



Kitsap Regional Coordinating Council

KRCC Board Meeting Agenda

v. 10-23-19

Date: November 5, 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 [10/1/2019 KRCC Board Meeting Summary](#) (vote) Page 4
- B. Review of the [10/15/2019 Executive Committee Meeting Summary](#) Page 10

4. Full Discussion/Action Items:

- A. Report out on KRCC Board Retreat
- B. Update on [KRCC Legislative Reception Event Program](#) Page 13
- C. **ACTION:** Approve [2020 KRCC Budget, Work Plan, and Triangle Associates Scope of Work](#) Page 14; 15
- D. Review [KRCC Member Dues](#) Page 34
- E. **ACTION:** Nominate 2020 KRCC Chair and Vice-Chair
- F. Review [Annual Transportation Project Status Report](#) Page 35

5. KRCC Committee Reports

- A. Land Use Items
 - i. Review draft [October 15 PlanPOL Meeting Agenda](#) Page 37
 - ii. Review draft [November 14 LUTAC Meeting Agenda](#) Page 38
- B. Transportation Items
 - i. Review draft [October 17 TransPOL Meeting Agenda](#) Page 39
 - ii. Review draft [October 10 TransTAC Meeting Agenda](#) Page 41

6. PSRC Board and Committee Reports

- C. [PSRC Committees and Boards Report](#) and other updates* Page 42
 - 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

7. Corridor Committee Reports

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

Continues on next page.

8. KRCC Member Round Robin

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

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

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



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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



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Kitsap Regional Coordinating Council (KRCC)

Draft Board Meeting Summary

October 1, 2019 | 10:15 AM – 12:15 PM

Norm Dicks Government Center, Bremerton, WA

Version 10-22-19

Decisions		
The KRCC Board approved: <ul style="list-style-type: none">9/4/19 KRCC Board meeting summaryAmendments to the KRCC Policies and Procedures ManualThe Port of Kingston application to KRCC		
Actions	Who?	Status
Revise the attendance of the 9/4/19 KRCC Board meeting summary and upload it to the KRCC website.	KRCC staff	Complete
Distribute an RSVP/lunch order form for the KRCC Board retreat.	KRCC staff	Complete
Update the draft 2020 KRCC Work Plan.	KRCC staff	Complete
Coordinate with PSRC to have the Regional Intelligent Transportation System Inventory presentation at a future Board meeting.	KRCC staff	Ongoing

1. WELCOME AND INTRODUCTIONS

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

2. CHAIR'S COMMENTS

Chair Becky Erickson reminded the board that PlanPOL Committee meetings will now take place every third Tuesday of each month, instead of Thursdays. The next PlanPOL meeting is on Tuesday, October 15th.

3. CONSENT ACTION ITEMS

Approval of the 9/4/2019 KRCC Board meeting summary. Councilmember Daugs made an amendment to the attendance list on the summary, citing that herself and Mayor Wheeler were in attendance. Commissioner Gelder moved to approve the 9/4/19 Board meeting summary pending the amendments. Commissioner Strakeljahn seconded the motion. The motion carried without opposition or abstention.

4. FULL DISCUSSION ITEMS

Update on KRCC Board Retreat Approach and Agenda. KRCC Staff will implement an RSVP process for the Board Retreat, as additional attendees have been invited to observe. KRCC Board members affirmed that the retreat is a public meeting that everyone is welcome to observe and that the discussions and activities will be limited to Board members. The two-part format will consist of a presentation to provide an overview of growth trends and impacts, followed by a series of facilitation discussions and activities. KRCC Board members recommended that Board members use their discretion to invite their Councils and other interested parties. Berk Consulting will facilitate the meeting and provide maps with data overlaid. KRCC staff will continue to support the planning and staffing of the retreat. Breakfast and lunch will be available for purchase. Payment details will be



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included in the RSVP form distributed prior the retreat. The final agenda and materials will also be distributed in advance.

Update on KRCC Legislative Reception Legislator RSVP. Legislators who have confirmed their attendance include Senator Christine Rolfes, Senator Emily Randall, Representative Jesse Young, Representative Dan Griffey, Representative Drew MacEwen, and Katy Crabtree on behalf of US Rep. Derek Kilmer. KRCC staff will continue to follow up with legislators to confirm their attendance. The KRCC/PSRC Orientation for newly elected officials will run from 5:00 p.m.-5:45 p.m., which will be followed by the reception.

Approve Edits to Policies and Procedures Manual. Commissioner Gelder recommended the membership criteria language of Section 1.3. clarify that for ports to be eligible to apply to KRCC as a member agency, the criteria must be met, but that not meeting the criteria does not preclude participation as a non-voting participant. Commissioner Gelder moved to approve the edits to the Policies and Procedures Manual pending the clarification around membership criteria. Mayor Putaansuu seconded the motion. The motion carried without opposition or abstention.

Approve Port of Kingston Application to KRCC. The Board acknowledged the Port of Kingston's status as a High Capacity Transit (HCT) Community and eligibility for federal transportation funding. Commissioner Gelder moved to approve the Port of Kingston's application to KRCC. Mayor Putaansuu seconded the motion. The motion carried without opposition or abstention.

Review Draft 2020 KRCC Budget, Work Plan, and Triangle Associates Scope of Work.

KRCC Staff: As discussed with the KRCC Executive Committee, KRCC staffing will shift in 2020 to have Sophie Glass move into Betsy Daniel's current role. Kizz Prusia will remain as the Land Use Coordination Lead and Mishu Pham-Whipple will shift to primarily focus on being the Transportation Lead. Rosa Ammon-Ciaglo, the newest member to KRCC staff will move into Mishu's current Coordination Lead role. Betsy will oversee contract maintenance and continue her involvement with KRCC.

Work Plan: The Board recommended removing the work plan item involving TransTAC Ad-Hoc committees.

Budget: The draft 2020 budget of \$211,600 is approximately \$15,000 less than the 2019 budget, largely due to the proposed staffing shift. WSA payments were also removed from the budget since they were not utilized last year. KRCC has grown a health reserve of approximately \$20,000.

5. KRCC COMMITTEE REPORTS

Affordable Housing Task Force Items. The Affordable Housing Task Force (AHTF) recommended to the Board that the affordable housing issues be addressed as a standing agenda item at PlanPOL meetings starting in 2020. Over the five ad-hoc AHTF meetings, the Task Force has held in-depth study sessions and expert briefings to help decision-makers understand resources, programs, and challenges, in this policy area. The KRCC Board has also acted on the AHTF's recommendation to pass a resolution to work with their respective legislative bodies to implement HB 1406 in their jurisdictions.

Land Use Items. The next Land Use Planning Policy Committee (PlanPOL) meeting is on October 15. At that meeting, per LUTAC's recommendation, KRCC staff will present an update on LUTAC work and accomplishments in 2019, including CPP updates, work on PSRC VISION 2050, and committee



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membership changes. The next Land Use Technical Advisory Committee (LUTAC) meeting is on November 14.

Transportation Items. The next Transportation Policy Committee (TransPOL) meeting is on October 17. TransPOL will hear updates on the Project Selection Task Force, review the Annual Transportation Project Status Report, and have a preliminary discussion on Regional Projects in 2020. The next Transportation Technical Advisory Committee (TransTAC) meeting is on December 12.

6. PSRC BOARD AND COMMITTEE REPORTS

Executive Board. Chair Erickson reported that Kitsap projects from Kitsap County and the City of Poulsbo were awarded funding through the Rural Town Centers and Corridors (RTCC) competition.

Growth Management Policy Board. Commissioner Wolfe and Mayor Wheeler reported that they were content with the direction of the VISION 2050 discussions at the upcoming GMPB meeting.

Transportation Policy Board. Commissioner Gelder shared that the Board moved the recommendations on the RTCC projects to the Executive Board and received presentations on the State Route 16 interchange and the Regional Intelligent Transportation System Inventory. Chair Erickson recommended having the Regional Intelligent Transportation System Inventory presentation at a future Board meeting.

Economic Development District Board. Councilmember Stern reported that for the first time in approximately 10 years, the President of the Economic Development District Board will be someone from the private sector. Tom Florino with Amazon will supersede Councilmember Terry Ryan.

7. CORRIDOR COMMITTEE REPORTS

SR16. This corridor committee has not met recently.

SR 305. Commissioner Gelder shared that the committee discussed how to manage stormwater. There was consensus around the two priority intersections to address. The committee has deferred a decision to the November meeting while coordination with property owners occur in the meantime. The committee will need to discuss how to address the funding gap necessary to fund the improvements.

SR 104. Commissioner Gelder noted that the Port of Kingston is leading the feasibility study for the ferry holding lot. The committee will consider the alternatives over the coming weeks. WSDOT will not be matching funding for the right of way acquisition.

SR 303. Mayor Wheeler shared that the committee intends to improve the efficiency of the corridor in preparation for a potential increase in Naval Base activity. Councilmember Daugs shared that the committee held their second stakeholders meeting and is collecting feedback from the public on their interests regarding the corridor.

8. KRCC MEMBER ROUND ROBIN

Board members provided the following updates related to land use and other topics of interest:

- Mayor Medina shared that the City of Bainbridge Island approved new design standards for development on the island, as well as a new subdivision code. The City Council is also working on regulations around Accessory Dwelling Units (ADUs) and inclusionary zoning.



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- Mayor Wheeler shared that the City of Bremerton has applied for a grant to analyze the potential for ADUs and other opportunities to increase density. The lowest barrier shelter in Bremerton is at risk of closing. The City is working with the shelter and partners to find funding sources. Councilmember Daugs shared that the City of Bremerton will be doing maintenance work on SR 304, which may cause some congestion.
- Commissioner Wolfe shared that Jeff Rimack is now in his full-time role as the Director of the Department of Community Development. Commissioner Gelder shared that Kitsap County adopted HB 1406. Commissioner Garrido shared that Homes for All recently held a work party and that the County is also celebrating an award for good practices for the Manchester Water Treatment Plant.
- Director John Clauson shared that Kitsap Transit has several planning activities underway including a Park and Ride analysis on SR 16, the development of a new transit center in Silverdale, an expansion of the electric bus fleet and associated charging infrastructure, and future maintenance facilities in Bremerton.
- Lynn Wall shared that Naval Base Kitsap is working with legislators and local jurisdictions around transportation projects. The Unmanned Aircraft Systems (UAS) ordinance which was developed in collaboration with Kitsap County has gone into effect.
- Chris Placentia shared that the Port Gamble S'Klallam Tribe faces the same issues as the other jurisdictions, just on a smaller scale.
- Commissioner Strakeljahn shared that an article was released on the Port of Bremerton's remodel of their airport diner, which will also include meeting spaces for community use. The Port is also planning a presentation for the community in November.
- Mayor Putaansuu shared that Tremont is now open to vehicle traffic and that the Port of Orchard is on a biennial budget and therefore not reviewing a budget this year.
- Councilmember Stern shared that the City of Poulsbo is revisiting the plastic bag ban. Mayor Erickson shared that duplexes in Poulsbo for transitional housing to support victims of domestic violence are being built and anticipated to be completed this spring. The operation will be owned and managed by YWCA. Additionally, the Poulsbo Meadows subdivision next to the YWCA has a park in the middle of affordable housing complex.

9. STAFF REPORT

KRCC Income Statement. KRCC has expended 53% of budget at 58% of budget year.

10. PUBLIC COMMENTS

Roger Gay, South Kitsap resident, encouraged the Board to consider having the contractor evaluation results reported in writing, rather than verbally, for transparency.

11. KRCC BOARD QUESTIONS, CONCERNS AND ANNOUNCEMENTS

No comments.

12. ADJOURN

The meeting adjourned at 12:00PM



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ATTACHMENT A – BOARD MEMBERS IN ATTENDANCE

Board Member	Jurisdiction	In Attendance?
Ashby, Bek	City of Port Orchard	✓
Clauson, John	Kitsap Transit	✓
Daug, Leslie	City of Bremerton	✓
Erickson, Becky	City of Poulsbo	✓
Forsman, Leonard	Suquamish Tribe	
Garrido, Charlotte	Kitsap County	✓
Gelder, Robert	Kitsap County	✓
Goodnow, Michael	City of Bremerton	✓
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	
Putansuu, Rob	City of Port Orchard	✓
Rhinehart, Richard	Naval Base Kitsap	
Rosapepe, Jay	City of Port Orchard	
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	✓
Wheeler, Greg	City of Bremerton	✓
Wolfe, Ed	Kitsap County	✓



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ATTACHMENT B – NON-MEMBER PARTICIPANTS

Name	Affiliation
Non-Members	
Roger Gay	South Kitsap Taxpayer
Mark Gulbranson	Puget Sound Regional Council
Mary McClure	Port of Kingston
WSDOT	WSDOT
KRCC Facilitation Team	
Betsy Daniels	KRCC Program Director
Kizz Prusia	KRCC Land Use Coordination Lead
Rosa Ammon-Ciaglo	KRCC Admin Support



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KRCC Executive Committee Meeting Draft Summary

Draft v. 10-18-19

Date: October 15, 2019

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

Place: Kitsap Transit, Bremerton

Members in Attendance: Mayor Erickson, Commissioner Strakeljahn

Decisions		
The KRCC Executive Committee: <ul style="list-style-type: none">• Approved Triangle Associates' September 2019 invoice• Approved KRCC Legal Service contract		
Actions	Who?	Status
Follow up with Councilmember Goodnow regarding his attendance at the retreat and send an RSVP list to the Chair by the end of the week.	KRCC staff	Ongoing
Produce a memo based on the jurisdiction valuation per capita, activity units per acre, and jobs per capita data that Mayor Erickson provides and coordinate with Berk to have the data incorporated into the retreat presentation.	KRCC staff	Complete
Send jurisdiction valuation per capita, activity units per acre, and jobs per capita data to KRCC staff.	Chair Erickson	Complete
Update the KRCC Work Plan, Budget, Meeting Schedule, and Member Dues with the elimination of the January, July, and August Board meetings.	KRCC staff	Complete
Reach out to Kitsap County to reconcile the KRCC account at the end of the year.	Chair Erickson	Ongoing
Renew the Legal Services contract for 2020.	Chair Erickson and KRCC staff	Ongoing
Reach out to potential 2020 KRCC Vice-Chairs ahead of the next Board meeting.	Chair Erickson	Ongoing
Work with the KRCC attorney to have draft ILA amendment language prepared for review in 2020.	KRCC staff	Ongoing

1. Committee Updates and Action Items

Executive Committee:

- Discuss Board Retreat materials: KRCC staff review the format of the Board retreat. The first half of the retreat will be a growth retrospective presentation on current and projected data on demographics, natural resources, and infrastructure. Chair Erickson requested that data on jurisdiction valuation per capita, activity units per acre, and jobs per capita be included in the presentation. KRCC staff will review produce a memo based on the data and coordinate with Berk to have the data incorporated into the presentation. The second half of the retreat will be a discussion-based activity grounded in maps populated with different colored Legos to represent current and project population and jobs. Identical representations of the maps and data will be at each table so participants can see growth across Kitsap as a whole. Each group



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(South, Central, and North Kitsap) will discuss the impacts of population growth on a variety of metrics in their region. The Committee recommended concluding the retreat by highlighting key decision points and milestones for jurisdictions to be prepared for in the future. KRCC staff will follow up with Councilmember Goodnow regarding his attendance at the retreat and send an RSVP list to the Chair by the end of the week.

Land Use Items:

- Review draft October 18 PlanPOL Meeting Agenda: PlanPOL will discuss the Board retreat and receive an update on the Countywide Planning Policy process. Sophie will be facilitating the meeting.
- Discuss role of LUTAC for affordable housing discussion at future PlanPOL meetings: The affordable housing discussions at PlanPOL will be focused on sharing how jurisdictions are addressing affordable housing. LUTAC will provide information on housing associated with the Comprehensive Plan updates.

Transportation Items:

- Review the draft October 17 TransPOL Meeting Agenda: TransPOL will review the Annual Transportation Project Status Report, hear updates on the PSRC Project Selection Task Force, and review the best practices for successful Regional projects from 2018 debriefs. TransPOL will consider whether there are any Regional projects that jurisdictions can form partnerships around.
- Review the draft October 10 TransTAC Meeting Agenda: TransTAC held an ad-hoc call to discuss a proposal made at PSRC Regional Project Evaluation Committee to shift all CMAQ funds to Regional competition and all STP funds to Countywide competition. The proposal is intended to streamline the competition process but would likely have unintended consequences. There was agreement among TransTAC to advocate that the proposal be postponed until the following cycle so there is more time to analyze the implications.

2. Review the KRCC Board Agenda and Materials

- Approve the November 5, 2019, KRCC Board Agenda: Action items for the Board include approval of 2020 budget and work plan and nominating Action items for Board include approval of 2020 budget/work plan and nominating the 2020 Chair and Vice-Chair. The Executive Committee recommended eliminating the January, July, and August Board meetings from the meeting schedule, work plan, and budget.

3. New Business

- Review draft 2020 KRCC Member Dues: The Member Dues will be updated to reflect the change in budget associated with the reduction in number of Board meetings. The Executive Committee affirmed that any money left in the budget from this year would carry over into the reserves. Chair Erickson will reach out to Kitsap County to reconcile the KRCC account at the end of the year.
- Review Legislative Reception Event Program: The Executive Committee provided edits to the draft Event Program. An updated version will be provided to the Board at their November 5 meeting. The Committee affirmed the panel discussion format which will begin with legislators having a minute to share their legislative priorities, followed by a moderated question and answer session moderated by Chair Erickson. Questions for the session will be written by guests on index cards and screened by the Chair.

4. Administrative Agenda



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- Approve Triangle Associates September invoice of \$16,475: The Committee approved the September invoice and confirmed that approval of the invoice via email is acceptable as long as it is sent to the whole Executive Committee.
- Approve renewal of Legal Services contract: The Committee approved the renewal of the legal service contract. KRCC staff will provide the Chair with a copy to sign and return.
- Nominate 2020 KRCC Chair and Vice-Chair: Nominations will be made at the November 5 Board meeting and approved at the December 3 Board meeting. Chair Erickson will reach out to potential Vice-Chair nominees ahead of the Board meeting.
- Discuss Interlocal Agreement update re: Port of Kingston: The Port of Kingston joining requires a simple ILA amendment but requires approval from member Councils. Although KRCC recently updated its ILA, the Port of Kingston applied to KRCC after the completion of the ILA amendments. KRCC staff will work with the attorney to have draft amendment language prepared for review in 2020.

5. Adjourn



Kitsap Regional Coordinating Council (KRCC)

2019 Legislative Reception

Thursday, November 14, 2019

Silverdale Beach Hotel

5:00 PM - Welcoming remarks by KRCC Chair Mayor Becky Erickson

5:05 PM - Association of Washington Cities' (AWC) Legislative Priorities

5:20 PM - Washington State Association of Counties' (WSAC) Legislative Priorities

5:35 PM - Questions and answers

5:45 PM - Appetizers, no-host bar

6:05 PM - Welcoming remarks by Chair Becky Erickson

6:10 PM - Panel with Washington State Legislators and Legislative Aides,
Moderated by 2019 KRCC Chair Becky Erickson

- ◆ Senator Christine Rolfes (23rd District)
- ◆ Senator Emily Randall (26th District)
- ◆ Representative Jesse Young (26th District)
- ◆ Representative Dan Griffey (35th District)
- ◆ Representative Drew MacEwen (35th District)
- ◆ Rosa McLeod, on behalf of US Senator Maria Cantwell (6th Congressional District)
- ◆ Katy Crabtree, on behalf of US Representative Derek Kilmer (6th Congressional District)

8:00 PM - Informal networking

9:00 PM - Reception ends

KRCC BUDGET with TRIANGLE ASSOC. DETAIL
January 1, 2020 - December 31, 2020
Draft 10/21/19

	Betsy Daniels	Mishu PW	Sophie Glass	Kizz Prusia	Admin	Expenses	Total	2020 Task Total	2019 Budget	Expense Info	Assumptions
I. KRCC Administrative Program											
Task I.A. - Executive Board + Committee								\$80,070.60	\$84,868		
Prep and comm. for Exec. Committee	11	66	22	0	11	\$0	\$11,495				9 2 hr Board meetings
Exec. Comm. facilitation plus travel (11)	0	66	50	0	0	\$345	\$12,390			Travel (2 ferry) + printing	\$8.2 ferry ticket; Exec Comm Packet Prep and Board Packet Prep
Preparation for Exec. Board (9)	9	72	18	0	9	\$0	\$10,935.00				Final Board Packet
Board meeting facilitation plus travel	0	54	54	54	0	\$302	\$16,502	Assume 2-hr meetings plus travel to/frc		Travel (3 ferry) + printing	\$8.2 ferry ticket
Board meeting summaries and follow-up	0	36	9	0	0	\$0	\$4,230				2 hr mtgs, 1 hour prep/pack, 3 hr
Prep for Placeholder Board Level meetings	4	0	10	30	4	\$0	\$4,950				4 2 hr Board level meetings
Placeholder Board Level meetings facilitation plus travel	0	0	23	30	0	\$301	\$5,776			Travel (2 ferry) + printing	
Placeholder Board Level meeting summaries and follow-up	0	0	5	20	0	\$0	\$2,350				
KRCC Board retreat and summary	12	35	12	40	8	\$466	\$11,441	Assume 8-hr day plus travel to/from Brt		Travel (2 ferry) + printing	\$8.2 ferry ticket
Task I.B. - State/Regional Legislative Coordination								\$7,427.80	\$10,026		
Legislative Reception (1)	0	38	17	8	15	\$333	\$7,428	Expense = Room rental? + travel		Travel (4 ferry) + printing	Planning (25 hr), day of (8 hr), and follow up (5 hr)
Task I.C. - Website								\$2,095.00	\$2,095		
Website management	0	12	0	0	12	\$295	\$2,095			InMotion Hosting + Square Space (\$295),	
Task I.D. - PSRC Support								\$7,537.50	\$8,938		
General PSRC coordination	0	12	0	12	12	\$0	\$2,820				
Attend Regional Staff Comm. Mtgs (11)	0	0	0	28	0	\$0	\$2,380	Assume 2-hr meetings + .5 hrs for trave		11 RSC meetings	2 hr meetings
Attend Regional Proj. Eval Comm. Mtgs (11)	0	28	0	0	0	\$0	\$2,338	Assume 1.5-hr mtgs + .5 hrs for travel tr		11 RPEC meetings	2 hr meetings
Task I.E. - Overall support								\$29,520.00	\$25,770		
Contract management	12	18	6	0	12	\$0	\$5,610				
Administrative and technical support	12	48	12	0	24	\$1,920	\$11,640	Assume JW 2 hrs/month		Rackspace (\$960), Jungle Disk (\$360), cell phone	
Internal team coordination meetings	12	60	24	0	0	\$0	\$10,740				
RMSA Compact obligations	0	18	0	0	0	\$0	\$1,530				
II. KRCC Land Use Program											
Task II.A. - PlanPOL								\$26,837.60	\$36,207		
Preparation and materials	4	24	24	24	3	\$0	\$8,235				4 1.5 hr PlanPOL meetings, 1 hour prep/pack, 3 hr travel
Meeting facilitation incl. travel (4) (6 PlanPol)	0	33	36	22	0	\$5,208	\$14,563	Assume 2-hr meetings plus travel to/frc		Travel (2 ferry) + printing, \$8.2 ferry ticket	Sophie Glass PlanPOL facilitator, Kizz Prusia LUTAC facilitator
Meeting summaries and follow-up	0	12	18	8	0	\$0	\$4,040				
Task II.B. - LUTAC								\$6,136.00	\$26,637		
Preparation	0	0	5	15	3	\$0	\$2,120				5 2 hr LUTAC meetings, 1 hour prep/pack, 3 hr travel
Meeting facilitation plus travel (5)	0	0	0	30	0	\$191	\$2,741			Travel (1 ferry) + printing	
Meeting memos and follow-up	0	0	0	15	0	\$0	\$1,275				\$8.2 ferry ticket
III. KRCC Transportation Program											
Task III.A. - TransPOL								\$19,124.30	\$11,569		
Preparation	6	36	24	0	3	\$0	\$7,603				6 1.5 hr TransPOL meetings
Meeting facilitation incl. travel (6)	0	39	33	0	0	\$197	\$7,802	Assume 2-hr meetings plus travel to/frc		Travel (2 ferry) + printing	\$8.2 ferry ticket
Meeting summaries and follow-up	0	30	9	0	0	\$0	\$3,720				
Task III.B. - TransTAC								\$13,668.80	\$8,928		
Preparation	0	48	6	0	3	\$0	\$5,055				6 2hr TransTAC meetings,1 hour prep/pack, 3 hr travel
Meeting facilitation incl. travel (4)	0	36	18	0	0	\$274	\$5,674	Assume 1.5-hr meetings plus travel to/I		Travel (1.5 ferry) + printing	\$8.2 ferry ticket, Mishu PW facilitates 3; Sophie G facilitates 3
Meeting summaries and follow-up	0	30	3	0	0	\$0	\$2,940				
Triangle Totals	82	851	437	336	119	\$9,833	\$192,417.60	\$192,417.60	\$215,038		

chk total

Hourly rates for the personnel listed above are as follows:		Total Hours	Labor by person	
Betsy Daniels	\$210.00	82	Betsy Daniels	\$17,220.00
Mishu PW	\$85.00	851	Mishu PW	\$72,292.50
Sophie Glass	\$130.00	437	Sophie Glass	\$56,810.00
Kizz Prusia	\$85.00	336	Kizz Prusia	\$28,560.00
Admin	\$65.00	119	Admin	\$7,702.50
				\$182,585

WSA Fees: No WSA payments for 2020	
Legal services: Approximate annual cost	Legal Services \$2,500.00
RMSA insurance: Amount for 2020	RMSA Insurance \$3,000.00
Room rentals: Cost for meeting, Retreat, and legislative reception room rentals	Room Rentals \$1,600.00
	Reserves \$5,000.00
	Miscellaneous \$23.00
Historical Comparison:	Subtotal \$12,123.00
2019 Triangle Budget = \$228,300	Triangle Associates \$192,417.60
2018 Triangle Budget = \$197,300	KRCC TOTAL: \$204,541
2017 Triangle Actual = \$190,000	Total: the total KRCC budget in 2019 was \$231,838
2016 Triangle Actual = \$200,000	Increase from 2019 to 2020 budget: -13.35%
2015 Triangle Actual = \$143,800	Increase in Triangle budget 2019 to 2020: -18.65%

Kitsap Regional Coordinating Council

2020 Work Plan, Scope of Work, and Budget Proposal

Draft v. 10-21-19





Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council

2020 Work Plan – Scope of Work

Draft 10-21-19

Purpose:

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

- Continue implementation of the land use and transportation related action items identified at the 2018 KRCC Board retreat;
- Support Kitsap's participation in the 2023-2024 Regional and Countywide Transportation Funding Competitions;
- Remain current and proactive in relation to the activities managed by the Puget Sound Regional Council; and
- Maintain the administration of the organization by updating and implementing the KRCC Policies and Procedures Manual, Interlocal Agreement (ILA), and Bylaws.

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

Contents:

The KRCC 2020 Work Plan – Scope of Work includes:

- I. Administrative Program Work Plan and Triangle Scope of Work (page 3)
- II. Land Use Program Work Plan and Triangle Scope of Work (page 8)
- III. Transportation Program Work Plan and Triangle Scope of Work (page 13)
- IV. 2020 calendar with an overview of expected meetings

Legend:

These work plans include the following activities represented by icons:



Research/Writing



Discussions at Meetings



Letters















Outreach



Requires KRCC Board
Approval

I. KRCC Administrative Program 2020 Work Plan Narrative

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

Action Item	Executive Committee's Role	Board's Role
1. Select members of the 2020 KRCC Executive Committee. (Bylaws)	 Review proposed Executive Committee members. (January 2020)	 Review (no vote required) the 2020 Executive Committee. (February 2020)
2. Recommend and approve the Puget Sound Regional Council (PSRC) Board and Committee representatives. (Policies and Procedures Manual)	 Recommend appointments to PSRC Boards and Committees. (January 2020)	 Approve PSRC Board and Committee appointments. (February 2020)
3. KRCC members submit letters of commitment in July. (Policies and Procedures Manual)	 Review commitment letters submitted in July and discuss any issues. (August 2020)	 Review commitment letters and discuss any issues. (September)
4. Receive and process KRCC applications during the application window of July 1 - August 31. (Policies and Procedures Manual)	 Review any submitted KRCC membership applications. (July-September 2020)	 Review and approve new KRCC member(s) by the last KRCC Board meeting of the year. (September-December 2020)
5. Develop and approve the 2021 annual budget and workplan. (Interlocal Agreement)	 Develop and review the draft 2021 budget and workplan. (July – October 2021)	 Review the draft budget and workplan (October 2020); approve the 2020 budget and workplan (November 2020).
6. Plan and execute a Legislative Reception. (Policies and Procedures Manual)	 Review the Legislative Reception plan from KRCC staff and provide guidance. (September-November 2020)	 Review the Legislative Reception plan from KRCC staff and provide guidance. (October-November 2020)

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

Administrative Deliverables

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

Triangle Associates Scope of Work: KRCC Administrative Program

I.A. KRCC Board and Executive Committee Facilitation

To support the KRCC Executive Committee and KRCC Board, Triangle will provide a KRCC Program Lead who will serve as a neutral party responsible for completing or providing staff for:

- a) Drafting Executive Committee meeting agendas based on topics underway and expected in coordination with the KRCC Chair and for approval by the Committee;
- b) Drafting KRCC Board meeting agendas in coordination with the KRCC Executive Committee;
- c) Gathering and constructing meeting materials as needed for the Executive Committee and KRCC Board meetings;
- d) Developing draft and final Board packets in coordination with the Executive Committee and sending to the Board;
- e) Communicating with Committee and Board members as needed to maintain effective communications and collaboration;
- f) Notetaking and drafting meeting summaries for Executive Committee review, as well as for tracking and implementing action items following each meeting;
- g) Meeting at least once in the calendar year with Board representatives from each jurisdiction to maintain an understanding of each jurisdiction's issues and interests;
- h) Developing a monthly revenue and expense report for KRCC; and
- i) Issuing public notices for KRCC Board meetings.

Meetings

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

Staff and Subcontractors

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

Deliverables

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

Assumptions

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

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

- The KRCC annual Board retreat will be 6 hours in duration and will be held in a facility in Kitsap County. Expenses for the Board retreat are inclusive of facility fees.

I.B. State and Regional Legislative Coordination

To support KRCC Board interests in the WA State Legislature, Triangle will help design, prepare for, and staff an annual Legislative Reception in the fall under the direction of the Chair, Executive Committee, and Board.

Staff

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

Assumptions

- Gordon Thomas Honeywell Governmental Affairs, not Triangle, will facilitate any scheduled WSA meetings and distribute materials.

Meetings

- 1 Legislative Reception

Deliverables

- Legislative Reception event program (draft and final)

I.C. KRCC Website

Triangle will provide staff support as needed to maintain an up to date website that reflects the organization's activities and participation of all member jurisdictions.

Staff

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

Deliverables: Regular updates to the KRCC website

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

Meetings: N/A

I.D. Puget Sound Regional Council (PSRC) Coordination

To support KRCC member interests in the activities and communications of PSRC, Triangle will provide staff attendance at relevant staff level PSRC committee meetings, a monthly report on staff and policy level committee meeting outcomes, and maintain communication with PSRC staff as needed. Triangle will also maintain an up-to-date roster of KRCC representatives on PSRC Boards and Committees.

Staff

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

Deliverables

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

Meetings

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

Assumptions

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

I.E. Overall Support

To support internal and external communication and coordination, Triangle will conduct bi-weekly team meetings and communications among the KRCC staff, provide budget management, invoicing, and monthly progress reports over the life of the contract, coordinate with the KRCC attorney and the state auditor's office as needed, support the Board member serving on behalf of the Washington Cities Insurance Agency (WCIA) Board. Staff will conduct responsibilities as needed for maintaining KRCC as a separate legal entity, including maintaining and staffing a KRCC phone number for the public, fielding public calls and emails as needed, maintain files and documentation records, and coordinating with the Kitsap County staff assigned to support KRCC activities under the Memorandum of Understanding.

Staff

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

- Annual meeting with KRCC attorney

Deliverables

- Monthly invoices, progress reports

Assumptions







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
















Meetings




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

II. KRCC Land Use Program 2020 Work Plan Narrative

The proposed land use program work plan items for 2020 are outlined in the table below. KRCC staff will support the KRCC Board, Land Use Planning Policy Committee (PlanPOL), and Land Use Technical Advisory Committee (LUTAC) in completing these action items. Please also see Appendix 1 that provides timelines for expected activities over the next 8 years.

Action Item	LUTAC's Role	PlanPOL's Role	Board's Role
Countywide Planning Policies (CPPs)			
10. Update the calendar of the CPP update schedule and the studies underway that are key inputs to that update.	 LUTAC will update an 18-month and 8-year land use timeline, which includes information related to CPP updates.	 PlanPOL will review the timelines and recommend activities to work on in 2020.	 The KRCC Board will review land use timelines throughout 2020.
11. Complete a "targeted update" of CPPs re Local Centers and perhaps buildable lands (18 Month Land Use Timeline)	 After the Dept. of Commerce releases its buildable lands guidance, LUTAC convenes and drafts updates to the relevant sections of the CPPs for PlanPOL to review. (There is no expectation that the Buildable Lands Report will be completed in 2020).	 PlanPOL discusses the draft updates to the CPPs and recommends draft documents to the KRCC Board.	 KRCC Board approves the updated CPPs.

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

committees. (2018 Board Retreat)			
Other			
17. Develop the annual annexation report (18 Month Land Use Timeline)	 LUTAC develops a draft annual annexation report.	 PlanPOL reviews the draft annual annexation report.	 KRCC Board approves the annual annexation report.

Land Use Deliverables

- Meeting agendas (draft and final)
- Meeting summaries (draft and final)
- Meeting materials as needed, including maintaining communications with PSRC
- Report outs to the KRCC Board in person
- Meeting memo of action items and key discussion items
- Recommendations to PlanPOL developed by LUTAC

Triangle Associates Scope of Work: Land Use Program

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

To support the KRCC Board's PlanPOL, Triangle will provide a Land Use Lead who will report to the Program Lead. Triangle will also provide a Land Use Specialist who will lead specific workshops to be designed by the Board and committees to address growth planning. The land-use specialist will provide a two-part growth strategy workshop for two of the PlanPOL meetings. This workshop will be designed to develop a recommended approach for the KRCC Board regarding growth planning in Kitsap County as part of PSRC's Vision 2050 and a workplan for maintaining communication with PSRC.

The Land Use Lead will be responsible for drafting PlanPOL meeting agendas in coordination with PlanPOL and the Executive Committee, gathering and constructing meeting materials, and sending packets to PlanPOL at least 5 days before meetings. Triangle will also be responsible for providing staff for issuing public notices, notetaking, drafting meeting summaries, as well as tracking and implementing action items prior to and following each meeting.

Staff and Subcontractors:

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

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

Meetings

- 4 PlanPOL meetings

Assumptions

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

Deliverables

- Meeting agendas (draft and final)

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

To support the KRCC Board's Land Use Technical Advisory Committee (LUTAC)¹, Triangle will provide a KRCC Land Use Lead who will report to the Program Lead, provide staff support to LUTAC, and facilitate LUTAC meetings. The Land Use Lead will be responsible for drafting LUTAC agendas in coordination with the Program Lead and LUTAC members, gathering and constructing meeting materials, and sending materials to LUTAC at least 5 days before LUTAC meetings. The Program Lead is also responsible for notetaking, drafting and finalizing meeting memos of action items and key discussion areas, as well as tracking and implementing action items following each meeting.

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

Staff and Subcontractors

- Kizz Prusia, KRCC Land Use Coordination Lead

Meetings

- 5 LUTAC meetings

Deliverables

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










Assumptions
















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

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

III. KRCC Transportation Program 2020 Work Plan Narrative

The proposed transportation program work plan items for 2020 are outlined in the table below. KRCC staff will support the KRCC Board, Transportation Policy Committee (TransPOL), and Transportation Technical Advisory Committee (TransTAC) in completing these action items.

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

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

Transportation Deliverables

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

III. A. Transportation Policy Committee (TransPOL) Facilitation and Coordination

To support the KRCC Board's Transportation Policy Committee (TransPOL), Triangle will provide a Transportation Program Lead who will be responsible for drafting TransPOL agendas in coordination with the KRCC Executive Committee, gathering and constructing meeting materials, and sending these materials to TransPOL at least 5 days before meetings. Triangle will also be responsible for providing staff for issuing public notices, notetaking, drafting meeting summaries, as well as tracking and implementing action items prior to and following each meeting.

Staff

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

Meetings

- 6 TransPOL meetings

Deliverables

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

Assumptions

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

III. B. Transportation Technical Advisory Committee (TransTAC) Facilitation and Coordination

To support the KRCC Board's Transportation Technical Advisory Committee (TransTAC), Triangle will provide a KRCC Transportation Lead who will report to the Program Lead, provide staff support to TransTAC, and facilitate TransTAC meetings. The Program Lead will be responsible for drafting TransTAC meeting agendas in coordination with the KRCC Program Lead and TransTAC members, gathering and constructing meeting materials, and sending materials to TransTAC at least 5 days before TransTAC meetings. The Program Lead is also responsible for notetaking, drafting and finalizing a meeting memo, as well as tracking and implementing action items following each meeting.

For the 2020 Scope of Work, Triangle will provide technical support through a subcontractor. This work will support the policy discussions on reviewing the KRCC Regional and Countywide Criteria for federal funding.

Staff and Subcontractors

- Mishu Pham Whipple, KRCC Transportation, and Coordination Lead

Meetings

- 6 TransTAC meetings

Deliverables

- Meeting agendas (draft and final)
- Meeting summary of action items and key discussion items
- Meeting materials as needed, including maintaining communications with PSRC
- Recommendations to TransPOL

Assumptions

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

IV. 2020 Calendar with an Overview of Expected Meetings

Draft 2020 Meeting Schedule

Draft v.10-21-19

		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		Feb. 4 Board Meeting	March 3 Board Meeting	April 7 Board Meeting	May 5 Board Meeting	June 2 Board Meeting			Sept. 1 Board Meeting	Oct. 6 Board Meeting	Nov. 3 Board Meeting	Dec 1 Board Meeting
	Executive Committee 3 rd Tues. 11:00AM-1:00PM Kitsap Transit	Jan. 21 Executive Committee Meeting	Feb. 18 Executive Committee Meeting	March 17 Executive Committee Meeting	April 21 Executive Committee Meeting	May 19 Executive Committee Meeting	June 16 Executive Committee Meeting		Aug. 18 Executive Committee Meeting	Sept. 15 Executive Committee Meeting	Oct. 20 Executive Committee Meeting	Nov. 17 Executive Committee Meeting	Dec. 15 Executive Committee Meeting
Transportation	TransPOL* 3 rd Thurs. 3:15-4:45PM Kitsap Transit		Feb. 20 <u>TransPOL Meeting</u>		April 16 <u>TransPOL Meeting</u>		June 25 <u>TransPOL Meeting</u>		Aug. 20 <u>TransPOL Meeting</u>		Oct. 15 <u>TransPOL Meeting</u>		Dec. 17 <u>TransPOL Meeting</u>
	TransTAC 2 nd Thurs. 12:30-2:30PM Kitsap Transit	Jan. 9 <u>TransTAC Meeting</u>		March 12 <u>TransTAC Meeting</u>		May 14 <u>TransTAC Meeting</u>		July 9 <u>TransTAC Meeting</u>		Sept. 10 <u>TransTAC Meeting</u>		Nov. 12 <u>TransTAC Meeting</u>	
Land Use	PlanPOL* 3 rd Tues. 1:30-3:00PM Kitsap Transit		Feb. 18 <u>PlanPOL Meeting</u>		April 21 <u>PlanPOL Meeting</u>		June 16 <u>PlanPOL Meeting</u>				Oct. 20 <u>PlanPOL Meeting</u>		
	LUTAC 2 nd Thurs. 9:30-11:30AM Norm Dicks Gov. Center	Jan. 9 LUTAC Meeting		March 12 LUTAC Meeting		May 14 LUTAC Meeting		July 9 LUTAC Meeting		Sept. 10 LUTAC Meeting			

*Open to the public

Appendix 1 – 8 Year Land Use Calendar

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

Draft v. 7-13-18

8 YEARS

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

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

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

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

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

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

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

v. 10-21-19

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 before Fiscal Agent Fee	% of Fiscal Agent Fee (By Jurisdiction and Non-Jurisdiction)	Fiscal Agent Fee*	Net 2020 Dues	% of budget
TOTAL			\$ 38,274,084,068							
Kitsap County (minus cities)	177,930.00	65.9%	\$22,540,162,991	59%	62.4%	\$ 114,840	-	(\$2,045)	\$ 112,794	
Bremerton	42,080	15.6%	\$3,603,403,693	9%	12.5%	\$ 23,005	33%	\$612	\$ 23,617	
Bainbridge Island	24,520	9.1%	\$8,406,309,515	22%	15.5%	\$ 28,572	41%	\$760	\$ 29,331	
Port Orchard	14,390	5.3%	\$1,849,694,593	5%	5.1%	\$ 9,352	14%	\$249	\$ 9,601	
Poulsbo	11,180	4.1%	\$1,874,513,276	5%	4.5%	\$ 8,318	12%	\$221	\$ 8,539	
SUB-TOTAL	270,100	100%	\$38,274,084,068	100%	100%	\$ 184,087	100%	\$1,841	\$ 183,882	90%
Port of Bremerton	2010 Census population = 105,314				33%	\$ 6,823	33%	\$68	\$ 6,891	
Kitsap Transit	Non-jurisdictions together = 10% of total dues.				46%	\$ 9,336	46%	\$93	\$ 9,429	
Suquamish Tribe					4%	\$ 898	4%	\$9	\$ 907	
PGST Tribe					4%	\$ 898	4%	\$9	\$ 907	
Port of Kingston**	2010 Census population = 2099				12%	\$ 2,500	12%	\$25	\$ 2,525	
SUB-TOTAL					100%	\$ 20,454	100%	\$205	\$ 20,659	10%
TOTAL DUES SUPPORT					Total	\$ 204,541		\$0	\$ 204,541	

2019 DUES FOR REFERENCE			
Jurisdiction	2019 Dues	Paid through September 2019	Dues Remaining
Kitsap County	\$ 126,128	\$ 118,510	\$ 7,618
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 = \$ 2,045.41

10%= \$ 204.54

90%= \$ 1,840.87

*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 approved a minimum dues rate of \$2500 in 2019.

Status of Kitsap's Federally-Funded Transportation Projects
(funded through PSRC's 2018-2020 and 2021-2022 Regional and Kitsap's Countywide Competitions)

	Jurisdiction	Project Name	Category	Phase	Amount Awarded	Status of Matching Funds	Obligation Deadline	Status of Meeting Obligation Date	Notes
1	Bainbridge Island	Sportman's and New Brooklyn Intersection Improvement	General	PE	\$156,000	Secured	2018	Complete	
2	Bainbridge Island	Fletcher Bay Shoulder	Non-Motorized	Construction	\$389,000	Secured	2018	On target	
3	Bainbridge Island	Sportman's and New Brooklyn Intersection Improvement	General	Construction	\$702,945	Secured	2022	On target	
4	Bainbridge Island	Madison Sidewalk Improvement	General	PE/Design & Construction	\$1,410,000		2022		
5	Bremerton	6th Street Preservation	Preservation	PE and Construction	\$640,100	Secured	2019 PE 2020 CN	On target	construction next summer
6	Bremerton	6th Street Preservation Phase 2	Preservation	PE/Design & Construction	\$877,873		2019 PE 2020 CN	On target	
7	Bremerton	Washington & 11th Improvements	General	PE/Design & Construction	\$4,152,000		2019 PE 2022 CN	On target	accelerated design
8	Kitsap County	Ridgetop Boulevard Phase 2	General	Construction	\$3,059,000	Secured	2019	Obligated	Grant \$ swap
9	Kitsap County	Totten Road	Non-Motorized	Construction	\$723,000	Secured	2020	On target	
10	Kitsap County	Silverdale Way Preservation	Preservation	Construction					De-federalized, \$ moved to Ridgetop project
11	Kitsap County	Seabeck Highway #2	Preservation/ Rural	Construction					De-federalized, \$ moved to Ridgetop project
12	Kitsap County	Carney Lake Road	Rural	Construction	\$389,000	Secured	2018	Obligated	Project completed
13	Kitsap County	SR104 Realignment	General RTCI	PE ROW	\$740,000 \$1,400,00	Secured Secured	2018 2021	Obligated On target	contingency funded
14	Kitsap County	National STEM School	General	Construction	\$1,848,752	Secured	2022	On target	

**Status of Kitsap's Federally-Funded Transportation Projects
(funded through PSRC's 2018-2020 and 2021-2022 Regional and Kitsap's Countywide Competitions)**

15	Kitsap County	Ridgetop - Mickelberry to Myhre	General	PE/Design	\$2,160,000	Secured	2019	Obligated	
16	Kitsap Transit	Kitsap Countywide Multimodal Transportation Plan Phase 1 Assessment	General	PE	\$800,000	Secured	2018	Complete	
17	Kitsap Transit	Wheaton Way Transit Center	General	Planning	\$249,000	Secured	2019	Complete	wrapping up construction
18	Kitsap Transit	Hwy 16 Park and Ride Alternatives Analysis	Non-Motorized	Construction	\$248,000	Secured	2019	On target	5 alternatives to be identified by Dec.
19	Kitsap Transit	Gateway Center TOD Planning	General	Planning	\$160,000	Secured	2019	On target	contingency funded
20	Kitsap Transit	Bainbridge Island Transfer Center Lighting and Security Upgrade	General	Construction	\$50,160	Secured	2019	On target	contingency funded
21	Kitsap Transit	2012-22 Bus and OTR Coach Purchase			\$7,187,244				Matching funds are reasonably secure however they are at risk due to I-976. Projects in general are on target however may be delayed or cancelled if I-976 is implemented.
22	Kitsap Transit	2021-22 Passengery Only Ferry System Preventative Mainenance			\$520,256				
23	Kitsap Transit	Gateway Bus Storage Facility and Park and Ride		PE/Design & Construction	\$720,000				
24	Kitsap Transit	North Kitsap Base			\$894,854				
25	Kitsap Transit	SR 104 and Bond Rd. Park and Ride		PE/Design & Construction	\$376,000				
26	Port Orchard	Tremont Street Widening	General	Construction	\$3,000,000	Secured	2018	Complete	
27	Port Orchard	Bay Street Pedestrian Pathway Project	Non-Motorized	ROW	\$1,923,590	Secured	2016	On Target	
28	Port Orchard	Bay Street Pedestrian Pathway West Situational Study	Non-Motorized	Planning	\$490,000	Secured	2022	On Target	
29	Poulsbo	Noll Road Phase 1 Construction	General	Construction	\$3,429,448	Secured	2019	On target	
30	Poulsbo	SR305 Pedestrian Tunnel		Construction	\$1,350,000	Secured	2021	On target	Adv. Const/early obligation 2019



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

Date: October 15, 2019

Time: 1:30 p.m. – 3:00 p.m.

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

Meeting Objectives:

- Review the KRCC Board Retreat agenda and discuss final logistics prior to the October 25 KRCC Board retreat.
- Discuss status updates for Kitsap Countywide Planning Policies (CPPs) Element C: Centers of Growth.
- Discuss administrative updates for KRCC PlanPOL.

1. Welcome and Introductions

2. Committee Updates and Action Items

a. Old Business

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

b. KRCC Board Retreat, October 25, 2019

Objective: To discuss the final logistics for the KRCC Board Retreat and ask questions of KRCC Staff

- Review [KRCC Board Retreat Agenda](#) Packet Pg.

3. New Business

- Kitsap Countywide Planning Policies (CPPs)

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

- Presentation including [PSRC Regional Centers Framework](#) and [summary update memo](#) regarding Kitsap CPPs (memo is attached, presentation slides will be provided at the meeting) Packet Pg. Packet Pg.
- Discuss steps to continue updating the Kitsap CPPs in 2019

4. Administrative Agenda

- Discuss the [draft KRCC 2020 Land Use Work Plan](#) Packet Pg
- The next meeting is tentatively scheduled for December 17, 2019
 - Suggested topics for the December agenda?
- Reminder: Affordable Housing Round Robin added as a standing agenda item (this will begin in January 2020)

5. Wrap Up

- Recap topics covered
- Summarize key decisions and action items

6. Public Comments

7. Adjourn



DRAFT ONLY - KRCC Land Use Technical Advisory Committee (LUTAC) Meeting Agenda
v. 10-31-19

Date: November 14, 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 [September 17 Meeting Summary](#) Packet Pg.

b. Discuss the Kitsap Countywide Planning Policies, Element C: Centers of Growth

- Review draft updates to Centers of Growth policies
- Live edit [Element C: Centers of Growth policies](#) as needed Packet Pg.
- Review [Draft Revisions to Element D: Rural Land Uses and Development Patterns](#) Packet Pg.
- and [draft LAMIRD map](#) (prepared by Kitsap County) Packet Pg.

3. New Business

- Opportunity to discuss the [KRCC Board Retreat](#) takeaways and follow-up items Packet Pg.
- Review the [draft KRCC 2020 Land Use Work Plan](#) Packet Pg.

4. Administrative Agenda

- The November meeting is the last meeting of 2019. The next meeting is tentatively planned for **January 9, 2020**
 - Discuss approaches to revise the 18-month and 8-year [Land-Use Calendar](#) Packet Pg.
- The next PlanPOL meeting is tentatively scheduled for **December 17, 2019**
 - Are there any recommendations for the meeting agenda?
 - Are there recommendations to present an update to PlanPOL?

5. Wrap Up

- Recap topics covered
- Summarize key decisions and action items

6. Adjourn



Draft Transportation Policy Committee (TransPOL) Meeting Agenda

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

Purpose: To review the Annual Transportation Project Status Report, review the PSRC Project Selection Task Force's recommendations to date regarding the Regional and Countywide Competitions, and to review best practices for successful Regional Projects from 2018 debriefs.

A. Welcome and Old Business (10 min)

Objective: Maintain the business and operations of KRCC.

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

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

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

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

C. Project Selection Task Force Updates (15 min)

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

- Overview of the role and milestones of Puget Sound Regional Council's (PSRC) Project Selection Taskforce
- Review Project Selection Taskforce's recommendations to date regarding the Regional and Countywide Competitions
- Discuss [proposal at PSRC to move STP funding from Regional to Countywide competition](#)

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

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

- Review [Project Selection Framework Elements](#)
- Review [best practices for successful Regional Projects from 2018 debriefs](#)
- Reminder to develop draft list of Regional Projects in 2020

E. Corridor Updates (10 min)

Objective: Share updates on corridor projects.

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

F. PSRC Transportation Policy Board Updates (5 min)

Objective: Stay current with PSRC transportation activities.

- Report out on the October 12 Transportation Policy Board meeting

Continued on next page.

G. KRCC TransTAC Updates (5 min)

- For reference: KRCC [TransTAC 9/12/19 meeting agenda](#)
- For reference: [KRCC TransTAC 10/10/19 call agenda](#)
- Next TransTAC meeting: 12/12/19

H. Announcements and Next Steps (10 min)

Objective: Ensure follow up on proposed ideas and tasks.

- Review draft [2020 Transportation Work Plan and schedule](#)
- Roundrobin of priority work plan items
- Next TransPOL meeting: 2/20/20 (tentative)

I. Public Comments (5 min)

J. Adjourn



Kitsap Regional Coordinating Council

Draft v. 10-9-2019

Draft TransTAC Meeting Agenda
October 10, 2019 | 2:00 – 3:00 PM
Call in: 206-456-6050; 1; 60497#

Topic	Documents
A. Welcome <ul style="list-style-type: none">Phone introductionsReminder to review 9/12/19 TransTAC meeting summary	9/12/19 TransTAC meeting summary
B. Regional Project Evaluation Committee and other PSRC Updates <p><i>Objective: Share updates on recent regional planning related developments at Puget Sound Regional Council.</i></p> <ul style="list-style-type: none">Discuss proposal made at RPEC to award all CMAQ funds through the Regional Competition and all STP through the Countywide CompetitionsUpdate on Project Delivery Working Group's recommended strategies for improving project delivery	CMAQ and STP Streamlining Proposal: PSRC Review PDWG Strategies Slides from 9/27 RPEC Meeting Summary of Strategies from 9/6 PDWG Meeting
C. Review 2020 KRCC Transportation Work Plan <p><i>Objective: Prepare for 2020 Transportation Committee meetings.</i></p> <ul style="list-style-type: none">Review 2020 KRCC Transportation Work Plan items and meeting scheduleRecommend changes as needed	2020 KRCC Transportation Work Plan and Meeting Schedule
D. Announcements and Next Steps <p><i>Objective: Ensure follow up on proposed ideas and tasks.</i></p> <ul style="list-style-type: none">Next TransPOL meeting: Thurs, October 17<ul style="list-style-type: none">Reminder to update the Annual Transportation Project Status Report for KRCC TransPOL reviewNext TransTAC meeting: Thurs, December 12	Transportation Project Status Report (link)
Adjourn	

*Supporting document provided



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



PSRC BOARDS v.10/21/19

Executive Board

Date of Next Meeting: **December 5, 2019** • 10:00 – 11:30 a.m.

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

- Committee Reports
- Consent: Approve minutes of 9/26/19 meeting; Approve vouchers dated 9/11/19-10/13/19; Approve Contract Authorization for Architect Services; Adopt Routine Amendment to the 2019-2022 Transportation Improvement Program (TIP); Authorize a Change in the Regional Transportation Plan Project Status for the King County Foothills Trail (South) and White River Bridge Project
- New Business: Authorize a Change in the Regional Transportation Plan Project Status for the Sound Transit Downtown Redmond Link Extension Project
- Regional Aviation Baseline Study Update

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

Transportation Policy Board (TPB)

Date of Next Meeting: **November 14, 2019** • 9:30 – 11:30 a.m.

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

- Consent: Approve Minutes of TPB Meeting held 9/12/19; Routine Amendment to the 2019-2022 Transportation Improvement Program (TIP); Recommend Authorizing Change in the Regional Transportation Plan Project Status
- Action: Recommend Authorizing Change in Regional Transportation Plan Project Status for Sound Transit Downtown Redmond Link Extension Project
- Discussion: SR 99 Tolling and the Seattle Squeeze; Report on PSRC's Bicycle/Pedestrian Work Program
- Information: PSRC Accepting Applications for Non-Voting Board Members on Policy Boards

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

Growth Management Policy Board (GMPB)

Date of Next Meeting: **November 7, 2019** • 10:00 a.m. – 1:00 p.m. (extended mtg)

Topics from **October 3, 2019** Meeting: (packet posted [here](#)):

- Consent: Approve Minutes of GMPB Meeting held 9/5/19
- Discussion: VISION 2050 Comment and Draft Review
- Information : PSRC Accepting Applications for Non-Voting Board Members on Policy Boards
- Information : Updated 2019 GMPB Calendar

Contact: Kristin Mitchell – kmitchell@psrc.org

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

Economic Development District Board

Date of Next Meeting: **December 4, 2019** • 1:00 – 3:00 p.m.

Topics from **October 2, 2019** Meeting: (packet posted [here](#)):

- Consent: Approve Minutes of meeting held 7/10/2019; Approve Voucher Dated June 18, 2019 in the Amount of \$70.00
- Action: Vice Presidential Election
- Discussion: Greater Seattle Partners Regional Prosperity Plan
- Discussion: Amazing Place Midpoint Review
- Information: Amazing Place Implementation Update - October 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

Operations Committee (OC)

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

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

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



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



PSRC COMMITTEES v.10/21/19

Regional Staff Committee (RSC)

Date of Next Meeting: **November 21, 2019** • 9:30 – 11:30 a.m.

Topics from **October 23, 2019** Meeting: (packet posted [here](#)):

- Reports: Meeting Summary for 9/19/19; PSRC Board Reports; Updates from PSRC Planning Department
- Discussion: Active Transportation Plan Update
- Discussion: VISION 2050
 - Review July – September Public Comments; Potential Amendments
- Information: 2019 Regional Staff Committee Schedule; Toolbox Peer Networking Series – November 21, 12-3pm

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

Bicycle/Pedestrian Advisory Committee (BPAC)

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

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

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

Contact: Kimberly Scrivner - kscrivner@psrc.org

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

Transportation Operators Committee (TOC)

Date of Next Meeting: **December 4, 2019** • 10:00 a.m. – 11:30 a.m.

Topics from **October 23, 2019** Meeting: (packet posted [here](#)):

- Action: Approval of Meeting Summary – 8/28/19
- Discussion: Report on PSRC Committee and Board Activities; Feedback on 2020 Project Selection; PSRC Work Program Update
- 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 FTA Caucus

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

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

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

Contact: Sarah Gutschow - sgutschow@psrc.org

KRCC Affiliates: Steffani Lillie; Alternate: Jeff Davidson

Regional Project Evaluation Committee

Date of Next Meeting: **October 25, 2019** • 9:30 a.m. – 11:00 a.m.

Topics from **September 27, 2019** Meeting: (agenda posted [here](#))

- Approve Meeting Summary for 6/28/19 & 7/26/19 meetings
- Transportation Policy Board Debrief
- Discussion: Project Selection Process; Project Delivery Working Group Summary;
- Information: Report on Attendance

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

Regional Traffic Operations Committee (RTOC)

Date of Next Meeting: **November 7, 2019** • 9:30 a.m. – 11:00 a.m.

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

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

Contact: Gary Simonson - gsimonson@psrc.org

KRCC Affiliates: Mark Dorsey, Jeff Shea, Shane Weber

Kitsap Regional Coordinating Council Revenue and Expense Report for Work Completed in 2019 (draft)																	
CASH BASIS																	
Draft v. 10-23-2019																	
Budget Month		1	2	3	4	5	6	7	8	9	10	11	12				
Calendar Month	Jan. '19	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan. '20	YTD	Budget	% Budget Year	% Budget
Revenue																	
Member Dues	\$ 17,060.08	\$ 159,235.08	\$ 8,948.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08					\$ 232,014	N/A	N/A	N/A
Events/Receptions		\$ 600							\$ 25						N/A	N/A	N/A
Application Fees															N/A	N/A	N/A
Other															N/A	N/A	N/A
Carry Forward	\$ 9,921.63														N/A	N/A	N/A
Total Revenue	\$ 26,981.71	\$ 159,835.08	\$ 8,948.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,820.08	\$ -	\$ -	\$ -	\$ -	\$ 242,560.35			
Operating Expenses																	
Triangle labor/expenses		\$ 15,930.65	\$ 17,273.65	\$ 18,083.30	\$ 14,020.01	\$ 21,324.79	\$ 11,258.12	\$ 9,254.83	\$ 16,474.53					\$ 123,619.88	\$ 197,275	67%	62.66%
Legal Services		\$ 822.80			\$ 103.20		\$ 206.40							\$ 1,132.40	\$ 2,000	67%	56.62%
WCIA Insurance	\$ 5,016													\$ 5,016.00	\$ 5,000	67%	100.32%
Room Rentals				\$ 308.00					\$ 154.00					\$ 462.00	\$ 1,302	67%	35.48%
Reserves														\$ -	\$ 4,500	67%	0.00%
Miscellaneous			\$ 34.88	\$ 1.00	\$ 300.00				\$ 0.50					\$ 336.38	\$ 3,841	67%	8.76%
Total Op. Expenses	\$ 5,016.00	\$ 16,753.45	\$ 17,308.53	\$ 18,392.30	\$ 14,423.21	\$ 21,324.79	\$ 11,464.52	\$ 9,254.83	\$ 16,629.03	\$ -	\$ -	\$ -	\$ -	\$ 130,566.66	\$ 213,918	67%	61.04%
Net Income														\$ 111,993.69			
Total Reserves*	\$19,500																

Amendments/Modifications/Notes:

- Note 1Triangle Associates' invoice in January 2019 was for work completed in 2018 and can be found on the 2018 income statement.
- *Note 2KRCC staff is working with Kitsap County's Budget & Finance Department to confirm the total reserve levels for KRCC.
- Note 3The \$3,000 in West Sound Alliance payments are accounted for under Member Dues