



Kitsap Regional Coordinating Council

KRCC Board Meeting Agenda

v. 9/28/2023

Date: October 3, 2023

Time: 1:45 PM – 3:45 PM

Place: This meeting will be held primarily in person with virtual options.

In-Person option: Norm Dicks Government Center Chambers, 345 6th Street, Bremerton, WA 98337

Virtual option (if needed):

- To participate in the video conference remotely and view the screen share:
<https://us06web.zoom.us/j/88278378408>. If you are joining by video, please add your affiliation after your name.
- To participate by phone only: Dial 253 215 8782 and enter the Webinar ID: 882 7837 8408

This meeting will be recorded via Bremerton Kitsap Access Television (BKAT).

1. Welcome and Introductions

2. Chair's Comments

3. Consent Agenda (vote)

- A. **ACTION:** Approve the [6/6 KRCC Board Meeting Summary](#) Page 3
- B. Review April, May, June, July Executive Committee meeting summaries
(Reference Packet pages #2, #5, #8, #12)
- C. **ACTION:** Approve [expense vouchers](#) 23-9 to 23-15 Page 9

4. Full Discussion/Action Items

- A. **ACTION:** Approve [Resolution honoring Chairman Sullivan](#) Page 10
- B. Affirm the [updated 2023 KRCC roster](#) Page 11
- C. Affirm the [updated 2023 PSRC roster](#) Page 12
- D. Review the [draft 2024 Work Plan](#) Page 14
- E. Review the [draft 2024 Budget](#) Page 28
- F. Update on Economic Development themed 11/7 Board meeting ([memo](#)) Page 29
- G. Discuss 2023 [Legislative Reception and Legislative Orientation](#) Page 30

5. KRCC Committee Reports

- A. Land Use Items
- B. Transportation Items

6. PSRC Board and Committee Reports*

- A. PSRC Committees and Boards Report (*Reference Packet page #16*) and other updates*
 - Updates from the PSRC Executive Board
 - Updates from the Growth Management Policy Board
 - Updates from the Transportation Policy Board
 - Updates from the Economic Development District Board

7. Corridor Committee Reports*

8. Housing and Shelter Updates

9. KRCC Emergent and Countywide Issues

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

10. Staff Report

A. [KRCC Income Statement](#)*

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11. Public Comment

12. KRCC Board Questions, Concerns, and Announcements

13. Adjourn

* Standing agenda item



Kitsap Regional Coordinating Council

The Kitsap Peninsula is the home of sovereign Indian nations, namely the Suquamish and Port Gamble S'Klallam Tribes.

DRAFT KRCC Board Meeting Summary

v. 7/12/2023

Date: June 6, 2023

Time: 1:45 pm – 3:45 pm

Hybrid meeting with in-person participation at Norm Dicks Government Center Chambers and remote participation via Zoom

Decisions		
The KRCC Board approved: <ul style="list-style-type: none"> The 5/2 KRCC Board meeting summary Voucher 23-8 The draft housing allocations as an appendix to the Kitsap Countywide Planning Policies 		
Actions	Who?	Status
Continue discussion regarding KRCC legislative engagement	Executive Committee	In Progress
Forward approved Housing Allocations Appendix to Kitsap County for adoption into CPPs	KRCC Staff	Complete
Cancel June PlanPOL meeting	KRCC staff	Complete
Review and update KRCC and PSRC rosters due to PSRC president election and appointment of County Commissioner	Executive Committee	In Progress

1. Welcome and Introductions

KRCC Chair/Bremerton Mayor Greg Wheeler welcomed the Executive Board to the hybrid meeting.

2. Chair’s Comments

The major agenda item for this meeting was voting on the countywide housing allocations as an appendix to the Kitsap Countywide Planning Policies.

3. Consent Agenda

- Approve the May 2 Board meeting summary and expense voucher 23-8

Commissioner Garrido moved to approve the consent agenda which consisted of the May 2 Board meeting summary and one expense voucher totaling \$14,204.05. Commissioner Strakeljahn seconded the motion. The consent agenda was approved as drafted without objection.

4. Full Discussion/Action Items

- Approve the draft Housing Allocations as an appendix to the Kitsap Countywide Planning Policies (CPPs)

The KRCC Board reviewed the draft housing allocations during its May meeting. As outlined in the memo in the board materials packet, the KRCC Board, Planning Policy Committee, and Land Use Technical Advisory Committee have worked over several months to choose an appropriate methodology and develop these countywide housing allocations for Kitsap County jurisdictions. KRCC

considered developing a Kitsap-specific methodology but opted to follow Department of Commerce's recommended Methodology A to save time, costs, and complications that could result from creating a unique methodology. Because there is not a better alternative available, PlanPOL and LUTAC recommended passing these draft allocations. Board members shared the following comments:

- More housing is needed, and housing is a top priority, but these housing allocations numbers will not be achievable without significant funding. Subsidies and investment will be needed to create housing, especially for the lower income bands.
- Housing allocations numbers seem aspirational and not within the control of local governments.
- Current tax structures do not support local governments' needs to meet the rising demand for housing. Local jurisdictions do not have structures in place to achieve these goals.
- Housing allocations requirements are perceived by local governments as unfunded mandates.
- Medicaid beds in skilled nursing facilities are not counted as permanent supportive housing. It is unclear whether veterans in supportive housing are counted.
- Local governments are creative and strategic with the funding they receive from state sources but will need more funding and better collaborative partnership from state government to address rising demand for housing at all income levels.

After approval by the Board, housing allocations will be included as an appendix to the Kitsap Countywide Planning Policies. Changes to appendices of the CPPs do not require full ratification by Cities and Tribes; rather Kitsap County can re-adopt the CPPs with the new appendix.

Mayor Putaansuu moved to approve the draft housing allocations as an appendix to the CPPs. Mayor Deets seconded the motion. The motion was carried with unanimous approval.

- Discuss a revised approach to engaging with legislators in 2023

State legislators had originally been invited to attend the June 6 Board meeting for a discussion with the KRCC Board about the recent legislative session. Because few legislators had been available to attend, the discussion with legislators was canceled. Instead, Board members discussed ideas for revising their approach to engaging with legislators. 26th district Senator Emily Randall attended the KRCC meeting as an observer and offered her thoughts on how to build stronger working relationships with state legislators, effectively communicate priorities and concerns and how and foster a spirit of cooperation between state and local officials.

Observations and suggestions from the senator:

- She found observing the KRCC Board meeting informative and will encourage other legislators to attend KRCC Board meetings.
- Written legislative agendas get read once and filed away. Interaction, whether virtual or in-person, is longer lasting and builds deeper relationships.
- Legislators are often more available for longer interactions to learn context and research issues to gain deeper understanding in the interim between sessions.
- The panel discussions and conversations at prior KRCC receptions have been useful to hear from KRCC members about the issues they care about to inform legislators as they head into a new session.
- Hearing when KRCC members are aligned on an issue is helpful, AND hearing from individual jurisdictions or agencies is also helpful.

Observations and suggestions from Board members:

- Receptions have been useful for building lasting relationships. Even when legislator turnout is low, the conversation among those who do show up is valuable.
- Would like to continue to have receptions, regardless of whether there is a formal panel or a more informal dialogue.
- It seems important to engage other Council Members and Commissioners too. Historically the reception was moved to an evening event with food so more could attend. Recommend continuing in that format with a few key questions or topics to prompt interest in discussion.

The Executive Committee will take this input into account as they move forward with developing plans and next steps for legislative engagement.

5. KRCC Committee Reports

Land Use

Since the housing allocations appendix was approved by the Board, the June 20 PlanPOL meeting will be canceled. The next PlanPOL meeting will be on October 17. The next LUTAC meeting will be on September 14. Fall discussions will involve planning for the land use program for 2024.

Transportation

TransTAC met on May 11 and talked with PSRC Transportation Policy Board. TransTAC members also discussed ongoing projects. Project delivery is on track and moving forward. Kitsap County and Kitsap Transit are preparing for the Rural Transportation Competition. Screening forms were due June 2. Applications are due July 28. TransTAC and TransPOL meet next in the fall to develop the transportation program for 2024.

6. PSRC Board and Committee Reports

- Updates from the PSRC Executive Board

The PSRC Executive Board met in person for its General Assembly last month. Poulsbo Mayor Erickson was elected for a 2-year term as PSRC president. Snohomish County Executive Dave Somers was elected PSRC vice president.

- Updates from the Transportation Policy Board

Because of Mayor Erickson's role as PSRC president, Kitsap Transit Board elected Mayor Putaansuu to replace Mayor Erickson as the representative for Kitsap Transit on the Transportation Policy Board (TPB) and notified PSRC of the change. Someone else will need to serve in the small cities seat on the TPB, which represents Bainbridge, Poulsbo, and Port Orchard. Members from those cities recommend Bainbridge Island Councilmember Schneider who has been serving as small cities alternate be elevated to representative and Port Orchard Councilmember Clausen to serve as the small cities alternate.

- Updates from the Economic Development District Board

Commissioner Strakeljahn's 2-year term as Economic Development District (EDD) Board president ends in January. The EDD will meet June 7 to discuss the Americas Competitiveness Exchange tours held last month in which 60 delegates from 20 countries spent a day touring each of the four PSRC counties. The tours were well attended and well received.

7. Corridor Committee Reports

- Highway 305 - Appreciations were shared for the City of Bainbridge Island and Kitsap County who spoke up to support coverage of \$1.12 million in overages in the Johnson Road roundabout project outside Poulsbo. Their support was instrumental in getting concurrence for the Department of Transportation to reprioritize funding to cover these expenses. The road connecting the roundabout is scheduled to open June 17. Deer and other wildlife are already using the bike tunnel to safely cross the road.
- Gorst – \$16 million of funding for Gorst was at risk of being cut from the state budget, but thanks to the support of Senators Rolfes and Randall and others, that funding was retained and will begin to become available to the project starting in July.

8. KRCC Emergent and Countywide Issues

A shelter is needed in Kitsap County to house people in need and in crisis. Existing shelters and the soon-to-open shelter on Mile Hill Drive in Port Orchard cannot meet current and anticipated need. Mayor Erickson recommends working together to plan for a shelter in the central part of Kitsap County near the hospital and Silverdale that could open by fall 2023. Mayor Erickson plans to task Poulsbo staff to outline the pieces of a plan for a shelter and suggests a multijurisdictional approach to funding it. She plans to bring a draft for consideration to the next KRCC meeting. Other members acknowledged the need and the desire to work together on this issue. The Mile Hill Drive shelter is willing to host another open house and tour of the shelter.

9. Staff Report

- 2023 Audit
KRCC staff submitted the 2022 audit using cash basis reporting.
- Staffing updates
Claire Wendle will be heading to law school in the fall. Sophie Glass will be serving as interim Transportation Program lead. Peter Walters took a different position, so Cheryl Klotz will remain the administrative point of contact for KRCC's day-to-day business.
- KRCC Income Statement
The income statement is provided in the meeting packet.

10. Public Comment

An opportunity for public comment was offered. There were no public comments.

11. KRCC Board Questions, Concerns, and Announcements

- October 3 Board meeting
The next meeting of the KRCC Board will be October 3, 1:45-3:45 pm and will include presentations and discussion on economic development in the Kitsap region in addition to regular KRCC business and planning for KRCC's 2024 work plan and budget. Part of the economic development discussion will involve KRCC and Kitsap's potential relationship with Greater Seattle Partners.

12. Adjourn

Meeting adjourned at 2:45 PM

Appendix A – Board Members in Attendance

Jurisdiction	Board Member	In Attendance?
Bainbridge Island		
	Councilmember J. Deets (V. Chair)	present
	Councilmember L. Schneider	
Bremerton		
	Mayor G. Wheeler (Chair)	present
	Council Member D. Frey	
	Council Member M. Goodnow	
Kitsap County		
	Commissioner C. Garrido	present
	Commissioner K. Walters	present
	(Vacant seat)	
Kitsap Transit		
	Director J. Clauson	present
Naval Base Kitsap		
	Captain J. Hale	present
	Allison Satter (alt.)	present
Port Gamble S'Klallam Tribe		
	Chairman J. Sullivan	
Port of Bremerton		
	Commissioner A. Strakeljahn	present
	Commissioner G. Anderson (alt.)	
	Commissioner C. Bozeman (alt.)	
Port of Kingston		
	Commissioner M. McClure	
	Commissioner S. Heacock (alt.)	
Port Orchard		
	Mayor R. Putaansuu	present
	Council Member J. Rosapepe	
	Council Member Mark Trenary (alt.)	
Poulsbo		
	Mayor B. Erickson	present
	Council Member E. Stern	present
Suquamish Tribe		
	Council Chair L. Forsman	
	Council Member J. Mills (alt.)	
Other		
WSDOT	JoAnn Schueler	
WSDOT	Gaius Sanoy (alt.)	
WSF		
Dept. of Commerce		

Appendix B – Non-Board-Member Participants

Affiliation	Name
KRCC Facilitation Team	
KRCC Program Lead	Sophie Glass
KRCC Administrative Lead	Cheryl Klotz
KRCC Transportation Program Lead	Claire Wendle
KRCC Land Use Program Lead	Pauline Mogilevsky

DRAFT October 3, 2023 Consent Agenda

To: KRCC Board

From: KRCC Executive Committee

Subject: Approval of Vouchers

In Brief: The KRCC Executive Committee has authority to authorize payment of KRCC expenses. The KRCC Executive Committee recommends that the KRCC Board approve the following expenses for allowability.

Voucher Number	Date of Invoice/Expense	Description	Amount
23-9	May 19, 2023	SAO Audit invoice	\$ 2,049.60
23-10	May 22, 2023	Postage - interfund chargeback to Kitsap County	\$ 1.77
23-11	June 7, 2023	Triangle invoice for May services	\$ 18,216.73
23-12	July 12, 2023	Triangle invoice for June services	\$10,961.05
23-13	August 15, 2023	Gold Mountain Golf Club venue deposit	\$875.00
23-14	August 16, 2023	Triangle invoice for July services	\$ 8,719.46
23-15	September 25, 2023	Triangle invoice for August services	\$ 10,618.71
		TOTAL	\$ 51,442.32



Kitsap Regional Coordinating Council

DRAFT KITSAP REGIONAL COORDINATING COUNCIL RESOLUTION 2023-1

A RESOLUTION OF THE KITSAP REGIONAL COORDINATING COUNCIL REGARDING HONORING THE LIFE AND CONTRIBUTIONS OF PORT GAMBLE S’KLALLAM TRIBAL CHAIRMAN JEROMY SULLIVAN
v. 9/21/2023

WHEREAS, the Kitsap Regional Coordinating Council honors the life and contribution of the Port Gamble S’Klallam Tribal Chairman Jeromy Sullivan, who passed away June 30, 2023; and

WHEREAS, Chairman Sullivan, who was first elected as a Tribal Councilman in 2005 and then Chairman in 2010, was a devoted advocate for the environment, cultural preservation, and salmon recovery; and

WHEREAS, Chairman Sullivan was a staunch advocate of healing Port Gamble Bay, an important ancestral waterway adjacent to the Tribe’s reservation, through removing thousands of creosote pilings and contaminated sand from the site of a former mill; and

WHEREAS, Chairman Sullivan was founder of the Kitsap Forest & Bay project, which became the Port Gamble Forest Heritage Park, the largest park in Kitsap County, and now provides for recreation, environmental restoration, and opportunities for the Tribal community to practice Treaty-protected cultural traditions; and

WHEREAS, Chairman Sullivan led projects to support the health and wellness of Tribal members, including the first Tribe in the nation to run its own foster care and adoption program, and the construction of the Port Gamble S’Klallam Community Health Center to provide medical and behavioral health services and public health education; and

WHEREAS, Chairman Sullivan represented the Port Gamble S’Klallam Tribe on the Kitsap Regional Coordinating Council, the Salmon Recovery Funding Board, and the Hood Canal Coordinating Council, and

WHEREAS, Chairman Sullivan received the Billy Frank Jr. Leadership award that recognizes initiative, commitment, and accomplishment in protecting tribal sovereignty and natural resources in Western Washington.

NOW THEREFORE BE IT PROCLAIMED the Kitsap Regional Coordinating Council hereby recognizes the life of Jeromy Sullivan, his remarkable contributions, leadership, vision, and unwavering advocacy for the environment, cultural preservation, and salmon recovery that has improved the lives of generations to come in Kitsap County and beyond.

RESOLVED this 3rd day of October 2023.

BREMERTON MAYOR GREG WHEELER, KRCC CHAIR

Date: _____

BAINBRIDGE ISLAND COUNCILMEMBER JOE DEETS, KRCC VICE CHAIR

Date: _____

Draft KRCC Committee Roster v. 9.14.23

Jurisdiction (alphabetical)	Executive Board	Executive Committee	PlanPOL	TransPOL	LUTAC	TransTAC
Bainbridge Island	Councilmember J. Deets (V. Chair) Councilmember L. Schneider	Councilmember J. Deets (V. Chair)	Councilmember K. Hytopoulos Councilmember J. Quitslund (alt.)	Councilmember L. Schneider Councilmember J. Quitslund (alt.)	Jennifer Sutton HB Harper Patty Charnas	Chris Wierzbicki Chris Munter (alt.) Peter Corelis (alt.)
Bremerton	Mayor G. Wheeler (Chair) Council Member D. Frey Council Member M. Goodnow	Mayor G. Wheeler (Chair)	Mayor G. Wheeler Council Member M Goodnow (alt.)	Mayor G. Wheeler Council Member D. Frey (alt.)	Andrea Spencer	Shane Weber Vicki Grover (alt.) Ned Lever (alt.)
Kitsap County	Commissioner C. Rolfes Commissioner C. Garrido Commissioner K. Walters	Commissioner K. Walters Commissioner C. Garrido (alt.)	Commissioner C. Garrido Commissioner K. Walters (alt.)	Commissioner C. Rolfes Commissioner C. Garrido (alt.)	Jeff Rimack Eric Baker Colin Poff	David Forte Andrew Nelson Joe Rutan (alt.)
Kitsap Transit	Director J. Clauson		Director J. Clauson Steffani Lillie (alt.)	Director J. Clauson Steffani Lillie (alt.)	Ed Coviello Steffani Lillie (alt.)	Steffani Lillie Ed Coviello (alt.)
Naval Base Kitsap	Captain John Hale Allison Satter (alt.)		Allison Satter Nicole Leaprot-Figueras (alt.)	Allison Satter Nicole Leaprot-Figueras (alt.)	Allison Satter Nicole Leaprot-Figueras (alt.)	Allison Satter Nicole Leaprot-Figueras (alt.)
Port Gamble S'Klallam Tribe	<i>vacant until 10/24 special election</i>		<i>vacant</i>	<i>vacant</i>	Barrett Schmanska Marla Powers (alt.)	Barrett Schmanska Marla Powers (alt.)
Port of Bremerton	Commissioner A. Strakeljahn Commissioner G. Anderson (alt.) Commissioner C. Bozeman (alt.)	Commissioner A. Strakeljahn	Commissioner C. Bozeman Commissioner G. Anderson (alt.) Commissioner A. Strakeljahn (alt.)	Commissioner A. Strakeljahn Commissioner G. Anderson (alt.) Commissioner C. Bozeman (alt.)	James Weaver	Arne Bakker
Port of Kingston	Commissioner M. McClure Commissioner S. Heacock (alt.)		Commissioner S. Heacock Commissioner M. McClure (alt.)	Commissioner M. McClure Commissioner L. Gronnvoll (alt.)		
Port Orchard	Mayor R. Putaansuu Council Member J. Rosapepe Council Member M. Trenary (alt.)	Mayor R. Putaansuu	Mayor R. Putaansuu Council Member J. Rosapepe (alt.)	Mayor R. Putaansuu Council Member J. Rosapepe (alt.)	Nick Bond Jim Fisk	Chris Hammer
Poulsbo	Mayor B. Erickson Council Member E. Stern	Mayor B. Erickson	Mayor B. Erickson Council Member C. Lord (alt.)	Mayor B. Erickson Council Member Stern (alt.)	Heather Wright	Diane Lenius Josh Ranes Michael Bateman (alt.)
Suquamish Tribe	Council Chair L. Forsman Council Member J. Mills (alt.)		Council Chair L. Forsman Council Member J. Mills (alt.)	Council Chair L. Forsman Council Member J. Mills (alt.)	Alison O'Sullivan	Alison O'Sullivan
Other						
PSRC			Paul Inghram	Kelly McGourty	Liz Underwood-Bultmann, Erika Harris	Kelly McGourty, Kalon Thomas
WSDOT	George Mazur			George Mazur	Yvette Liufau	George Mazur
WSDOT	Ashley Carle (alt.)			Ashley Carle (alt.)	George Mazur	Ashley Carle (alt.)
WSDOT					Debbie Clemen	Jennifer Barnes
WSF						Stephanie Circovich
WA Dept. of Commerce					Catherine McCoy	
WA Dept. of Commerce					Carol Holman	
KEDA					Joe Morrison	

2023 Puget Sound Regional Council (PSRC) and Corridor Committee Appointments for the Kitsap Regional Coordinating Council (KRCC)
v. 9.28.23

Below is a list of 2023 KRCC appointees serving on PSRC Boards. This list also includes KRCC appointees on corridor committees.
Reminder: Always check the KRCC website for the most up to date information. <http://www.kitsapregionalcouncil.org/>

	Jurisdiction	Representative	Alternate(s)
PSRC Boards	Economic Development District Board (EDD)		
	Kitsap County	Charlotte Garrido	Katie Walters
	Kitsap Other Cities**	Ed Stern (Poulsbo)	Shawn Cucciardi (Port Orchard)
	Suquamish Tribe	Leonard Forsman	Luther "Jay" Mills
	Port of Bremerton	Axel Strakeljahn	Cary Bozeman
	Bremerton	Greg Wheeler	Jeff Coughlin
	Executive Board		
	Kitsap County	Charlotte Garrido	Katie Walters
	Kitsap Other Cities**	Joe Deets (Bainbridge)	Rob Potaansuu (Port Orchard)
	Port of Bremerton	Axel Strakeljahn	Gary Anderson
	Bremerton	Greg Wheeler	Jeff Coughlin
	Port Orchard	Rob Putaansuu	Jay Rosapepe
	Growth Management Policy Board (GMPB)		
	Kitsap County	Katie Walters	Christine Rolfes
	Kitsap Other Cities**	Jon Quitslund (Bainbridge)	Joe Deets (Bainbridge)
	Suquamish Tribe	Rob Purser	Tom Ostrom
	Bremerton	Greg Wheeler	Jeff Coughlin
	Operations Committee (OC)		
	Kitsap County/Cities*	TBD	TBD (Bainbridge)
	Transportation Policy Board		
	Kitsap County	Christine Rolfes	Charlotte Garrido
	Other Cities**	Leslie Schneider (Bainbridge)	John Clauson (Port Orchard)
	Kitsap Transit	Rob Putaansuu (Port Orchard)	John Clauson
	Ports	(filled)	Cary Bozeman
	Suquamish Tribe	Luther "Jay" Mills	Leonard Forsman
	Bremerton	Greg Wheeler	Jeff Coughlin
Rotating Alternate			
Other Cities** (for Policy Boards)	Brenda Fantroy-Johnson (Bainbridge)		
Corridor Committees	SR 305		
	Kitsap County		Christine Rolfes
	Poulsbo		Becky Erickson
	Suquamish Tribe		Leonard Forsman
	Kitsap Transit		John Clauson
	Bainbridge Island		Joe Deets
	SR 16		
	Kitsap County		Charlotte Garrido
	Port Orchard		Rob Putaansuu
	Port of Bremerton		Axel Strakeljahn
	Kitsap Transit		John Clauson
SR 104			
TBD		TBD	

*Selected from PSRC Executive Board meetings

**"Other cities" seats are shared by 3 cities (Bainbridge, Port Orchard, Poulsbo) and rotated among them year to year.

**2023 Puget Sound Regional Council (PSRC) Appointments for the Kitsap Regional Coordinating Council (KRCC)
v. 9.26.23**

Below is a list of 2023 KRCC appointees serving on PSRC Committees.
Reminder: Always check the KRCC website for the most up to date information. <http://www.kitsapregionalcouncil.org/>

PSRC Committees	Jurisdiction	Representative	Alternate(s)
	Bicycle/Pedestrian Advisory Committee		
	Kitsap County	Melissa Mohr	David Forte
	Bremerton	Chris Dimmitt	Vicki Grover
	Other Cities**	Chris Wierzbicki (Bainbridge Island)	Anthony Burgess (Poulsbo)
	Regional FTA Caucus		
	Kitsap Transit	Steffani Lillie	Jeff Davidson
	Regional Project Evaluation Committee		
	Kitsap Other Cities**	Diane Lenius (Poulsbo)	Chris Hammer (Port Orchard)
	Kitsap County	David Forte	Joe Rutan
	Port of Bremerton	Arne Bakker	James Goodman
	Bremerton	Shane Weber	Ned Lever; Vicki Grover
	Kitsap Transit	Steffani Lillie	Jeff Davidson
	Regional Staff Committee		
	Kitsap County	Eric Baker	Jeff Rimack
	Other Cities**	Nick Bond (Port Orchard)	Patty Charnas (Bainbridge Island)
	At Large	Heather Wright (Poulsbo)	Patty Charnas (Bainbridge Island)
	Transit	Ed Coviello	
	Bremerton	Andrea Spencer	Garrett Jackson
	Economic Development Rep	Joe Morrison (KEDA)	
Regional Traffic Operations Committee			
Kitsap Other Cities**	Chris Hammer (Poulsbo)		
Kitsap County	Joe Rutan		
Bremerton	Vicki Grover	Chris Dimmitt	
Kitsap Transit	Steffani Lillie		
Regional Transportation Demand Management Committee			
Kitsap Other Cities** or Kitsap County	Chris Hammer (Port Orchard)		
Bremerton	Cathy Bonsell	Vicki Grover	
Kitsap Transit	Lindsay Kuiphoff	Steffani Lillie	
Regional TransTAC Chairs Committee			
KRCC TransTAC	Steffani Lillie (Kitsap Transit)	David Forte (Kitsap County)	
Transportation Operators Committee			
Kitsap Transit	Steffani Lillie	Ed Coviello	
Freight Advisory Committee			
Bremerton	Vicki Grover	Shane Weber	
Kitsap County	David Forte	Melissa Mohr	
Port of Bremerton	Arne Bakker	James Goodman	
Regional Intelligent Transportation System Committee			
Bremerton	Vicki Grover	Shane Weber	

**"Other cities" seats are shared by 3 cities (Bainbridge, Port Orchard, Poulsbo) and rotated among them year to year.

Kitsap Regional Coordinating Council

2024 Work Plan, Scope of Work, and Budget Proposal

Draft v. 9/25/23

DRAFT





2024 KRCC Work Plan and Triangle Associates Scope of Work

Purpose: The purpose of this document is to outline the initiatives, activities, and tasks that the Kitsap Regional Coordinating Council's (KRCC) Board and committees expect to address in 2024, including:

- Completing the 2024 Regional and Countywide Federal Highway Administration (FHWA) Surface Transportation Program Funding Competitions (2027-2028 obligation years).
- Supporting jurisdictions in incorporating housing allocations into individual Comprehensive Plans.
- Remaining current and proactive in relation to the activities managed by the Puget Sound Regional Council;
- Maintaining the administration of the organization by updating and implementing the KRCC Policies and Procedures Manual, Interlocal Agreement (ILA), and Bylaws.

Staffing: Triangle Associates, Inc. will provide the staff to support the KRCC Board and committees. 2024 staff include:

- Sophie Glass, KRCC Program Lead
- TBD, KRCC Transportation Program Lead
- Pauline Mogilevsky, KRCC Land Use Program Lead
- Zak Ott, KRCC Coordination Lead

Contents: The KRCC 2024 Work Plan – Scope of Work includes:

- I. Administrative Program Work Plan and Triangle Scope of Work
- II. Land Use Program Work Plan and Triangle Scope of Work
- III. Transportation Program Work Plan and Triangle Scope of Work
- IV. 2024 calendar with an overview of expected meetings

I. KRCC Administrative Program 2024 Work Plan Narrative

The proposed tasks for the KRCC Executive Committee and KRCC Board for 2024 are outlined in the table below. KRCC staff will support the KRCC Executive Committee and Board in completing these action items.

Legend: These work plans include the following activities represented by icons:



Research/Writing



Discussions at Meetings



Letters



Outreach



Requires KRCC Board Approval

Action Item	Executive Committee's Role	Board's Role
1. Select members of the 2024 KRCC Executive Committee. (Bylaws)	Review proposed Executive Committee members. (Jan. 2024)	Review (no vote required) the 2024 Executive Committee. (Feb. 2024)
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. (Jan. 2024)	Approve PSRC Board and Committee appointments. (Feb. 2024)
3. 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-Sept. 2024)	Review and approve new KRCC member(s) by the last KRCC Board meeting of the year. (Sept.-Dec. 2024)
4. Develop and approve the 2025 annual budget and workplan. (Interlocal Agreement)	Develop and review the draft 2025 budget and workplan. (July – Dec. 2024)	Review the draft budget and workplan (Nov. 2024); approve the 2025 budget and workplan (Dec. 2024).
5. Develop and facilitate annual retreat focused on homelessness & affordable housing.	Review draft retreat agenda.	Approve the retreat agenda and participate in retreat.
6. Plan and execute a Legislative Reception. (Policies and Procedures Manual)	Review the Legislative Reception plan from KRCC staff and provide guidance. (Sept.-Nov. 2024)	Review the Legislative Reception plan from KRCC staff and provide guidance. (Oct.-Nov. 2024)
7. Distribute contractor evaluation. (Policies and Procedures Manual)	Develop contractor evaluation form. (Oct. 2024)	Return contractor evaluation form (Nov. 2024) and discuss (Dec. 2024)
8. Identify vacancies on PSRC Boards and Committees. (Policies and Procedures Manual)	Review the vacancies on PSRC Boards and Committees. (Nov. 2024)	Review the vacancies on PSRC Boards and Committees. (Dec. 2024)
9. Discuss and vote on 2025 Chair and Vice-Chair. (Bylaws)	Review proposed 2025 Chair and Vice Chair. (Nov. 2024)	Vote on proposed 2025 Chair and Vice Chair. (Dec. 2024)

I. 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 KRCC Chair priorities, 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 as needed with Board representatives from each jurisdiction to maintain an understanding of each jurisdiction’s issues and interests;
- h) Developing a revenue and expense report for KRCC Board meetings; and
- i) Issuing public notices for KRCC Board meetings on the KRCC website.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> • Sophie Glass • TBD, KRCC Transportation Program Lead • Pauline Mogilevsky • Zak Ott 	<ul style="list-style-type: none"> • 6 KRCC Board meetings • 1 annual retreat focused on homelessness and affordable housing • 10 Executive Committee meetings 	<ul style="list-style-type: none"> • Executive Committee meeting agendas and meeting summaries (draft and final) • KRCC Board meeting agendas and meeting summaries (draft and final) • KRCC revenue and expense reports • Annual budget and workplan (draft and final) • Retreat plan, agenda, materials, and logistics 	<ul style="list-style-type: none"> • Board meetings will be 2-hours in duration at the Norm Dicks Government Center with a virtual call-in option via Zoom. Expenses for Board meetings are inclusive of facility fees. • Executive Committee Meetings will be 2-hours in duration and held virtually. • The KRCC Board retreat will be held in a facility in Kitsap County. Expenses for the Board retreat are inclusive of facility fees.

I.B. State and Regional Legislative Coordination

To support KRCC Board interests in the WA State Legislature, Triangle will help design, prepare for, and staff an annual Legislative Reception in the fall under the direction of the Chair, Executive Committee, and Board. Triangle will also provide administrative support to the Gorst Coalition, led by the Port of Bremerton.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> • Sophie Glass • TBD, KRCC Transportation Program Lead • Pauline Mogilevsky • Zak Ott 	<ul style="list-style-type: none"> • 1 Legislative Reception (or breakfast/luncheon) • 6 Gorst Coalition Meetings 	<ul style="list-style-type: none"> • Legislative Reception event program (draft and final) • Gorst Coalition meeting summaries (draft and final) 	<ul style="list-style-type: none"> • The Legislative Reception will be 4 hours in duration, held either virtually or in Kitsap County • Gorst Coalition meetings will be 2-hours in duration, held either virtually or in Kitsap County. • Thompson and Associates will draft the Gorst meeting agendas.

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	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> • TBD, KRCC Transportation Program Lead • Pauline Mogilevsky • Zak Ott 	N/A	<ul style="list-style-type: none"> • Regular updates to the KRCC website 	<ul style="list-style-type: none"> • Assumes KRCC staff will be updating the existing KRCC website.

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, develop a report on staff and policy level committee meeting outcomes for KRCC Board meetings, 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	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> TBD, KRCC Transportation Program Lead Pauline Mogilevsky Zak Ott 	<ul style="list-style-type: none"> 11 Regional Staff Committee (RSC) meetings 11 Regional Project Evaluation Committee (RPEC) meetings 	<ul style="list-style-type: none"> PSRC Updates for Board meetings An up-to-date roster of KRCC representatives on PSRC Boards and Committees 	<ul style="list-style-type: none"> Meetings will be 2-hours in duration Meetings will be held at PSRC's office or virtually

I.E. Overall Support

To support internal and external communication and coordination, Triangle will conduct 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. 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, maintaining files and documentation records, submitting annual audit reports, and coordinating with the Kitsap County staff assigned to support KRCC activities under the Memorandum of Understanding.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Sophie Glass TBD, KRCC Transportation Program Lead Pauline Mogilevsky Zak Ott 	<ul style="list-style-type: none"> Weekly internal staff check-ins Annual meeting with KRCC attorney Annual check-in with Auditor's Office 	<ul style="list-style-type: none"> Monthly invoices, progress reports Annual Audit Report Special Audits if requested by the State Auditor's Office 	<ul style="list-style-type: none"> Internal team meetings will be 1-hour in length and will be held at Triangle Associates' office or virtually

II. KRCC Land Use Program 2024 Work Plan Narrative

The proposed land use program work plan items for 2024 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.

Legend: These work plans include the following activities represented by icons:



Research/Writing



Discussions at Meetings



Letters






Outreach



Requires KRCC Board Approval

Action Item	LUTAC's Role	PlanPOL's Role	Board's Role
KRCC			
1. Support each jurisdiction's periodic update to Comprehensive Plan, including incorporating housing allocations and adjusting population and employment targets with 2022 as a baseline.	Share resources, receive presentations from Commerce and others, hold a workshop focused on incorporating housing allocations.	Share resources, receive presentations from Commerce and others, hold a workshop focused on incorporating housing allocations.	Share resources, receive presentations from Commerce and others.
2. Maintain list of Centers of Growth in the Countywide Planning Policies, as defined by PSRC and KRCC.	Review applications for Centers of Growth designation.	Review applications for Centers of Growth designation.	Update the Countywide Planning Policies with new Centers of Growth.
3. Coordinate on jurisdictions' approaches to complying with new legislation.	Share resources, if applicable, receive presentations from Commerce and others.	Share resources, if applicable, receive presentations from Commerce and others.	Share resources, if applicable, receive presentations from Commerce and others.
Puget Sound Regional Council (PSRC) Involvement			
4. Advise on any relevant PSRC planning efforts.	Provide feedback to PSRC as appropriate.	Provide feedback to PSRC as appropriate.	Provide feedback to PSRC as appropriate.
KRCC Operations			
5. Ensure messaging consistency between policy and technical committees.	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 items.

Action Item	LUTAC's Role	PlanPOL's Role	Board's Role
Other			
6. Coordinate on annexations and develop the annual annexation report.	 LUTAC develops a draft annual annexation report.	 PlanPOL reviews the draft annual annexation report.	 KRCC Board approves the annual annexation report.

Triangle Associates Scope of Work: Land Use Program

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

To support the KRCC PlanPOL, Triangle will provide a Land Use Program Lead who will report to the Program Director.

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

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Sophie Glass Pauline Mogilevsky 	<ul style="list-style-type: none"> 3 PlanPOL meetings 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Meetings will be 1.5-hours in duration Meetings will be held virtually with an option for members of the public to attend in person

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

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

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Sophie Glass Pauline Mogilevsky 	<ul style="list-style-type: none"> 4 LUTAC meetings 	<ul style="list-style-type: none"> Meeting agendas (draft and final) Meeting memo of action items and key discussion items Recommendations to PlanPOL developed by LUTAC 	<ul style="list-style-type: none"> Meetings will be 2-hours in duration and will be held virtually

III. KRCC Transportation Program 2024 Work Plan Narrative

The proposed transportation program work plan items for 2024 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.

Legend: These work plans include the following activities represented by icons:



Research/Writing



Discussions at Meetings













Letters















Outreach



Requires KRCC Board Approval

Action Item	TransTAC's Role	TransPOL's Role	Board's Role
Transportation Coordination			
1. Learn about transportation issues of common interest.	 TransTAC addresses cross-jurisdictional transportation issues as needed. TransTAC members prepare educational updates on these topics for TransPOL meetings upon request.	 TransPOL reviews the list of cross-jurisdictional transportation issues and selects topics for their 2024 meetings.	 KRCC Board reviews relevant transportation topics as needed.
2. Comprehensive Plan and Building Codes Updates.	 Share information and resources regarding each jurisdiction's updates to their Comprehensive Plans and Building Codes (e.g. transit station areas).	 If needed, share updates about Comprehensive Plan updates and Building Code updates.	N/A
PSRC Coordination / Transportation Competitions			
3. Participate in PSRC's process for rebalancing, or other processes if new funding becomes available.	 Discuss opportunities for project funding as a result of rebalancing.	 Receive updates on project funding as a result of rebalancing.	N/A
4. Develop and approve Countywide Competition Call for Projects and Application (including criteria).	 Develop draft recommendations of Countywide Competition Call for Projects and Application for TransPOL review.	 Review and approve TransTAC's recommendations of Countywide Competition Call for Projects and Applications.	 Approve Countywide Competition Call for Projects and Applications.

Action Item	TransTAC's Role	TransPOL's Role	Board's Role
5. 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.
6. 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.
7. 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 Collaboration			
8. Ensure messaging consistency between policy and technical committees.	 KRCC staff will serve as the neutral liaison to provide updates and information to policy representatives.	 TransPOL meetings have TransTAC updates as a standing agenda item.	 KRCC Board meetings have TransPOL and TransTAC updates as standing agenda items.

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.

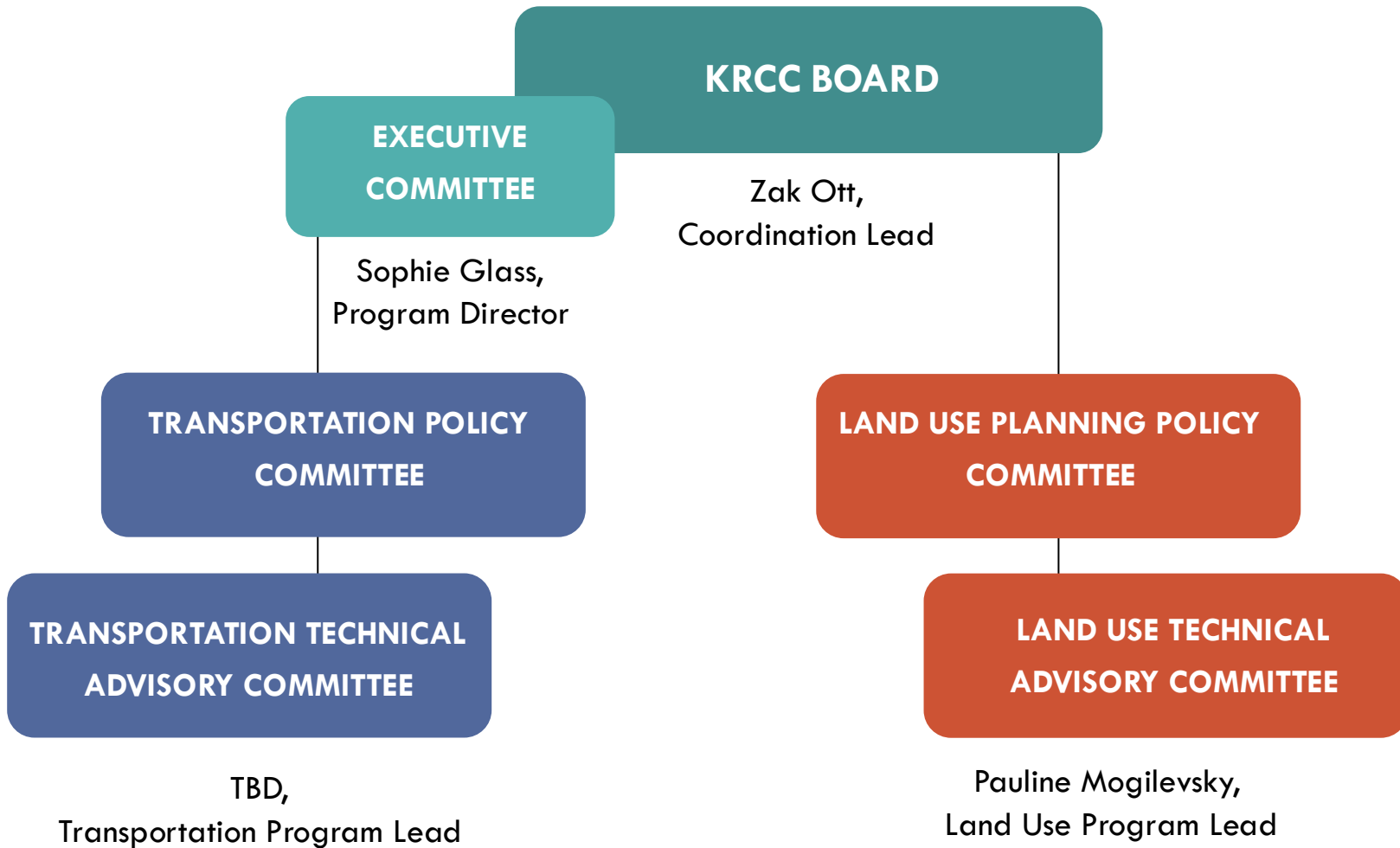
Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Sophie Glass TBD, KRCC Transportation Program Lead 	<ul style="list-style-type: none"> 5 TransPOL meetings 	<ul style="list-style-type: none"> Meeting agendas (draft and final) Meeting summaries (draft and final) Meeting materials as needed including maintaining communications with PSRC Draft 2024 Countywide Competition Call for Projects Summary reports at KRCC Board meetings 	<ul style="list-style-type: none"> Meetings will be 1.5-hours in duration 3 meetings will be held virtually with an option for members of the public to attend in person; 2 meetings will be held in person.

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 Coordination Lead is responsible for notetaking, drafting and finalizing a meeting summary, as well as tracking and implementing action items following each meeting.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Sophie Glass TBD, Transportation Program Lead 	<ul style="list-style-type: none"> 8 TransTAC meetings 	<ul style="list-style-type: none"> Meeting agendas (draft and final) Meeting summary of action items and key discussion items Meeting materials as needed, including maintaining communications with PSRC Draft 2024 Countywide Competition Call for Projects Recommendations to TransPOL 	<ul style="list-style-type: none"> Meetings will be 2-hours in duration Meetings will be held virtually and 3 will also be in-person The Project Selection Workshop will be held in person

IV. Staff Organizational Chart



V. 2024 Calendar of Expected Meetings

		January	February	March	April	May	June	July	August	September	October	November	December
Executive	Board* 1 st Tues. Time varies		Feb 6 Board Meeting TBD			May 7 Board Meeting TBD	Jun 4 Board Meeting TBD				Oct 1 Board Meeting TBD	Nov 5 Board Meeting TBD	Dec 3 Board Meeting TBD
	Executive Committee 3 rd Thurs. 11:00AM-1:00PM	Jan 18 Executive Committee Meeting	Feb 15 Executive Committee Meeting	Mar 14 Executive Committee Meeting	Apr 18 Executive Committee Meeting	May 16 Executive Committee Meeting	Jun 20 Executive Committee Meeting	Jul 18 Executive Committee Meeting <i>(cancel if not needed)</i>		Sept 19 Executive Committee Meeting	Oct 17 Executive Committee Meeting	Nov 21 Executive Committee Meeting	Dec 19 Executive Committee Meeting
Land Use	PlanPOL* 3 rd Tues. 1:30-3:00PM			Mar 19 PlanPOL Meeting			Jun 18 PlanPOL Meeting				Oct 15 PlanPOL Meeting		
	LUTAC 2 nd Thurs. 10:00-12:00PM		Feb 8 LUTAC Meeting		Apr 11 LUTAC Meeting					Sept 12 LUTAC Meeting		Nov 14 LUTAC Meeting	
Transportation	TransPOL* 3 rd Thurs. 3:00-4:30PM	Jan 18 TransPOL Meeting		Mar 21 TransPOL Meeting	Apr 18 TransPOL Meeting	Late May or Early June* TransPOL Meeting					Oct 17 TransPOL Meeting		
	TransTAC 2 nd Thurs. 1:30-3:00PM	Jan 11 TransTAC Meeting	Feb 8 TransTAC Meeting	Mar 14 TransTAC Meeting	Apr 4 <i>(not 11)</i> TransTAC Meeting	May 9 TransTAC Meeting				Sept 12 TransTAC Meeting			Dec 14 TransTAC Meeting

KRCC Retreat Date: End of February 2024

Legislative Reception Date: TBD date

*The May or June TransPOL meeting will occur after the May KRCC Project Selection Workshop but before the June 4 KRCC Board meeting.

KRCC BUDGET with TRIANGLE ASSOC. DETAIL
January 1, 2024 - December 31, 2024
Draft 9/25/23

Unit		Sophie Glass	Transpo. Lead	Pauline			Expenses	Total	Task Total	2023 Budget	Expense Info	Assumptions
				Zak Ott	Mogilevsky	Admin						
I. KRCC Administrative Program												
Task I.A. - Executive Board + Committee												
11	Prep and summaries. for Exec. Committee (11)	44	0	110	0	0	\$0	\$20,790	\$78,624.50	\$76,437		Virtual only
11	Exec. Comm. facilitation (11)	28	0	28	0	0	\$110	\$8,360			Zoom use fee = \$10/meeting	Agenda, materials, annotated agenda, distribute materials
6	Preparation for Exec. Board (6)	12	0	48	0	0	\$0	\$7,740				
6	Board meeting facilitation (6)	36	36	36	36	0	\$1,272	\$20,352			4 ferry + \$77 room rent + \$20 printing per in person + \$75 Webinar	Agenda, materials, annotated agenda, distribute materials
6	Board meeting summaries and follow-up (6)	12	0	24	0	0	\$0	\$4,980				5, 2-hr meetings plus travel for in-person meetings.
	Prep and Planning for Board retreat (1)	8	4	25	4	0	\$0	\$5,275				2 hr mtgs, 1 hour prep/pack, 3 hr travel
	KRCC Board retreat and summary plus travel (1)	11	10	14	10	10	\$350	\$7,195			car ferry ride/mileage + \$300 printing	Agenda, materials, annotated agenda, distribute materials
11	1-on-1 meetings with jurisdictions as needed (11)	11	0	17	0	0	\$0	\$3,933				8-hr day plus travel to/from Bremerton
												By phone only
Task I.B. - State/Regional Legislative Coordination												
	Legislative Reception (1)	18	8	30	8	8	\$350	\$9,690	\$17,190.00	\$17,480	car ferry ride/mileage + \$300 printing	Planning + Day Of + Follow Up, venue cost out of general KRCC budget
6	Gorst Coalition meeting support (6)	6	54	0	0	0	\$180	\$7,500			car ferry ride/mileage + \$10 Zoom + \$10 printing per meeting	6 Gorst Coalition meetings; 3 in-person
Task I.C. - Website												
	Website management	1	4	20	4	4	\$295	\$4,060	\$4,060.00	\$4,495	InMotion Hosting + Square Space (\$295)	
Task I.D. - PSRC Support												
	General PSRC coordination	1	6	12	3	0	\$0	\$2,600	\$7,660.00	\$8,450		Boards and Committees report
11	Attend Regional Staff Comm. Mtgs (11)	0	0	0	22	0	\$0	\$2,530			11 RSC meetings	2-hr meetings; remote participation
11	Attend Regional Proj. Eval Comm. Mtgs (11)	0	22	0	0	0	\$0	\$2,530			11 RPEC meetings	2-hr meetings; remote participation
Task I.E. - Overall support												
	Contract management	12	0	0	0	0	\$0	\$2,220	\$39,747.00	\$34,037		
	Administrative and technical support	10	10	30	10	10	\$1,632	\$10,132			Rackspace (\$960), Jungle Disk (\$360), Grasshopper phone (\$312)	10hrs for annual audit report
48	Internal team coordination meetings	48	48	60	48	0	\$0	\$26,820				Average weekly meeting 1 hr, prep time for meeting facilitator
	RMSA Compact obligations	0	0	5	0	0	\$0	\$575				RMSA dues through KRCC General budget
II. KRCC Land Use Program												
Task II.A. - PlanPOL												
	Preparation and materials (3)	6	0	0	24	0	\$0	\$3,870	\$8,358.50	\$12,433		agenda, materials, annotated agenda, distribute materials
3	Meeting facilitation (3)	6	0	0	6	0	\$476	\$2,276			All virtual + Zoom webinar fee (\$75/mtg) + NDGC rental (\$77/mtg)	1.5-hr meetings
3	Meeting summaries and follow-up (3)	5	0	0	12	0	\$0	\$2,213				
Task II.B. - LUTAC												
4	Preparation (4)	8	0	0	32	0	\$0	\$5,160	\$12,070.00	\$40,523		agenda, materials, annotated agenda, distribute materials
4	Meeting facilitation (4)	10	0	0	10	0	\$40	\$3,040			All virtual. Zoom meeting fee (\$10/meeting)	2-hr meetings
4	Meeting summaries and follow-up (4)	6	0	0	24	0	\$0	\$3,870				
III. KRCC Transportation Program												
Task III.A. - TransPOL												
5	Preparation (5)	20	40	0	0	0	\$0	\$8,300	\$18,670.00	\$8,661		agenda, materials, annotated agenda, distribute materials
5	Meeting facilitation (5)	18	18	0	0	0	\$820	\$6,220			2 mtngs in person. Zoom webinar fee (\$75/meeting) + NDGC rental for	1.5hr meetings
5	Meeting summaries and follow-up (5)	10	20	0	0	0	\$0	\$4,150				
Task III.B. - TransTAC												
7	Preparation (7)	35	56	0	0	0	\$0	\$12,915	\$36,240.00	\$11,650		agenda, materials, annotated agenda, distribute materials
7	Meeting facilitation (7)	30	30	0	0	0	\$140	\$8,990			\$10 zoom/all + 3 mtng in-person w \$10 ferry(2) + \$10 printing	2-hr meetings
7	Meeting summaries and follow-up (7)	14	42	0	0	0	\$0	\$7,420				
	Project selection workshop (1)	20	26	0	0	0	\$225	\$6,915			In-person via ferry + mileage +\$10 zoom fees + \$20 printing + \$150 food	6-hr meeting, agenda, materials, annotated agenda, distribute materials, facilitate meeting, write summary
Triangle Totals		445	434	458	253	32	\$5,890.00	\$222,620.00	\$222,620.00	\$214,165.50		

chk total

Staff	Rates
Sophie Glass	\$185.00
Transpo. Lead	\$115.00
Zak Ott	\$115.00
Pauline Mogilevsky	\$115.00
Admin	\$90.00

Auditor's Office Fees: Auditing fees	Auditor's Office Fees	\$5,000.00
Legal services: Approximate annual cost	Legal Services	\$3,000.00
RMSA insurance: listed amount is an estimate only; 2024 rate will be made available in Oct.	RMSA Insurance	\$5,112.52
Room rentals: retreat and legislative reception room rentals (NDGC covered under Triangle)	Leg. Reception + Retreat Room Rentals	\$4,500.00
	Reserves	\$1,000.00
	Miscellaneous	\$402.48
	Subtotal	\$19,015.00
	Triangle Associates	\$222,620.00
	KRCC TOTAL:	\$241,635.00

Historical Comparison:
2023 Triangle Budget = \$214,165; Actual = TBD
2022 Triangle Budget = \$246,983; Actual = \$203,501
2021 Triangle Budget = \$230,608 ; Actual = \$240,437
2020 Triangle Budget = \$192,417; Actual = 181,020
2019 Triangle Budget = \$222,213; Actual = \$209,880
2018 Triangle Budget = \$197,275; Actual = \$200,487
2017 Triangle Budget = \$189,961; Actual = \$189,955
2016 Triangle Budget = \$200,271; Actual = \$200,266
(Contract begin mid-year) 2015 Triangle Budget = \$117,545; Actual = \$117,287

KRCC Budget Change from 2023 to 2024: 4.73%
Triangle Budget Change from 2023 to 2024: 3.80%



MEMO: November 7 Economic Development Focused KRCC Board meeting

v. 9/28/2023

Background

The KRCC Executive Committee recommended that a KRCC Board meeting include an economic development portion of the agenda for at least one hour of this regular KRCC Board meeting, The Economic Development part of the meeting will be placed in the agenda after the regular business of the Board. Guest speakers from some of Kitsap’s larger employers and economic development-focused entities will be invited to each give a 10-minute presentation on the work their group is doing, how it affects Kitsap communities, and opportunities for interaction and collaboration among these groups and with KRCC member governments and agencies. Presentations will be followed by a collective discussion/Q&A led by Chair Wheeler.

Presenters

Group	Presenters	Response re 10/3
PSRC - Puget Sound Regional Council	Jason Thibedeau	Available 11/7
KEDA – Kitsap Economic Development Alliance	Joe Morrison	Available 11/7
Port of Bremerton	Jim Rothlin	Available 11/7
GSP - Greater Seattle Partners	Brian Surratt	Available 11/7

Other Guests

KRCC has invited other economic development leaders from across Kitsap to observe the meeting and join discussion when appropriate.

- Bainbridge Island Chamber of Commerce – Stefan Goldby – confirmed +1
- Greater Kitsap Chamber - David Emmons and Irene Moyer confirmed
- South Kitsap Chamber of Commerce
- Poulsbo Chamber of Commerce
- Port Madison Enterprises – Rion Ramirez confirmed
- Noo-Kayet Investments



MEMO: November 2023 Legislative Orientation and Reception

v. 9/25/23

Background

Historically, the Kitsap Regional Coordinating Council (KRCC) has hosted a legislative reception in the fall to connect with legislators from the 23rd, 26th, and 35th districts ahead of the next year’s legislative session. As needed, KRCC has also hosted legislative orientations with newly elected local officials to help them understand the priorities of local government for the upcoming legislative session and ways of getting involved with state lawmaking.

Executive Committee Recommendations After 2022 Legislative Reception

After the 2022 KRCC Legislative Reception, the KRCC Executive Committee provided these suggestions for the 2023 reception.

- Have KRCC staff reach out to Legislators to understand what would work best for them in 2023:
 - Time of year: pre- or post-elections?
 - Time of day: breakfast, midday, or after 5 PM?
- Consider inviting the other Kitsap Boards to the legislative event.
- Ensure a representative from the Governor’s Office can speak about the state’s budget.
- Provide the economic forecast ahead of the legislative event.
- Allow each jurisdiction to speak briefly about its goals and initiatives.
- Invite legislators to KRCC Board meetings on a regular basis to receive updates and learn about KRCC’s initiatives.

Details in Development for 2023

Date: Thursday, Nov. 16, 2023

Time: Legislative orientation from 5:00-6:00 PM; Legislative reception from 6:15-8:00 PM

Venue: Gold Mountain Golf Club

Guests:

- KRCC Board
- Full councils and/or commissions from KRCC member organizations
- Legislators
- Invited lobbyists
- Local government candidates (invited in advance of elections)
- *No plus-1s at this time*

Legislative Orientation

Presenters

Affiliation	Name	Confirmed?
Washington State Association of Counties	Paul Jewell, Juliana Roe, Senior Policy Directors	Unavailable due to WSAC conference
Association of Washington Cities	Carl Schroeder	Confirmed
Jurisdiction’s lobbyists	Dylan Doty	Tentative



Kitsap Regional Coordinating Council

Affiliation	Name	Confirmed?
Jurisdiction's lobbyists	Josh Weiss	
Jurisdiction's lobbyists	Tom McBride	
Jurisdiction's lobbyists	Briahna Murray	
Jurisdiction's lobbyists	Brian McConaughy	Yes
Tribal lobbyists	Amber Lewis	Yes
Port of Bremerton lobbyist	Desmond Group (Rose and Liz)	Yes (Rose)

Agenda

1. Overview of KRCC
2. Overview of WSAC legislative priorities
3. Overview of AWC legislative priorities
4. Other updates from lobbyists
5. Questions and answers

Legislative Reception

Theme/Tone

The proposed theme for this year's legislative reception is "Strengthening the relationship between legislators and local government."

Legislators and other Elected Leadership

District	Name	Confirmed?
23	Sen. Drew Hansen	Yes
23	Rep. Greg Nance	Yes (via Councilmember Deets)
23	Rep. Tarra Simmons	Yes
26	Rep. Michelle Caldier	No
26	Rep. Spencer Hutchins	Maybe
26	Sen. Emily Randall	Yes
35	Rep. Travis Couture	Yes
35	Rep. Dan Griffey	
35	Sen. Drew MacEwen	
Statewide	Governor's representative Melissa Littleton	Yes
Statewide	Cantwell's representative	
Statewide	Murray's representative Daniel Pailthorp	Yes
US Congress	Rep. Kilmer (Katy Crabtree)	

Agenda

1. Networking (20 minutes)
2. Welcome and introductions (5 minutes)
3. Panel discussion (45 minutes)
4. Questions and answers (15 minutes)
5. Networking (20 minutes)
6. Adjourn

Panel Discussion Questions



Kitsap Regional Coordinating Council

1. Open with KRCC's top issues...
 - a. Homelessness (funding)
 - b. Affordable Housing (funding)
 - c. Transportation (funding for project completion)
2. What are your goals for the 2024 legislative session regarding KRCC's priorities?
3. What are your priorities for Kitsap as a region?
4. What are your other goals for the 2024 legislative session?

Food and Refreshments

1. Assume 50 people in total for catering purposes (\$1,800 for 40 attendees reception fees).

Reception Fee

The Reception Fee is \$45 for attendees who are not on the panel. The Reception Fee covers the cost of catering.

Questions for the KRCC Executive Committee

Executive Committee members are invited to respond to the following:

- Who can follow-up with legislators who have not responded to date?

Kitsap Regional Coordinating Council Revenue and Expense Report for Work Completed in 2023

CASH BASIS

Draft v. 9-14-23

Invoice Number	2022-1	2022-2	2022-3	2022-4	2022-5	2022-6	2022-7	2022-8	2022-9	2022-10	2022-11	2022-12				
Work conducted in:	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	YTD	Budgeted	% Budget Year	% Budget Spent
Revenue																
Member Dues		\$ 133,591.00	\$ 110,506.00	\$ 2,205.00									\$ 246,302	\$ 243,000	N/A	101.36%
Events/Receptions		\$ 30					\$ 32						\$ 62	N/A	N/A	N/A
Application Fees													\$ -	N/A	N/A	N/A
Other													\$ -	N/A	N/A	N/A
Carry Forward	\$ 83,757.28													N/A	N/A	N/A
Total Revenue	\$ 83,757.28	\$ 133,621.00	\$ 110,506.00	\$ 2,205.00	\$ -	\$ -	\$ 32.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330,121.28			
Operating Expenses																
Triangle Invoice Total	\$18,013.54	\$19,061.31	\$ 18,377.12	\$14,204.05	\$18,216.73	\$10,961.05	\$8,719.46	\$10,618.71					\$ 118,171.97	\$ 214,166	67%	55.18%
Triangle labor/expenses	\$ 18,013.54	\$ 19,061.31	\$ 18,300.12	\$ 14,204.05	\$ 18,216.73	\$ 10,961.05	\$ 8,642.46	\$10,541.71	\$ -	\$ -	\$ -	\$ -	\$ 117,940.97	\$ 211,315	67%	55.81%
Subcontractor Expenses													\$ -	\$ 0	67%	n/a
Room Rentals			\$ 77.00				\$ 77.00	\$ 77.00					\$ 231.00	\$ 2,500	67%	9.24%
Reception Expenses								\$ 875.00					\$ 875.00	\$ 350	67%	250.00%
Auditor's Office							\$ 2,049.00						\$ 2,049.00	\$ 5,000	67%	40.98%
Legal Services													\$ -	\$ 3,000	67%	0.00%
RMSA Insurance	\$ 4,121.00												\$ 4,121.00	\$ 4,123	67%	99.95%
Reserves			\$ 1,000										\$ 1,000.00	\$ 1,000	67%	100.00%
Miscellaneous					\$ 1.77								\$ 1.77	\$ 420	67%	0.42%
Total Op. Expenses	\$ 22,134.54	\$ 19,061.31	\$ 19,377.12	\$ 14,204.05	\$ 18,218.50	\$ 10,961.05	\$ 10,768.46	\$ 11,493.71	\$ -	\$ -	\$ -	\$ -	\$ 126,218.74	\$ 227,708	67%	55.43%
Net Income													\$ 203,902.54			
Total Reserves	\$24,000												\$25,000.00			

Kitsap Regional Coordinating Council Revenue and Expense Report for Work Completed in 2022

CASH BASIS

Draft v. 1-27-23

Invoice Number	2022-1	2022-2	2022-3	2022-4	2022-5	2022-6	2022-7	2022-8	2022-9	2022-10	2022-11	2022-12				
Work conducted in:	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	YTD	Budget	% Budget Year	% Budget Spent
Revenue																
Member Dues	\$ 2,525.00	\$ -	\$ 240,797.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 243,322	\$ 243,000	N/A	100.13%
Events/Receptions											\$ 810.00	\$ 60.00	\$ 870	N/A	N/A	N/A
Application Fees													\$ -	N/A	N/A	N/A
Other													\$ -	N/A	N/A	N/A
Carry Forward*	\$ 46,119.58													N/A	N/A	N/A
Total Revenue	\$ 48,644.58	\$ -	\$ 240,797.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 810.00	\$ 60.00	\$ 290,311.58			
Operating Expenses																
Triangle Invoice Total	\$ 33,122.50	\$ 28,452.45	\$ 19,557.37	\$ 18,073.27	\$ 21,229.36	\$ 12,044.03	\$ 6,118.48	\$ 5,968.00	\$ 11,172.57	\$ 15,099.15	\$ 20,744.91	\$ 11,919.23	\$ 203,501.32	\$ 250,000	100%	81.40%
Triangle labor/expenses	\$ 27,973.88	\$ 20,267.90	\$ 18,309.90	\$ 13,786.65	\$ 18,514.90	\$ 10,903.98	\$ 6,118.48	\$ 5,668.00	\$ 11,172.57	\$ 15,099.15	\$ 20,744.91	\$ 11,919.23	\$ 180,479.55	\$ 217,000	100%	83.17%
Subcontractor Expenses	\$ 1,825.62	\$ 8,184.55	\$ 1,247.47	\$ 4,286.62	\$ 2,714.46	\$ 1,140.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,398.77	\$ 33,000	100%	58.78%
Auditor's Office													\$ -	\$ 5,000	100%	0.00%
Legal Services													\$ -	\$ 3,000	100%	0.00%
RMSA Insurance**	\$ 3,323.00							\$ 300					\$ 3,623.00	\$ 3,323	100%	109.03%
Room Rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77.00			\$ 77.00	\$ 1,500	100%	5.13%
Reception Expenses												\$ 2,922.30	\$ 2,922.30			
Reserves													\$ -	\$ 1,000	100%	0.00%
Miscellaneous										\$ 53.68			\$ 53.68	\$ 1,004	100%	5%
Total Op. Expenses	\$ 33,122.50	\$ 28,452.45	\$ 19,557.37	\$ 18,073.27	\$ 21,229.36	\$ 12,044.03	\$ 6,118.48	\$ 5,968.00	\$ 11,172.57	\$ 15,229.83	\$ 20,744.91	\$ 14,841.53	\$ 206,554.30	\$ 264,827	100%	78.00%
Net Income													\$ 83,757.28			
Total Reserves	\$24,000												\$24,000.00			

*2021 Carryforward amount shown has been updated. The 2021 annual audit completed in May 2022 corrected recording errors about which expenses were included in Triangle invoices and which were paid separately by the County.

**RMSA insurance and AWC dues were paid via Triangle Invoice this year.

Note: The 2022 Income statement is provided for full-year context to support discussion of proposed 2024 KRCC budget.