



Kitsap Regional Coordinating Council

KRCC Board Meeting Reference Packet

February 4, 2020

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From: Wilson, Zachary (SAO) <wilsonz@sao.wa.gov>
Sent: Thursday, January 9, 2020 9:51 AM
To: Sophie Glass <sglass@kitsapregionalcouncil.org>
Cc: Mishu Pham-Whipple <mishu@kitsapregionalcouncil.org>
Subject: KRCC Audit

Dear Executive Board of Directors:

We are pleased to notify you regarding the beginning of our audit of Kitsap Regional Coordinating Council. The State Auditor's Office is committed to maintaining positive relationships and open communication with the governments we audit. As a member of the governing body, we believe you should be fully informed about our audit work. Therefore, we are inviting you to attend an entrance conference we are scheduling with your staff.

At the conference, we will discuss the audit and ask if you or contracted staff have any areas of concern that you would like us to include in the scope of our audit. We will also discuss the timing and cost of the audit.

After we finish our audit work, we plan to contact you again to invite you to attend an exit conference, in which we will share the results of the audit. This is an opportunity for you to hear directly from us about what we found and to ask any questions you may have about the audit process or results.

Please note that if a quorum of Executive Board members attend either of these conferences, the Council will be responsible for ensuring requirements of the Open Public Meetings Act are met.

We take very seriously our responsibility of serving citizens by promoting accountability, fiscal integrity and openness in state and local government. We believe it is critical to citizens and the mission of the Council that we work together as partners in accountability to prevent or constructively resolve issues.

We look forward to meeting with management and the governing body at the entrance conference and hope to see you there. If you have any questions or matters that you would like to discuss with us, feel free to contact me at (360) 810-0572 or by email at wilsonz@sao.wa.gov.

Sincerely,



Zac Wilson, CFE

Assistant Audit Manager, [Office of the Washington State Auditor](#)

(360) 810-0572 | www.sao.wa.gov

Sign up [here](#) to be the first to know when we release news & alerts.



Office of the Washington State Auditor

Pat McCarthy

Entrance Conference: Kitsap Regional Coordinating Council

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share our planned audit scope so that we are focused on the areas of highest risk. We value and appreciate your input.

Audit Scope

Based on our planning, we will perform the following audit:

Accountability audit for January 1, 2019 through December 31, 2019

We will examine the management, use and safeguarding of public resources to ensure there is protection from misuse and misappropriation. In addition, we will evaluate whether there is reasonable assurance for adherence to applicable state laws, regulations and policies and procedures.

We plan to evaluate the following areas:

- Accounts payable – contract payments
- Accounts receivable – billings and collections
- Annual report filing
- Open public meetings – documentation of minutes and advertising of meetings

Engagement Letter

We have provided an engagement letter that confirms both management and auditor responsibilities, and other engagement terms and limitations. Additionally the letter identifies the cost of the audit, estimated timeline for completion and expected communications.

Levels of Reporting

Findings

Findings formally address issues in an audit report. Findings report significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations or policies. You will be given the opportunity to respond to a finding and this response will be published in the audit report.

Management Letters

Management letters communicate control deficiencies, non-compliance or abuse that are less significant than a finding, but still important enough to be formally communicated to the governing body. Management letters are referenced, but not included, in the audit report.

Exit Items

Exit items address control deficiencies or non-compliance with laws or regulations that have an insignificant effect on the audit objectives. These issues are informally communicated to management.

Important Information

Confidential Information

Our Office is committed to protecting your confidential or sensitive information. Please notify us when you give us any documents, records, files, or data containing information that is covered by confidentiality or privacy laws.

Audit Costs

The cost of the audit is estimated to be approximately \$7,100, plus travel expenses.

Expected Communications

During the course of the audit, we will communicate with Sophie Glass, Program Manger on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed.

Please let us know if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect Sophie to keep us informed of any such matters.

Audit Dispute Process

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

Loss Reporting

State agencies and local governments are required to immediately notify our Office in the event of a known or suspected loss of public resources or other illegal activity. These notifications can be made on our website at www.sao.wa.gov/report-a-concern/how-to-report-a-concern/fraud-program/.

Peer Reviews of the Washington State Auditor's Office

To ensure that our audits satisfy *Government Auditing Standards*, our Office receives external peer reviews every three years by the National State Auditors Association (NSAA). The most recent peer review results are available online at www.sao.wa.gov/about-sao/who-audits-the-auditor/. Our Office received a “pass” rating, which is the highest level of assurance that an external review team can give on a system of audit quality control.

Working Together to Improve Government

Audit Survey

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide us feedback.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally this team assists with the online filing of your financial statements.

The Center for Government Innovation

The Center is a resource for local governments that want to solve problems, innovate, and improve the value of their services to citizens. The Center is available by phone, online, or in person to offer assistance, programs, and tools – at no additional charge. You can contact the Center for more information at center@sao.wa.gov.

Audit Team Qualifications

Zac Wilson, CFE, Assistant Audit Manager – Zac has worked for the State Auditor’s Office since 2007 and has been an Assistant Manager since 2012. During his time at the office, he also served as an Assistant Fraud Manager leading fraud investigations. He currently serves as SAO’s County Assessor and Property Tax Expert. While on Team Port Orchard he has led, supervised, or assisted on most entities we audit in our region. Phone: (360) 810-0572 or Zachary.Wilson@sao.wa.gov

Carol Ehlinger, Med, Program Manager – Carol has worked for the State Auditor’s Office since 2002. She worked on Team Wenatchee as an Assistant Audit Manager and on teams TriCities, Central King County and presently Port Orchard as the Audit Manager. Carol has been an Audit Manager since 2004. Carol is the Program Manager for Transits, Regional Transportation Planning Organizations, Councils of Government, Transportation Benefit Districts, Public Development Authorities and Public Facilities Districts. Phone: (360) 790-6848 or Carol.Ehlinger@sao.wa.gov

Tina Watkins, CPA, Assistant Director of Local Audit – Tina has been with the Washington State Auditor’s Office since 1994. In her role as Assistant Director, she assists with statewide oversight and management of all the audits for local government. She served as an Audit Manager for six years prior to becoming an Assistant Director

Kelly Collins, CPA, Director of Local Audit – Kelly has been with the Washington State Auditor’s Office since 1992. In her role, she oversees the audit teams which perform the audits for over 2,200 local governments. She serves on the Washington Finance Officers Association Board and is a member of the Washington Society of Certified Public Accountants’ Government Auditing and Accounting Committee. Phone: (360) 902-0091 or Kelly.Collins@sao.wa.gov



KRCC Executive Committee Meeting Draft Summary

Draft v. 11-25-19

Date: November 19, 2019

Time: 11:00 A.M. - 1:00 P.M.

Place: Kitsap Transit, Bremerton

Members in Attendance: Mayor Erickson, Commissioner Wolfe, Commissioner Strakeljahn, Councilmember Ashby, Mayor Wheeler

Decisions		
The KRCC Executive Committee: <ul style="list-style-type: none"> • Approved Triangle Associates' October 2019 invoice • Approved \$541.50 payment from direct expenses to Berk Consulting • Proposed a 2020 KRCC Meeting Schedule 		
Actions	Who?	Status
Send cancellations to the December 3 KRCC Board meeting and distribute the proposed 2020 KRCC Meeting Schedule.	KRCC staff	Complete
Follow up with Berk Consulting regarding the payment of the direct expenses.	KRCC staff	Complete
Distribute the online Triangle Evaluation Form, develop a summary of the results, and discuss the results with Triangle and the Executive Committee.	Chair Erickson	Ongoing

1. Committee Updates and Action Items

Executive Committee:

- Debrief KRCC Board Retreat and discuss letter from Berk Consulting re: Actual Labor Costs: The Executive Committee noted some of the feedback on the Board Retreat discussed at the previous Board meeting, which was that some data could have been more helpful by being more granular, and that discussions could have been more robust through better facilitation. A letter from Berk Consulting indicated that the labor and expenses for the Board Retreat exceeded the \$10,000 budget largely due to the research and data development required for the maps and graphics provided beyond what was anticipated in the scope. The Executive Committee agreed to pay the direct expenses that exceeded the budget.
- Debrief KRCC Legislative Reception: The Executive Committee characterized the legislator panel discussion as candid and casual with good responses to an array of questions. Although there was lower than usual legislator turnout, they felt there was still good conversation. Chair Erickson recommended having formal invitations from the Executive Committee to the legislators next year.
- Review proposed 2020 Meeting Schedule: The Executive Committee recommended having five Board meetings plus one tentative meeting in 2020, with Executive Committee meetings in months not prior to a Board meeting being conducted by phone. They acknowledged that policy level discussions will continue to take place at PlanPOL and TransPOL meetings, which will continue to be open to the public. They agreed on the importance of monitoring the effects of reduced Board meetings.
- Confirm Policies and Procedures language around port membership: The Executive Committee confirmed what the KRCC Board had approved, which was that while ports can join KRCC as a "Member Agency" so long as they meet the two criteria listed in the Policies and Procedures,



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ports not meeting the criteria can apply as non-voting members. KRCC staff asked for confirmation on the language around port membership before finalizing the updates to the document.

Land Use Items:

- Review draft December 17 PlanPOL Meeting Agenda: PlanPOL will receive updates on the CPPs.
- Review draft November 14 LUTAC Meeting Agenda: LUTAC made progress on several elements of the CPP updates including Element C: Centers for Growth; Element D: Rural Land Uses and Development Patterns, and a draft LAMIRD map. The Executive Committee noted that money should be put aside in the future for a facilitator for the full CPP update process.

Transportation Items:

- Review the draft December 12 TransTAC Meeting Agenda: TransTAC will begin discussions on Regional transportation projects, receive a presentation from WSDOT on funding cycles, and do a report out on ADA Transition Plans.
- Next TransPOL meeting on February 20, 2020

2. Review the KRCC Board Agenda and Materials

- Approve the December 3, 2019, KRCC Board Agenda: The Executive Committee recommended cancelling the December 3 Board meeting due to the light agenda.

3. New Business

- Review draft 2020 Board and Committees roster: Jurisdictions will confirm representation on the Board and committees by the February Board meeting. Representation is not expected to significantly change.
- Review draft 2019 Triangle Evaluation Form and determine distribution approach: Chair Erickson will work with staff at the City of Poulsbo to administer the online Triangle Evaluation Form. The deadline to submit the evaluation will be in mid-December so that the Chair Erickson can draft a summary, discuss feedback with Triangle before the December 17 Executive Committee meeting, and then share the results at the Executive Committee meeting.
- Discuss proposal from staff to have Sophie Glass, incoming Program Lead to meet one on one with Board members regarding goals for 2020: The Executive Committee had no objections to these one on one meetings, which are a standard practice in facilitation and staffing transitions. They would be optional.
- Confirm desire for Intelligent Transportation System (ITS) presentation to KRCC Board: The Executive Committee recommended having this presentation at a future TransPOL meeting.

4. Administrative Agenda

- Approve Triangle Associates October invoice of \$34,813: The Committee approved the October invoice and confirmed that approval of invoices via email is acceptable if it is sent to the whole Executive Committee.

5. Adjourn



KRCC Executive Committee Meeting Draft Summary

Draft v. 1-2-20

Date: December 17, 2019

Time: 11:00 A.M. - 1:00 P.M.

Place: By Phone

Members in Attendance: Mayor Erickson, Commissioner Wolfe, Commissioner Strakeljahn, Councilmember Ashby, Mayor Wheeler, Mayor Medina

Decisions		
<p>The KRCC Executive Committee:</p> <ul style="list-style-type: none"> • Recommended moving KRCC Board meetings to 12:15-2:15pm. • Approved Triangle Associates' November 2019 invoice. • Recommended that KRCC staff conduct the air quality scoring of Countywide projects. • Recommended that the KRCC Board approve the Countywide Competition projects at their June 2 meeting. • Commissioner Wolfe invited the following individuals to serve on the KRCC Executive Committee in 2020: Councilmember Ashby, Mayor Erickson, Mayor Wheeler, Mayor Medina, and Commissioner Strakeljahn. 		
Actions	Who?	Status
Meet with KRCC Staff in January to debrief the annual evaluations.	Mayor Erickson, Commissioner Wolfe, KRCC staff	Ongoing
Update the proposed 2020 KRCC Meeting Schedule with KRCC Board meetings from 12:15-2:15 pm.	KRCC staff	Complete
Update the Transportation Competition Calendar to have the KRCC Board approve Countywide projects at their June 2 meeting.	KRCC staff	Complete
Distribute the 2019 wrap up items to the KRCC Board.	KRCC staff	Ongoing
Follow up with Kitsap 911 and Kitsap Health Board to confirm the schedule change for KRCC Board meetings.	Mayor Erickson	Ongoing
Provide the KRCC Board with the draft amended KRCC Bylaws and ILA during their February Board meeting	KRCC staff	Ongoing

1. Committee Updates and Action Items

Executive Committee:

- Appoint 2020 Executive Committee members: Incoming Chair, Commissioner Wolfe, invited the current members of the Executive Committee to continue participating on the Committee next year. Councilmember Ashby, Mayor Erickson, Mayor Wheeler, Mayor Medina, and Commissioner Strakeljahn accepted the invitation. Committee membership will be confirmed at the next Board meeting.
- Review summary of Triangle Evaluation: The Committee held an Executive Session to discuss the results of the KRCC evaluation of Triangle Associates. They determined that Commissioner Wolfe and Mayor Erickson will meet with the Triangle staff after the new year to discuss strengths and areas of improvement.



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- Consider calendar requests from Kitsap 911 and Kitsap Health Board: Proposal to have Kitsap Health Board meetings from 10:15-11:45 am and KRCC Board meetings from 12:15-2:15 pm; Kitsap 911 meetings at 12:15-2:15 pm when KRCC Board does not meet: The Committee had no objections to the scheduling proposals from the agencies. KRCC staff will update the 2020 Meeting Calendar. Chair Erickson will follow up with Kitsap 911 and Kitsap Health Board to confirm the schedule change. *Note that following the Executive Committee meeting, coordination with the other agencies that meet in the Norm Dicks Council Chambers resulted in KRCC Board meetings remaining at the existing time.

Land Use Items:

- Scope of Work for Consulting Support to Update the Kitsap Countywide Planning Policies (CPP): KRCC staff shared that LUTAC members have expressed interest in having consultant support in the CPP update process. KRCC staff and LUTAC members are coordinating to develop a draft scope of work. The Executive Committee supported this effort as jurisdictions' land use staff likely do not have the capacity to draft the CPP updates and could benefit from consultant technical expertise.
- *Next LUTAC meeting on January 9*

Transportation Items:

- *Next TransPOL meeting on February 20, 2020:* The Executive Committee did not recommend rescheduling the TransPOL meeting that is at the same time as the Kitsap Economic Development Alliance Board meeting.
- *Next TransTAC meeting on January 9*
- Review draft 2020 Transportation Competition Calendar:
 - Knowing that Countywide Project Recommendations are due to PSRC by June 23 and that KRCC TransTAC recommended having their Project Selection Workshop after the Regional Projects are selected, KRCC staff sought guidance from the Executive Committee on whether the competition calendar should be arranged to have KRCC TransPOL or the KRCC Board make the final approval of Kitsap's Countywide projects. The Committee recommended that the calendar be arranged so that the KRCC Board would approve the Countywide projects at their June 2 meeting.
 - Air quality scoring is conducted for the Countywide applications. PSRC staff does the scoring by default but in recent years, the KRCC Board has requested that KRCC staff conduct the scoring. The Executive Committee recommended that KRCC staff conduct the air quality scoring again in 2020.

2. Review the KRCC Board Agenda and Materials

- *No January Board meeting*
- The Executive Committee approved the proposal from staff to distribute the following 2019 wrap up items to the KRCC Board:
 - 2020 Meeting Schedule
 - Revenue and Expense Report
 - PSRC Monthly Update
 - Affordable Housing Task Force Compiled Meeting Summaries
 - Reminder to expect 2020 Member Dues Invoices
 - Reminder Regarding 2020 KRCC Staffing
 - Reminder to make PSRC appointments at first City/County Council meetings of the year

3. New Business

- Review KRCC ILA and Bylaws amendments: Given that the Port of Kingston is becoming a



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member of KRCC, the KRCC Interlocal Agreement and Bylaws will need to be updated to include the Port of Kingston and generalize areas to cover all Ports, as opposed to just the Port of Bremerton. The KRCC attorney coordinating the updates recommended removing language that is duplicative in the two documents in order to reduce the need to update both documents if membership were ever to change again. The red lined documents will be brought to the full Board for review.

4. Administrative Agenda

- Approve Triangle Associates November invoice of \$18,009: The Committee approved the November invoice.

5. Adjourn



KRCC Executive Committee Meeting Draft Summary

Draft v. 1-24-20

Date: January 21, 2020

Time: 11:00 A.M. - 1:00 P.M.

Place: Kitsap Transit, 3rd Floor Conference Room

Members in Attendance: Commissioner Wolfe, Councilmember Ashby, Mayor Erickson, Commissioner Strakeljahn, Mayor Wheeler

Decisions		
<p>The KRCC Executive Committee:</p> <ul style="list-style-type: none"> • Recommended that meeting materials distributed to the Board and Executive Committee be split into two packets, one containing information required for direct action, and the other for reference only. • Recommended that a CPP Consultant Scope of Work be redrafted to include a cost estimate and yearly breakdown of tasks before review by the Board. • Recommended scheduling an additional TransPOL meeting between 5/27 TransTAC Project Selection Workshop and 6/2 Board meeting. • Recommended that TransTAC have the opportunity to omit their suggested criterion regarding climate in the Countywide Competition Call for Projects if they wanted the Board to approve the Call for Projects at their February 4th meeting. If TransTAC wants to keep this criterion, then TransPOL needs to have the opportunity to discuss this substantive policy suggestion, and the Board will not vote on the Call for Projects during the Feb 4th meeting. • Approved Triangle Associates' December 2019 Invoice. • Approved an invoice from the State Auditor. 		
Actions	Who?	Status
Schedule TransPOL meeting on May 27 th or May 28 th .	KRCC Staff	Ongoing
Update draft Scope of Work for CPP Consultant with a) deliverables broken out by year and b) a total cost estimate.	KRCC Staff and LUTAC	Ongoing
Contact TransTAC to request removing the "Climate Resiliency" consideration on Call for Projects in order to bring it in front of the Executive Board for review on February 4 th .	KRCC Staff	Complete
Send Commissioner Wolfe template for Chair's introductory letter to 2020 KRCC Reference Manual	KRCC Staff	Complete

1. Committee Updates and Action Items

Executive Committee:

- Discuss Executive Committee and Board Packet Preferences for 2020:
 - Meeting facilitation: KRCC Chair Wolfe will facilitate Board and Executive Committee meetings, and KRCC Director Sophie Glass will facilitate PlanPOL and TransPOL meetings.
 - Agenda and meeting packet preferences: The Executive Committee decided that KRCC Board and Executive Committee meeting agendas should be accompanied by



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dual meeting packets, one containing materials needed to inform key actions and decisions, and a second packet containing materials for reference. For example, the latter is to include KRCC committee meeting agendas and summaries for review. The Chair prefers not to receive annotated agendas.

- Decision-making via email: The Executive Committee determined that time-sensitive decisions made via email would be acceptable, and that KRCC staff should contact Committee members by phone if decisions are required at extremely short notice.
- Agency-wide priorities and challenges: The Executive Committee discussed their priorities and expressed a preference for keeping KRCC operations lean and efficient, while emphasizing the role of policymakers in guiding decisions. Another priority was to ensure that the KRCC Board, TransPOL, and PlanPOL guide the policy direction of KRCC.

Land Use Items:

- Review draft CPP Consultant Scope of Work: The Executive Committee reviewed the draft CPP Consultant Scope of Work (SOW), which LUTAC recommended being presented to the Board for approval at its February 4th meeting. The Executive Committee recommended postponing Board review of the SOW, pending a more detailed SOW that includes the following:
 - A total cost estimate from 2020 – 2022
 - Consultant work broken out by year
- Meeting Agendas: The Executive Committee briefly reviewed the January 9th and March 12th LUTAC Meeting Agendas. KRCC staff noted that the February 18th PlanPOL meeting was cancelled due to lack of pressing business.

Transportation Items:

- *Next TransTAC meeting on March 12*
- *Next TransPOL meeting on February 20*
- Discuss proposal from TransTAC to hold a TransPOL meeting between 5/27 TransTAC Projects Selection Workshop and 6/2 Board Meeting: KRCC staff explained that the additional meeting was proposed to provide transportation policymakers the opportunity to review TransTAC project recommendations before they are presented to the KRCC Board for a vote. The Executive Committee recommended that staff move forward with scheduling the TransPOL meeting either on May 27th or May 28th.
- Discuss proposal from TransTAC to have the Board review and vote on the Call for Projects during February meeting:
 - TransTAC has requested an expedited review schedule of the Call for Projects, noting that delaying until April 27th would require that the Board review both the Call for Projects and the recommended projects on the same date. The Executive Committee determined that the addition of "Climate Resilience" as a consideration for project review constituted a substantive change that would require review by TransPOL prior to an Executive Board vote. Therefore, the Committee recommended maintaining the April 27th review date, unless TransTAC was willing to remove the substantive change. KRCC staff will follow up with TransTAC about their willingness to omit the climate consideration in order to maintain the Board's ability to vote on the Call for Projects during the February 4 KRCC Board meeting.



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- KRCC staff informed the Committee about LUTAC's request to review the competition criteria via email and provide comments prior to Board review. The Executive Committee recommended that any feedback from land use technical staff on transportation-related deliverables be resolved internally within a given jurisdiction, rather than through a KRCC review process.

2. Review the KRCC Board Agenda and Materials

- *Next Board Meeting February 4th*
- As discussed above, the Executive Committee's main comments regarding the February 4 KRCC Board packet included the omission of the SOW for the Countywide Planning Policies consultant, and the tentative inclusion of the Countywide Competition Call for Projects, pending discussion with TransTAC. Additionally, the Executive Committee approved including the tracked changes version of the KRCC Interlocal Agreement (ILA) and Bylaws for KRCC Board review.
- KRCC staff will provide the Executive Committee with an updated February 4 KRCC Board meeting packet on January 24 for their review.

3. New Business

- Review WA State Audit process for KRCC:
 - KRCC Staff reminded the Committee that the Executive Board was informed of the 2020 audit, and that an audit entrance conference was scheduled for Board Members on January 21st. Staff clarified that the audit is taking place due to the State's recognition of KRCC's status as a stand-alone legal entity. The Executive Committee requested that KRCC Staff obtain details about the anticipated cost of the audit at the entrance conference.
 - The Executive Committee recommended that Councilmember Ashby represent the Board at the Audit entrance and exit conferences.

4. Administrative Agenda

- Approve Triangle Associates December invoice of \$12,826: The Committee approved the December 2019 invoice.
- Approve State Auditor's invoice of \$1,101: The Committee approved the State Auditor's invoice.

5. Adjourn

The meeting adjourned at 12:15 P.M.



**Kitsap Regional Coordinating Council (KRCC)
Annual Annexation Report**

Draft v. 1/2/2020

The KRCC Land Use Technical Advisory Committee (LUTAC) is responsible for providing an annual annexation report to the KRCC Board of Directors at the end of each calendar year.

From November 30, 2018 through December 4, 2019 there have been no annexations of unincorporated Kitsap County into any of the existing jurisdictions.



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DRAFT ONLY - KRCC Land Use Technical Advisory Committee (LUTAC) Meeting Agenda v. 1-13-2020

Date: March 12, 2020

Time: 9:30 am - 11:30 am

Place: Norm Dicks Government Center (6th Floor) - 345 6th St, Bremerton, WA 98337

1. **Welcome**
2. **New Business**
 - Share updates regarding [Buildable Lands](#) with Department of Commerce staff Packet Pg.
3. **Committee Updates and Action Items**
 - a. Old Business
 - **ACTION:** Approve the draft [January 9 Meeting Summary](#) Packet Pg.
 - b. Kitsap Countywide Planning Policies, Element C: Centers of Growth Next Steps
 - Review [draft Technical Memorandums from each Jurisdiction](#) Packet Pg.
 - Discuss the [draft timeline for the Kitsap CPP Ratification and Public Process](#) Packet Pg.
 - c. Sub Consultant Scope of Work and Request for Proposals (RFP)
 - Review [revised Sub Consultant Scope of Work and draft RFP](#) Packet Pg.
4. **Administrative Agenda**
 - The next meeting is tentatively planned for **May 14, 2020**
 - What are some suggested agenda topics?
 - Discuss the [draft April 21 PlanPOL meeting agenda](#) Packet Pg.
 - What are some recommendations for the format of LUTAC updates?
 - What additional topics need to be discussed at the April PlanPOL meeting?
5. **Wrap Up**
 - Recap topics covered
 - Summarize key decisions and action items
6. **Adjourn**



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Draft TransPOL Meeting Agenda

February 20, 2020 | 3:15-4:45 PM | Kitsap Transit 3rd Floor Conf. Room, 60 Washington Ave. Bremerton

Purpose: Prepare for the Regional and Countywide transportation competitions by reviewing the Call for Projects materials and potential projects to be submitted by Kitsap jurisdictions.

A. Welcome and Business (10 min)

Objective: Maintain the business and operations of KRCC.

- Latest [2020 KRCC calendar](#) (pg)
- Review of draft [October 17, 2019 meeting summary](#), sent out for review on 11/4/2019 and posted to website on 11/19/19 (pg)

B. PSRC Transportation Policy Board Updates (10 min)

Objective: Stay current with PSRC transportation activities.

- Report out on the February 13 Transportation Policy Board meeting.

C. Regional and Countywide Transportation Competition (45 min)

Objective: Review the projects being submitted to the Rural Town Centers and Corridors Competition

- Overview of the Puget Sound Regional Council's (PSRC) Regional and Countywide Competitions
- Review PSRC's [Regional Competition Call for Projects](#) (pg)
- Review KRCC's [Countywide Competition Call for Projects](#) (pg)
- Discuss the Regional and Countywide projects being submitted from Kitsap jurisdictions

D. Corridor Updates (10 min)

Objective: Share updates on corridor projects.

- SR 305, SR 16/Gorst, SR 104, Others

E. Announcements and Next Steps (10 min)

Objective: Ensure follow up on proposed ideas and tasks.

- Next TransPOL meeting: April 16, 2020

F. Public Comments (5 min)

G. Adjourn



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Draft TransTAC Meeting Agenda

March 12, 2020 | 12:30 – 2:30 PM

Kitsap Transit 3rd Floor Conference Room, 60 Washington Ave. Bremerton

Topic	Documents
<p>A. Welcome and Old Business <i>Objective: Maintain the business and operations of KRCC.</i></p> <ul style="list-style-type: none"> • Introductions • Review 1/9/20 TransTAC meeting summary (distributed on x/x/x/)* 	<ul style="list-style-type: none"> ○ 2020 meeting calendar (pg) ○ 1/9/20 TransTAC meeting summary (pg)
<p>B. Regional Project Evaluation Committee and other PSRC Updates <i>Objective: Share updates on recent regional planning related developments at Puget Sound Regional Council.</i></p> <ul style="list-style-type: none"> • RPEC and other Boards/Committees updates • Updates from PSRC • Project check ins 	
<p>C. Regional and Countywide Competition Coordination <i>Objective: Coordinate on the upcoming Regional and Countywide transportation competitions to support the success of Kitsap projects.</i></p> <ul style="list-style-type: none"> • Report out on Countywide Competition projects • Report out on Regional Competition projects • Review approach to Countywide Project Selection Workshop 	<ul style="list-style-type: none"> ○ Draft Project Selection Workshop Agenda (pg)
<p>D. Corridor Updates <i>Objective: Share updates on cross jurisdictional corridor projects.</i></p> <ul style="list-style-type: none"> • SR 305, SR 16/Gorst, SR 104, SR 303, others 	
<p>E. Solutions and Support <i>Objective: Support fellow TransTAC members in troubleshooting current challenges.</i></p> <ul style="list-style-type: none"> • Discussion of challenges faced by individual jurisdictions and potential solutions from TransTAC members 	
<p>F. Announcements and Next Steps <i>Objective: Ensure follow up on proposed ideas and tasks.</i></p> <ul style="list-style-type: none"> • Review action items • Next TransTAC meeting: Project Selection Workshop Wednesday, May 27 9am-4pm • Next TransPOL meeting: Thursday, April 16 	
<p>Adjourn</p>	

*Supporting document provided



Kitsap Regional Coordinating Council

2020 Call for Projects for the Kitsap Countywide Competition and Puget Sound Regional Council’s (PSRC) Regional Competition for 2023-2024 Federal Transportation Funding

INTRODUCTION

In 2020, Kitsap County jurisdictions are invited to submit projects to the PSRC Regional and Kitsap Countywide Competitions to receive Federal Highway Administration (FHWA) transportation funding for the 2023-2024 funding cycle. This document is intended to guide jurisdictions in submitting applications and includes the following sections:

- 1. Important Dates..... 2
- 2. Countywide Competition Submittal Checklist..... 2
- 3. Eligibility 2
- 4. Competitions 3
- 5. Available Funding 3
- 6. Policy Focus..... 6
- 7. Programming Process: Non-Motorized Projects 8
- 8. Programming Process: Preservation Set-Aside 9
- 9. Programming Process: New Funds or Re-Programming Funds..... 10
- 10. Countywide Competition Criteria and Evaluation Process 11
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1. IMPORTANT DATES

Below are the key dates associated with the Regional and Countywide Competitions. See “Draft KRCC Schedule for Countywide and Regional Competitions” for more specific details.

Regional Competition	Countywide Competition
Feb. 322 , 20 2018 - Call for Regional Projects	April 4 February 5, 20 2018 - Call for Countywide Projects April 2, 2018 - Countywide Project eligibility screening deadline
March 243 , 20 2018 - Regional Project Eligibility Screening Deadline	April 6, 2020 - Countywide Project eligibility screening deadline
April 139 , 20 2018 - Applications due for Regional Projects	May 84 , 20 2018 - Applications due for Countywide Projects

2. COUNTYWIDE COMPETITION SUBMITTAL CHECKLIST

The steps required to successfully complete an application for funding as part of the Countywide Competition include:

- Submit PSRC Pre-Screening Form (available [here](#))
- Obtain letter of support from sponsoring jurisdiction
- Finalize financial plan for project
- Submit KRCC Application Form (available [here](#))

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3. ELIGIBILITY

All jurisdictions within Kitsap County ~~—including those who are not members of KRCC (i.e., Bremerton)—~~ can apply for FHWA funds through the Countywide and Regional Competitions.

KRCC member agencies that are eligible for FHWA funding include:

- Kitsap County
- Bainbridge Island
- ~~Bremerton~~
- Port Orchard
- Poulsbo
- Suquamish Tribe
- Port Gamble S’Klallam Tribe
- ~~Port of Bremerton~~
- ~~Port of Kingston~~
- Kitsap Transit

Please note that Naval Base Kitsap is not eligible to directly apply for FHWA funds through the Countywide or Regional Competitions, even though Naval Base Kitsap is a member of KRCC.

4. COMPETITIONS

Regional Competition

PSRC coordinates a Regional Competition, and the Regional Project Evaluation Committee (RPEC) is responsible for recommending projects from this competition to the Transportation Policy Board (TPB), which is followed by final approval by the PSRC Executive Board, to receive the regional portion of the Federal Highway Administration (FHWA) funds (see below).

Countywide Competition

KRCC is responsible for coordinating the Countywide Competition and recommending projects to the TPB, which is followed by final approval by the PSRC Executive Board, to receive the countywide portions of the FHWA funds.

5. AVAILABLE FUNDING

This section explains the types and amounts of available federal funding for the Regional and Countywide Competitions.

Federal Highway Administration Funds (FHWA)

FHWA funds are awarded to a variety of project types including highway, arterial, transit, bicycle, pedestrian, system and demand management, and technology projects. These funds include:

- Surface Transportation Program (STP) funds: These are the most flexible and can be used for a variety of projects and programs.
- Congestion Mitigation and Air Quality Improvement Program (CMAQ): These funds can only be used for projects that improve air quality within certain areas.
- Transportation Alternatives Program (TAP) funds: These are for non-traditional projects such as pedestrian and bicycle facilities, community improvement activities, and environmental mitigation.

The total estimated amount of both STP and CMAQ funds is split between the Regional and Countywide Competitions based on a regionally adopted funding split.

Set-Asides

Before splitting the funds between the Regional and Countywide Competitions, PSRC sets aside the following funds:

- **Non-Motorized Set-Aside:** The bicycle/pedestrian set-aside is retained at 10% of the total estimated FHWA funds and will be allocated by population among the four countywide forums, to be distributed via a competitive process.
- **Preservation Set-Aside:** The preservation set-aside for PSRC's FHWA funds is retained at 20% of the total estimated Surface Transportation Block Grant Program (STP) funds, with retention of the provision in 2016 to add 5% to the countywide processes. The preservation set-aside for PSRC's FTA funds is retained at 45% of the regional competitive FTA funds.
- **Kitsap County Set-Aside:** Kitsap County jurisdictions are not eligible to receive CMAQ funds as the county falls outside the boundaries of the region's air quality maintenance and nonattainment areas. As such, since 1995 Kitsap County has received a set-aside of STP funds—based on the County's population relative to the total amount of estimated STP funds—for distribution within the Countywide Competition.
- **Rural Town Centers and Corridors:** In ~~2021~~¹⁸, the Rural Town Centers and Corridors Program ~~was converted from a set dollar amount to is increased from \$3 million to \$5 million~~^{10%} of FHWA STP funds from the regional competitive portion of funds. ~~In 2020, 10% of the Regional funds is \$5.47 million.~~ This program was created in 2003 to assist rural communities in implementing town center and corridor improvements, in coordination with state highway corridor interests.

Balancing by Year

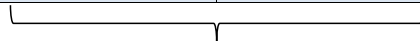
FHWA funding awards must now be balanced by year, and the amount of funds that are able to be utilized in a given year is limited by the annual estimated allocation amount by funding source. Since only a certain amount of funding may be used each year, and to ensure the region continues to meet its annual FHWA delivery targets, the amount that may be requested in the FHWA Regional Competition is limited to 50% of each year's available funding, by source.

For the Countywide Competition, KRCC needs to aim to evenly divide its funding across ~~2023~~²⁴ and ~~2024~~². If KRCC is unable to evenly divide its funding in ~~2023~~⁴ and ~~2024~~², then it needs to work with PSRC to see if there is any flexibility.

Countywide Competition Funding

See below for a schematic of funding for the Countywide Competition:

Total Federal Funds to Kitsap Countywide Competition: \$9.5742 Million	
Countywide Competition Fund Urbanized Area \$8.529.23 million	Rural Area Minimum \$340,000



Kitsap Regional Coordinating Council • Page 4

Capacity, Safety, Environmental Retrofit Projects \$7. 17 ⁰⁶ million	Preservation Projects \$1.3 7 ⁴ million	Non-Motorized Projects \$1.0 3 ⁴ million
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202 3 ⁴ : Approx. \$4.7 8 ¹ million available	202 4 ² : Approx. \$4.7 8 ¹ million available
---	---

Rural Minimum

Under federal regulations, the region is required to spend a minimum amount of STP funds in rural areas. Per policy, these amounts by county are based on the average between the federally defined rural population and rural center line miles.

Since the rural funds are based on the required minimum amounts that need to be spent in the rural area, by year, this program should be balanced by year to the amounts provided. Deviations to this may occur on a case by case basis, to accommodate the fact that these are small amounts and project requests may not match one-to-one. please work with PSRC on any issues that arise within your forums, so we can monitor and prepare the appropriate final regional rural figures to meet the federal requirements. For example, if the rural minimum is not split evenly across 2021 and 2022, then one of the other funding pots should counter it in the other direction – i.e., if the rural minimum were to be allocated entirely in 2021, then KRCC might move \$340,000 more into 2022.

Applying to Both the Regional and Countywide Competitions

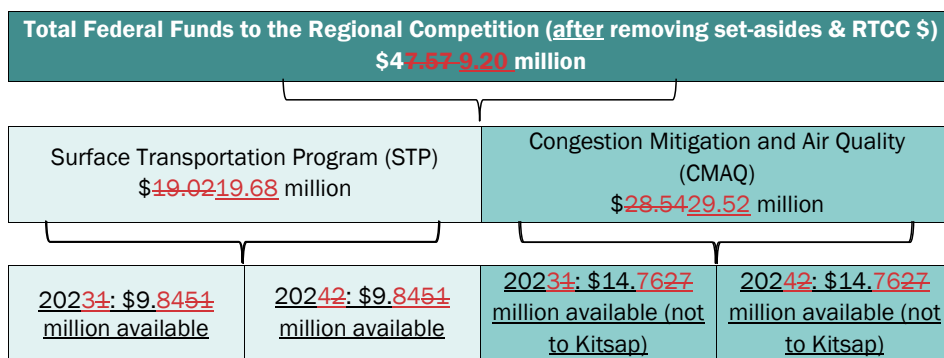
Projects may be submitted in both competitions, but the following rules apply:

- Separate phases of the same project may not be submitted separately – i.e., preliminary engineering cannot be submitted in one, and construction in another.
- Separate segments or independent components of the same project may be submitted separately – i.e., Segment A may be submitted in one, and Segment B in another; or the roadway improvements in one, and the trail in another, as long as they have independent utility.
- If the same phase for the same project is submitted into both competitions, the project cannot be awarded “two” awards – i.e., both applications should reflect the amount needed to fully fund the phase; if funds are awarded in the Regional Competition, the expectation is that it will not then also be funded in the Countywide Competition. The caveat to this is if the regional award is less than the requested amount, the countywide forums have the discretion to alleviate the backfill of local funds that will be required to fully fund the phase as requested.

- Please speak with PSRC for any additional clarifications.

Regional Competition Funding

The graphic on the following page shows the flow of 2023-2024 federal funds to the 2023 Regional Competition. The graphic excludes the Rural Town Centers and Corridors (RTCC), which typically takes place the year following the Regional Competition (i.e. 2024).



6. POLICY FOCUS

For the 2023-2024 Funding Cycle, the policy focus of support for centers and the corridors that serve them is retained. The intent of this policy focus is to support implementation of VISION 2040, Transportation 2040 and the Regional Economic Strategy.

Regional Centers

Centers are the hallmark of PSRC’s VISION 2040 and its Regional Growth Strategy. See Appendix A for a map of Regional Centers.

Regional Growth Centers (RGC): RGCs have been identified for housing and employment growth, as well as for regional funding. **Kitsap County has two Regional Growth Centers: Bremerton and Silverdale.** Kitsap County jurisdictions can submit transportation projects to the Regional Competition if they support Regional Centers or the corridors that serve them, even those outside of Kitsap County. For example, projects that connect Kitsap County to the Seattle Central Business District are eligible for funding through the Regional Competition.

Regional Manufacturing/Industrial Centers (MICs): MICs are locations for increased employment. **Kitsap County has one Manufacturing Industrial Center: the Puget Sound Industrial Center.**

Please note that PSRC's ~~2016-2018 Regional Centers Framework Update~~Draft VISION 2050 project will not impact the ~~202018~~ Regional or Countywide Competitions.

Local Centers (VISION 2040)

For the Countywide Competition, projects must support Local Centers, which are designated through a countywide process. For the purposes of the Countywide Competition, KRCC has identified the following local centers, which have been adopted through each jurisdiction's comprehensive planning process or via the PSRC Regional Policy Framework for military locations. This list was updated in January 2018 and maps are provided in Appendix B.

Jurisdiction	Location
Kitsap County	Kingston
Kitsap County	Southworth
Kitsap County	Suquamish
Bainbridge Island	Winslow
Bainbridge Island	Day Road Business/Industrial Area
Bainbridge Island	Sportsman Triangle Business/Industrial Area
Bainbridge Island	Lynwood Center
Bainbridge Island	Rolling Bay
Bainbridge Island	Island Center
Bremerton	Downtown Regional Center
Bremerton	Charleston District Center
Bremerton	Wheaton/Riddell District Center
Bremerton	Wheaton/Sheridan District Center
Bremerton	Eastside Employment Center
Bremerton	Manette Neighborhood Center
Bremerton	Puget Sound Industrial Center-Bremerton Manufacturing and Industrial Center
Poulsbo	Poulsbo Town Center
Poulsbo	Olhava Mixed Use Center
Port Orchard	Downtown Port Orchard
Port Orchard	Tremont Corridor District
Port Orchard	South Kitsap Mall/Lower Mile Hill Mixed Use Center
Port Orchard	Government/Civic Center District
Port Orchard	Upper Mile Hill Mixed Use Center

Port Orchard	Tremont/Lund/Bethel Mixed Use Center
Port Orchard	Sedgwick/Bethel Mixed Use Center
Port Orchard	Old Clifton Industrial Employment Center
Port Orchard	McCormick Woods/Old Clifton Mixed Use Center
Naval Base Kitsap	Naval Base Kitsap Bangor
Naval Base Kitsap	Naval Base Kitsap Bremerton
Naval Base Kitsap	Naval Base Kitsap Jackson Park
Naval Base Kitsap	Naval Base Kitsap Keyport
Naval Base Kitsap	Naval Base Kitsap Manchester
Kitsap Transit	Historic Mosquito Fleet Terminals

7. PROGRAMMING PROCESS: NON-MOTORIZED PROJECTS

Originally Adopted by KRCC 2/7/06; Revised 3/27/12; 1/28/14; 4/5/16

OVERVIEW

At this time, 10% of the federal countywide allocation of federal STP funding is set-aside [as per regional/Puget Sound Regional Council policy] to distribute among eligible non-motorized projects, with a 13.5% local project match required. During 2010, the Kitsap Regional Coordinating Council undertook an extensive review of non-motorized needs and priorities in Kitsap County. Findings were published in the report “Looking for Linkage” and included policy recommendations on the use of non-motorized federal funding, beginning with the 2013-14 cycle. During 2011/2012, and again in 2013/2014, TransPOL reviewed and updated Kitsap’s policy goals for Non-Motorized funding.

POLICY GOALS FOR NON-MOTORIZED FUNDING

1. Reaffirmed the criteria originally developed in 2004 (the first cycle that the Countywide Forums had responsibility for distributing these funds), that candidate projects should:
 - Be high priority to the sponsoring jurisdictions
 - Meet federal eligibility criteria (i.e., focus on bike/pedestrian transportation rather than recreation)
 - Not be disproportionately burdened by federal administrative costs
 - Produce visible results
 - Contribute to Kitsap’s regional transportation system
2. Support projects that address the identified countywide policy goal of increasing safe walking/biking routes to schools, including elementary, middle, and high schools, over other projects.
3. Acknowledge that Kitsap County has developed and adopted a Countywide Non-Motorized Spine System. Once the system improvements are prioritized, these countywide policy goals will again be reviewed, and potentially revised to include the

Spine System. Project selection should be a multi-jurisdictional, collaborative process that uses the approved project selection criteria.

4. Favor right-of-way (ROW) acquisition and PS&E/construction project-segments over planning, in general.

OTHER GUIDANCE

Beyond the non-motorized set-aside, consider non-motorized projects alongside all other STP projects in the Countywide Competition. General project selection criteria will be used for project prioritization, in addition to the non-motorized policy guidelines described herein. Please note that the 10% set-aside can be met through multiple projects' non-motorized components, as opposed to a stand-alone non-motorized project.

8. PROGRAMMING PROCESS: PRESERVATION SET-ASIDE

Originally adopted by KRCC on 3/27/12; Revised 1/28/14; 4/5/16

OVERVIEW

Based on extensive discussion within TransTAC, and including input from TransPOL, the following criteria and selection process is recommended for Kitsap's share of federal funds that has been set-aside from the regional portion of the available federal allocation to the PSRC region for the upcoming funding cycle, 202~~31~~-202~~42~~, for use in preservation activities. The context for this set-aside is the substantial under-funded need for preservation and maintenance of the existing transportation infrastructure throughout the Puget Sound Region, documented and highlighted in Transportation 2040. PSRC senior staff and the PSRC Regional Project Evaluation Committee recommend continuing this specific set-aside with the intention of evaluating its effectiveness for the future.

POLICY GOALS

First, the use of funds must meet all applicable federal requirements, including location on federally classified roads, facility accessibility (ADA), and competitively bid contracting. Specific to the Kitsap Countywide project selection process:

1. Use of these funds for this cycle is focused exclusively on projects in the roadway, including overlay, chip seal, and grind out preservation projects and the work needed to meet ADA requirements for these. Elements outside the scope of the roadway preservation must be funded locally.
2. Projects must support regionally- or locally-designated centers or their connecting corridors. Some preference will be given to projects that support transit, freight, and/or school routes.
3. There is no minimum/maximum project size, although projects should be substantial enough to warrant federal-aid participation and to extend facility life cycle 7+ years for surface treatments and 15+ years for overlays. Once the set of Kitsap projects

have been identified through the KRCC Project Selection Process, [TransTAC-project sponsors](#) will work to organize the most cost-effective construction management strategy; it may use a single construction bid approach, with funding for the CM function derived from presumed cost-savings. Attach info about pavement design and best practices such as the # of single axle loads anticipated during the design life of facility.

4. The local match requirement of 13.5% stands.
5. Project sponsors will be urged to bring forward several projects at different cost levels to enable TransTAC and TransPOL to select a package of projects that “meets the mark” of available funds.
6. Recognizing that not every jurisdiction will choose to participate in the package of preservation projects, regional equity will be reflected in the total set of projects funded with the countywide portion of the federal funds including the Non-Motorized set-aside and regular STP portion.
7. The intention of this funding set-aside is to supplement jurisdictions’ existing preservation programs.
 - Project sponsors will self-report their 5-year average spending on preservation of their transportation facilities, with a commitment to spend approximately 90% of that average on other preservation activities during the life of the project.
 - Each participating jurisdiction will provide information describing their pavement management system for use in evaluating “best use” of the available funding.

CRITERIA

For preservation projects, the “Safety and Capacity” criterion is considered an “other consideration”. In addition, the “Air Quality Benefits and Emissions Reduction” criterion is not relevant for preservation projects and project sponsors will not need to answer application questions related to this question.

9. PROGRAMMING PROCESS: NEW FUNDS OR RE-PROGRAMMING FUNDS

Originally Adopted 1,7/06; Revised 1/28/14; 4/5/2016

OVERVIEW

This policy covers the following types of funds that become available between Transportation Improvement Program (TIP) competition cycles:

1. New Program Funds
2. Funds to be re-programmed because a project cannot be obligated or completed within the funding period. To identify “projects at risk” early, KRCC’s TransTAC will conduct a quarterly review of project status, using PSRC’s Project Tracking System that includes both Regional and Countywide projects.

REGIONAL COMPETITION

For projects/funding through the Regional Competitive Program, use the Puget Sound Regional Council process.

COUNTYWIDE COMPETITION

For funding available through the Countywide Program, two uses will be considered:

1. As part of the regular TIP programming process, KRCC's TransTAC, TransPOL, and Executive Board will develop and approve a Contingency List that is 30-50% more than the expected funding. The Contingency List will be prioritized, at a minimum, to identify High, Medium, and Lower Priority Projects.
2. Funds can also be left to accumulate if the amount left is not sufficient to fully fund a phase of a project on the Contingency List.

CONTINGENCY LIST

TransTAC will review Contingency List, using the following considerations:

1. Matching the funds available to the project need.
2. Available match funding.
3. Ability to obligate and spend the funds.
4. Projected completion of activity.
5. Consequence of not funding (with these funds).

TransTAC will make recommendation to TransPOL on funding distribution. TransPOL reviews and recommends to KRCC Executive Board. Note: Funding recommendation may take a Contingency List project out of order, and/or accumulate funds until the next TIP cycle.

10. COUNTYWIDE COMPETITION CRITERIA AND EVALUATION PROCESS

As part of the Countywide Competition, KRCC has developed criteria to evaluate project proposals. These criteria are intended to support a competitive, fair, and transparent selection process. The Countywide Criteria are consistent with the Regional Criteria but reflect the unique context of Kitsap County and the collaborative approach to making a decision that is valued by KRCC. The evaluation process includes the following three components. Details on each are below.

- (1) Requirements
- (2) Ranked Criteria, and
- (3) Other Considerations.

Requirements

All projects must meet the following requirements for consideration in the Countywide Competition:

- Must be consistent with a local Kitsap County jurisdiction's current (as of December 31, 2015) Comprehensive Plan (include citations when possible)

- Must be included on or proposed for inclusion in a Transportation Improvement Program (TIP)
- Must consider applicable planning factors identified in federal law
- Must be consistent with Kitsap's Countywide Planning Policy Guidance (with the exception of "Local Centers," which are adopted through each jurisdiction's comprehensive planning process or via the PSRC Regional Policy Framework for military locations)
- Must include a document from the jurisdiction's Board of Commissioners, Council, or other official authorizing body that acknowledges the time, phase, and funding obligations associated with federal funding

Ranked Criteria

The objectives listed on the following pages are examples of possible ways of meeting the criteria; the list is not exhaustive. TransTAC will use qualitative metrics to determine how well each project proposal meets the criteria by selecting a “high,” “medium,” or “low” ranking. These rankings will not be converted into scores. The criteria are equally weighted.

CRITERIA	RELATIVE RANKING		
<p>A. Support for Regional/Local Centers & the corridors that serve them Project accomplishes one or more of the following objectives:</p> <ul style="list-style-type: none"> • Supports and/or connects regional or local centers • Helps to advance desired or planned public or private investment that support centers (e.g., housing, employment, redevelopment) • Supports mobility for people traveling to, from, and within centers • Makes connections to existing or planned infrastructure • Fills a physical gap or provides an essential link in the system • Supports multimodal transportation investments 	<p>High (project provides significant benefits to Local or Regional Centers)</p>	<p>Medium (project provides benefits to Local or Regional Centers)</p>	<p>Low (project provides minimal benefits to Local or Regional Centers)</p>
<p>B. Funding feasibility, requirements, and opportunities Project meets one or more of the following objectives:</p> <ul style="list-style-type: none"> • Well-articulated financial plan that is in alignment with the project prospectus • Demonstrated project readiness <u>through a thought-out approach and reasonable ability to secure funds</u> • Phase can be completed with funding requested • Separate phase previously funded by PSRC’s federal funds • Financial commitment by the jurisdiction’s elected officials to complete the project phase 	<p>High (strong financial plan, clear approach to completion, project includes previous PSRC funding, and demonstrated commitment by elected officials)</p>	<p>Medium (financial plan is complete but the ability to complete phase with requested funding is questionable, and moderate commitment by elected officials)</p>	<p>Low (financial plan is weak or incomplete and project readiness is questionable, and lack of commitment by elected officials)</p>

<p>C. Cross-jurisdictional and coordination opportunities Project meets one or more of the following objectives:</p> <ul style="list-style-type: none"> • Currently involves multiple jurisdictions, agencies, or projects • Provides opportunities for future coordination among jurisdictions, agencies, or projects • Benefits multiple jurisdictions, agencies, or projects 	<p>High (at least two jurisdictions <u>and</u> agencies involved and some project coordination opportunities)</p>	<p>Medium (involves a single jurisdiction <u>or</u> agency and few opportunities for coordination)</p>	<p>Low (involves a single jurisdiction <u>or</u> agency and no opportunities for coordination)</p>
<p>D. Safety/capacity benefits Project improves safety by meeting one or more of these objectives:</p> <ul style="list-style-type: none"> • Improves a “high collision” intersection or corridor (as defined by the project sponsor based on collisions or fatalities/capita) • Reduces barriers to use • Provides safe access • Addresses vulnerable users • Makes capacity enhancements that improve safety <p>Note: this criterion is considered an “other consideration” for preservation projects.</p>	<p>High (project provides significant safety and capacity benefits)</p>	<p>Medium (project provides safety and capacity benefits)</p>	<p>Low (project provides minimal safety and capacity benefits)</p>
<p>E. Growing Transit Communities and health/equity considerations Project meets one or more of the following objectives:</p> <ul style="list-style-type: none"> • Benefits housing and business opportunities • Supports transit-oriented development and access to transit • Addresses negative health outcomes • Benefits highly impacted communities and populations such as those identified in the President’s Order on Environmental Justice, seniors, people with disabilities, and areas of high unemployment or chronic underemployment; benefits may include the following: educational opportunities, affordable housing and quality neighborhoods, economic opportunities, transportation and mobility options, and health benefits. 	<p>High (project provides significant benefits to “highly-impacted communities” and greatly supports access to transit and positive health outcomes)</p>	<p>Medium (project provides benefits to “highly-impacted communities and supports access to transit and positive health outcomes)</p>	<p>Low (project provides minimal benefits to “highly-impacted communities” and minimally supports access to transit and positive health outcomes)</p>

<p>F. Air quality benefits and emission reduction Project provides air quality benefits by:</p> <ul style="list-style-type: none"> • Reducing congestion and improving circulation • Reducing delay, particularly of freight vehicles • Reducing single occupancy vehicle trips • Reducing vehicle miles traveled • Addressing vulnerable populations • Reducing pollutants with highest health risk • Supporting non-motorized travel • Improving engines or explores alternative fuel technologies <p>Note: this criterion is not applicable for preservation projects.</p>	<p>High (project provides significant air quality benefits)</p>	<p>Medium (project provides air quality benefits)</p>	<p>Low (project provides minimal air quality benefits)</p>
<p>G. Multimodal elements and approach Project meets one or more of the following objectives:</p> <ul style="list-style-type: none"> • Provides non-motorized transportation benefits • Improves freight movement • Improves access to transit • Provides transportation demand management benefits • Serves more than one mode of transportation • Connects to or supports other local/regional multimodal projects 	<p>High (project provides significant multimodal benefits)</p>	<p>Medium (project provides multimodal benefits)</p>	<p>Low (project provides minimal multimodal benefits)</p>

Other Considerations

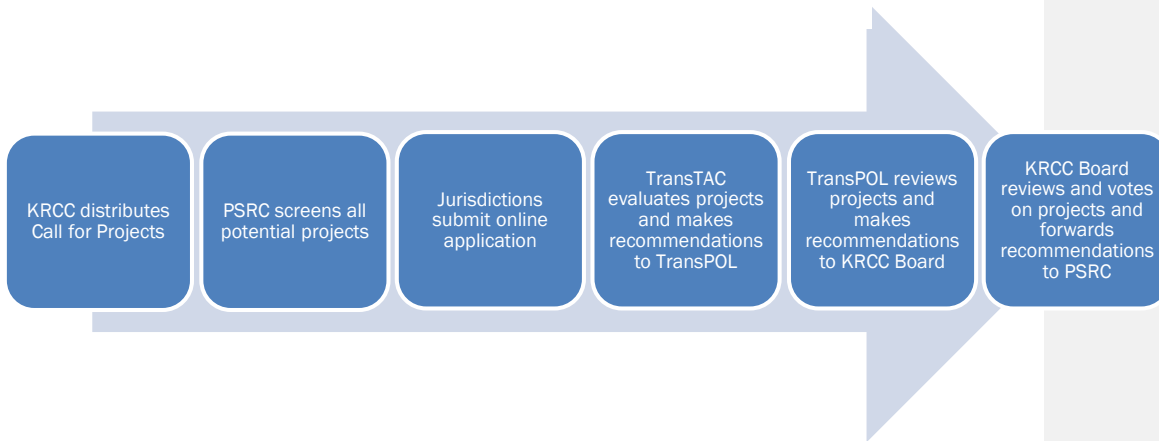
Beyond the criteria identified above, there are other considerations that can be used to evaluate projects. These considerations are applied on a case-by-case basis.

- **Supports Innovation** — Project includes innovative elements such as design, funding, technology, or implementation approach.
- **Addresses an Emergency Need** — Project is the result of an emergent need stemming from infrastructure failure, natural disaster, or another unanticipated activity or event.
- **Geographic Equity** — Project helps to balance the distribution of funds throughout Kitsap County. Equity can be established over multiple funding cycles and across funding types.
- **Leverages Funding** — Project has received funding from other sources and is able to leverage countywide funds for a greater impact. Project would have to return other funding sources if countywide funding is not provided.
- **Public Support** — Project has significantly demonstrated public support. This could be documented in letters, attendance at public meetings/hearings, newspaper articles/editorials, or another format.
- **“Shovel Ready”** — Project is seeking funding for construction.
- **Practical Design** — Project proposal includes a description of jurisdictional analysis to determine project needs and benefits based on local circumstances.
- **Safety/Capacity Benefits (for Preservation Projects only)** - Project improves safety by meeting one or more of these objectives: improves a “high collision” intersection or corridor, reduces barriers to use, provides safe access, addresses vulnerable users and/or makes capacity enhancements that improve safety.

11. COUNTYWIDE COMPETITION SUBMITTAL AND REVIEW PROCESS

KRCC will distribute the Call for Projects to all Kitsap County jurisdictions. Applicants will submit an online screening form to PSRC. After PSRC screens the projects for eligibility, applicants will complete an online application. Both the screening form and online application are available online: <https://www.psrc.org/our-work/funding/project-selection/fhwa-and-fta-regional-funding>. KRCC’s TransTAC members will independently review each project application prior to a workshop during which they will hear presentations from project sponsors and rank each project using the criteria outlined above. After this ranking exercise and additional discussion, TransTAC will recommend projects (including a prioritized contingency list) to TransPOL. TransPOL will review TransTAC’s recommendations and finalize the project lists for review by the KRCC Board. During a KRCC Board meeting, Board members will vote on the project lists and forward their recommendations to PSRC for funding.

Countywide Competition Application and Review Process



12. PUBLIC INVOLVEMENT

It is the intent of PSRC and KRCC that the public be involved with the allocation of federal transportation funds.

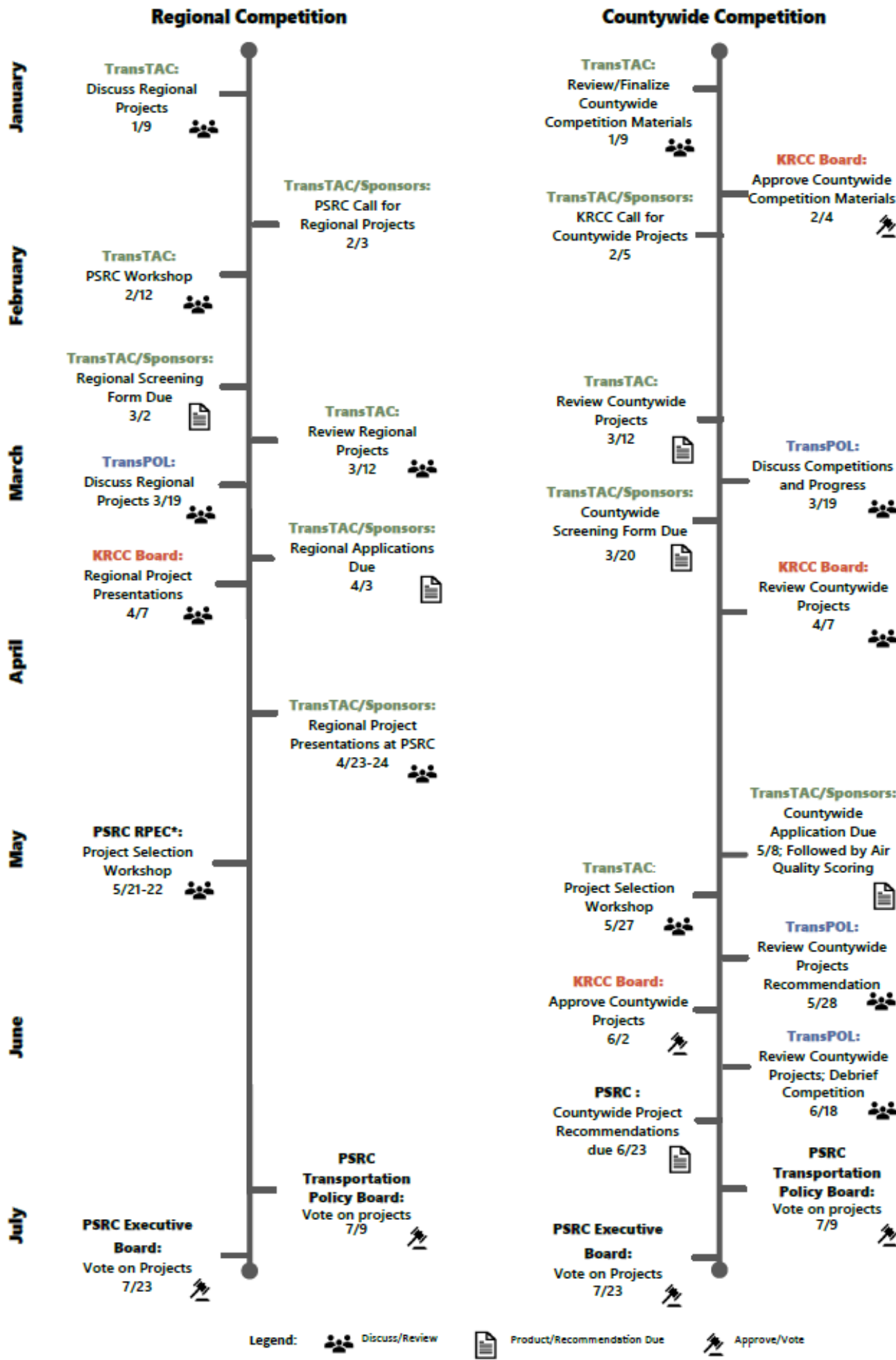
- As part of jurisdictions' Comprehensive Planning processes, all projects have been identified and prioritized with appropriate public involvement at the local level.
- TransTAC will notify other agencies and organizations throughout Kitsap County about the Regional and Countywide Competitions (PSRC maintains a list of relevant entities).
- Members of affected groups and the general public may attend TransPOL meetings; agendas include an opportunity for public comment.
- Presentation and discussion of proposed project programming of federal funding is conducted in the regular KRCC meetings, which are advertised, open to the public, and for which agendas are e-mailed to all relevant agencies and individuals, as well as posted on the KRCC website.

13. DRAFT KRCC SCHEDULE FOR COUNTYWIDE AND REGIONAL COMPETITIONS

DRAFT Schedule of the 2020 Regional Puget Sound Regional Council (PSRC) Regional & Countywide Transportation Competitions

Draft v. 1-22-20

Below is a DRAFT schedule of the 2020 Regional and Countywide Competitions.



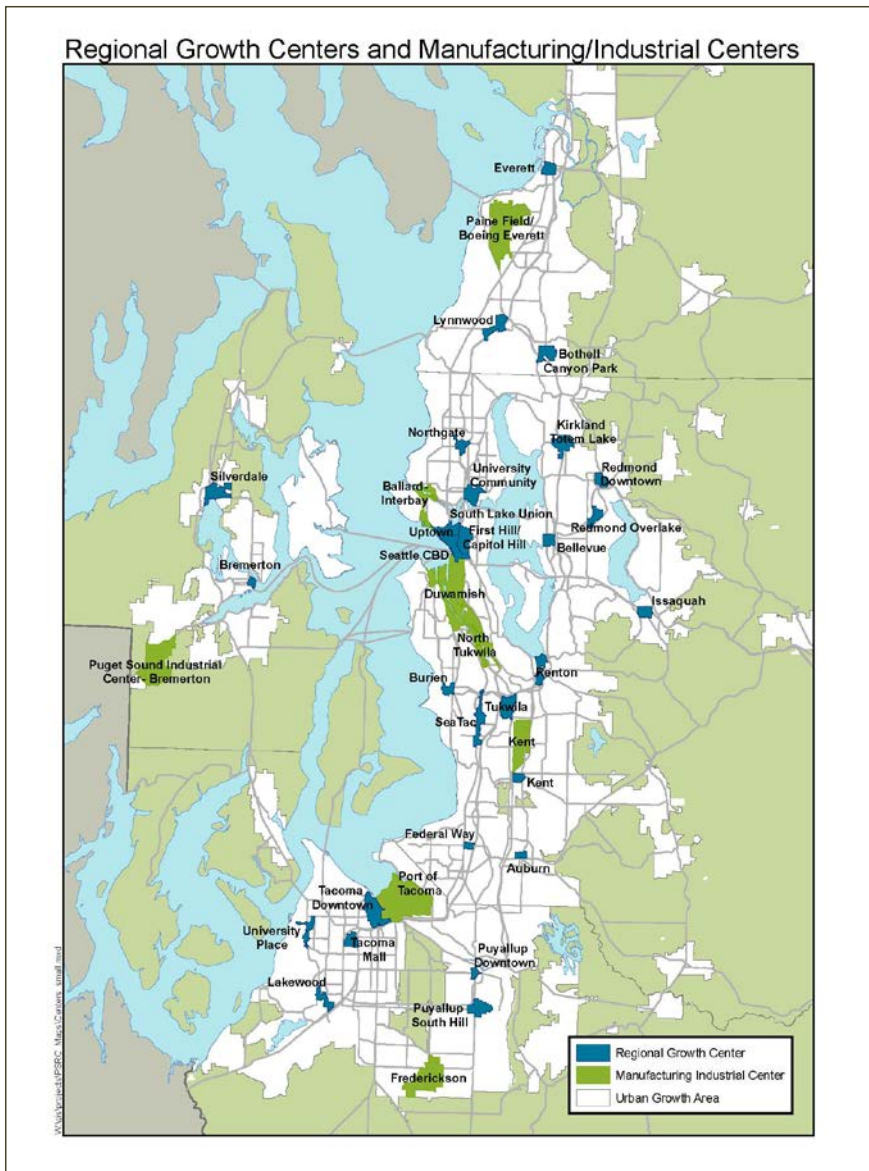
14. PROJECT SPONSOR RESOURCES

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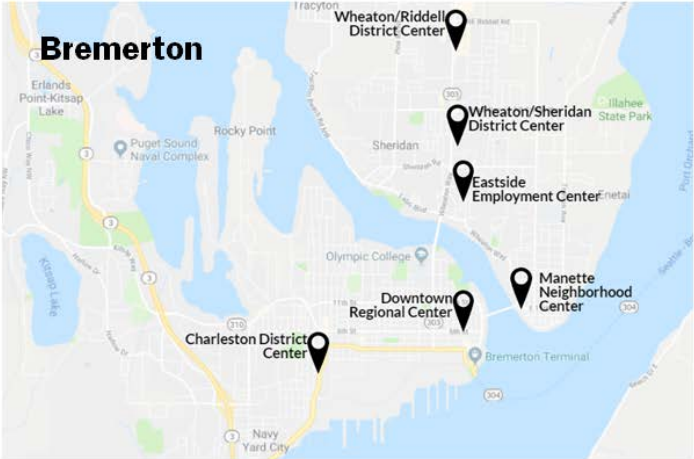
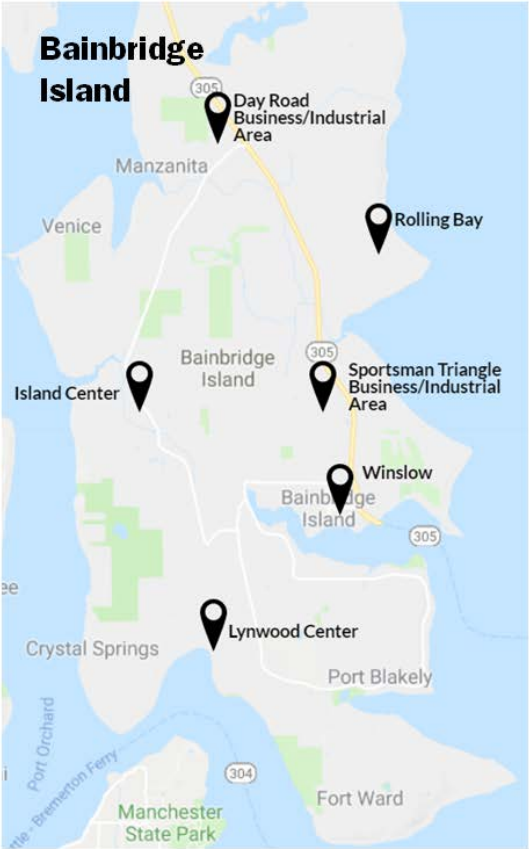
PSRC is developing a library of online resources for use by project sponsors, including Opportunity Maps and demographic information to support the Growing Transit Communities and health/equity considerations. A list of some of these resources is below, as well as available here:

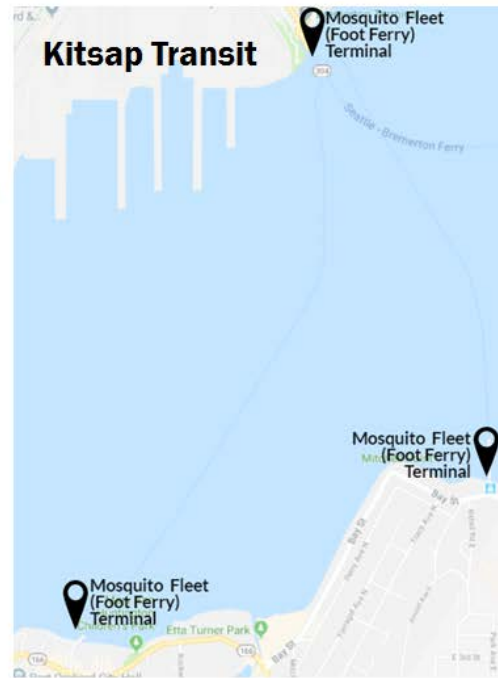
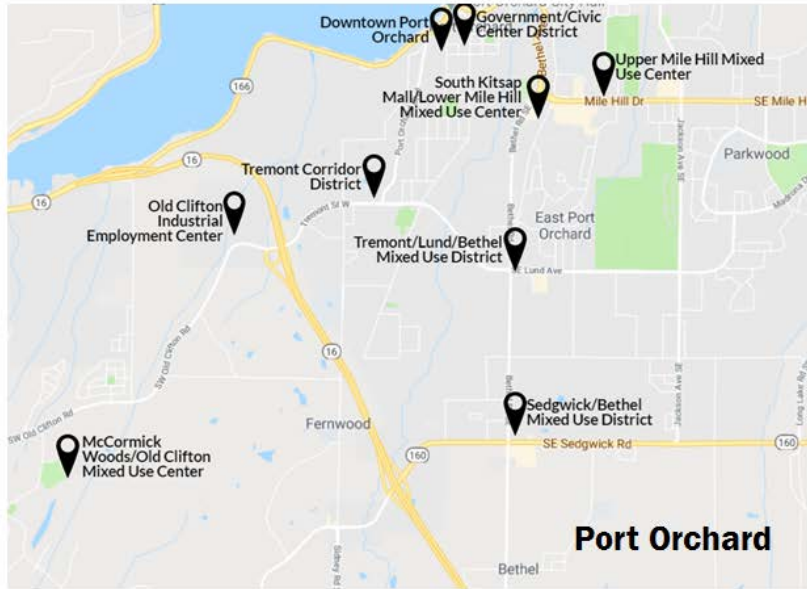
- [2018 Policy Framework for PSRC's Federal Funds](#)
- [Schedule and Deadlines](#)
- [Funding Eligibility](#)
- [Regional FHWA Project Evaluation Criteria](#)
- [Applications and Screening Forms \(regional and countywide\)](#)
- [Screening Form Checklist](#)
- [Regional FHWA Application Checklist](#)
- [Guidance for addressing populations served, health and equity](#)
- [Project Selection Resource Map \(works best in Firefox and Chrome\)](#)
- [Financial Constraint Guidance](#)

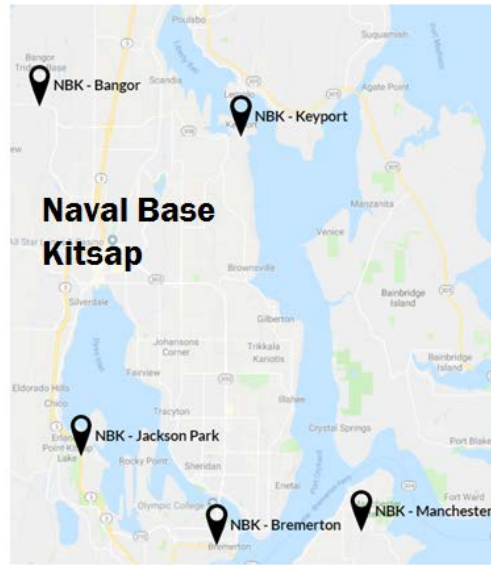
APPENDIX A: REGIONAL GROWTH CENTERS AND MANUFACTURING INDUSTRIAL CENTERS



APPENDIX B: LOCAL CENTERS









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



PSRC BOARDS v.1/20/20

Executive Board

Date of Next Meeting: **February 27, 2020** • 10:00 – 11:30 AM
Topics from Meeting: **January 23, 2020** (packet posted [here](#)):

- President’s Remark; Executive Director’s Report
- Consent: Approve minutes of 12/5/19 meeting; Approve vouchers; Approve membership for City of Carnation; Approve Associate Membership for Cascade Water Alliance; Approve PSRC Executive Board Representatives; Approve Contract Authority for 2020 General Assembly; Approve Contract Authorization for Replacement of Boardroom A/V; Adopt Route Amendment to 2019-2022 TIP; Authorize Change in Regional Transportation Plan for Mountains to Sound Greenway; Adopt Federal Safety Targets
- New Business: Approve Project Tracking Recommendation for an Exchange of PSRC and TIB Funds; Approve 2020 Policy Framework for PSRC’s Federal Funds
- Discussion: GMPB Recommendation for VISION 2050

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

Transportation Policy Board (TPB)

Date of Next Meeting: **February 13, 2020** • 9:30 – 11:30 AM
Topics from **January 9, 2020** Meeting (agenda posted [here](#)):

- Consent: Approve Minutes of TPB Meeting held 12/12/19; Routine amendment to the 2019-2022 Transportation Improvement Program; Recommend authorizing a change in the Regional Transportation Plan Project Status for the City of Bellevue’s Mountains to Sound Greenway Trail
- Action: Recommendation of 2020 Policy Framework for PSRC’s Federal Funds; Project Tracking Recommendation for an Exchange of PSRC and TIB Funds
- Discussion: Passenger Only Ferry Study Status Report
- Discussion: Preparing for the 2022 Regional Transportation Plan
- Information: Transportation Policy Board 2020 Meeting Calendar

Contact: Casey Moreau - cmoreau@psrc.org
KRCC Members: Mayor Erickson, Councilmember Ashby, Commissioner Gelder, Councilmember Mills, Mayor Wheeler, John Powers; Alternates: Commissioner Garrido, Councilmember Tirman, John Clauson, Commissioner Bozeman, Councilmember Gorman

Growth Management Policy Board (GMPB)

Date of Next Meeting: **February 6, 2020** • 10:00 AM – 12:00 PM
Topics from **December 5, 2019** Meeting: (packet posted [here](#)):

- Consent: Approve Minutes of GMPB Meeting held 11/21/19
- Action: Recommend Adoption of VISION 2050 to Executive Board
- Information : 2020 Growth Management Policy Board Meeting Schedule

Contact: Kristin Mitchell – kmitchell@psrc.org
KRCC Members and Affiliates: Rob Purser, Commissioner Wolfe, Mayor Putaansuu Mayor Wheeler; Alternates: Commissioner Garrido, Councilmember Diener, Thomas Ostrom, Councilmember Peltier, Councilmember Gorman

Economic Development District Board

Date of Next Meeting: **February 5, 2020** • 1:00 – 3:00 PM
Topics from **December 4, 2019** Meeting: (packet posted [here](#)):

- Consent: Approve Minutes of meeting held 10/2/2019; Approve Voucher Dated 6/22/19 through 9/10/19
- Action: Ratify Nominating Committee for Election of Officers; Adopt 2020 Meeting Schedule
- Discussion: 2020 Board Focus Areas; Regional Aviation Baseline Study Update
- Information: Amazing Place Implementation

Contact: Mikayla Svob - msvob@psrc.org
KRCC Members and Affiliates: Commissioner Garrido, Councilmember Stern, Commissioner Strakeljahn, Mayor Wheeler; Alternates: Commissioner Wolfe, Councilmember Mills, Commissioner Stokes, Councilmember Cucciardi, Councilmember Gorman

Operations Committee (OC)

Date of Next Meeting: **February 27, 2020** • 9:00 – 9:50 AM
Topics from **January 23, 2020** Meeting: (packet posted [here](#)):

- Consent Agenda: Approve minutes of 12/5/19 meeting; Approve vouchers dated 11/15/19-1/10/20
- Action: Approve membership for City of Carnation; Approve Associate Membership for Cascade Water Alliance; Approve PSRC Executive Board Representatives; Approve Contract Authority for 2020 General Assembly; Approve Contract Authorization for Replacement of Boardroom A/V
- Information/Discussion: 2020 Executive board and Operations Committee Meeting Schedule; Draft Supplemental Biennial Budget and Work Program (FY 2020-2021); Monthly Budget Progress Report; Contract Status Report; Completed Contracts; Grant Status Report

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



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



PSRC COMMITTEES v.1 /20/20

<p><u>Regional Staff Committee (RSC)</u> Date of Next Meeting: February 20, 2020 • 9:30 AM – 12:00 PM (January 16 meeting cancelled) Topics from December 19, 2019 Meeting: (packet posted here):</p> <ul style="list-style-type: none"> • Reports: Meeting Summary for 10/23/19; PSRC Board Reports; Updates from PSRC Planning Department • Discussion: VISION 2050; Regional Aviation Baseline Study Update; Around the Room Highlights • Information: 20120 Regional Staff Committee Schedule <p>Contact: Mikayla Svob - msvob@psrc.org KRCC Affiliates: Eric Baker, Nick Bond, Ed Coviello, Andrea Spencer, Karla Boughton, Ike Nwankwo; Alternates: Jeff Rimack, Heather Wright</p>	<p><u>Regional FTA Caucus</u> Date of Next Meeting: April 8, 2020 • 10:30 AM – 12:00 PM Topics from January 8, 2020 Meeting: (packet posted here):</p> <ul style="list-style-type: none"> • Action: Approval of Meeting Summary – 11/13/19 • Discussion: PSRC’s FTA Project Tracking Update; 2020 FTA Project Selection Process; Caucus Office Elections <p>Contact: Sarah Gutschow - sgutschow@psrc.org KRCC Affiliates: Steffani Lillie; Alternate: Jeff Davidson</p>
<p><u>Bicycle/Pedestrian Advisory Committee (BPAC)</u> Date of Next Meeting: March 10, 2020 • 10:00 AM – 12:00 PM Topics from January 14, 2019 Meeting: (agenda posted here):</p> <ul style="list-style-type: none"> • Action: Approval of Meeting Summary for 10/10/19 • Regional Project Evaluation Committee and Regional Staff Committee Debrief • Discussion: Updates on Bike and Pedestrian Work Program Projects • Discussion: 2022 Regional Transportation Plan; Federal Safety Targets; PSRC 2020 Project Selection Update • Roundtable announcements • Information: 202 BPAC Meeting Calendar; 2020 BPAC Planned Meeting Topics <p>Contact: Sarah Gutschow - sgutschow@psrc.org KRCC Affiliates: David Forte, Chris Dimmitt; Chris Wierzbicki; Alternates: Melissa Mohr, Andrea Archer-Parson; Anthony Burgess</p>	<p><u>Regional Project Evaluation Committee</u> Date of Next Meeting: February 28, 2020 • 9:30 – 11:00 AM Topics from January 24, 2020 Meeting: (agenda posted here):</p> <ul style="list-style-type: none"> • Approve Meeting Summary for 12/6/19 Meeting • Transportation Policy Board Debrief • Discussion: 2020 Project Selection process • Discussion: Initiative 976 Project Survey • Discussion: Project Tracking • Discussion Regional Transportation Plan <p>Contact: Kelly McGourty - kmcgourty@psrc.org KRCC Affiliates: David Forte, Steffani Lillie, Fred Salisbury, Shane Weber, Diane Lenius Alternates: Mark Dorsey, Jeff Shea, Arne Bakker, Jeff Davidson; Ned Lever, Chris Dimmitt</p>
<p><u>Transportation Operators Committee (TOC)</u> Date of Next Meeting: February 26, 2020 • 10:00 – 11:30 AM Topics from December 4, 2019 Meeting: (packet posted here):</p> <ul style="list-style-type: none"> • Action: Approval of Meeting Summary – 10/23/19 • Discussion: Report on PSRC Committee and Board Activities; Transit Agency Long Range Plans and Planning Timeframes • Discussion: High Capacity Transit Thresholds for Regional Planning. Pierce Transit Long Range Plan Update and How it Identifies its Bus Rapid Transit Corridors • Discussion: FTA Project Tracking and Progress Report Update • Roundtable: Highlights from Transit Agency and Ferry Operators in the Region • Information: 1995 ADA Paratransit MOA; 2020 Planned Meeting Topics; 2020 TOC Meeting Calendar <p>Contact: Gil Cerise - gcerise@psrc.org; KRCC Affiliates: Steffani Lillie; Alternate: Ed Coviello</p>	<p><u>Regional Traffic Operations Committee (RTOC)</u> Date of Next Meeting: March 5, 2020 • 9:30 – 11:00 AM Topics from January 16, 2020 Meeting (agenda posted here):</p> <ul style="list-style-type: none"> • Discussion: 2020 Regional Transportation Plan Overview and Schedule • Presentation: Bellevue Integration Dashboard for Traffic Incident • Discussion: Integrating the ITS Inventory with Other Datasets to Identify Needs and Opportunities <p>Contact: Gary Simonson - gsimonson@psrc.org KRCC Affiliates: Jeff Shea, Andrea Archer Parsons, Steffani Lillie; Alternates: Shane Weber</p>