



Kitsap Regional Coordinating Council

KRCC Board Meeting Agenda

v. 11-19-20

December 1, 2020; 10:15am–12:15pm

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

- Link to participate in the video conference and view the screen share:
<https://zoom.us/j/938664782>. If you are joining by video, please add your affiliation after your name.
- To participate by phone only: Dial 720-707-2699 and enter the Meeting ID: 938-664-782#

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

1. Welcome and Introductions

2. Chair's Comments

3. Presentation on Road Usage Charge (RUC)

4. Consent/Action Items

- A. **ACTION:** Approve the [9/1/2020 KRCC Board Meeting Summary](#) (vote) Page 3
- B. **ACTION:** Approve [2021 Workplan and Budget](#) (vote) Page 13
- C. **ACTION:** Approve the [2021 KRCC Member Dues](#) (vote) Page 28
- D. **ACTION:** Approve [2021-2022 Triangle Associates Contract](#) (vote) Page 29
- E. **ACTION:** Approve [2021 KRCC Chair and Vice Chair](#) (vote) Page 40
- F. Review KRCC and Kitsap County Legal Services Agreement (*Reference Packet Page*)
- G. Review the Executive Committee Meeting Summaries from September, October and November (*Reference Packet Page*)

5. Full Discussion/Action Items

- A. Debrief the 2020 Annual Legislative Reception
- B. [Review 2021 KRCC Board and Committee Roster Worksheet](#) Page 41
- C. [Review 2021 Puget Sound Regional Council \(PSRC\) Roster Worksheet](#) Page 45
- D. [Triangle's Annual Evaluation](#) Page 47

6. KRCC Committee Reports

- E. Land Use Items
 - i. [Annual Annexation Report](#) Page 49
 - ii. Update on Countywide Planning Policies Process
 - iii. Review November 12 LUTAC meeting agenda (*Reference Packet Page*)
 - iv. Review November 17 PlanPOL meeting agenda (*Reference Packet Page*)
- F. Transportation Items
 - i. Update on Gorst Coalition
 - ii. Review November 12 TransTAC meeting agenda (*Reference Packet Page*)
 - iii. Review November 19 TransPOL meeting agenda (*Reference Packet Page*)

7. PSRC Board and Committee Reports

- A. PSRC Committees and Boards Report (*Reference Packet page*) 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

8. Corridor Committee Reports

- A. SR 16 Committee*
- B. SR 305 Committee*
- C. SR 104 Committee*
- D. SR 303 Committee*
- E. SR 307 Committee Formation

9. 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

10. Staff Report

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

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11. Public Comment

12. KRCC Board Questions, Concerns, and Announcements

13. Adjourn

*Standing agenda item



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Kitsap Regional Coordinating Council (KRCC) Draft Board Meeting Summary

September 1, 2020 | 10:15 AM – 12:15 PM

Virtual Meeting following Governor Inslee’s Stay at Home Order
Version 9-8-20

Decisions		
The KRCC Board approved:		
<ul style="list-style-type: none"> 6/2/2020 KRCC Board Meeting Summary LDC/Parametrix as the Countywide Planning Policies (CPP) consultant 		
Actions	Who?	Status
Correct 6/2/2020 KRCC Board meeting summary based on feedback from the KRCC Board.	KRCC staff	Complete
Upload the 6/2/2020 KRCC Board meeting summary to the KRCC website.	KRCC staff	Complete
Review the KRCC bylaws for which jurisdictions may serve as KRCC Chair and Vice Chair.	KRCC staff	Complete
Incorporate feedback from KRCC Board on the 2021 draft budget.	KRCC staff	Complete
Generate a form for KRCC Board members to submit questions to ask legislators for a panel session during the virtual Legislative Reception.	KRCC staff	In Progress
Include a conflict of interest provision in the contract between Triangle Associates and LDC/Parametrix.	KRCC staff	Complete

1. WELCOME AND INTRODUCTIONS

Chair Wolfe welcomed participants (see Attachment A for KRCC Board members in attendance and Attachment B for members of the public in attendance).

2. CHAIR’S COMMENTS

Chair Wolfe did not have any announcements or comments.

3. CONSENT/ACTION ITEMS

Approval of the 6/2/2020 KRCC Board meeting summary. Commissioner Gelder moved to approve the 6/2/20 Board meeting summary. Director Clauson seconded the motion. The motion carried without opposition or abstention. Laura Gronnvoll noted that her name was incorrectly spelled in the 6/2/2020 Board meeting summary and that Commissioner Heacock was in attendance. KRCC staff will incorporate corrections prior uploading the 6/2/2020 KRCC Board meeting summary to the KRCC website.

Review of the 8/18/2020 Executive Committee meeting summary. There were no edits or corrections to the August 18 Executive Committee meeting summary.



4. FULL DISCUSSION ITEMS

Review of the proposed 2021 Chair and Vice Chair. The KRCC Executive committee recommended Councilmember Bek Ashby as Chair and Commissioner Rob Gelder as Vice Chair at the August 18th Executive Committee meeting. The KRCC Board discussed this recommendation. There was a discussion on the policy of alternating who holds the two positions between city and county representatives (see Attachment D for a list of who has held the position of Chair). KRCC staff noted that the reason for alternating between the two positions is to ensure fair representation for those living in unincorporated Kitsap County versus those living in cities. Members of the board discussed population serving as the basis for alternating who is Chair and Vice Chair and expressed concerns with this methodology. Eric Baker provided population estimates (see Attachment C for population numbers). Board members noted that alternating between cities and the County provides different perspectives and balance. Bremerton expressed interest in serving as Vice Chair and Chair in future years. KRCC staff committed to researching the bylaws that describe which members may serve as Vice Chair and Chair.¹ The KRCC Board will vote on the 2021 Chair and Vice Chair at the December 1, 2020 meeting.

Review Draft 2021 Workplan and Budget. Highlights of the draft 2021 Workplan and Budget include:

- Updating the Kitsap Countywide Planning Policies (CPPs);
- Preparing for the 2022 Regional and Countywide Federal Highway Administration (FHWA) Surface Transportation Program Funding Competitions (2025-2026 obligation years);
- Participating in the 2021 Rural Town Centers and Corridors transportation competition;
- Discussing transportation funding options outside of the FHWA competition;
- Remaining current and proactive in relation to the activities managed by the Puget Sound Regional Council; and,
- Maintaining the administration of the organization by updating and implementing the KRCC Policies and Procedures Manual, Interlocal Agreement (ILA), and Bylaws.

The proposed budget for 2021 is \$203,448.60. This includes the proposed cost of a consultant who will assist in the Kitsap CPP update. The consultant will begin work in fall 2020. The combined expense of the CPP consultant in 2020-2021 may be up to \$55,000. Dependent on public health considerations, the KRCC Board meetings may be in person in the second half of 2021, and all other meetings will continue virtually through the entire year as a cost-saving measure. KRCC staff will incorporate feedback from a Board member on formatting the budget to improve clarity. The KRCC Board will vote on 2021 Budget and Workplan at the December 1, 2020 meeting.

Review the Proposed 2021-22 Triangle Associates Contract. The proposed contract for Triangle Associates is for the next two years. There is no specific budget for 2022, which is an item to be determined in 2021. The Executive Committee unanimously voted for a two-year contract.

Review Recommendation for Virtual Annual Legislative Reception. Every November, KRCC holds a Legislative Reception. The Executive Committee recommended moving forward with a Virtual Annual Legislative Reception. The KRCC Board discussed a memo that adapts the programming of prior

¹ **Section 8 of the KRCC Bylaws. 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.



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Annual Legislative Receptions to a virtual format to comply with Washington State COVID-19 Phase 2-3 recommendations. The proposal includes an hour in which newly elected legislators and returning elected legislators can receive relevant background information on KRCC and relevant legislative priorities. The informational session would be followed by a panel discussion with legislators. The KRCC Board discussed issues that could be the focus of the panel session (the order of the items listed below does not imply relative importance):

- COVID-19 and budget impacts
- Affordable housing and homelessness. A board member noted that these two issues intersect with the end of pandemic associated rent moratoriums and unemployment benefits.
- Transportation and infrastructure funding. This could include and is not limited to vehicle miles traveled (VMT), road usage charges (RUC), and the car tabs lawsuit (resulting from Initiative 976). Connections between transportation and infrastructure funding with Gorst were discussed.
- Priorities from Governor Inslee for the 2021 Legislative Session.
- Social justice and racial equity, inclusion.
- Climate change. Climate change is often tied to carbon taxes or gas taxes. Board members discussed connections between climate change and infrastructure, the need for creative solutions, climate change resiliency, and Gorst.

Different proposals for the formatting of the virtual formatting were discussed, including having the educational background session separate from the Virtual Annual Reception, keeping the educational background session in the programming for the Virtual Annual Reception, and extending the length of the panel session. Dontae Payne, the Governor's Regional Outreach Representative for the South Sound and Olympic Peninsula, was recommended as a potential panelist. Councilmember Daugs noted that elections may not be resolved by the November 12 legislative reception. The Executive Committee will continue planning efforts in coordination with KRCC staff. KRCC staff will create a form for KRCC members to submit questions in the different topic areas.

5. KRCC COMMITTEE REPORTS

Land Use Items

Approval of the CPP consultant. The KRCC Executive Committee met on August 18, 2020 and discussed the recommendation from the interview panel (consisting of Planning Directors and KRCC Board members) to hire the LDC/Parametrix team. The Committee agreed with the interview panel's assessment and recommended that the KRCC Board approve the selection of the LDC/Parametrix team. Councilmember Daugs noted that the Parametrix works within KRCC jurisdictions and asked whether there was the potential for a conflict of interest. Mayor Wheeler stated that there would be no conflict of interest for Bremerton when entering into a contract as KRCC. KRCC staff noted that LDC/Parametrix is a subconsultant of Triangle Associates. KRCC staff committed to review the contract between LDC/Parametrix and Triangle Associates for a conflict of interest provision and include one if it did not exist. Director Clauson disclosed that Kitsap Transit is the landlord for a Parametrix office and abstained from the vote. Commissioner Strakeljahn moved to approve the CPP consultant. Councilmember Daugs seconded the motion. The motion carried with one abstention and no opposition.

Review June 16 PlanPOL meeting summary. There were no edits or corrections to the June 16 PlanPOL meeting summary.



Transportation Items

Update on development of Gorst Coalition. Commissioner Strakeljahn shared that letters of invitation were in the process of being sent. The Gorst Coalition will include an environmental committee and a legislative committee. Congressmember Kilmer said that Congress is in the midst of discussions regarding a national infrastructure bill in early 2021. There could be opportunities to coordinate provided that the infrastructure bill comes to fruition.

August 20 TransPOL Meeting Agenda. The KRCC Board had no questions or comments on the August 20 TransPOL Meeting Agenda.

September 10 TransTAC Meeting Agenda. The KRCC Board had no questions or comments on the September 10 TransTAC Meeting Agenda.

6. PSRC BOARD AND COMMITTEE REPORTS

Executive Board. No recent meetings due to COVID-19. There is an upcoming board meeting on September 24.

Growth Management Policy Board (GMPB). No recent meetings due to COVID-19.

Transportation Policy Board (TPB). No recent meetings due to COVID-19.

Economic Development District Board (EDD). No recent meetings due to COVID-19. There is an upcoming board meeting on October 7.

7. CORRIDOR COMMITTEE REPORTS

SR16. No updates.

SR 305. Commissioner Gelder shared there is an upcoming virtual meeting where a status update will be provided.

SR 104. Commissioner McClure shared that a portion of the grant funding has been spent or committed. Commissioner McClure anticipates partnering with Commissioner Gelder to convene the five partner agencies involved in the project as a next step on the realignment study and Lindvog Holding Study. Commissioner Gelder shared technical work is being conducted to phase the project.

SR 303. Mayor Wheeler and Councilmember Daug's shared that there is momentum on the SR 303 corridor. The City and WSDOT launched a comprehensive study of the SR 303 (Warren/Wheaton) corridor. The study, using the practical solutions approach, looks at the corridor from Burwell Street to McWilliams, with particular focus on the segments of the corridor within city limits. The study will recommend safe, reliable, and cost-effective transportation options that support livability, investment, and economic vitality for people and businesses. The Bremerton chamber met and updated the community. The project will be shifting from the study phase to capital improvements.

SR 307 formation. No updates.



8. KRCC MEMBER ROUND ROBIN

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

- **Bainbridge Island:** Mayor Schneider shared that Bainbridge Island is using virtual public engagement for their sustainable transportation process. A city manager search is underway. The Oliver House on Bainbridge Island will be demolished unless there is an interested entity and Mayor Schneider asked that any agencies contact her if they need a house with a historic aesthetic. There would be a contribution to the moving cost of the house relative to the cost of demolishing the house.
- **Bremerton:** Mayor Wheeler shared that the City of Bremerton is working with the Navy and is roughly halfway through a revision of Naval Avenue, which complements work on the 303 corridor. The revised Naval Avenue corridor will create conditions for bicyclists, pedestrians and commuters to coexist and is funded by the Washington Department of Transportation (WSDOT). Additional studies and projects are underway within Bremerton. Councilmember Daus recently attended a listening meeting regarding the COVID-19 outbreak at St. Michael's Medical Center. She shared that it is important that the essential workers are not blamed in the messaging as the story develops in the news given there was inadequate personal protective equipment (PPE).
- **Kitsap County:** Commissioner Garrido shared that the Kitsap County departments and offices will present their 2021 requests to the Board of County Commissioners beginning September 14, 2020 in a series of budget hearings. The Department of Transportation will be working on Purdy Bridge in the South County and closures will be expected. Commissioner Gelder attended a Board of Health meeting and mentioned there should be additional distribution of CARES Act funding from the Washington Department of Commerce to the jurisdictions. Commissioner Gelder serves as the President of the Washington State Association of Counties (WSAC) and hosted executive officers from WSAC in Kitsap County. He expressed thanks to the Navy, including Lynn Wall, Captain Rhinehart and others, for a successful tour of their facilities. Commissioner Wolfe gave recognition to the efforts of the Kitsap County Department of Emergency Management and the volunteers who worked in coordination with Kitsap County Department of Public Health to conduct widespread testing of employees at St. Michael's Medical Center (previously the Harrison Medical Center).
- **Kitsap Transit:** Director Clauson shared that discussions are underway on the timing of the Southworth Passenger-Only Ferry. COVID-19 has presented challenges in the delivery of the new vessels and Kitsap Transit is working on a revised strategy and schedule. Kitsap Transit will reach out to the community and is working closely with Washington State Ferries on coordination issues. Kitsap Transit will be meeting the Suquamish Tribe on issues related to their services.
- **Naval Base Kitsap (NBK):** Lynn Wall shared there are no carriers in the port at this time. She expressed gratitude to Bremerton for the work on improving conditions for bicyclists and pedestrians on Naval Avenue while maintaining the commuter corridor. Gorst is gaining momentum and NBK will continue to raise resiliency as an issue. The tour mentioned by Commissioner Gelder highlighted the Navy mission and the Navy is glad to support educational and engagement efforts.
- **Port of Bremerton:** Commissioner Strakeljahn shared that there are many construction projects ongoing at the Port of Bremerton. The Port of Bremerton is moving forward with upgrades to the Bremerton National Airport and is replacing all airport runway lighting with



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new LED light fixtures. A 40,000 square foot building went up and has a full-time tenant. Construction is underway on a 5,000 square foot building. The Bremerton Airport Diner is undergoing redesign. The Commission approved a project to add three new corporate hangar sites, two of which have committed tenants. Leases are being signed with tenants that will bring jobs to the region, including with WRG (a company that runs fire safety training that works with the federal government) and a new energy company.

- **Port Gamble S’Klallam Tribe:** No updates.
- **Port of Kingston:** Commissioner McClure shared that the Port of Kingston is conducting an in-depth asset inventory. The Port of Kingston is working with Kitsap County on a stormwater project on Port property. Port of Kingston is applying for several grants for asset upgrades.
- **Port Orchard:** Mayor Putaansuu shared that Port Orchard is working on a budget for 2021. Port Orchard is sending rent relief to small businesses through CARES Act and are beginning a second phase of applications. Mayor Putaansuu expressed gratitude for the partnership with Bremerton that provides water and shared that they are also working on the Well No. 13 project on Sedgwick Hill that will allow for the city to have less dependence on others for water.
- **Poulsbo:** No updates.
- **Port Gamble S’Klallam Tribe:** No updates.
- **Suquamish Tribe:** Chairman Forsman shared that construction has resumed on Legacy Park playground. He noted that a difficult decision was made on restricting access to the dock on public land to reduce issues with crowding in consideration of the pandemic. Chairman Forsman noted that there is good leadership coming from Kitsap. Chairman Forsman is President of the Affiliated Tribes of Northwest Indians. Commissioner Gelder is serving as the President of WSAC and Councilmember Stern served as the past President of the Association of Washington Cities (AWC).

9. STAFF REPORT

KRCC Income Statement. The KRCC board is 58% through the budget year and has spent 42% of the 2020 budget.

Another note is that the meeting is being recorded by BKAT.

10. PUBLIC COMMENTS

No comments from the public.

11. KRCC BOARD QUESTIONS, CONCERNS AND ANNOUNCEMENTS

Director Clauson is another example of Kitsap County leadership and serves as the President of Washington State Transit Association.

12. ADJOURN

The meeting adjourned at 11:44 am.



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ATTACHMENT A – BOARD MEMBERS IN ATTENDANCE

Board Member	Jurisdiction	In Attendance?
Anderson, Gary	Port of Bremerton	
Ashby, Bek	City of Port Orchard	✓
Clauson, John	Kitsap Transit	✓
Daughs, Leslie	City of Bremerton	✓
Erickson, Becky	City of Poulsbo	
Forsman, Leonard	Suquamish Tribe	✓
Garrido, Charlotte	Kitsap County	✓
Gelder, Robert	Kitsap County	✓
Shane Heacock	Port of Kingston	✓
McClure, Mary	Port of Kingston	✓
Medina, Kol	Bainbridge Island	✓
Mills, Luther “Jay”	Suquamish Tribe	
Placentia, Chris	Port Gamble S’Klallam Tribe	
Put aansuu, Rob	City of Port Orchard	✓
Rhinehart, Richard	Naval Base Kitsap	
Rosapepe, Jay	City of Port Orchard	
Schneider, Leslie	City of Bainbridge Island	✓
Stern, Ed	City of Poulsbo	
Strakeljahn, Axel	Port of Bremerton	✓
Sullivan, Jeromy	Port Gamble S’Klallam Tribe	
Wall, Lynn	Naval Base Kitsap	✓
Wheat, Lori	City of Bremerton	✓
Wheeler, Greg	City of Bremerton	✓
Wolfe, Ed	Kitsap County	✓



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ATTACHMENT B – NON-MEMBER PARTICIPANTS

Name	Affiliation
Non-Members	
Ned Lever	City of Bremerton
Shane Weber	City of Bremerton
Karla Boughton	City of Poulsbo
Kat Shaffer	Kitsap County
Andrew Nelson	Kitsap County
Darren Gurnee	Kitsap County
Eric Baker	Kitsap County
Dennis Engel	Kitsap County
Joe Rutan	Kitsap County
David Forte	Kitsap County
Joe Lubischer	Member of the Public
Laura Gronnvoll	Port of Kingston
Greg Englin	Port of Kingston
Mark Gulbranson	Puget Sound Regional Council
Andrea Harris-Long	Puget Sound Regional Council
KRCC Facilitation Team	
Sophie Glass	KRCC Program Director
Mishu Pham-Whipple	KRCC Transportation Program Lead
Kizz Prusia	KRCC Land Use Program Lead
Vivian Ericson	KRCC Coordination Lead



ATTACHMENT C – POPULATION ESTIMATES OF KRCC MEMBER JURISDICTIONS

Jurisdiction	Estimated Population ²
Bainbridge Island	25,070
Bremerton	41,750
Port Orchard	14,770
Poulsbo	11,550
Unincorporated Kitsap County	179,060
Total	272,200

² The population estimates are based on the Office of Financial Management (OFM) from April 1, 2020 and were provided by Eric Baker.



ATTACHMENT D-PAST KRCC CHAIRS

Year	Name	Jurisdiction
1999	Mayor Dwight Sutton	Bainbridge Island
2000	Mayor Dwight Sutton	Bainbridge Island
2001	Commissioner Chris Endresen	Kitsap County
2002	Mayor Donna Jean Bruce	Poulsbo
2003	Commissioner Jan Angel	Kitsap County
2004	Council Member Carol Arends	Bremerton
2005	Commissioner Patty Lent	Kitsap County
2006	Mayor Darlene Kordonowy	Bainbridge Island
2007	Mayor Kim Abel	Port Orchard
2008	Council Member Carol Arends	Bremerton
2009	Mayor Kathryn Quade	Poulsbo
2010	Commissioner Steve Bauer	Kitsap County
2011	Mayor Patty Lent	Bremerton
2012	Mayor Patty Lent	Bremerton
2013	Commissioner Josh Brown	Kitsap County
2014	Mayor Tim Matthes	Port Orchard
2015	Commissioner Robert Gelder	Kitsap County
2016	Councilmember Bek Ashby	Port Orchard
2017	Councilmember Wayne Roth	Bainbridge Island
2018	Commissioner Charlotte Garrido	Kitsap County
2019	Mayor Becky Erickson	Poulsbo
2020	Commissioner Ed Wolfe	Kitsap County

Kitsap Regional Coordinating Council

2021 Work Plan, Scope of Work, and Budget Proposal

Draft v. 11-19-20

DRAFT





2021 KRCC Work Plan and Triangle Associates Scope of Work

Note: Due to COVID-19, this Work Plan assumes virtual meetings for all meetings except Board meetings during Q3 and Q4 of 2021.

Purpose:

The purpose of this document is to outline the initiatives, activities, and tasks that the Kitsap Regional Coordinating Council’s (KRCC) Board and committees expect to address in 2021, including:

- Updating the Kitsap Countywide Planning Policies.
- Distributing housing, employment, and population growth targets.
- Preparing for the 2022 Regional and Countywide Federal Highway Administration (FHWA) Surface Transportation Program Funding Competitions (2025-2026 obligation years).
- Participating in the 2021 Rural Town Centers and Corridors transportation competition.
- Discussing transportation funding options outside of the FHWA competitions.
- Remaining current and proactive in relation to the activities managed by the Puget Sound Regional Council; and
- Maintaining the administration of the organization by updating and implementing the KRCC Policies and Procedures Manual, Interlocal Agreement (ILA), and Bylaws.

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

Contents:

The KRCC 2021 Work Plan – Scope of Work includes:

- I. Administrative Program Work Plan and Triangle Scope of Work (page 3)
- II. Land Use Program Work Plan and Triangle Scope of Work (page 8)
- III. Transportation Program Work Plan and Triangle Scope of Work (page 11)
- IV. 2021 calendar with an overview of expected meetings (page 14)

I. KRCC Administrative Program 2021 Work Plan Narrative

The proposed tasks for the KRCC Executive Committee and KRCC Board for 2021 are outlined in the table below. KRCC staff will support the KRCC Executive Committee and Board in completing these action items.

Action Item	Executive Committee's Role	Board's Role
1. Select members of the 2021 KRCC Executive Committee. (Bylaws)	Review proposed Executive Committee members. (Jan. 2021)	Review (no vote required) the 2021 Executive Committee. (Feb. 2021)
2. Recommend and approve the Puget Sound Regional Council (PSRC) Board and Committee representatives. (Policies and Procedures Manual)	Recommend appointments to PSRC Boards and Committees. (Jan. 2021)	Approve PSRC Board and Committee appointments. (Feb. 2021)
3. Receive and process KRCC applications during the application window of July 1 - August 31. (Policies and Procedures Manual)	Review any submitted KRCC membership applications. (July-Sept. 2021)	Review and approve new KRCC member(s) by the last KRCC Board meeting of the year. (Sept.-Dec. 2021)
4. Develop and approve the 2022 annual budget and workplan. (Interlocal Agreement)	Develop and review the draft 2022 budget and workplan. (July – Dec. 2021)	Review the draft budget and workplan (Nov. 2021); approve the '22 budget and workplan (Dec. 2021).
5. Plan and execute a Legislative Reception. (Policies and Procedures Manual)	Review the Legislative Reception plan from KRCC staff and provide guidance. (Sept.-Nov. 2021)	Review the Legislative Reception plan from KRCC staff and provide guidance. (Oct.-Nov. 2021)
6. Plan and execute an annual retreat for the KRCC Board and committees.	Propose agenda topics for the annual KRCC retreat (spring 2021)	Review and approach the annual KRCC retreat agenda (spring 2021)
7. Distribute contractor evaluation. (Policies and Procedures Manual)	Develop contractor evaluation form. (Oct. 2021)	Return contractor evaluation form (Nov. 2021) and discuss results in a closed session (Dec. 2021)
8. Identify vacancies on PSRC Boards and Committees. (Policies and Procedures Manual)	Review the vacancies on PSRC Boards and Committees. (Nov. 2021)	Review the vacancies on PSRC Boards and Committees. (Dec. 2021)
9. Discuss and vote on 2022 Chair and Vice Chair. (Bylaws)	Review proposed 2022 Chair and Vice Chair. (Nov. 2021)	Vote on proposed 2022 Chair and Vice Chair. (Dec. 2021)

Administrative Deliverables

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

DRAFT

I. Triangle Associates Scope of Work: KRCC Administrative Program

I.A. KRCC Board and Executive Committee Facilitation

To support the KRCC Executive Committee and KRCC Board, Triangle will provide a KRCC Program Lead who will serve as a neutral party responsible for completing or providing staff for:

- a) Drafting Executive Committee meeting agendas based on topics underway and KRCC Chair priorities, for approval by the Committee;
- b) Drafting KRCC Board meeting agendas in coordination with the KRCC Executive Committee;
- c) Gathering and constructing meeting materials as needed for the Executive Committee and KRCC Board meetings;
- d) Developing draft and final Board packets in coordination with the Executive Committee and sending to the Board;
- e) Communicating with Committee and Board members as needed to maintain effective communications and collaboration;
- f) Notetaking and drafting meeting summaries for Executive Committee review, as well as for tracking and implementing action items following each meeting;
- g) Meeting at least once in the calendar year with Board representatives from each jurisdiction to maintain an understanding of each jurisdiction's issues and interests;
- h) Developing a regular revenue and expense report for KRCC; and
- i) Issuing public notices for KRCC Board meetings.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> • Sophie Glass, KRCC Program Lead • Mishu Pham Whipple, KRCC Transportation Program Lead • Kizz Prusia, KRCC Land Use Program Lead • Vivian Ericson, KRCC Coordination Lead 	<ul style="list-style-type: none"> • 6 KRCC Board meetings, 1 annual retreat • 11 Executive Committee meetings 	<ul style="list-style-type: none"> • Executive Committee meeting agendas and meeting summaries (draft and final) • KRCC Board meeting agendas and meeting summaries (draft and final) • KRCC revenue and expense reports • PowerPoint meeting presentation for Board meetings • Annual budget and workplan (draft and final) • Retreat plan, agenda, materials, and logistics 	<ul style="list-style-type: none"> • Board meetings will be held virtually via Zoom or at the Norm Dicks Government Center in Bremerton. Expenses for Board meetings are inclusive of facility fees. • Executive Committee Meetings will be 2-hours in duration virtually via Zoom. • The KRCC Board retreat will be 3-5 hours in duration and will be held virtually or in a facility in Kitsap County. Expenses for the Board retreat are inclusive of facility fees.

I.B. State and Regional Legislative Coordination

To support KRCC Board interests in the WA State Legislature, Triangle will help design, prepare for, and staff an annual Legislative Reception in the fall under the direction of the Chair, Executive Committee, and Board. Triangle will also provide administrative support to the Gorst Coalition.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Sophie Glass, KRCC Program Lead Mishu Pham Whipple, KRCC Transportation Program Lead Vivian Ericson, KRCC Coordination Lead 	<ul style="list-style-type: none"> 1 Legislative Reception 4 Gorst Coalition Meetings 4 Gorst Co-Chair Meetings 	<ul style="list-style-type: none"> Legislative Reception event program (draft and final) Gorst Coalition Co-Chair meeting agendas Gorst Coalition meeting agendas Gorst Coalition meeting summaries (draft and final) 	<ul style="list-style-type: none"> The Legislative Reception will be 3-4 hours in duration, held either virtually or in Kitsap County Gorst Coalition meetings will be 2-hours in duration, held either virtually or in Kitsap County.

I.C. KRCC Website

Triangle will provide staff support as needed to maintain an up-to-date website that reflects the organization’s activities and participation of all member jurisdictions.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Mishu Pham Whipple, KRCC Transportation Program Lead Vivian Ericson, KRCC Coordination Lead 	N/A	<ul style="list-style-type: none"> Regular updates to the KRCC website 	<ul style="list-style-type: none"> Assumes the staff will be updating the existing KRCC website.

I.D. Puget Sound Regional Council (PSRC) Coordination

To support KRCC member interests in the activities and communications of PSRC, Triangle will provide staff attendance at relevant staff level PSRC committee meetings and maintain communication with PSRC staff as needed. Triangle will also maintain an up-to-date roster of KRCC representatives on PSRC Boards and Committees.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Mishu Pham Whipple, KRCC Transportation, and Coordination Lead Kizz Prusia, KRCC Land Use Coordination Lead Vivian Ericson, KRCC Coordination Lead 	<ul style="list-style-type: none"> 11 Regional Staff Committee (RSC) meetings 11 Regional Project Evaluation Committee (RPEC) meetings 	<ul style="list-style-type: none"> PSRC Updates for Board meetings An up-to-date roster of KRCC representatives on PSRC Boards and Committees 	<ul style="list-style-type: none"> Meetings will be 2-hours in duration Meetings will be held at PSRC's office or virtually

I.E. Overall Support

To support internal and external communication and coordination, Triangle will conduct bi-weekly team meetings and communications among the KRCC staff, provide budget management, invoicing, and monthly progress reports over the life of the contract, coordinate with the KRCC attorney and the state auditor's office as needed. Staff will conduct responsibilities as needed for maintaining KRCC as a separate legal entity, including maintaining and staffing a KRCC phone number for the public, fielding public calls and emails as needed, maintaining files and documentation records, submitting annual audit reports, and coordinating with the Kitsap County staff assigned to support KRCC activities under the Memorandum of Understanding.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Sophie Glass Betsy Daniels Mishu Pham Whipple Kizz Prusia Vivian Ericson 	<ul style="list-style-type: none"> Weekly internal staff check-ins Annual meeting with KRCC attorney Annual check-in with Auditor's Office 	<ul style="list-style-type: none"> Monthly invoices, progress reports Annual Audit Report 	<ul style="list-style-type: none"> Internal team meetings will be 1-hour in length and will be held at Triangle Associates' office or virtually

II. KRCC Land Use Program 2021 Work Plan Narrative

The proposed land use program work plan items for 2021 are outlined in the table below. KRCC staff will support the KRCC Board, Land Use Planning Policy Committee (PlanPOL), and Land Use Technical Advisory Committee (LUTAC) in completing these action items.

Action Item	LUTAC's Role	PlanPOL's Role	Board's Role
Countywide Planning Policies (CPPs)			
1. Keep the Kitsap CPP update schedule updated and integrate the studies underway that are key inputs to that update	LUTAC will update land use timelines, which includes information related to CPP updates.	PlanPOL will review the timelines and recommend activities to work on in 2021.	The KRCC Board will review land use timelines throughout 2021.
2. Complete the updates to the CPPs	LUTAC will work with the CPP consultant to draft updates to each element of the CPPs, as well as any new elements.	PlanPOL will discuss the draft updates to the CPPs, offers feedback as needed, and recommends draft documents to the Board.	KRCC Board reviews and approves the updated CPPs. (This is different than ratification).
3. CPP Public Comment period	LUTAC will work with the CPP consultant to organize a public comment period and synthesize comments.	PlanPOL will discuss public comments and potential changes to the CPPs.	KRCC Board will approve any changes to the CPPs based on public comments.
4. Oversee jurisdiction ratification of CPPs	LUTAC will track jurisdictional ratification of the CPPs.	PlanPOL will track jurisdictional ratification of the CPPs.	The Board will track jurisdictional ratification of the CPPs.
Countywide and Regional Planning (via PSRC)			
5. Support the coordination of the Growth Target Setting for population and employment	LUTAC will coordinate on the growth target setting process with the support of a consultant.	PlanPOL will receive updates about growth target setting.	The Board will receive updates about growth target setting.
6. Support the coordination of the Land Capacity Analysis (LCA) Buildable Lands Report (BLR)	LUTAC will coordinate on the LCA and BLR.	PlanPOL will receive updates about the LCA and BLR.	The Board will receive updates about the LCA and BLR.

Action Item		LUTAC's Role	PlanPOL's Role	Board's Role
KRCC Operations				
6.	Ensure messaging consistency between policy and technical committees.	KRCC staff will serve as the liaison.	PlanPOL meetings have LUTAC updates as standing agenda items.	Board meetings have PlanPOL and LUTAC updates as standing agenda items.
Other				
7.	Develop the annual annexation report	LUTAC develops a draft annual annexation report.	PlanPOL reviews the draft annual annexation report.	KRCC Board approves the annual annexation report.

Land Use Deliverables

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

Triangle Associates Scope of Work: Land Use Program

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

To support the KRCC Board’s PlanPOL, Triangle will provide a Land Use Program Lead who will report to the Program Director. Triangle will also provide a Countywide Planning Policies specialist who will support the update to Kitsap’s Countywide Planning Policies and a Growth Targets specialist who will help with distributing housing, employment, and population growth targets.

The Land Use Lead will be responsible for drafting PlanPOL meeting agendas in coordination with PlanPOL and the Executive Committee, gathering and constructing meeting materials, and sending packets to PlanPOL at least 5 days before meetings. Triangle will also be responsible for providing staff for issuing public notices, notetaking, drafting meeting summaries, as well as tracking and implementing action items prior to and following each meeting.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Sophie Glass, KRCC Program Director Kizz Prusia, KRCC Land Use Program Lead 	<ul style="list-style-type: none"> 4 PlanPOL meetings 	<ul style="list-style-type: none"> Meeting agendas (draft and final) Meeting summaries (draft and final) Meeting materials as needed, including maintaining communications with PSRC Report outs to the KRCC Board in person Oversee the work of the CPP Consultant Oversee the work of the growth target consultant 	<ul style="list-style-type: none"> Meetings will be 1.5-hours in duration Meetings will be held virtually

II.B. Land Use Technical Advisory Committee (LUTAC) Facilitation and Coordination

To support the KRCC Board’s Land Use Technical Advisory Committee (LUTAC), Triangle will provide a KRCC Land Use Program Lead who will report to the Program Director, provide staff support to LUTAC, and facilitate LUTAC meetings. The Land Use Program Lead will be responsible for drafting LUTAC agendas in coordination with the Program Director and LUTAC members, gathering and constructing meeting materials, and sending materials to LUTAC at least 5 days before LUTAC meetings. The Program Lead is also responsible for notetaking, drafting and finalizing meeting memos of action items and key discussion areas, as well as tracking and implementing action items following each meeting.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Sophie Glass Kizz Prusia 	<ul style="list-style-type: none"> 6 LUTAC meetings 	<ul style="list-style-type: none"> Meeting agendas (draft and final) Meeting memo of action items and key discussion items Recommendations to PlanPOL developed by LUTAC 	<ul style="list-style-type: none"> Meetings will be 2-hours in duration and will be held virtually

III. KRCC Transportation Program 2021 Work Plan Narrative

The proposed transportation program work plan items for 2021 are outlined in the table below. KRCC staff will support the KRCC Board, Transportation Policy Committee (TransPOL), and Transportation Technical Advisory Committee (TransTAC) in completing these action items.

Action Item	TransTAC's Role	TransPOL's Role	Board's Role
Transportation Education			
1. Learn about transportation issues of common interest.	TransTAC addresses cross-jurisdictional transportation issues as needed. TransTAC members prepare educational updates on these topics for TransPOL meetings upon request.	TransPOL reviews the list of cross-jurisdictional transportation issues and selects topics for their 2021 meetings.	KRCC Board reviews relevant transportation topics as needed.
2. Discuss transportation funding opportunities outside of the FHWA competitions.	Support TransPOL's discussions on transportation funding opportunities based on guidance from TransPOL.	Hold policy discussion on funding opportunities outside the FHWA competitions; identify problem statement; begin engaging others.	KRCC Board holds policy discussion on funding opportunities outside the FHWA competitions and takes action as needed.
PSRC Coordination			
3. Discuss updates to policies and criteria for the Countywide Competition.	Conduct research related to topics based on guidance from TransPOL.	Provide guidance to TransTAC related to research needed to support discussions on desired topics. Review data related to selected topics and propose an approach for KRCC Board review.	Approve the approach to selected topics as part of the Call for Projects in 2022.
4. Incorporate VISION 2050 into the Countywide Competition as appropriate.	Provide recommendations to TransPOL on ways to incorporate VISION 2050 into the Countywide Competition.	Hold policy discussion on how to incorporate VISION 2050 into Countywide Competition.	Review TransPOL's proposed updates for future approval.
5. Participate in the Regional Transportation Plan Update.	Provide recommendations to PSRC RPEC members regarding safety, system information and visualization, maintenance and preservation, and project planning and implementation.	Hold policy discussion and provide recommendations to PSRC TPB members regarding the Transportation Plan Update.	Hold policy discussion and provide recommendations to PSRC TPB members regarding the Transportation Plan Update.

Action Item	TransTAC's Role	TransPOL's Role	Board's Role
6. Participate in the Rural Town Centers and Corridor Competition (RTCC)	Discuss projects submitted to the RTCC.	Review projects submitted to the RTCC.	Review projects submitted to the RTCC (vote if more projects submitted than slots)
KRCC Collaboration			
7. Ensure messaging consistency between policy and technical committees.	KRCC staff will serve as the neutral liaison to provide updates and information to policy representatives.	TransPOL meetings have TransTAC updates as a standing agenda item.	KRCC Board meetings have TransPOL and TransTAC updates as standing agenda items.
8. Review the Transportation Planning Element of the Countywide Planning Policies (CPPs).	Provide recommendations to TransPOL on ways to update the Transportation Planning Element of the CPPs.	Hold policy discussion on how to update the Transportation Planning Element of the CPPs.	Review and approve updates to the Transportation Element of the CPPs.

Transportation Deliverables

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

III. A. Transportation Policy Committee (TransPOL) Facilitation and Coordination

To support the KRCC Board’s Transportation Policy Committee (TransPOL), Triangle will provide a Transportation Program Lead who will be responsible for drafting TransPOL agendas in coordination with the KRCC Executive Committee, gathering and constructing meeting materials, and sending these materials to TransPOL at least 5 days before meetings. Triangle will also be responsible for providing staff for issuing public notices, notetaking, drafting meeting summaries, as well as tracking and implementing action items prior to and following each meeting.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Sophie Glass, KRCC Program Director Mishu Pham-Whipple, KRCC Transportation Program Lead 	<ul style="list-style-type: none"> 4 TransPOL meetings 	<ul style="list-style-type: none"> Meeting agendas (draft and final) Meeting summaries (draft and final) Meeting materials as needed including maintaining communications with PSRC Summary reports at KRCC Board meetings 	<ul style="list-style-type: none"> Meetings will be 1.5-hours in duration Meetings will be held virtually

III. B. Transportation Technical Advisory Committee (TransTAC) Facilitation and Coordination

To support the KRCC Board’s Transportation Technical Advisory Committee (TransTAC), Triangle will provide a KRCC Transportation Lead who will report to the Program Lead, provide staff support to TransTAC, and facilitate TransTAC meetings. The Transportation Lead will be responsible for drafting TransTAC meeting agendas in coordination with the KRCC Program Lead and TransTAC members, gathering and constructing meeting materials, and sending materials to TransTAC at least 5 days before TransTAC meetings. The Coordination Lead is responsible for notetaking, drafting and finalizing a meeting memo, as well as tracking and implementing action items following each meeting.

Staff	Meetings	Sub-Task Deliverables	Assumptions
<ul style="list-style-type: none"> Mishu Pham - Whipple Vivian Ericson 	<ul style="list-style-type: none"> 4 TransTAC meetings 	<ul style="list-style-type: none"> Meeting agendas (draft and final) Meeting summary of action items and key discussion items Meeting materials as needed, including maintaining communications with PSRC Recommendations to TransPOL 	<ul style="list-style-type: none"> Meetings will be 2-hours in duration Meetings will be held virtually

IV. 2021 Calendar of Expected Meetings
(all virtual unless otherwise noted)

		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. 2 Board Meeting			May 4 Board Meeting	June 1 Board Meeting			Sept. 7 Board Meeting (in-person)		Nov. 2 Board Meeting (in-person)	Dec. 7 Board Meeting (in-person)
	Executive Committee 3 rd Tues. 11:00AM-1:00PM	Jan. 19 Executive Committee Meeting	Feb. 16 Executive Committee Meeting	March 16 Executive Committee Meeting	April 20 Executive Committee Meeting	May 18 Executive Committee Meeting	June 15 Executive Committee Meeting		Aug. 17 Executive Committee Meeting	Sept. 21 Executive Committee Meeting	Oct. 19 Executive Committee Meeting	Nov. 16 Executive Committee Meeting	Dec. 21 Executive Committee Meeting
Transportation	TransPOL* 3 rd Thurs. 3:00-4:30PM		Feb. 18 TransPOL Meeting			May 20 TransPOL Meeting				Sept. 16 TransPOL Meeting		Nov. 18 TransPOL Meeting	
	TransTAC 2 nd Thurs. 1:30-3:00PM	January 14 TransTAC Meeting		March 11 TransTAC Meeting							Oct. 14 TransTAC Meeting		Dec. 9 TransTAC Meeting
Land Use	PlanPOL* 3 rd Tues. 1:30-3:00PM	Jan. 19 PlanPOL Meeting		March 16 PlanPOL Meeting		May 18 PlanPOL Meeting					Oct. 21 PlanPOL Meeting		
	LUTAC 2 nd Thurs. 9:30-11:30AM	Jan. 14 LUTAC Meeting	Feb. 11 LUTAC Meeting	March 11 LUTAC Meeting	April 8 LUTAC Meeting	May 13 LUTAC Meeting				Sept. 9 LUTAC Meeting			

KRCC BUDGET with TRIANGLE ASSOC. DETAIL
 January 1, 2021 - December 31, 2021
 Draft 11-17-20

	Betsy Daniels	Mishu PW	Sophie Glass	Kizz Prusia	Vivian Ericson	Expenses	Total	2021 Task Total	2020 Budgeted Task Total	
Task IA. - Executive Board + Committee								\$45,780.40	\$80,071	All Virtual Meetings Except for Board Meetings
Prep and summaries. for Exec. Committee (11)	0	0	22	0	66	\$0	\$8,580			
Exec. Comm. facilitation (11)	0	0	23	0	23	\$20	\$5,080			
Preparation for Exec. Board (6)	0	0	12	0	36	\$0	\$4,680.00			
Board meeting facilitation (6)	0	24	24	24	24	\$158	\$9,998			
Board meeting summaries and follow-up (6)	0	0	12	0	36	\$0	\$4,680			
Prep and Planning for Board retreat (1)	2	5	10	5	25	\$0	\$4,855			
KRCC Board retreat and summary plus travel (1)	0	0	12	12	16	\$350	\$4,470			
1-on-1 meetings with jurisdictions as needed (11)	0	0	11	0	22	\$82	\$3,437			
Task I.B. - State/Regional Legislative Coordination								\$19,188.20	\$7,428	
Legislative Reception (1)	0	18	13	8	38	\$350	\$7,805			
Gorst Coalition co-chair meeting support (4)	0	38	8	0	0	\$0	\$4,690			
Gorst Coalition meeting support (4)	0	59	8	0	0	\$8	\$6,693			
Task I.C. - Website								\$2,075.00	\$2,095	
Website management	0	8	0	0	12	\$295	\$2,075			
Task I.D. - PSRC Support								\$8,765.00	\$7,538	
General PSRC coordination	0	12	6	12	12	\$0	\$4,110			
Attend Regional Staff Comm. Mtgs (11)	0	0	0	25	0	\$0	\$2,328			
Attend Regional Proj. Eval Comm. Mtgs (11)	0	25	0	0	0	\$0	\$2,328			
Task I.E. - Overall support								\$36,740.00	\$29,520	
Contract management	1	12	12	0	0	\$0	\$2,975			
Administrative and technical support	0	34	12	0	24	\$1,920	\$8,810			
Internal team coordination meetings	12	48	72	48	36	\$0	\$24,480			
RMSA Compact obligations	0	5	0	0	0	\$0	\$475			
Task II.A. - PlanPOL								\$52,080.00	\$26,838	
Preparation and materials (4)	0	0	8	24	0	\$0	\$3,360			
Meeting facilitation (4)	0	0	18	18	0	\$60	\$4,200			
Meeting summaries and follow-up (4)	0	0	8	24	0	\$0	\$3,360			
CPP sub-consultant	0	0	12	12	0	\$38,400	\$41,160			
Task II.B. - LUTAC								\$43,570.00	\$6,136	
Preparation (6)	0	0	18	48	0	\$0	\$6,990			
Meeting facilitation (6)	0	0	30	30	0	\$120	\$7,020			
Meeting summaries and follow-up (6)	0	0	6	42	0	\$0	\$4,800			
Growth Targets sub-consultant	0	0	12	12	0	\$22,000	\$24,760			
Task III.A. - TransPOL								\$12,230.00	\$19,124	
Preparation (4)	0	32	12	0	8	\$0	\$5,340			
Meeting facilitation (4)	0	12	12	0	0	\$50	\$2,810			
Meeting summaries and follow-up (4)	0	28	8	0	4	\$0	\$4,080			
Task III.B. - TransTAC								\$10,180.00	\$13,669	
Preparation (4)	0	32	0	0	8	\$0	\$3,720			
Meeting facilitation (4)	0	14	0	0	14	\$40	\$2,560			
Meeting summaries and follow-up (4)	0	16	0	0	28	\$0	\$3,900			
Triangle Totals	15	422	401	344	432	\$63,854	\$230,608.60	\$230,608.60	\$192,418	

Historical Comparison of Triangle's Budget

2020 Triangle Budget = \$192,417; Actual = TBD
 2019 Triangle Budget = \$222,213; Actual = \$209,880
 2018 Triangle Budget = \$197,275; Actual = \$200,487
 2017 Triangle Budget = \$189,961; Actual = \$189,955
 2016 Triangle Budget = \$200,271; Actual = \$200,266
 (Contract begin mid-year) 2015 Triangle Budget = \$117,545; Actual = \$117,287

Hourly rates for the personnel listed above are as follows:	Total Hours	Labor by person	Cost by person
Betsy Daniels	215.00	15	\$3,225
Mishu PW	\$95.00	422	\$40,043
Sophie Glass	\$135.00	401	\$54,135
Kizz Prusia	\$95.00	344	\$32,633
Vivian Ericson	\$85.00	432	\$36,720
		1613	\$166,755.00

Jurisdiction	2021 Dues	2020 Dues
Kitsap County	\$133,900.21	\$112,794.00
Bremerton	\$27,873.36	\$23,617.00
Bainbridge Island	\$34,900.18	\$29,331.00
Port Orchard	\$11,611.79	\$9,601.00
Poulsbo	\$10,171.46	\$8,539.00
Port of Bremerton	\$8,366.84	\$6,891.00
Kitsap Transit	\$11,449.36	\$9,429.00
Suquamish Tribe	\$1,100.90	\$907.00
PGST Tribe	\$1,100.90	\$907.00
Port of Kingston**	\$2,525.00	\$2,525.00

Auditor's Office Fees: In case of unexpected accountability audit as was the case in 2020	Auditor's Office Fees	\$5,000.00
Legal services: Approximate annual cost	Legal Services	\$1,500.00
RMSA Insurance - Amount for 2021	RMSA Insurance	\$3,016.00
Room rentals: Cost for Board meetings, retreat, and legislative reception room rentals	Room Rentals	\$1,500.00
Reserves: At the Board's discretion	Reserves	\$1,000.00
Misc.: Value that makes grand total a round number	Miscellaneous	\$375.40
	Subtotal	\$12,391.40
	Triangle + Sub-Consultants	\$230,608.60
	KRCC TOTAL:	\$243,000.00
	The total KRCC budget in 2020 was	\$204,541
	Increase from 2020 to 2021	15.83%
	Increase in Triangle + sub-consultant budget	16.56%

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

v. 11-19-20

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

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

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

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

DRAFT CONTRACT FOR PROFESSIONAL SERVICES

This Contract for Professional Services (the Contract) is entered into by Kitsap Regional Coordinating Council, a municipal corporation, having its interim principal offices at Kitsap County 614 Division St MS-7, Port Orchard WA 98366 (KRCC) and Triangle Associates Inc. (the Contractor) having its principal offices at 811 First Avenue, Suite 255, Seattle WA.

SECTION 1. EFFECTIVE DATE OF CONTRACT

The Contract will become effective on January 1, 2021 and terminate on December 31, 2022. In no event will the Contract become effective unless and until it is approved and executed by the duly authorized representative of KRCC.

SECTION 2. SERVICES TO BE PROVIDED

- 2.1 A description of the services and budget to be performed by the Contractor is set forth in Exhibit A which is attached to the Contract and incorporated by this reference.
- 2.2 The Contractor agrees to provide its own labor and materials. Unless otherwise provided for in the Contract, no material, labor or facilities will be furnished by the KRCC.
- 2.3 The Contractor will perform the work specified in the Contract according to standard industry practice.
- 2.4 The Contractor will complete its work in a timely manner and in accordance with the schedule agreed to by the parties.
- 2.5 The Contractor will confer with the KRCC from time to time during the progress of the work. The Contractor will prepare and present status reports and other information that may be pertinent and necessary, or as may be requested by the KRCC.

SECTION 3. CONTRACT REPRESENTATIVES

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

KRCC Contract Representative

Kitsap Regional Coordination Council Executive Board Chair

Contractor's Contract Representative

Triangle Associates Inc.

ATTN: Betsy Daniels

811 First Ave., Suite 255

Seattle WA 98104

206-583-0655

bdaniels@triangleassociates.com

SECTION 4. COMPENSATION

- 4.1 A description of the services and compensation to be paid to the Contractor is set forth in Exhibit A which is attached to the Contract and incorporated by this reference.
- 4.2 The total amount payable under the Contract by the KRCC to the Contractor in no event will exceed \$ 215,500 in 2021. However, KRCC will review the scope and associated budget prior to the 2022 budget cycle.
- 4.3 Unless otherwise provided in the Contract, the Contractor may submit an invoice to the KRCC once a month for payment of work actually completed to date. Subject to the other provisions of the Contract, the KRCC generally will pay such an invoice within 30 days of receiving it.
- 4.4 The Contractor will be paid only for work expressly authorized in the Contract.
- 4.5 The Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination, unless a provision of the Contract expressly provides otherwise.
- 4.6 If the Contractor fails to perform any substantial obligation and the failure has not been cured within 10 days following notice from the KRCC, the KRCC may, in its sole discretion and upon written notice to the Contractor, withhold all monies due the Contractor, without penalty, until such failure to perform is cured.

SECTION 5. AMENDMENTS AND CHANGES IN WORK

- 5.1 In the event of any errors or omissions by the Contractor in the performance of any work required under the Contract, the Contractor will make all necessary corrections without additional compensation. All work submitted by the Contractor will be certified by the Contractor and checked by the Contractor for errors and omissions. The Contractor will continue to be responsible for the accuracy of work even after the work is accepted by the KRCC.
- 5.2 In order to be effective, any Contract renewal, amendment or modification must be in writing, be signed by both parties and be attached to the Contract. Work under a renewal, an amendment or a modification may not commence until the renewal, amendment or modification has been approved by the KRCC and has become effective.

SECTION 6. HOLD HARMLESS AND INDEMNIFICATION

- 6.1 The Contractor will hold harmless, indemnify and defend the KRCC, its officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability or

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

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

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

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

SECTION 7. INSURANCE

- 7.1 Professional Legal Liability. The Contractor will maintain professional legal liability or professional errors and omissions coverage appropriate to the Contractor's profession. The coverage will have a limit of not less than \$1 million per occurrence. The coverage will apply to liability for a professional error, act or omission arising out of the Contractor's services under the Contract. The coverage will not exclude bodily injury or property damage. The coverage will not exclude hazards related to the work rendered as part of the Contract or within the scope of the Contractor's services under the Contract, including testing, monitoring, measuring operations or laboratory analysis where such services are rendered under the Contract.
- 7.2 Workers' Compensation and Employer Liability. The Contractor will maintain workers' compensation insurance as required by Title 51, Revised Code of Washington, and will provide evidence of coverage to the Kitsap County Risk Management Division. If the Contract is for over \$50,000, then the Contractor will also maintain employer liability coverage with a limit of not less than \$1 million.

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

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

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

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

7.5 Miscellaneous Insurance Provisions.

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

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

7.6 Verification of Coverage and Acceptability of Insurers.

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

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

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

SECTION 8. TERMINATION

- 8.1 The KRCC may terminate the Contract in whole or in part whenever the KRCC determines, in its sole discretion that such termination is in the best interests of the KRCC. The KRCC may terminate the Contract upon giving the Contractor 10-days' written notice. In that event, the KRCC will pay the Contractor for all costs incurred by the Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.
- 8.2 If funding for the underlying project or matter is withdrawn, reduced or limited in any way after the Contract is signed or becomes effective, the KRCC may summarily terminate the Contract notwithstanding any other termination provision in the Contract. Termination under this provision will be effective upon the date specified in the written notice of termination sent by KRCC to the Contractor. No costs incurred after the effective date of the termination will be paid.
- 8.3 If the Contractor breaches any of its obligations under the Contract, and fails to cure the breach within 10 days of written notice to do so by the KRCC, the KRCC may terminate the Contract. In that event, the KRCC will pay the Contractor only for the costs of services accepted by the KRCC. Upon such termination, the KRCC, at its discretion, may obtain performance of the work elsewhere, and the Contractor will bear all costs and expenses incurred by the KRCC in completing the work and all damages sustained by the KRCC by reason of the Contractor's breach.

SECTION 9. ASSIGNMENT, DELEGATION AND SUBCONTRACTING

- 9.1 The Contractor will perform under the Contract using only its bona fide employees or agents, and the obligations and duties of the Contractor under the Contract will not be assigned, delegated or subcontracted to any other person or firm without the prior express written consent of the KRCC.
- 9.2 The Contractor warrants that it has not paid, nor has it agreed to pay, any company, person, partnership or firm, other than a bona fide employee working exclusively for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of the Contract.

SECTION 10. INDEPENDENT CONTRACTOR

- 10.1 The Contractor's services will be furnished by the Contractor as an independent contractor and not as an agent, an employee or a servant of the KRCC. The Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed services in accordance with the specifications set out in the Contract.
- 10.2 The Contractor acknowledges that the entire compensation for the Contract is set forth in the compensation provisions of the Contract and the Contractor is not entitled to any KRCC benefits, including, but not limited to: vacation pay; holiday pay; sick leave pay; medical, dental or other insurance benefits; fringe benefits; or any other rights or privileges afforded to employees.
- 10.3 The Contractor will have and maintain complete responsibility and control over all of its subcontractors, employees, agents and representatives. No subcontractor, employee, agent or representative of the Contractor will be or be deemed to be, or act or purport to act, as an employee, agent or representative of the KRCC.

SECTION 11. NONDISCRIMINATION

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

SECTION 12. OWNERSHIP OF MATERIALS/WORKS PRODUCED

- 12.1 All reports, drawings, plans, specifications, all forms of electronic media, and data and documents produced in the performance of the work under the Contract will be "works for hire" as defined by the U.S. Copyright Act of 1976 and will be owned by the KRCC. Ownership includes the right to copyright, patent, and register, and the ability to transfer these rights.
- 12.2 All design work done by the Contractor will be done on AutoCAD, release 12 or higher or other systems mutually agreed upon, an electronic copy of which will be submitted to the KRCC upon request or at the end of the job. Should a construction project result from the work of the Contractor, the record drawings from the Contractor will be transposed onto the electronic design drawings and submitted to the KRCC.
- 12.3 An electronic copy of all word processing documents will be submitted to the KRCC upon request or at the end of the job using the word processing program and version specified by the KRCC.

SECTION 13. PATENT/COPYRIGHT INFRINGEMENT

The Contractor will hold harmless, indemnify and defend the KRCC, its officers, officials, employees and agents, from and against any claimed action, cause or demand brought against the KRCC, where such action is based on the claim that information supplied by the Contractor or subcontractor infringes any

patent or copyright. The Contractor will be notified promptly in writing by the KRCC of any notice of such claim.

SECTION 14. DISPUTES

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

SECTION 15. CONFIDENTIALITY

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

SECTION 16. CHOICE OF LAW, JURISDICTION AND VENUE

- 16.1 The Contract will be construed as having been made and delivered within the State of Washington, and it is agreed by each party that the Contract will be governed by the laws of the State of Washington, both as to its interpretation and performance.
- 16.2 Any action at law, suit in equity or other judicial proceeding arising under or out of the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.

SECTION 17. MISCELLANEOUS

- 17.1 **No Waiver.** The parties agree that the excuse or forgiveness of performance, or waiver of any provisions of the Contract, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of the Contract at a later time.
- 17.2 **Tax Payments.** The Contractor will pay all applicable federal, state and local taxes, fees (including licensing fees) and other amounts.
- 17.3 **Personnel Removal.** The Contractor agrees to remove immediately any of its subcontractors, employees, agents or representatives from assignment to perform services under the Contract upon receipt of a written request to do so from the KRCCs contract representative or designee.

- 17.4 **Legal Compliance.** The Contractor and its subcontractors, employees, agents and representatives will comply with all applicable federal, state and local laws, rules and regulations in their performance under the Contract.
- 17.5 **Records Inspection and Retention.** The KRCC may, at reasonable times, inspect the books and records of the Contractor relating to the performance of the Contract. The Contractor will retain for audit purposes all Contract-related records for at least six years after termination of the Contract.
- 17.6 **Successors and Assigns.** The KRCC, to the extent permitted by law, and the Contractor each bind themselves, their partners, successors, executors, administrators and assigns to the other party to the Contract and to the partners, successors, administrators and assigns of such other party in respect to all covenants to the Contract.
- 17.7 **Severability.** If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.
- 17.8 **Entire Agreement.** The parties acknowledge that the Contract is the complete expression of their agreement regarding the subject matter of the contract. Any oral or written representations or understandings not incorporated in the Contract are specifically excluded.
- 17.9 **Notices.** Any notices will be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in the contract representatives provision of the Contract. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day.
- 17.10 **Survival.** Those provisions of the Contract that by their sense and purpose should survive expiration or termination of the Contract shall so survive. Those provisions include, but are not necessarily limited to, the following: Sections 6.16.3 (Hold Harmless and Indemnification), 8.3 (Termination), 13 (Patent/Copyright Infringement), 14 (Disputes), 15 (Confidentiality), 16.1-16.2 (Choice of Law, Jurisdiction and Venue), 17.1 (Miscellaneous — No Waiver), 17.5 (Miscellaneous - Records Inspection and Retention) and Section 17.7 (Miscellaneous — Severability).

SECTION 18. PREVAILING WAGE (IF APPLICABLE)

- a. Pursuant to RCW Chapter 39.12 and WAC 296-127, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages to its employees and provide documentation to the KRCC of its compliance with prevailing wage laws and regulations. A copy of such prevailing rates of per diem wages shall be posted by the CONTRACTOR at the work site.
- b. For contracts greater than \$2,500, a "Statement of Intent to Pay Prevailing Wages" (hereinafter "Statement of Intent") must be submitted to and approved by the State Department of Labor and Industries prior to beginning work by the CONTRACTOR. If the Contract is more than \$10,000, the Statement of Intent shall include the CONTRACTOR's registration number, the prevailing wage for each classification of workers, and an estimate of the number of workers in each classification. An 'Affidavit of Wages Paid' must be submitted to and approved by the State Department of Labor and Industries by the CONTRACTOR prior to release of the retained percentage. Copies of these documents shall be provided to the KRCC prior to any payment being made to the CONTRACTOR. The fee for each of these documents shall be paid by the CONTRACTOR.
- c. For contracts \$2,500 or less, the CONTRACTOR may submit the Statement of Intent to the KRCC directly without the approval by the Washington State Department of Labor & Industries. Upon final acceptance of the work, the CONTRACTOR shall submit an "Affidavit of Wages Paid" to the KRCC. Once it is received, the KRCC may pay the CONTRACTOR in full including those funds the KRCC would otherwise retain under RCW Chapter 60.28.

Dated this _____ day _____, 2020

Dated this _____ day _____, 2020

Consultant

Kitsap Regional Coordinating Council

Triangle Associates, Inc.

Edward Wolfe, KRCC Chair

EXHIBIT A: DESCRIPTION OF SERVICES AND BUDGET



Kitsap Regional Coordinating Council

Recommendation for the Kitsap Regional Coordinating Council (KRCC) 2021 Chair and Vice-Chair

On August 18, 2020, the KRCC Executive Committee met and recommended the following individuals to serve as the KRCC Chair and Vice Chair in 2021. The KRCC Board reviewed this recommendation during their September 1, 2020 meeting.



2021 KRCC Chair
Port Orchard City Councilmember Bek Ashby



2021 KRCC Vice Chair
Kitsap County Commissioner Rob Gelder

DRAFT KRCC 2021 Committee Roster v.11

Jurisdiction (alphabetical)	Executive Board	Executive Committee	PlanPOL
Bainbridge Island			
	Mayor L. Schneider	Mayor L. Schneider	Councilmember R. Nassar
Bremerton			
	Mayor G. Wheeler	Mayor G. Wheeler	Mayor G. Wheeler
	Councilmember L. Daug		Councilmember L. Daug (alt.)
	Councilmember L. Wheat		
Kitsap County			
	Commissioner E. Wolfe	Commissioner R. Gelder (Vice-Chair	Commissioner E. Wolfe
	Commissioner R. Gelder		Commissioner R. Gelder (alt.)
	Commissioner C. Garrido		
Kitsap Transit			
	Director J. Clauson		Director J. Clauson
Naval Base Kitsap			
	Captain R. Rhinehart		Lynn Wall
	Lynn Wall (alt.)		
Port Gamble S'Klallam Tribe			
	Chairman J. Sullivan		
Port of Bremerton			
	Commissioner A. Strakeljahn	Commissioner A. Strakeljahn	Commissioner A. Strakeljahn
	Commissioner G. Anderson (alt.)		Commissioner G. Anderson (alt.)
	Commissioner C. Bozeman (alt.)		Commissioner C. Bozeman (alt.)
Port of Kingston			
	Commissioner M. McClure		Commissioner S. Heacock
	Commissioner S. Heacock (alt.)		Commissioner M. McClure (alt.)
Port Orchard			
	Mayor R. Putansuu		Mayor R. Putansuu
	Councilmember B. Ashby	Councilmember B. Ashby (Vice-Chai	Councilmember B. Ashby (alt.)
	Councilmember J. Rosapepe (alt.)		
Poulsbo			

	Mayor B. Erickson	Mayor B. Erickson	Mayor B. Erickson
	Councilmember E. Stern		Councilmember C. Lord (alt.)
Suquamish Tribe			
	Council Chair L. Forsman		Council Chair L. Forsman
	Councilmember J. Mills (alt.)		Councilmember J. Mills (alt.)
Other			
PSRC			Paul Inghram
WSDOT	JoAnn Schueler		
WSDOT	Joseph Perez (alt.)		
WSF			
WA Dept. of Commerce			

I-17-20

TransPOL	LUTAC	TransTAC
Mayor L. Schneider	Heather Wright	Chris Wierzbicki
Councilmember C. Carr (alt.)	Jennifer Sutton	Chris Munter (alt.)
Mayor G. Wheeler	Andrea Spencer	Shane Weber
Councilmember L. Daugis (alt.)		Chris Dimmitt (alt.)
		Ned Lever (alt.)
Commissioner R. Gelder	Jeff Rimack	David Forte
Commissioner C. Garrido (alt.)		Andrew Nelson
		Jeff Shea (alt.)
Director J. Clauson	Edward Coviello	Steffani Lillie
		Ed Coviello (alt.)
Lynn Wall	Lynn Wall	Lynn Wall
	Barrett Schmanska	
Commissioner A. Strakeljahn	Fred Salisbury	Fred Salisbury
Commissioner G. Anderson (alt.)		
Commissioner C. Bozeman (alt.)		
Commissioner M. McClure		
Commissioner L. Gronnvoll (alt.)		
Councilmember B. Ashby	Nick Bond	Mark Dorsey
Councilmember J. Rosapepe (alt.)		Chris Hammer (alt.)

Mayor B. Erickson	Karla Boughton	Diane Lenius
		Michael Bateman (alt.)
Council Chair L. Forsman	Alison O'Sullivan	Alison O'Sullivan
Councilmember J. Mills (alt.)		
Kelly McGourty	Andrea Harris-Long	Ryan Thompto
JoAnn Schueler	Joseph Coppo	Dennis Engel
Dennis Engel (alternate)		Theresa Turpin (alt.)
		Ray Deardorf
	Ike Nwandwo	

Draft 2021 Puget Sound Regional Council (PSRC) and Corridor Committee Appointments for the Kitsap Regional Coordinating Council (KRCC)
 Draft v.11-17-20

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 (1st), Gary Anderson (2nd)
	Bremerton	Greg Wheeler	Kevin Gorman
	Executive Board		
	Kitsap County	Charlotte Garrido	Rob Gelder
	Kitsap Other Cities	Becky Erickson (Poulsbo)	Leslie Schneider
	Port of Bremerton	Axel Strakeljahn	Cary Bozeman (1st), Gary Anderson (2nd)
	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	Michael Pollock	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	Vacant
	Transportation Policy Board		
	Kitsap County	Rob Gelder	Charlotte Garrido
	Other Cities	Bek Ashby (Port Orchard)	Michael Pollock (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		
	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

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's (KRCC)

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

Draft v. 11-17-20

Please refer to Triangle's [2020 Scope of Work](#) to answer the questions below. Please leave the answer blank if you do not have experience with Triangle in the role referenced in the question.

1. Are you responding as a:

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

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

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

Comments? _____

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

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

Comments? _____

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

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

Comments? _____

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

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

Comments? _____

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

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

Comments? _____

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

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

Comments? _____

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

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

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

Comments? _____

Name (Optional):

Please return this form to KRCC Chair Commissioner Ed Wolfe and Vice-Chair Councilmember Ashby either by scanning and emailing it to ewolfe@co.kitsap.wa.us and bashby@cityofportorcharad.us.



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

Draft v. 11-17-2020

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

From November 30, 2019 through December 4, 2020 there have been no annexations of unincorporated Kitsap County into any of the existing jurisdictions.

Kitsap Regional Coordinating Council Revenue and Expense Report for Work Completed in 2020 (DRAFT)

CASH BASIS

Draft v. 11-19-20

Budget Month	1																
Calendar Month	Jan. '20	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan. '21	YTD	Budget	% Budget Year	% Budget
Revenue																	
Member Dues	\$ 6,891.00	\$ 74,770.00	\$ 61,189.46	\$ 4,884.54	\$ -	\$ -	\$ 907.00	\$ -	\$ -	\$ -				\$ 148,642	N/A	N/A	N/A
Events/Receptions														\$ -	N/A	N/A	N/A
Application Fees														\$ -	N/A	N/A	N/A
Other														\$ -	N/A	N/A	N/A
Carry Forward	\$ 41,044.93													\$ 41,045	N/A	N/A	N/A
Total Revenue	\$ 47,935.93	\$ 74,770.00	\$ 61,189.46	\$ 4,884.54	\$ -	\$ -	\$ 907.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,686.93			
Operating Expenses																	
Triangle labor/expenses	*	\$ 13,853.75	\$ 14,390.41	\$ 11,941.45	\$ 12,790.18	\$ 10,772.23	\$ 10,023.45	\$ 12,174.11	\$ 18,742.83	\$ 21,442.40				\$ 126,130.81	\$ 192,418	75%	65.55%
Legal Services	\$ 296.70				\$ 356.20		\$ 342.50							\$ 995.40	\$ 2,500	75%	39.82%
RMSA Insurance	\$ 3,030.00			\$ 225										\$ 3,255.00	\$ 3,000	75%	108.50%
Room Rentals			\$ 77.00											\$ 77.00	\$ 1,600	75%	4.81%
Reserves														\$ -	\$ 5,000	75%	0.00%
Miscellaneous**	\$ 1,357.20	\$ 3,900.48	\$ 2,002.00		\$ 0.50	\$ 565.50								\$ 7,825.68	\$ 23	75%	34025%
Total Op. Expenses	\$ 4,683.90	\$ 17,754.23	\$ 16,469.41	\$ 12,166.45	\$ 13,146.88	\$ 11,337.73	\$ 10,365.95	\$ 12,174.11	\$ 18,742.83	\$ 21,442.40	\$ -	\$ -	\$ -	\$ 138,283.89	\$ 204,541	75%	67.61%
Net Income														\$ 51,403.04			
Total Reserves	\$24,000																

Amendments/Modifications/Notes:

*Note 1 Triangle Associates' invoice in January 2020 was for work completed in 2019 and can be found on the 2019 income statement.

**Note 2 The WA State Auditor's Office conducted an audit that was not budgeted for. Charges are captured in the Miscellaneous row.

Note 3 In 2020, Kitsap County reported that KRCC's balance at the end of 2019 was \$65,044.93.