



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.

*Approved
May 5, 2020*

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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 application is available on the KRCC website and is included in Appendix B. Ports are eligible to apply for membership to KRCC as a “Member Agency” according to the following criteria:

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

While the above criteria are required to join KRCC as a “Member Agency,” ports not meeting these criteria can apply as a non-voting member. 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.

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.

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. 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

5. 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

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

opportunity to publically discuss these plans. However, the formation or discontinuation of standing committees does not require a formal vote of the KRCC Board.

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).

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

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.

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. Annual State Audit Report

1. BACKGROUND

(Section added on May 5, 2020)

In January 2020, the Washington State Auditor's Office conducted an audit of KRCC and recommended that Kitsap County, KRCC's fiscal sponsor, treat KRCC as a special purpose district. Local governments are required to file the following schedules with the State Auditor's Office as required by RCW [43.09.230](#) within 150 days of its fiscal year end:

- 01 Revenues/Expenditures/Expenses
- 09 Liabilities (currently there is no long term debt)
- 15 Expenditures of State Financial Assistance (currently no state grants)
- 16 Expenditures of Federal Awards (currently no federal grants)
- 19 Labor Relations Consultant(s)
- 21 Risk Management
- 22 Assessment Questionnaire

2. KRCC TO SUBMIT ANNUAL AUDIT REPORTS

Special purpose districts must file their own reports with the State Auditor's Office. KRCC staff will be responsible for filing the applicable reports within 150 days of year end moving forward.

7. 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.

8. 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.

9. 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.

10. 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 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 Executive Committee.

11. 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

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 is invited to observe PlanPOL meetings and answer questions if needed. LUTAC agendas are developed by LUTAC in coordination with KRCC staff and reviewed and commented on by the Executive Committee.

4. MEETING SCHEDULE

PlanPOL may meet quarterly during transportation funding cycle years, or every other month during off-transportation funding cycle years, to discuss pertinent land use issues. 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 Executive Committee.

12. 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: _____