



Kitsap Regional Coordinating Council

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

KRCC Board Meeting Agenda

v. 11/29/2022

Date: December 6, 2022

Time: 10:15 AM – 12:15 PM

Place: This meeting will be held primarily **In-person with virtual options** for participation.

In-Person option:

- Attend at 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

Note that 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 [11/1 KRCC Board Meeting Summary](#) Page 3
- B. Review October Executive Committee meeting summary (Reference Packet page #2)

4. Full Discussion/Action Items

- A. **ACTION:** Approve the [2023-2023 contract with Triangle Associates](#) Page 10
- B. Review [work plan, calendar, and budget summary of updates memo](#) Page 21
 - i. **ACTION:** Approve the [updated 2023 KRCC Work Plan](#) Page 22
 - ii. **ACTION:** Approve the [updated 2023 Calendar](#) Page 36
 - iii. **ACTION:** Approve the [updated 2023 KRCC Budget](#) Page 37
 - iv. Reference: Draft 2023 Schedule for Kitsap Boards (Reference Packet page #7)
 - v. Reference: 2023 KRCC Dues (Reference Packet page #8)
- C. **ACTION:** Approve the [2023 KRCC Chair and Vice Chair](#) Page 38
- D. Review [2022 PSRC Board and Committee appointments](#) and identify vacancies Page 39
- E. Review [2022 KRCC Board and Committee appointments](#) and identify vacancies Page 41
- F. Debrief 2022 KRCC Legislative Reception
- G. Update on 2022 Triangle annual evaluation survey

5. KRCC Committee Reports

A. Land Use Items

- i. No updates at this time.

B. Transportation Items

- i. No updates at this time.

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The KRCC Board meeting agendas are available prior to the meeting date online at www.kitsapregionalcouncil.org and available in large-print format upon request. If you need accessibility accommodations for this public meeting, please contact Sophie Glass at (360) 337-4960 or via email at sglass@kitsapregionalcouncil.org by 12 PM on the Wednesday before the meeting.



Kitsap Regional Coordinating Council

6. PSRC Board and Committee Reports

- A. PSRC Committees and Boards Report (*Reference Packet page #9*) 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. KRCC Emergent and Countywide Issues

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

9. Staff Report

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

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10. Public Comment

11. KRCC Board Questions, Concerns, and Announcements

12. Adjourn

13. Standing agenda item

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DRAFT KRCC Board Meeting Summary

v. 11-10-2022

Date: **November 1, 2022**

Time: 10:15 am – 12:15 pm

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

Decisions		
<p>The KRCC Board approved:</p> <ul style="list-style-type: none"> • The 10/4 Board meeting summary • The 2023 KRCC work plan • The 2023 KRCC budget • The 2023 KRCC dues • The KRCC Legal Services Agreement and Conflict of Interest Waiver letter 		
Actions	Who?	Status
Post the 10/4 Board summary to KRCC website	KRCC Staff	Complete
Post the 2023 Work Plan and Calendar to KRCC website	KRCC staff	In Progress
Sign Legal Services Agreement and Conflict of Interest Waiver letter and submit them to Kitsap County	Vice Chair with KRCC staff	In Progress
Send KRCC/Triangle contract to Legal Services for review	Chair Gelder	In Progress
Pre-register and encourage legislators and other invitees to attend the Nov 30 KRCC Legislative Reception	KRCC Members	In Progress
Attend and encourage others to attend Nov 30 PSRC Joint Board session on Institutional and Structural Racism	KRCC Members KRCC Staff	In Progress

1. Welcome and Introductions

KRCC Chair/Kitsap County Commissioner Rob Gelder welcomed the Executive Board to the hybrid meeting and introduced the Board members and KRCC staff present.

2. Chair’s Comments

No comments.

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3. Consent Agenda

- Approve the October 4 Board meeting summary

Council Member Stern moved to approve the October 4 Board meeting summary. Commissioner Garrido seconded. The summary was approved as drafted without objection.

- Review the September Executive Committee meeting summary

The 9/15 Executive Committee meeting summary is included in the meeting's reference packet.

4. Full Discussion/Action Items

- Approve the draft 2023 KRCC work plan

There were no significant changes in the draft work plan since it was reviewed at the 10/4 KRCC Board meeting. The Chair called for questions on the proposed work plan. There were no questions.

Commissioner Garrido made a motion to approve the draft 2023 KRCC work plan. Mayor Deets seconded. The motion carried. The 2023 work plan was approved as drafted without objection.

- Approve the draft 2023 KRCC budget

Minor changes in the budget since the 10/4 Board meeting reflected an upcoming increase in RMSA insurance and a shift of TransPOL meetings to virtual, which were previously proposed as in-person. The Chair called for questions on the proposed work plan. There were no questions.

Mayor Putaansuu made a motion to approve the draft 2023 KRCC budget. Mayor Wheeler seconded. The motion carried. The 2023 budget was approved as drafted without objection.

- Approve the draft 2023 KRCC dues

Rather than having dues dip in 2023 and spike in 2024, the Executive Committee recommended that dues remain more level from year to year, and so proposed that the total 2023 dues be roughly equal to the total 2022 dues, but with dues amounts calculated for each member jurisdiction/agency based on current population and assessed property valuations.

Mayor Wheeler made a motion to approve draft 2023 KRCC dues. Commissioner Garrido seconded. The motion carried. The 2023 dues were approved as drafted without objection.

- Review and approve the KRCC Legal Services Agreement and Legal Services Conflict of Interest Waiver letter

This contract would continue KRCC's use of the Kitsap County Prosecuting Attorney's Office as its attorney. This is the same contract the Board approved in February but extended to cover a new time period. Due to Chair Gelder's role with the County, Vice Chair Wheeler would sign the contract to avoid any apparent conflict of interest.

Mayor Putaansuu made a motion to approve the Legal Services Agreement and Conflict of Interest Waiver letter. Council Member Stern seconded. The motion carried. The Legal Services Agreement and Conflict of Interest Waiver letter were approved without objection.

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- Review the draft KRCC contract with Triangle Associates

The previous contract stated a dollar amount ceiling for year 1 of a 2-year contract. Language has been updated in the 2023-24 draft to state that “The total amount payable under the Contract by the KRCC to the Contractor in no event will exceed the KRCC budget for the given year.”

Legal services will review the draft 2023-24 contract before the Board votes on approval at the December 6 KRCC Board meeting.

- Review the nominations for 2023 KRCC Chair and Vice Chair

The Executive Committee recommended 2022 KRCC Vice Chair, City of Bremerton Mayor Greg Wheeler, to fulfill the role of 2023 KRCC Chair and nominated City of Bainbridge Island Mayor and Council Member Joe Deets to serve as 2023 Vice Chair. Chair Gelder asked for any other nominations or self-nominations for these roles. Board members offered no other nominations. The Board will vote on approval of the 2023 KRCC Chair and Vice Chair during the December 6 KRCC Board meeting.

5. KRCC Committee Reports

A. Land Use

No significant updates at this time.

B. Transportation

No significant updates at this time.

6. PSRC Board and Committee Reports

- PSRC Economic Development District Board

PSRC Economic Development District Board will be working on their 5-year plan when they meet in person in early December.

- PSRC Executive Board

A robust conversation is ongoing in PSRC regarding allocation of earned share dollars from the Federal Transit Authority (FTA). A vast majority of funding that comes to PSRC is for transit and some PSRC members advocate to address inequities where some areas are poorly served by the current earned share dollar allocation process. These conversations will continue over the next couple of months. PSRC’s Transportation Improvement Plan is complete and includes addressing climate change and equity. Dues are increasing by 4% for each member jurisdiction this year both to support the work plan and in order to continue to build up PSRC’s reserves.

- PSRC’s recent Transportation Policy Board meeting featured a presentation on data dashboards for transportation goals. An early version of these dashboards will go live in early January on PSRC’s website. PSRC is also hiring data scientists who are shared with University of Washington to help inform data analysis on topics such as comparative safety statistics around the country.

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- PSRC Joint Board session on Institutional and Structural Racism Nov 30

PSRC is hosting a joint Board session on Weds Nov 30, 10-11:30 on institutional and structural racism. All KRCC members are encouraged to attend and to share the invitation with colleagues, council members, etc. Since it is a virtual session, capacity is not limited, and all are encouraged to participate.

7. Corridor Committee Reports

- SR 104

SR 104's automated traffic management system project is encountering some setbacks. It is important for project sponsors to understand WSDOT's funding availability and staffing capacity and how it may affect projects' progress. Some of these projects may end up being led by the County or another jurisdiction similar to the way Poulsbo took the lead to keep the Johnson Rd Roundabout moving forward.

- SR 305

Johnson Rd Roundabout is experiencing delays and now hopes to be completed near the end of December rather than October. They are still experiencing materials shortages and cost escalations due to pandemic related economic impacts. Culvert replacement by Sportsman's Club Rd on Bainbridge Island is another large project in the 305 corridor.

- Bethell Corridor

Construction is starting next year on a pair of roundabouts funded by the Transportation Improvement Board. The Port Orchard City Council took action to implement a 0.1% sales tax starting Jan 1, 2023, that sunsets after 10 years to fund another pair of roundabouts to be built in about 3 years once the right-of-way acquisition and design have been completed. Mayor Putaansuu stressed the importance of considering all funding options for transportation projects and bringing solutions and options to conversations while asking the legislature to do more.

8. KRCC Emergent and Countywide Issues

- Kitsap County energy summit

Mayor Wheeler has been working to promote the idea of KRCC convening a Kitsap County energy summit to address the many issues likely have a big effect on Kitsap County arising from increased demand on electrical grid; anticipated population growth; extreme weather effects on heating and cooling costs and household needs; divergence from coal and hydro power due to environmental harms to air quality, carbon emissions, salmon habitat, and ecosystem health; and the Governor's and Legislature's push to electrify transportation. Several members expressed support for the idea and a willingness to help move this idea forward and to discuss the path forward noting that there is precedent for special projects under KRCC including the broadband initiative for Kitsap County from about 20 years ago.

- Puget Sound Ecosystem Coordination Board meeting Nov 3

Puget Sound Ecosystem Coordination Board will be meeting in person on Thursday November 3 to review the legislative agenda for the Puget Sound Partnership as it relates to water quality, salmon access, upzoning for housing, critical areas.

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9. Staff Report

- KRCC Income Statement

The 2021 and 2022 income statements were included in the meeting materials as a reference for the discussion of 2023 budget and dues. Current year expenses predict a healthy carry forward from 2022 to 2023. KRCC seems to be in a secure financial position.

10. Public Comment

There were no members of the public present, and no public comments were offered.

11. KRCC Board Questions, Concerns, and Announcements

- Friday, 11/4, 5:30pm NW Hospitality is having their fundraiser event in Bremerton.
- Friday, 11/11 is Veterans Day. There will be a ceremony in person at Kitsap County Fairgrounds at 10am. The Board of County Commissioners has adopted an initiative called “Operation Green Light for Veterans” that encourages members of the community to illuminate their homes and business with green lights for the week to reflect support of veterans in the community.

12. Adjourn

Meeting adjourned at 11:02 AM.

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Appendix A – Board Members in Attendance

Jurisdiction	Board Member	In Attendance?
Bainbridge Island		
	Mayor J. Deets	present
	Council Member L. Schneider	present
Bremerton		
	Mayor G. Wheeler (Vice Chair)	present
	Council Member D. Frey	
	Council Member J. Coughlin	present
Kitsap County		
	Commissioner R. Gelder (Chair)	present
	Commissioner C. Garrido	present
	Commissioner E. Wolfe	present
Kitsap Transit		
	Director J. Clauson	present
Naval Base Kitsap		
	Captain R. Massie	
	Allison Satter (alt.)	present
Port Gamble S'Klallam Tribe		
	Chairman J. Sullivan	
Port of Bremerton		
	Commissioner A. Strakeljahn	
	Commissioner G. Anderson (alt.)	present
	Commissioner C. Bozeman (alt.)	
Port of Kingston		
	Commissioner M. McClure	
	Commissioner S. Heacock (alt.)	
Port Orchard		
	Mayor R. Putaansuu	present
	Council Member J. Rosapepe (alt.)	
	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		

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Appendix B – Non-Board-Member Participants

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

CONTRACT FOR PROFESSIONAL SERVICES

This Contract for Professional Services (the Contract) is entered into by Kitsap Regional Coordinating Council, a municipal corporation, having its interim principal offices at Kitsap County 614 Division St MS-7, Port Orchard WA 98366 (KRCC) and Triangle Associates Inc. (the Contractor) having its principal offices at 2825 Eastlake Ave E, Suite 300, Seattle, WA.

SECTION 1. EFFECTIVE DATE OF CONTRACT

The Contract will become effective on January 1, 2023 and terminate on December 31, 2024. In no event will the Contract become effective unless and until it is approved and executed by the duly authorized representative of KRCC.

SECTION 2. SERVICES TO BE PROVIDED

2.1 A description of the services and budget to be performed by the Contractor is set forth in Exhibit A which is attached to the Contract and incorporated by this reference.

2.2 The Contractor agrees to provide its own labor and materials. Unless otherwise provided for in the Contract, no material, labor or facilities will be furnished by the KRCC.

2.3 The Contractor will perform the work specified in the Contract according to standard industry practice.

2.4 The Contractor will complete its work in a timely manner and in accordance with the schedule agreed to by the parties.

2.5 The Contractor will confer with the KRCC from time to time during the progress of the work. The Contractor will prepare and present status reports and other information that may be pertinent and necessary, or as may be requested by the KRCC.

SECTION 3. CONTRACT REPRESENTATIVES

The KRCC and the Contractor will each have a contract representative. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

KRCC Contract Representative

Kitsap Regional Coordinating Council Executive Board Chair

Contractor's Contract Representative

Triangle Associates, Inc.

ATTN: Betsy Daniels

2825 Eastlake Ave E, Suite 300

Seattle, WA

206-583-0655

bdaniels@triangleassociates.com

SECTION 4. COMPENSATION

4.1 A description of the services and compensation to be paid to the Contractor is set forth in Exhibit A which is attached to the Contract and incorporated by this reference.

4.2 The total amount payable under the Contract by the KRCC to the Contractor in no event will exceed the KRCC budget for the given year.

4.3 Unless otherwise provided in the Contract, the Contractor may submit an invoice to the KRCC once a month for payment of work actually completed to date. Subject to the other provisions of the Contract, the KRCC generally will pay such an invoice within 30 days of receiving it.

4.4 The Contractor will be paid only for work expressly authorized in the Contract.

4.5 The Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination, unless a provision of the Contract expressly provides otherwise.

4.6 If the Contractor fails to perform any substantial obligation and the failure has not been cured within 10 days following notice from the KRCC, the KRCC may, in its sole discretion and upon written notice to the Contractor, withhold all monies due the Contractor, without penalty, until such failure to perform is cured.

SECTION 5. AMENDMENTS AND CHANGES IN WORK

5.1 In the event of any errors or omissions by the Contractor in the performance of any work required under the Contract, the Contractor will make all necessary corrections without additional compensation. All work submitted by the Contractor will be certified by the Contractor and checked by the Contractor for errors and omissions. The Contractor will continue to be responsible for the accuracy of work even after the work is accepted by the KRCC.

5.2 In order to be effective, any Contract renewal, amendment or modification must be in writing, be signed by both parties and be attached to the Contract. Work under a renewal, an amendment or a modification may not commence until the renewal, amendment or modification has been approved by the KRCC and has become effective.

SECTION 6. HOLD HARMLESS AND INDEMNIFICATION

6.1 The Contractor will hold harmless, indemnify and defend the KRCC, its officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including reasonable costs and

attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the Contractor's acts, errors or omissions in the performance of the Contract. Provided, however, that the Contractor's obligation under this provision will not extend to injury, sickness, disability, death or damage caused by or arising out of the sole negligence of the KRCC, its officers, officials, employees or agents.

6.2 With regard to any claim against the KRCC, its officers, officials, employees and agents by any employee of the Contractor, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section will not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. It is clearly agreed and understood by the parties to the Contract that the Contractor expressly waives any immunity the Contractor might have had under such laws.

By executing the Contract, the Contractor acknowledges that the foregoing waiver has been mutually negotiated by the parties and that the provisions of this Section will be incorporated, as relevant, into any contract the Contractor makes with any subcontractor or agent performing work under the Contract.

6.3 The Contractor's obligations under these provisions include, but are not limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission, or breach of any common law, statutory or other delegated duty by the Contractor, the Contractor's employees, agents or subcontractors.

SECTION 7. INSURANCE

7.1 Professional Legal Liability. The Contractor will maintain professional legal liability or professional errors and omissions coverage appropriate to the Contractor's profession. The coverage will have a limit of not less than \$1 million per occurrence. The coverage will apply to liability for a professional error, act or omission arising out of the Contractor's services under the Contract. The coverage will not exclude bodily injury or property damage. The coverage will not exclude hazards related to the work rendered as part of the Contract or within the scope of the Contractor's services under the Contract, including testing, monitoring, measuring operations or laboratory analysis where such services are rendered under the Contract.

7.2 Workers' Compensation and Employer Liability. The Contractor will maintain workers' compensation insurance as required by Title 51, Revised Code of Washington, and will provide evidence of coverage to the Kitsap County Risk Management Division. If the Contract is for over \$50,000, then the Contractor will also maintain employer liability coverage with a limit of not less than \$1 million.

7.3 Commercial General Liability. The Contractor will maintain commercial general liability coverage for bodily injury, personal injury and property damage, subject to a limit of not less than \$1 million per occurrence. The general aggregate limit will apply separately to the Contract and be no less than \$2 million. The Contractor will provide commercial general liability coverage that does not exclude any activity to be performed in fulfillment of the Contract. Specialized forms specific to the industry of the Contractor will be deemed equivalent provided coverage is no more restrictive than would be provided under a standard commercial general liability policy, including contractual liability coverage.

7.4 Automobile Liability. The Contractor will maintain automobile liability insurance as follows:

The Contractor will maintain commercial automobile liability insurance with a limit of not less than \$1 million each accident combined bodily injury and property damage. The aggregate limit will be at least \$2 million. Coverage will include owned, hired and non-owned automobiles.

The Contractor will maintain automobile liability insurance or equivalent form with a limit of not less than \$100,000 each accident combined bodily injury and property damage. The aggregate limit will be at least \$300,000. If a personal lines automobile liability policy is used to meet this requirement, it must include a business rider and must cover each vehicle to be used in the performance of the Contract and the certificates of insurance must evidence that these conditions have been met. If the Contractor will use non-owned vehicles in performance of the Contract, the coverage will include owned, hired and non-owned automobiles.

7.5 Miscellaneous Insurance Provisions.

- A. The Contractor's liability insurance provisions will be primary with respect to any insurance or self-insurance programs covering the KRCC, its elected and appointed officers, officials, employees and agents.
- B. When such coverage is required, the Contractor's commercial general liability insurance and automobile liability insurance will include the KRCC, its officers, officials, employees and agents as an additional insured with respect to performance of services.
- C. When such coverage is required, the Contractor's commercial general liability insurance and automobile liability insurance will contain no special limitations on the scope of protection afforded to the KRCC as an additional insured.
- D. Any failure to comply with reporting provisions of the policies will not affect coverage provided to the KRCC, its officers, officials, employees or agents.

- E. The Contractor's insurance will apply separately to each insured against whom claim is made or suit is brought, subject to the limits of the insurer's liability.
- F. The Contractor will include all subcontractors as insureds under its policies or will furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors will be subject to all of the requirements stated in these provisions.
- G. The insurance limits mandated for any insurance coverage required by the Contract are not intended to be an indication of exposure, nor are they limitations on indemnification.
- H. The Contractor will maintain all required policies in force from the time services commence until services are completed. Certificates, policies and endorsements scheduled to expire before completion of services will be renewed before expiration. If the Contractor's liability coverage is written as a claims-made policy, then the Contractor must evidence the purchase of an extended-reporting period or "tail" coverage for a three-year period after completion of the services.

7.6 Verification of Coverage and Acceptability of Insurers.

- A. The Contractor will place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-VII, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.
- B. The Contractor will furnish KRCC with properly executed certificates of insurance or a signed policy endorsement which will clearly evidence all insurance required in this Section within 10 days after the effective date of the Contract. The certificate will, at a minimum, list limits of liability and coverage. The certificate will provide that the underlying insurance contract may not be canceled, or allowed to expire, except on 30-days' prior written notice to the KRCC. Any certificate or endorsement limiting or negating the insurer's obligation to notify the KRCC of cancellation or changes must be amended so as not to negate the intent of this provision.
- C. The Contractor will furnish the KRCC with evidence that the additional-insured provision required above has been met. Acceptable forms of evidence are the endorsement pages of the policy showing the KRCC as an additional insured.
- D. Certificates of insurance will show the certificate holder as KRCC and indicate "care of" the appropriate KRCC office or department. The address of the certificate holder will be shown as the current address of the appropriate KRCC office.

E. The Contractor will request that the Washington State Department of Labor and Industries, Workers Compensation Representative, send written verification to KRCC that the Contractor is currently paying workers' compensation.

F. Written notice of cancellation or change will be mailed to the KRCC at the following address:

Risk Management Division
Kitsap County Department of Administrative Services
614 Division Street, MS-7
Port Orchard, WA 98366

G. The Contractor or its broker will provide a copy of all insurance policies specified in the Contract upon request of the Kitsap County Risk Manager.

SECTION 8. TERMINATION

8.1 The KRCC may terminate the Contract in whole or in part whenever the KRCC determines, in its sole discretion that such termination is in the best interests of the KRCC. The KRCC may terminate the Contract upon giving the Contractor 10-days' written notice. In that event, the KRCC will pay the Contractor for all costs incurred by the Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.

8.2 If funding for the underlying project or matter is withdrawn, reduced or limited in any way after the Contract is signed or becomes effective, the KRCC may summarily terminate the Contract notwithstanding any other termination provision in the Contract. Termination under this provision will be effective upon the date specified in the written notice of termination sent by KRCC to the Contractor. No costs incurred after the effective date of the termination will be paid.

8.3 If the Contractor breaches any of its obligations under the Contract, and fails to cure the breach within 10 days of written notice to do so by the KRCC, the KRCC may terminate the Contract. In that event, the KRCC will pay the Contractor only for the costs of services accepted by the KRCC. Upon such termination, the KRCC, at its discretion, may obtain performance of the work elsewhere, and the Contractor will bear all costs and expenses incurred by the KRCC in completing the work and all damages sustained by the KRCC by reason of the Contractor's breach.

SECTION 9. ASSIGNMENT, DELEGATION AND SUBCONTRACTING

9.1 The Contractor will perform under the Contract using only its bona fide employees or agents, and the obligations and duties of the Contractor under the Contract will not be assigned, delegated or subcontracted to any other person or firm without the prior express written consent of the KRCC.

9.2 The Contractor warrants that it has not paid, nor has it agreed to pay, any company, person, partnership or firm, other than a bona fide employee working exclusively for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of the Contract.

SECTION 10. INDEPENDENT CONTRACTOR

10.1 The Contractor's services will be furnished by the Contractor as an independent contractor and not as an agent, an employee or a servant of the KRCC. The Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed services in accordance with the specifications set out in the Contract.

10.2 The Contractor acknowledges that the entire compensation for the Contract is set forth in the compensation provisions of the Contract and the Contractor is not entitled to any KRCC benefits, including, but not limited to: vacation pay; holiday pay; sick leave pay; medical, dental or other insurance benefits; fringe benefits; or any other rights or privileges afforded to employees.

10.3 The Contractor will have and maintain complete responsibility and control over all of its subcontractors, employees, agents and representatives. No subcontractor, employee, agent or representative of the Contractor will be or be deemed to be, or act or purport to act, as an employee, agent or representative of the KRCC.

SECTION 11. NONDISCRIMINATION

The Contractor, its assignees, delegates or subcontractors will not discriminate against any person in performance of any of its obligations under the Contract on the basis of race, color, creed, religion, national origin, age, sex, marital status, veteran status or the presence of any disability.

SECTION 12. OWNERSHIP OF MATERIALS/WORKS PRODUCED

12.1 All reports, drawings, plans, specifications, all forms of electronic media, and data and documents produced in the performance of the work under the Contract will be "works for hire" as defined by the U.S. Copyright Act of 1976 and will be owned by the KRCC. Ownership includes the right to copyright, patent, and register, and the ability to transfer these rights.

12.2 All design work done by the Contractor will be done on AutoCAD, release 12 or higher or other systems mutually agreed upon, an electronic copy of which will be submitted to the KRCC upon request or at the end of the job. Should a construction project result from the work of the Contractor, the record drawings from the Contractor will be transposed onto the electronic design drawings and submitted to the KRCC.

12.3 An electronic copy of all word processing documents will be submitted to the KRCC upon request or at the end of the job using the word processing program and version specified by the KRCC.

SECTION 13. PATENT/COPYRIGHT INFRINGEMENT

The Contractor will hold harmless, indemnify and defend the KRCC, its officers, officials, employees and agents, from and against any claimed action, cause or demand brought against the KRCC, where such action is based on the claim that information supplied by the Contractor or subcontractor infringes any patent or copyright. The Contractor will be notified promptly in writing by the KRCC of any notice of such claim.

SECTION 14. DISPUTES

Differences, disputes and disagreements between the Contractor and the KRCC arising under or out of the Contract will be brought to the attention of the KRCC at the earliest possible time so that the matter may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance or compensation due the Contractor will be decided by the KRCC's contract representative or designee. All rulings, orders, instructions and decisions of the KRCC's contract representative will be final and conclusive.

SECTION 15. CONFIDENTIALITY

The Contractor, its employees, subcontractors and their employees will maintain the confidentiality of all information provided by the KRCC or acquired by the Contractor in performance of the Contract, except upon the prior express written consent of the KRCC or an order entered by a court of competent jurisdiction. The Contractor will promptly give the KRCC written notice of any judicial proceeding seeking disclosure of such information.

SECTION 16. CHOICE OF LAW, JURISDICTION AND VENUE

16.1 The Contract will be construed as having been made and delivered within the State of Washington, and it is agreed by each party that the Contract will be governed by the laws of the State of Washington, both as to its interpretation and performance.

16.2 Any action at law, suit in equity or other judicial proceeding arising under or out of the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.

SECTION 17. MISCELLANEOUS

17.1 No Waiver. The parties agree that the excuse or forgiveness of performance, or waiver of any provisions of the Contract, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of the Contract at a later time.

17.2 Tax Payments. The Contractor will pay all applicable federal, state and local taxes, fees (including licensing fees) and other amounts.

17.3 Personnel Removal. The Contractor agrees to remove immediately any of its subcontractors, employees, agents or representatives from assignment to perform services under the Contract upon receipt of a written request to do so from the KRCC's contract representative or designee.

17.4 Legal Compliance. The Contractor and its subcontractors, employees, agents and representatives will comply with all applicable federal, state and local laws, rules and regulations in their performance under the Contract.

17.5 Records Inspection and Retention. The KRCC may, at reasonable times, inspect the books and records of the Contractor relating to the performance of the Contract. The Contractor will retain for audit purposes all Contract-related records for at least six years after termination of the Contract.

17.6 Successors and Assigns. The KRCC, to the extent permitted by law, and the Contractor each bind themselves, their partners, successors, executors, administrators and assigns to the other party to the Contract and to the partners, successors, administrators and assigns of such other party in respect to all covenants to the Contract.

17.7 Severability. If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.

17.8 Entire Agreement. The parties acknowledge that the Contract is the complete expression of their agreement regarding the subject matter of the contract. Any oral or written representations or understandings not incorporated in the Contract are specifically excluded.

17.9 Notices. Any notices will be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in the contract representatives provision of the Contract. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day.

17.10 **Survival.** Those provisions of the Contract that by their sense and purpose should survive expiration or termination of the Contract shall so survive. Those provisions include, but are not necessarily limited to, the following: Sections 6.1-6.3 (Hold Harmless and Indemnification), 8.3 (Termination), 13 (Patent/Copyright Infringement), 14 (Disputes), 15 (Confidentiality), 16.1-16.2 (Choice of Law, Jurisdiction and Venue), 17.1 (Miscellaneous — No Waiver), 17.5 (Miscellaneous - Records Inspection and Retention) and Section 17.7 (Miscellaneous — Severability).

SECTION 18. PREVAILING WAGE (IF APPLICABLE)

18.1 Pursuant to RCW Chapter 39.12 and WAC 296-127, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages to its employees and provide documentation to the KRCC of its compliance with prevailing wage laws and regulations. A copy of such prevailing rates of per diem wages shall be posted by the CONTRACTOR at the work site.

18.2 For contracts greater than \$2,500, a "Statement of Intent to Pay Prevailing Wages" (hereinafter "Statement of Intent") must be submitted to and approved by the State Department of Labor and Industries prior to beginning work by the CONTRACTOR. If the Contract is more than \$10,000, the Statement of Intent shall include the CONTRACTOR's registration number, the prevailing wage for each classification of workers, and an estimate of the number of workers in each classification. An 'Affidavit of Wages Paid' must be submitted to and approved by the State Department of Labor and Industries by the CONTRACTOR prior to release of the retained percentage. Copies of these documents shall be provided to the KRCC prior to any payment being made to the CONTRACTOR. The fee for each of these documents shall be paid by the CONTRACTOR.

18.3 For contracts \$2,500 or less, the CONTRACTOR may submit the Statement of Intent to the KRCC directly without the approval by the Washington State Department of Labor & Industries. Upon final acceptance of the work, the CONTRACTOR shall submit an "Affidavit of Wages Paid" to the KRCC. Once it is received, the KRCC may pay the CONTRACTOR in full including those funds the KRCC would otherwise retain under RCW Chapter 60.28.

Dated this _____ day _____, 2022

Dated this _____ day _____, 2022

Consultant

Kitsap Regional Coordinating Council

Triangle Associates, Inc.

Rob Gelder, KRCC Chair

EXHIBIT A: DESCRIPTION OF SERVICES AND BUDGET

DRAFT

Memo: Updates to 2023 Kitsap Regional Coordinating Council (KRCC) Work Plan, Calendar, and Budget

11/28/2022

Background

Due to feedback from the KRCC Land Use Technical Advisory Committee (LUTAC), the KRCC Executive Committee recommended updating the 2023 KRCC work plan, calendar, and budget to reflect the additional time, effort, and complexity associated with Countywide Housing Targets. In addition, KRCC staff received updates in November about “Super Tuesday” meeting scheduling and administrative costs that needed to be reflected in KRCC’s 2023 planning documents. The KRCC Board will have the opportunity to re-approve the 2023 KRCC work plan, calendar, and budget during its December 6, 2022 meeting.

Updates to 2023 Work Plan and Calendar

- **Administrative Program Updates**
 - Added one KRCC Board meeting on May 2 to allow for review of housing targets work (total of six KRCC Board meetings in 2023).
 - KRCC Board meeting times changed due to coordination of calendar with other Kitsap Boards (note: 2023 KRCC Board meeting times will vary from month to month).
- **Land Use Program Updates**
 - Repurposed the February 7, 2023 KRCC Board meeting as a Housing Target Workshop with LUTAC.
 - Added 5 LUTAC meetings from January through May 2023 (total of 11 LUTAC meetings in 2023).
 - Moved PlanPOL meeting from Jan 17 to Mar 21 to allow LUTAC more time to focus on the housing targets.

Updates to 2023 Budget

- Added costs for five additional LUTAC meetings and one additional KRCC Board meeting.
- Increased time and involvement of KRCC Program Director (Sophie Glass) and Land Use Lead (Pauline Mogilevsky) in the housing target effort.
- Moved room rental expenses into the Triangle portion of the budget from the overall budget to simplify monthly invoicing process.
- Updated RMSA Insurance costs.
- Updated travel costs and technology charges for hybrid and virtual meetings.
- *Previous 2023 budget: \$196,500.00*
- *Updated 2023 draft budget: \$230,208.25*

2023 Dues (remain unchanged)

- The current dues plan was based on the 2022 budget, and it is sufficient to cover updated 2023 budget. No changes are needed to previously approved 2023 dues.

Kitsap Regional Coordinating Council

2023 Work Plan, Scope of Work, and Budget Proposal

Draft v. 11/17/2022

DRAFT





2023 KRCC Work Plan and Triangle Associates Scope of Work

PDF v. 11/29/22

Note: Due to COVID-19, this Work Plan assumes some virtual meetings and some hybrid meetings in 2023.

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 2023, including:

- Developing and allocating countywide housing targets.
- Adjusting the employment and growth targets as needed.
- Supporting jurisdictions in their respective periodic updates of their Comprehensive Plans.
- Preparing for the 2024 Regional and Countywide Federal Highway Administration (FHWA) Surface Transportation Program Funding Competitions (2027-2028 obligation years).
- Participating in the 2023 Rural Town Centers and Corridors transportation competition.
- Discussing transportation funding options outside of the FHWA competitions.
- 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.

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

Contents: The KRCC 2023 Work Plan – Scope of Work includes:

- I. Administrative Program Work Plan and Triangle Scope of Work (page 3)
- II. Land Use Program Work Plan and Triangle Scope of Work (page 5)
- III. Transportation Program Work Plan and Triangle Scope of Work (page 11)
- IV. 2023 calendar with an overview of expected meetings (page 14)

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



Research/Writing



Discussions at Meetings



Letters



Outreach



Requires KRCC Board Approval

I. KRCC Administrative Program 2023 Work Plan Narrative

The proposed tasks for the KRCC Executive Committee and KRCC Board for 2023 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 2023 KRCC Executive Committee. (Bylaws)	Review proposed Executive Committee members. (Jan. 2023)	Review (no vote required) the 2023 Executive Committee. (Feb. 2023)
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. 2023)	Approve PSRC Board and Committee appointments. (Feb. 2023)
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. 2023)	Review and approve new KRCC member(s) by the last KRCC Board meeting of the year. (Sept.-Dec. 2023)
4. Develop and approve the 2024 annual budget and workplan. (Interlocal Agreement)	Develop and review the draft 2024 budget and workplan. (July – Dec. 2023)	Review the draft budget and workplan (Nov. 2023); approve the '24 budget and workplan (Dec. 2023).
5. Develop and facilitate annual retreat.	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. 2023)	Review the Legislative Reception plan from KRCC staff and provide guidance. (Oct.-Nov. 2023)
7. Distribute contractor evaluation. (Policies and Procedures Manual)	Develop contractor evaluation form. (Oct. 2023)	Return contractor evaluation form (Nov. 2023) and discuss results in a closed session (Dec. 2023)
8. Identify vacancies on PSRC Boards and Committees. (Policies and Procedures Manual)	Review the vacancies on PSRC Boards and Committees. (Nov. 2023)	Review the vacancies on PSRC Boards and Committees. (Dec. 2023)
9. Discuss and vote on 2024 Chair and Vice-Chair. (Bylaws)	Review proposed 2024 Chair and Vice Chair. (Nov. 2023)	Vote on proposed 2024 Chair and Vice Chair. (Dec. 2023)

Administrative Deliverables

- Executive Committee meeting agendas and meeting summaries (draft and final)
- Executive Committee meeting materials packets.
- Executive Committee annotated meeting agendas
- KRCC Board meeting agendas and meeting summaries (draft and final)
- KRCC Board meeting materials packets.
- KRCC Board annotated meeting agendas
- KRCC revenue and expense report as part of Board meeting packets
- Annual budget and workplan (draft and final)
- Retreat plan, agenda, materials, and logistics
- Legislative Reception agenda (draft and final)
- PSRC summaries as part of Board meeting packets
- The up-to-date roster of KRCC representatives on PSRC Boards and Committees

DRAFT

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 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.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> • Sophie Glass, KRCC Program Lead • Claire Wendle, KRCC Transportation Program Lead • Pauline Mogilevsky, KRCC Land Use Program Lead • Cheryl Klotz, KRCC Coordination Lead 	<ul style="list-style-type: none"> • 6 KRCC Board meetings, 1 annual retreat • 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 • PowerPoint meeting presentation for Board meetings • 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 6 hours in duration and will be held in a facility in Kitsap County. Expenses for the Board retreat are inclusive of facility fees.

I.B. State and Regional Legislative Coordination

To support KRCC Board interests in the WA State Legislature, Triangle will help design, prepare for, and staff an annual Legislative Reception in the fall under the direction of the Chair, Executive Committee, and Board. Triangle will also provide 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, KRCC Program Lead Claire Wendle, KRCC Transportation Program Lead Cheryl Klotz, KRCC Coordination Lead 	<ul style="list-style-type: none"> 1 Legislative Reception (or breakfast/luncheon) 4 Gorst Coalition Meetings 4 Gorst Co-Chair Meetings 	<ul style="list-style-type: none"> Legislative Reception event program (draft and final) Gorst Coalition Co-Chair meeting agendas Gorst Coalition meeting agendas 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.

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"> Claire Wendle, KRCC Transportation Program Lead Pauline Mogilevsky, Land Use Program Lead Cheryl Klotz, KRCC Coordination Lead 	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, a bi-monthly report on staff and policy level committee meeting outcomes, and maintain communication with PSRC staff as needed. Triangle will also maintain an up-to-date roster of KRCC representatives on PSRC Boards and Committees.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Claire Wendle, KRCC Transportation Program Lead Pauline Mogilevsky, KRCC Land Use Program Lead Cheryl Klotz, KRCC Coordination Lead 	<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 Claire Wendle Pauline Mogilevsky Cheryl Klotz 	<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 	<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 2023 Work Plan Narrative

The proposed land use program work plan items for 2023 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: Housing targets and types, as they relate to affordable housing; employment target adjustments; population target adjustments, and UGA adjustments	Share resources; receive presentations from Commerce and others, hold a workshop focused on housing targets with an educational component (e.g. Kitsap County presentation)	Share resources; receive presentations from Commerce and others, hold a workshop on housing targets with an educational component (e.g. Kitsap County presentation)	Approve housing targets
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
Puget Sound Regional Council (PSRC) Involvement			
3. 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			
4. 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	Other	PlanPOL's Role	Board's Role
5. 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.

Land Use Deliverables

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

DRAFT

Triangle Associates Scope of Work: Land Use Program

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

To support the KRCC Board’s PlanPOL, Triangle will provide a Land Use Program Lead who will report to the Program Director. An additional administrative staff will help support the technology associated with hybrid PlanPOL meetings.

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 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, KRCC Program Director Pauline Mogilevsky, KRCC Land Use Program Lead 	<ul style="list-style-type: none"> 4 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 Oversee the work of the CPP Consultant 	<ul style="list-style-type: none"> Meetings will be 1.5-hours in duration Meetings will be held virtually or 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"> 11 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 or in-person.

III. KRCC Transportation Program 2023 Work Plan Narrative

The proposed transportation program work plan items for 2023 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 (e.g., electric vehicles).	 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 2023 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			
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. Discuss updates to policies and criteria for the Countywide Competition.	 Conduct research related to topics based on guidance from TransPOL.	 Provide guidance to TransTAC related to research needed to support discussions on desired topics. Review data related to selected topics and	 Approve the approach to selected topics as part of the Call for Projects in 2024.

Action Item	TransTAC's Role	TransPOL's Role	Board's Role
5. Participate in the Rural Town Centers and Corridor Competition (RTCC)	 Discuss projects submitted to the RTCC.	 Review projects submitted to the RTCC.	 Review projects submitted to the RTCC (vote if more projects submitted than slots)
KRCC Collaboration			
6. 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.

Transportation Deliverables

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

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.

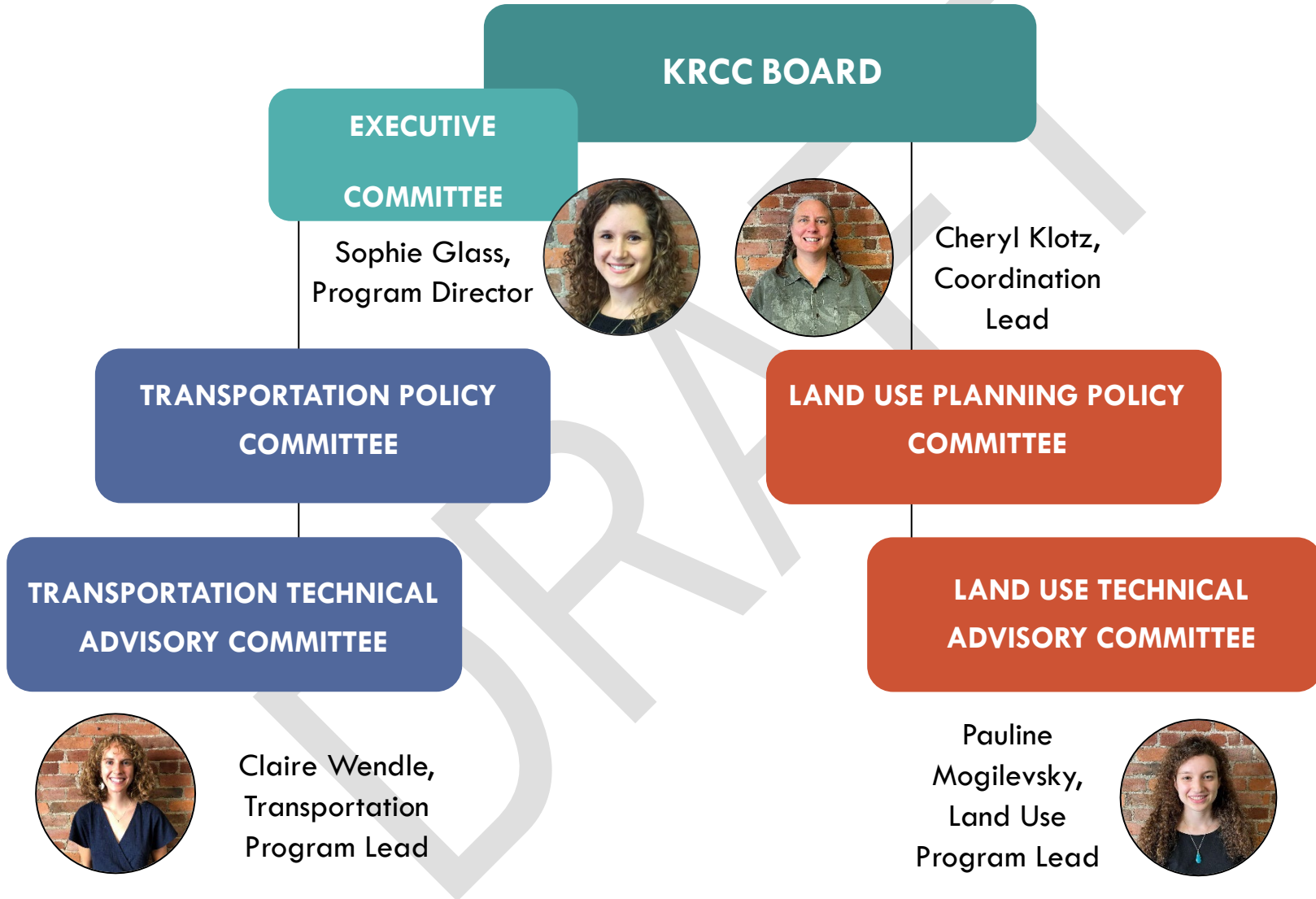
Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Sophie Glass, KRCC Program Director Claire Wendle, KRCC Transportation Program Lead 	<ul style="list-style-type: none"> 3 TransPOL meetings 	<ul style="list-style-type: none"> Meeting agendas (draft and final) Meeting summaries (draft and final) Meeting materials as needed including maintaining communications with PSRC Summary reports at KRCC Board meetings 	<ul style="list-style-type: none"> Meetings will be 1.5-hours in duration Meetings will be held virtually <u>only</u> (with in-person viewing at NDGC).

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 memo, 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 Claire Wendle 	<ul style="list-style-type: none"> 4 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 Recommendations to TransPOL 	<ul style="list-style-type: none"> Meetings will be 2-hours in duration Meetings will be held virtually or in-person

IV. Staff Organizational Chart



V. 2023 Calendar of Expected Meetings

		January	February	March	April	May	June	July	August	September	October	November	December
Executive	Board* 1 st Tues. Time varies		Feb 7 Board Meeting/ Land Use Wkshop 12:30-2:30			May 2 Board Meeting 12:30-2:30	Jun 6 Board Meeting 1:45-3:45				Oct 3 Board Meeting 1:45-3:45	Nov 7 Board Meeting 12:30-2:30	Dec 5 Board Meeting 2:15-4:15
	Executive Committee 3 rd Thurs. 11:00AM–1:00PM	Jan. 19 Executive Committee Meeting	Feb 16 Executive Committee Meeting	Mar 16 Executive Committee Meeting	Apr 20 Executive Committee Meeting	May 18 Executive Committee Meeting	Jun 15 <i>Executive Committee Meeting (cancel if no need)</i>				Sept 21 Executive Committee Meeting	Oct 19 Executive Committee Meeting	Nov 16 Executive Committee Meeting
Transportation	TransPOL* 3 rd Thurs. 3:00-4:30PM			Mar 16 TransPOL Meeting			Jun 15 TransPOL Meeting				Oct 19 TransPOL Meeting		
	TransTAC 2 nd Thurs. 1:30-3:00PM		Feb 9 TransTAC Meeting (in-person @ Kitsap Co)			May 11 TransTAC Meeting (virtual)				Sept 14 TransTAC Meeting (virtual)		Nov 9 TransTAC Meeting (in-person @ Poulsbo)	
Land Use	PlanPOL* 3 rd Tues. 1:30-3:00PM			Mar 21 PlanPOL Meeting	Apr 18 PlanPOL Meeting		Jun 20 PlanPOL Meeting				Oct 17 PlanPOL Meeting		
	LUTAC 2 nd & 4 th Thurs. 9:30-11:30AM	Jan 12 LUTAC Meeting	Feb 9 Feb 23 LUTAC Meeting	Mar 9 Mar 23 LUTAC Meeting	Apr 13 Apr 27 LUTAC Meeting	May 11 May 25 LUTAC Meeting				Sept 14 LUTAC Meeting		Nov 9 LUTAC Meeting	

KRCC Retreat Date: TBD

Legislative Reception Date: TBD date (but perhaps a breakfast)

KRCC BUDGET with TRIANGLE ASSOC. DETAIL
January 1, 2023 - December 31, 2023
Draft 11-17-22

Updates: adding NDGC room rentals to Triangle's invoice; adding a Board meeting; adding 6 LUTAC meeting; increasing SG's role in LUTAC; assuming even in-person meetings will have a hybrid option (per Erickson)

	Sophie Glass	Claire Wendle	Cheryl Klotz	Pauline Mogilevsky	Admin	Expenses	Total	Task Total	2022 Budget	Expense Info	Assumptions
I. KRCC Administrative Program											
Task I.A. - Executive Board + Committee											
Prep and summaries for Exec. Committee (10)	50	0	100	0	0	\$0	\$19,250	\$76,437.00	\$58,662		Virtual only
Exec. Comm. facilitation (10)	25	0	25	0	0	\$100	\$6,850			Zoom use fee = \$10/meeting	Agenda, materials, annotated agenda, distribute materials
Preparation for Exec. Board (6)	18	0	48	0	0	\$0	\$8,310				Agenda, materials, annotated agenda, distribute materials
Board meeting facilitation (6)	36	36	36	36	0	\$1,272	\$19,272			4 ferry + \$77 room rent + \$20 printing per in person + \$75 Webinar	5, 2-hr meetings plus travel for in-person meetings.
Board meeting summaries and follow-up (6)	9	0	24	0	0	\$0	\$4,155				2 hr mtgs, 1 hour prep/pack, 3 hr travel
Prep and Planning for Board retreat (1)	15	5	35	5	0	\$0	\$7,500				Agenda, materials, annotated agenda, distribute materials
KRCC Board retreat and summary plus travel (1)	11	10	14	10	10	\$350	\$6,865			car ferry ride/mileage + \$300 printing	8-hr day plus travel to/from Bremerton
1-on-1 meetings with jurisdictions as needed (11)	11	0	22	0	0	\$0	\$4,235				By phone only
Task I.B. - State/Regional Legislative Coordination											
Legislative Reception (1)	25	8	45	8	8	\$350	\$11,960			car ferry ride/mileage + \$300 printing	Planning + Day Of + Follow Up, venue cost out of general KRCC budget
Gorst Coalition co-chair meeting support (4)	0	24	0	0	0	\$0	\$2,760				4 co-chair meetings
Gorst Coalition meeting support (4)	0	24	0	0	0	\$0	\$2,760				4 Gorst Coalition meetings
Task I.C. - Website											
Website management	4	4	20	4	4	\$295	\$4,495	\$4,495.00	\$2,295	InMotion Hosting + Square Space (\$295)	
Task I.D. - PSRC Support											
General PSRC coordination	6	6	0	6	12	\$0	\$3,390				
Attend Regional Staff Comm. Mtgs (11)	0	0	0	22	0	\$0	\$2,530			11 RSC meetings	2-hr meetings; remote participation
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	8	0	0	0	0	\$0	\$1,240				
Administrative and technical support	10	10	16	10	10	\$1,632	\$8,222			Rackspace (\$960), Jungle Disk (\$360), Grasshopper phone (\$312)	10hrs for annual audit report
Internal team coordination meetings	48	48	48	48	0	\$0	\$24,000				Average weekly meeting 1 hr
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 (4)	16	0	0	30	0	\$0	\$5,930	\$12,433.00	\$45,116		agenda, materials, annotated agenda, distribute materials
Meeting facilitation (4)	12	0	0	12	0	\$628	\$3,733			Travel to 1 in person + Zoom webinar fee (\$75/mtg) + NDGC rental	1.5-hr meetings
Meeting summaries and follow-up (4)	6	0	0	16	0	\$0	\$2,770				
Task II.B. - LUTAC											
Preparation (11)	66	0	0	88	0	\$0	\$20,350	\$40,522.50	\$18,536		agenda, materials, annotated agenda, distribute materials, oversee the work of the
Meeting facilitation (11)	31	0	0	37	0	\$170	\$9,173			Travel to , in-person via ferry + \$10 zoom fees + \$10 printing/mtg	2-hr meetings
Meeting summaries and follow-up (11)	22	0	0	66	0	\$0	\$11,000				
III. KRCC Transportation Program											
Task III.A. - TransPOL											
Preparation (3)	12	21	0	0	0	\$0	\$4,275	\$8,661.00	\$17,476		agenda, materials, annotated agenda, distribute materials
Meeting facilitation (3)	6	6	0	0	0	\$456	\$2,076			All virtual. Zoom webinar fee (\$75/meeting) + NDGC rental for public	1.5hr meetings
Meeting summaries and follow-up (3)	6	12	0	0	0	\$0	\$2,310				
Task III.B. - TransTAC											
Preparation (4)	12	30	0	0	4	\$0	\$5,670	\$11,650.00	\$15,996		agenda, materials, annotated agenda, distribute materials
Meeting facilitation (4)	4	16	0	0	12	\$80	\$3,620			\$10 zoom/all + 2 mtng in-person w \$10 ferry(2) + \$10 printing	2-hr meetings
Meeting summaries and follow-up (4)	0	8	0	0	16	\$0	\$2,360				
Triangle Totals	469	290	438	397	76	\$5,333	\$214,165.50	\$214,165.50	\$246,983.80		

Staff	Rates
Sophie Glass	\$155.00
Claire Wendle	\$115.00
Cheryl Klotz	\$115.00
Pauline Mogilevsky	\$115.00
Admin	\$90.00

Auditor's Office Fees: In case of unexpected accountability audit
Legal services: Approximate annual cost
RMSA insurance: updated amount for 2023
Room rentals: retreat and legislative reception room rentals (NDGC covered under Triangle)

Auditor's Office Fees	\$5,000.00
Legal Services	\$3,000.00
RMSA Insurance	\$4,123.00
Room Rentals	\$2,500.00
Reserves	\$1,000.00
Miscellaneous	\$419.75
Subtotal	\$16,042.75
Triangle Associates	\$214,165.50
KRCC TOTAL:	\$230,208.25

Historical Comparison:
 2022 Triangle Budget = \$246,983; Actual = TBD
 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

KRCC Budget Change from 2022 to 2023: -15.04%
 Triangle Budget Change from 2022 to 2023: -15.32%



Kitsap Regional Coordinating Council

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

Recommendation for the Kitsap Regional Coordinating Council (KRCC) 2023 Chair and Vice-Chair

On October 20, 2022, the KRCC Executive Committee met and recommended the following individuals to serve as the KRCC Chair and Vice Chair in 2023.



2023 KRCC Chair
Mayor Greg Wheeler, City of Bremerton



2023 KRCC Vice Chair
Mayor Joe Deets, City of Bainbridge Island

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

DRAFT v. 11.15.22

Below is a list of 2022 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/>

Representatives and alternates in **black text** have been updated for 2023.

Those in **grey text** served in 2022. KRCC staff needs confirmation/updates for 2023.

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

2023 Puget Sound Regional Council (PSRC) Appointments for the Kitsap Regional Coordinating Council (KRCC)

DRAFT v. 11.15.22

Below is a list of 2022 KRCC appointees serving on PSRC Committees.

Reminder: Always check the KRCC website for the most up to date information. <http://www.kitsapregionalcouncil.org/>

Representatives and alternates in **black text** have been updated for 2023.

Those in **grey text** served in 2022. KRCC staff needs confirmation/updates for 2023.

	Jurisdiction	Representative	Alternate(s)
PSRC Committees	Bicycle/Pedestrian Advisory Committee		
	Kitsap County	David Forte	Melissa Mohr
	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)	Mark Dorsey (Port Orchard)
	Kitsap County	David Forte	Joe Rutan
	Port of Bremerton	Fred Salisbury	Arne Bakker
	Bremerton	Shane Weber	Ned Lever; Chris Dimmitt
	Kitsap Transit	Steffani Lillie	Jeff Davidson
	Regional Staff Committee		
	Kitsap County	Eric Baker	Jeff Rimack
	Other Cities	Nick Bond (Port Orchard)	Mark Hofman, Jennifer Sutton (Bainbridge Island)
	At Large	Heather Wright (Poulsbo)	Mark Hofman, Jennifer Sutton (Bainbridge Island)
	Transit	Ed Coviello	
	Bremerton	Andrea Spencer	Garrett Jackson
	Economic Development Rep	Kathy Cocus (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 (Poulsbo)	
	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		
Port of Bremerton	Fred Salisbury		
Regional Intelligent Transportation System Committee			
Bremerton	Vicki Grover	Shane Weber	

DRAFT 2023 KRCC Committee Roster v. 11.22.22
Representatives and alternates in black text have been updated for 2023.
Those in grey text served in 2022. KRCC staff needs confirmation/updates for 2023.

Jurisdiction (alphabetical)	Executive Board	Executive Committee	PlanPOL	TransPOL	LUTAC	TransTAC
Bainbridge Island	Mayor J. Deets (V. Chair?) Councilmember L. Schneider	Mayor J. Deets (V. Chair?)	Councilmember K. Hytopoulos Councilmember J. Quitslund (alt.)	Councilmember L. Schneider Councilmember J. Quitslund (alt.)	Jennifer Sutton HB Harper	Chris Wierzbicki Chris Munter (alt.)
Bremerton	Mayor G. Wheeler (Chair?) Council Member D. Frey Council Member J. Coughlin	Mayor G. Wheeler (Chair?)	Mayor G. Wheeler Council Member J. Coughlin (alt.)	Mayor G. Wheeler Council Member D. Frey (alt.)	Andrea Spencer	Shane Weber Chris Dimmitt (alt.) Ned Lever (alt.)
Kitsap County	Commissioner R. Gelder Commissioner C. Garrido	Commissioner R. Gelder	Commissioner C. Garrido (alt.)	Commissioner R. Gelder 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.)	Edward Coviello	Steffani Lillie Ed Coviello (alt.)
Naval Base Kitsap	Captain Allison Satter (alt.)		Allison Satter	Allison Satter	Allison Satter	Allison Satter
Port Gamble S'Klallam Tribe	Chairman J. Sullivan				Barrett Schmanska	
Port of Bremerton	Commissioner A. Strakeljahn Commissioner G. Anderson (alt.) Commissioner C. Bozeman (alt.)		Commissioner C. Bozeman Commissioner G. Anderson (alt.) Commissioner A. Strakeljahn (alt.)	Commissioner A. Strakeljahn Commissioner G. Anderson (alt.) Commissioner C. Bozeman (alt.)	Fred Salisbury	Fred Salisbury
Port of Kingston	Commissioner M. McClure Commissioner S. Heacock (alt.)	Commissioner M. McClure	Commissioner S. Heacock Commissioner M. McClure (alt.)	Commissioner M. McClure Commissioner L. Gronnvoll (alt.)		
Port Orchard	Mayor R. Putaansuu Councilmember J. Rosapepe (alt.) Councilmember M. Trenary (alt.)	Mayor R. Putaansuu	Mayor R. Putaansuu Councilmember J. Rosapepe (alt.)	Mayor R. Putaansuu Councilmember J. Rosapepe (alt.)	Nick Bond	Mark Dorsey Chris Dimmitt
Poulsbo	Mayor B. Erickson Councilmember E. Stern	Mayor B. Erickson	Mayor B. Erickson Councilmember C. Lord (alt.)	Mayor B. Erickson Councilmember Stern (alt.)	Heather Wright	Diane Lenius Josh Ranes Michael Bateman (alt.)
Suquamish Tribe	Council Chair L. Forsman Councilmember J. Mills (alt.)		Council Chair L. Forsman Councilmember J. Mills (alt.)	Council Chair L. Forsman Councilmember 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	Matthew Pahs	George Mazur
WSDOT	Ashley Carle (alt.)			Ashley Carle (alt.)		Ashley Carle (alt.)
WSDOT						Jennifer Barnes
WSF						Stephanie Circovich
WA Dept. of Commerce					Catherine McCoy	

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

CASH BASIS

Draft v. 10-13-22

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													\$ -	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												\$ 46,120	N/A	N/A	N/A
Total Revenue	\$ 48,644.58	\$ -	\$ 240,797.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 289,441.58			
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			\$ 170,837.18	\$ 250,000	83%	68.33%
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	\$ -	\$ -	\$ 147,815.41	\$ 217,000	83%	68.12%
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	83%	58.78%
Auditor's Office													\$ -	\$ 5,000	83%	0.00%
Legal Services													\$ -	\$ 3,000	83%	0.00%
RMSA Insurance**	\$ 3,323.00							\$ 300					\$ 3,623.00	\$ 3,323	83%	109.03%
Room Rentals	\$ -	\$ -	\$ -							\$ 77.00			\$ 77.00	\$ 1,500	83%	5.13%
Reserves													\$ -	\$ 1,000	83%	0.00%
Miscellaneous										\$ 53.68			\$ 53.68	\$ 1,004	83%	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	\$ -	\$ -	\$ 170,967.86	\$ 264,827	83%	64.56%
Net Income													\$ 118,473.72			
Total Reserves	\$24,000															

*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.