



Kitsap Regional Coordinating Council

KRCC Board Meeting Agenda

v. 10-28-21

November 2, 2021; 10:15 a.m. – 12:15 p.m.

This is an online meeting due to the COVID-19 pandemic and Governor Inslee's "Stay Home, Stay Healthy" Proclamation. To participate:

- Link to participate in the video conference and view the screen share:
<https://us06web.zoom.us/j/88120554622>. 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: 881 2055 4622

Note that this meeting will be recorded via Bremerton Kitsap Access Television (BKAT).

1. Welcome and Introductions

2. Chair's Comments

3. Consent Agenda

- A. **ACTION:** Approve the [9/7/2021 KRCC Board Meeting Summary \(vote\)](#) Page 3
- B. Review the August and September Executive Committee meeting summaries (*Reference Packet page 2 - August; page 6 - September*)

4. Full Discussion/Action Items

- A. **ACTION:** Approve [Bylaw Update](#) (as a result of Countywide Planning Policy (CPP) update) Page 10
- B. [Growth Allocation Process Overview](#) Page 16
- C. Discuss Including Housing Targets in the CPPs ([memo](#)) Page 31
- D. [Review and Discuss Draft 2022 KRCC Work Plan](#) Page 32
- E. [Overview of Draft 2022 KRCC Budget and Dues](#) Page 47
- F. [2021 Member Dues Proposed for 2022](#) Page 49
- G. [Legislative Reception Update](#) Page 50
- H. [Nomination of 2022 KRCC Chair and Vice Chair](#) Page 51
- I. [Triangle Annual Evaluation](#) Page 52

5. KRCC Committee Reports

- A. Land Use Items
 - i. Further discussion on planning for Growth Target Allocation as needed
- B. Transportation Items
 - i. Review November 18 TransPOL meeting agenda (*Reference Packet page 9*)
 - ii. Update from the Gorst Coalition

6. PSRC Board and Committee Reports

- A. PSRC Committees and Boards Report (*Reference Packet page 11*) and other updates*
 - i. Updates from the PSRC Executive Board
 - ii. Updates from the Growth Management Policy Board
 - iii. Updates from the Transportation Policy Board
 - iv. Updates from the Economic Development District Board

7. Corridor Committee Reports

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

8. KRCC Emergent and Countywide Issues

Report out on new and upcoming land use 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

*Standing agenda item



Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC)

DRAFT Board Meeting Summary

September 07, 2021 | 10:15 AM – 12:15 PM

Virtual Meeting following Governor Inslee’s Stay at Home Order

Version 10-06-2021

Decisions		
The KRCC Board decided to: <ul style="list-style-type: none"> Approve the 07/06/2021 KRCC Board meeting summary. 		
Actions	Who?	Status
Send the approved July 6 KRCC Board meeting summary to all councilmembers from the four cities.	KRCC Staff	Completed
Send any issues in the draft CPPs to jurisdiction leadership in advance.	Kitsap County Board of Commissioners	Ongoing
Review KRCC Income Statement.	Councilmember Ashby and KRCC Staff	Ongoing

1. WELCOME AND INTRODUCTIONS

Councilmember Ashby welcomed participants to the KRCC Executive Board meeting and introduced each KRCC Board member. See Attachment A for KRCC Board members in attendance and Attachment B for non-Board members in attendance.

2. CONSENT AGENDA

A. Approve the 7/6/2021 KRCC Board Meeting Summary

Councilmember Stern made the motion to approve the 7/6/2021 KRCC Board meeting summary. Commissioner Strakeljahn seconded. The motion passed with unanimous consent. Councilmember Stern requested that KRCC staff send the summary to all councilmembers from the four cities because it encapsulates the work that took place regarding the Countywide Planning Policies (CPPs) over the last year.

B. Review the April Executive Committee Meeting Summary

Councilmember Ashby explained that the April Executive Committee meeting summary can be found in the [September 7 KRCC Board meeting reference packet](#).

3. FULL DISCUSSION/ACTION ITEMS

A. Status Report: Kitsap County Countywide Planning Policy (CPP) Public Process

Councilmember Ashby reminded Board members that the KRCC Board approved and recommended the draft CPPs during the July 6 meeting and public hearing. Commissioner Gelder explained that Kitsap County went through the SEPA determination process and is scheduled for a hearing on September 27. Clay White, LDC, Inc., shared that Kitsap County received two public comments during the SEPA process. The county and three of the four cities are required to ratify the CPPs. The Suquamish Tribe and Port Gamble S’Klallam Tribe could also ratify, but it is not required to pass the CPPs.

B. Next Steps in the CPP Ratification Process



Councilmember Deets asked when the CPPs will be sent to the local jurisdictions. Clay and Commissioner Gelder explained that the CPPs will be sent to jurisdictions approximately one week after the September 27 hearing process. The jurisdictions will have the CPPs around the second week of October.

C. Workflow for finalizing the 2022 KRCC Work Plan – (re: Transportation Competition and Population and Employment Numbers)

Pauline Mogilevsky, KRCC staff, shared that the Executive Committee's guidance has been to work first with policy committees to understand how they want to approach the work plan and provide direction for technical committees. TransPOL and PlanPOL will discuss the work plan during their September and October meetings. KRCC staff have met with TransTAC members to get their feedback, and LUTAC will provide their input during their September meeting. The KRCC Board will review the work plan at the November 2 meeting and vote on whether to approve it at the December 7 meeting.

D. KRCC Bylaw Update (as a result of CPP update)

Councilmember Ashby explained that the KRCC bylaws only need to be approved by the Board. Because of KRCC's changes to CPP Appendix A, CPP amendments can now be approved solely by the Board with a 75% majority instead of going back to the cities and Tribes, streamlining the process. The KRCC bylaws include a section that explains which actions require a 75% majority vote. The CPP appendices need to be added to that list. Commissioner Gelder and Mayor Erickson recommended that the KRCC Board discuss a redlined version of the full bylaws at the November KRCC Board meeting. KRCC staff will include the complete set of bylaws with the redlined section in the November 2 Board meeting packet for review and action by the Board in the November meeting.

Mayor Erickson requested that the Board of County Commissioners sends any issues in the draft CPPs to jurisdiction leadership in advance.

4. KRCC COMMITTEE REPORTS

A. Land Use Items

i. Review September 23 LUTAC meeting agenda

Councilmember Ashby explained that the September LUTAC meeting agenda can be found in the [September 7 KRCC Board meeting reference packet](#). Betsy shared that the primary topic for LUTAC is the work plan for the employment and population considerations for 2022. She asked if Board members have any topics regarding population and employment allocation LUTAC should consider in advance of the PlanPOL meeting. Mayor Erickson emphasized the importance of the population and employment allocation process. Councilmember Ashby explained that Clay will support LUTAC in this work. She emphasized the importance of collaboration and coordination between policy staff and technical staff.

Mayor Erickson shared that all the cities except Bainbridge Island are accepting large amounts of growth. She encouraged a conversation about why Bainbridge Island has historically not accepted as much growth. Councilmember Ashby encouraged this conversation at the policy level to help technical staff do their work, starting at the October PlanPOL meeting. Councilmember Deets shared that he welcomes this discussion and will report to his colleagues that this discussion is coming.

B. Transportation Items

i. Update from the Gorst Coalition



Kitsap Regional Coordinating Council

Commissioner Strakeljahn explained that there was a kickoff meeting recently with local officials, federally-elected legislators, and staff to regroup about the Gorst Coalition. Mayor Wheeler explained that the planned legislative tours have been cancelled due to COVID-19 concerns. He and Naval Base Kitsap's new commanding officer will meet to discuss options for rescheduling as soon as possible.

Commissioner Wolfe added that the Silverdale Chamber of Commerce received a presentation about the Gorst Coalition. He expressed appreciation for the bipartisanship and collaboration from those involved in this work.

ii. Review September 16 TransPOL meeting agenda

Betsy noted that this meeting is scheduled on Yom Kippur. No Board members expressed personal concerns, so the meeting will occur as scheduled on September 16.

iii. Review October 14 TransTAC meeting agenda

Councilmember Ashby explained that the October TransTAC agenda can be found in the [September 7 KRCC Board meeting reference packet](#).

iv. Confirm workflow of TransPOL and TransTAC

In regard to the Biennial Federal Transportation Funding Cycle, TransPOL will be meeting a month before the TransTAC technical staff. TransPOL will discuss policy issues and priorities before TransTAC has to work them out. Commissioner McClure shared that this is an excellent approach, but TransTAC should have the opportunity to feed into the TransPOL discussion. Councilmember Ashby answered that this process will allow this level of back-and-forth discussion as TransTAC will report in by the next TransPOL meeting. Any comments or suggestions for TransPOL should be forwarded to either Councilmember Ashby or Claire Wendle, KRCC staff.

Councilmember Ashby explained that all KRCC jurisdictions are members of the Peninsula Regional Transportation Planning Organization (RPTO). The RPTO will make a transportation policy framework for legislators to act upon. Each jurisdiction will be able to suggest a project to be included. The Peninsula RPTO will hold a virtual legislative reception focused on transportation. Councilmember Ashby will make sure all Board members will be updated with relevant information.

Councilmember Ashby noted that the KRCC Executive Committee will discuss whether the 2021 KRCC legislative reception will be virtual or in-person at their next meeting.

5. PSRC BOARD AND COMMITTEE REPORTS

A. Updates from the PSRC Executive Board

Mayor Erickson noted that the PSRC Executive Board did not meet in August.

B. Updates from the Growth Management Policy Board

Commissioner Wolfe shared that most of the meeting focused on PSRC's equity work. Mayor Wheeler added that they discussed regional housing strategy and administrative work.

C. Updates from the Transportation Policy Board

Councilmember Ashby explained that the Transportation Policy Board did not meet in August, but the Project Selection Taskforce did. Mayor Erickson shared that the task force has experienced challenges due to the



virtual environment. The online voting and email voting has been challenging and has not gone as smoothly as in the past. The next meeting will be critical because it will focus on the set-asides. Commissioner Gelder concurred and explained that the task force has spent time on the definition of “equity.” However, they have not seen how this will translate into the project selection process. Councilmember Ashby agreed and shared that it is unclear who each speaker is representing, and voting is not transparent. Special interest groups may be voting differently than the elected officials. The special interest groups seem primarily focused on Seattle and King County. For example, there has been conversation on getting additional funding for bicycle infrastructure, which is not the priority for Kitsap County, which requires more funding for historic preservation instead. Mayor Wheeler suggested requesting a roll call at the beginning of meetings. Mayor Erickson also expressed concern that putting certain safety requirements into policy will invite unforeseen legal challenges in future.

D. Updates from the Economic Development District (EDD) Board

Councilmember Stern noted that Commissioner Strakeljahn will become the leader of the Economic Development District Board in 2022. They are working on building their relationship with Greater Seattle Partners. Commissioner Strakeljahn shared that the EDD is drafting updates to the Comprehensive Economic Development Strategy. They are developing 2022 focus areas, including aviation and aerospace, housing, equity, workforce development, broadband, childcare, tourism and culture, and health. Councilmember Stern explained that he is joining the Kitsap Economic Development Alliance (KEDA) Executive Committee in place of Mayor Erickson, and as the representative of KRCC. He shared that the KEDA Board will hold a retreat on September 16 in Port Gamble. The changes made in the Kitsap CPPs will be a topic of the retreat.

6. CORRIDOR COMMITTEE REPORTS

A. SR 16 Committee

Councilmember Ashby explained that this committee has become the Gorst Coalition.

B. SR 305 Committee

Mayor Erickson shared that this committee is moving along well, and the Johnson Road roundabout is scheduled to open in June 2022. The fire department is now allowing the closing of Noll Road. Councilmember Deets shared that they are actively discussing the two roundabouts on the north end of Bainbridge Island. He will have discussions with colleagues about including Indigenous artwork on the roundabouts. Commissioner Gelder shared that, at the last meeting, there was concurrence about moving forward with a solution for the Seminole-305 connection. They are still confirming right-of-way issues for the added swale in West Port Madison.

C. SR 104 Committee

Commissioner Gelder shared that the working group for SR 104 met in person at Kingston Village Green to provide an update on the analysis of scaling the project to a level that would be competitive for funding. The question going forward is how to scale the project to be competitive as a project with the addition of active traffic management to not inundate the downtown Kingston area with traffic. Commissioner McClure shared that the committee is working to ensure that the next steps fit within the Rural Town Center funding allowance.

D. SR 303 Committee



Mayor Wheeler shared that the Corridor Modernization Study has been completed. The first action item is synchronization of ten traffic lights. This will make thousands of workers' commutes more efficient and help with the development of new residences. Part of the plan will be to modernize pedestrian access to the Warren Avenue Bridge, expanding pedestrian walkways from three feet to ten feet.

7. KRCC EMERGENT AND COUNTYWIDE ISSUES

Commissioner Strakeljahn thanked Mayor Wheeler for the work on SR 303. He reported that they have demolished the old airport diner. They hope to begin construction on the new diner in late 2021.

Director Clauson shared that the region has been struggling with the distribution of American Rescue Plan Act (ARPA) funds. The general managers of the transit agencies agreed to and recommended using the same formula used for the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds. CRRSAA funds were distributed based on an earned share formula with some adjustments. They propose to do the same with ARPA funds, without the adjustments, which would be strictly earned share. This will come before the Executive Board. Director Clauson asked for support for that recommendation from KRCC Board members that are on the Executive Board. This is projected to result in \$2.5 million from other sources for the agency. He explained that potential concerns may come from Pierce County, who may push for something different. Mayor Erickson suggested presenting a letter to the PSRC signed by all the general managers with this recommendation to strengthen the position. Executive Director Clauson agreed.

8. STAFF REPORT

KRCC Income Statement

Councilmember Ashby explained that the KRCC income statement can be found in the [September 7 KRCC Board meeting agenda packet](#). She shared that she will work with Sophie Glass, KRCC staff, to review KRCC's income statements.

9. PUBLIC COMMENT

No comments from the public.

10. KRCC BOARD QUESTIONS, CONCERNS, AND ANNOUNCEMENTS

No additional questions, concerns, or announcements.

11. ADJOURN

The meeting adjourned at 11:27 a.m. The next KRCC Board meeting will be in November.



12. Attachment A – Board Members in Attendance

Board Member	Jurisdiction	In Attendance?
Deets, Joe	City of Bainbridge Island	✓
Schneider, Leslie	City of Bainbridge Island	✓
Daug, Leslie	City of Bremerton	✓
Wheeler, Greg	City of Bremerton	✓
Ashby, Bek	City of Port Orchard	✓
Putansuu, Rob	City of Port Orchard	✓
Rosapepe, Jay (alternate)	City of Port Orchard	
Erickson, Becky	City of Poulsbo	✓
Stern, Ed	City of Poulsbo	✓
Garrido, Charlotte	Kitsap County	✓
Gelder, Robert	Kitsap County	✓
Wolfe, Ed	Kitsap County	✓
Clauson, John	Kitsap Transit	✓
Cpt. Richard Massie	Naval Base Kitsap	
Placentia, Chris (alternate)	Port Gamble S’Klallam Tribe	
Sullivan, Jeromy	Port Gamble S’Klallam Tribe	
Anderson, Gary (alternate)	Port of Bremerton	✓
Strakeljahn, Axel	Port of Bremerton	✓
Heacock, Shane (alternate)	Port of Kingston	
McClure, Mary	Port of Kingston	✓
Forsman, Leonard	Suquamish Tribe	
Mills, Luther “Jay” (alternate)	Suquamish Tribe	



13. Attachment B – Non-Member Participants

Name	Affiliation
KRCC Facilitation Team	
Clay White	LDC, Inc.
Betsy Daniels	Interim KRCC Program Director
Dat Nguyen	KRCC Administrative Coordinator
Pauline Mogilevsky	KRCC Land Use Program Lead

**KITSAP REGIONAL COORDINATING COUNCIL
BYLAWS (AMENDED)**

Section 1. PURPOSE: To establish the operating structure and procedures necessary to effect the intent of the Kitsap Regional Coordinating Council Interlocal Agreement.

Section 2. NAME OF ORGANIZATION: The organization is a legal entity known as the Kitsap Regional Coordinating Council herein referred to as the “Council.”

Section 3. ESTABLISHMENT: The Council is established by an interlocal agreement, as amended from time to time, known as the Kitsap Regional Coordinating Council Interlocal Agreement.

Section 4. DEFINITIONS: The following terms have the meaning prescribed to them in this section unless the context of their use dictates otherwise, and are the same terms and meanings set forth in the Kitsap Regional Coordinating Council Interlocal Agreement:

4.1 “*Member agency*” means a voting and dues paying municipal or other government entity located within Kitsap County which is a party to this Agreement.

4.2 “*State*” means the State of Washington.

4.3 “*Region*” means the territory physically lying within the boundaries of Kitsap County.

4.4 “*Kitsap Regional Coordinating Council*” or “*Council*” means the separate legal entity established by the Interlocal Agreement to represent member agencies to carry out those powers and managerial and administrative responsibilities delegated pursuant to the provisions of the Interlocal Agreement.

4.5 “*Executive Board*” shall mean the representatives of member agencies of the Kitsap Regional Coordinating Council identified in Article IV.B. of the Inter-Local Agreement (incorporated below and amended to clarify as to Council/Manager form of government, March 2, 2010).

The Executive Board is comprised of the following representatives of member agencies:

1. County Government: three (3) members of the Kitsap County Board of Commissioners;
2. City Governments:
 - a. The Mayor of each city having a population of 10,000 persons or less;
 - b. The Mayor and one (1) member of the City Council of each city having a population between 10,001 persons and 30,000 persons;

- c. The Mayor and two (2) members of the City Council of each city having a population greater than 30,000 persons;
3. A city with a Council/Manager form of government may select one (1) member of the City Council instead of a Mayor. The number of additional City Council members representing the city shall be as described in 2(a)-(c) above.
 4. Port of Bremerton: one (1) representative consisting of a Port Commissioner.
 5. Port of Kingston: one (1) representative consisting of a Port Commissioner.
 6. Kitsap Transit: one (1) representative consisting of a member selected by the Kitsap Transit Board of Commissioners.
 7. City Council, Kitsap Transit, and Port representatives may be selected by whatever means established by each specific member agency for a two (2) year term.

4.6 “*Cost Allocation*” means annual dues (the annual allocation among Member agencies of the cost of Council operations determined by the Executive Board for the purposes of calculating members’ obligations to contribute to the funding of Council operations for the year, and for the purposes of calculating obligations and distributions in the event of withdrawal or termination).

4.7 “*Ex Officio Member*” means a non-voting, non-dues paying member of the Council.

4.8 “*Associate Member*” means a member of the Council which is not a party to this Agreement and who enters into a separate agreement with the Council that establishes the Associate Member’s level of participation in Council activities.

4.9 “*Executive Director*” is the person or contracted entity appointed by the Executive Board to accomplish the work plan adopted by the Executive Board.

Section 5. DISPUTE RESOLUTION PROCEDURES: The Council acts to facilitate consistency among local plans and between local plans and the County-wide Planning Policies consistent with the Growth Management Act. In cases where the Council finds apparent inconsistency between a local comprehensive plan and the County-wide Planning Policies, it will notify the jurisdiction of the inconsistency and initiate a process of review to try to achieve consistency. If, after completion of this process, the inconsistency remains, the Council will, where appropriate, recommend specific changes to the jurisdiction to achieve consistency.

In the event of conflict among member agencies regarding amendments to County-wide planning policies, which is not resolved after reasonable efforts, the conflict shall be brought to the attention of the Council in writing by one or more of the member agencies involved in the conflict. The written notice must inform the Council of the nature of the conflict, and the agency providing notice must justify its position for contesting the County-wide planning policies. The

Council will use the notice to initiate a process for review, and recommend a resolution to the conflict.

Section 6. PUBLIC PARTICIPATION: The Council provides for effective means of public participation in its deliberations.

Section 7. ALTERNATE AND EX OFFICIO REPRESENTATION:

7.1. Alternate representatives to the Executive Board may be designated by each member agency and by ex officio members. Alternate representatives for member agencies shall consist only of elected official(s). Kitsap Transit may designate a non-elected senior staff person as an alternate. Only in the absence of a representative shall a designated alternate be entitled to voting privileges. Each designated alternate is entitled to the same voting privileges as the representative. For example, a County Commissioner may appoint an alternate representative to attend and vote at one or more meetings that the County Commissioner is unable to attend; provided that the alternate representative is an elected Kitsap County official.

7.2. The Council can consider Ex Officio membership status for other government entities, at their discretion. This category of membership is designed to increase policy-level communication and collaboration among other public agencies within Kitsap County.

7.2.1 Ex Officio members do not vote.

7.2.2 Ex Officio members shall not pay membership dues.

7.2.3 Ex Officio members' representative may be selected by whatever means established by each specific member agency for a two (2) year term. Ex Officio members' representatives may have a designated alternate.

7.2.4 The Council's designation of Ex Officio members shall be by simple majority vote in conformance with Section 9.5 herein.

Section 8. OFFICERS, ELECTION, TERMS AND DUTIES:

8.1 The officers of the Council are a Chair and a Vice Chair, who are elected by the Council at the last regularly scheduled meeting during each calendar year. The Chair and Vice Chair shall be from different member agencies. Ex Officio Members and Associate Members are not eligible to serve as officers.

8.2 The Chair and Vice Chair serve a one-year term from the first day of January through the last day of December of each year.

8.3 In the event there is a vacancy in the office of the Chair, the Vice Chair succeeds to the office of Chair for the unexpired portion of the term. In the event there is a vacancy in the office of Vice Chair, the Council elects a new Vice Chair at the next regular meeting to serve the unexpired portion of the term. In the event both offices become vacant, the Council elects a new Chair and Vice Chair to serve the unexpired portion of the terms.

8.4 Duties of the Chair:

- 8.4.1 The Chair is a member of the Executive Board, and presides at the meetings of the Council;
- 8.4.2 Create, appoint, and discharge Council committees unless otherwise provided in these By-laws;
- 8.4.3 Serve as Chair of the Executive Committee;
- 8.4.4. Call for the vote on all motions properly presented and seconded;
- 8.4.5 Enforce the procedural rules of the Council during meetings
- 8.4.6 Participate in deliberations of the Council;
- 8.4.7 Vote in all matters before the Council;
- 8.4.8 Ensure that the functions of the Council are carried out to the best of his or her abilities;
- 8.4.9 Make reports as necessary to the Council; and
- 8.4.10 Execute on behalf of KRCC all contracts, agreements, and other documents and papers duly authorized by the KRCC that may require signature.

8.5 The Vice Chair performs the duties of the Chair in the absence of the Chair and is a member of the Executive Committee.

Section 9. MEETINGS, QUORUM, VOTING:

9.1 The Council, through its Executive Board, meets monthly or as necessary to fulfill its purpose and function, to discuss issues of mutual interest, and to take action on items as necessary or appropriate.

9.2 Meetings of the Executive Board and Standing Policy Committees created by the Chair shall conform to the Open Public Meetings Act, Chapter 42.30 RCW.

9.3 On items that are deliberative in nature, the Council strives for consensus. Procedures in the current edition of Robert’s Rules of Order-The Modern Edition are adopted by the Council for its regular and special meetings unless they are inconsistent with these By-laws or any special rules of order the Council has adopted.

9.4 A quorum of the Executive Board is a simple majority of representatives of member agencies. Each representative of a member agency who is present at the meeting shall be entitled to cast one vote. Designated alternatives are entitled to vote only in the absence of the representative as set forth in Section 7.1 herein. Telephonic participation is not authorized for regular meetings, but is authorized for special meetings pursuant to section 9.6.5.

9.5 Unless otherwise specified, actions by the Council are affirmed by a simple majority vote. A majority vote is more than one-half (1/2) of those present and voting.

9.6 Notwithstanding any other language in these bylaws, approval of the following actions will require a super-majority affirmative vote of 75% of the Executive Board:

- Approval of Countywide Planning Policies and appendices;
- Approval of the KRCC annual budget and work plan;
- Approval of transportation competition funding recommendations; and
- Approval of any other item that a majority of voting members agree must be approved by a super-majority affirmative vote of 75% of the Executive Board.

9.7 Special Meetings may be called, pursuant to Chapter 42.30 RCW, at any time as follows:

9.7.1 The Chair, after a reasonable attempt to contact each of the other members of the Executive Committee and with concurrence of a majority of the Executive Committee, may call a special meeting of the Council.

9.6.2 Written notice must be delivered personally or by mail and by e-mail or fax, at least 24 hours before the time of the special meeting, to each member of the Council and to each local newspaper of general circulation and each local radio or television station that has on file with the Council a written request to be notified of that special meeting or of all special meetings. Written notice is not required when a member, prior to or at the meeting, files written notice of waiver of notice, or the member is telephonically present pursuant to section 9.4, or is physically present at the meeting.

9.7.3 The notice must specify the time and public place of the special meeting, and the business to be transacted.

9.7.4 The Executive Board may take final action only concerning matters identified in the notice of the meeting.

9.7.5 Telephonic participation via speakerphone is allowed for special meetings. Any or all members may participate telephonically. The place selected for the meeting must be equipped with a speakerphone with conference call capability. Members participating telephonically must identify themselves while voting telephonically and as needed during discussion.

9.7.6 A quorum of the Executive Board must participate, and voting majorities as described in Sections 9.4 and 9.5 are required for action.

9.8 The Council may organize, sponsor, and convene general assembly meetings of member agencies, Ex Officio members, and Associate members.

9.9 Staff or elected officials from municipal or government entities within Kitsap County that choose not to be a dues paying member of KRCC and are not voted in as an Ex-Officio or Associate member may not have a regular seat, but may make presentations to standing KRCC

committees to ensure access to regional transportation funding and to support consistency with comprehensive plans and Countywide Planning Policies across the Kitsap County jurisdictions.

Section 10. COMMITTEES:

10.1 At the first Executive Board meeting of each calendar year, the Chair appoints an Executive Committee. Members of the Executive Committee will include: one County Commissioner, and two representatives of two City governments and includes the Chair and Vice Chair, for a minimum of three members. The Executive Committee's responsibilities include:

10.1.1 Monitoring the annual work program and budget performance and recommending revisions, if necessary;

10.1.2 General oversight of the executive director, consistent with the Council's contract with the executive director for such services; or, of any employee hired by the Council. The Executive Committee is responsible for reviewing and ensuring that all expenditures submitted for reimbursement by the executive director complies with the executive director's contract;

10.1.3 Oversight of the Council's records retention requirements;

10.1.4 Recommending amendments to the Interlocal Agreement and By-laws;

10.1.5 Preparing a recommended annual work program and budget for the succeeding year; and

10.1.6 Undertaking such studies and activities as assigned by the Chair or Council.

10.2 The Chair may appoint or the Council may request that the Chair appoint other committees as needed to advise or assist the Council in fulfilling its functions. Committee composition should include, as appropriate, representatives of County, City and Tribal governments, the Port of Bremerton, or other members.

Section 11. AMENDMENTS: These By-laws may be amended at a meeting of the Council by a two-thirds (2/3) majority vote of those present and voting, provided that a copy of the proposed amendment has been sent to each Council representative at least thirty (30) business days prior to the meeting at which the vote to amend is scheduled. Voting must be in conformance with Section ~~8.5~~ 9.6 herein.



Kitsap Regional Coordinating Council

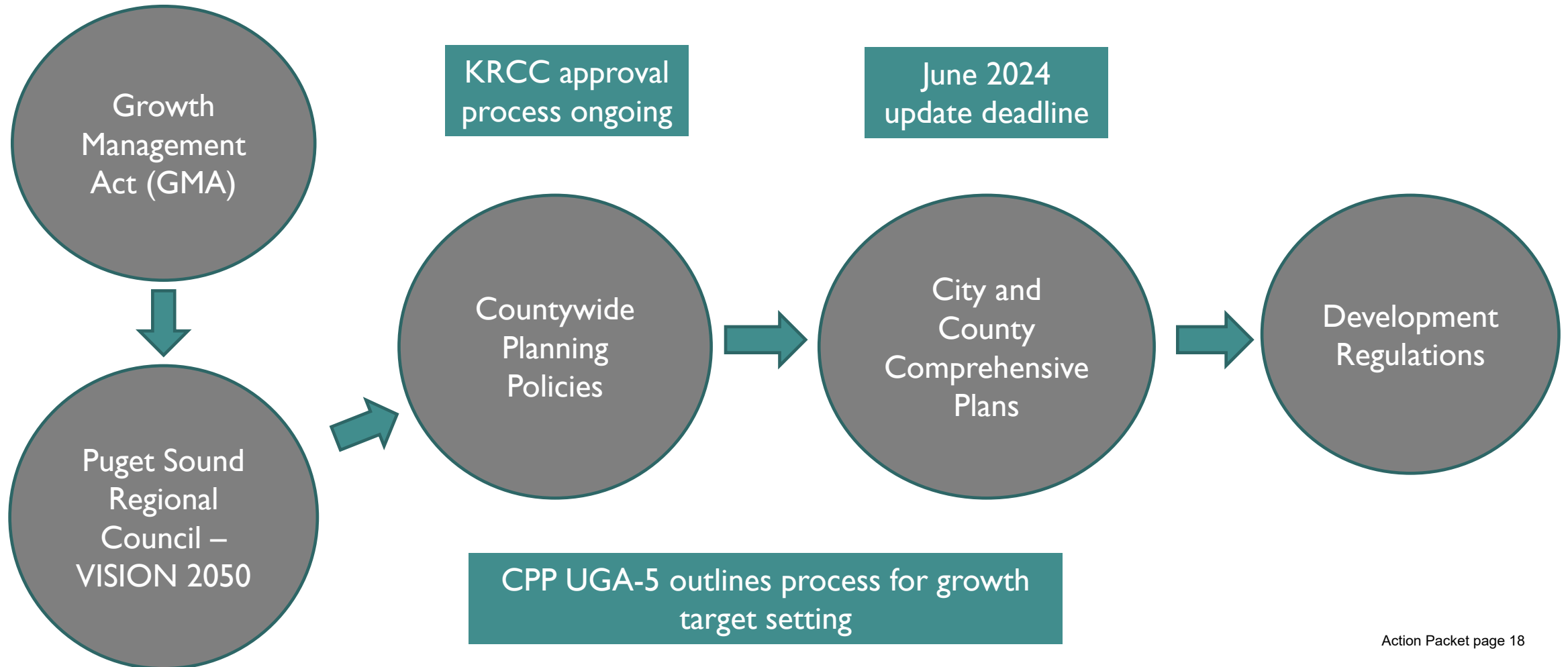
2044 INITIAL GROWTH TARGETS



PRESENTATION GOALS

- Provide the PlanPOL of overview of how state, regional, and local planning processes connect on growth target setting (population and employment)
- Provide an overview of the process to adopt new growth target (population and employment)
- Answer questions from the PlanPOL

BACKGROUND – RELATIONSHIP BETWEEN STATE/REGIONAL/LOCAL PLANS



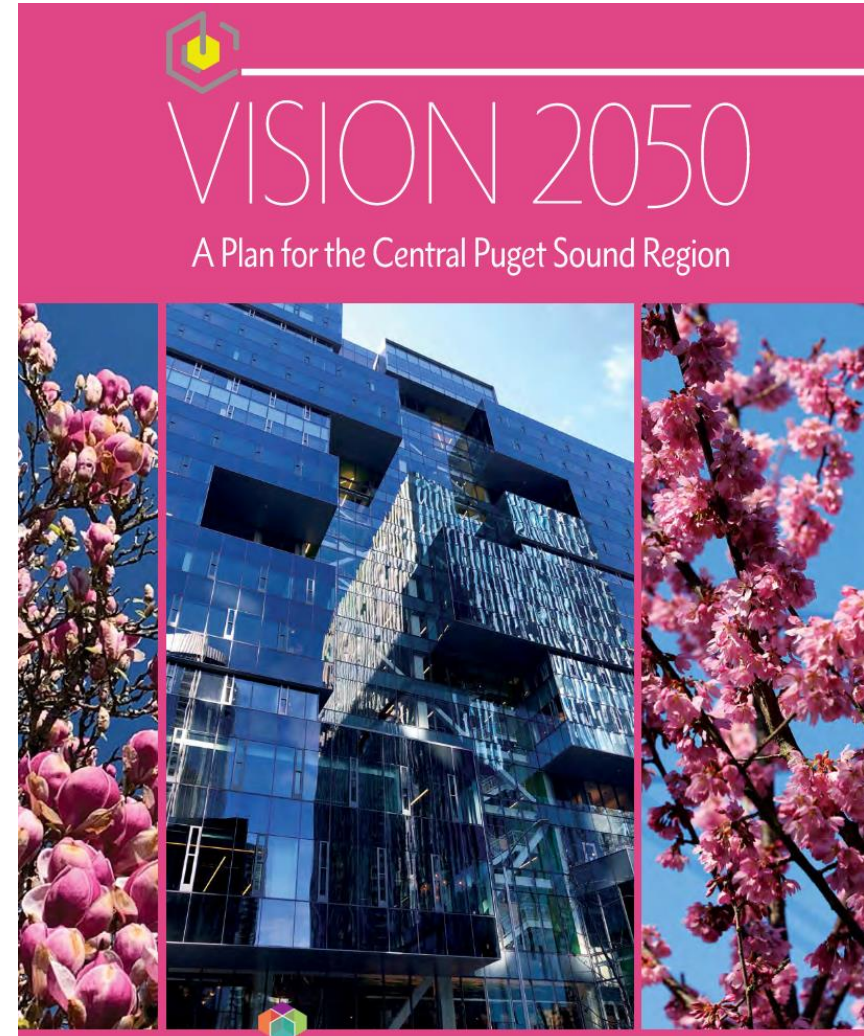
GROWTH MANAGEMENT ACT

RCW 36.70A.110 – Comprehensive Plans – Urban Growth Areas

(2) Based upon the growth management population projection made for the county by the office of financial management, the county and each city within the county shall include areas and densities sufficient to permit the urban growth that is projected to occur in the county or city for the succeeding twenty-year period...As part of this planning process, each city within the county must include areas sufficient to accommodate the broad range of needs and uses that will accompany the projected urban growth including, as appropriate, medical, governmental, institutional, commercial, service, retail, and other nonresidential uses.

VISION 2050

- VISION 2050's multicounty planning policies and regional growth strategy guide how the four-county region grows.
- Multicounty planning policies and regional growth strategy implemented through Countywide Planning Policies, comprehensive plans, and development regulations.



PSRC GUIDANCE FOR GROWTH TARGETS

- Guidance objectives:
 - Consistency with Vision 2050 Regional Growth Strategy
 - Provides best practices and methodologies to support a more consistent approach to target setting across the region
 - Support data and policy-informed decisions about growth
 - Information adjusted to 2044 planning horizon (from 2050)



VISION 2050 – REGIONAL GROWTH STRATEGY

Regional Growth Strategy County Population and Employment Control Totals 2017–2044 (Illustrative)

	POPULATION		EMPLOYMENT	
	Total	% Share	Total	% Share
King	724,000	50%	547,000	59%
Kitsap	80,000	5%	45,000	5%
Pierce	302,000	21%	157,000	17%
Snohomish	353,000	24%	180,000	19%
Region	1,458,000	100%	930,000	100%

Source PSRC Vision 2050 Planning Resources

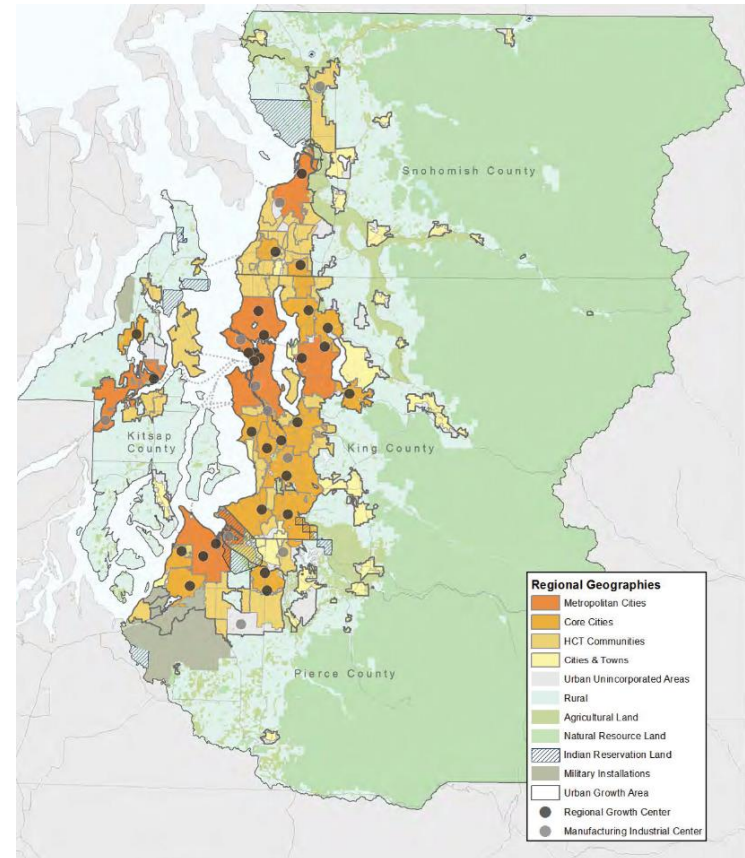
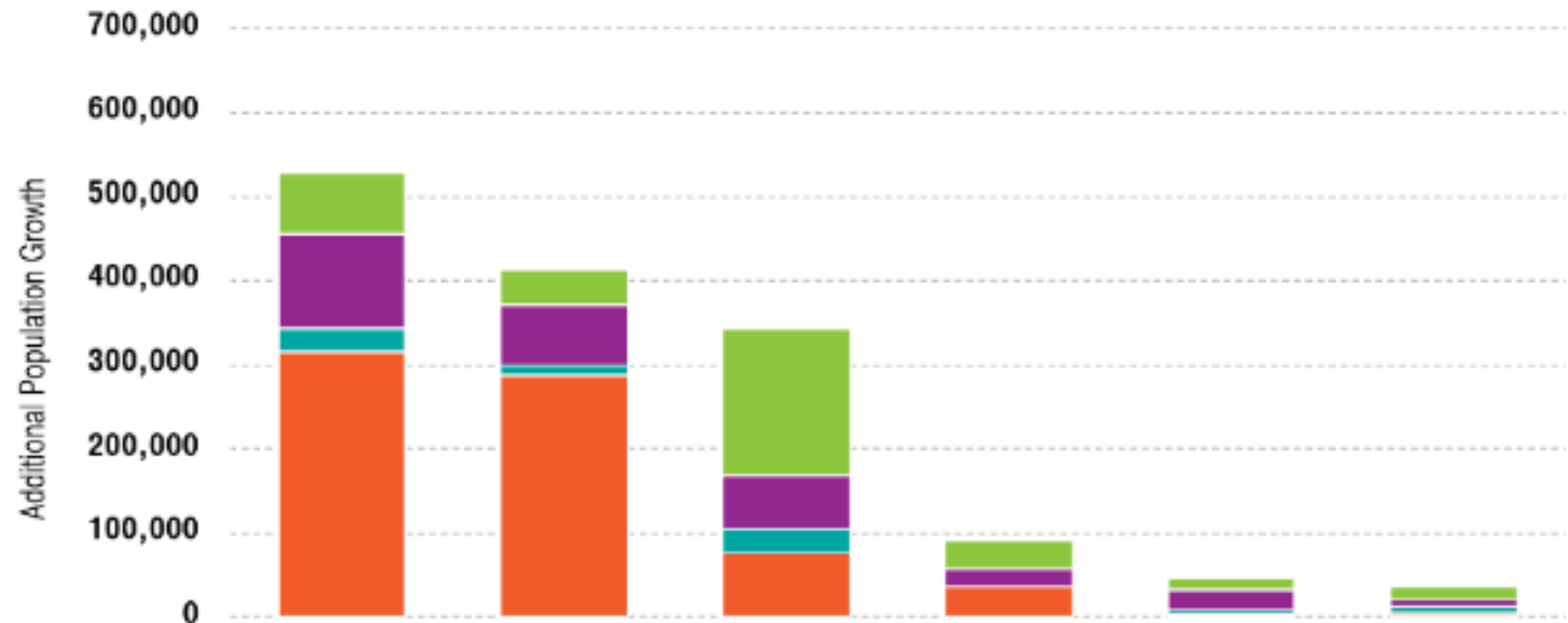


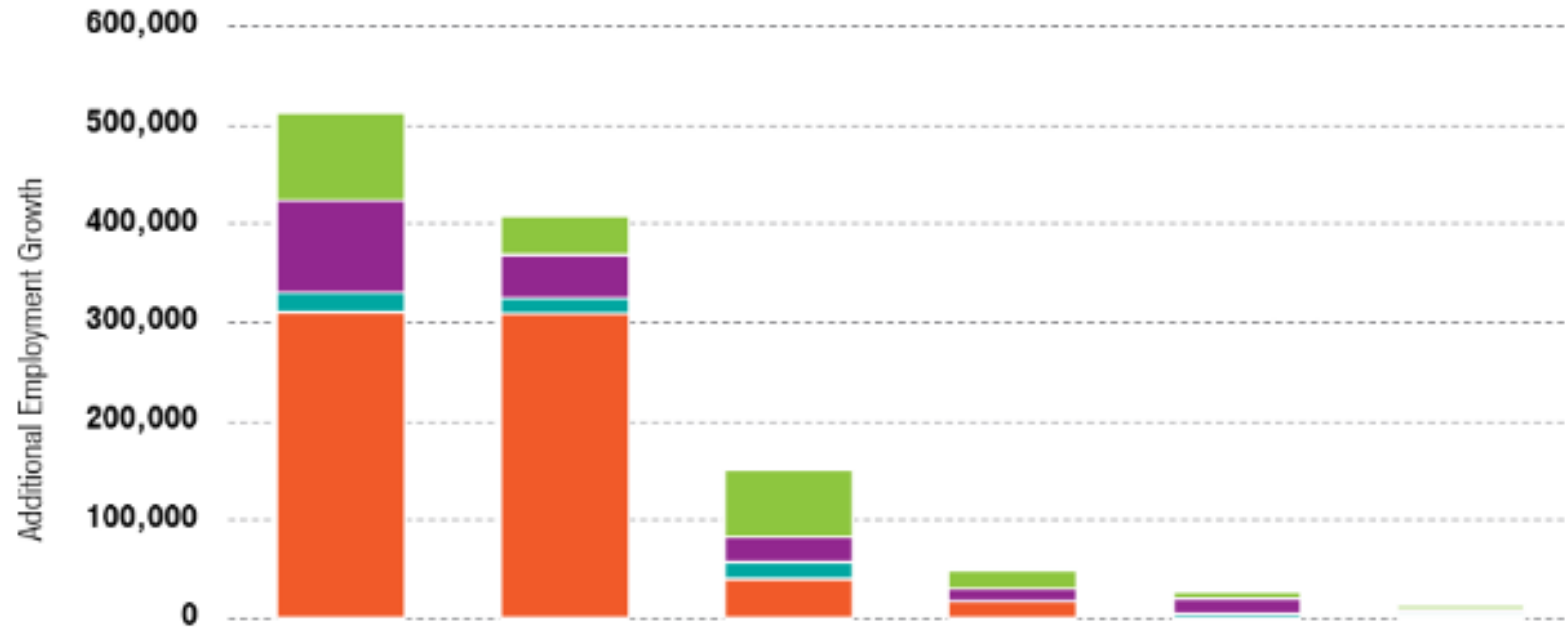
Figure 1 Regional Growth Strategy — Population Growth 2017–2044 (Illustrative)



County	Metropolitan Cities		Core Cities		High Capacity Transit Communities		Cities & Towns		Urban Unincorporated		Rural	
King	316,000	44%	288,000	40%	76,000	11%	36,000	5%	3,000	0%	5,000	1%
Kitsap	27,000	34%	12,000	16%	29,000	36%	-	0%	5,000	6%	7,000	8%
Pierce	113,000	38%	71,000	23%	64,000	21%	21,000	7%	24,000	8%	9,000	3%
Snohomish	72,000	20%	42,000	12%	174,000	50%	34,000	9.5%	15,000	4%	15,000	4.5%
Total	529,000	36%	412,000	28%	343,000	24%	91,000	6%	47,000	3%	36,000	2%



Figure 2 Regional Growth Strategy – Employment Growth 2017-2044 (Illustrative)



County	Metropolitan Cities		Core Cities		High Capacity Transit Communities		Cities & Towns		Urban Unincorporated		Rural	
	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%
King	250,000	46%	248,000	45%	32,000	6%	14,000	3%	1,000	0%	2,000	0%
Kitsap	16,000	35%	12,000	26%	14,000	32%	-	0%	1,000	2%	2,000	5%
Pierce	76,000	48%	35,000	23%	23,000	15%	10,000	7%	9,000	6%	3,000	2%
Snohomish	71,000	39%	31,000	17%	55,000	30%	14,000	8%	6,000	2%	3,000	2%
Total	412,000	44%	327,000	35%	124,000	13%	39,000	4%	17,000	2%	10,000	1%



RGS ALLOCATIONS VS. CURRENT 2036 POPULATION DIST. (CPP)

RGS - VISION 2050

- **Metropolitan Cities 34%** – Bremerton and Bremerton UGA
- **Core City 16%** – Silverdale
- **High-Capacity Transit Communities 36%** – Bainbridge Island, Kingston, Port Orchard & Port Orchard UGA, Poulsbo and Poulsbo UGA
- **Urban Unincorporated 6%**
- **Rural Areas 8%**

Current adopted targets – 2036

- **Metropolitan Cities 23%** – Bremerton and Bremerton UGA
- **Core City 11%** – Silverdale
- **High-Capacity Transit Communities 35%** – Bainbridge Island, Kingston, Port Orchard & Port Orchard UGA, Poulsbo and Poulsbo UGA
- **Urban Unincorporated 8%**
- **Rural Areas 23%**

RGS ALLOCATIONS VS. CURRENT 2036 EMPLOYMENT TARGETS(CPP)

RGS – Vision 2050

- **Metropolitan Cities 35%** – Bremerton and Bremerton UGA
- **Core City 26%** – Silverdale
- **High-Capacity Transit Communities 32%** – Bainbridge Island, Kingston, Port Orchard & Port Orchard UGA, Poulsbo and Poulsbo UGA
- **Urban Unincorporated 2%**
- **Rural Areas 5%**

Current adopted targets -2036

- **Metropolitan Cities 42%** – Bremerton and Bremerton UGA
- **Core City 20%** – Silverdale
- **High-Capacity Transit Communities 27%** – Bainbridge Island, Kingston, Port Orchard & Port Orchard UGA, Poulsbo and Poulsbo UGA
- **Urban Unincorporated 3%**
- **Rural Areas 8%**

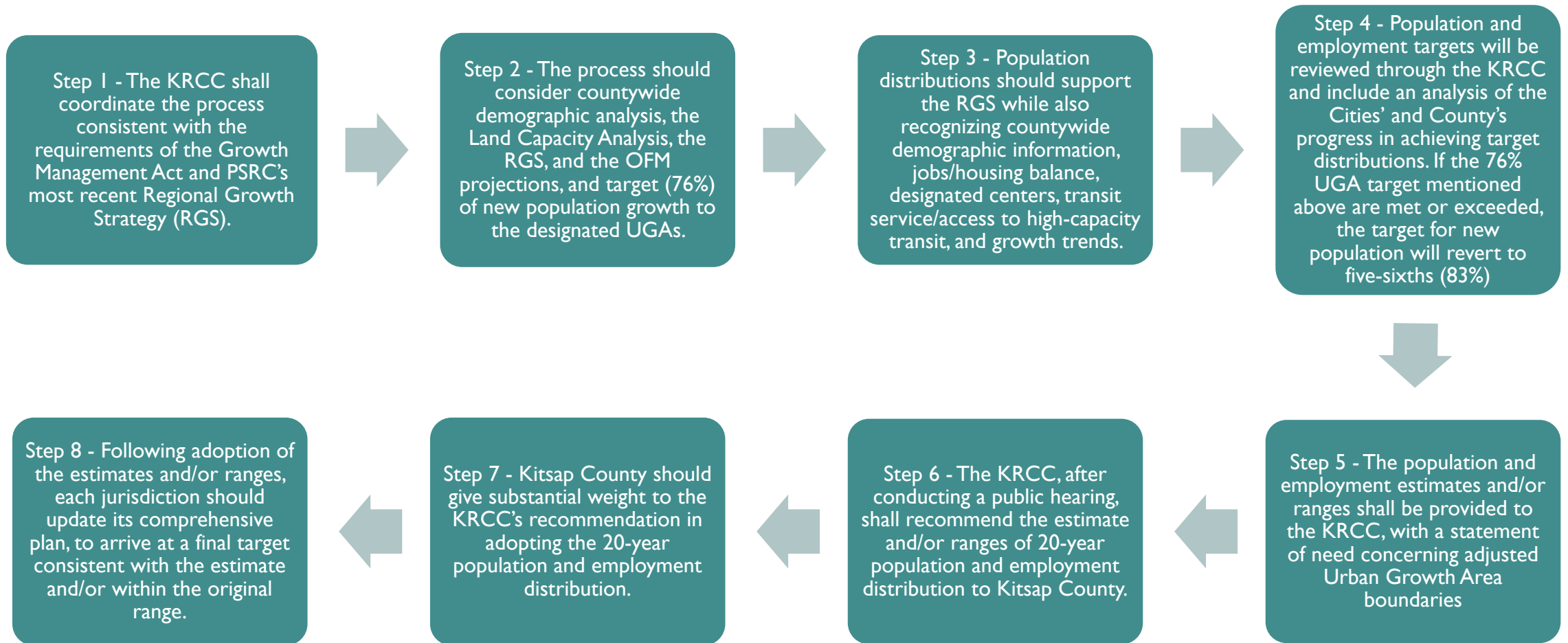
CONSIDERATIONS FOR TARGET SETTING

CURRENT CAPACITY VS. CAPACITY NEEDED FOR 2044

Exhibit 40. Population Capacity Summary

Jurisdiction	Population 2012	2012-2036 Growth Target	2012-2020 Population Growth	Remaining Target 2020-2036	2020 Population Capacity	Demand Minus Capacity
City of Bainbridge Island	23,090	5,570	1,980	3,590	5,301	1,711
City of Bremerton	39,650	12,432	2,100	10,332	16,896	6,564
Bremerton UGA	8,924	3,907	209	3,698	2,422	-1,276
Bremerton Total	48,574	16,339	2,309	14,030	19,318	5,288
City of Port Orchard	11,780	8,778	2,990	5,788	16,250	10,462
Port Orchard UGA	14,505	6,110	465	5,645	3,552	-2,093
Port Orchard Total	26,285	14,888	3,455	11,433	19,802	8,369
City of Poulsbo	9,360	1,192	2,190	-998	4,581	5,579
Poulsbo UGA	473	3,786	9	3,777	965	-2,812
Poulsbo Total	9,833	4,978	2,199	2,779	5,546	2,767
Central Kitsap UGA	22,527	6,842	1,092	5,750	4,956	-794

TARGET SETTING PROCESS – CPP – UGA-5



CONSIDERATIONS MOVING FORWARD

As jurisdictions develop recommendations for growth targets this fall, they will consider the following:

- Consistency with the Regional Growth Strategy
- Review of CPP – UGA-5 - policy for the distribution of 20-year population and employment growth
- How adopted targets translate to necessary land use changes
- New Housing Element requirements to implement (HB 1220)



QUESTIONS?



Memo

To: KRCC Board

From: KRCC Staff

Date: November 2, 2021

Subject: Housing Targets

During the October 19 KRCC Planning Policy Committee (PlanPOL) meeting, PlanPOL members began the discussion of whether to include housing targets for 2044 in the Kitsap Countywide Planning Policies (CPPs), in addition to population and employment growth targets for 2044. They shared several benefits of and concerns about including housing targets. These are listed below to support the KRCC Board's discussion on November 2.

Considerations in favor of including housing targets in the CPPs

- [Puget Sound Regional Council's \(PSRC\) Guidance for Growth Targets](#) states that "jurisdictions are strongly encouraged to use adopted housing targets in countywide planning policies to ensure that the housing needs identified at the countywide level are fully addressed in local targets and plans."
- King, Snohomish, and Pierce Counties develop housing targets.
- Housing targets would address disparities between housing types across Kitsap jurisdictions, particularly as demographics change.
- Developing housing targets could support affordability because it allows jurisdictions to collectively analyze the number of units built and size of units built.

Considerations in favor of not including housing targets in the CPPs

- [House Bill 1220](#) requires jurisdictions to include specific housing targets in their individual comprehensive plans, and PSRC does not require housing targets in CPPs (they "strongly encourage" them).
- State and local requirements do not mandate including housing targets in CPPs.
- Developing housing targets will require time and staff capacity.
 - Existing resources could be able to inform specific housing targets (e.g., the [City of Bremerton and Kitsap County Affordable Housing Recommendations Report](#).)
- Jurisdictions have the ability to analyze numbers and sizes of housing units and demographics individually.
- Inclusion in the CPPs may require additional analysis and staff/electeds' efforts to be consistent with the PSRC Guidance Appendix A (p.22), and would delay the adoption process of the population and employment allocations to work through the PSRC housing target methodology.

Kitsap Regional Coordinating Council

2022 Work Plan and Triangle Associates Scope of Work

Draft v. 10-25-21





Kitsap Regional Coordinating Council

2022 KRCC Work Plan and Triangle Associates Scope of Work

Note: This Work Plan assumes half of meetings in 2022 will be in person and half virtual.

Purpose:

The purpose of this document is to outline the approach for completing the Kitsap Regional Coordinating Council's (KRCC) activities in 2022, including:

- Land-use planning topics, including allocation of growth targets.
- Transportation planning and funding topics, including coordination and funding options.
- 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 2022 Work Plan – Scope of Work includes:

- I. Administrative Program Work Plan (page 3)
- II. Triangle Scope of Work for Administrative Program (page 5)
- III. Land Use Program Work Plan (page 8)
- IV. Triangle Scope of Work for Land Use Program (page 10)
- V. Transportation Program Work Plan (page 11)
- VI. Triangle Scope of Work for Transportation Program (page 13)
- VII. 2022 Calendar and Expected Meetings (page 14)
- VIII. Staff Organizational Chart (page 15)

I. KRCC Administrative Program 2022 Work Plan Narrative

The proposed tasks for the KRCC Executive Committee and KRCC Board for 2022 are outlined in the table below. KRCC staff will support the KRCC Executive Committee and Board in completing these action items.

Action Item	Executive Committee's Role	Board's Role
1. Select members of the 2022 KRCC Executive Committee. (Bylaws)	Review proposed Executive Committee members (selected by incoming Chair). (January)	Review (no vote required) the 2022 Executive Committee members. (February)
2. Recommend and approve the Puget Sound Regional Council (PSRC) Board and Committee representatives. (Policies and Procedures Manual)	Recommend appointments to PSRC Boards and Committees. (January)	Approve PSRC Board and Committee appointments. (February)
3. Receive and process KRCC applications during the application window of July 1- August 31 as needed. (Policies and Procedures Manual)	Review any submitted KRCC membership applications. (July – September)	Review and approve new KRCC member(s) by the last KRCC Board meeting of the year. (September – December 2022)
4. Develop and approve the 2023 annual budget and workplan. (Interlocal Agreement)	Develop and review the draft 2023 budget and workplan. (July – December)	Review the draft budget and workplan (November 2022); Approve the 2023 budget and workplan (December 2022).
5. Plan and execute a Legislative Reception. (Policies and Procedures Manual)	Review the Legislative Reception plan from KRCC staff and provide guidance. (September – November)	Review the Legislative Reception plan from KRCC staff and provide guidance. (October – November 2022)
6. Plan and execute an annual retreat for the KRCC Board and committees.	Propose agenda topics for the annual KRCC retreat (Spring)	Review the annual KRCC retreat agenda. (Spring)
7. Distribute contractor evaluation. (Policies and Procedures Manual)	Develop contractor evaluation form. (October)	Return contractor evaluation form (November 2022) and discuss results in a closed session. (December 2022)
8. Identify vacancies on PSRC Boards and Committees. (Policies and Procedures Manual)	Review the vacancies on PSRC Boards and Committees. (November)	Review the vacancies on PSRC Boards and Committees. (December 2022)
9. Discuss and vote on 2023 Chair and Vice Chair. (Bylaws)	Review proposed 2023 Chair and Vice Chair. (November 2022)	Vote on proposed 2023 Chair and Vice Chair. (December 2022)

Administrative Deliverables

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

II. Triangle Associates Scope of Work: KRCC Administrative Program

II.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) Agenda Development:
 - Drafting Executive Committee meeting agendas based on topics underway and KRCC Chair priorities, for approval by the Committee
 - Drafting KRCC Board meeting agendas in coordination with the KRCC Executive Committee
- b) Materials Coordination
 - Gathering and constructing meeting materials as needed for the Executive Committee and KRCC Board meetings
 - Developing draft and final Board packets in coordination with the Executive Committee and sending to the Board
 - Notetaking and drafting meeting summaries for Executive Committee review
- c) Communication and Coordination
 - Communicating with Committee and Board members as needed
 - 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
 - Developing a regular revenue and expense report for KRCC
 - Issuing public notices for KRCC Board meetings

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> • Betsy Daniels, KRCC Director, with support from 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 • 11 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 held virtually via Zoom or at the Norm Dicks Government Center in Bremerton. Expenses for Board meetings are inclusive of facility fees. • Executive Committee Meetings will be 2-hours in duration • The KRCC Board retreat will be 3-5 hours in duration and will be held virtually or in a facility in Kitsap County. Expenses for the Board retreat are inclusive of facility fees. • Expected to be in-person after June 2022

II.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.

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 8 Gorst Coalition Meetings 8 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 3-4 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

II.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"> 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 staff will be updating the existing KRCC website

II.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 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

II.E. Overall Support

To support internal and external communication and coordination, Triangle will conduct bi-weekly team meetings and communications among the KRCC staff; provide budget management, invoicing, and monthly progress reports over the life of the contract; and 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"> Betsy Daniels, KRCC Director Sophie Glass, Program Lead Cheryl Klotz, KRCC Coordination Lead 	<ul style="list-style-type: none"> Weekly internal staff check-ins Annual meeting with KRCC attorney Annual check-in with Auditor's Office Biannual check-in with Kitsap County to reconcile accounting 	<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

III. KRCC Land Use Program 2022 Work Plan Narrative

The proposed land use program work plan items for 2022 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.

Action Item	LUTAC's Role	PlanPOL's Role	Board's Role
Countywide and Regional Planning (via PSRC)			
1. Support growth target setting for population and employment.	LUTAC will coordinate on growth target setting with the support of a consultant.	PlanPOL will receive updates about growth target setting.	The Board will receive updates about and approve growth target setting through an amendment to the Countywide Planning Policies.
KRCC Operations			
2. 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 agenda items.
Other			
3. 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)
- Draft and final growth targets
- Meeting materials as needed, including maintaining communications with PSRC
- Report outs to the KRCC Board
- 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

IV. Triangle Associates Scope of Work: Land Use Program

IV.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. Triangle will also provide a Growth Targets specialist who will help with distributing housing, employment, and population growth targets.

The Land Use Lead will be responsible for drafting PlanPOL meeting agendas in coordination with PlanPOL and the Executive Committee, gathering and constructing meeting materials, and sending packets to PlanPOL at least 5 days before meetings. Triangle will also be responsible for issuing public notices, notetaking, drafting meeting summaries, and 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"> 3 PlanPOL meetings 	<ul style="list-style-type: none"> Meeting agendas (draft and final) Meeting summaries (draft and final) Meeting materials as needed, including maintaining communications with PSRC Report outs to the KRCC Board Oversee the work of the growth target consultant 	<ul style="list-style-type: none"> Meetings will be 1.5-hours in duration In-person after June 2022

IV.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 support facilitation of 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, KRCC Program Director Pauline Mogilevsky, KRCC Land Use Program Lead 	<ul style="list-style-type: none"> 7 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 In-person after June 2022

V. KRCC Transportation Program 2022 Work Plan Narrative

The proposed transportation program work plan items for 2022 are outlined in the table below. KRCC staff will support the KRCC Board, Transportation Policy Committee (TransPOL), and Transportation Technical Advisory Committee (TransTAC) in completing these action items.

Action Item	TransTAC's Role	TransPOL's Role	Board's Role
Transportation Education			
1. Learn about transportation issues of common interest.	TransTAC addresses cross-jurisdictional transportation issues as needed. TransTAC members prepare educational updates on these topics for TransPOL meetings upon request.	TransPOL recommends topics for educational updates from TransTAC as needed.	KRCC Board reviews relevant transportation topics as needed.
2. Discuss transportation funding opportunities outside of the FHWA competitions.	Support TransPOL's discussions on transportation funding opportunities based on guidance from TransPOL.	Hold policy discussion on funding opportunities outside the FHWA competitions; identify problem statement; begin engaging others.	KRCC Board holds policy discussion on funding opportunities outside the FHWA competitions and takes action as needed.
PSRC Coordination			
5. Develop and approve Countywide Competition Call for Projects and Application (including criteria).	Develop draft recommendations of Countywide Competition Call for Projects and Application for TransPOL review.	Review and approve TransTAC's recommendations of Countywide Competition Call for Projects and Applications.	Approve Countywide Competition Call for Projects and Application.
6. Develop and approve Kitsap's Regional Projects to PSRC.	Develop the list of Kitsap's Regional Projects for TransPOL review.	Review TransTAC's list of regional projects.	Approve Kitsap's Regional Projects for PSRC review.
7. Conduct Countywide Project Selection Workshop and recommend Countywide projects to PSRC.	Score Countywide projects based on criteria outlined in the Call for Projects and recommend project awards to TransPOL.	Review TransTAC's recommended Countywide project awards.	Approve Kitsap's Countywide Projects for PSRC review.

8. Debrief the Regional and Countywide Competitions.	Discuss best practices and recommendations for the next funding cycle.	Discuss best practices and recommendations for the next funding cycle.	Review best practices and recommendations for the next funding cycle.
KRCC Collaboration			
7. 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
- Summary reports at KRCC Board meetings
- TransTAC recommendations to TransPOL
- Countywide Competition Call for Projects and Applications
- List of Kitsap Regional Projects

VI. Triangle Associates Scope of Work: Transportation Program

VI.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 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 Lead with assistance from Betsy Daniels, KRCC Director • Claire Wendle, KRCC Transportation Program Lead 	<ul style="list-style-type: none"> • 4 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 • In-person after June 2022

VI.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 Transportation 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, KRCC Program Lead • Claire Wendle, KRCC Transportation Program Lead 	<ul style="list-style-type: none"> • 6 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 • In-person after June 2022

VII. 2022 Calendar

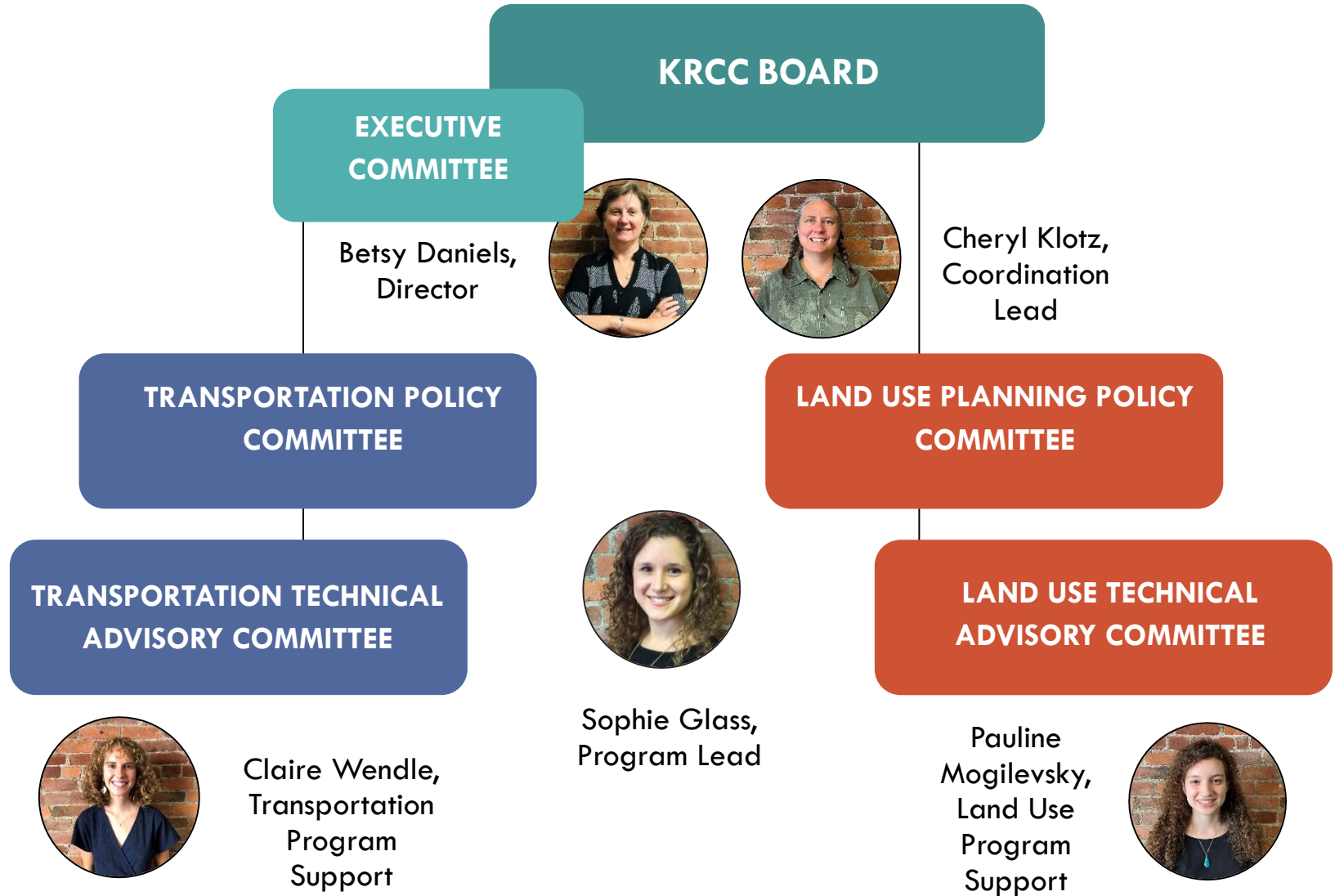
		January	February	March	April	May	June	July	August	September	October	November	December
Executive	Board* 1 st Tues. 10:15AM-12:15PM Norm Dicks Gov. Center	Jan. Board Meeting				May Board Meeting	June Board Meeting			Sept. Board Meeting		Nov. Board Meeting	Dec. Board Meeting
	Executive Committee 3 rd Tues. 11:00AM-1:00PM	Jan. Executive Committee Meeting	Feb. Executive Committee Meeting	March Executive Committee Meeting	April Executive Committee Meeting	May Executive Committee Meeting	June Executive Committee Meeting		Aug. Executive Committee Meeting	Sept. Executive Committee Meeting	Oct. Executive Committee Meeting	Nov. Executive Committee Meeting	Dec. Executive Committee Meeting
Transportation	TransPOL* 3 rd Thurs. 3:00-4:30PM	Jan. TransPOL Meeting		March TransPOL Meeting	April TransPOL Meeting						Oct. TransPOL Meeting		
	TransTAC 2 nd Thurs. 1:30-3:00PM	Jan. TransTAC Meeting	Feb. TransTAC Meeting	March TransTAC Meeting	April TransTAC Meeting	May TransTAC Meeting				Sept. TransTAC Meeting			
Land Use	PlanPOL* 3 rd Tues. 1:30-3:00PM		Feb. PlanPOL Meeting		April PlanPOL Meeting					Sept. PlanPOL Meeting			
	LUTAC 2 nd Thurs. 9:30-11:30AM	Jan. LUTAC Meeting	Feb. LUTAC Meeting	March LUTAC Meeting	April LUTAC Meeting	May LUTAC Meeting	June LUTAC Meeting				Oct. LUTAC Meeting		

Other Dates

Board Retreat: Spring 2022

Legislative Reception: Winter 2022

VIII. Staff Organizational Chart



KRCC BUDGET with TRIANGLE ASSOC. DETAIL

January 1, 2022 - December 31, 2022

10/25/2021

	Expenses	Total	2021 Budget	Expense Info	Assumptions
I. KRCC Administrative Program					
Task I.A. - Executive Board + Committee					
Prep and summaries. for Exec. Committee (11)	\$0	\$11,440	\$58,662.00	\$45,780	Virtual Jan. - June and In-Person July - Dec. agenda, materials, annotated agenda, distribute materials
Exec. Comm. facilitation (11)	\$182	\$8,822		\$8.2 ferry ticket for 2 people + \$20 printing/in-person meeting	
Preparation for Exec. Board (6)	\$0	\$6,240			agenda, materials, annotated agenda, distribute materials
Board meeting facilitation (6)	\$183	\$8,268		\$8.2 ferry ticket for 5 people + \$20 printing/in-person meeting	6, 2-hr meetings plus travel and printing for in-person meetings, Program Team attends 3 meetings
Board meeting summaries and follow-up (6)	\$0	\$6,240			2 hr mtgs, 1 hour prep/pack, 3 hr travel
Prep and Planning for Board retreat (1)	\$0	\$5,480			agenda, materials, annotated agenda, distribute materials
KRCC Board retreat and summary plus travel (1)	\$350	\$7,470		car ferry ride/mileage + \$300 printing	8-hr day plus travel to/from Bremerton
One-on-one meetings with jurisdictions as needed (11)	\$82	\$4,702		5 ferry rides for 2 people	Combination by phone and in-person
Task I.B. - State/Regional Legislative Coordination					
Legislative Reception (1)	\$350	\$9,010	\$35,141.20	\$19,188	car ferry ride/mileage + \$300 printing Planning + Day Of + Follow Up, venue cost out of general KRCC budget
Gorst Coalition co-chair meeting support (8)	\$226	\$10,066		\$8.2 ferry ticket for 1 person + \$20 printing/in-person meeting	8 in person co-chair meetings
Gorst Coalition meeting support (8)	\$226	\$16,066		\$8.2 ferry ticket for 1 person + \$20 printing/in-person meeting	8 in person Gorst Coalition meetings
Task I.C. - Website					
Website management	\$295	\$2,295	\$2,295.00	\$2,075	InMotion Hosting + Square Space (\$295)
Task I.D. - PSRC Support					
General PSRC coordination	\$0	\$4,440	\$9,340.00	\$8,765	
Attend Regional Staff Comm. Mtgs (11)	\$0	\$2,450		11 RSC meetings	2-hr meetings + .5 hrs for travel for half of meetings
Attend Regional Proj. Eval Comm. Mtgs (11)	\$0	\$2,450		11 RPEC meetings	2-hr meetings + .5 hrs for travel for half of meetings
Task I.E. - Overall support					
Contract management	\$0	\$3,840	\$44,420.00	\$36,740	
Administrative and technical support	\$1,920	\$9,400		Rackspace (\$960), Jungle Disk (\$360), cell phone (\$600)	10hrs for annual audit report
Internal team coordination meetings	\$0	\$30,480			Average weekly meeting 1 hr
RMSA Compact obligations	\$0	\$700			RMSA dues through KRCC General budget
II. KRCC Land Use Program					
Task II.A. - PlanPOL					
Preparation and materials (3)	\$0	\$2,640	\$47,946.40	\$52,080	agenda, materials, annotated agenda, distribute materials, oversee the work of LDC Inc.
Meeting facilitation (3)	\$36	\$1,836		\$8.2 ferry ticket for 2 people + \$20 printing/in-person meeting	1.5-hr meetings
Meeting summaries and follow-up (3)	\$0	\$2,640			
Subconsultant	\$37,950	\$40,830		Expenses for LDC subcontract to support growth allocation process	1 hr/month to manage sub-contract
Task II.B. - LUTAC					
Preparation (6)	\$0	\$7,320	\$16,752.80	\$43,570	agenda, materials, annotated agenda, distribute materials, oversee the work of the LDC Inc.
Meeting facilitation (6)	\$73	\$4,393		\$8.2 ferry ticket for 2 people + \$20 printing/in-person meeting	2-hr meetings
Meeting summaries and follow-up (6)	\$0	\$5,040			
III. KRCC Transportation Program					
Task III.A. - TransPOL					
Preparation (4)	\$0	\$5,680	\$11,956.40	\$12,230	agenda, materials, annotated agenda, distribute materials
Meeting facilitation (4)	\$36	\$1,956		\$8.2 ferry ticket for 2 people + \$20 printing/in-person meeting	1.5hr meetings
Meeting summaries and follow-up (4)	\$0	\$4,320			
Task III.B. - TransTAC					
Preparation (6)	\$0	\$7,320	\$15,996.40	\$10,180	agenda, materials, annotated agenda, distribute materials
Meeting facilitation (6)	\$36	\$3,636		\$8.2 ferry ticket for 2 people + \$20 printing/in-person meeting	2-hr meetings
Meeting summaries and follow-up (6)	\$0	\$5,040			
Triangle Totals	\$41,945	\$242,510.20	\$242,510.20	\$230,608	

KRCC Budget Page 2

Staff	Rates	Total Hours	Labor by person	Auditor's Office Fees: In case of	Auditor's Office Fees	
Betsy Daniels	\$220.00	185	Betsy Daniels	\$40,590	Legal Services	\$5,000.00
Claire Wendle	\$100.00	513	Claire Wendle	\$51,275	Legal Services	\$3,000.00
Sophie Glass	\$140.00	274	Sophie Glass	\$38,325		
Pauline	\$100.00	315	Pauline Mogilevsky	\$31,525		
Cheryl Klotz	\$100.00	389	Cheryl Klotz	\$38,850		
			Triangle Labor:	\$200,565.00		
					Subtotal	\$13,992.00
					Triangle Associates	\$242,510.20
					KRCC TOTAL:	\$256,502.20
					Total:	the total KRCC budget in 2021 was \$243,000

Historical Comparison:

2021 Triangle Budget (Amended) = \$262,064; Projected Actual = \$222,000

2020 Triangle Budget= \$192,417; Actual = \$181,020

2019 Triangle Budget = \$222,213; Actual = \$209,880

2018 Triangle Budget = \$197,275; Actual = \$200,486.73

2017 Triangle Budget = \$189,961; Actual = \$189,955

2016 Triangle Budget = \$200,271; Actual = \$200,266

2015 Triangle Budget (Contract began mid-year)= \$117,545; Actual = \$117,287

Increase from 2021 to 2022 budget: 5.26%

Increase in Triangle budget 2020 to 2021: 4.91%

Dues Proposal for 2022: OFM data not available, Maintain 2021 Dues

Jursdiction	2022 Proposed	2021 Dues	2020 Dues
Kitsap County	\$133,900.21	\$133,900.21	\$112,794.00
Bremerton	\$27,873.36	\$27,873.36	\$23,617.00
Bainbridge Island	\$34,900.18	\$34,900.18	\$29,331.00
Port Orchard	\$11,611.79	\$11,611.79	\$9,601.00
Poulsbo	\$10,171.46	\$10,171.46	\$8,539.00
Port of Bremerton	\$8,366.84	\$8,366.84	\$6,891.00
Kitsap Transit	\$11,449.36	\$11,449.36	\$9,429.00
Suquamish Tribe	\$1,100.90	\$1,100.90	\$907.00
PGST Tribe	\$1,100.90	\$1,100.90	\$907.00
Port of Kingston	\$2,525.00	\$2,525.00	\$2,525.00
Total Dues	\$243,000.00	\$243,000.00	\$204,541.00
Total Collected		\$239,273.00	

DRAFT Kitsap Regional Coordinating Council (KRCC) Member Agency Dues for 2021

v. 11-19-20

Jurisdiction/ Member	DUES FORMULA					2021 DUES PROPOSAL			
	2020 OFM Population #	2020 % of Population	2020 Assessed Valuation	Valuation Percentage	% of Core Program (weighted 50/50)	Core Program Payments before Fiscal Agent Fee	Fiscal Agent Fee*	Net 2021 Dues	% of budget
TOTAL			\$ 42,148,185,885						
Kitsap County (minus cities)	179060	65.8%	\$24,821,380,269	59%	62.3%	\$ 136,330	(\$2,430)	\$ 133,900	
Bremerton	41,750	15.3%	\$4,001,032,935	9%	12.4%	\$ 27,152	\$721	\$ 27,873	
Bainbridge Island	25,070	9.2%	\$9,222,192,924	22%	15.5%	\$ 33,998	\$903	\$ 34,900	
Port Orchard	14,770	5.4%	\$2,072,895,477	5%	5.2%	\$ 11,311	\$300	\$ 11,612	
Poulsbo	11,550	4.2%	\$2,030,684,280	5%	4.5%	\$ 9,908	\$263	\$ 10,171	
SUB-TOTAL	272,200	100%	\$42,148,185,885	100%	100%	\$ 218,700	\$2,187	\$ 218,457	90%
Port of Bremerton	<i>2010 Census population = 105,314</i>				34%	\$ 8,284	\$83	\$ 8,367	
Kitsap Transit	<i>Non-jurisdictions together = 10% of total dues.</i>				47%	\$ 11,336	\$113	\$ 11,449	
Suquamish Tribe					4%	\$ 1,090	\$11	\$ 1,101	
PGST Tribe					4%	\$ 1,090	\$11	\$ 1,101	
Port of Kingston**	<i>2010 Census population = 2099</i>				10%	\$ 2,500	\$25	\$ 2,525	
SUB-TOTAL					100%	\$ 24,300	\$243	\$ 24,543	10%
TOTAL DUES SUPPORT						Total	\$ 243,000	\$0	\$ 243,000

2020 DUES FOR REFERENCE	
Jurisdiction	2020 Dues
Kitsap County	\$ 112,794
Bremerton	\$ 23,617
Bainbridge Isl.	\$ 29,331
Port Orchard	\$ 9,601
Poulsbo	\$ 8,539

Port of Bremerton	\$6,891	\$ 9,265	\$ (2,374)
Kitsap Transit	\$9,429	\$ 12,494	\$ (3,065)
Suquamish Tribe	\$907	\$ 1,153	\$ (246)
PGST Tribe	\$907	\$ 1,153	\$ (246)
Port of Kingston	\$2,525	\$ 1,153	\$ 1,372
TOTAL	\$204,541	\$ 1,153	\$ 203,388

*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.



Kitsap Regional Coordinating Council

2021 KRCC Legislative Reception v.10-25-21

Below is an overview of the 2021 KRCC Legislative Reception.

Date and Time

- December 2, 2021
- 5:30 PM-6:30 PM: Legislative Orientation and KRCC Overview for Local Elected Officials. See details below.
- 6:30 PM-8:00 PM: Legislative Reception and Panel. See details below.

Format

The virtual legislative reception will take place on December 2 in two parts:

- **5:30 PM-6:30 PM: Legislative Orientation and KRCC Overview for Local Elected Officials.** This optional orientation will include presentations from Association of Washington Cities (AWC) and Washington State Association of Counties (WSAC) about priorities for the 2022 Legislative Session. In addition, it will include an overview of KRCC (purpose, structure, staffing etc.) for newly elected officials.
- **6:30 PM-8:00 PM: Legislative Reception and Panel.** This virtual legislative session will include a panel of legislators who currently represent the Kitsap Peninsula. KRCC members and other local elected officials will have an opportunity to ask legislators questions relevant to KRCC's work in transportation and land use planning.

Invitation List

- KRCC Board members – with a request to forward to full councils/commissions
- KRCC Committees (LUTAC, TransTAC, PlanPOL, and TransPOL)
- Legislators from the 23rd, 26th, and 35th districts
- US Congressman Derek Kilmer
- US Senators Murray and Cantwell
- Governor's office liaison
- Association of Washington Cities lobbyists (for Legislative Orientation)
- Washington State Association of Counties lobbyists (for Legislative Orientation)



Kitsap Regional Coordinating Council

Recommendation for the Kitsap Regional Coordinating Council (KRCC) 2022 Chair and Vice-Chair

On August 17, 2021, the KRCC Executive Committee met and recommended the following individuals to serve as the KRCC Chair and Vice Chair in 2022.



2022 KRCC Chair
Commissioner Rob Gelder, Kitsap County



2022 KRCC Vice Chair
Mayor Greg Wheeler, City of Bremerton



Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council's (KRCC)

Draft Evaluation of Triangle Associates, Inc. as Contracted Support to KRCC

Draft v. 10-22-21

Please refer to Triangle's [2021 Scope of Work](#) to answer the questions below. Please leave the answer blank if you do not have experience with Triangle in the role referenced in the question.

1. Are you responding as a:

- a. Technical level KRCC member (LUTAC or TransTAC)
- b. Policy level KRCC member (PlanPOL, TransPOL, or KRCC Board)

2. How satisfied are you with Triangle's work as it relates to the KRCC Board? (circle or highlight number)

(Not at all satisfied) 1 2 3 4 5 (Very satisfied)

Comments? _____

3. How satisfied are you with Triangle's work as it relates to land use activities? (circle or highlight number)

(Not at all satisfied) 1 2 3 4 5 (Very satisfied)

Comments? _____

4. How satisfied are you with Triangle's work as it relates to transportation activities? (circle or highlight number)

(Not at all satisfied) 1 2 3 4 5 (Very satisfied)

Comments? _____

5. How satisfied are you with Triangle's work as it relates to legislative coordination? (circle or highlight number)

(Not at all satisfied) 1 2 3 4 5 (Very satisfied)

Comments? _____

6. How satisfied are you with Triangle's coordination with the Puget Sound Regional Council? (circle or highlight number)

(Not at all satisfied) 1 2 3 4 5 (Very satisfied)

Comments? _____

7. How satisfied are you with Triangle's work providing overall support? (circle or highlight number)

(Not at all satisfied) 1 2 3 4 5 (Very satisfied)

Comments? _____

8. Is there anything else you'd be willing to share that will help Triangle keep learning and improving?

9. How satisfied are you with KRCC's work overall?

(Not at all satisfied) 1 2 3 4 5 (Very satisfied)

Comments? _____

Name (Optional):

Please return this form to Brandy Rinearson, Port Orchard City Clerk by emailing it to Brinearson@cityofportorchard.us.

Kitsap Regional Coordinating Council Revenue and Expense Report for Work Completed in 2021 (DRAFT)

CASH BASIS

Draft v. 10-25-21

Invoice Number	21-1	21-2	21-3	4	5	6	7	8	9	10	11	12	Projected expenses through remainder of 2021	YTD	Budget	% Budget Year	% Budget	
Work conducted in:	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.						
Revenue																		
Member Dues	\$ -	\$ 123,032.00	\$ 116,341.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 239,373	N/A	N/A	N/A	
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	\$ 52,642.83													\$ 52,643	N/A	N/A	N/A	
Total Revenue	\$ 52,642.83	\$ 123,032.00	\$ 116,341.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 292,015.83				
Operating Expenses																		
Triangle Invoice Total	\$ 22,362.88	\$ 25,409.06	\$ 18,335.45	\$ 27,424.39	\$ 23,396.40	\$ 13,429.40	\$ 10,927.90	\$ 15,205.05	\$ 15,016.02									
Triangle labor/expenses	\$ 15,764.50	\$ 16,312.00	\$ 18,335.45	\$ 18,459.97	\$ 14,611.07	\$ 8,824.61	\$ 9,224.88	\$ 11,502.17	\$ 11,876.52	\$ 12,000.00	\$ 12,000.00	\$ 8,500.00	\$ 32,500.00	\$ 124,911.17	\$ 157,411.17	\$ 192,418	75%	64.92%
Subcontractor Expenses	\$ 6,598.38	\$ 9,097.06	\$ -	\$ 8,964.42	\$ 8,785.33	\$ 4,604.79	\$ 1,703.02	\$ 4,260.88	\$ 3,139.50	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 4,500.00	\$ 47,153.38	\$ 51,653.38	\$ 57,523	75%	
Legal Services			\$ 356			\$ 1,649.70				\$ 1,200				\$ 3,205.90	\$ 4,405.90	\$ 2,500	75%	128.24%
RMSA Insurance	\$ 3,450.00													\$ 3,450.00	\$ 3,450.00	\$ 3,000	75%	115.00%
Room Rentals														\$ -	\$ -	\$ 1,600	75%	0.00%
Reserves														\$ -	\$ 5,000.00	\$ 5,000	75%	0.00%
Miscellaneous						\$ 2.55								\$ 2.55	\$ 2.55	\$ 23	75%	11%
Total Op. Expenses	\$ 25,812.88	\$ 25,409.06	\$ 18,691.65	\$ 27,424.39	\$ 23,396.40	\$ 15,081.65	\$ 10,927.90	\$ 15,763.05	\$ 15,016.02	\$ 14,700.00	\$ 13,500.00	\$ 10,000.00		\$ 215,723.00	\$ 221,923.00	\$ 262,064	75%	82.32%
Net Income														\$ 76,292.83	\$ 70,092.83			
Total Reserves	\$24,000																	

Amendments/Modifications/Notes:

	Dues Revenue	Under/Over Budget	Total
2021 Revenue Projection	\$ 29,952.15	\$ 40,140.68	\$ 70,092.83
Estimated EOY Total Reserves			\$ 29,000.00
Projected EOY Unassigned Cash			\$ 41,092.83
