



Kitsap Regional Coordinating Council

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

KRCC Executive Board Meeting Reference Packet

December 6, 2022

Table of Contents

1. October 20 Executive Committee meeting summary	Page 2
2. Draft 2023 Schedule for Kitsap Boards	Page 7
3. 2023 KRCC Dues Summary	Page 8
4. PSRC Committees and Boards Report	Page 9



Kitsap Regional Coordinating Council

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

KRCC Executive Committee Meeting Summary

approved 11.17.2022

Date: October 20, 2022

Time: 10:00 am – 12:00 pm

Remote meeting via Zoom

Attendees (alphabetical): Mayor Deets, Mayor Erickson, Commissioner Gelder, Mayor Putaansuu, Mayor Wheeler

Decisions

The KRCC Executive Committee decided to:

- Approve the 9/15 Executive Committee meeting summary
- Approve the Triangle Associates September invoice
- Continue to hold KRCC Board meetings in person at NDGC with a virtual attendance option via Zoom
- Nominate Mayor Wheeler as KRCC Chair and Mayor Deets as KRCC Vice Chair for 2023
- Bring the draft 2023 work plan and budget before the Board as drafted
- Keep KRCC total dues for 2023 at a similar level to 2022 but use current property valuations and populations to calculate member dues
- Edit the contract to say that the total amount payable will not exceed the approved budget for that contract year
- Hold the Legislative Reception in-person only with no virtual attendance option
- Have Triangle pay any balance of bar minimum at Legislative Reception and add to monthly invoice
- Clarify that
 - Legislative Reception invitations do not include a +1
 - Reception fees cannot be paid in cash on the night of the event but can be invoiced for later payment
- Add newly elected officials to Legislative Reception guest list after election results are known
- Invite specific lobbyists, but not the entire Gorst Coalition
- Make time in the Legislative Reception agenda for WSAC and AWC to speak
- Advance the September Board meeting summary for Board review and approval
- Shorten the Executive Committee meeting to 1 hour at 11 am on 12/15/22

Actions	Who?	Status
Sign and submit invoice approval form	Chair, Vice Chair, KRCC Staff	Complete
Update 2023 dues based on 2022 dues total and current population and assessed valuations	KRCC Staff	Complete

Update 2023-4 contract to say that the total amount payable will not exceed the approved budget for that contract year	KRCC Staff	Complete
Order an anniversary cake for the Legislative Reception	KRCC Staff	In Progress
Finalize Legislative Reception menu with caterer	Chair Gelder w KRCC Staff	Complete
Send suggested discussion topics/questions for Legislative Panel to the Chair by 10/27	Committee Members	Complete
Develop discussion topics/questions for the Legislative Reception panel	Chair Gelder w KRCC Staff	In Progress
Launch and administer annual review survey	Chair Gelder w Kitsap Co Staff	In Progress
Shift 12/15 Executive Committee meeting to 11 am and shorten to 1 hour	KRCC Staff	Complete

1. Chair's Welcome

KRCC Chair/Kitsap County Commissioner Rob Gelder welcomed the Executive Committee to the virtual meeting.

2. Committee Updates and Action Items

A. Executive Committee Items

- Review the September 19 Executive Committee meeting summary

The September 19 Executive Committee meeting summary was approved by consensus.

- Confirm virtual/hybrid formats for November public meetings

Members discussed the hybrid format used at the October 4 meetings for KRCC and other Kitsap Boards meetings at the Norm Dicks Government Center. The Committee decided to continue using the same hybrid format and health protocols for the next Board meeting while keeping an eye on future Covid levels and public health advice and adjusting protocols if circumstances change.

- Discuss 2023 KRCC Chair/Vice Chair for KRCC Board consideration

Historically, The KRCC Vice Chair assumes the Chair position the following year and a new Vice Chair is chosen. In recent years, one of the two Chair positions has been from the County and the other from one of the Cities, but this alternating pattern is not required by the KRCC Bylaws nor the Interlocal Agreement (ILA). Noting that there are many more members available from City member agencies than from the County who are eligible to serve as KRCC officers, the Committee discussed nominating a City official to serve as Vice Chair for 2023 with an eye toward nominating a County official as Vice Chair for 2024.

The Committee expressed confidence in Vice Chair Wheeler's ability to carry the responsibilities of the Chair in 2023. After discussing the balance of representation of various member jurisdictions over

the years and the capacity of members to take on the responsibility of Vice Chair in 2023, the Committee recommended nominating City of Bainbridge Island Mayor Joe Deets as Vice Chair for 2023.

- Review updates and discuss approval processes for drafts for 2023 KRCC work plan, budget, dues, and contract

The Committee discussed the proposed 2023 work plan, which is expected to be lighter than 2022 and looked beyond into 2024 when they expect a heavier workload. The committee recommended holding KRCC's total dues for 2023 level with the 2022 dues to allow for more steady budgeting and to continue to build up the financial capacity for anticipated higher expenses in 2024 and beyond. Members recommended letting the surplus continue to flow forward in the carryforward amount rather than adding it to the formal reserves, which are currently at a level that satisfies the 10% of budget in reserve that is recommended in KRCC's Policies and Procedures manual.

In order to equitably calculate dues for 2023, staff should use the 2022 dues total (\$243,000) distributed it among member agencies based on up-to-date population and assessed property valuation figures. The Committee also recommended that rather than stating a cap for only one year of the two- year contract, the wording should be changed in the proposed 2023-4 contract to state that "the total amount payable each year will not exceed the approved budget for that contract year."

- Discuss Legislative Reception updated proposal & questions

Staff updated the Executive Committee on Legislative Reception plans and RSVPs received so far. As of 10/19, four legislators: Senator Christine Rolfes (23rd District), Senator Randall (26th District), Representative Drew MacEwen (35th District), and Katy Crabtree (from U.S. Representative. Kilmer's office) have confirmed their participation on the panel and 15-20 Council members and Commissioners have registered. Many details and decisions for the event were discussed, including the following:

Food and beverages

- Chair Gelder will work with KRCC staff to finalize menu.
- Staff will arrange for a KRCC anniversary cake.

Payments and invoicing

- Payment for reception fee may be made by check, but not by cash on day of the event.
- Legislative Reception invoices from The Point should go to Chair Gelder at Kitsap County. He will work out logistics about after-event invoicing.
- Chair Gelder will confirm whether Lisa Fryer at Kitsap County is the correct person to receive the reception fee checks,
- Triangle will cover the payment for any balance due for the bar minimum the night of the event and will invoice KRCC.

Invitations

- Since the Legislative Reception is a working meeting, +1s will not be invited.
- Staff will extend invitations to specific lobbyists this week and to newly elected officials after election results are known.
- Due to venue capacity issues, the Gorst Coalition members who do not have another role with KRCC will not be invited.

- Members will reach out and encourage their legislators and their fellow council members and commissioners to attend.

Event agenda and other details

- AWC and WSAC will have time in the agenda to present legislative priorities.
- Members will contribute topics/questions for panel discussion to Chair Gelder by the end of the week.
- Chair Gelder will work with KRCC staff to develop panel questions,
- Topics for panel discussion suggested during the meeting included:
 - Missing middle housing
 - Local control
 - Ferry service and ferry funding
 - Health care
 - Transportation
 - Addressing these topics with the lens/theme of cooperation
- Discuss idea of KRCC newsletter for briefing councils and commissions

The idea of creating a newsletter to keep councils and commissions apprised of KRCC related updates was discussed. The Executive Committee decided not to pursue the idea further, thinking a newsletter would not be an effective use of staff time.

B. Land Use Items

The Committee reviewed the draft November 10 LUTAC meeting agenda and made no changes.

C. Transportation Items

TransPOL met on October 20 in the afternoon. There were no significant outcomes from this meeting.

3. Review KRCC Board Agenda and Materials

- Review draft November 1 KRCC Board meeting agenda

The Committee reviewed the draft November 1 Board meeting agenda and made no changes.

- Review October 4 Board meeting summary

The Committee reviewed the October 4 Board meeting summary and recommended it to advance to the Board for review and approval.

4. Administrative Agenda

- Discuss Triangle Annual Review

County staff are preparing the survey as a Cognito form so that response aggregation can be automated for easier analysis while preserving of anonymity. The survey will open about 10/31, just before the Board meeting and close around 12/1 just after the Legislative Reception. Timing of the

4 - Approved Exec. Committee 10/20/22 Meeting Summary

survey will be tight in order to give sufficient time to have summary of responses ready for the Committee to review before sharing relevant excerpts with staff at the 12/15 Executive Committee meeting.

- Discuss efforts to reengage Tribes

Chair Gelder reached out to Chairman Forsman to check in about the 2008 Memorandum of Understanding (MOU) between KRCC and the Tribes. The MOU might never have been signed. Port Gamble S'Klallam Tribe are the venue hosts for the Legislative Reception. Members noted that Tribal staff have sometimes been more available to participate than Tribal leaders, and that any ongoing Tribal participation in KRCC would be highly valued.

- Approve Triangle Associates September 2022 Invoice

The Committee approve September 2022 invoice of \$11,172.57 by consensus.

5. Adjourn

Meeting adjourned at 11:25 AM.

Super Tues 2023 DRAFT SCHEDULE (with break from 11:45-12:30)

Kitsap Transit	Kitsap Public Health	Emergency Management	Kitsap 911	KRCC
----------------	----------------------	----------------------	------------	------

January 3rd

8:30-10:00	Kitsap Transit
10:30-11:45	Kitsap Public Health
12:30-1:30	Emergency Management (L)

Feb 7th

8:30-10:00	Kitsap Transit
10:30-11:45	Kitsap Public Health
12:30-2:30	KRCC (L)

March 7th

8:30-10:00	Kitsap Transit
10:30-11:45	Kitsap Public Health
12:30-2:15	Kitsap 911* (L)

April 4th

8:30-10:00	Kitsap Transit
10:30-11:45	Kitsap Public Health
12:30-1:30	Emergency Management (L)

May 2nd

8:30-10:00	Kitsap Transit
10:30-11:45	Kitsap Public Health
12:30-2:30	KRCC (L)

June 6th

8:30-10:00	Kitsap Transit
10:30-11:45	Kitsap Public Health
12:30-1:30	Kitsap 911 (L)
1:45-3:45	KRCC

July 4th (HOLIDAY)

RESCHEDULE to July 11th (2nd Tues)

8:30-10:00	Kitsap Transit
10:30-11:45	Kitsap Public Health
12:30-1:30	Emergency Management (L)

August 1st (NO MEETING)

September 5th

8:30-10:00	Kitsap Transit
10:30-11:45	Kitsap Public Health
12:30-1:30	Kitsap 911

October 3rd

8:30-10:00	Kitsap Transit
10:30-11:45	Kitsap Public Health
12:30-1:30	Emergency Management (L)
1:45-3:45	KRCC (L)

November 7th

8:30-10:00	Kitsap Transit
10:30-11:45	Kitsap Public Health
12:30-2:30	KRCC (L)

December 5th

8:30-10:00	Kitsap Transit
10:30-11:45	Kitsap Public Health
12:30-2:00	Kitsap 911 (L)
2:15-4:15	KRCC

NOTES:

*March 7th 2023 meeting approved by Kitsap 911 board Dec 2021

(L) Boards in the 12:30 timeslot typically provide lunch for the board. Recommend having lunch delivered between 11:45 and 12:00 p.m. so board members can eat while the 12:30 agency sets up for their meeting. Past caterers include Ambrosia and Crescent Moon.

Kitsap Regional Coordinating Council Member Dues for 2023

Approved 11-1-22

Jurisdiction/ Member	DUES FORMULA					2023 DUES				
	2022 OFM Population #	2022 % of Population	2022 Assessed Valuation	Valuation Percentage	% of Core Program (weighted 50/50)	Core Program Payments before Fiscal Agent Fee	% of Fiscal Agent Fee (By Jurisdiction and Non-Jurisdiction)	Fiscal Agent Fee*	Net 2023 Dues	% of budget
TOTAL			\$ 50,020,817,833.00							
Kitsap County (minus cities)	182,040	64.8%	\$29,803,450,638	60%	62.2%	\$ 136,018	-	\$ 133,591		
Bremerton	45,220	16.1%	\$5,034,577,765	10%	13.1%	\$ 28,609	35%	\$ 756	\$ 29,365	
Bainbridge Island	25,060	8.9%	\$10,285,196,057	21%	14.7%	\$ 32,240	39%	\$ 852	\$ 33,092	
Port Orchard	16,400	5.8%	\$2,503,880,075	5%	5.4%	\$ 11,858	14%	\$ 313	\$ 12,171	
Poulsbo	12,180	4.3%	\$2,393,713,298	5%	4.6%	\$ 9,974	12%	\$ 264	\$ 10,238	
SUB-TOTAL	280,900	100%	\$50,020,817,833	100%	100%	\$ 218,700	100%	\$2,184	\$ 218,457	90%
Port of Bremerton	2020 Census population = 116,533				33.5%	\$ 8,141	33.5%	\$81	\$ 8,222	
Kitsap Transit					46.0%	\$ 11,178	46.0%	\$112	\$ 11,290	
Suquamish Tribe	Non-jurisdictions together = 10% of total dues.				4.5%	\$ 1,094	4.5%	\$11	\$ 1,104	
PGST Tribe					4.5%	\$ 1,094	4.5%	\$11	\$ 1,104	
Port of Kingston**	2020 Census population for Kingston = 2836				11.5%	\$ 2,795	11.5%	\$28	\$ 2,822	
SUB-TOTAL					100%	\$ 24,300	100%	\$243	\$ 24,543	10%
TOTAL DUES SUPPORT					Total***	\$ 243,000			\$ 243,000	

enter budget here

2022 DUES FOR REFERENCE

Jurisdiction	2022	2023	Percent Change
Kitsap County	\$ 133,900	\$ 133,591	-0.2%
Bremerton	\$ 27,873	\$ 29,365	5.1%
Bainbridge Isl.	\$ 34,900	\$ 33,092	-5.5%
Port Orchard	\$ 11,612	\$ 12,171	4.6%
Poulsbo	\$ 10,171	\$ 10,238	0.7%
Port of Bremerton	\$ 8,367	\$ 8,222	-1.8%
Kitsap Transit	\$ 11,449	\$ 11,290	-1.4%
Suquamish Tribe	\$ 1,101	\$ 1,104	0.3%
PGST Tribe	\$ 1,101	\$ 1,104	0.3%
Port of Kingston**	\$ 2,525	\$ 2,822	10.5%
TOTAL	\$ 242,999	\$ 243,000	0.0%

	1% of total budget Fee for Fiscal Agent =	
	\$ 2,430.00	
10%=	\$ 243.00	\$ 242.71
90%=	\$ 2,187.00	\$ 2,184.35

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

**Port of Kingston moved from a flat dues fee (\$2525) to a percentage based dues fee for 2023 dues, therefore the percentage change is not consistent with the other members.

***On 10/20/22, the Exec. Committee recommended using the 2022 KRCC budget to calculate the 2023 dues. This results in small differences between 2022 and 2023 member dues for each jurisdictions and non-jurisdictions.



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



PSRC BOARDS v.11/29/22

Executive Board

Date of Next Meeting: **TBA, 2023** • 10:00 AM–11:30 AM

Topics from Meeting: **December 1, 2022** (packet posted [here](#)):

- Consent: Minutes of EB meeting held 10/27/22, Approve vouchers dated 9/30/22 – 11/7/22, Approve Contract Authority for ACE Event Planning, Approve Contract Authority for Consultant Services for a Federal Policy and Grant Consultant, Approve Contract Authority for Facilitation Services
- Discussion:
 - Equity Advisory Committee Update
 - Climate Change Work Program
- Information: New Employee Status Report, 2023 Executive Board and Operations Committee Meeting Schedule

Contact: Sheila Rogers - srogers@psrc.org; **KRCC Members:** Commissioner Garrido, Mayor Erickson, Commissioner Strakeljahn, Mayor Wheeler, Mayor Putaansuu; Alternates: Commissioner Gelder, Commissioner Bozeman, Councilmember Rosapepe, Mayor Deets, Councilmember Goodnow, Commissioner Anderson

Transportation Policy Board (TPB)

Date of Next Meeting: **December 8, 2022** • 9:30 – 11:30 AM

Topics from **November 10, 2022** Meeting (packet posted [here](#)):

- Consent: Approve Minutes of TPB Meeting held 10/13/22,
- Discussion: Transit Integration Report, Climate Change Work Program, Transportation Demand Management Activities, Project Tracking and Delivery
- Information:
 - 11/30 Joint Board Session on Institutional and Structural Racism
 - Transportation Policy Board 2023 Meeting Calendar

Contact: Casey Moreau - cmoreau@psrc.org

KRCC Members: Commissioner Gelder, Mayor Putaansuu, Mayor Erickson, Councilmember Mills, Mayor Wheeler; Alternates: Commissioner Garrido, Councilmember Schneider, Executive Clauson, Commissioner Bozeman, Chairman Forsman, Councilmember Goodnow

Growth Management Policy Board (GMPB)

Date of Next Meeting: **January 5, 2023** • 10:00 AM – 12:00 PM

Topics from **November 3, 2022** Meeting (packet posted [here](#)):

- Consent: Approve Minutes of GMPB Meeting held 10/6/22
- Discussion:
 - Stormwater Parks Projects and Guidance
 - Regional TOD Event Recap
 - 2022 Housing Incentives and Tools Survey (HITS)
 - Housing Public Opinion Survey
- Information: 11/30 Joint Board Session on Institutional and Structural Racism

Contact: Casey Moreau– cmoreau@psrc.org; **KRCC Members and Affiliates:** Commissioner Wolfe, Councilmember Quitslund, Councilmember Purser, Mayor Wheeler; Alternates: Commissioner Garrido, Councilmember Rosapepe, Councilmember Ostrom, Councilmember Goodnow

Economic Development District Board

Date of Next Meeting: **December 7, 2022** • 10:00 AM – 12:00 PM

Topics from **October 5, 2022** Meeting (packet posted [here](#)):

- Consent: Minutes of meetings held 7/13/22; Vouchers 7/5/22-8/10/22
- Discussion: Americas Competitiveness Exchange Program; Good Jobs Challenge Grant for Washington Jobs Initiative
- Information: Staff Report; Save the Date for 11/30 Join Board Session

Contact: Mikayla Svob - msvob@psrc.org

KRCC Members and Affiliates: Commissioner Garrido, Councilmember Stern, Chairman Forsman, Commissioner Strakeljahn, Mayor Wheeler; Alternates: Councilmember Wolfe, Councilmember Cucciardi, Councilmember Mills, Commissioner Anderson, Councilmember Goodnow

Operations Committee (OC)

Date of Next Meeting: **January 26, 2023** • 9:00 – 10:00 AM

Topics from **December 1, 2022** Meeting (packet posted [here](#)):

- Consent: Approve Minutes of Meeting held 10/27/22, Approve Vouchers Dated 9/30/22 through 11/7/22
- Action: Approve Contract Authority for ACE Event Planning, Approve Contract Authority for Consultant Services for a Federal Policy and Grant Consultant, Approve Contract Authority for Facilitation Services
- Information/Discussion: Internal Controls Audit, Draft FY2024-2025 Biennial Budget and Work Program, Report on PSRC’s Outreach Compensation Policy and Procedure, New Employee Status Report, Budget Report, Contract Status Report, Grant Status Report, 2023 Executive Board and Operations Committee Meeting Schedule

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



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



PSRC COMMITTEES v.11/29/22

Regional Staff Committee (RSC)

Date of Next Meeting: **December 15, 2022** • 9:30 – 11:30 AM
 Topics from **November 17, 2022** Meeting: (packet posted [here](#)):

- Reports: Meeting Summary for 10/20/22, PSRC Announcements and Updates
- Discussion:
 - Regional Housing Strategy Monitoring
 - Climate Change Work Program and RTP Performance Dashboard
- Information:
 - PASSPORT TO 2044: Comprehensive Plan Workshop Series, Joint Board Session on Institutional and Structural Racism, Puget Sound Clean Air Agency: Virtual Open House, Puget Sound Clean Air Agency: Draft 2030 Strategic Plan

Contact: Ben Bakkenta- bbakkenta@psrc.org
KRCC Affiliates: Eric Baker, Nick Bond, Heather Wright, Ed Coviello, Andrea Spencer, Kathy Cocus; Alternates: Jeff Rimack, Mark Hofman, Jennifer Sutton, Garrett Jackson

Regional FTA Caucus

Date of Next Meeting: **December 14, 2022** • 10:30 AM – 12 PM
 Topics from **October 12, 2022** Meeting: (packet posted [here](#)):

- Action:
 - Approval of 6/8/22 meeting summary
- Discussion:
 - TPB FTA Working Group Update
 - Update on Delayed TrAMS Obligations
 - FTA Funding and Requirements

Contact: Sarah Gutschow - sgutschow@psrc.org
KRCC Affiliates: Steffani Lillie; Alternate: Jeff Davidson

Bicycle/Pedestrian Advisory Committee (BPAC)

Date of Next Meeting: **January 10, 2023** • 10:00 AM – 12:00 PM
 Topics from **November 8, 2022** Meeting: (agenda posted [here](#)):

- Action: Approval of Meeting Summary 9/13/22
- Discussion:
 - Non-voting Membership Update
 - BPAC Committee Outreach and Engagement
 - Bicycle and Pedestrian Work Program Update
 - Bicycle and Pedestrian Facility Inventory Update

Contact: Sarah Gutschow - sgutschow@psrc.org
KRCC Affiliates: David Forte, Chris Dimmitt, Chris Wierzbicki; Alternates: Melissa Mohr, Vicki Grover, Anthony Burgess

Regional Project Evaluation Committee

Date of Next Meeting: **January 27, 2023** • 9:30 – 11:00 AM
 Topics from **December 2, 2022** Meeting: (agenda posted [here](#)):

- Action: Approve Summary for 8/28/22 meeting
- Transportation Policy Board Debrief
- Discussion:
 - 2022 Project Selection Process Debrief
 - Regional Transportation Plan Activities
 - Project Tracking and Delivery
- Information: RPEC Vice Chair Nominations

Contact: Kelly McGourty - kmcgourty@psrc.org
KRCC Affiliates: Diane Lenius, David Forte, Fred Salisbury, Shane Weber, Steffani Lillie; Alternates: Mark Dorsey, Joe Rutan, Arne Bakker, Ned Lever, Chris Dimmitt, Jeff Davidson

Transportation Operators Committee (TOC)

Date of Next Meeting: **December 15, 2022** • 10:00 – 12:00 PM
 Topics from **October 26, 2022** Meeting: (packet posted [here](#)):

- Action: Approval of 9/28/22 meeting summary
- Transportation Policy Board Debrief
- Discussion:
 - Transit-related Elements of RTP Dashboard
 - Regional Modeling Products
 - Development of PSRC FY 24-25 Transit-related work program
 - Transit Agency Roundtable
- Information: Progress on 2022 Transit Integration Report

Contact: Gil Cerise - gcerise@psrc.org
KRCC Affiliates: Steffani Lillie; Alternate: Ed Coviello

Regional Traffic Operations Committee (RTOC)

Date of Next Meeting: **January 5, 2023** • 9:30 – 11:00 AM
 Topics from **November 3, 2022** Meeting (agenda posted [here](#)):

- Presentation:
 - Development of ITS Plans for SeaTac and Issaquah (
- Discussion: Regional Transportation Plan – ITS/Emerging Technologies Next Steps

Contact: Gary Simonson - gsimonson@psrc.org
KRCC Affiliates: Chris Hammer, Joe Rutan, Vicki Grover, Steffani Lillie; Alternates: Chris Dimmitt