



Kitsap Regional Coordinating Council

KRCC Board Meeting Agenda

v. 1-24-20

Date: February 4, 2020

Time: 10:15am–12:15pm

Place: Council Chambers, Norm Dicks Government Center, 345 6th Street, Bremerton, WA 98337

1. Welcome and Introductions

2. Chair's Comments

- A. Welcome the Port of Kingston to the KRCC Board
- B. 2020 Member Dues Reminder; thank you to those who have submitted.
- C. Overview of [2020 KRCC Reference Manual](#) Link
- D. Confirm [2020 Executive Committee membership](#) Page 3
- E. Announcement of WA State audit of KRCC in 2020 (*Reference Packet page 2*)

3. Consent/Action Items

- A. **ACTION:** Approval of the [11/5/2019 KRCC Board Meeting Summary](#) (vote) Page 4
- B. **ACTION:** Approval of [2019 KRCC Board Retreat Summary](#) (vote) Page 13
- C. Review proposed [2020 KRCC Meeting Schedule](#) Page 19
- D. Review of the 11/19/2019 Executive Committee Meeting Summary (*Reference Packet page 6*)
- E. Review of the 12/17/2019 Executive Committee Meeting Summary (*Reference Packet page 8*)
- F. Review of the 1/21/2020 Executive Committee Meeting Summary (*Reference Packet page 11*)

4. Full Discussion/Action Items

- A. Review and affirm [draft 2020 KRCC Board and Committees roster](#) Page 3
- B. Review and affirm [draft 2020 Kitsap Representation on PSRC Boards and Committees](#) Page 20
- C. Review Annual Annexation Report (*Reference Packet page 14*)
- D. **ACTION:** Approve updated KRCC [ILA and Bylaw amendments](#) (vote) Page 22
 - i. discuss ratification process

5. KRCC Committee Reports

- A. Land Use Items
 - i. *February 18 PlanPOL Meeting cancelled*
 - ii. Review draft 3/12/2020 LUTAC Meeting Agenda (*Reference Packet page 15*)
- B. Transportation Items
 - i. Review draft [2020 Transportation Competition Calendar](#) Page 38
 - ii. **ACTION:** Review and vote on [2020 Countywide Competition Call for Projects](#) (vote) Page 39
 - iii. Tracked changes version of the Call for Projects indicating changes from 2018 (*Reference Packet page 18*)
 - iv. Review draft 2/20/2020 TransPOL Meeting Agenda (*Reference Packet page 16*)
 - v. Review draft 3/12/2020 TransTAC Meeting Agenda (*Reference Packet page 17*)

6. PSRC Board and Committee Reports

- C. PSRC Committees and Boards Report (*Reference Packet page 41*) 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 16 Committee*
- B. SR 305 Committee*
- C. SR 104 Committee*
- D. SR 303 Committee*

8. KRCC Member Round Robin

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

- A. Bainbridge Island
- B. Bremerton
- C. Kitsap County
- D. Kitsap Transit
- E. Naval Base Kitsap
- F. Port of Bremerton
- G. Port Gamble S’Klallam Tribe
- H. Port of Kingston
- I. Port Orchard
- J. Poulsbo
- K. Suquamish Tribe

9. Staff Report

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

Page 62

10. Public Comments

11. KRCC Board Questions, Concerns, and Announcements

12. Adjourn

*Standing agenda item

DRAFT KRCC 2020 Committee Roster v.1-22-20

Jurisdiction (alphabetical)	Executive Board	Executive Committee	PlanPOL	TransPOL	LUTAC	TransTAC
Bainbridge Island						
	Mayor K. Medina	Mayor K. Medina	Councilmember R. Nassar	Councilmember M. Tirman	Heather Wright	Chris Wierzbicki
	Councilmember M. Tirman			Mayor K. Medina (alt.)	Jennifer Sutton	Chris Munter (alt.)
Bremerton						
	Mayor G. Wheeler	Mayor G. Wheeler	Mayor G. Wheeler	Mayor G. Wheeler	Andrea Spencer	Shane Weber
	Councilmember L. Daug		Councilmember L. Daug (alt.)	Councilmember L. Daug (alt.)		Chris Dimmitt (alt.)
	Councilmember L. Wheat					Ned Lever (alt.)
Kitsap County						
	Commissioner E. Wolfe	Commissioner E. Wolfe (Chair)	Commissioner E. Wolfe	Commissioner C. Garrido	Jeff Rimack	David Forte
	Commissioner R. Gelder		Commissioner R. Gelder (alt.)	Commissioner R. Gelder (alt.)		Andrew Nelson
	Commissioner C. Garrido					Jeff Shea (alt.)
Kitsap Transit						
	Driector J. Clauson		Driector J. Clauson	Driector J. Clauson	Edward Coviello	Steffani Lillie
						Ed Coviello (alt.)
Naval Base Kitsap						
	Captain R. Rhinehart		Lynn Wall	Lynn Wall	Lynn Wall	Lynn Wall
	Lynn Wall (alt.)					
Port Gamble S'Klallam Tribe						
	Chairman J. Sullivan				Barrett Schmanska	
	Chris Placentia (alt.)				Chris Placentia	
Port of Bremerton						
	Commissioner A. Strakeljahn	Commissioner A. Strakeljahn	Commissioner A. Strakeljahn	Commissioner A. Strakeljahn	Fred Salisbury	Fred Salisbury
	Commissioner G. Anderson (alt.)		Commissioner G. Anderson (alt.)	Commissioner G. Anderson (alt.)		
Port of Kingston						
	Commissioner M. McClure		Commissioner M. McClure	Commissioner M. McClure		
Port Orchard						
	Mayor R. Putaansuu		Mayor R. Putaansuu	Councilmember B. Ashby	Nick Bond	Mark Dorsey
	Councilmember B. Ashby	Councilmember B. Ashby (Vice-Chair)	Councilmember B. Ashby (alt.)	Councilmember J. Rosapepe (alt.)		Chris Hammer (alt.)
	Councilmember J. Rosapepe (alt.)					
Poulsbo						
	Mayor B. Erickson	Mayor B. Erickson	Mayor B. Erickson	Mayor B. Erickson	Karla Boughton	Andrzej Kasiniak
	Councilmember E. Stern		Councilmember C. Lord (alt.)			Diane Lenius
						Michael Bateman (alt.)
Suquamish Tribe						
	Council Chair L. Forsman		Council Chair L. Forsman	Council Chair L. Forsman	Alison O'Sullivan	Alison O'Sullivan
	Councilmember J. Mills (alt.)		Councilmember J. Mills (alt.)	Councilmember J. Mills (alt.)		
Other						
PSRC			Paul Inghram	Kelly McGourty	Andrea Harris-Long	Ryan Thompto
WSDOT	JoAnn Schueler			JoAnn Schueler	Joseph Coppo	Dennis Engel
WSDOT	Joseph Perez (alt.)			Dennis Engel (alternate)		Theresa Turpin (alt.)
WSF						Ray Deardorf
WA Dept. of Commerce					Ike Nwandwo	



Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC) Draft Board Meeting Summary

November 5, 2019 | 10:15 AM – 12:15 PM
Norm Dicks Government Center, Bremerton, WA
Version 11-11-19

Decisions		
<p>The KRCC Board approved:</p> <ul style="list-style-type: none"> • 10/1/19 KRCC Board meeting summary • 2020 KRCC Budget, and Triangle Associates Scope of Work, with a proposed amendment to the Work Plan to include fewer Board meetings. • The nomination of Commissioner Ed Wolfe as incoming KRCC Chair of the KRCC Board, with Councilmember Bek Ashby as KRCC Vice Chair. 		
Actions	Who?	Status
Distribute Legislative Reception program to Councils.	KRCC members	Complete
Send Legislative Reception program to Legislators.	KRCC staff	Complete
Draft Revised 2020 KRCC Work Plan with reduced number of Board meetings, for review by Executive Committee.	KRCC staff	In Progress
Research options for public broadcasting of KRCC Committee meetings.	KRCC staff	Complete
Discuss a potential presentation from PSRC on amendments to VISION 2050 and next steps at the next Executive Committee meeting.	KRCC staff	In Progress

1. WELCOME AND INTRODUCTIONS

KRCC Chair Becky Erickson welcomed participants to the meeting and led a round of introductions (see attachment A for KRCC Board members in attendance and Attachment B for members of the public in attendance).

2. CHAIR’S COMMENTS

At Chair Erickson’s invitation, Commissioner Rob Gelder shared information about the possibility of using the Council Chambers, where KRCC meetings are held, as a voting center beginning in 2020. He clarified that a voting center is organized by the Auditor’s Office to increase voting accessibility, providing an opportunity for same-day voter registration on Election Day. As KRCC board meetings tend to coincide with Election Day, Commissioner Gelder recommended a conversation with the Auditor’s office regarding this potential overlap prior to publishing 2020 Board meeting dates.

3. CONSENT ACTION ITEMS

Approval of the 10/1/2019 KRCC Board meeting summary. Councilmember Ed Stern moved to approve the 10/1/19 Board meeting summary. Commissioner Gelder seconded the motion. The motion carried without opposition or abstention.

Review of the 10/15/2019 Executive Committee Meeting Summary

No comments or questions about the Executive Committee meeting summary were provided.



4. FULL DISCUSSION ITEMS

Report out on KRCC Board Retreat. Chair Erickson invited KRCC Board members to share comments about the annual Board Retreat, which took place on October 25, 2019 at Island Lake Community Center. Many who attended the retreat noted that it was engaging and provided a setting for participants to consider which information and concrete next steps will be needed as Kitsap County jurisdictions plan for growth. Chair Erickson pointed out that this was the beginning of a conversation about growth that will continue for the next two years.

Lynn Wall mentioned that data presented at the retreat provided decisionmakers with a macro-level view of factors that will affect infrastructure and transportation networks. Councilmember Stern noted the retreat activity clarified which jurisdictions are more open to growth, and it highlighted the challenge of designating population and job growth to Kingston, an unincorporated, High Capacity Transit community. Commissioner Ed Wolfe and Councilmember Leslie Daug's expressed appreciation for input from Captain Rhinehart and Lynn Wall, KRCC's Navy partners, who participated in the event.

Attendees also described areas in which the retreat showed room for improvement. Commissioner Gelder commented that the data presented would have been more informative if data for UGAs were distinguished within unincorporated Kitsap County. Commissioner Wolfe agreed that more detailed data would have been useful. Mayor Kol Medina noted that the event could have benefited from a better venue and more guidance from facilitators.

Update on KRCC Legislative Reception Event Program. Mishu Pham-Whipple, KRCC Transportation Coordination Lead, provided an overview of the proposed Legislative Reception event program. The Reception, taking place on November 14th at the Silverdale Beach Hotel, is scheduled to begin at 5:45pm. The reception will be preceded by a 5:00pm KRCC, Association of Washington Cities (AWC), and Washington State Association of Counties (WSAC) Orientation for current and newly elected officials. Carl Schroeder with AWC and Jane Wall with WSAC will be guest speakers, The Reception will feature a panel discussion with several state legislators and aides moderated by Chair Erickson. The audience will be provided with index cards to propose questions to legislators, and Chair Erickson will select questions to direct to panelists. Mishu informed the Board that the event program, including details about the cost of attending, will be sent to clerks for distribution to Councils. Chair Erickson noted that several Councilmembers from Kitsap Cities are expected to attend.

Review KRCC Member Dues.

Councilmember Stern inquired as to the effect of new KRCC members, the Port of Kingston and City of Bremerton, on revenue. Betsy Daniels, KRCC Program Director, clarified that all KRCC member dues were reduced as a result of both new members and fewer Board meetings in 2019, compared to 2018. Betsy confirmed that KRCC's reserves stand at approximately \$25,000, according to Triangle's recorders. However, the exact reserves amount will need to be reconciled with Kitsap County, KRCC's fiscal sponsor. Councilmember Ashby further clarified that KRCC's policy aims to maintain a 10% reserve ratio.

Approve 2020 KRCC Budget, Work Plan, and Triangle Associates Scope of Work. Chair Erickson opened up the floor to a discussion about the proposed 2020 KRCC Budget and Work Plan. The Chair asked for feedback on a proposal to reduce the number of Board meetings in 2020, citing KRCC's active committee structure. Board members provided the following comments in response to reducing the number of Board meetings:



Kitsap Regional Coordinating Council

- Commissioner Wolfe shared that one of his priorities as incoming Chair is to reduce meetings to a quarterly basis but that he would be open to whichever number of meetings increases efficiency.
- Councilmember Jay Mills spoke in favor of quarterly meetings, as it would make participation more feasible for Chairman Forsman of the Suquamish Tribe.
- Lynn Wall pointed out that 2020 being a transportation funding year may necessitate more than four meetings, due to the required decision-making timeline. Councilmember Ashby suggested strategically spacing four meetings to meet the transportation funding timeline.
- Councilmember Ashby also pointed out that KRCC Board meetings present a forum that engages Councilmembers and therefore emphasized the importance of ensuring committees maintain Councilmember engagement if the number of Board meetings are reduced.
- Commissioner Axel Strakeljahn proposed a reduction to six meetings, rather than four, for a smoother transition within the organization to less meetings.
- Mary McClure, Port of Kingston, agreed with a reduction to six meetings, rather than four, cautioning a high level of engagement required around Countywide Planning Policies (CPP) amendments and transportation funding in 2020. She recommended that there not be long gaps between meetings in order to maintain consistent communication. Mayor Medina recommended that KRCC staff draft a revised 2020 Work Plan with a reduced number of meetings, to be discussed by the Executive Committee at their next meeting.
- Commissioner Gelder clarified that any excess revenue from less meetings would be placed in KRCC reserves.
- Chair Erickson requested a motion to approve the existing budget, with an amended work plan reflecting a reduced number of meetings. Mayor Putaansu motioned to approve the existing budget. Commissioner Wolfe seconded the motion. The motion carried without opposition or abstention.

Nominate 2020 KRCC Chair and Vice-Chair. Mayor Putaansu motioned to nominate Commissioner Ed Wolfe as the incoming KRCC Chair, with Councilmember Ashby as Vice-Chair. Commissioner Gelder seconded the motion. The motion carried without opposition or abstention. Councilmember Ashby was invited to comment on her nomination, and she indicated that she would be happy to serve as Vice-Chair.

Review Annual Transportation Project Status Report. Mishu Pham-Whipple reported that Kitsap projects funded through PSRC's 2018-2020 and 2021-2022 Regional and Kitsap Countywide Competitions are on track to obligate funds and therefore contingency funds being available from projects unable to obligate funds is unlikely. Mishu noted that Kitsap County consolidated funds from two projects funding in the 2021-2022 cycle to the Ridgetop Boulevard project. In addition, some of Kitsap Transit's projects are at risk to be delayed or cancelled if I-976 is implemented.

5. KRCC COMMITTEE REPORTS

Land Use Items. At the October 15th PlanPOL meeting, the Committee discussed the 2020 KRCC Land Use Work Plan and the next steps to updating CPPs. Betsy pointed out that a focus of PlanPOL in 2020 would be ensuring the Board has details about CPP updates needed to communicate to Councils and facilitate the Council ratification and public comment process. The next PlanPOL meeting is on December 17. At the November 14th meeting, LUTAC will discuss CPP Centers for Growth, debrief the Board Retreat, and prepare for the next PlanPOL meeting. Chair Erickson



inquired about the process of drafting CPP updates, and Lynn Wall clarified that LUTAC has discussed CPP edits collectively and delegated drafting of language to various Planning Directors, which is then organized by Kizz Prusia, KRCC Land Use Coordination Lead.

Transportation Items. At the October 17th PlanPOL meeting, the Committee reviewed the draft Transportation Project Status Report, discussed the PSRC Project Selection Task Force, and reviewed their 2018 debrief of the last Regional Transportation Competition. The October 10th Transportation Technical Advisory Committee (TransTAC) meeting included an agreement to advocate to postpone a decision regarding the proposal made at PSRC Regional Project Evaluation Committee (RPEC) to award all Congestion Mitigation and Air Quality (CMAQ) funds through the Regional Competition and all STP funds through the Countywide Competition. The next TransTAC meeting is on December 12.

6. PSRC BOARD AND COMMITTEE REPORTS

Executive Board. Commissioner Charlotte Garrido reported that the Board is continuing to examine the Regional Aviation Baseline Study, which aims to inventory aviation activity and needs in the growing region. Commissioner Strakeljahn added that a committee has been put together to hold a similar discussion around freight transportation.

Growth Management Policy Board (GMPB). Mayor Putaansuu shared that his alternate on the GMPB, Councilmember Peltier of Bainbridge Island, submitted comments for consideration to the Board regarding items such as sewer plants and the role of PSRC, that seemed regulatory in nature. Commissioner Wolfe noted that Pierce and Snohomish County will be presenting their proposals for amendments to VISION 2050, which the Kitsap delegation will likely be in support of. Chair Erickson recommended having a presentation from PSRC to provide an overview of the amendments and next steps for VISION 2050.

Transportation Policy Board. Chair Erickson and Councilmember Ashby shared that the Transportation Policy Board is continuing to work through the Project Selection Task Force on the Policy Framework for the upcoming Regional Transportation Competition. The Task Force has not recommended any significant changes to the Framework to date. The Kitsap Set Aside has been maintained.

Economic Development District Board (EDD). Commissioner Strakeljahn reported that Tom Florino, Senior Manager of Economic Development at Amazon was selected as the EDD Board's incoming chair. This marks the first time someone from the private sector is Chair of this Board in the last several years.

Additional Updates

Operations Committee. Commissioner Gelder asked Mark Gulbranson, PSRC, for an update on the compensation review of PSRC employees being undertaken at PSRC. Mr. Gulbranson shared that a compensation study of employees at PSRC is conducted every 3 years and reported to the Operations Committee. The study is conducted to ensure that PSRC staff are compensated at competitive rates in order to promote staff retention. The report recently provided to the Operations Committee found that PSRC compensation has fallen behind in several positions. The report included a variety of data from other Metropolitan Planning Organizations (MPOs) across the country and recommended compensation changes. It is within the duty of PSRC's Executive Director to implement any recommendations. Mr. Gulbranson clarified that the PSRC Executive Board authorized a set aside of up to \$100,000 to conduct the study.

Peninsula Regional Transportation Planning Organization (Peninsula RTPO). Councilmember Ashby shared that the Kitsap Transit has become the Peninsula RTPO's main planning agency. The RTPO



Kitsap Regional Coordinating Council

will be doing some organizational development and strategic planning on expectations for regional planning from this planning organization. Elected members and staff are invited to participate.

Puget Sound Clean Air Agency (PSCAA). Mayor Wheeler, who sits on the PSCAA Board, shared that PSCAA is moving ahead with the proposed Clean Fuel Standard. The PSCAA Board heard 10 hours of public testimony on the topic of a Clean Fuel Standard after studies were released that show increased fuel standards would not affect consumers purchasing fuel. Mayor Wheeler noted he remains open to more input and data on the topic and that he is personally, generally supportive of the standard but does not know where the City of Bremerton stands on this topic yet. Director John Clauson confirmed that Kitsap Transit is tracking the topic of a Clean Fuel Standard. Mayor Wheeler clarified that the impetus of the Clean Fuel Standard starts at the State Governor's office and supported by several agencies interested in reducing carbon emissions, including the PSCAA. Chair Erickson added that the PSCAA has the regulatory authority to enforce such a Clean Fuel Standard. Mayor Medina shared that he hopes that all KRCC members support a Clean Fuel Standard.

7. CORRIDOR COMMITTEE REPORTS

SR16. SR 16 Committee is not actively meeting.

SR 305. The Committee's next meeting will take place on November 6th. The Committee is going out to bid on the first piece of the corridor project which is a roundabout.

SR 104. The committee's next meeting will be held on December 11th.

SR 303. Councilmember Daugs and Mayor Wheeler reported that the Committee recently held its third meeting, focused on right of way acquisition and the use of roundabouts. Councilmember Stern invited JoAnn Schueler with WSDOT to speak on the Committee's work. Mrs. Schueler emphasized the importance of moving from the planning to the design phase.

8. KRCC MEMBER ROUND ROBIN

Board members provided the following updates related to land use and other topics of interest:

- **Bainbridge Island:** Mayor Medina shared that the City's moratorium will be eliminated by early April 2020. Inclusionary zoning and green building codes are upcoming policy items of interest for the Council.
- **Bremerton:** Mayor Wheeler reported that a major employer will arrive in the Bremerton toward the end of the year. The name of the employer cannot be disclosed at this time due to a real estate deal that is still in progress. The City has applied for a state grant to support infill development, including ADUs, smaller lot sizes, reducing setbacks, and eliminating parking requirements. The City has also acquired funding to double its rental assistance program. Councilmember Daugs shared recent statistics on homelessness in the city and the importance of considerations for homeless populations as temperatures fall.
- **Kitsap County:** Commissioner Wolfe shared that the County's League of Women Voters will meet on December 7th to discuss PSRC Vision 2050. Commissioner Garrido added that the League's Homelessness Taskforce gained insight from a recent presentation about the effects of diet on mental and physical health. Commissioner Gelder commented on his recent efforts to meet with legislators and identify priorities for the upcoming legislative session.
- **Kitsap Transit:** Executive Director John Clauson reported that Kitsap Transit recently briefed community members about the implementation of the Southworth Kitsap Fast Ferry in downtown Seattle, and that the East Bremerton transit center would host its grand opening



Kitsap Regional Coordinating Council

on November 25th. Director Clauson added that he is applying for the Presidency of the Washington State Transit Association.

- **Naval Base Kitsap (NBK):** Lynn Wall reported that the NBK is working with local jurisdictions on the shipyard authorization plan, in addition to advocating for projects that support their transportation needs.
- **Port of Bremerton:** Commissioner Strakeljahn shared that the Port is preparing for a November 19th community meeting to honor the outgoing Commissioner Stokes. He added that the industrial center has been growing as a venue and recently hosted a training for first responders.
- **Port Orchard:** Mayor Putaansu reported on recent outcomes in the City's public facilities district, including an award for a \$20 million community center. He also provided progress updates on Downtown Port Orchard's master plan.
- **Poulsbo:** Councilmember Stern reported that five of seven seats are open in the current Council race, with growth management rising to the top as a priority for many voters. Mayor Erickson shared information about the City's efforts around housing affordability, including a \$250,000 grant from the Department of Commerce for an affordable housing project as well as plans to allocate HB 1406 funding for existing levels of service. The City is going to bid for its trademark roundabout.
- **Suquamish Tribe:** Councilmember Mills reported that Port Madison Construction Corp. was recently awarded a multimillion-dollar contract for Navy projects. Legacy Park is also being constructed east of the museum. The Tribe is also working on a new housing project which is planning at least 50 homes by 2022 for families in dire need. Additionally, Chairman Forsman will be attending the upcoming 30th Annual Centennial Accord, along with fellow Washington State Tribal Chairs and Councilmembers and Governor Jay Inslee.

9. STAFF REPORT

KRCC Income Statement. KRCC has expended 61% of budget at 67% of budget year.

10. PUBLIC COMMENTS

Roger Gay, South Kitsap Resident, shared that on Dec. 7th at 3pm, a Shop with a Cop event will have uniformed officers accompany 120 kids coming from central Kitsap and Suquamish and Port Gamble S'Klallam Tribes on a charity shopping trip. He also reminded the Board that the public view the discussion of recorded Board meetings while that is not currently the case for other Committee meetings. He encouraged the Board to consider making the committee meetings more transparent, especially if the number of Board meetings is being reduced. On the topic of affordable housing, he reiterated his question about the number of housing units built in Kitsap County in the last five years and of those, how many have been affordable.

Mayor Medina responded to Mr. Gay's comment about the public nature of meetings and proposed exploring some means of recording the Policy Committee meetings on a web cam and posting them. Chair Erickson agreed that the Executive Committee can explore technology options for the Kitsap Transit conference room.

11. KRCC BOARD QUESTIONS, CONCERNS AND ANNOUNCEMENTS

Councilmember Stern inquired about a list of KRCC legislative priorities to present to the legislators attending the Legislative Reception. Chair Erickson noted that KRCC has not formally developed its own legislative agenda in recent years. Mayor Putaansuu pointed out that in recent years, each jurisdiction shared their individual legislative agendas. Commissioner McClure shared that the KRCC



Kitsap Regional Coordinating Council

Board at one time developed a legislative agenda but that it was developed over the course of several meetings.

Commissioner Gelder shared that the County and City of Bremerton are undergoing a housing inventory that will describe the amount of housing in our communities. He added that the County, in addition to the City of Port Orchard and Bremerton are studying and planning for resiliency as the sea level rise threatens critical infrastructure and areas within Kitsap.

Councilmember Stern also noted that new Poulsbo City Council members are expected as a result of the council election races. A workshop for newly elected officials will be held on Dec. 7th by Association of Washington Cities (AWC) in Gig Harbor, which will be tied into Olympia via live video. PSRC will also be holding a newly elected workshop on January 30th 9am- noon.

12. ADJOURN

The meeting adjourned at 12:05PM.



Kitsap Regional Coordinating Council

ATTACHMENT A – BOARD MEMBERS IN ATTENDANCE

Board Member	Jurisdiction	In Attendance?
Ashby, Bek	City of Port Orchard	✓
Clauson, John	Kitsap Transit	✓
Daug, Leslie	City of Bremerton	✓
Erickson, Becky	City of Poulsbo	✓
Forsman, Leonard	Suquamish Tribe	
Garrido, Charlotte	Kitsap County	✓
Gelder, Robert	Kitsap County	✓
Goodnow, Michael	City of Bremerton	✓
Medina, Kol	Bainbridge Island	✓
Mills, Luther “Jay”	Suquamish Tribe	✓
Nystul, Gary	City of Poulsbo	
Placentia, Chris	Port Gamble S’Klallam Tribe	
Purser, Rob	Suquamish Tribe	
Put aansuu, Rob	City of Port Orchard	✓
Rhinehart, Richard	Naval Base Kitsap	
Rosapepe, Jay	City of Port Orchard	
Stern, Ed	City of Poulsbo	✓
Stokes, Larry	Port of Bremerton	
Strakeljahn, Axel	Port of Bremerton	✓
Sullivan, Jeromy	Port Gamble S’Klallam Tribe	
Tirman, Matthew	City of Bainbridge Island	
Wall, Lynn	Naval Base Kitsap	✓
Wheeler, Greg	City of Bremerton	✓
Wolfe, Ed	Kitsap County	✓



Kitsap Regional Coordinating Council

ATTACHMENT B – NON-MEMBER PARTICIPANTS

Name	Affiliation
Non-Members	
Roger Gay	South Kitsap Taxpayer
Mark Gulbranson	Puget Sound Regional Council
Mary McClure	Port of Kingston
JoAnn Schueler	WSDOT
KRCC Facilitation Team	
Betsy Daniels	KRCC Program Director
Mishu Pham-Whipple	KRCC Transportation Coordination Lead
Rosa Ammon-Ciaglo	KRCC Admin Support



Kitsap Regional Coordinating Council (KRCC) Draft 2019 Board Retreat Summary

October 25, 2019 | 10:00 AM – 4:00 PM

Island Lake Community Center, Poulsbo, WA

Version 1-2-2020

1. WELCOME AND INTRODUCTIONS

KRCC Chair Becky Erickson welcomed the group and shared opening comments about the goal of the 2019 KRCC Board Retreat. The Chair stated the goal of the retreat was to provide an opportunity for Kitsap County elected officials and technical staff to discuss growth projections outlined in Puget Sound Regional Council (PSRC)'s VISION 2050. Chair Erickson noted the importance of considering multiple data points, such as land area, property valuation, population, and employment as jurisdictions in Kitsap County prepare to make decisions about growth allocation across the region.

Chair Erickson introduced Deborah Munkberg and Lisa Grueter from BERK Consulting, who were the lead facilitators for the retreat. Deborah noted that the retreat was to generate discussion, but no decisions would be made. Participants were encouraged to consider growth in Kitsap County while acknowledging the unique experiences of each jurisdiction.

See Attachment A for KRCC Board members in attendance and Attachment B for guests, staff, and members of the public who attended.

2. KITSAP COUNTY GROWTH RETROSPECTIVE

Trends and Indicators Presentation: Deborah provided an overview of existing growth trends in Kitsap County. Deborah reviewed data regarding income and labor force, housing cost burdens, development in cities and unincorporated growth areas (UGAs), population and employment density, commute times, water processes, tree loss, and scenarios for inundation and sea-level rise. See slides 1-23 of the following presentation for further detail: [Board Retreat Presentation Trends and Indicators](#).

During the presentation, retreat participants shared suggestions and points of clarification regarding the data provided. The suggestions from participations included:

- Disaggregating data to reveal trends within Urban Growth Areas (UGAs);
- Comparing housing cost burdens between Kitsap County and neighboring counties in the Puget Sound Region; and
- Accurately capturing tree canopy and tree loss in each of the jurisdictions and the associated UGAs.

The points of clarification included:

- The employment density map seems to underrepresent employment density in Keyport. It was noted that the employment density map is based on traffic analysis zones (TAZs)¹ which do not coincide with urban area boundaries.

¹ A traffic analysis zone (TAZ) is a geographic area delineated by regional and local governments for use in tabulating traffic-related data and in transportation planning models. As described by the PSRC, in the Puget Sound region, TAZs generally line up with census tract boundaries, with each census track containing between one to nine TAZs. TAZs do not necessarily align with political boundaries, such as incorporated municipal boundaries or urban growth area boundaries.



- Growth increasing in jurisdictions such as Port Orchard, Bremerton, and Kingston are due to fast ferry service; and
- Accurate numbers of military employees for the Puget Sound Shipyard (22,000) and Bangor (10,000) installations.

Discussion: Participants shared experiences with past and existing growth trends, and concerns based on the indicators shown in the morning presentation. These comments are arranged in the topics below and include:

- **Demographic Shifts:** The relationship between demographic shifts (age, family size, overall population, etc.) and housing needs.
- **Growth and Infrastructure:** Balancing population growth, local employment, and transportation infrastructure.
- **Water and Infrastructure:** Scarce water resources and the infrastructure needed to absorb population growth. Growth should consider future environmental changes associated with Puget Sound water quality and groundwater.
- **House Affordability, Density, and Zoning:** Managing the tension between desired population density and housing affordability. Creative development policies around zoning and housing type will be needed. Vertical housing density is not the only means of accommodating growth; it can be accompanied by efforts to decrease home and lot sizes.
- **Homelessness:** Homelessness is on the rise across Kitsap as housing costs increase. This presents a challenge as jurisdictions need to make housing more affordable and provide supportive services.
- **Services and Recreation:** Anticipating services and recreational resources to meet the needs of a growing population is necessary. There is likely to be an increased demand for transportation services/facilities, requiring new opportunities for more efficient transit services.
- **Jurisdictional Differences:** Kitsap communities are each unique and different, making it difficult to compare to each other. The differences across jurisdictions in Kitsap County also lead to diverse perspectives and experiences of growth.
- **Transportation Needs:** Kitsap County is experiencing an influx of population growth as a result of both employment growth in Seattle and increased transportation options for commuters between Seattle and Kitsap County. Fast ferries and foot ferries to south Kitsap County will pose similar effects to those experienced by Bainbridge Island in the past.

3. LOOKING TO THE FUTURE

Looking to the Future Presentation: Deborah provided an overview of the population and employment growth projections outlined in PSRC's VISION 2050. Deborah discussed population and employment growth data in Kitsap County compared to Pierce, King, and Snohomish Counties. Deborah then highlighted the potential impacts of growth on employment and housing, land use, transportation, natural environment, and public services and utilities. See slides 1-16 of the following presentation for further detail: [Board Retreat Presentation Looking to the Future](#). Following the presentation, Board retreat participants started a Lego mapping exercise facilitated by Deborah.

Lego Mapping Exercise: Board retreat participants divided into groups representing North, South, and Central Kitsap County to explore potential allocations of countywide population and employment growth. Participants visualized the comparison between existing and projected population and employment growth using Legos overlaid onto maps of Kitsap County.



Allocations to different jurisdictions were based on the PSRC Vision 2050 Preferred Alternative allocations, summarized below.

PSRC Geographies	Metropolitan City	Core City	HCT Communities	Urban Unincorporated	Rural
Jurisdictions	Bremerton + UGA	Silverdale UGA	Bainbridge Island Kingston UGA Poulsbo + UGA Port Orchard + UGA	Kitsap County	Kitsap County
Population	33,000	15,000	34,000	6,000	8,000
Employment	20,000	15,000	18,000	1,000	3,000

Discussion: Board retreat participants representing North, South, and Central Kitsap County presented the distribution of their Legos. Each group shared their approach and why the Legos were placed. The results of the growth allocation exercise are outlined in the table below, but they are for discussion only and in no way represent final decisions by the KRCC Board.

	North Kitsap Group		Central Kitsap Group		South Kitsap Group	
Jurisdiction	Population	Employment	Population	Employment	Population	Employment
Bremerton+ Bremerton UGA	33,000	20,000	33,000	20,000	33,000	20,000
Silverdale UGA	15,000	15,000	15,000	15,000	15,000	15,000
Bainbridge Island	4,500	1,500	7,000	4,000	8,000	2,000
Kingston UGA	4,000	2,000	5,000	2,000	3,000	4,000
Port Orchard + Port Orchard UGA	15,000	8,000	11,000	8,000	15,000	7,000
Poulsbo+ Poulsbo UGA	10,500	6,500	11,000	4,000	8,000	5,000
Kitsap County UGA's (Central Kitsap, SKIA, Gorst)	6,000	1,000	5,000	1,000	6,000	2,000
Rural Kitsap County	8,000	3,000	8,000	3,000	8,000	2,000
Totals	96,000	57,000	96,000	57,000	96,000	57,000

Other comments and questions raised during this discussion included:

- Future fast ferry may increase demand for development around Southworth and a future change in this area to an urban designation could be considered. However, the change in designation may be difficult to achieve.
- Board Retreat attendees asked about how PSRC considers growth within tribal areas. As described in the PSRC VISION 2050 Draft Environmental Impact Statement (EIS), tribal lands are not allocated specific levels of growth under the Regional Growth Strategy, and as sovereign nations Tribes are not required to plan under the Growth Management Act (GMA).
- Future population allocations will depend on assumptions about the household size.



4. SUMMARY AND WRAP UP

Chair Erickson asked for final comments from the Board Members, technical staff, and members of the public present at the retreat. There were no additional comments. Chair Erickson mentioned potential follow-up items from the retreat including distributing the growth scenarios developed during the Lego mapping exercise and reviewing tax policies from each jurisdiction in support of funding future growth.

5. ADJOURN

The retreat adjourned at 2:00 pm.



ATTACHMENT A – BOARD MEMBERS IN ATTENDANCE

Board Member	Jurisdiction	In Attendance?
Medina, Kol	Bainbridge Island	✓
Nassar, Rasham	Bainbridge Island	✓
Peltier, Ron	Bainbridge Island	✓
Tirman, Matthew	City of Bainbridge Island	--
Daug's, Leslie	City of Bremerton	✓
Goodnow, Michael	City of Bremerton	✓
Wheeler, Greg	City of Bremerton	--
Ashby, Bek	City of Port Orchard	✓
Putansuu, Rob	City of Port Orchard	--
Rosapepe, Jay	City of Port Orchard	✓
Erickson, Becky	City of Poulsbo	✓
Nystul, Gary	City of Poulsbo	✓
Stern, Ed	City of Poulsbo	✓
Garrido, Charlotte	Kitsap County	--
Gelder, Robert	Kitsap County	✓
Wolfe, Ed	Kitsap County	✓
Clauson, John	Kitsap Transit	✓
Rhinehart, Richard	Naval Base Kitsap	✓
Wall, Lynn	Naval Base Kitsap	✓
Placentia, Chris	Port Gamble S'Klallam Tribe	--
Sullivan, Jeromy	Port Gamble S'Klallam Tribe	✓
Stokes, Larry	Port of Bremerton	--
Strakeljahn, Axel	Port of Bremerton	✓
Forsman, Leonard	Suquamish Tribe	--
Mills, Luther "Jay"	Suquamish Tribe	--
Purser, Rob	Suquamish Tribe	✓



ATTACHMENT B – NON-MEMBER GUESTS, OBSERVERS, AND STAFF

Name	Affiliation
Terry Homburg	Bremerton
Chris Wierzbicki	City of Bainbridge Island
Heather Wright	City of Bainbridge Island
Angie Silva	Kitsap County Department of Community Development
Jeff Rimack	Kitsap County Department of Community Development
Andrew Nelson	Kitsap County Public Works
John Powers	Kitsap Economic Development Alliance (KEDA)
Marcus Hoffman	Kitsap Economic Development Alliance (KEDA)
Steffani Lillie	Kitsap Transit
Mary McClure	Port of Kingston
Nick Bond	Port Orchard
Mark Dorsey	Port Orchard
Karla Boughton	Poulsbo
Paul Inghram	Puget Sound Regional Council (PSRC)
Roger Gay	South Kitsap Taxpayer
Alison O Sullivan	Suquamish Tribe
Name	Staff
Deborah Munkberg	Berk Consulting
Lisa Grueter	Berk Consulting
Sophie Glass	KRCC Land Use and Transportation Program Lead
Kizz Prusia	KRCC Land Use Coordination Lead
Rosa Ammon-Ciaglo	KRCC Administrative Lead



Kitsap Regional Coordinating Council

Draft 2020 Meeting Schedule **PROPOSED**

Draft v.1-23-20

		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		Feb. 4 Board Meeting		April 7 Board Meeting	May 5 (tentative) Board Meeting	June 2 Board Meeting			Sept. 1 Board Meeting			Dec. 1 Board Meeting
	Executive Committee 3 rd Tues. 11:00AM-1:00PM Kitsap Transit	Jan. 21 Executive Committee Meeting	Feb. 18 (by phone) Executive Committee Meeting	March 17 Executive Committee Meeting	April 21 (tentative) Executive Committee Meeting	May 19 Executive Committee Meeting	June 16 (by phone) Executive Committee Meeting		Aug. 18 Executive Committee Meeting	Sept. 15 (by phone) Executive Committee Meeting	Oct. 20 (by phone) Executive Committee Meeting	Nov. 17 Executive Committee Meeting	Dec. 15 (by phone) Executive Committee Meeting
Transportation	TransPOL* 3 rd Thurs. 3:15-4:45PM Kitsap Transit		Feb. 20 TransPOL Meeting	March 19 TransPOL Meeting	April 16 TransPOL Meeting	May 28 (4th Thurs.) TransPOL Meeting	June 18 TransPOL Meeting		Aug. 20 TransPOL Meeting		Oct. 15 TransPOL Meeting		Dec. 17 TransPOL Meeting
	TransTAC 2 nd Thurs. 12:30-2:30PM Kitsap Transit	Jan. 9 TransTAC Meeting	Feb. 12 PSRC Workshop (Wed.)	March 12 TransTAC Meeting		May 27 Project Selection Workshop (Wed.)		July 9 TransTAC Meeting		Sept. 10 TransTAC Meeting		Nov. 12 TransTAC Meeting	
Land Use	PlanPOL* 3 rd Tues. 1:30-3:00PM Kitsap Transit		Feb. 18 (cancelled)		April 21 PlanPOL Meeting		June 16 PlanPOL Meeting				Oct. 20 PlanPOL Meeting		
	LUTAC 2 nd Thurs. 9:30-11:30AM Norm Dicks Gov. Center	Jan. 9 LUTAC Meeting		March 12 LUTAC Meeting		May 14 LUTAC Meeting		July 9 LUTAC Meeting		Sept. 10 LUTAC Meeting			

*Open to the public

Other Dates

Board Retreat: TBD

Legislative Reception: TBD

Draft Puget Sound Regional Council (PSRC) and Corridor Committee Appointments for the Kitsap Regional Coordinating Council (KRCC)
Draft v.1-10-20

Below is a draft list of KRCC appointees on PSRC Boards. This list also includes KRCC appointees on corridor committees.

	Jurisdiction	Representative	Alternate(s)
PSRC Boards	Economic Development District Board (EDD)		
	Kitsap County	Charlotte Garrido	Ed Wolfe
	Kitsap Other Cities	Ed Stern (Poulsbo)	Shawn Cucciardi (Port Orchard)
	Suquamish Tribe	Leonard Forsman	Luther "Jay" Mills
	Port of Bremerton	Axel Strakeljahn	Cary Bozeman; Larry Stokes
	Bremerton	Greg Wheeler	Kevin Gorman
	Executive Board		
	Kitsap County	Charlotte Garrido	Rob Gelder
	Kitsap Other Cities	Becky Erickson (Poulsbo)	Rob Putaansuu (Port Orchard)
	Port of Bremerton	Cary Bozeman	Axel Strakeljahn; Larry Stokes
	Bremerton	Greg Wheeler	Kevin Gorman
	Port Orchard	Rob Putaansuu	Bek Ashby
	Growth Management Policy Board (GMPB)		
	Kitsap County	Ed Wolfe	Charlotte Garrido
	Kitsap Other Cities	Rob Putaansuu (Port Orchard)	
	Suquamish Tribe	Rob Purser	Tom Ostrom
	Bremerton	Greg Wheeler	Kevin Gorman
	Operations Committee (OC)		
	Kitsap County/Cities*	Becky Erickson (Poulsbo)	Rob Gelder (Kitsap County)
	Port of Bremerton	Cary Bozeman	
	Transportation Policy Board		
	Kitsap County	Rob Gelder	Charlotte Garrido
	Other Cities	Bek Ashby (Port Orchard)	Matthew Tirman (Bainbridge Island)
	Kitsap Transit	Becky Erickson	John Clauson
	Ports	(filled)	Cary Bozeman
	Suquamish Tribe	Luther "Jay" Mills	Vacant
	Bremerton	Greg Wheeler	Kevin Gorman
Rotating Alternate			
Other Cities (for Policy Boards)	Bek Ashby		
Corridor Committees	SR 305		
	Kitsap County		Rob Gelder
	Poulsbo		Becky Erickson
	Suquamish Tribe		Leonard Forsman
	Kitsap Transit		John Clauson
	Bainbridge Island		Kol Medina
	SR 16		
	Kitsap County		Charlotte Garrido
	Port Orchard		Bek Ashby
	Port of Bremerton		Axel Strakeljahn
	Kitsap Transit		John Clauson
	SR 104		
	TBD		TBD

*Selected from PSRC Executive Board meetings

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

Below is a draft list of KRCC appointees on PSRC Committees.

	Jurisdiction	Representative	Alternate(s)
PSRC Committees	Bicycle/Pedestrian Advisory Committee		
	Kitsap County	David Forte	Melissa Mohr
	Bremerton	Chris Dimmitt	Andrea Archer-Parsons
	Other Cities	Chris Wierzbicki (Bainbridge Island)	Anthony Burgess (Poulsbo)
	Regional FTA Caucus		
	Kitsap Transit	Steffani Lillie	Jeff Davidson
	Regional Project Evaluation Committee		
	Kitsap Other Cities	Diane Lenius (Poulsbo)	Mark Dorsey (Port Orchard)
	Kitsap County	David Forte	Jeff Shea
	Port of Bremerton	Fred Salisbury	Arne Bakker
	Bremerton	Shane Weber	Ned Lever; Chris Dimmitt
	Kitsap Transit	Steffani Lillie	Jeff Davidson
	Regional Staff Committee		
	Kitsap County	Eric Baker	Jeff Rimack
	Other Cities	Nick Bond (Port Orchard)	Heather Wright (Bainbridge Island)
	At Large	Karla Boughton (Poulsbo)	Heather Wright (Bainbridge Island)
	Transit	Ed Coviello	
	Bremerton	Andrea Spencer	
	Economic Development Rep		
	Regional Traffic Operations Committee		
	Kitsap Other Cities		
	Kitsap County	Jeff Shea	
	Bremerton	Andrea Archer Parsons	Shane Weber
	Kitsap Transit	Steffani Lillie	
	Regional Transportation Demand Management Committee		
	Kitsap Other Cities		
	Kitsap County		
	Bremerton	Cathy Bonsell	Shane Weber
Kitsap Transit		Steffani Lillie	
Regional TranSTAC Chairs Committee			
KRCC TranSTAC	Steffani Lillie (Kitsap Transit)	David Forte (Kitsap County)	
Transportation Operators Committee			
Kitsap Transit	Steffani Lillie	Ed Coviello	
Regional Intelligent Transportation System Committee			
Bremerton	Shane Weber	Andrea Archer Parsons	



Kitsap Regional Coordinating Council

KITSAP REGIONAL COORDINATING COUNCIL INTERLOCAL AGREEMENT

THIS AGREEMENT is made and entered into by and between the undersigned parties pursuant to provisions of the Interlocal Cooperation Act of 1967, Chapter 39.34 RCW.

WHEREAS, the undersigned members recognize the need and desirability to participate in a forum for intergovernmental coordination, cooperation, and consultation among member agencies in order to bring about a continuous and comprehensive regional planning process and efficient service delivery; and

WHEREAS, the undersigned members desire jointly to undertake continuous, cooperative study and planning of regional and governmental issues of mutual interest, including but not limited to development, land use, housing, capital facilities, service, utilities, finances, public buildings, water supply, water distribution and drainage, air and water pollution, parks and recreation, transportation planning, and economic development; and

WHEREAS, it is the belief of the undersigned members that regional deliberations, planning, and review can best be achieved with the creation of a separate legal entity whose function and activities are subject to policy direction from the undersigned member agencies according to the provisions of this Agreement; and

WHEREAS, the State Growth Management Act (GMA) requires local jurisdictions to coordinate and ensure consistency when developing comprehensive land use plans and the undersigned members desire to establish the Kitsap Regional Coordinating Council as a separate legal entity to facilitate coordination and consistency of comprehensive land use plans as required by the GMA; and

WHEREAS, the undersigned members desire to use the Kitsap Regional Coordinating Council for developing County-wide Planning Policies (CPPs) under the GMA as a framework to guide Kitsap County and cities situated within the County in developing their comprehensive land use plans.

THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed:

I. NAME

This Agreement establishes the KITSAP REGIONAL COORDINATING COUNCIL (“Council”), a separate legal entity since 2001.

II. DURATION

The Agreement shall remain in force and effect perpetually or until terminated by vote of the member agencies.

III. DEFINITIONS

For the purpose of this Interlocal Agreement, the following terms have the meaning prescribed to them in this section unless the context of their use dictates otherwise:

- A. “*Member agency*” means a voting and dues paying municipal or other government entity located within Kitsap County which is a party to this Agreement.
- B. “*State*” means the State of Washington.
- C. “*Region*” means the territory physically lying within the boundaries of Kitsap County.
- D. “*Kitsap Regional Coordinating Council*” or “*Council*” means the separate legal entity established by this Agreement to represent member agencies to carry out those powers and managerial and administrative responsibilities delegated pursuant to the provisions of this Agreement.
- E. “*Executive Board*” shall mean the representatives of member agencies of the Kitsap Regional Coordinating Council identified in Article IV.B. of this Agreement.
- F. “*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).
- G. “*Ex Officio Member*” means a non-voting, non-dues paying member of the Council that is not a party to this Agreement.
- H. “*Associate Member*” means a non-voting, dues paying member of the Council that is not a party to this Agreement.

IV. MEMBERSHIP AND REPRESENTATION

- A. Membership. Membership (except for Associate Members and Ex Officio Members) is established by execution of this Agreement and payment of any required cost allocation as established by the Executive Board. New Members may be added through an ILA Amendment.
- B. Executive Board. 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;
 - d. 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.
 - e. Population will be determined by the most recent annual population estimate of cities and towns prepared by the Washington State Office of Financial Management.
- 3. Port of Bremerton: one (1) representative consisting of a Port Commissioner.
 - 4. Port of Kingston: one (1) representative consisting of a Port Commissioner.
 - 5. Kitsap Transit: one (1) representative consisting of a member selected by the Kitsap Transit Board of Commissioners.
 - 65. City Council, Kitsap Transit, and Port ~~of Bremerton~~ representatives may be selected by whatever means established by each specific member agency.

D. New membership. A municipal or government entity or a federally recognized Indian Tribe that desires to become an Ex Officio Member or an Associate Member must obtain permission to do so by the Executive Board. Associate Members must also present a draft agreement for the Executive Board's consideration, establishing the proposed terms, duties, powers and privileges for Associate Member status.

V. POWER, AUTHORITY, AND PURPOSE

This Agreement does not confer additional substantive powers or authorities on member agencies. The powers and authorities conferred herein are limited to the powers that each member agency is authorized by law to perform. The Council has the following power, authority, and purpose:

A. Provide a regional forum for regional deliberations and cooperative decision-making by the region's elected officials in order to bring about a continuous and comprehensive planning process, and foster cooperation and mediate differences among governments throughout the region.

- B. Consistent with the GMA, coordinate and ensure consistency when developing comprehensive land use plans.
- C. Consistent with the GMA, develop CPPs to be used as a framework to guide the County and the Cities in developing their comprehensive land use plans;
- D. Coordinate actions to provide for the distribution of state and federal grant funds, including but not limited to federal transportation funding, community development block grants, and low-income housing grants.
- E. Undertake continuous, cooperative study and planning of regional and governmental problems of mutual interest, including but not limited to development, land use, housing, capital facilities, services, utilities, finances, public buildings, water supply, water distribution and drainage, air and water pollution, parks and recreation and transportation planning.
- F. Coordinate actions to provide for a sustainable economy and environment for the region.
- G. Carry out such other planning and coordinating activities authorized by the Council including participation in other forums and organizations.
- H. Establish Bylaws, to be amended from time to time, that govern the procedures of the Council. The Bylaws, as may be amended, are incorporated into this Agreement by this reference as if fully set forth herein.
- I. Contract for administrative services and enter into other agreements as deemed appropriate and/or necessary to implement this Agreement.
- J. Purchase, receive, lease, take by gift, or otherwise acquire, own, hold, improve, use and otherwise deal in and with real or personal property, or any interest therein, in the name of the Council.
- K. Sell, convey, mortgage, pledge, lease, exchange, transfer, and otherwise dispose of its property and assets.
- L. Sue and be sued, complain and defend, in all courts of competent jurisdiction in the Council's name.
- M. To engage in any other activity necessary to further the Council goals and purposes to the extent authorized by chapter 39.34 RCW.
- N. Apply for such federal, state, or private funding of any nature as may become available to assist the organization in carrying out its purposes and functions.

O. Identify and examine issues such as governance, growth policies, development standards, service provision, revenue-cost sharing and municipal annexations in urban growth areas.

P. Strive to represent the consensus of views on growth management and planning issues among member agencies. The Council makes recommendations on behalf of those jurisdictions to multi-county regional agencies and State government on behalf of member agencies, on proposed changes to multi-county regional plans, state plans and laws.

Q. Represent the views or position of member agencies within the County on issues of consistency or the resolution of conflicts related to the multi-county regional growth strategy and transportation plan.

R. Make appointments to committees and boards of multi-county regional organizations (e.g. Puget Sound Regional Council, Peninsula Regional Transportation Planning Organization) where appointments are requested to represent more than one member agency of the Council. Members appointed to such committees and boards shall represent the consensus of the views of the Council. If consensus is not reached on a particular issue, the members appointed to such committees and boards shall represent the majority and minority views of the Council, in order to accurately portray the status of discussions on that issue.

S. Review this Interlocal Agreement no fewer than every 10 years with the assistance of legal counsel.

VI. FINANCING

A. Cost Allocation. All members shall pay the annual cost allocation as described in the Bylaws. If payment by a member is not paid timely after notice of the cost allocation is received, the member is subject to having its membership status revoked by the Executive Board.

B. Local Government Accounting. All services and transfers of property to the Kitsap Regional Coordinating Council shall be paid and accounted for in accordance with RCW 43.09.210.

VII. FISCAL YEAR AND BUDGET

A. The Fiscal Year. The fiscal year shall coincide with the calendar year.

B. Adoption of Budget. By September of each year the Executive Board shall adopt a draft annual work program, budget, and cost allocation for the ensuing fiscal year that identifies anticipated activities, goals, revenues, and expenditures for completing the work program. The final work program, budget, and cost allocation for the ensuing year shall be adopted by the Executive Board no later than November of each year. No increase or decrease to the final budget shall occur without the approval of the Executive Board.

C. Notice of Budget. On or before September 30, the Executive Board shall provide written notice of the ensuing year's draft budget, work plan, and cost allocation to the designated representative(s) of each member agency. On or before November 30, the Executive Board shall

provide written notice of the final budget, work plan, and cost allocation adopted for the ensuing fiscal year to the designated representative(s) of each member agency.

D. Accounting, Budgeting, and Reporting. The Council shall be subject to the Budgeting Accounting & Reporting System (BARS) applicable to Category 1 local governments.

E. Fiscal Agent. The Council may retain a fiscal agent. The fiscal agent may be a member agency who shall serve and be subject to removal, pursuant to the terms and conditions as established by agreement between the fiscal agent and the Council.

F. Contracting. All contracts made by or on behalf of the Council shall be in accordance with state law, including, but not limited to: Chapter 39.04 RCW, and Chapter 42.23 RCW, and Chapter 42.24 RCW.

VIII. WITHDRAWAL FROM AGREEMENT

Any member agency has the right to withdraw from this Interlocal Agreement by giving the Executive Board six (6) months prior written notice. Unless otherwise provided by future agreement, any member agency that withdraws shall remain responsible for its financial and other obligations with regard to Council activities until the effective date of withdrawal and with regard to agreements to which the Council is a party and which exist at the time of such notice of withdrawal. Withdrawal by one member agency to this Interlocal Agreement shall not terminate the Agreement as to any other remaining member agencies. Except as provided in Article IX of this Agreement, any member agency that withdraws from this Agreement forfeits any rights it may have to the Council's assets; provided, however, such forfeiture shall not take effect if the Council dissolves within one (1) year of the date of the withdrawal notice.

IX. DISPOSAL OF ASSETS

Upon dissolution of the Council, any Council assets, after payment of all liabilities, costs, expenses, and charges validly incurred under this Agreement, shall be distributed to member agencies which are members of the Council on the date of dissolution. Distribution of assets shall be in proportion to the funding formula for cost allocation as described in the Bylaws, in accordance with Article VI.B. of the Agreement, and existing at the time of dissolution. The debts, liabilities, and obligations of the Council shall not constitute a debt, liability, or obligation of any member agency. If assets cannot reasonably be distributed in proportion to the funding formula, the Council shall declare the assets to be surplus, and shall offer the assets for sale according to the requirements of chapter 43.19 RCW, and shall distribute the proceeds from the sale in proportion to the funding formula established by the Executive Board in accordance with Article VI.B. of this Agreement.

X. LIABILITY AND INSURANCE

A. Any loss or liability to third parties resulting from negligent acts, errors, or omissions of the Council, Member agencies (excluding Associate Members), Ex Officio Members, and/or employees while acting within the scope of their authority under this Agreement shall be borne by the Council exclusively, and the Council shall defend such parties, at its cost, upon request by the member agency, ex officio agency, and/or employee.

B. The Executive Board shall obtain commercial general liability, and auto liability insurance coverage for the Council, Executive Board, and any staff employed by the Council, at levels no less than \$1 million single occurrence and \$2 million aggregate for each type of liability that is insured. The policy shall name each member agency, and their respective elected officials, officers, agents, and employees as additional insured's. The Executive Board shall annually evaluate the adequacy of the Council's insurance coverage.

C. The Executive Board shall require that all contractors and subcontractors utilized by the Council obtain insurance coverage consistent with Article X.B.

XI. LEGAL REPRESENTATION

The Council may retain legal counsel. Legal counsel may be an employee of a member agency, an outside entity, or an individual. In the event of a conflict of interest, the Council may retain substitute or additional legal counsel. Additionally, Council may retain outside legal counsel concerning any matter the Council deems appropriate. Retained counsel shall serve, and be subject to removal, pursuant to the terms and conditions established by agreement between legal counsel and the Council. An adjustment in cost allocation to Members will be made if the Council retains outside legal counsel.

XII. ENTIRE AGREEMENT

This Agreement supersedes all previous Kitsap Regional Coordinating Council interlocal agreements and all prior discussions, representations, contracts, and/or agreements between the parties relating to the subject matter of this Agreement and constitutes the entire contract between the parties.

XIII. MODIFICATION

Except as provided by Article XIX, the terms of this Agreement shall not be altered or modified unless agreed to in writing by all member agencies and such writing shall be executed with the same formalities as are required for the execution of this document.

XIV. WAIVER

The failure of any party to insist upon strict performance of any of the terms and conditions of this Agreement shall not be construed to be a waiver or relinquishment of same, but the same shall be and remain in full force and effect.

XV. NOTICE

Except as provided in Article XVIII of this Agreement, any notice required by this Agreement shall be made in writing to the representative(s) identified in Article IV.B. of this Agreement. Notice is effective on the third day following deposit with the U.S. Postal Service, regular mail.

XVI. SEVERABILITY

If any of the provisions of this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

#

XVII. CHOICE OF LAW AND VENUE

This Agreement shall be governed by the laws of the State of Washington, both as to its interpretation and performance. Any action at law, suit in equity, or other judicial proceeding arising in connection with this Agreement may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.

XVIII. CLAIMS

A. Any claim for damages made under chapter 4.96 RCW shall be filed with the Chair of the Kitsap Regional Coordinating Council, c/o the Clerk of the Kitsap County Board of Commissioners, 614 Division Street, MS-4, Port Orchard, Washington, 98366.

B. Upon receipt of a claim for damages, or any other claim, a copy of the claim will be provided by the Clerk of the Board to each member of the Executive Board.

XIX. EXECUTION AND FILING

A. Counterparts. The parties agree that there shall be multiple original signature pages of this Agreement distributed for signature by the necessary officials of the parties. Upon execution, the executed original signature pages of this Agreement shall be returned to the Clerk of the Kitsap County Board of Commissioners, who shall file an executed original of this Agreement with the Kitsap County Auditor. The Clerk of the Board shall distribute duplicate conformed copies of the Agreement to each of the parties.

B. Later Approval and Filing. Later approval and filing of this Agreement by additional parties as set forth in Article IV, Section D, shall be deemed an authorized amendment to the Agreement already on file with the Kitsap County Auditor, without the need for reconsideration and approval by parties that have already approved and executed the Agreement.

XX. EFFECTIVE DATE

This Agreement shall go into effect among and between the parties upon its execution by all of the parties, as evidenced by the signatures and dates affixed below and upon its filing with the County Auditor as provided in Article XIX.

IN WITNESS WHEREOF, this Agreement has been executed by each party on the date set forth below:

Signatures on following pages

Executed this ___ day of _____, 20~~20~~19.

CITY OF BAINBRIDGE ISLAND

Approved as to form

Bainbridge Island City Attorney

Kol Medina, Mayor

Executed this ___ day of _____, 20~~02~~19.

CITY OF BREMERTON

Approved as to form

Bremerton City Attorney

Greg Wheeler, Mayor

Executed this ___ day of _____, 20~~20~~19.

CITY OF PORT ORCHARD

Approved as to form

Port Orchard City Attorney

Robert Putaansuu, Mayor

Executed this ___ day of _____, 20~~20~~19.

CITY OF POULSBO

Approved as to form

Poulsbo City Attorney

Becky Erickson, Mayor

Executed this ___ day of _____, 20~~20~~19.

PORT OF BREMERTON

Approved as to form

Port of Bremerton Attorney

Larry Stokes, President

Executed this ____ day of _____, 2020.

PORT OF KINGSTON

Approved as to form

Port of Kingston Attorney

XXXX, President

Executed this ____ day of _____, 202019.

KITSAP TRANSIT

Approved as to form

Kitsap Transit Attorney

John Clauson, Executive Director

Executed this ____ day of _____, 202019.

KITSAP COUNTY BOARD OF COMMISSIONERS

~~CHARLOTTE GARRIDO~~~~EDWARD E. WOLFE~~, Chair

ATTEST:

~~ROBERT GELDER~~ ~~CHARLOTTE GARRIDO~~,
Commissioner

Dana Daniels, Clerk of the Board

~~EDWARD E. WOLFE~~ ~~ROBERT GELDER~~,
Commissioner

Deputy Prosecuting Attorney

**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.
- 5.6. Kitsap Transit: one (1) representative consisting of a member selected by the Kitsap Transit Board of Commissioners.
- 6.7. City Council, Kitsap Transit, and Port of Bremerton, and Kitsap Transit 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:

By-Laws of the Kitsap Regional Coordinating Council

Adopted Dec. 20, 2007 (~~Section 4.6~~ revised Nov. 1, 2016,)(~~Section 7.1 and 9.6~~ revised Dec. 4, 2018, revised XXX, 2020)

- 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;
- 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 herein.

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


Regional Competition


Countywide Competition

January
February
March
April
May
June
July


TransTAC:
Discuss Regional
Projects
1/9 

TransTAC/Sponsors:
PSRC Call for
Regional Projects
2/3


TransTAC:
PSRC Workshop
2/12 

TransTAC/Sponsors:
Regional Screening
Form Due
3/2 

TransTAC:
Review Regional
Projects
3/12 


TransPOL:
Discuss Regional
Projects 3/19 

TransTAC/Sponsors:
Regional Applications
Due
4/3 


KRCC Board:
Regional Project
Presentations
4/7 

TransTAC/Sponsors:
Regional Project
Presentations at PSRC
4/23-24 


PSRC RPEC*:
Project Selection
Workshop
5/21-22 


TransTAC/Sponsors:
Countywide
Application Due
5/8; Followed by Air
Quality Scoring 


TransTAC:
Project Selection
Workshop
5/27 


TransPOL:
Review Countywide
Projects
Recommendation
5/28 


KRCC Board:
Approve Countywide
Projects
6/2 

TransPOL:
Review Countywide
Projects; Debrief
Competition
6/18 

PSRC :
Countywide Project
Recommendations
due 6/23 

**PSRC
Transportation
Policy Board:**
Vote on projects
7/9 


**PSRC Executive
Board:**
Vote on Projects
7/23 

**PSRC Executive
Board:**
Vote on Projects
7/23 

**PSRC
Transportation
Policy Board:**
Vote on projects
7/9 

Legend:  Discuss/Review

 Product/Recommendation Due

 Approve/Vote
Packet Page Number 38



**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 Process11
- 11. Countywide Competition Submittal and Review Process.....16
- 12. Public Involvement.....17
- 13. Draft KRCC Schedule for Countywide and Regional Competitions.....18
- 14. Project Sponsor Resources19
- Appendix A: Regional Growth Centers and Manufacturing Industrial Centers20
- Appendix B: Local Centers.....21

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. 3, 2020 - Call for Regional Projects	February 5, 2020 - Call for Countywide Projects
March 2, 2020 - Regional Project Eligibility Screening Deadline	April 6, 2020 - Countywide Project eligibility screening deadline
April 13, 2020 - Applications due for Regional Projects	May 8, 2020 - 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](#))

3. ELIGIBILITY

All jurisdictions within Kitsap County 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, the Rural Town Centers and Corridors Program was converted from a set dollar amount to 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

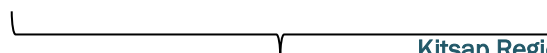
FHWA funding awards must now be balanced by year, and the amount of funds that are able to be utilized in a given year is limited by the annual estimated allocation amount by funding source. Since only a certain amount of funding may be used each year, and to ensure the region continues to meet its annual 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 and 2024. If KRCC is unable to evenly divide its funding in 2023 and 2024, 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: \$9.57 Million	
Countywide Competition Fund \$9.23 million	Rural Area Minimum \$340,000



Capacity, Safety, Environmental Retrofit Projects \$7.17 million	Preservation Projects \$1.37 million	Non-Motorized Projects \$1.03 million
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2023: Approx. \$4.78 million available	2024: Approx. \$4.78 million available
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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

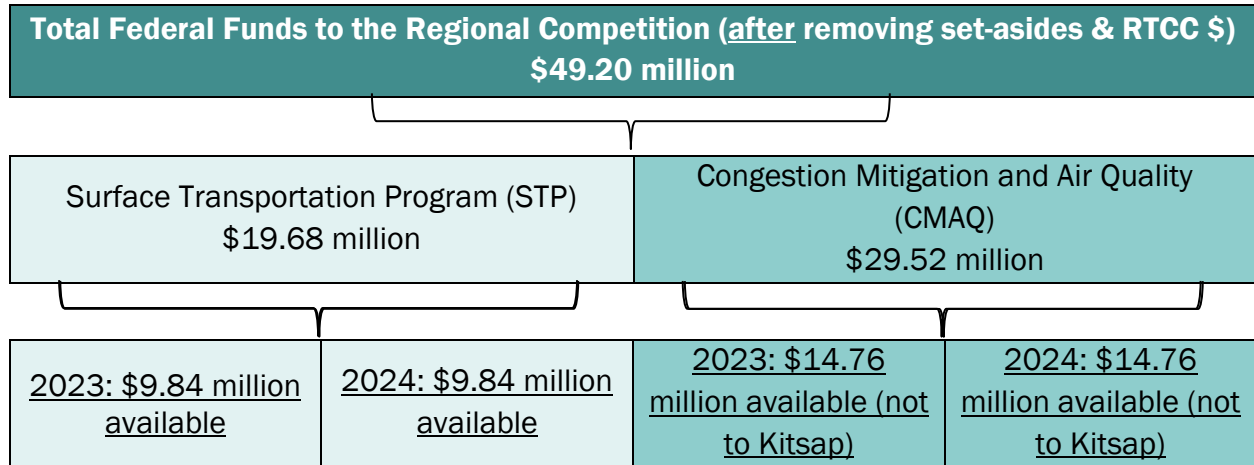
Projects may be submitted in both competitions, but the following rules apply:

- 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 2020 Regional Competition. The graphic excludes the Rural Town Centers and Corridors (RTCC), which typically takes place the year following the Regional Competition (i.e. 2021).



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 Draft VISION 2050 will not impact the 2020 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, 2023-2024, 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, 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 through a thought-out approach and reasonable ability to secure funds • 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)</p>	<p>Medium (financial plan is complete but the ability to complete phase with requested funding is questionable)</p>	<p>Low (financial plan is weak or incomplete and project readiness is questionable)</p>

<p>C. Cross-jurisdictional and coordination opportunities</p> <p>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 and agencies involved and some project coordination opportunities)</p>	<p>Medium (involves a single jurisdiction or agency and few opportunities for coordination)</p>	<p>Low (involves a single jurisdiction or agency and no opportunities for coordination)</p>
<p>D. Safety/capacity benefits</p> <p>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</p> <p>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</p> <p>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</p> <p>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

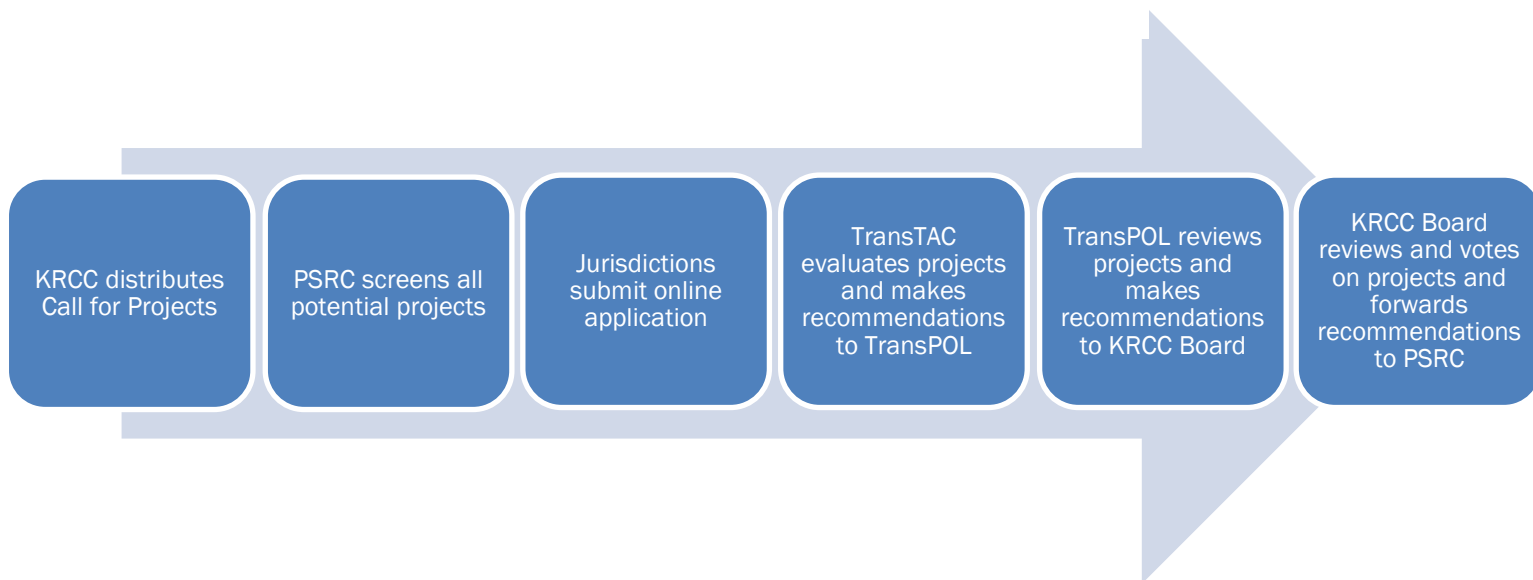
Beyond the criteria identified above, there are other considerations that can be used to evaluate projects. These considerations are applied on a case-by-case basis.

- **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.

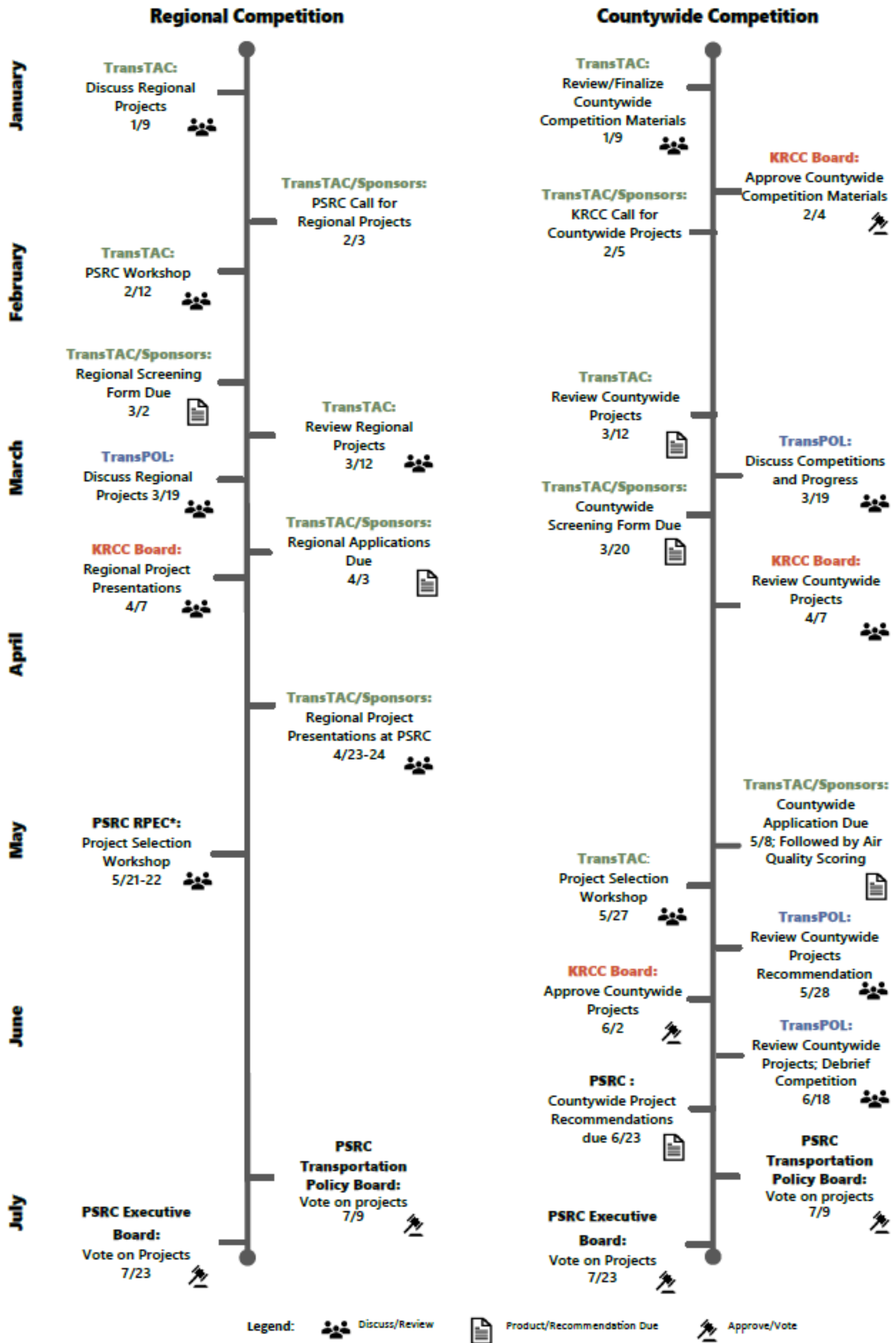
- As part of jurisdictions' Comprehensive Planning processes, all projects have been identified and prioritized with appropriate public involvement at the local level.
- TransTAC will notify other agencies and organizations throughout Kitsap County about the Regional and Countywide Competitions (PSRC 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.

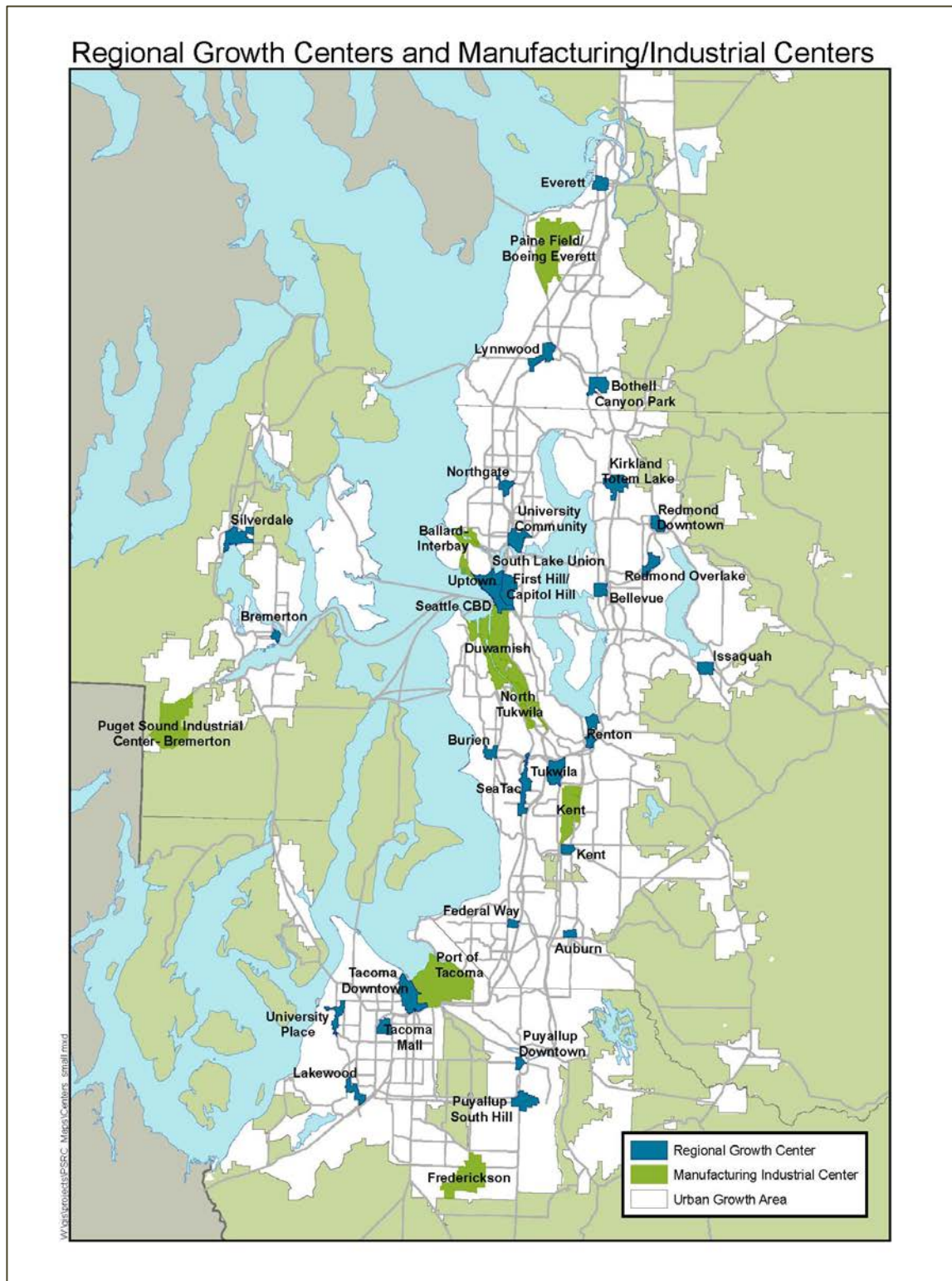


14. PROJECT SPONSOR RESOURCES

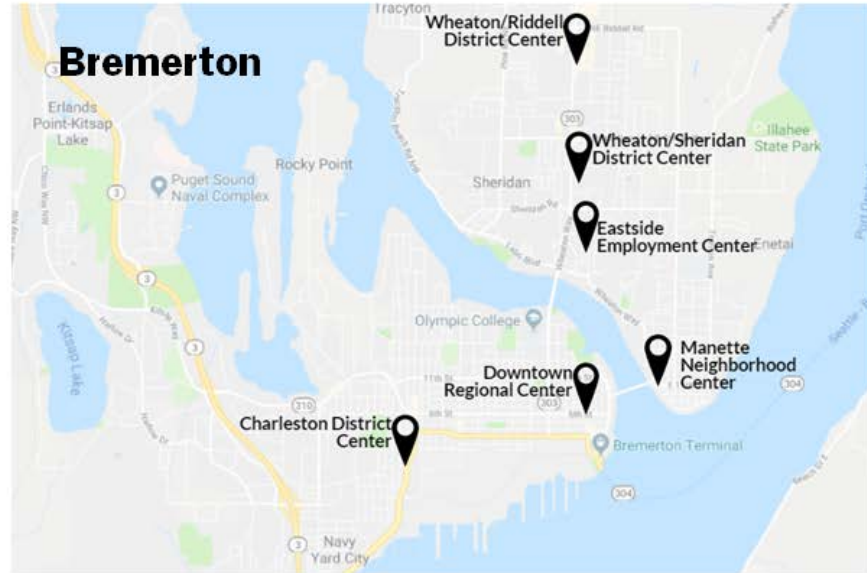
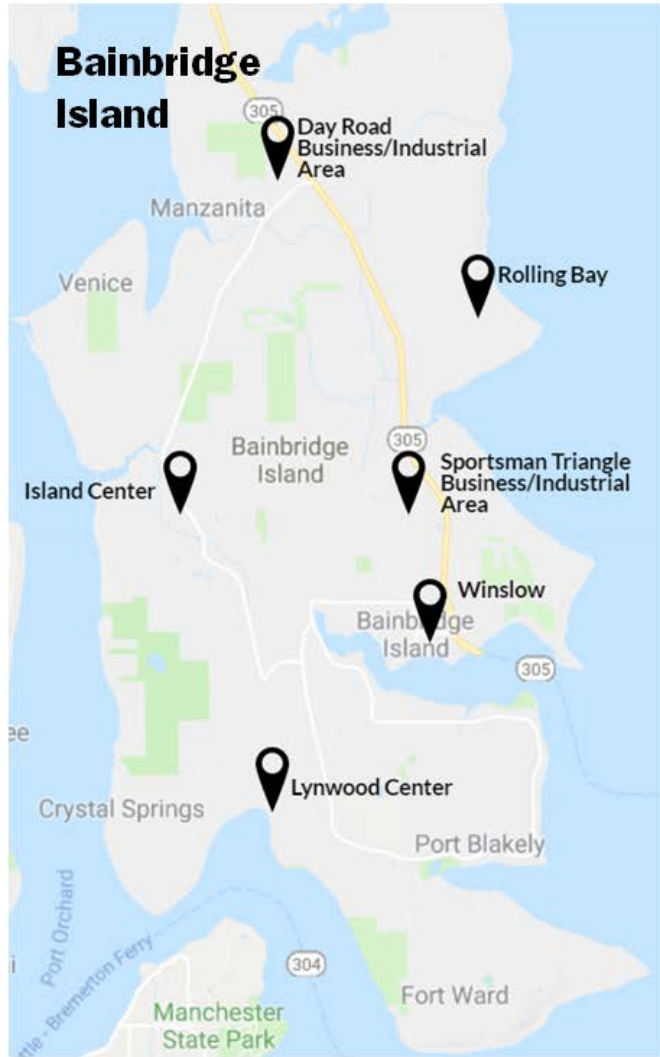
PSRC is developing a library of online resources for use by project sponsors, including Opportunity Maps and demographic information to support the Growing Transit Communities and health/equity considerations. A list of some of these resources is below:

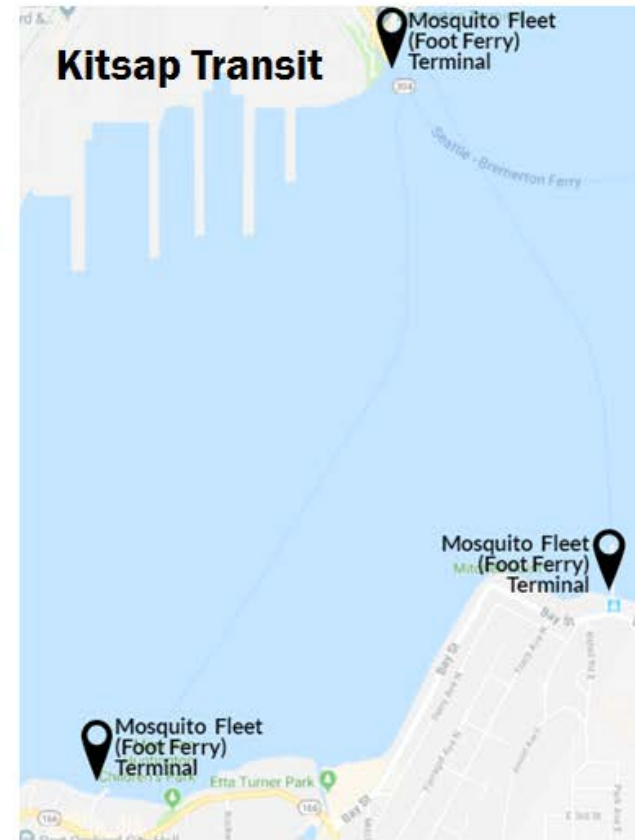
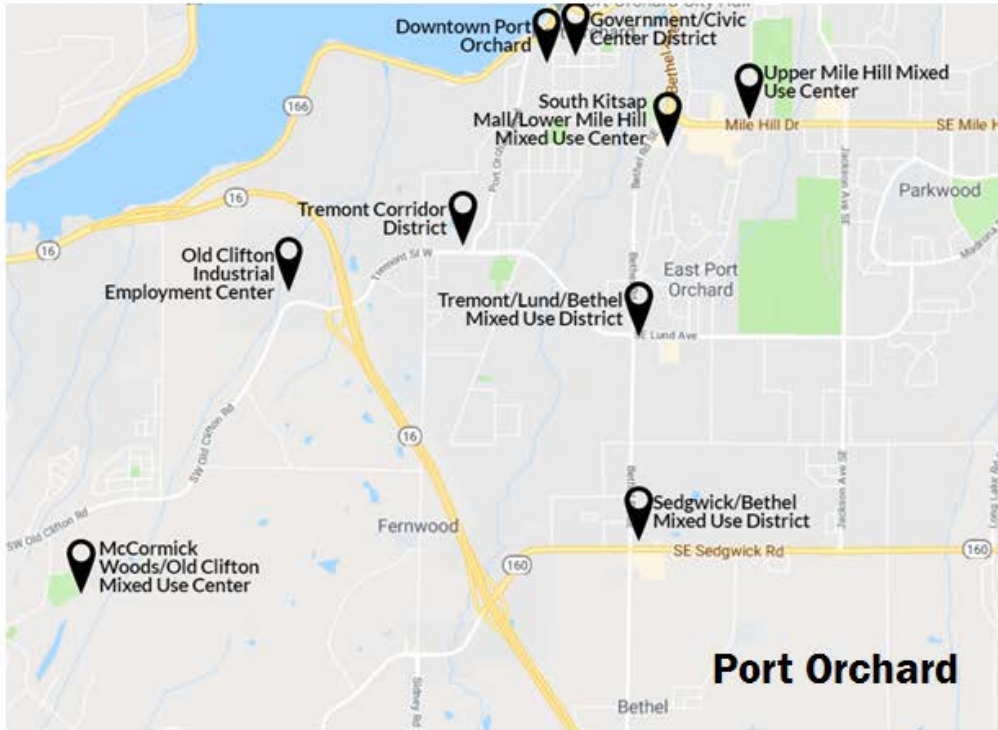
- [2018 Policy Framework for PSRC's Federal Funds](#)
- [Schedule and Deadlines](#)
- [Funding Eligibility](#)
- [Regional FHWA Project Evaluation Criteria](#)
- [Applications and Screening Forms \(regional and countywide\)](#)
- [Screening Form Checklist](#)
- [Regional FHWA Application Checklist](#)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

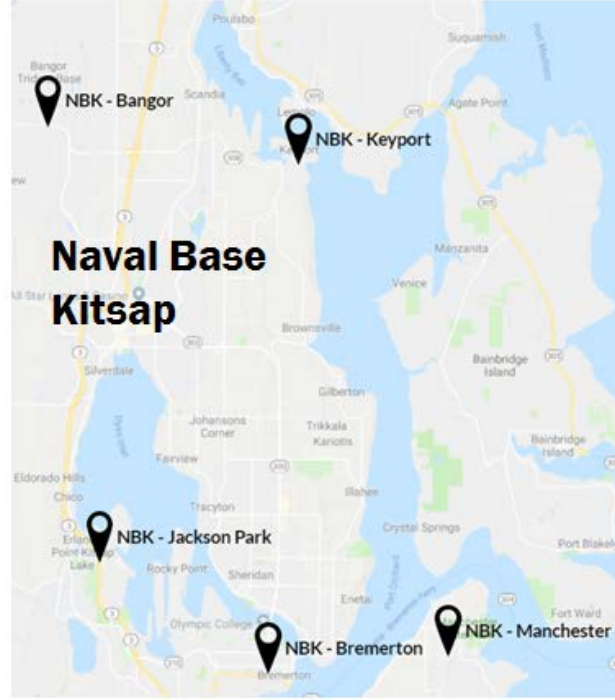
APPENDIX A: REGIONAL GROWTH CENTERS AND MANUFACTURING INDUSTRIAL CENTERS



APPENDIX B: LOCAL CENTERS







Kitsap Regional Coordinating Council Revenue and Expense Report for Work Completed in 2019 (DRAFT)

CASH BASIS

Draft v. 1-29-2020

Budget Month		1	2	3	4	5	6	7	8	9	10	11	12				
Calendar Month	Jan. '19	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan. '20	YTD	Budget	% Budget Year	% Budget
Revenue																	
Member Dues	\$ 17,060.08	\$ 159,235.08	\$ 8,948.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08		\$ 255,399	N/A	N/A	N/A
Events/Receptions		\$ 600								\$ 50	\$ 345.00	\$ 680.00		\$ 1,675	N/A	N/A	N/A
Application Fees															N/A	N/A	N/A
Other															N/A	N/A	N/A
Carry Forward	\$ 9,921.63														N/A	N/A	N/A
Total Revenue	\$ 26,981.71	\$ 159,835.08	\$ 8,948.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,795.08	\$ 7,845.08	\$ 8,140.08	\$ 8,475.08	\$ -	\$ 266,995.59			
Operating Expenses																	
Triangle labor/expenses		\$ 15,930.65	\$ 17,273.65	\$ 18,083.27	\$ 13,943.01	\$ 21,247.79	\$ 11,181.12	\$ 14,402.96	\$ 9,254.83	\$ 16,474.53	\$ 34,812.98	\$ 18,008.79	\$ 12,825.92	\$ 203,439.50	\$ 197,275	100%	103.12%
Legal Services		\$ 822.80			\$ 103.20		\$ 206.40							\$ 1,132.40	\$ 2,000	100%	56.62%
WCIA Insurance	\$ 5,016													\$ 5,016.00	\$ 5,000	100%	100.32%
Room Rentals				\$ 308.00	\$ 77.00	\$ 77.00	\$ 77.00			\$ 154.00	\$ 77.00			\$ 770.00	\$ 1,302	100%	59.14%
Reserves														\$ -	\$ 4,500	100%	0.00%
Miscellaneous			\$ 34.88	\$ 1.00	\$ 300.00			\$ 1.50		\$ 0.50		\$ 19.53		\$ 357.41	\$ 3,841	100%	9.31%
Total Op. Expenses	\$ 5,016.00	\$ 16,753.45	\$ 17,308.53	\$ 18,392.27	\$ 14,423.21	\$ 21,324.79	\$ 11,464.52	\$ 14,404.46	\$ 9,254.83	\$ 16,629.03	\$ 34,889.98	\$ 18,028.32	\$ 12,825.92	\$ 210,715.31	\$ 213,918	100%	98.50%
Net Income														\$ 56,280.28			
Total Reserves*	\$19,500																

Amendments/Modifications/Notes:

- Note 1 Triangle Associates' invoice in January 2019 was for work completed in 2018 and can be found on the 2018 income statement.
- *Note 2 KRCC staff is working with Kitsap County's Budget & Finance Department to confirm the total reserve levels for KRCC.
- Note 3 The \$3,000 in West Sound Alliance payments are accounted for under Member Dues