle Actual = \$143,800

Legal Services	\$2,500.00
RMSA Insurance	\$3,000.00
Room Rentals	\$1,600.00
Reserves	\$5,000.00
Miscellaneous	\$23.00
Subtotal	\$12,123.00
Triangle Associates	\$199,476.80
KRCC TOTAL:	\$211,600
Total: the total KRCC budget in 2019 was \$231,838	
Increase from 2019 to 2020 budget: -9.56%	
Increase in Triangle budget 2019 to 2020: -14.45%	

Kitsap Regional Coordinating Council

2020 Work Plan, Scope of Work, and Budget Proposal

Draft v. 9-20-19





Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council

2020 Work Plan – Scope of Work

Draft 9-20-19

Purpose:

The purpose of this document is to outline the initiatives, activities and tasks the Kitsap Regional Coordinating Council's (KRCC) Board and committees expect to address in 2020 including:

- Continue implementation of the land use and transportation related action items identified at the 2018 KRCC Board retreat;
- Support Kitsap's participation in the 2023-2024 Regional and Countywide Transportation Funding Competitions;
- Remain current and proactive in relation to the activities managed by the Puget Sound Regional Council; and
- Maintain 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 KRCC staff to support the 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 2020 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 9)
- III. Transportation Program Work Plan and Triangle Scope of Work (page 14)
- IV. 2020 calendar with an overview of expected meetings

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 2020 Work Plan Narrative

The proposed tasks for the KRCC Executive Committee and KRCC Board for 2020 are outlined in the table below. KRCC staff will support the Executive Committee and Board in completing these action items.

Action Item	Executive Committee's Role	Board's Role
1. Select members of the 2020 KRCC Executive Committee. (Bylaws)	 Review proposed Executive Committee members. (January 2020)	 Review (no vote required) the 2020 Executive Committee. (February 2020)
2. Recommend and approve Puget Sound Regional Council (PSRC) Board and Committee representatives. (Policies and Procedures Manual)	 Recommend appointments to PSRC Boards and Committees. (January 2020)	 Approve PSRC Board and Committee appointments. (February 2020)
3. KRCC members submit letters of commitment in July. (Policies and Procedures Manual)	 Review commitment letters submitted in July and discuss any issues. (August 2020)	 Review commitment letters and discuss any issues. (September)
4. 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-September 2020)	 Review and approve new KRCC member(s) by the last KRCC Board meeting of the year. (September-December 2020)
5. Develop and approve the 2021 annual budget and workplan. (Interlocal Agreement)	 Develop and review the draft 2021 budget and workplan. (July – October 2021)	 Review the draft budget and workplan (October 2020); approve the 2020 budget and workplan (November 2020).
6. Plan and execute Legislative Reception. (Policies and Procedures Manual)	 Review the Legislative Reception plan from KRCC staff and provide guidance. (September-November 2020)	 Review the Legislative Reception plan from KRCC staff and provide guidance. (October-November 2020)

Action Item		Executive Committee's Role	Board's Role
7.	Distribute contractor evaluation. (Policies and Procedures Manual)	 Develop contractor evaluation form. (October 2020)	 Return contractor evaluation form (November 2020) and discuss results in a closed session if appropriate. (December 2020)
8.	Identify vacancies on PSRC Boards and Committees. (Policies and Procedures Manual)	 Review the vacancies on PSRC Boards and Committees. (November 2020)	 Review the vacancies on PSRC Boards and Committees. (December 2020)
9.	Discuss and vote on 2021 Chair and Vice-Chair. (Bylaws)	 Review proposed 2020 Chair and Vice Chair. (November 2020)	 Vote on proposed 2021 Chair and Vice Chair. (December 2020)

Administrative Deliverables

- Monthly Executive Committee meeting agendas and meeting summaries (draft and final)
- Monthly KRCC Board meeting agendas and meeting summaries (draft and final)
- Monthly KRCC revenue and expense report
- Monthly 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)
- Pre-meeting calls as needed with WSA
- WSA meeting summaries (draft and final)
- Monthly PSRC summaries
- Up-to-date roster of KRCC representatives on PSRC Boards and Committees

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 Director 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 expected in coordination with the KRCC Chair and 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 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.

Meetings

- 11 KRCC Board meetings, 1 annual retreat
- 11 Executive Committee meetings
- 4 placeholder meetings for ad-hoc Board level meetings

Staff and Subcontractors

- Sophie Glass, KRCC Program Lead
- Mishu Pham Whipple, KRCC Transportation and Coordination Lead
- Kizz Prusia, KRCC Land Use Coordination Lead
- Rosa Ammon-Ciaglo, KRCC Administrative Support
- Subcontractor (TBD)

Deliverables

- Monthly Executive Committee meeting agendas and meeting summaries (draft and final)
- Monthly KRCC Board meeting agendas and meeting summaries (draft and final)
- Monthly KRCC revenue and expense report
- Monthly PowerPoint meeting presentation for Board meetings
- Annual budget and workplan (draft and final)
- Retreat plan, agenda, materials, and logistics

Assumptions

- Board meetings will be 2-hours in duration at the Norm Dicks Government Center. Expenses for Board meetings are inclusive of facility fees.

- Executive Committee Meetings will be 2-hours in duration at the Kitsap Transit meeting rooms in Bremerton.

- The KRCC annual 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 notetaking and staff support to the West Sound Alliance (WSA) under the direction of the KRCC Executive Committee.

Staff

- Sophie Glass, KRCC Program Lead
- Mishu Pham Whipple, KRCC Transportation and Coordination Lead

Meetings

- 1 Legislative Reception
- 4 West Sound Alliance (WSA) meetings

Deliverables

- Legislative Reception agenda (draft and final)
- Pre-meeting calls as needed with WSA
- WSA meeting summaries (draft and final)

Assumptions

- WSA meetings will be held via conference call or in person in Kitsap County.
- KRCC will be responsible for notetaking and not facilitation.
- Gordon Thomas Honeywell Governmental Affairs will facilitate meetings and distribute materials.

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

- Mishu Pham Whipple, KRCC Transportation and Coordination Lead
- Rosa Ammon-Ciaglo, KRCC Administrative Support

Deliverables: Regular updates to the KRCC website

Assumptions: Assumes the staff will be updating the existing KRCC website

Meetings: N/A

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 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

- Mishu Pham Whipple, KRCC Transportation and Coordination Lead
- Kizz Prusia, KRCC Land Use Coordination Lead

Deliverables

- Monthly PSRC summaries
- Up-to-date roster of KRCC representatives on PSRC Boards and Committees

Meetings

- 11 Regional Staff Committee (RSC) meetings
- 11 Regional Project Evaluation Committee (RPEC) meetings

Assumptions

- Meetings will be 2-hours in duration
- Meetings will be held at PSRC's office

I.E. Overall Support

To support internal and external communication and coordination, Triangle will conduct bi-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, support the Board member serving on behalf of the Washington Cities Insurance Agency (WCIA) Board. 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, maintain files and documentation records, and coordinating with the Kitsap County staff assigned to support KRCC activities under the Memorandum of Understanding.

Staff

- Sophie Glass, KRCC Program Lead
- Betsy Daniels, support to KRCC Program Lead
- Mishu Pham Whipple, KRCC Transportation and Coordination Lead
- Kizz Prusia, KRCC Land Use Coordination Lead
- Rosa Ammon-Ciaglo, KRCC Administrative Support

Meetings

- Bi-weekly internal staff check-ins (2 meetings per month)

- Annual meeting with KRCC attorney

Deliverables

- Monthly invoices, progress reports







Assumptions
















- Internal team meetings will be 1-hour in length and will be held at Triangle Associates' office




II. KRCC Land Use Program 2020 Work Plan Narrative

The proposed land use program work plan items for 2020 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.

Please also see Appendix 1 that provide timelines for expected activities over the next 8 years.

Action Item	LUTAC's Role		PlanPOL's Role		Board's Role
Countywide Planning Policies (CPPs)					
10. Update the calendar of the CPP update schedule and the studies underway that are key inputs to that update.		LUTAC will update an 18-month and 8-year land use timeline, which includes information related to CPP updates.		PlanPOL will review the timelines and recommend activities for to work on in 2020.	 The KRCC Board will review land use timelines throughout 2020.
11. Complete a "targeted update" of CPPs re: Local Centers and perhaps buildable lands (18 Month Land Use Timeline)		After the Dept. of Commerce releases its buildable lands guidance, LUTAC convenes and drafts updates to the relevant sections of the CPPs for PlanPOL to review.		PlanPOL discusses the draft updates to the CPPs and recommends draft documents to the KRCC Board.	 KRCC Board approves the updated CPPs.

Action Item	LUTAC's Role	PlanPOL's Role	Board's Role
Puget Sound Regional Council (PSRC) Involvement			
12. Develop Kitsap's growth strategy as part of the development of VISION 2050 (2018 Board Retreat)	 LUTAC acquired VISION 2040's linear population and employment projections for 2050.  Meeting: 2 part workshop discussions about accommodating growth.	 Meeting(s): Using the linear 2050 population and employment projections. 2 part workshop discussions about accommodating growth.	 In 2021 or 2022, review outcomes and plan for the KRCC Board to approve population allocations across Kitsap jurisdictions.
13. Provide input into PSRC's Regional Growth Strategy (RGS) (18 Month Land Use Timeline)	 LUTAC develops a draft RGS comment letter, as well as draft talking points for GMPB members.	 PlanPOL revises the draft RGS comment letter. PlanPOL reviews the talking points for GMPB members.	 KRCC Board approves the RGS comment letter
14. Provide input on PSRC's draft Multicounty Planning Policies (MPPs) (18 Month Land Use Timeline)	 LUTAC develops a draft letter. LUTAC also develops talking points for GMPB members.	 PlanPOL revises the draft MPP comment letter. PlanPOL reviews the talking points for GMPB members.	 KRCC Board approves the MPP comment letter.
15. Provide outreach to other jurisdictions at PSRC about Kitsap's issues to identify commonalities and partnerships. (Board Retreat 2018)	 Outreach: LUTAC members on the Regional Staff Committee convene a quarterly lunch with small PSRC jurisdictions.	 Outreach: PlanPOL members on the GMPB convene a quarterly lunch with other small jurisdictions at PSRC.	N/A
KRCC Operations			
16. Ensure messaging consistency between policy and technical	 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.

committees. (2018 Board Retreat)			
Other			
17. Develop the annual annexation report (18 Month Land Use Timeline)	 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
- Meeting memo 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 Lead who will report to the Program Director. Triangle will also provide a Land Use Specialist who will lead specific workshops to be designed by the Board and committees to address growth planning. The land use specialist will provide a two-part growth strategy workshop for two of the PlanPOL meetings. This workshop will be designed to develop a recommended approach for the KRCC Board regarding growth planning in Kitsap County as part of PSRC's Vision 2050 and a workplan for maintaining communication with PSRC.

The Land Use Lead will be responsible for drafting PlanPOL meeting agendas in coordination with PlanPOL and the Executive Committee, gathering and constructing 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 and Subcontractors:

- Sophie Glass, KRCC Program Lead
- Kizz Prusia, KRCC Land Use Coordination Lead

- Meeting summaries (draft and final)
- Meeting materials as needed, including maintaining communications with PSRC
- Report outs to the KRCC Board in person

Meetings

- 4 PlanPOL meetings

Assumptions

- Meetings will be 1.5-hours in duration
- Meetings will be held at Kitsap Transit in Bremerton

Deliverables

- Meeting agendas (draft and final)

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

To support the KRCC Board's Land Use Technical Advisory Committee (LUTAC)¹, Triangle will provide a KRCC Land Use Lead who will report to the Program Director, provide staff support to LUTAC, and facilitate LUTAC meetings. The Land Use 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.

For the 2020 Scope of Work, a subcontractor will provide a two-part growth strategy workshop for two of the LUTAC meetings intended to sync up with 2 meetings for a PlanPOL growth strategy workshop. A small budget has also been allocated for technical assistance in developing GIS based graphics or other tools for scenario planning.

Staff and Subcontractors

- Kizz Prusia, KRCC Land Use Coordination Lead

Meetings

- 5 LUTAC meetings

Deliverables

- Meeting agendas (draft and final)
- Meeting memo of action items and key discussion items
- Recommendations to PlanPOL developed by LUTAC










Assumptions



















- Meetings will be 2-hours in duration and will be held in Poulsbo (or elsewhere in Kitsap County)

¹ And support the Planning Directors' Forum as needed if the Board chooses to revise the Countywide Planning Policies.

III. KRCC Transportation Program 2020 Work Plan Narrative

The proposed transportation program work plan items for 2020 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.

Action Item	TransTAC's Role	TransPOL's Role	Board's Role
Transportation Education			
18. Learn about transportation issues of common interest. (2018 Board Retreat)	 TransTAC addresses cross-jurisdictional transportation issues as needed. TransTAC members prepare educational updates on these topics at TransPOL meetings.	 TransPOL reviews the list of cross-jurisdictional transportation issues and selects topics for their 2020 meetings.	 KRCC Board reviews relevant transportation topics as needed.
Countywide and Regional Transportation Competitions			
19. Develop recommendations for PSRC's Project Selection Taskforce. (2018 Competition Debriefs)	 Develop draft recommendations for TransPOL review regarding the issues facing the PSRC Project Selection Taskforce.	 Review TransTAC's recommendations regarding the key issues facing the PSRC Project Selection Taskforce.	 Approve recommendations to Kitsap members of the PSRC Project Selection Taskforce.
20. Discuss how Kitsap wants to address topics such as geographic equity, equity based on density, and projects of countywide importance in the 2020 Kitsap Countywide Competition. (2018 Competition Debriefs)	 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 2020.

21. Develop and approve Countywide Competition Call for Projects and Application.	 Develop draft recommendations of Countywide Competition Call for Projects and Application for TransPOL review.	 Review TransTAC's recommendations of Countywide Competition Call for Projects and Applications.	 Approve the Countywide Competition Call for Projects and Application.
22. Develop and approve Kitsap's Regional Projects to PSRC.	 Develop the list of Kitsap's Regional Projects for TransPOL review.	 Review TransTAC's list of Regional Projects.	 Approve Kitsap's Regional Projects for PSRC review.
23. Conduct Countywide project selection workshop and recommend Countywide Projects to PSRC.	 Score Countywide projects based on criteria outlined in the Call for Projects and recommend project awards to TransPOL.	 Review TransTAC's recommended Countywide project awards.	 Approve Kitsap's Countywide Projects for PSRC review.
24. Debrief the Regional and Countywide Competitions.	 Discuss best practices and recommendations for the next funding cycle.	 Discuss best practices and recommendations for the next funding cycle.	 Review best practices and recommendations for the next funding cycle.
KRCC Operations			
25. Ensure messaging consistency between policy and technical committees. (2018 Board Retreat)	 KRCC staff will serve as the liaison.	 TransPOL meetings have TransTAC updates as a standing agenda item.	 KRCC Board meetings have TransPOL and TransTAC updates as a standing agenda item.
26. Form <i>ad hoc</i> committees to address transportation issues (2018 Board Retreat)	 TransTAC members recommend <i>ad hoc</i> committees to TransPOL.	 TransPOL proposes <i>ad hoc</i> committees for KRCC Board approval.	 KRCC Board approves <i>ad hoc</i> committees.

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
- Meeting agendas (draft and final)
- Meeting memo of action items and key discussion items
- Meeting materials as needed, including maintaining communications with PSRC
- Recommendations to TransPOL
- Countywide Competition Call for Projects and Applications
- List of Kitsap Regional Projects

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

- Sophie Glass, KRCC Program Lead
- Mishu Pham Whipple, KRCC Transportation and Coordination Lead

Meetings

- 6 TransPOL meetings

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

Assumptions

- Meetings will be 1.5-hours in duration
- Meetings will be held at Kitsap Transit in Bremerton

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 Director, 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 Director and TransTAC members, gathering and constructing meeting materials, and sending materials to TransTAC at least 5 days before TransTAC meetings. The Program Lead is also responsible for notetaking, drafting and finalizing a meeting memo, as well as tracking and implementing action items following each meeting. For the 2020 Scope of Work, Triangle will provide technical support through a subcontractor. This work will support the policy discussions on reviewing the KRCC Regional and Countywide Criteria for federal funding.

Staff and Subcontractors

- Mishu Pham Whipple, KRCC Transportation and Coordination Lead

Meetings

- 6 TransTAC meetings

Deliverables

- 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

Assumptions

- Meetings will be 2-hours in duration
- Meetings will be held at Kitsap Transit in Bremerton

IV. 2020 Calendar with an Overview of Expected Meetings

Draft 2020 Meeting Schedule

Draft v.9-20-19

		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	Jan. 7 Board Meeting	Feb. 4 Board Meeting	March 3 Board Meeting	April 7 Board Meeting	May 5 Board Meeting	June 2 Board Meeting	July 7 Board Meeting		Sept. 1 Board Meeting	Oct. 6 Board Meeting	Nov. 3 Board Meeting	Dec 1 Board Meeting
	Executive Committee 3 rd Tues. 11:00AM-1:00PM Kitsap Transit	Jan. 21 Executive Committee Meeting	Feb. 18 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. 3:15-4:45PM Kitsap Transit		Feb. 20 TransPOL Meeting		April 16 TransPOL Meeting		June 25 TransPOL Meeting		Aug. 20 TransPOL Meeting		Oct. 15 TransPOL Meeting		Dec. 17 TransPOL Meeting
	TransTAC 2 nd Thurs. 12:30-2:30PM Kitsap Transit	Jan. 9 TransTAC Meeting		March 12 TransTAC Meeting		May 14 TransTAC Meeting		July 9 TransTAC Meeting		Sept. 10 TransTAC Meeting		Nov. 12 TransTAC Meeting	
Land Use	PlanPOL* 3 rd Tues. 1:30-3:00PM Kitsap Transit		Feb. 18 PlanPOL Meeting		April 21 PlanPOL Meeting		June 16 PlanPOL Meeting				Oct. 20 PlanPOL Meeting		
	LUTAC 2 nd Thurs. 9:30-11:30AM Poulsbo City Hall	Jan. 9 LUTAC Meeting		March 12 LUTAC Meeting		May 14 LUTAC Meeting		July 9 LUTAC Meeting		Sept. 10 LUTAC Meeting			

*Open to the public

Appendix 1 – 8 Year Land Use Calendar

Draft 8-Year Land Use Timeline for the Kitsap Regional Coordinating Council

Draft v. 7-13-18

8 YEARS

		2018	2019	2020	2021	2022	2023	2024	2025
MAJOR TASKS	FEDERAL/ CENSUS	Local Update of Census Addresses		Census	Census Results (2)				
	STATE/ GMA	Shoreline Master Program Update DUE 6/30/20			Implement				
		Roadmap to WA Future				OFM County Population Forecasts (2)			
		Commerce's Buildable Lands guidance due			Buildable Lands Report Update (5)				
						Comprehensive Plan//UGAs Update DUE 6/30/24 (1)		Implement	
						Development Regulations Update DUE 6/30/24 (1)		Implement	
							Critical Areas Update DUE 6/30/24 (1)	Implement	
	REGIONAL PSRC/KRCC	PSRC Local Centers (3)							
		Countywide Planning Policies Update - Element C: Centers (& Buildable Lands?) (3)							
		PSRC Vision 2050/Regional Growth Strategy (4)							
				Countywide Planning Policies Update – Respond to Vision 2050 (4)		Incorporate in jurisdictions' Comp Plans (4)			
						Countywide Population Allocations (2)/(5)			
	CITIES AND COUNTY	Implement 2016 Comprehensive Plans				2024 Comprehensive Plans UGA Update DUE 6/30/24 (1) (5)		Implement	
		Respond to Comprehensive Plan Appeals						Respond to Appeals	
		Code Updates				Development Regulations DUE 6/30/24 (1)		Implement	

(1) 8 year periodic update of comprehensive plans and development regulations, required by State/GMA and completed by cities and county, due 6/30/24.

(2) Population Forecasts (utilizing 2020 Census results) are assigned to Kitsap County by OFM, and are then allocated by Kitsap Regional Coordinating Council by jurisdiction and adopted into CPPs.

(3) PSRC's Centers Update will be incorporated as appropriate in Kitsap CPP's Element C; LUTAC will begin review guidelines in 2018 and anticipate CPP amendments to Element C in 2019.

(4) PSRC's Update to Vision begun in 2018. KRCC and individual jurisdictions participate in development of Vision 2050 and Regional Growth Strategy; PSRC General Assembly approves Vision 2050 and RGS May/June 2020. KRCC incorporates Vision 2050/RGS into Kitsap CPPs as appropriate, which is then incorporated into individual jurisdictions' comprehensive plan.

(5) The Buildable Lands Report Update includes two parts—reviewing development densities in the past, and providing a land capacity analysis. The land capacity analysis will provide the basis of whether designated Urban Growth Areas need adjusting. Each UGA's available land will be compared to its KRCC population allocation. If UGA adjustment is necessary, it will within the 2024 comp plan update process.



KRCC Affordable Housing Taskforce (AHTF) Meeting Agenda

v. 9-12-19

Date/Time: September 19, 2019 from 10:15 am - 12:15 pm

Place: Kitsap Transit, 60 Washington Ave. Bremerton, WA

Meeting Purpose: To discuss solutions to increase the amount of land required to build or preserve additional affordable housing on a countywide basis.

1. Chair's Welcome (5 min)

2. Committee Updates and Action Items (15 min)

- a. Welcome – 3 min
 - For reference only: [AHTF Terminology](#) Packet Pg.
 - For reference only: [KRCC Affordable Housing Resolutions](#) Packet Pg.
 - **ACTION:** Approve the draft [July 19, 2019, AHTF Meeting Summary](#) Packet Pg.
- b. KRCC Staff Report Out – 2 min
 - Research Request from AHTF: Review the [area median income for rent](#) in Kitsap County. Packet Pg.
- c. AHTF Purpose – 5 min
 - Review the [updated AHTF charter with a revised draft purpose statement](#) to incorporate suggestions from the July 18 AHTF meeting Packet Pg.
- d. HB 1406 Follow-Up – 5 min
 - Review [anticipated HB 1406 funding amounts for each jurisdiction](#) Packet Pg.
 - Question: How is each jurisdiction considering using its own HB 1406 funds (e.g. rental assistance, bonding, combining funds on an intra- or interjurisdictional basis)?

3. New Business (70 min)

- a. Education and Dialogue: Coordinated Grant Process – 30 min
 - [Kirsten Jewell or Bonnie Tufts], Kitsap County
 - For reference: [Kitsap Coordinated Grant Program](#) (weblink) and the [2018 Kitsap Homeless Crisis Response and Housing Plan](#) (web link)
- b. Education and Dialogue: Community Land Trusts – 30 min
 - Phedra Elliott, Housing Resources Bainbridge (HRB)
 - Question: would the Taskforce recommend a motion to the KRCC Board regarding Community Land Trusts?
- c. Education and Dialogue: Surplus Public Lands – 10 min
 - Example for reference: [Hope and Home Mapping Tool for Surplus Public Land for Affordable Housing](#) (weblink)

4. Administrative Agenda (20 min)

a. Determining the Future of the AHTF

Questions to consider include:

- Has the AHTF accomplished the initial [goals outlined in the meeting work plan](#)?
 - If the AHTF continued meeting in 2020, what should the goals be?
 - How should the AHTF leverage Kitsap County's affordable housing study? (Study anticipated for release in January 2020)
 - How would the AHTF like to capture/communicate the work completed in 2019? (Memo, policy brief, resource pages, etc.)
 - What additional topics should the AHTF explore in 2020? (Current suggestions include Accessory Dwelling Units (ADUs), Inclusionary Zoning, Co-op Housing, Board Houses, Therapeutic Housing, etc.)
- **ACTION:** Make a recommendation to the KRCC Board regarding whether the AHTF should continue meeting in 2020.

Packet Pg.

5. Wrap Up (5 min)

- a. Review action items and decisions
- b. Discuss parking lot items

6. Public Comments (5 min)

7. Adjourn



DRAFT - Land Use Planning Policy Committee (PlanPOL) Meeting Agenda
v.9-10-19

Date: October 15, 2019

Time: 1:30 p.m. – 3:00 p.m.

Place: Kitsap Transit, 60 Washington Ave. Bremerton, WA

Meeting Objectives:

- Review approach to KRCC Board retreat and discuss details with LUTAC members prior to the October 25 KRCC Board retreat.
- Discuss status updates for Kitsap Countywide Planning Policies (CPPs) Element C: Centers of Growth

1. Welcome and Introductions

2. Committee Updates and Action Items

a. Old Business

- **ACTION:** Approve the draft [May 21, 2019 Meeting Summary](#)

Packet Pg.

b. KRCC Board Retreat, October 25, 2019

Objective: Review [KRCC Board retreat proposal](#)

Packet Pg.

- Discuss the final details for the KRCC Board Retreat

3. New Business

- Kitsap Countywide Planning Policies (CPPs)

Objective: Support communication among KRCC Committees on the process to update the Countywide Planning Policies.

Packet Pg.

Packet Pg.

- Update from KRCC Staff

- Discuss steps to continue updating the Kitsap CPPs in 2019

4. Administrative Agenda

- The next meeting is tentatively scheduled for December 17, 2019
 - Suggested topics for the December agenda?

5. Wrap Up

- Recap topics covered
- Summarize key decisions and action items

6. Public Comments

7. Adjourn



Kitsap Regional Coordinating Council

KRCC Land Use Technical Advisory Committee (LUTAC) Meeting Agenda v. 9-5-19

Date: September 17, 2019

Time: 9:30 am - 11:30 am

Place: Norm Dicks Government Center (6th Floor) - 345 6th St, Bremerton, WA 98337

1. Welcome

2. Committee Updates and Action Items

a. Old Business

- **ACTION:** Approve the draft [July 11 Meeting Summary](#) Packet Pg.

b. Review the [Kitsap Countywide Planning Policies, Element C: Centers of Growth](#) Packet Pg.

- Discuss draft updates to Centers of Growth policies
- Live edit the Centers of Growth policies as needed

3. New Business

- Discuss the KRCC Board Retreat, planned for Friday, October 25, 2019 ([see draft approach and agenda](#)) Packet Pg.
- Discuss updates to the draft VISION 2050 plan and results of [VISION 2050 Open Houses](#) – Andrea Harris-Long, PSRC Packet Pg.

4. Administrative Agenda

- The next meeting is tentatively scheduled for November 14, 2019
 - Discuss approach for the 18-month and 8-year [Land-Use Calendar](#) Packet Pg.
- The next PlanPOL meeting is tentatively scheduled for **October 15, 2019**
 - Are there any recommendations for the agenda?
 - Are there recommendations to present an update to PlanPOL? (see note from the KRCC Executive Committee below)

5. Wrap Up

- Recap topics covered
- KRCC verbal updates on the Affordable Housing Taskforce
- Summarize key decisions and action items

6. Adjourn

Note from the KRCC Executive Committee:

- The KRCC Board Retreat will be on Friday, October 25th at the Island Lake Community Center. LUTAC is encouraged to attend as the discussion will focus on the impacts of long-term growth projections on the values that have been identified in comprehensive plans or by the Board and reflected in models to be created by Berk Consulting.
- The Committee asked that LUTAC, or KRCC staff (Kizz) on behalf of LUTAC, provide an update on the expected timing of the CPP updates and public process at the October PlanPOL meeting. This update is requested because 1) the Board will need to consider if the timeline lines up with updating the Transportation Competition criteria planned for early next year. The goal would be to update the criteria to be consistent with updated Centers definitions. And 2) the expected timeline will inform the development of the 2020 KRCC Work Plan and Budget which will be developed in October and November, to be passed by the Board in December.



Draft Transportation Policy Committee (TransPOL) Meeting Agenda

October 17, 2019 | 3:15-4:45 PM | Kitsap Transit 3rd Floor Conf. Room, 60 Washington Ave. Bremerton

Purpose: To review the Annual Transportation Project Status Report, review the PSRC Project Selection Task Force's recommendations to date regarding the Regional and Countywide Competitions, and to discuss potential projects for the next cycle of the Regional competition.

A. Welcome and Business (10 min)

Objective: Maintain the business and operations of KRCC.

- Latest [2019 KRCC calendar](#) (pg 2)
- **ACTION:** Approval of draft [July 18, 2019 meeting summary](#) (pg 3)
- For reference: [KRCC Transportation Program Work Plan](#) (pg)

B. Review Annual Transportation Project Status Report (15 min)

Objective: Stay current on jurisdictions' transportation projects funded through recent Regional and Countywide funding cycles.

- Overview of status of projects funded through PSRC's 2018-2020 and 2021-2022 Regional and Kitsap Countywide Competitions
- Question and Answer with technical staff

C. Project Selection Task Force Updates (15 min)

Objective: Coordinate with the Kitsap delegation of the PSRC Project Selection Taskforce in preparation for the next transportation competition funding cycle.

- Overview of the role and milestones of Puget Sound Regional Council's (PSRC) Project Selection Taskforce
- Review Project Selection Taskforce's recommendations to date regarding the Regional and Countywide Competitions

D. Preliminary Discussion on Regional Transportation Projects (15 min)

Objective: Coordinate on potential Kitsap projects eligible for Regional transportation dollars.

- Review [Project Selection Framework Elements](#)
- Reminder to develop draft list of Regional Projects in 2020
- Discuss potential projects under consideration

E. Corridor Updates (10 min)

Objective: Share updates on corridor projects.

- SR 305
- SR 16/Gorst
- SR 104
- SR 303

F. PSRC Transportation Policy Board Updates (10 min)

Objective: Stay current with PSRC transportation activities.

- Report out on the October 12 Transportation Policy Board meeting

G. Announcements and Next Steps (10 min)

Objective: Ensure follow up on proposed ideas and tasks.

- Next TransPOL meeting: February 20, 2020 (tentative)

H. Public Comments (5 min)

I. Adjourn



Kitsap Regional Coordinating Council

Draft v. 9-5-2019

Draft TransTAC Meeting Agenda

September 12, 2019 | 12:30 – 2:30 PM

Kitsap Transit 3rd Floor Conference Room, 60 Washington Ave. Bremerton

Topic	Documents
A. Welcome and Old Business <i>Objective: Maintain the business and operations of KRCC.</i> <ul style="list-style-type: none">Review 6/13/19 TransTAC meeting summary (distributed on 6/19/19)*Review 2019 TransTAC Work Plan*	<ul style="list-style-type: none">6/19/19 TransTAC meeting summary (pg 2)2019 TransTAC Work Plan (pg 6)
B. Regional Project Evaluation Committee and other PSRC Updates <i>Objective: Share updates on recent regional planning related developments at Puget Sound Regional Council.</i> <ul style="list-style-type: none">Updates from PSRC:<ul style="list-style-type: none">Project Tracking: 2020-2022 rebalancing, Project Delivery Working Group update, upcoming progress reportingPreservation and Maintenance presentation, Gary SimonsonVISION 2050 updateRPEC and other updates	
C. PSRC Transportation Competition Coordination: Policy Framework Elements <i>Objective: To improve coordination with PSRC and the efficiency of the project selection process and use of funds.</i> <ul style="list-style-type: none">Update on preparations for 2020 project selection process from PSRCHear from Regional Project Evaluation Committee members on status of discussions around the Policy Framework Elements*Review TransTAC and TransPOL debriefs from previous funding cycle*Discuss recommendations to RPEC on the Policy Framework Elements	<ul style="list-style-type: none">6/14/18 TransTAC meeting summary (pg 7)6/21/19 TransPOL meeting summary (pg 9)2020 Key Policy Framework Elements (pg 11)
D. Operations Coordination: ADA Transition Plans <i>Objective: To share best practices, approaches, and milestones, as jurisdictions implement their own transition plans.</i> <ul style="list-style-type: none">Report out on ADA Transition Plans*Discuss best practices, approaches, and milestones	<ul style="list-style-type: none">City of Bremerton ADA Transition Plan (link)WSDOT ADA Transition Plan (link)Others?
E. Corridor Updates <i>Objective: Share updates on cross jurisdictional corridor projects.</i> <ul style="list-style-type: none">SR 305, SR 16/Gorst, SR 104, SR 303, others	
F. Solutions and Support <i>Objective: Support fellow TransTAC members in troubleshooting current challenges.</i> <ul style="list-style-type: none">Report out on jurisdiction Transportation Plan updatesDiscussion of challenges faced by individual jurisdictions and potential solutions from TransTAC members	
G. Announcements and Next Steps <i>Objective: Ensure follow up on proposed ideas and tasks.</i> <ul style="list-style-type: none">Next TransPOL meeting: Thurs, October 17*Next TransTAC meeting: Thurs, December 12<ul style="list-style-type: none">Develop list of regional projects, WSDOT presentation on grant cycles, transportation project status update for KRCC Board	<ul style="list-style-type: none">2019 TransPOL Work Plan (pg 21)
Adjourn	



**PUGET SOUND REGIONAL COUNCIL (PSRC) UPDATES FOR THE
KITSAP REGIONAL COORDINATING COUNCIL (KRCC)
PSRC BOARDS v.9/19/19**



Executive Board

Date of Next Meeting: **September 26, 2019** • 10:00 – 11:30 a.m.

Topics from Meeting: **October 24, 2019** (packet posted [here](#)):

- Committee Reports
- Consent: Approve minutes of 7/25/19 meeting; Approve vouchers dated 7/17/19-9/13/19; Adopt Routine Amendment to the 2019-2022 Transportation Improvement Program (TIP)
- New Business: Approve Rural Town Centers and Corridors Program Funding
- Discussion: PSRC Funding Report

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

Growth Management Policy Board (GMPB)

Date of Next Meeting: **October 3, 2019** • 1:00 p.m. – 3:00 p.m.

Topics from **September 5, 2019** Meeting: (packet posted [here](#)):

- Consent: Approve Minutes of GMPB Meeting held 7/11/19
- Discussion: Draft VISION 2050 Plan Review
- Information: Bringing the Region Together Flyer – Regional TOD Event
- Information : Updated 2019 GMPB Calendar

Contact: Kristin Mitchell – kmitchell@psrc.org

KRCC Members and Affiliates: Rob Purser, Commissioner Wolfe, Mayor Putaansuu, Mayor Wheeler; Alternates: Commissioner Garrido, Councilmember Diener, Thomas Ostrom, Councilmember Peltier, Councilmember Gorman

Operations Committee (OC)

Date of Next Meeting: **October 24, 2019** • 9:30 – 9:50 a.m. Topics from **September 26, 2019** Meeting: (packet posted [here](#)):

- Consent Agenda: Approve minutes of 7/25/19 meeting; Approve vouchers dated 7/17/19-9/13/19
- Information: PSRC Weighted Votes; PSRC Executive Board Representatives; Review Proccess for Draft Supplemental Biennial Budget and Work Program FY 2020-2021; Monthly Budget Report; Contract Status Report; Completed Contracts; Grant Status Report

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

Transportation Policy Board (TPB)

Date of Next Meeting: **October 12, 2019** • 9:30 – 11:30 a.m.

Topics from **September 12, 2019** Meeting (agenda posted [here](#)):

- Consent: Approve Minutes of TPB Meeting held 7/11/19; Routine Amendment to the 2019-2022 Transportation Improvement Program (TIP)
- Action: 2019 Project Selection Process for PSRC's FHWA Rural Town Centers and Corridors Program
- Discussion: Tacoma/Pierce County I-5 HOV Program; Regional Intelligent Transportation System Inventory; PSRC Funding Report; PSRC Funding Report
- Information: Bringing the Region Together Flyer – Regional TOD Event

Contact: Casey Moreau - cmoreau@psrc.org

KRCC Members: Mayor Erickson, Councilmember Ashby, Commissioner Gelder, Councilmember Mills, Mayor Wheeler, John Powers; Alternates: Commissioner Garrido, Councilmember Tirman, John Clauson, Commissioner Bozeman, Councilmember Gorman

Economic Development District Board

Date of Next Meeting: **October 2, 2019** • 1:00 – 3:00 p.m.

Topics from **July 10, 2019** Meeting: (packet posted [here](#)):

- Consent: Central Puget Sound Economic Development District Board Meeting Minutes
- Action: Adopt Fiscal Year 2020-2021 Budget and Work Program
- Discussion: Washington Tourism Marketing
- Discussion: Washington Maritime Blue
- Information: 2050 Regional Aviation Forecast; Amazing Place Implementation Update – May 2019

Contact: Tammi Chick – tchick@psrc.org

KRCC Members And Affiliates: Commissioner Garrido, Councilmember Stern, Commissioner Strakeljahn, Mayor Wheeler; Alternates: Commissioner Wolfe, Councilmember Mills, Commissioner Stokes, Councilmember Cucciardi, Councilmember Gorman



**PUGET SOUND REGIONAL COUNCIL (PSRC) UPDATES FOR THE
KITSAP REGIONAL COORDINATING COUNCIL (KRCC)
PSRC COMMITTEES v.9/19/19**



Regional Staff Committee (RSC)

Date of Next Meeting: **October 23, 2019** • 9:30 – 11:30 a.m.

Topics from **September 19, 2019** Meeting: (packet posted [here](#)):

- Reports: Meeting Summary for 6/20/19; PSRC Board Reports; Updates from PSRC Planning Department
- Discussion: Puget Sound Partnership
- Discussion: VISION 2050 Plan
- Information: 2019 Regional Staff Committee Schedule; Bringing the Region Together Flyer – Regional TOD Event

Contact: Tammi Chick – tchick@psrc.org

KRCC Affiliates: Eric Baker, Nick Bond, Ed Coviello, Andrea Spencer, Karla Boughton, Ike Nwankwo; Alternates: Jim Bolger, Gary Christensen

Regional FTA Caucus

Date of Next Meeting: **November 13, 2019** • 10:30 a.m. – 12:00 p.m.

Topics from **August 14, 2019** Meeting: (packet posted [here](#)):

- Action: Approval of Meeting Summary – 5/8/19
- Action: King County Metro Obligation Date Extension Request
- Discussion: PSRC's FTA Project Tracking Policies
- Discussion: 2020 FTA Project Selection Process
- Discussion: Federal Surface Transportation Reauthorization Bill

Contact: Sarah Gutschow - sgutschow@psrc.org

KRCC Affiliates: Steffani Lillie; Alternate: Jeff Davidson

Bicycle/Pedestrian Advisory Committee (BPAC)

Date of Next Meeting: **November 12, 2019** • 10:00 a.m. – 12:00 p.m.

Topics from **September 10, 2019** Meeting: (agenda posted [here](#)):

- Action: Approval of Meeting Summary for 7/9/19
- Regional Project Evaluation Committee and Regional Staff Committee Debrief
- Action: Approve Non-voting Member Nominations
- Discussion: VISION 2050 Draft Plan Plus Status and Public Review Process; PSRC's Regional Open Space Conservation Plan Overview; Updates on Bike and Pedestrian Work Program Projects
- PSRC Project Selection Update

Contact: Kimberly Scrivner - kscrivner@psrc.org

KRCC Affiliates: David Forte, Tom Knuckey, Barry Loveless; Alternates: Jeff Shea, Shane Weber, Chris Hammer

Regional Project Evaluation Committee

Date of Next Meeting: **September 27, 2019** • 9:30 a.m. – 11:00 a.m.

Topics from **July 26, 2019** Meeting: (agenda posted [here](#)):

- Approve Meeting Summary for 6/28/19 meeting
- Transportation Policy Board Debrief
- Discussion: Project Selection Process; VISION 2050 Draft Plan

Contact: Kelly McGourty - kmcgourty@psrc.org

KRCC Affiliates: David Forte, Steffani Lillie, Barry Loveless, Fred Salisbury, Tom Knuckey, Mark Dorsey; Alternates: Diane Lenius, Jeff Shea, Arne Bakker, Jeff Davidson

Transportation Operators Committee (TOC)

Date of Next Meeting: **October 23, 2019** • 10:00 a.m. – 11:30 a.m.

Topics from **August 28, 2019** Meeting: (packet posted [here](#)):

*September 25 Meeting Cancelled

- Action: Approval of Meeting Summary – 6/26/19; King County Metro Obligation Date Extension Request
- Discussion: Report on PSRC Committee and Board Activities; Transit Integration Report; Transit Agency Long Range Plan Update Cycles; Transit-related Memoranda of Agreement held by PSRC, including Regional Reduced Fare Permit and American with Disabilities Act Paratransit Eligibility
- Roundtable: Highlights from Transit Agency and Ferry Operators in the Region

Contact: Gil Cerise - gcerise@psrc.org;

KRCC Affiliates : Steffani Lillie; Alternate: Jeff Davidson

Regional Traffic Operations Committee (RTOC)

Date of Next Meeting: **September 5, 2019** • 9:30 a.m. – 11:00 a.m.

Topics from **July 18, 2019** Meeting (agenda posted [here](#)):

- Presentation: Next Generation TSP Update and C and D Line TSP
- Discussion: Update on Regional ITS Inventory

Contact: Gary Simonson - gsimonson@psrc.org

KRCC Affiliates: Mark Dorsey, Jeff Shea, Shane Weber

Kitsap Regional Coordinating Council Revenue and Expense Report for Work Completed in 2019 (draft)

CASH BASIS

Draft v. 9-19-2019

Budget Month	1	2	3	4	5	6	7	8	9	10	11	12					
Calendar Month	Jan. '19	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan. '20	YTD	Budget	% Budget Year	% Budget
Revenue																	
Member Dues	\$ 17,060.08	\$ 159,235.08	\$ 8,948.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08						\$ 224,219	N/A	N/A	N/A
Events/Receptions		\$ 600													N/A	N/A	N/A
Application Fees															N/A	N/A	N/A
Other															N/A	N/A	N/A
Carry Forward	\$ 9,921.63														N/A	N/A	N/A
Total Revenue	\$ 26,981.71	\$ 159,835.08	\$ 8,948.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 234,740.27			
Operating Expenses																	
Triangle labor/expenses		\$ 15,930.65	\$ 17,273.65	\$ 18,083.30	\$ 14,020.01	\$ 21,324.79	\$ 11,258.12	\$ 9,254.83						\$ 107,145.35	\$ 197,275	58%	54.31%
Legal Services		\$ 822.80			\$ 103.20		\$ 206.40							\$ 1,132.40	\$ 2,000	58%	56.62%
WCIA Insurance	\$ 5,016													\$ 5,016.00	\$ 5,000	58%	100.32%
Room Rentals				\$ 308.00										\$ 308.00	\$ 1,302	58%	23.66%
Reserves														\$ -	\$ 4,500	58%	0.00%
Miscellaneous			\$ 34.88	\$ 1.00	\$ 300.00									\$ 335.88	\$ 3,841	58%	8.74%
Total Op. Expenses	\$ 5,016.00	\$ 16,753.45	\$ 17,308.53	\$ 18,392.30	\$ 14,423.21	\$ 21,324.79	\$ 11,464.52	\$ 9,254.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113,937.63	\$ 213,918	58%	53.26%
Net Income														\$ 120,802.64			
Total Reserves*	\$19,500																

Amendments/Modifications/Notes:

Note 1 Triangle Associates' invoice in January 2019 was for work completed in 2018 and can be found on the 2018 income statement.

*Note 2 KRCC staff is working with Kitsap County's Budget & Finance Department to confirm the total reserve levels for KRCC.

Note 3 The \$3,000 in West Sound Alliance payments are accounted for under Member Dues