



Kitsap Regional Coordinating Council

KRCC Board Meeting Agenda

v. 8-22-19

Date: September 3, 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 [6/4/2019 KRCC Board Meeting Summary](#) (vote) Page 4-8
- B. Review of the [7/2/2019 Executive Committee Meeting Summary](#) Page 9-11
- C. Review of the [8/20/2019 Executive Committee Meeting Summary](#) Page 12-15

4. Full Discussion/Action Items:

- A. Update on date of KRCC Board Retreat and review of [Retreat Agenda](#) with Berk Consulting Page 16-17
- B. Review [KRCC Legislative Reception proposal](#) Page 18-19
- C. Review [Port of Kingston application to join KRCC](#) Page 20
- D. Discuss Port of Kingston [Dues and Voting](#) Page 21
- E. Update on fully executed KRCC Interlocal Agreement
- F. Review [proposed edits to Policies and Procedures Manual](#) (vote in October) Page 22-49
- G. Review [recommended motions from Affordable Housing Task Force](#) to Board: Page 50-52
 - i. **In support of affordable housing:** The Affordable Housing Taskforce recommends to the KRCC Board to approve a resolution in which all KRCC Board members acknowledge affordable housing is important in the community and agree to take some action to support affordable housing with consent from their legislative bodies.
 - ii. **In support of adopting HB 1406:** The Affordable Housing Taskforce recommends to the KRCC Board that all KRCC Board members pursue adopting a resolution to implement HB 1406 with consent from their legislative bodies.

5. Presentation

- A. Growth Allocation Implications presentation from PSRC

6. KRCC Committee Reports

- A. Affordable Housing Task Force
 - i. Review draft [July 18 Meeting Summary](#) Page 53-58
 - ii. Review draft [September 19 Meeting Agenda](#) Page 59-60
 - iii. Update on approach to HB 1406: jurisdictions to pursue funding on individual basis
- B. Land Use Items
 - i. Review draft [July 11 LUTAC Meeting Summary](#) Page 61-64
 - ii. Review draft [September 17 LUTAC Meeting Agenda](#) Page 65

(Next PlanPOL meeting on October 15)

C. Transportation Items

- i. Review draft [June 13 TransTAC Meeting Summary](#)
- ii. Review draft [September 12 TransTAC Meeting Agenda](#)
- iii. Review draft [July 18 TransPOL Meeting Summary](#)
(Next TransPOL meeting on October 17)

Page 66-69
Page 70
Page 71-75

7. PSRC Board and Committee Reports

- A. [PSRC Committees and Boards Report](#) and other updates*
 - 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

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8. Corridor Committee Reports

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

9. Staff Report

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

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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

June 4, 2019 | 10:15 AM – 11:15 PM

Norm Dicks Government Center, Bremerton, WA

Version 6-18-19

Decisions		
The KRCC Board approved: <ul style="list-style-type: none">5/7/19 KRCC Board meeting summary pending edits recommended by Councilmember SternPostponing the KRCC Board Retreat to September.		
Actions	Who?	Status
Revise and upload the 5/7/19 KRCC Board meeting summary to the KRCC website.	KRCC staff	Complete
Follow up with Berk regarding postponing the Board retreat to September.	KRCC staff	Complete
Reschedule the Board Retreat to September.	KRCC staff	Ongoing
Request that a vote on the growth allocations be deferred to the fall of 2019.	Kitsap representatives on the Growth Management Policy Board	Ongoing
Follow up with jurisdiction staff and Mayor Putaansuu regarding member recommendations on the Tremont project shortfall proposal.	KRCC Board members	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

Chair Erickson noted that this Board meeting would be from 10:15-11:15 am, followed by an Executive Committee meeting from 11:15 am – 12:15 pm. The purpose of the Executive Committee meeting is to discuss processes related to friction among the LUTAC and PlanPOL committees due to accelerated discussions on population allocations, as well as other internal processes. She also shared that the public hearing for the updated CPPs will not happen in early Summer as originally anticipated. An updated timeline for the CPP updates is underdevelopment.

3. CONSENT ACTION ITEMS

Approval of the 5/7/2019 KRCC Board meeting summary. Councilmember Stern recommended several revisions to the Board meeting summary:

- Remove “Vice” from Vice President on Page 3 of 8.
- Replace “City Manager” with “City Administrator” on Page 4 of 8.
- Replace “will” with “may” regarding the City of Poulsbo restructuring on Page 4 of 8.



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Councilmember Stern moved to approve the 5/7/19 Board meeting summary pending the revisions. Councilmember Daugs seconded the motion. The motion carried with abstentions from Councilmember Ashby, Mayor Medina, and Director John Clauson.

4. FULL DISCUSSION ITEMS

Report out on the Affordable Housing Task Force (AHTF) meeting on May 16. Chair Erickson shared that the last AHTF meeting consisted of a panel of experts who confirmed a coordinated approach to funding affordable housing is needed. She noted that the meetings are open to the public.

Update on KRCC Board Retreat Approach. Commissioner Wolfe shared that at the next PSRC Growth Management Policy Board (GMPB) meeting, a vote will be introduced to accept the 2050 population allocation, which prompts counties to determine where growth will go within each county, for action either at that meeting or a future meeting. Commissioner Gelder, supported by other Board members, recommended that the vote be deferred to a future meeting. Mark Gulbranson, PSRC, confirmed that action on the population allocations is not required until the end of the year by the GMPB. Because growth allocations are a component of the planned discussion topics for the Board Retreat, and KRCC members and their staff may want more time to prepare a recommendation on the growth allocation for Kitsap, the Board was agreeable to moving the Board Retreat to the fall, particularly in September to avoid budgeting sessions in October. Mark Gulbranson, PSRC, confirmed that the fall was a reasonable time to hold the Board Retreat. KRCC members on the GMPB will request that action be deferred to the fall. KRCC staff will follow up with Berk and reschedule the Board retreat.

Status report on Countywide Planning Policies updates. Chair Erickson shared that the recent PlanPOL meeting had tough conversations on population growth in order to respond to PSRC inquiry regarding Kitsap's desired percentage of regional growth, which has implications on local infrastructure, resources, and policy. She is hopeful that the planners will come to a resolution on the issue soon.

Update on KRCC Interlocal Agreement ratification by Councils. KRCC staff have received signed ILAs from Port Orchard and Poulsbo. Chair Erickson reminded members to put the updated KRCC ILA onto their next Council/Commission agendas for ratification.

Port Orchard Tremont Shortfall proposal. Mayor Putaansuu brought forward a proposed solution to Port Orchard's shortfall for its Tremont construction project. Currently, PSRC has approximately \$45 million in fund to allot to projects who meet eligibility criteria. Because PSRC has a policy not to fund projects for cost overruns, asking for additional funding from PSRC goes against policy. As part of a compromise to obtain funds for the project overruns from PSRC, Port Orchard proposes not requesting funding for the Kitsap Countywide funding process for the next 2 funding cycles. Councilmember Ashby added that PSRC must obligate the funds by the end of the year and that a recommendation from KRCC members is necessary at the next Transportation Policy Board meeting. Chair Erickson recommended that members follow up their staff and with Mayor Putaansuu regarding their recommendations on the issue.

5. KITSAP FIRE MARSHAL PRESENTATION ON FIRE SAFETY

In preparation for the 4th of July holiday, David Lynam, Kitsap County Fire Marshal, gave a presentation on climate conditions, and fire risks and safety related to fireworks.

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



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

- Commissioner Gelder noted that in Grant County, a wildfire already has some people evacuating.
- Commissioner Strakeljahn and others offered to put a link to the Fire Marshal's website on the Port of Bremerton's webpage. Mr. Lynam will follow up with Board members with handouts and other resources.
- Commissioner Garrido thanked Mr. Lynam for attending, noting that fire safety cannot be overstated.

6. STAFF REPORT

KRCC Income Statement.

KRCC has expended 33.52% of its budget at 33% of the budget year.

7. PUBLIC COMMENTS

Roger Gay, South Kitsap resident, urged Board members to be specific when discussing growth allocations and their implications. Rather than referring to percentages of population growth, members should use real numbers to help the public understand the nature of the conversation.

8. ADJOURN

The meeting adjourned at 11:40PM



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	✓
Schrader, Alan	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	✓



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ATTACHMENT B – NON-MEMBER PARTICIPANTS

Name	Affiliation
Non-Members	
David Lynam	Kitsap County
Roger Gay	South Kitsap Taxpayer
Dennis Engel	Washington State Department of Transportation (WSDOT)
Mark Gulbranson	Puget Sound Regional Council
Jeff Alevy	Kitsap Community Resources
Irmgaard Davis	Kitsap Community Resources
KRCC Facilitation Team	
Betsy Daniels	KRCC Program Director
Mishu Pham Whipple	KRCC Coordination Lead



Kitsap Regional Coordinating Council

KRCC Executive Committee Meeting Draft Summary

Draft v. 7-10-19

Date: July 2, 2019

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

Place: Kitsap Transit, Bremerton

Members in Attendance: Mayor Erickson, Commissioner Strakeljahn, Commissioner Wolfe, Mayor Medina, Mayor Putaansuu (invited)

Decisions		
The KRCC Executive Committee: <ul style="list-style-type: none"> • Approved Triangle Associates' May 2019 invoice • Approved the June 4 Executive Committee meeting summary. • Confirmed the date for the KRCC Legislative Reception. 		
Actions	Who?	Status
Reschedule the KRCC Board Retreat. Consider October dates.	KRCC staff	Ongoing
Send a hold for the KRCC Legislative Reception for Thursday, November 14, with December 5 as an alternative date. In terms of venues, they recommended obtaining quotes from the Silverdale Beach Hotel and the Suquamish Clearwater Casino.	KRCC staff	Complete
Update the Affordable Housing Task Force meeting summary to include more detail about the conversation around finance and topics for further exploration.	KRCC staff	Complete
Update the July 18 Affordable Housing Task Force agenda to include discussion items for a potential resolution to adopt HB 1406 and ballot measures related to affordable housing.	KRCC staff	Complete
Update the July 18 Transportation Policy Committee (TransPOL) agenda to include a discussion on a proposal to Kitsap Transit related to passenger only ferry funding.	KRCC staff	Complete
Provide the Port of Kingston with a KRCC membership application.	KRCC staff	Complete
Add a discussion on a KRCC communication strategy for recent decisions on growth allocations to the next Board agenda.	KRCC staff	Complete
Add the proposed amendments to the KRCC Policies and Procedures to the next Board meeting agenda.	KRCC staff	Complete

1. Committee Updates and Action Items

Executive Committee:

- Approve draft June 4th Meeting Summary: The Executive Committee approved their June 4 Meeting Summary.
- KRCC Board Retreat: The Executive Committee recommended considering dates in October via a Doodle Poll for Board members, as there were many scheduling conflicts in the month of September.
- KRCC Legislative Reception: After reviewing potential dates, the Executive Committee recommended holding the reception on Thursday, November 14, with December 5 as an alternative date. In terms of venues, they recommended obtaining quotes from the Silverdale Beach Hotel and the Suquamish Clearwater Casino.

Affordable Housing Task Force (AHTF):

- Review draft May 16th Meeting Summary: Mayor Medina sought more detail around the discussion held, particularly the list of items for further research and the discussion around financing and HB 1406. Staff will update the AHTF meeting summary with details around the group's discussion and include materials related to HB 1406 into the AHTF's next meeting packet.
- Approve draft July 18th Meeting Agenda: The draft agenda is still under development between Chair Erickson and staff. However, the Executive Committee had some recommendations:
 - Under New Business, add a discussion item about local ballot initiatives related to affordable housing.
 - Under agenda item 5, add a discussion of a KRCC resolution to adopt HB 1406 by the end of the year.
 - Encourage Kitsap County representation at the meeting.

Land Use Items:

- Review draft July 11th Land Use Technical Advisory Committee (LUTAC) Meeting Agenda: The Executive Committee acknowledged that the outcome of this LUTAC meeting would determine whether the Planning Policy Committee (PlanPOL) meeting in August will be held.

Transportation Items:

- Approve the draft July 18th TransPOL Meeting Agenda: The Executive Committee noted two important items on the upcoming agenda, which are the recruitment of Project Selection Taskforce members and an update on Passenger Only Ferry Study from the Puget Sound Regional Council (PSRC). Chair Erickson asked that a discussion item for a discussion on a proposal to Kitsap Transit for passenger only ferry funding be added to the agenda. Due to the importance of some of the agenda items, Chair Erickson asked that staff include a note when distributing meeting materials requesting that TransPOL members unable to attend the meeting notify staff or the Chair.

2. Review KRCC Board Agenda and Materials

(No August Board Meeting)

3. New Business

- Discuss Port of Kingston joining KRCC: Chair Erickson shared that the Port of Kingston was interested in KRCC membership. Staff will provide an application to the Port. The KRCC Board will need to discuss the voting and dues of the potential new member.
- Update on subcontract with Karen Reed for LUTAC: Karen is under contract. LUTAC will need to provide guidance to KRCC staff on how Karen can best serve as their standby facilitator.
- Discuss KRCC communication strategy for recent decisions on growth allocations: Inquiries regarding Kitsap's growth allocations have been received by staff. They have directed inquirers to follow up with the PSRC Growth Management Policy Board. The Executive Committee recommends that the Board discuss a communication strategy for recent decisions on growth allocations.
- Review proposed Policies and Procedures language for Role of Executive Committee: The Executive Committee reviewed the proposed updates to the KRCC Policies and Procedures Manual, which include updates to the role of the Executive Committee, language about the

approval process for policy level committee agendas, inclusion of Bremerton as a member on KRCC committees, and clarity on the expectation for feedback following the contractor evaluation. Staff will add the proposed amendments to the Policies and Procedures to the next Board meeting agenda.

- Update on Bainbridge Island representation PSRC Regional Staff Committee: Heather Wright will be taking Gary Christensen's place on the PSRC Regional Staff Committee following his retirement.

4. Administrative Agenda

- Approve Triangle Associates invoice of \$21,247.79: The May invoice is for work related to the May and June Board meetings, Executive Committee meeting, AHTF meeting, PlanPOL meeting, and LUTAC meeting. The Executive Committee approved the May invoice.

5. Adjourn



Kitsap Regional Coordinating Council

KRCC Executive Committee Meeting Draft Summary

Draft v. 8-22-19

Date: August 20, 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

Decisions		
<p>The KRCC Executive Committee:</p> <ul style="list-style-type: none">• Approved Triangle Associates' July 2019 invoice• Recommended a date for the Board Retreat (October 25, 2019)• Recommended a venue for the Legislative Reception• Recommended accepting the Port of Kingston's application to KRCC• Recommended a dues structure for ports		
Actions	Who?	Status
If approved by the Board, send calendar invitations to the Board, post public notices, and confirm the venue reservation for the October 25 KRCC Board Retreat.	KRCC staff	Ongoing
Invite Berk to the Sept. 3 Board meeting to discuss the approach for the Board Retreat.	KRCC staff	Complete
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
Distribute the executed KRCC ILA to the Board members and clerks for their records.	KRCC staff	Ongoing
Draft resolution that contains the two motions recommended by the AHTF to the Board.	KRCC staff	Complete
Add a note to the bottom of the LUTAC agenda regarding the Executive Committee's interest in several items.	KRCC staff	Complete
Follow up with TranSTAC to get clarification on comments regarding a water shortage and fix the scrivener's error on Pg. 3 of the TranSTAC summary.	KRCC staff	Complete
Add a discussion item regarding the Board Retreat with Berk to the Board agenda and adjust the formatting of the agenda to have numbered bullet lists.	KRCC staff	Complete
Update the proposed member dues calculation based on the recommended criteria for ports and provide an update to the Port of Kingston on the status of their application.	KRCC staff	Complete
Inquire about a presentation on the Roadmap to Washington's future at the November or December KRCC Board meeting.	KRCC staff	Ongoing

1. Committee Updates and Action Items

Executive Committee:

- Determine date of KRCC Board Retreat: The Executive Committee (The Committee) recommended that the KRCC Board Retreat be held on October 25, 2019 at the Island Lake

Community Center. KRCC staff will send calendar invitations to the Board, post public notices, and confirm the venue reservation.

- Review Board Retreat agenda: The Executive Committee affirmed that the retreat purpose would be to hold a discussion on long term growth patterns and distributions based on growth models to be developed by the facilitator Berk Consulting. Chair Erickson requested that an agenda item reviewing a schedule of expected milestones be added to the retreat agenda. The 18 month and 8-year calendar that LUTAC developed last year will be reviewed at the next Executive Committee meeting to inform this task.
- Approve staff invitation to Berk to Sept. Executive Committee meeting: The Executive Committee recommended inviting Berk to the September 3 Board meeting to streamline discussions on the format of the retreat.
- Approve staff follow-up to PlanPOL to advise Berk on Kitsap values: The Executive Committee recommended that guidance to Berk come directly from the Board as there is not a PlanPOL meeting scheduled until October.
- Determine venue for 2019 KRCC Legislative Reception: The Executive Committee recommended that the Legislative Reception be held at the Silverdale Beach Hotel. KRCC staff will confirm the reservation with the venue and send formal invitations to the guest list.
- Approve 2019 KRCC Legislative Reception to Board: The Committee recommended that the "Kitsap Legislative Orientation" be renamed as the "KRCC/PSRC Orientation", that Mark Gulbranson or Josh Brown and representatives from WSAC and AWC be invited to be speakers of that orientation, and that index cards be given to guests during the event to write questions for the Legislative Q&A session.

Executive Board:

- Update on executed KRCC Interlocal Agreement: KRCC staff will distribute the executed ILA to the Board members and clerks for their records.

Affordable Housing Task Force (AHTF):

- Review draft July 18 Meeting Summary: The Committee noted that AHTF has recommended two motions for the KRCC Board to approve.
- Approve draft September 19 Meeting Agenda: The Committee had no edits to the agenda. Some members of the AHTF have expressed interest in having inclusionary zoning be a discussion topic for the AHTF. The Committee agreed that the topic of inclusionary zoning would be a discussion item if the AHTF continues to meet in 2020. If the AHTF does not continue to meet, the topic will be discussed at the Board level.
- Review recommended motions from Affordable Housing Task Force to Board, one in support of affordable housing broadly and one in support of adopting HB 1406: The Committee recommended that KRCC staff draft a single resolution that contains both motions for the KRCC Board to approve.

Land Use Items:

- Review draft July 11 LUTAC Meeting Agenda: The Committee noted that LUTAC in continuing to make considerable progress on the Centers update of the CPPs.
- Review September 17 LUTAC Meeting Agenda: The Executive Committee requested that KRCC staff add a note to the bottom of the LUTAC agenda on behalf of the Executive Committee regarding:
 - 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, passed by the Board in December.

Transportation Items:

- Review draft June 13 TransTAC Meeting Summary: Chair Erickson recommended that KRCC staff follow up with TransTAC to get clarification on comments regarding a water shortage. KRCC staff will also adjust a scrivener's error on Pg. 3 of the TransTAC summary.
- Review draft July 18 TransPOL Meeting Summary: No comments.
- Review draft September 12 TransTAC Agenda: No comments.

2. Review KRCC Board Agenda and Materials

- Approve proposed 5% Growth Allocation Implications presentation by PSRC (Sept. 3 Board meeting): The Committee approved this presentation to the Board at the September 3 meeting.
- Approve proposed Road Usage Charge Assessment presentation by WA Transportation Commission (Nov. 5 meeting): The Committee approved this presentation to the Board at the November 5 meeting.
- Approve Sept. 3 Board Agenda: The Committee approved the contents of the September 3 Board agenda with the addition of a discussion item regarding the Board retreat with Berk but requested that the formatting be adjusted to have numbered bullet lists.

3. New Business

- Review Memo on Voting by Ports in Councils of Governments: The Committee noted that Pierce County Regional Council has criteria for ports to become members on the Council and that KRCC may want to consider developing its own criteria for port membership.
- Discuss Port of Kingston Dues and Voting: The Committee noted that the application of the Port of Kingston raises a larger question of how to determine which ports are eligible for membership to KRCC since there are numerous ports in Kitsap. After consideration, the Committee will recommend to the Board that ports be eligible to apply for membership to KRCC 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.In terms of dues, the Committee recommended that the Port of Kingston and future port applicants be charged a minimum dues rate of \$2500 or if greater, 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. Therefore, the application fee would be \$250. KRCC staff will update the proposed dues calculation based on the recommended criteria and provide an update to the Port of Kingston on the status of their application.
- Review Port of Kingston application to join KRCC: The Committee will recommend that the Port of Kingston be a voting member with one vote and will be asked to pay the 10% application fee.

- Discuss Roadmap to Washington's Future Final Report: Chair Erickson recommended that the Executive Committee review the report and specifically read the "Not Working Well" section. The Committee recommended that having a presentation of the report at the November or December Board meeting.

4. Administrative Agenda

- Approve Triangle Associates July invoice of \$14,403: The Committee approved the July invoice for work related to July meetings for the Executive Committee, Affordable Housing Task Force, TransPOL, and LUTAC.
- Approve Q2 Legal Services invoice of \$206: The Committee approved the Q2 legal services invoices for work related to the ILA amendments.

5. Adjourn

Kitsap Regional Coordinating Council 2019 Annual Retreat

In preparation for the next round of GMA comprehensive plan periodic updates, the Kitsap Regional Coordinating Council (KRCC) Board plans to use their October 2019 retreat as an opportunity to start a discussion about future countywide growth distribution. BERK has been selected to support this effort through development of potential growth scenarios, identification and analysis of indicators to help compare and assess the different scenarios and facilitation of an interactive retreat. The following summarizes our planned approach, followed by a draft agenda.

APPROACH

1. PLAN <i>Meet with KRCC to confirm direction</i>	PREPARE	Prepare draft retreat objectives and agenda; assemble background information, including base maps and data from collective comprehensive plans, PSRC and OFM projections, develop options for growth scenarios and for 3 – 5 key metrics.
	MEET	Meet with KRCC to confirm direction.
	OUTCOME	Direction on retreat agenda, roles, growth scenarios, indicators and other key issues.
2. PREPARE <i>Gather data, prepare analysis and other materials</i>	DEVELOP	Prepare description and analysis of the growth scenarios and selected indicators, supporting high-resolution maps and graphics, retreat materials, including Powerpoint presentation and other needed display materials and handouts.
	COLLABORATE	Work in partnership with project staff to prepare all logistics and other needs to ensure a smooth-running retreat.
	OUTCOME	All materials and preparation needed to support a productive annual retreat.
3. FACILITATE <i>Lead presentations, facilitate discussion and exercises</i>	FACILITATE	Facilitate discussions, lead interactive exercises, and record notes as needed in collaboration with the project team. Following the meeting we will provide a summary flip chart notes and other written materials. Two BERK planners will participate in the retreat.
	OUTCOME	Productive workshop that identifies areas of agreement and for future discussion, additional information needed and next steps in the process.

Kitsap Regional Coordinating Council

2019 Annual Retreat

October 25, 2019 | 10:00 am-4:00 pm | Island Lake Community Center, Poulsbo

Meeting Objectives

- 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

Agenda

10:00 am	Introductions
10:15 am	Kitsap County growth retrospective <ul style="list-style-type: none">▪ Presentation▪ Facilitated discussion <i>Benefits and challenges of past growth, lessons learned for the future</i>
10:45 am	Vision and values <ul style="list-style-type: none">▪ Presentation▪ Facilitated discussion <i>Priorities; how to operationalize values in future growth</i>
11:15 am	Looking to the future, Part I <ul style="list-style-type: none">▪ Presentation▪ Agenda for the afternoon
Noon	Lunch
1:00 pm	Looking to the future, Part II <ul style="list-style-type: none">▪ Small group mapping exercises <i>Future growth options; revisions following large group discussion</i>▪ Whole group facilitated discussion <i>Feedback to small groups</i>
3:45 pm	Closing
4:00 pm	Adjourn



KITSAP REGIONAL COORDINATING COUNCIL (KRCC)
DRAFT PROPOSAL FOR THE 2019 LEGISLATIVE RECEPTION
v. 8/22/2019

Location: Silverdale Beach Hotel (3073 NW Bucklin Hill Rd, Silverdale, WA 98383)

Date: Thursday, November 14, 2019

Reception Fees: \$25 per guest

Kitsap's Delegation:

- US Senator Patty Murray
- US Senator Maria Cantwell
- US Representative Derek Kilmer (6th Congressional District)
- State Senator Christine Rolfes (23rd State District)
- State Representative Sherry Appleton (23rd State District)
- State Representative Drew Hansen (23rd State District)
- State Senator Emily Randall (26th State District)
- State Representative Jesse Young (26th State District)
- State Representative Michelle Caldier (26th State District)
- State Representative Dan Griffey (35th State District)
- State Representative Drew MacEwen (35th State District)
- State Senator Tim Sheldon (35th State District)

KRCC Guests:

- KRCC Board
- KRCC jurisdiction councils
- TransPOL members
- PlanPOL members
- LUTAC members
- TransTAC members
- West Sound Alliance Members

Draft Agenda and Schedule for Kitsap Orientation and Legislative Reception

- 3:00 PM – KRCC Staff Arrive for set-up for KRCC/PSRC Orientation
- 3:30 PM – Presenters Arrive for KRCC/PSRC Orientation
- 3:45 PM – Guests Arrive at the venue for KRCC/PSRC Orientation (Bar opens)
- 4:00 PM – Chair Erickson Opens Orientation with introductions prior to presentations
- 4:05 – Presentations Commence with KRCC Staff facilitating transitions
- 5:50 – Chair Erickson Closes Orientation
- 5:55 PM – Transition to Legislative Reception

Draft Agenda and Schedule for Legislative Reception

- Venue will have this room set-up by 5pm
- 5:45 PM – Guests arrive
- 6:00 PM – Chair Erickson opens reception
- 6:05 PM – What is KRCC?
- 6:15 PM – Presentation of Legislative Activities
- 6:30 PM – Panel discussion with Kitsap’s delegation
- 7:30 PM – Q&A moderated by Chair Erickson
- 8:00 PM – Informal networking
- 9:00 PM – End of reception

Proposed Rooms Layout

Kitsap Legislative Orientation (4-6 PM):

- Classroom-style set-up for 40 with A/V (screen, projector, and microphone) and light refreshments
- Small table by the door for check-in and materials

Kitsap Legislative Reception (6-9 PM):

- Reception-style set-up for 60 with A/V (1-2 Screens for PPT display and projector), appetizer buffet and cash bar
 - Up to 2 small tables for laptop projections
 - 13- 60in Rounds (seating 8 comfortably, with a table for staff/ K.O. presenters)
 - 8- high tops (cocktail tables)
- Riser (with stairs) for up to 6 seats with microphones, banquet tables w/ seating on one side (includes table cover and skirt)
- Include microphone for MC
- Table by the door for Check-in and Materials
- Coat Rack
- Audio speakers



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:

DRAFT Kitsap Regional Coordinating Council (KRCC) Member Agency Dues for 2020
FOR DISCUSSION ONLY

v. 8-22-19

Jurisdiction/ Member	DUES FORMULA					2020 DUES PROPOSAL						
	2019 OFM Population #	2019 % of Population	2019 Assessed Valuation	Valuation Percentage	% of Core Program (weighted 50/50)	Core Program Payments	WSA Payments	2019 Dues before Fiscal Agent Fee	% of Fiscal Agent Fee (By Jurisdiction and Non-Jurisdiction)	Fiscal Agent Fee*	Net 2019 Dues	% of budget
TOTAL			\$ 38,274,084,068									
Kitsap County (minus cities)	177,930.00	65.9%	\$22,540,162,991	59%	62.4%	\$ 128,201	\$ 500	\$ 128,701	-	(2318.00)	\$ 126,382	
Bremerton	42,080	15.6%	\$3,603,403,693	9%	12.5%	\$ 25,682	\$ 500	\$ 26,182	33%	\$ 693	\$ 26,875	
Bainbridge Island	24,520	9.1%	\$8,406,309,515	22%	15.5%	\$ 31,896	\$ 500	\$ 32,396	41%	\$ 861	\$ 33,257	
Port Orchard	14,390	5.3%	\$1,849,694,593	5%	5.1%	\$ 10,440	\$ 500	\$ 10,940	14%	\$ 282	\$ 11,222	
Poulsbo	11,180	4.1%	\$1,874,513,276	5%	4.5%	\$ 9,286	\$ 500	\$ 9,786	12%	\$ 251	\$ 10,036	
SUB-TOTAL	270,100	100%	\$38,274,084,068	100%	100%	\$ 205,504	\$ 2,000	\$ 208,004	100%	\$ 2,087	\$ 207,772	90%
Port of Bremerton	2010 Census population = 105,314				38%	\$ 8,677	\$ 500	\$ 9,177	38%	\$ 88	\$ 9,265	
Kitsap Transit	Non-jurisdictions together = 10% of total dues.				52%	\$ 11,874	\$ 500	\$ 12,374	52%	\$ 121	\$ 12,494	
Suquamish Tribe					5%	\$ 1,142		\$ 1,142	5%	\$ 12	\$ 1,153	
PGST Tribe					5%	\$ 1,142		\$ 1,142	5%	\$ 12	\$ 1,153	
Port of Kingston	2010 Census population = 2099					\$ 2,500						
SUB-TOTAL					100%	\$ 22,834	\$ 1,000	\$ 23,834	100%	\$ 232	\$ 24,066	10%
TOTAL DUES SUPPORT					Total	\$ 228,338	\$ 3,000	\$ 231,838		\$ 0	\$ 231,838	

2019 DUES FOR REFERENCE			
Jurisdiction	2019 Dues	Paid through August 2019	Dues Remaining
Kitsap County	\$ 126,128	\$ 110,715	\$ 15,413
Bremerton	\$ 26,584	\$ 26,584	\$ -
Bainbridge Isl.	\$ 33,887	\$ 33,887	\$ -
Port Orchard	\$ 11,238	\$ 11,238	\$ -
Poulsbo	\$ 9,935	\$ 9,935	\$ -

Port of Bremer	\$9,265	\$ 9,265	\$ -
Kitsap Transit	\$12,494	\$ 12,494	\$ -
Suquamish Trib	\$1,153	\$ 1,153	\$ -
PGST Tribe	\$1,153	\$ 1,153	\$ -
TOTAL	\$231,837		

1% of total budget Fee for Fiscal Agent = \$ 2,318.38

10%= \$ 231.84

90%= \$ 2,086.54

*KRCC implemented a Fiscal Agent Fee in 2019 to compensate Kitsap County for the fiscal and administrative services provided on behalf of KRCC. The recommended fee is 1% of the total KRCC Budget, distributed amongst jurisdictions and non-jurisdictions based on the percent used to calculate each members' dues.

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.

Yellow rows and columns indicate values with uncertainty, as the Port of Kingston dues and 2020 KRCC budget have not been finalized. Yellow columns are based on the 2019 KRCC budget and dues.



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. 6-20-19

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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 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~~ 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: _____

KITSAP REGIONAL COORDINATING COUNCIL RESOLUTION NO. 1

**A RESOLUTION OF THE KITSAP REGIONAL COORDINATING COUNCIL
REGARDING TAKING ACTION TO ADDRESS AFFORDABLE HOUSING
AND OTHER MATTERS RELATED THERETO.**

WHEREAS, in 2019 the Kitsap Regional Coordinating Council formed the Affordable Housing Taskforce to address affordable housing concerns across Kitsap County; and

WHEREAS, the average rent per unit in Kitsap County in September 2018 increased 10% from 2017, and 47% since 2014. *Source: Kitsap County Department of Human Services*; and

WHEREAS, the minimum wage in Kitsap County is \$11.50, but the housing wage to afford a 0 bedroom apartment is \$13.94/hour; the housing wage to afford a one-bedroom apartment is \$16.96/hour; the housing wage to afford a two-bedroom apartment is \$21.87/hour; and the housing wage to afford a three-bedroom apartment is \$31.06/hour. *Source: Kitsap County Department of Human Services*; and

WHEREAS, 2,644 households in Kitsap County in 2018 needed housing assistance. *Source: Housing Solutions Center*; and

WHEREAS, there are different degrees of housing affordability shortages across jurisdictions in Kitsap County; and

WHEREAS, the Kitsap Regional Coordinating Council Affordable Housing Taskforce identified a suite of policy tools that individual jurisdictions could use to address affordable housing shortages; and

WHEREAS, the Kitsap Regional Coordinating Council is a body to coordinate land use and transportation activities across Kitsap County.

NOW, THEREFORE, BE IT RESOLVED BY THE KITSAP REGIONAL COORDINATING COUNCIL, AS FOLLOWS:

Section 1. KRCC Board members acknowledge affordable housing is important in the community and agree to take some action to support affordable housing with the consent from their legislative bodies

RESOLVED this 3rd day of September 2019.

KITSAP REGIONAL COORDINATING COUNCIL RESOLUTION NO. 2

**A RESOLUTION OF THE KITSAP REGIONAL COORDINATING COUNCIL
REGARDING SUBSTITUTE HOUSE BILL 1406 (CHAPTER 338, LAWS OF
2019) OTHER MATTERS RELATED THERETO.**

WHEREAS, in the 2019 Regular Session, the Washington State Legislature approved, and the Governor signed, Substitute House Bill 1406 (Chapter 338, Laws of 2019) (“SHB 1406”); and

WHEREAS, SHB 1406 authorizes the governing body of a city or county to impose a local sales and use tax for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, and for the operations and maintenance costs of affordable or supportive housing, for providing rental assistance to tenants; and

WHEREAS, the tax will be credited against state sales taxes collected within local jurisdictions and, therefore, will not result in higher sales and use taxes within local jurisdictions and will represent an additional source of funding to address housing needs in local jurisdictions; and

WHEREAS, the tax must be used to assist persons whose income is at or below sixty percent of the local jurisdiction’s median income; and

WHEREAS, in order for a city or county to impose the tax, within six months of the effective date of SHB 1406, or January 28, 2020, the governing body of each jurisdiction must adopt a resolution of intent to authorize the maximum capacity of the tax, and within twelve months of the effective date of SHB 1406, or July 28, 2020, must adopt legislation to authorize the maximum capacity of the tax; and

WHEREAS, local jurisdictions across Kitsap County need funding for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, and for the operations and maintenance costs of affordable or supportive housing, and for providing rental assistance to tenants; and

WHEREAS, each city and Kitsap County within the Kitsap Regional Coordinating Council has the ability to individually pass a resolution of intent required by SHB 1406; and

WHEREAS, in 2019 the Kitsap Regional Coordinating Council formed the Affordable Housing Taskforce to address affordable housing concerns across Kitsap County.

NOW, THEREFORE, BE IT RESOLVED BY THE KITSAP REGIONAL COORDINATING COUNCIL AS FOLLOWS:

Section 1. Kitsap Regional Coordinating Council Board will work with their respective legislative bodies to implement HB 1406 in their jurisdictions in order to access funding for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive

housing, and for the operations and maintenance costs of affordable or supportive housing, for providing rental assistance to tenants.

RESOLVED this 3rd day of September 2019.



Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC)

Affordable Housing Taskforce (AHTF) Meeting Summary

July 18, 2019, | 10:15 AM – 12:15 PM Kitsap Transit, 60 Washington Ave. Bremerton, WA,
3rd Floor Conference Room

v.8-8-19

Key Decisions		
<ul style="list-style-type: none">Recommend a motion to the KRCC Board regarding each jurisdiction taking action for affordable housing.Recommend a motion to the KRCC Board regarding a resolution for each jurisdiction to independently implement HB 1406.		
Actions	Person Responsible	Status
Upload the approved May 16 Affordable Housing Taskforce meeting summary to the KRCC website.	KRCC Staff	Complete
Recommend to the AHTF updated language for the Affordable Housing Taskforce charter regarding a minimum of 30% area median income and a focus on the “missing middle”.	KRCC Staff	Ongoing
Upload the Affordable Housing Developer Outreach Summary to the KRCC website.	KRCC Staff	Ongoing
Distribute the Department of Commerce’s affordable housing memo.	KRCC	Complete
Distribute information regarding HB 1923.	KRCC Staff	Complete
Distribute the Association of Washington Cities (AWC) HB 1406 handout on its own for reference.	KRCC Staff	Complete
Distribute the Kitsap County Affordable Housing Homeless Plan (AHHP)	KRCC Staff	Ongoing
Distribute information on what is considered “affordable” rent for different segments of Area Median Income (AMI) in Kitsap.	KRCC Staff	Complete
Arrange an educational presentation with Kitsap County staff regarding the Coordinated Grant Process	KRCC Staff	Ongoing

1. CHAIR’S WELCOME

Chair Erickson welcomed participants to the meeting (see Attachment A: Affordable Housing Taskforce Members in Attendance, and Attachment B: Members of the Public in Attendance). Taskforce members and members of the public introduced themselves.



Kitsap Regional Coordinating Council

Chair Erickson introduced the topic of funding for affordable housing as the meeting's focus. Chair Erickson clarified that the Taskforce would be discussing House Bill 1406 to determine interest in exploring the bill on a countywide basis.

Chair Erickson provided a reminder that the Puget Sound Regional Council (PSRC) has released a housing survey that will be open from July 1, 2019, until August 30, 2019. The housing survey was distributed by PSRC to planning staff from each of the jurisdictions.

Chair Erickson also noted that the Washington State Department of Commerce released a [Housing Memorandum](#) called "Issues Affecting Housing Availability and Affordability". The housing memo includes a section devoted to the "Missing Middle" housing.

2. COMMITTEE UPDATES AND ACTION ITEMS

Review AHTF Terminology: Chair Erickson briefly reviewed the affordable housing terminology that was included as reference material with the meeting packet. Taskforce members requested information about what is considered "affordable" rent for different levels of area median income (AMI) in Kitsap.

Review and Approve the May 16 Meeting Summary: The Taskforce reviewed and approved the May 16, 2019 AHTF meeting summary without opposition and two abstentions.

Review the updated AHTF Charter: The Taskforce reviewed the updated AHTF charter with a revised purpose statement. Members of the Taskforce discussed the focus on building affordable housing for the workforce between 30-50% AMI. Several Taskforce members expressed that having a floor of 30% was useful, while other Taskforce members expressed reluctance in having a target of any AMI at all. The Taskforce agreed to have KRCC staff propose an updated purpose statement to review during the September AHTF meeting.

KRCC Staff Report Out: KRCC staff provided a brief report out on topics from the May 16 meeting. KRCC staff explained that an emergency declaration is not required to implement inclusionary zoning for individual jurisdictions, and on a countywide basis. KRCC staff also presented the Affordable Housing Developer Outreach summary based on the May 16 meeting.

Motion: Chair Erickson requested a motion from the Taskforce to the KRCC Board in support of affordable housing. Mayor Medina made a motion for the Affordable Housing Taskforce to make a recommendation to the KRCC Board to approve a resolution in which all KRCC Board members acknowledge affordable housing is important in the community and agree to take some action to support affordable housing with the consent from their legislative bodies. Commissioner Strakeljahn seconded the motion. The motion carried without opposition and two abstentions.



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3. NEW BUSINESS

Education and Dialogue HB 1406: Chair Erickson introduced Carl Schroeder, Government Relations Advocate with the Association of Washington Cities (AWC) to discuss HB 1406. Carl explained that HB 1406 was approved in the 2019 legislative session and authorizes a local revenue sharing program for local governments. Carl stated that HB 1406 provides up to a 0.0146% local sales and use tax credited against the state sales tax for housing investments. Funding from HB 1406 can be used for the operation and maintenance of affordable housing, and for rental assistance in smaller jurisdictions.

Carl also explained the critical steps necessary to be eligible for funding through HB 1406. A resolution of intent to impose the tax credit must be adopted between July 28, 2019, and January 31, 2020. An ordinance to levy the tax credit must be completed by July 27, 2020. Jurisdictions interested in securing the full 0.0146% of the tax credit must adopt a “qualifying local tax” by July 31, 2020.

Carl also clarified several parts of HB 1406 after receiving questions from the Taskforce, including:

- Jurisdictions are authorized to levy the funding respectively and pass the funding on to an organizing sponsor.
- Jurisdictions can create an Interlocal Agreement (ILA) to determine how to manage funding with the County.
- All projects must serve households with incomes at or below 60% AMI.
- The maximum amount of tax credit will be limited by the amount of sales tax based on the state fiscal year 2019 sales.

Following the question and answer portion with Carl, the Taskforce discussed opportunities to secure funding through HB 1406. Jurisdictions decided to pursue funding from HB 1406 individually, rather than on a countywide basis.

Education and Dialogue Coordinated Grant Process: The Taskforce briefly discussed the Coordinated Grant Process. Chair Erickson explained the City of Poulsbo’s effort to request a set-aside for a portion of the funding from the Coordinated Grant Process. The Kitsap County Commissioners did not accept Poulsbo’s proposal for a set-aside. The Taskforce suggested having an educational presentation from Kitsap County staff on the Coordinated Grant Process at the September 19 AHTF meeting.

4. ADMINISTRATIVE AGENDA

The next meeting is tentatively scheduled for September 19, 2019, at Kitsap Transit. The Taskforce discussed potential AHTF priorities for the last meeting of the year in September



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including community land trusts, the multifamily tax exemption (MFTE), publicly owned land, and plans to continue work of the Taskforce in 2020.

5. WRAP UP

KRCC staff reviewed and confirmed the key decisions, action items, and topics for future research. The key decisions and action items from the July 18 meeting are listed in the table at the top of the summary. The topics for future research include publicly owned land for affordable housing, area median income (AMI) percentages expressed in dollar amounts for rent and income in Kitsap County and [A Regional Coalition for Housing \(ARCH\)](#) partnership between King County and East King County Cities.

6. PUBLIC COMMENTS

Tom Pinkham, Kitsap resident, presented research regarding RV parks in Kitsap County and the use of land in Kitsap County. Tom also suggested a new affordable zone as a zoning designation for jurisdictions.

Roger Gay, Kitsap resident, asked about the number of affordable units that are included in new and nearby developments.

Mary Gleysteen, Kingston Affordable Housing Work Group, noted the efficacy of the use of inclusionary zoning as a tool to increase affordable housing and asked if the Taskforce would take action regarding inclusionary zoning.

Bill Paine, Kingston Affordable Housing Work Group, suggested that more attention be given to those with an income below 30% of the area median income (AMI) level since there are not enough programs for those living below 30% AMI.

Jennifer Sutton, Bainbridge Island, stated that it would be useful to post resources from the meetings on the KRCC website under the Affordable Housing Taskforce page. Jennifer also suggested that the Taskforce continue to meet until Kitsap County has completed the results of the Housing Needs Assessment.

7. ADJOURN

The meeting adjourned at 12:20 p.m.



Kitsap Regional Coordinating Council

ATTACHMENT A – AHTF MEMBERS IN ATTENDANCE (NOTE – MEMBERS IN ATTENDANCE ARE ARRANGED IN ALPHABETICAL ORDER BY JURISDICTION)

Board Member	Jurisdiction	In Attendance?
Medina, Kol	City of Bainbridge Island	✓
Tirman, Matthew	City of Bainbridge Island	✓
Daug, Leslie	City of Bremerton	✓
Wheeler, Greg	City of Bremerton	✓
Ashby, Bek	City of Port Orchard	✓
Putansuu, Rob	City of Port Orchard	✓
Erickson, Becky	City of Poulsbo	✓
Musgrove, David	City of Poulsbo	✓
Garrido, Charlotte	Kitsap County	✓
Gelder, Rob	Kitsap County	✓
Clauson, John	Kitsap Transit	✓
Gustafson, Ellen	Kitsap Transit	✓
Schrader, Alan	Naval Base Kitsap	---
Wall, Lynn	Naval Base Kitsap	---
Placentia, Chris	Port Gamble S'Klallam Tribe	---
Sullivan, Jeromy	Port Gamble S'Klallam Tribe	---
Bozeman, Cary	Port of Bremerton	---
Strakeljahn, Axel	Port of Bremerton	✓
Mills, Luther "Jay"	Suquamish Tribe	---



Kitsap Regional Coordinating Council

ATTACHMENT B – MEMBERS OF THE PUBLIC (NOTE – MEMBERS OF THE PUBLIC ARE ARRANGED IN ALPHABETICAL ORDER BY AFFILIATION).

Name	Affiliation
Non-Members	
Kurt Wiest	Bremerton Housing Authority
Jennifer Sutton	City of Bainbridge Island
Ed Stern	City of Poulsbo
Heather Wegan	Community Frameworks
Tom Pinkham	Saint Francis Center
Stuart Grogran	Housing Kitsap
Phedra Elliot	Housing Resources Bainbridge
Anthony Oddo	Housing Resources Bainbridge
Mary Gleysteen	Kingston Affordable Housing Work Group
Bill Paine	Kingston Affordable Housing Work Group
Bonnie Tufts	Kitsap County
Shannon Bauman	Kitsap County
Robert Contreras	Kitsap County Association of Realtors
Roger Gay	South Kitsap Taxpayer
KRCC Facilitation Team	
Sophie Glass	KRCC Land Use and Transportation Program Manager
Kizz Prusia	KRCC Land Use Coordination Lead



DRAFT - KRCC Affordable Housing Taskforce (AHTF) Meeting Agenda

Draft v. 8-21-19

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 on a countywide basis to increase the amount of land required to build or preserve additional affordable housing.

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.
- **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 (1 hour 15 min)

a. Education and Dialogue: Surplus Public Lands – 30 min

- Guest Speaker, Enterprise Community Partners
- Questions for the AHTF: What is each jurisdiction currently doing with surplus public land?
- What are the barriers to using surplus public land?

Example for reference: [Hope and Home Mapping Tool for Surplus Public Land for Affordable Housing](#)

b. Education and Dialogue: Coordinated Grant Process – 20 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)

c. Education and Dialogue: Community Land Trusts – 20 min

- Phedra Elliott, Housing Resources Bainbridge (HRB)
- Question for the AHTF: would the Taskforce recommend a motion to the KRCC Board regarding Community Land Trusts?

d. Final Q&A – 5 min

4. Administrative Agenda (15 min)

a. Determining the Future of the AHTF

Questions to consider include:

- Has the AHTF accomplished its initial [goals laid out in its 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, anticipated for release in January 2020?
- How would the AHTF like to capture/communicate its work from 2019?
- **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



Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC) Land Use Technical Advisory Committee (LUTAC)

July 11, 2019 Meeting Summary

Draft v. 8-12-19

Decisions		
<ul style="list-style-type: none">LUTAC decided to continue working on the update to Element C: Centers of Growth.LUTAC recommended that the August 20 PlanPOL meeting be canceled.		
Actions	Person Responsible	Status
1. Update the KRCC LUTAC distribution list.	KRCC Staff	Complete
2. Distribute the latest version of the draft Centers of Growth update. (Attached)	KRCC Staff	Complete
3. Distribute the HB 1923 Grant Opportunity Overview shared by Ike Nwankwo, Department of Commerce. (Attached)	KRCC Staff	Complete
4. Send an outlook appointment to confirm the September 17 LUTAC meeting.	KRCC Staff	Complete
5. Review the PSRC Regional Centers Framework.	LUTAC members	Ongoing
6. Schedule a special meeting outside of LUTAC to discuss the Buildable Lands Report.	LUTAC members	Ongoing

A. Welcome

KRCC staff welcomed meeting participants (see Attachment A: List of LUTAC Members in Attendance). KRCC staff welcomed Heather Wright, Interim Planning Director for the City of Bainbridge Island to her first LUTAC meeting.

B. Committee Updates and Action Items

Old Business: LUTAC members reviewed and approved the May 9, 2019 meeting summary as final without any revisions.

Kitsap Countywide Planning Policies: LUTAC members discussed the potential next steps to amend Element C: Centers of Growth within the Kitsap Countywide Planning Policies. Jeff Rimack, Kitsap County, presented new updates regarding the designation of centers to be included in Element C: Centers of Growth. LUTAC members discussed the updates and also reviewed the summary of the discussion from the April 11 meeting to recap the decisions that were previously made. LUTAC members provided comments about agreements reached at the April 11 meeting, draft language to use to refer to centers, and additional criteria for centers designation.

LUTAC members live-edited parts of Element C: Centers of Growth with comments from LUTAC members. LUTAC members expressed that this was a positive meeting and recommended to continue working on the Centers of Growth during the September 17 LUTAC meeting to move the update forward. As an update the KRCC Executive Committee LUTAC members recommended the following: “Kitsap County presented new concepts at the July 11 LUTAC meeting for the Centers only update of the Countywide Planning Policies. LUTAC has agreed to continue having the conversation at the September 17 meeting. Members left the July 11 meeting feeling positive, and that they will be able to move things forward”.

Growth Management Act (GMA) Review and Evaluation Program: LUTAC members discussed the Growth Management Act (GMA) Review and Evaluation Program also known as the Buildable Lands Program. The Buildable Lands Program requires that Clark, King, Kitsap, Pierce, Snohomish, Thurston, and Whatcom Counties and the cities within them complete a Buildable Lands Report every eight years. The Buildable Lands Reports include a review of the actual development to determine if cities and counties have designated adequate amounts of different land types to meet the growth needs incorporated in their comprehensive plans.

LUTAC members discussed an updated approach to the Buildable Lands Program, being developed by Kitsap County. Peter Best, Kitsap County, presented a discussion guide to explain the background of the program and the required components. Peter also explained that a formally adopted framework for the implementation and administration of these programs is needed. Following this presentation LUTAC members shared concerns and comments regarding implementation, the scope of the program, and which data was needed moving forward.

LUTAC members recommended having a special meeting focused on the Buildable Lands Program to discuss what needs to be accomplished and develop a proposed timeline. This meeting will be scheduled outside of the normal LUTAC format by LUTAC members.

Update on Kitsap Proposal for PSRC: Eric Baker, Kitsap County, provided an update about the status of the proposal sent to PSRC regarding the regional share of growth and VISION 2050. Eric stated that the proposal would be reviewed during the July 11 Growth Management Policy Board (GMPB) meeting and that updates would follow.

C. New Business

Scope of Work for Karen Reed: LUTAC members were asked to provide feedback and expectations for potentially working with Karen Reed as a facilitator. LUTAC members recommended that the group move forward with Karen when issues arise in which a consensus is not being reached, or when a majority of LUTAC agrees that a facilitator/mediator is necessary. LUTAC members will request from KRCC through Kizz that Karen be scheduled to attend.

D. Administrative Agenda

September Meeting: LUTAC members discussed and scheduled a time for the next LUTAC meeting. The next LUTAC meeting will be held on September 17 from 9:30 a.m. – 11:30 a.m. at the City of Bremerton (not a public meeting).

August 20 PlanPOL Meeting: LUTAC members recommended that the August 20 PlanPOL meeting be cancelled based on their determination that there would not be substantial updates to call for convening PlanPOL. The KRCC Executive Committee acknowledged the tentative PlanPOL date at their July 2 meeting. The next PlanPOL meeting is scheduled for October 15, 2019.

LUTAC Agenda Process: LUTAC members recommended that KRCC staff provide a draft LUTAC agenda to members with at least 1-week to provide feedback before the draft is reviewed by the KRCC Executive Committee.

E. Wrap Up

KRCC staff reviewed the decisions and action items listed in the table above and provided an update about the KRCC Affordable Housing Taskforce (AHTF). The next KRCC AHTF meeting will be held on July 18, 2019.

F. Adjourn

Attachment A: List of LUTAC Members in Attendance

Name	Affiliation (alphabetical)
Heather Wright	City of Bainbridge Island
Andrea Spencer	City of Bremerton
Karla Boughton	City of Poulsbo
Nick Bond	City of Port Orchard
Eric Guida (remote)	Dept. of Commerce
Ike Nwankwo	Dept. of Commerce
Eric Baker	Kitsap County
Peter Best	Kitsap County
Jeff Rimack	Kitsap County
Dave Ward	Kitsap County
Ed Coviello	Kitsap Transit
Alison O'Sullivan	Suquamish Tribe
Kizz Prusia	KRCC Land Use Coordination Lead



Kitsap Regional Coordinating Council

DRAFT - KRCC Land Use Technical Advisory Committee (LUTAC) Meeting Agenda v. 8-22-19

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. Discuss 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 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
- 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?

5. Wrap Up

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

6. Adjourn

Note from the KRCC Executive Committee (tentative format):

- 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.



Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC)
Transportation Technical Advisory Committee (TransTAC) Meeting Summary
June 13, 2019 / Kitsap Transit, Bremerton
v. 8/22/19

Decisions and Actions

Decisions	
<ul style="list-style-type: none">When a Kitsap jurisdiction is approached by a private bike share company, TransTAC will convene to discuss a coordinated approach to implementation of bike share.Table discussion on alternative bike share models.Table discussion on e-bike traffic law coordination.	
Actions	Person Responsible
1. Follow up with the County and Poulsbo regarding a Regional Pavement Contract.	Chris Dimmit, Bremerton
2. Track bike share news in Seattle and beyond.	KRCC staff and TransTAC
3. Follow up with jurisdictions as needed to compile the desired information related to their traffic modeling projects.	David Forte, Kitsap County
4. Distribute the RTCC schedule to TransTAC.	KRCC staff

A. Welcome & Old Business

Mishu Pham-Whipple, facilitator of the KRCC Transportation Technical Advisory Committee (TransTAC), led a round of introductions (see Attachment A for a list of participants).

- Review the 2019 KRCC meeting calendar: TransTAC reviewed updates to the 2019 KRCC meeting calendar regarding the cancelled July 2 Board meeting and the postponed Board Retreat.
- March 14, 2019 TransTAC meeting summary: Mishu noted that the summary was posted on the KRCC website following its distribution to the committee.

B. Maintenance Coordination: Regional Pavement Contract

Chris Dimmitt, City of Bremerton, shared that the City is seeking potential partners to enter into a regional pavement contract with Mason County that would allow partners to take advantage of economies of scale for chip seal pavement maintenance. Diane Lenius, City of Poulsbo, and David Forte, Kitsap County, expressed interest in the partnership, as many of their projects tend to be too small to yield cost effective prices for road maintenance. Mark Dorsey, City of Port Orchard, noted that the City has an Interlocal Agreement with the County that would support partnering on chip seal projects if the County entered the partnership. However, Barry Loveless, City of Bainbridge Island, noted that Bainbridge's distance from Mason County may make a partnership unrealistic. Chris will follow up with contacts at the County and Poulsbo to discuss the details of a partnership.

C. Operations Coordination: Bike Share and E-Bikes

TransTAC discussed the challenges related to private bike share programs, which include vandalism of bicycles, theft and use by homeless populations, topography for riders, poor bicycle infrastructure, and improperly placed bicycles and related safety concerns. Although bike share programs may be desirable in certain areas of Kitsap, such as downtown Poulsbo, it

is unlikely that Kitsap jurisdictions will be approached by private bike share companies in the near future. TransTAC agreed that when a jurisdiction is approached by a private bike share company, they will convene to discuss a coordinated approach to implementing bike share. KRCC staff and TransTAC members should track bike share news in Seattle and beyond. TransTAC did not want to explore alternative, bottom-up approaches to bike share programs, as they have not heard a strong desire from their communities to do so.

TransTAC also discussed the issue of inconsistent local traffic laws associated with e-bikes. Although there are state-wide e-bike traffic laws for each of the three classes of e-bikes, some jurisdictions have more specific traffic laws, which may lead to confusion for bicycles coming across inconsistent traffic laws across jurisdictions. TransTAC noted that it can be difficult to enforce traffic laws on bicyclists because of the low amount of bike infrastructure in Kitsap. The lack of bike infrastructure and mixed modes of traffic also result in safety. Even with potential issues related to enforcement and safety, TransTAC recommended tabling the discussion around coordinating on e-bike traffic laws since they are unclear on the what the specific issues are at this time. They also pointed to the rapid pace of e-bike and traffic technology development as a reason to hold off on further coordination on e-bike traffic laws.

D. Information Sharing: Traffic Modeling Projects

Members exchanged information regarding their use of consultants and modeling programs. David Forte shared that the County will be evaluating their current traffic model in the fall of this year. Diane Lenius noted that Poulsbo will be updating their model when they update their transportation plan. Mark Dorsey shared that Port Orchard will need to update their traffic model once the Tremont project is complete.

Although TransTAC previously agreed that conducting an inventory of the current traffic modeling projects in Kitsap would be helpful to inform a conversation around potential joint modeling opportunities in the future, TransTAC members felt that the information on jurisdictions' modeling projects was most beneficial to the County since they share a boundary with all of the jurisdictions. As such, David will follow up with jurisdictions as needed to compile the desired information related to their traffic modeling projects.

E. Regional Project Evaluation Committee and other PSRC updates

Mark Dorsey shared that Port Orchard was awarded \$1.3 million requested from PSRC to fund the Tremont project shortfall. PSRC's TransPOL committee voted 12-4 in favor of awarding the funding. PSRC's TransPOL determined that awarding funding was an exception to PSRC policy in funding shortfalls, and that this would not set a precedent. A hardship policy is likely to be established at PSRC in the Fall to address situations like Port Orchard's. Diane noted that she was impressed with the jurisdictions' understanding of the financial challenges that small jurisdictions face. Contrary to Mayor Putaansuu's proposal presented to the KRCC Board regarding Port Orchard withholding competition in the next two Countywide Competitions, Port Orchard is eligible to compete for that funding.

David shared that the County and City of Poulsbo will present their Rural Town Centers and Corridors (RTCC) projects to the RTCC Project Advisory Committee on June 19. The Transportation Policy Board will develop a recommendation in July and provide their

recommendation to the PSRC Executive Board in September. KRCC staff will distribute the RTCC schedule to TransTAC following the meeting.

Mitch Koch, PSRC, shared a thank you to TransTAC on behalf of Jean Kim at PSRC for providing bicycle and pedestrian data. The data is being used to develop consistency assessments for the region and will help with future efforts related to the Active Transportation Work Plan.

F. Corridor Updates

TransTAC provided the following updates regarding corridor committees:

- SR 305: Barry and Diane shared that the project is \$20 million over budget because the original project did not include the Suquamish roundabout, preliminary engineering, or right of way considerations. The Suquamish roundabout is under negotiation but will make a big difference in mobility on the corridor once complete.
- SR 16/Gorst: No updates.
- SR 104: David shared that the Port of Kingston is finalizing the contract for the feasibility study for the ferry holding area.
- TransTAC also coordinated on speakers for the tour associated with the Transportation Commission Meeting on June 18.

G. Solutions and Support

No updates.

H. Announcements and Next Steps

The following announcements were made by TransTAC members and guests:

- Chris shared that WSDOT awarded Bremerton \$1.5 million for the Warren Avenue bridge pedestrian path widening.
- Mark shared that:
 - The Bay Street Pedestrian Pathway ribbon cutting is on June 14. The pathway includes ADA beach access.
 - Tremont will be closed June 24-26 for paving. He expects a ribbon cutting on Tremont to occur in early August.
 - The Public Works Board has funding available for the first time in years and encouraged members to apply.
 - Port Orchard's water shortage is not city-wide but has caused the city to place a moratorium on new construction in the McCormick Woods area.
- Diane shared that:
 - The City is looking for bids on work for Bend Hill Road.
 - The City also recently implemented a new software to manage public works administration that is affordable and user friendly.
- The next TransPOL meeting will be on Thursday, July 18. Agenda items include recruitment of Project Selection Taskforce members, a potential PSRC data inventory, and a potential update on the passenger-only ferry study conducted by PSRC.
- The next TransTAC meeting will be on Thursday, September 12. Agenda items include a report out on ADA Transition Plans and preliminary planning for the next funding cycle.

Attachment A: TransTAC Meeting Participants

Member Name	Member Affiliation (alphabetical)
Barry Loveless	Bainbridge Island
Chris Dimmitt	Bremerton
David Forte	Kitsap County
Fred Salisbury	Port of Bremerton
Mark Dorsey	Port Orchard
Mike Pleasants	Port Orchard
Diane Lenius	Poulsbo
Dennis Engel	WSDOT
Mishu Pham-Whipple	KRCC Staff
Mitch Koch	Puget Sound Regional Council



Kitsap Regional Coordinating Council

Draft v. 8-22-2019

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)2019 TransTAC Work Plan (pg)
B. 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?
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">2020 Key Policy Framework Elements (pg)6/14/18 TransTAC meeting summary (pg)6/21/19 TransPOL meeting summary (pg)
D. 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	
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
Adjourn	



**Kitsap Regional Coordinating Council (KRCC)
Draft Transportation Policy Committee (TransPOL) Meeting Summary**

July 18, 2019 Meeting | 3:15-4:45 PM | Kitsap Transit, Bremerton
v. 8/14/19

Decisions		
<ul style="list-style-type: none">TransPOL approved the draft April 18, 2019 TransPOL meeting summary as final.TransPOL recommended that Councilmember Ashby, Mayor Erickson, and Commissioner Gelder serve again on the Puget Sound Regional Council (PSRC) Project Selection Taskforce, if possible. In the event that Mayor Erickson is not eligible to participate on the Taskforce, there are several other eligible KRCC members who could serve as a member on the Taskforce.		
Actions	Who	Status
Add SR 303 updates as a new standing agenda item for TransPOL and TransTAC.	KRCC staff	Ongoing
Connect with Kelly McGourty, PSRC, regarding Mayor Erickson's eligibility as a member of the Project Selection Taskforce and follow up with KRCC TransPOL with the result of that conversation.	Mayor Erickson	Ongoing
Coordinate to have the Passenger Only Ferry Study added as an agenda item for the Peninsula Regional Transportation Planning Organization.	Director Clauson	Ongoing
Add a proposal to the Executive Committee to have the Road Usage Charge Assessment presentation at a KRCC Board meeting.	KRCC staff	Complete

A. WELCOME AND APPROVAL OF DRAFT APRIL 18, 2019 MEETING SUMMARY

Sophie Glass, KRCC Transportation and Land Use Program Lead, welcomed participants to the meeting (see Attachment A for a list of TransPOL members and observers). TransPOL approved the draft 4/18/2019 meeting summary as final. Director John Clauson abstained from the motion, as he was not present at the April meeting. Sophie also reviewed the KRCC meeting calendar and TransPOL 2019 Work Plan.

B. RECRUIT PROJECT SELECTION TASKFORCE MEMBERS

Sophie shared that the Taskforce makes recommendations on the policies and procedures for the federal Surface Transportation Program (STP) project selection process at PSRC. TransPOL noted the importance of having robust representation on the Taskforce, as it affects the availability of federal transportation funds in Kitsap. Councilmember Ashby, Mayor Erickson, and Commissioner Gelder have served on the Taskforce over the years. Councilmember Ashby asked whether there was a limit to representation on the Taskforce and whether Mayor Erickson would be eligible to be a member, as she is currently the Chair of PSRC's Transportation Policy Board. Mayor Erickson intends to connect with Kelly McGourty, PSRC, regarding her eligibility as a member of the Taskforce and will follow up with KRCC TransPOL with the result of that conversation. TransPOL recommended that Councilmember Ashby, Mayor Erickson, and Commissioner Gelder serve again if possible. In the event that Mayor Erickson is not eligible to participate on the Taskforce, there are several other eligible KRCC members who could serve as a member on the Taskforce. Gil Cerise, PSRC, clarified that Taskforce members must sit on a PSRC policy level board. Commissioner Gelder noted that it may be more convenient for Taskforce members to be those on PSRC TransPOL due to the timing of the meetings.

C. UPDATE ON PASSENGER ONLY FERRY STUDY

Gil Cerise, PSRC, gave a presentation on the Puget Sound Passenger Only Ferry Study that will be carried out summer 2019 through winter 2021.

[View presentation here.](#)

Following the presentation, TransPOL members had the following questions and comments for Gil:

- Councilmember Ashby asked what the goal of the study is.
 - Gil shared that the study is intended to assess the viability of passenger only ferries as a form of public transportation and support regional planning for passenger only ferries.
 - Director Clauson added that the study would determine potential rider demand and therefore the demand for necessary facilities.
- Mayor Erickson noted the demand for passenger only ferries from counties around the region and expressed concern that there is a lack of discussion around how to fund this ferry service.
- Commissioner Strakeljahn shared that Pierce County is also interested in foot ferry service.
- Director Clauson noted that the Department of Corrections has expressed interest in Kitsap Transit ferry service. He also proposed that a regional entity, such as the Port of Seattle, be the one to manage a conceptual “ferry port,” or hub, in which passenger only ferries operate.
- Councilmember Ashby asked how stakeholders would be involved in the process of the study.
 - Gil responded that PSRC would engage stakeholders throughout the process by providing presentations and meeting with interest groups to gather feedback, as well as providing regular updates. He intends to stay in touch with the Kitsap jurisdictions over the course of the study.
 - Mayor Erickson shared that KRCC is an appropriate venue to mobilize a stakeholder group for this study.
 - Director Clauson shared that he can have the passenger only ferry study presentation added as an agenda item for the Peninsula Regional Transportation Planning Organization (PRTPO).
- Councilmember Tirman asked how the pricing of passenger ferries will be studied, expressing concern that many ferry systems around the world only cater to those with a higher income level. He emphasized the importance of focusing on the greatest impact to the largest population.
 - Gil shared that the study will look at the full capital and operation costs of passenger only ferries and how this might impact passenger fares.
- David Forte, Kitsap County, noted that the land side access of the ferry terminals needs to be considered in the feasibility analysis, adding that parking and loading areas are important considerations for the flow of ferry traffic.
 - Director Clauson agreed that land side access is critical, particularly on Lake Washington where there is high interest in operating passenger only ferries.

- Mayor Erickson shared that she has heard interested in a foot ferry terminal in Poulsbo but the area's lack of land side access makes such a terminal improbable.
- Roger Gay, Kitsap resident, noted that as a taxpayer, he is curious what funding resources will be available to fund such passenger only ferries. He added that having these ferries be considered high capacity transit would have implications on the transportation funding at PSRC.

D. CORRIDOR UPDATES

- **SR 305:** Commissioner Gelder shared that there will be a community meeting at the Clearwater Casino in the Chico Room on July 18 regarding the non-motorized coordination. He added that WSDOT is moving forward with the design for specific intersections. The top-ranking project, the roundabout, was not originally in the budget but because it is still a priority, funding for other projects may shift. Mayor Erickson shared that artwork for the roundabout and retaining walls in Poulsbo will be designed by a stakeholder group and will be complete in about 6 weeks.
- **SR 16/Gorst:** Director Clauson shared that a consultant is studying the feasibility for Park and Ride locations at SR16 and Tremont and SR16 and Sedgewick. The Park and Rides would serve residents at a new development nearby.
- **SR 104:** Commissioner Gelder shared that Senator Rolfes was successful in obtaining funding for SR 104. The Port of Kingston is conducting a feasibility study for a holding lot at the Kingston ferry terminal. Kitsap County received \$1.4 million in funding from the Rural Town Center and Corridor competition for right of way acquisition, which will cover a portion of the anticipated total cost of \$4-5 million. An FAQ document to help with messaging about project is underdevelopment. Councilmember Ashby noted that the funding the City of Poulsbo received from the Rural Town Center and Corridor competition is not subject to federal timelines ("countdown clock"), as the project is to develop a plan, rather than implement a plan.
- **SR 303:** Mayor Wheeler shared that a SR 303 corridor study is underway, which will be considering Bus Rapid Transit (BRT) through the corridor. SR 303 will be added as a new standing agenda item for TransPOL and TransTAC.

E. PSRC TRANSPORTATION POLICY BOARD UPDATES

Report out on the July 11 Transportation Policy Board meeting: Councilmember Ashby shared that there was a Road Usage Charge Assessment presentation from the Washington Transportation Commission and recommended that this presentation be given to the KRCC Board. KRCC staff will follow up with the Executive Committee on a presentation to the Board. She noted that the Pierce County delegation is interested in having military centers recognized in the project selection criteria. TransPOL confirmed that KRCC would support that criteria. Commissioner Gelder shared that the Transportation Commission meeting/bus tour in Kitsap was a rare opportunity to have them as a captive audience. Mayor Erickson noted that a common question Commissioners asked was whether jurisdictions have used all possible local tools to fund transportation. She expects it to be criteria for applying for transportation funding in the future. Director Clauson was pleased that the Transportation Secretary consistently asked how efforts were benefitting transit. Commissioner Garrido added that the State Parks Commission also went on a tour of Kitsap.

Report out on Port Orchard's Tremont funding request: Councilmember Ashby shared that funds were available at PSRC due to the high number of projects unable to obligate funds in the recent funding cycle. She expressed appreciation to Pierce County for making the motion to approve the funding, appreciation to Mayor Erickson, as Chair of the Transportation Policy Board for getting it on agenda, and appreciation to Kelly McGourty and her staff for helping Port Orchard explore solutions. The Transportation Policy Board ultimately approved the funding by defining the request as a hardship need. Councilmember Ashby noted that Port Orchard had received less funding than they had asked for in the first place and that receiving the money did not impact any other jurisdictions financially, making the decision palatable to the Board. Mayor Erickson added that Pierce County Councilmember Derek Young was critical in providing details of the last time a special funding request was made in 2010 to the PSRC Executive Committee, supporting the justification of Port Orchard's special request.

F. ANNOUNCEMENTS AND NEXT STEPS

- Councilmember Ashby shared that the Port Orchard is holding a Tremont celebration on August 2.
- Mayor Erickson expressed concern about the messaging around the transition from the gas tax to the Road Usage Charge (RUC) has not been consistent from her perspective. Councilmember Ashby noted that the gas tax is not going away by direction of the legislature, but that it would naturally decline with the increase of fuel-efficient cars. Therefore, the legislature will bond again both sources of revenue at the same time.
- Director Clauson shared that there will be major modifications to the Annapolis ferry dock, causing it to be shut down for a time. During the closure, Kitsap Transit will bus people to the Port Orchard dock.

The next TransPOL meeting is on October 17, 2019.

G. PUBLIC COMMENTS

No public comments.

Attachment A: Meeting Attendees

NAME	JURISDICTION (ALPHABETICAL)
TRANSPOL MEMBERS:	
Councilmember Matthew Tirman	City of Bainbridge Island
Mayor Greg Wheeler	City of Bremerton
Councilmember Bek Ashby	City of Port Orchard
Mayor Becky Erickson	City of Poulsbo
Councilmember Gary Nystul	City of Poulsbo
Commissioner Robert Gelder	Kitsap County
Commissioner Charlotte Garrido	Kitsap County
Director John Clauson	Kitsap Transit
Commissioner Axel Strakeljahn	Port of Bremerton
OBSERVERS:	
Shane Weber	City of Bremerton
David Forte	Kitsap County
Ed Coviello	Kitsap Transit
Mary McClure	Port of Kingston
Gil Cerise	Puget Sound Regional Council
Roger Gay	Resident
Dennis Engel	Washington State Department of Transportation (WSDOT)
STAFF:	
Sophie Glass	KRCC Transportation and Land Use Program Lead
Mishu Pham-Whipple	KRCC Coordination Lead



**PUGET SOUND REGIONAL COUNCIL (PSRC) UPDATES FOR THE
KITSAP REGIONAL COORDINATING COUNCIL (KRCC)
PSRC BOARDS v.8/28/19**



Executive Board

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

Topics from Meeting: **July 25, 2019** (packet posted [here](#)):

- Committee Reports
- Consent: Approve minutes of 6/27/19 meeting; Approve contract authority to purchase upgrade for accounting software; Adopt routine amendment to the 2019-2022 TIP; Approve the 2019 adjustment of PSRC's Federal Transit Administration Funds and Distribution of Funds to the FTA Regional Contingency List of Projects
- New Business: Authorize a change in the Regional Transportation Plan Project Status for the Sound Transit Federal Way Link Extension Project; Approve Budget Amendment and Contract Authority for Consultant Services for Puget Sound Region Passenger Only Ferry Study
- Discussion: Draft VISION 2050 Release; Puget Sound Data Trends

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:

VISION 2050 Public Hearing from 10:00 a.m. – 12:00 p.m.

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: **September 26, 2019** • 9:30 – 9:50 a.m. Topics from **July 25, 2019** Meeting: (packet posted [here](#)):

- Consent Agenda: Approve minutes of 6/27/19 meeting; Approve Vouchers Dated 6/14/19 – 7/15/19 in the Amount of \$921,847.80
- Action: Budget Amendment and Contract Authority for Consultant Services for Puget Sound Region Passenger Only Ferry Study; Contract Authority to Purchase Upgrade for Accounting Software
- Information: Monthly Budget Report; Contract Status Report; Completed Contracts; Grant Status Report; New Employees 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: **September 12, 2019** • 9:30 – 11:30 a.m.

Topics from **July 11, 2019** Meeting (agenda posted [here](#)):

- Consent: Approve Minutes of TPB Meeting held 6/13/19; Routine Amendment to the 2019-2022 Transportation Improvement Program;
- Action: Recommend Authorizing a Change in the Regional Transportation Plan Project Status for the Sound Transit Federal Way Link Extension Project
- Action: 2019 Project Selection Process for PSRC's FFY 2021-2022 FHWA RTCC Funds
- Action: Recommend Approval of the 2019 Adjustment of PSRC's Federal Transit Administration Funds and Distribution of Funds to the FTA Regional Contingency List of Projects
- Discussion: Road Usage Charge Study; VISION 2050 draft review; Passenger Only Ferry Draft Scope and Schedule

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.8/28/19**



Regional Staff Committee (RSC)

Date of Next Meeting: **September 19, 2019** • 9:30 – 11:30 a.m.

Topics from **June 20, 2019** Meeting: (packet posted [here](#)):

- Reports: Meeting Summary for 5/16/19; PSRC Board Reports; Updates from PSRC Planning Department
- Discussion: Work of the CPS Economic Development District Board
- Discussion: VISION 2050 Outreach; VISION 2050 Draft Plan Status and Public Review Process
- Information: 2019 Regional Staff Committee Schedule; Housing Incentives and Tool Survey

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: 2020 FTA Project Selection Process
- Discussion: FTA Project Tracking Policies
- 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: **September 10, 2019** • 10:00 a.m. – 12:00 p.m.

Topics from **July 9, 2019** Meeting: (agenda posted [here](#)):

- Action: Approval of Meeting Summary for 5/14/19
- Regional Project Evaluation Committee and Regional Staff Committee Debrief
- Discussion: Voting and Non-Voting Member Update; Tacoma E-scooter Pilot Program; Regional Bike and Pedestrian Data Survey; Bike and Pedestrian Infrastructure Ordinances/Policies; 2020 PSRC Project Selection Update
- Roundtable: Announcements of Bicycle/Pedestrian Activities
- Information: October 4, 2019 Regional TOD Event Save the Date Flyer

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](#)):

- Approval of Meeting Summary – 6/26/19
- Action: King County Metro Obligation Date Extension Request
- Discussion: Report on PSRC Committee and Board Activities
- Discussion: 2019 Transit Integration Report
- Discussion: Transit Agency Long Range Plan Update Cycles
- Discussion: Transit-related Memoranda of Agreement held by PSRC
- 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

*September 5 meeting cancelled

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. 8-20-2019

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							\$ 216,424	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,945.19			
Operating Expenses																	
Triangle labor/expenses		\$ 15,930.65	\$ 17,273.65	\$ 18,083.30	\$ 14,020.01	\$ 21,324.79	\$ 11,258.12							\$ 97,890.52	\$ 197,275	58%	49.62%
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,682.80	\$ 213,918	58%	48.94%
Net Income														\$ 122,262.39			
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