



Kitsap Regional Coordinating Council

KRCC Board Meeting Agenda

v. 4/22/20

Date: May 5, 2020

Time: 10:15am-12:15pm

Place: Virtual Meeting following Governor Inslee's Stay at Home Order:

- Link to participate in the video conference and view the screen share:
<https://zoom.us/j/938664782>
- Phone in via cellphone (1-touch dial): +17207072699,,938664782#,,#
- Phone in on a landline: Dial 720-707-2699 and enter the Meeting ID: 938-664-782#

1. Welcome and Introductions

2. Chair's Comments

3. Consent/Action Items

- A. **ACTION:** Approve the [2/4/2019 KRCC Board Meeting Summary \(vote\)](#) Page 4
- B. Review the 2/18/2020 Executive Committee Meeting Summary (*Reference Packet page 2*)
- C. Review the 4/21/2020 Executive Committee Meeting Summary (*Reference Packet page 6*)

4. Full Discussion/Action Items

- A. **ACTION:** Approve update to the [KRCC Policies and Procedures re: Annual Audit Report](#) Page 12
 - i. *Full Policies and Procedures (Reference Packet page 9)*

5. KRCC Committee Reports

A. Land Use Items

- i. Discuss proposal to hire consultant to support Countywide Planning Policies (CPP) update.
 - a. Review [CPP Concurrent Updates Process Chart](#) Page 13
 - b. Review proposed [Draft CPP Consultant SOW, Budget, and Financing](#) Page 14; 18; 19
- ii. **ACTION:** Approve use of funds for CPP Consultant (**vote**)
- iii. *4/21/2020 PlanPOL Meeting cancelled*
- iv. Review draft 5/14/2020 LUTAC Meeting Agenda (*Reference Packet page 35*)

B. Transportation Items

- i. Receive presentations on transportation projects for the 2020 Countywide Competition (vote during June 2 KRCC Board meeting)
 - 1. Bainbridge: [Rolling Bay Bicycle and Pedestrian Improvements](#) Page 20
 - 2. Bainbridge: [Blakely to Lynwood Bicycle and Pedestrian Improvements](#) Page 21
 - 3. Bainbridge: [Winslow to Eagledale Bicycle Improvements - Phase 1](#) Page 22
 - 4. Bremerton: [6th Street Preservation](#) Page 23-24
 - 5. Bremerton: [West Kitsap Way Corridor Planning Study](#) Page 25-26
 - 6. Kitsap County: [SR 104 Realignment - Kingston Phase 1 & 2](#) Page 27
 - 7. Kitsap County: [Port Gamble Trail A, B, & D](#) Page 28
 - 8. Kitsap County: [Fairgrounds Road Complete Streets](#) Page 29
 - 9. Kitsap County: [North STO Trail Planning Study](#) Page 30
 - 10. Kitsap County: [County Paver Bundle](#) Page 31
 - 11. Kitsap Transit: [SR 16 Park and Ride](#) Page 32

- 12. Kitsap Transit: [Gateway Center Redevelopment \(Phase 1\)](#) Page 33
- 13. Kitsap Transit: [Port Orchard Transit Center](#) Page 34
- 14. Port of Bremerton: [Airport Industrial Way Phase 2-2](#) Page 35
- 15. Poulsbo: [Noll Corridor Improvements](#) Page 36-39
- ii. For reference: 2020 Transportation Competition Calendar (*Reference Packet page 37*)
- iii. Review [update on formation of a Gorst Coalition](#) Page 40
- iv. **ACTION:** Approve KRCC staff providing admin support to the Port of Bremerton's Gorst Coalition (**vote**)
- v. For reference: 3/31/2020 Gorst Subgroup Meeting Summary (*Reference Packet page 38*)
- vi. For reference: 3/12/2020 TransTAC Meeting Agenda (*Reference Packet page 42*)
- vii. For reference: 3/19/2020 TransPOL Meeting Agenda (*Reference Packet page 46*)

6. PSRC Board and Committee Reports

A. PSRC Committees and Boards Report (*Reference Packet page 52*) and other updates*

- i. Updates from the PSRC Executive Board
- ii. Updates from the Growth Management Policy Board
- iii. Updates from the Transportation Policy Board
- iv. Updates from the Economic Development District Board

7. Corridor Committee Reports

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

8. KRCC Member Round Robin

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

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

9. Staff Report

Page 41

- A. [KRCC Income Statement](#)*
- B. Risk Management Service Agency trainings

10. Public Comments Accepted in Writing

11. KRCC Board Questions, Concerns, and Announcements

12. Adjourn

*Standing agenda item



Kitsap Regional Coordinating Council

2020 Meeting Schedule

Draft v.4-22-20

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

*Open to the public

**<https://zoom.us/j/938664782>; +1 669 900 9128; Meeting ID: 938 664 782

Other Dates

Board Retreat: TBD

Legislative Reception: TBD

Kitsap Regional Coordinating Council (KRCC)
Draft Board Meeting Summary
 February 4, 2020 | 10:15 AM – 12:15 PM
 Norm Dicks Government Center, Bremerton, WA
 Version 2-12-20

Decisions		
The KRCC Board approved: <ul style="list-style-type: none"> • 11/5/2019 KRCC Board Meeting Summary • 2019 KRCC Board Retreat Summary • 2020 updates to the KRCC Interlocal Agreement (ILA) and Bylaw amendments • 2020 Countywide Competition Call for Projects 		
Actions	Who?	Status
Update 2020 KRCC Board and Committees roster.	KRCC staff	Complete
Update Puget Sound Regional Council (PSRC) rosters.	KRCC staff	In Progress
Post approved 11/5/2020 Board Meeting summary with corrections.	KRCC staff	Complete
Post approved 2019 KRCC Board retreat summary	KRCC staff	Complete
Discuss potential structure for working group to address transportation concerns, per the suggestion of Naval Base Kitsap.	KRCC Executive Committee	In Progress

1. WELCOME AND INTRODUCTIONS

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

2. CHAIR’S COMMENTS

Chair Wolfe welcomed the Port of Kingston, represented by Commissioner McClure, to the KRCC Board. The Chair reminded the Board that invoices for KRCC 2020 member dues have been distributed, thanking jurisdictions who have submitted payments to date. Chair Wolfe provided an overview of the 2020 KRCC Reference Manual. The Manual contains key background documents relevant to the KRCC framework and policies and is available on the KRCC website ([link](#)). The Chair also brought Board members’ attention to the 2020 members of the KRCC Executive Committee, which include Councilmember Ashby, Mayor Erickson, Councilmember Medina, Commissioner Strakeljahn, and Mayor Wheeler.

Chair Wolfe informed the Board that KRCC will be undergoing a Washington State audit in 2020. The Board was informed that the process would include a basic audit of financial information, public records, and policies and procedures, and that Chair Wolfe had signed an authorization letter to have Kitsap County release KRCC financial information to the State Auditor’s Office. Councilmember Ashby (KRCC Vice-Chair) pointed out that while KRCC will incur an unscheduled expense of \$7,101 for the audit, the amount will be covered by a portion of KRCC’s 2019 budget surplus. Mayor Erickson noted that as KRCC is an entity with a smaller budget (less than \$300,000), future audits will be limited to a “desk audit,” which means no site visit and an overall reduced cost.

3. CONSENT/ACTION ITEMS

Approval of the 11/5/2019 KRCC Board meeting summary. Director Clauson, Kitsap Transit, noted a correction to the summary that he is the President of the Washington State Transit Association, rather than applying for the presidency. Mayor Erickson moved to approve the 11/5/19 Board meeting summary. Commissioner Garrido seconded the motion. The motion carried without opposition or abstention.

Approval of the 2019 KRCC Board Retreat Summary. Councilmember Ashby moved to approve the 2019 KRCC Board Retreat Summary. Mayor Erickson seconded the motion. The motion carried without opposition or abstention.

Review of the proposed 2020 KRCC Meeting Schedule. Councilmember Ashby noted that the meeting schedule reflected minor revisions to TransPOL meeting dates in order to facilitate KRCC Board reviews and approvals regarding the 2020 transportation funding cycle.

Review of the 11/19/2019 Executive Committee Meeting Summary.
No comments or questions about the Executive Committee meeting summary were provided.

Review of the 12/17/2019 Executive Committee Meeting Summary.
No comments or questions about the Executive Committee meeting summary were provided.

Review of the 1/21/2020 Executive Committee Meeting Summary.
No comments or questions about the Executive Committee meeting summary were provided.

4. FULL DISCUSSION ITEMS

Review and affirmation of the draft 2020 KRCC Board and Committees Roster. KRCC Members provided corrections to the KRCC Board and Committees roster. KRCC staff will update and publish the 2020 Roster to the KRCC website.

Review and affirmation of the draft 2020 Kitsap representation on PSRC Board and Committees. KRCC Board members provided corrections to Kitsap representation on PSRC Boards and Committees. Councilmember Ashby clarified that the City of Port Orchard's principal city designation is exclusive to the PSRC Executive Board. Port Orchard is included in the "Other Cities" group on the remainder of boards. Mayor Erickson pointed out that as she is the primary representative of "Other Cities" on the PSRC Executive Board, an alternate representing the City of Bainbridge Island is needed. Councilmember Medina will work with Bainbridge City Council to designate an alternate.

Review of Annual Annexation Report.
No comments or questions about the Annual Annexation Report were provided.

Approval of updated KRCC Interlocal Agreement (ILA) and Bylaw amendments. KRCC Program Director, Sophie Glass, provided an overview of the 2020 proposed amendments to the ILA, being 1) the addition of Port of Kingston as a KRCC member and 2) removing information about specific members in the Bylaws in order to eliminate the need to update Bylaws at each instance of a membership change.

Mayor Putaansuu moved to approve the updated KRCC ILA and Bylaw amendments. Mayor Erickson seconded the motion. The motion carried without opposition or abstention. Sophie Glass noted that copies of the updated ILA will be distributed to KRCC jurisdictions for ratification.

5. KRCC COMMITTEE REPORTS

Land Use Items. The February 18 PlanPOL Meeting was cancelled. The next PlanPOL meeting will take place on April 21. PlanPOL's next order of business includes reviewing technical memos regarding Countywide Planning Policies (CPP) Centers for Growth, which are currently in the process of being drafted by the Land Use Technical Advisory Committee (LUTAC). At the March 12 meeting, LUTAC will continue collaborating on technical memos and other CPP updates.

Transportation Items. The Board reviewed the updated draft 2020 Transportation Competition Calendar. At its January 9 meeting, the Transportation Technical Advisory Committee (TransTAC) proposed minor revisions to the 2020 Countywide Competition Call for Projects. For the Countywide Competition, the KRCC Board will review Countywide Projects at its April 7 meeting, followed by KRCC Board approval of projects on June 2. Countywide project recommendations are due to PSRC on June 23. PSRC Executive Board will vote on July 23.

Discussion and Approval of 2020 Countywide Call for Projects

Chair Wolfe opened the floor for discussion of the 2020 Countywide Competition Call for Projects prior to calling a vote for approval. Sophie Glass provided the KRCC Board with an overview of the updated Call for Projects, pointing out that the document's criteria for project evaluation is based on the Centers Framework outlined in the Puget Sound Regional Council (PSRC)'s VISION 2040. Sophie also highlighted that \$9.57 million of federal funds are available for the 2023-2024 Kitsap Countywide Competition, and a total of \$19.68 million in federal funds are available in the Regional Surface Transportation Program (STP) Competition. Commissioner Gelder inquired as to future plans to generate more quantifiable scoring methodology for Countywide Projects. Councilmember Ashby noted that maintaining the same scoring criteria in the current cycle enabled KRCC to meet deadlines in the current funding cycle. She suggested revisiting the criteria for the next cycle. Mayor Erickson added that the criteria will change at the regional level to align with PSRC VISION 2050.

Councilmember Ashby moved to approve the 2020 Countywide Competition Call for Projects. Commissioner Rob Gelder seconded the motion. The motion carried without opposition or abstention.

Naval Base Kitsap Transportation Priorities

Chair Wolfe invited Captain Richard Rhinehart to comment on transportation items pertaining to Naval Base Kitsap. Captain Rhinehart shared concerns regarding transportation, congestion, and resilience planning near the Naval Base. Captain Rhinehart requested that the KRCC Board consider supporting the formation of a working group to coordinate discussion regarding these issues. He also shared that the Navy is interested in including engagement with other interested parties, such as unions and community groups. KRCC Board members expressed support for focusing on transportation and resilience planning, particularly to address congestion and flooding risks in Gorst.

In response to Councilmember Daug's inquiry about taking action in response to the Naval Base's concerns, Chair Wolfe recommended that the KRCC Executive Committee discuss options for a working group structure to be considered at a future KRCC Board meeting. Mayor Erickson and Commissioner Gelder raised the West Sound Alliance as a potential model for the working group. Mayor Erickson also noted recent efforts to organize visits by King County leadership and PSRC stakeholders to the Naval Base in order to better understand issues pertaining to regional military installations. Mayor Wheeler added that traffic and parking analyses performed in a recent Bremerton study relate to congestion issues.

6. PSRC BOARD AND COMMITTEE REPORTS

Executive Board. At its last meeting, the PSRC Executive Board approved the policy framework for PSRC federal funds and discussed the Board's recommendations on growth management for VISION 2050.

Growth Management Policy Board (GMPB). Mayor Putaansuu reported that the GMPB did not meet in December. On Thursday, February 6, the GMPB will discuss its vote on VISION 2050. Commissioner Wolfe commended Kitsap's delegation to PSRC successfully advocating for Kitsap's interests throughout the development of VISION 2050.

Transportation Policy Board (TPB). Mayor Erickson reported that the TPB began planning a transportation policy document to align with VISION 2050. The TPB has been discussing the costs incurred through increasing instances of traffic injury over the last decade due to distracted driving.

Economic Development District Board (EDD). Commissioner Garrido reported that the EDD Board rescheduled its tour of aviation facilities in Everett to March 6. During its February 5 meeting, the Board will discuss PSRC Housing Survey results and upcoming housing work, including regional housing strategy.

7. CORRIDOR COMMITTEE REPORTS

SR16. The SR 16 Committee has not met recently.

SR 305. The SR 305 Committee met on Friday, January 31. Commissioner Gelder reported that WSDOT staff have identified limiting factors preventing the Day Road intersection project from moving forward. The SR 305 working group is continuing its efforts on various projects amidst funding issues tied to Initiative 976. Mayor Erickson added that the Johnson Road Roundabout project was also recently paused.

SR 104. Commissioner Gelder invited Commissioner McClure to provide an update on work being done by Parametrix on holding lots. Commissioner McClure reported that WSDOT and local partners are in conversation about a ferry holding lot on property owned by WSDOT near Lindvog Street and SR 104.

SR 303. Mayor Wheeler reported that the SR 303 Committee is wrapping up a study that indicates a significant capacity strain on county corridors, particularly in light of an anticipated population increase of 100,000. Transportation bottlenecks of concern include the Gorst intersection and Hood Canal Bridge, raising a need to explore alternate means of travel around the peninsula. The SR 303 Corridor Study broadened its scope from transportation to include residential and commercial development. Councilmember Daugs added that the SR 303 study found that the Kitsap Transit transfer station is an underutilized resource.

8. KRCC MEMBER ROUND ROBIN

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

- **Bainbridge Island:** Councilmember Medina shared that Bainbridge City Council enacted a temporary moratorium on construction of self-storage units and is considering whether to extend the moratorium or enact code changes to prevent the construction of a facility along Day Road. Bainbridge continues to move forward with plans for inclusionary zoning and a multi-family tax exemption program.

- **Bremerton:** Mayor Wheeler reported the completion of the Eastside Employment Center Study to prepare for the Harrison Medical Center transition to Silverdale. The City also saw a record-setting volume of new construction permits for 2020.
- **Kitsap County:** Commissioner Garrido provided an update on the County's consideration of projects to construct tiny homes, citing challenges with homeless encampments in the region. She also highlighted PSRC's 2020 Regional Aviation Baseline Study. Chair Wolfe reported visiting Olympia during the Legislative Session to present Kitsap County priorities, noting Kitsap County's alignment with Washington State Association of Counties (WSAC) priorities.
- **Kitsap Transit:** Director Clauson reported that increased fast ferry service between Seattle and Bremerton will begin following recent beach monitoring results showing no unfavorable impact of a 2-boat ferry schedule. Director Clauson will keep KRCC members updated on progress with Silverdale Transit Center's construction.
- **Naval Base Kitsap (NBK):** Captain Rhinehart shared that Naval Base Kitsap is coordinating with the Environmental Protection Agency (EPA) to investigate potential groundwater contamination due to past use of PFAS. He reported that recent testing confirmed no contamination of Bangor wells. Naval Base Kitsap will hold hearings on the issue on February 19 (4-6pm) and February 20 (11am - 1pm) at the Best Western in Silverdale.
- **Port Gamble S'Klallam Tribe:** KRCC members representing the Port Gamble S'Klallam Tribe were not in attendance. Commissioner Gelder noted recent notable news that in November 2019 the Tribe announced it would be acquiring 937 acres of Pope's forest lands in the Hansville area.
- **Port of Bremerton:** Mayor Wheeler (City of Bremerton) noted that the Port will be collecting input at upcoming public meetings regarding airport expansion sites.
- **Port of Kingston:** Commissioner McClure shared that the Port is undertaking its 2020 strategic plan, which will address transportation issues such as parking near the ferry. The Port will produce its Capital Plan by the end of 2020. She reported that the strategic plan will take into account engagement with federal agencies, tribes, Kitsap Transit, and community groups regarding issues of resiliency and shoreline impacts of passenger ferry service.
- **Port Orchard:** Mayor Putaansuu reported that the city's moratorium on water hookups was lifted in late 2019 to support increased building activity. He thanked Mayor Wheeler and the City of Bremerton for assisting Port Orchard in meeting water demand temporarily as new well drilling is under way. Mayor Putaansuu shared that he testified in support of the proposed Growth Management Act (GMA) amendment to shift Kitsap County to a 10-year comprehensive plan amendment cycle. He also noted recent data published in the Puget Sound Business Journal indicating that regional housing creation rates currently lag behind job creation.
- **Poulsbo:** Mayor Erickson shared that the creation of a new city department, "Housing Health and Human Services," which will provide a behavioral health navigator team, is under consideration by Poulsbo City Council. Poulsbo is also participating in the program set up by HB 1406 to access funds for affordable housing. She reported that the city is seeing limited construction in 2020 due to limited land available for construction of single-family homes. Other updates include the acquisition of local employer Pope Resources by the Florida-based timber and land management company Rayonier, a project to reseed Olympia oysters in Liberty Bay to improve water quality, and introducing year-round carousel operations.

9. STAFF REPORT

KRCC Income Statement. Sophie Glass reported an estimated 2019 budget surplus of more than \$50,000 due to a reduction in 2019 meetings. She noted that the Executive Committee will discuss which portion to place in reserves or apply toward the 2020 audit or additional consultant work. She noted that the next KRCC Board meeting will take place on April 7. The Board will review Countywide Project proposals on April 7 before a final vote on June 2. Sophie also commented on successful collaboration within LUTAC to progress toward Countywide Planning Policy (CPP) updates.

10. PUBLIC COMMENTS

No public comments were provided.

11. KRCC BOARD QUESTIONS, CONCERNS AND ANNOUNCEMENTS

Councilmember Daus shared a formal welcome to Commissioner McClure from the Port of Kingston, and to Councilmember Lori Wheat, City of Bremerton, as new members of the KRCC Board.

12. ADJOURN

The meeting adjourned at 11:40.

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	✓
Daug, Leslie	City of Bremerton	✓
Erickson, Becky	City of Poulsbo	✓
Forsman, Leonard	Suquamish Tribe	
Garrido, Charlotte	Kitsap County	✓
Gelder, Robert	Kitsap County	✓
McClure, Mary	Port of Kingston	✓
Medina, Kol	Bainbridge Island	✓
Mills, Luther “Jay”	Suquamish Tribe	
Placentia, Chris	Port Gamble S’Klallam Tribe	
Putansuu, Rob	City of Port Orchard	✓
Rhinehart, Richard	Naval Base Kitsap	✓
Rosapepe, Jay	City of Port Orchard	
Stern, Ed	City of Poulsbo	
Strakeljahn, Axel	Port of Bremerton	
Sullivan, Jeromy	Port Gamble S’Klallam Tribe	
Tirman, Matthew	City of Bainbridge Island	
Wall, Lynn	Naval Base Kitsap	
Wheat, Lori	City of Bremerton	✓
Wheeler, Greg	City of Bremerton	✓
Wolfe, Ed	Kitsap County	✓

ATTACHMENT B – NON-MEMBER PARTICIPANTS

Name	Affiliation
Non-Members	
Roger Gay	South Kitsap Taxpayer
Laura Gronvoll	Port of Kingston
Steve Heacock	Port of Kingston
Mark Dalmacio	Naval Base Kitsap
Chris Wierzbicki	City of Bainbridge Island
Ned Lever	City of Bremerton
Shane Weber	City of Bremerton
KRCC Facilitation Team	
Sophie Glass	KRCC Program Director
Mishu Pham-Whipple	KRCC Transportation Program Lead
Kizz Prusia	KRCC Land Use Program Lead
Rosa Ammon-Ciaglo	KRCC Administrative Lead

5. KRCC Budget Reserves

1. BACKGROUND

To maintain the financial security of KRCC, it is advisable to include a reserves fund as part of KRCC's budget.

2. RESERVES FUND GOAL

KRCC will work towards building up a reserves fund that is equal to approximately 10 percent of KRCC's general budget.

3. CONTRIBUTIONS TO RESERVES FUND

Given KRCC's existing financial situation, it is likely that it will take a few years to achieve a reserves fund equal to 10 percent of the total budget. As such, KRCC intends to annually set aside approximately \$5,000 from its general budget to the reserves fund until the 10 percent goal is met.

4. KRCC BUDGET FUND BALANCES

Any remaining funds from the general KRCC budget at the fiscal year will be held as reserves.

5. SPENDING RESERVES

Any spending of reserves funds requires approval by a supermajority of the KRCC Executive Board.

6. Annual State Audit Report

1. BACKGROUND

In January 2020, the Washington State Auditor's Office conducted an audit of KRCC and recommended that Kitsap County, KRCC's fiscal sponsor, treat KRCC as a special purpose district. Local governments are required to file the following schedules with the State Auditor's Office as required by RCW 43.09.230 within 150 days of its fiscal year end:

- 01 Revenues/Expenditures/Expenses
- 09 Liabilities (currently there is no long term debt)
- 15 Expenditures of State Financial Assistance (currently no state grants)
- 16 Expenditures of Federal Awards (currently no federal grants)
- 19 Labor Relations Consultant(s)
- 21 Risk Management
- 22 Assessment Questionnaire

2. KRCC TO SUBMIT ANNUAL AUDIT REPORTS

Special purpose districts must file their own reports with the State Auditor's Office. KRCC staff will be responsible for filing the applicable reports within 150 days of year end moving forward.

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Draft Schedule for the FULL Update the Kitsap Countywide Planning Policies (CPPs)

v. 2/10/2020

	2020												2021											
	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Task 1: Hire CPP consultant																								
1.1 LUTAC update consultant SOW (3/12)		◆																						
1.2 Exec. Comm review SOW (3/17)		◆																						
1.3 KRCC Board vote on consultant RFP (4/7)			◆																					
1.4 KRCC Release RFP (4/10)* out from (4/10 - 5/1)			●																					
1.5 LUTAC discuss proposals (5/14)				◆																				
1.6 PSRC adopts VISION 2050				●																				
1.7 PlanPOL+LUTAC sub-committee interviews (during 6/16 PlanPOL meeting)*					◆																			
1.8 Select CPP consultant by (6/30)*					●																			
Task 2: Gap analysis																								
2.1 Consultant kick-off meeting with LUTAC (7/9)						◆																		
2.2 Consultant conduct gap analysis looking at VISION 2050, Regional Centers Framework, and RCW 36.70A.210 share with LUTAC (7/9-9/9)*							●																	
2.3 Consultant propose to LUTAC elements to update (9/10)								◆																
2.4 PlanPOL discuss and approve elements of CPPs to update (10/20)									◆															
2.5 Board receive update on CPP elements to update (12/1)											◆													
Task 3: Phase 1 updates of CPP elements (A-F)																								
<i>A. Countywide Growth Pattern B. Urban Growth Areas</i>																								
<i>C. Centers of Growth D. Rural Land Uses and Development Patterns</i>																								
<i>E. Open Space Preservation, Resource Preservation, Critical Areas, Air Quality, and Water Quality/Quantity F. Contiguous, Compatible, & Orderly Dev't</i>																								
3.1 LUTAC review initial Phase 1 updates (11/12 LUTAC meeting)*										◆														
3.2 LUTAC review Phase 1 updates (1/14)*												◆												
3.3 PlanPOL review draft Phase 1 updates (1/19)*												◆												
3.4 Board receive update on progress to date (2/2)*													◆											
Task 4: Phase 2 updates of CPP elements (G-O + New)																								
<i>G. Siting Public Capital Facilities H. Transportation I. Housing</i>																								
<i>J. Countywide Economic Development K. An Analysis of the Fiscal Impact</i>																								
<i>L. Coor'd with Tribal Gov'ts M. Coor'd with Federal Gov't including Navy</i>																								
<i>N. Roles & Responsibilities O. Relevant appendices P. New elements?</i>																								
4.1 LUTAC review initial Phase 2 updates (2/11)*													◆											
4.2 LUTAC review Phase 1 updates (3/11)*														◆										
4.3 PlanPOL review draft Phase 2 updates (3/16)*															◆									
4.3 LUTAC meeting to review draft Phase 2 updates (4/15)*																◆								
Task 5: KRCC Board approval of draft CPP updates																								
5.1 Board review draft CPP updates (5/4)*																◆								
5.2 LUTAC and consultant discuss Board feedback (5/13)*																◆								
5.3 PlanPOL and consultant CPP updates (5/19)*																◆								
5.4 Public hearing (6/1)*																	◆							
5.5 Board vote on CPP updates and recommend County approval (6/1)*																	◆							
Task 6 Kitsap County Adoption Process																								
6.1 SEPA review (County determine dates)																		●						
6.2 Kitsap County public hearing (County determine dates)																			●					
6.3 Kitsap County adoption by ordinance (County determine dates)																				●				
Task 7: City and Tribal Councils ratify																								
7.1 Resolution by City and Tribal Councils to ratify																							●	

KEY	
◆	Meeting
●	Deadline
*	Not scheduled yet



Kitsap Regional Coordinating Council

Draft Scope of Work for Consultant Support to Update the Kitsap Countywide Planning Policies

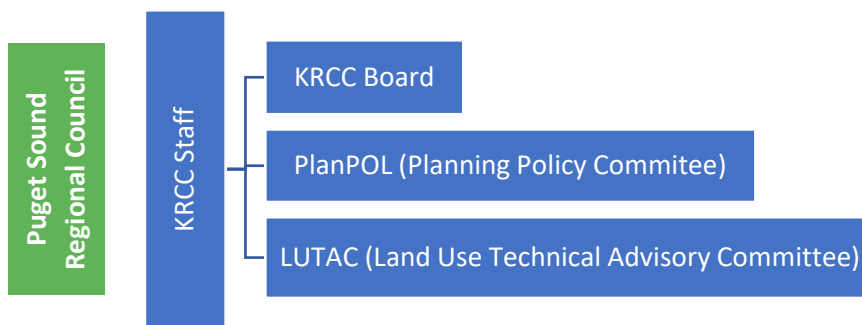
Draft v. 2-10-2020

1. Background

The Kitsap Countywide Planning Policies (CPPs) are the framework for growth management in Kitsap County. The Kitsap CPPs tailor the Puget Sound Regional Council’s (PSRC) regional growth management guidelines to Kitsap County and are the policy framework for the County’s and the Cities’ Comprehensive Plans. The Kitsap Regional Coordinating Council (KRCC) began updating certain elements of the CPPs in 2019 and intends to fully update the Kitsap CPPs in 2020. To accomplish this, KRCC is soliciting the support of a technical planning consultant.

2. Structure

The consultant would work closely with the following groups to help update the Kitsap CPPs:



3. Scope of Work

The scope of work for the potential consultant consists of the following two priorities:

1. To update the Kitsap CPPs for consistency with PSRC’s Vision 2050 (including the Multicounty Planning Policies). Under Draft Vision 2050, the four counties in the Central Puget Sound Region are required to complete an update of their Countywide Planning Policies (CPPs) no later than December 31, 2021.
2. To review the CPPs to incorporate any relevant amendments to the Growth Management Act that may need to be updated.

The KRCC is seeking land-use consultant assistance in this effort. The consultant is expected to complete the following tasks:

1. Ensure consistency between the Kitsap CPPs and other planning efforts by completing a gap analysis/comparison of the following documents:
 - a. PSRC’s Vision 2050 (including Multicounty Planning Policies and Regional Growth Strategy)
 - b. PSRC’s Regional Centers Framework
 - c. Sections of the Washington State Growth Management Act (GMA) that relate directly to the CPPs. For additional detail, see Revised Code of Washington (RCW) 36.70A.210.

2. Prepare a gap analysis comparing the Kitsap Countywide Planning Policies and the planning documents/requirements identified in #1. Identify Elements where key changes are necessary to ensure consistency.
3. Work closely with LUTAC and PlanPOL members to review the CPPs elements and based upon the gap analysis, identify which Elements require necessary updates. It is possible that not every Element will need to be updated. Additional elements may be identified for desired amendments/updates outside of the gap analysis/crosswalk of those amendments necessary for consistency. The following Kitsap CPP elements should be reviewed:
 - a. Countywide Growth Pattern
 - b. Urban Growth Areas
 - c. Centers of Growth (*note: LUTAC has completed a draft update of this element, and therefore review would be limited to ensuring consistency with Vision 2050, as it has been drafted for consistency with Regional Centers Framework Update, March 2018*).
 - d. Rural Land Uses and Development Patterns
 - e. Countywide Strategies for Open Space Preservation, Resource Protection, Critical Areas, Air Quality, and Water Quality/Quantity
 - f. Contiguous, Compatible, and Orderly Development
 - g. Siting Public Capital Facilities
 - h. Transportation
 - i. Housing
 - j. Countywide Economic Development
 - k. An Analysis of the Fiscal Impact
 - l. Coordination with Tribal Governments
 - m. Coordination with Federal Government including Navy
 - n. Roles & Responsibilities
 - o. Relevant Appendices
4. Work closely with LUTAC, PlanPOL, and PSRC to draft any *new* elements for the CPPs. The following elements are in PSRC's VISION 2050 and might need to be integrated into Kitsap's CPPs:
 - a. Climate (currently not its own element within the Kitsap CPPs)
 - b. Public Services (if items fall outside Kitsap's CPP Element G: Siting Public Capital Facilities)
5. Develop a plan for the KRCC amendment and ratification process consistent with the requirements of GMA.
6. Manage the public comment analysis in accordance with Washington State Law (KRCC staff to transcribe and analyze any comments).

The consultant should expect to travel to/from Kitsap to attend the following meetings:

- Up to 10 LUTAC meetings
- Up to 6 PlanPOL meetings
- Up to 4 KRCC Board meetings, including 1 public hearing

The consultant should prepare the following deliverables:

- Gap analysis of the Kitsap CPPs with other relevant planning documents
- Draft updates to Elements A through O of the Kitsap CPPs, with exception of Element C
- Draft new elements of the CPPs
- Presentation slides for KRCC Board meeting or public hearing

4. Desired Skills, Knowledge, and Experience

The consultant should have familiarity with the following subjects:

- Growth Management Act
- Regional planning under PSRC
- Countywide Planning Policies
- Comprehensive Plans
- Politics and geography of Kitsap County

5. Period of Performance

The consultant's work is intended to take place from spring 2020 through summer 2021. Exact dates to be determined upon contract award. See Attachment A for a DRAFT schedule of the CPP update that will inform the consultant's period of performance.

6. Budget

The consultant should submit a cost estimate based on the scope of work outlined above.

7. Selection Process

LUTAC recommended issuing an RFP in mid-2020. LUTAC would like to review proposals and recommend 2-4 consultants to interview with members of PlanPOL and/or KRCC Board.

8. Contracting Details

LUTAC recommended that Triangle Associates hire a sub-consultant for this CPP work, rather than a jurisdiction directly contracting with a consultant. LUTAC preferred that Triangle hire this consultant since Triangle is a neutral, third party.

9. Reference Documents

- Existing Kitsap CPPs, updated in 2015:
<https://static1.squarespace.com/static/5660ba88e4b0e83ffe8032fc/t/56ccaaf72b8ddefb33da9e8b/1456253690876/Complete+Amended+CPPs+-+2015+v.10-16-15.pdf>
- KRCC website: <http://www.kitsapregionalcouncil.org/>
- PSRC prepared a certification report for the 2012 update of the Kitsap CPP's:
<https://www.psrc.org/sites/default/files/kitsap-cpp-2012-certification.pdf>
- PSRC Plan Review Manual has a section on the countywide planning policies. Note that this document will be updated once VISION 2050 is adopted.
https://www.psrc.org/sites/default/files/psrc_ppr_manual_complete.pdf
- RCW 36.70A.210 is the section of GMA that discusses countywide planning policies.
<https://app.leg.wa.gov/RCW/default.aspx?cite=36.70A.210>
- Ruckelshaus Center's report on the Growth Management Act: "Roadmap to Washington's Future": https://s3.wp.wsu.edu/uploads/sites/2180/2019/07/A-Road-Map-to-Washingtons-Future_Final-Report_6.30.19-1.pdf
- Each jurisdiction's most recent comprehensive plan
 - Bainbridge Island Comprehensive Plan:
<https://www.bainbridgewa.gov/162/Comprehensive-Plan>
 - Bremerton Comprehensive Plan: <https://www.bremertonwa.gov/185/Comprehensive-Plan>
 - Kitsap County Comprehensive Plan:
https://www.kitsapgov.com/dcd/Pages/Kitsap_County_Comprehensive_Plan.aspx
 - Port Orchard Comprehensive Plan: <https://www.cityofportorchard.us/city-comprehensive-plan/>
 - Poulsbo Comprehensive Plan: <https://cityofpoulsbo.com/comprehensive-plan-2/>

Hypothetical Countywide Planning Policy Consultant Budget
HOURLY RATE BUDGET - ASSUMING 12 MONTH PERIOD OF PERFORMANCE
 2/10/2020

	<u>CPP Consultant</u>	<u>Ferry Travel Expense</u>	<u>Total</u>
1. Kick-off with Exec. Comm + Triangle			
Meeting	4	\$8.50	\$808.50
Meeting Follow-up	2		\$400.00
2. Gap Analysis			
Research and writing	20		\$4,000.00
KRCC meetings (4)	20	\$34.00	\$4,034.00
Coordinating between committees and with KRCC Staff	10		\$2,000.00
3. Phase 1 Updates			
Research and writing	40		\$8,000.00
KRCC meetings (4)	20	\$34.00	\$4,034.00
4. Phase 2 Updates			
Research and writing	40		\$8,000.00
KRCC meetings (4)	20	\$25.50	\$4,025.50
5. KRCC Board Review and Approval			
Research and writing	20		\$4,000.00
KRCC meetings (4)	20	\$34.00	\$4,034.00
6. Project Management			
Check-ins with Triangle	48		\$9,600.00
Contract mgmt and invoicing	24		\$4,800.00
Total Hours	288	\$136.00	\$57,736.00

Hypothetical Consultant Hourly Rate

CPP Consultant \$200.00

Budget by person

CPP Consultant \$57,600.00

 \$57,600.00



Kitsap Regional Coordinating Council

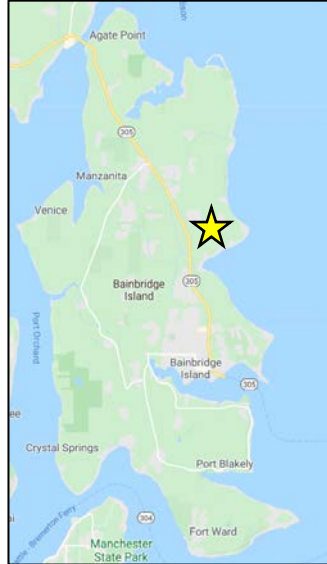
Proposed Financing Approach for Countywide Planning Policies Consultant

The Executive Committee recommended using a combination of carryforward funds, funds originally allocated for the 2020 Board Retreat, and the 2021 KRCC budget to finance the CPP Consultant. Below is a proposed financing scheme.

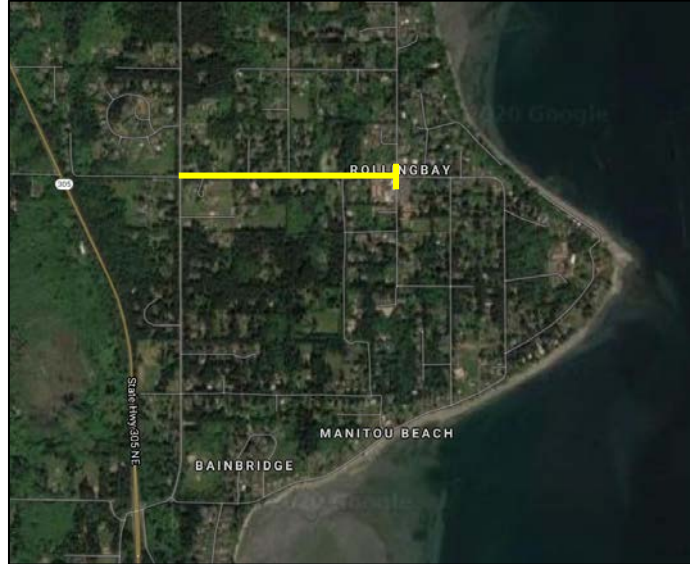
Carryforward Funds (\$33,785.25 available) <i>Difference of fund balance and reserves at the end of 2019 (\$ 41,044.93), less the unbudgeted audit costs (\$7,259.68)</i>	\$33,785.25
Board Retreat Funds (\$11,400 available)	\$11,400
2021 KRCC Budget	\$12,514.75
Estimated CPP Consultant Budget	\$57,700

City of Bainbridge Island Countywide Project Proposal: Rolling Bay Bicycle and Pedestrian Improvements

Vicinity Map 1



Vicinity Map 2



PSRC Criteria:

- ✓ Supports local centers
- ✓ Funding feasibility
- ✓ Cross juris. opportunities
- ✓ Safety/capacity
- ✓ Health equity
- ✓ Air quality
- ✓ Multimodal

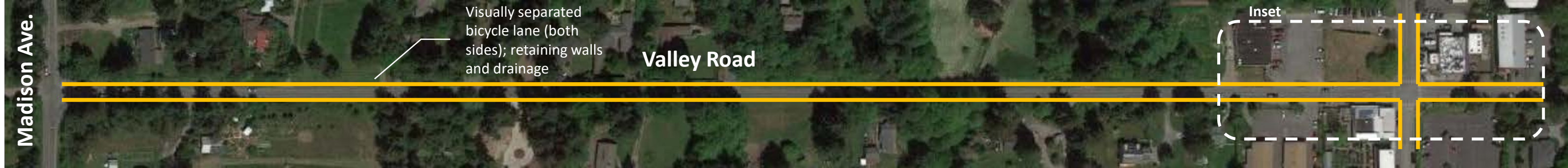
City Criteria/Notes:

- ✓ Identified in IWTP
- ✓ Emphasizes traffic calming
- ✓ Innovative approach
- ✓ Complete street approach
- ✓ Urban/rural context sensitive
- ✓ Relative high volume of usage

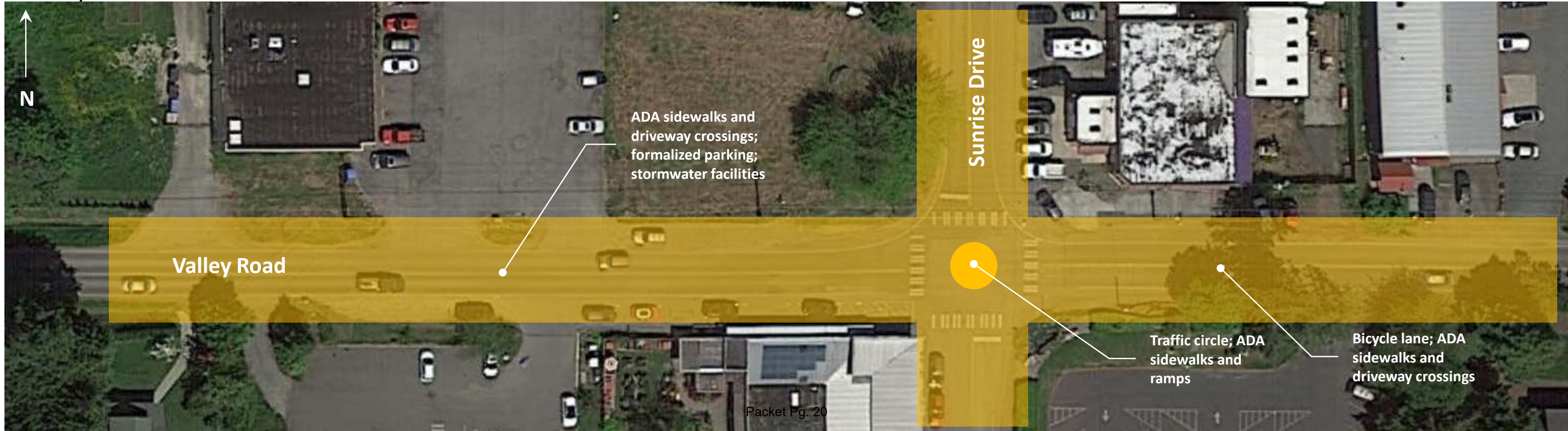
Cost:

- ROW:**
- \$50,000 Local Funds
- Preliminary Engineering:**
- \$54,000 Local Funds
 - \$346,000 Federal Funds
- Construction:**
- \$170,000 Local Funds
 - \$1,080,000 Federal Funds
- Total Cost: \$1,700,000**

Vicinity Map 3

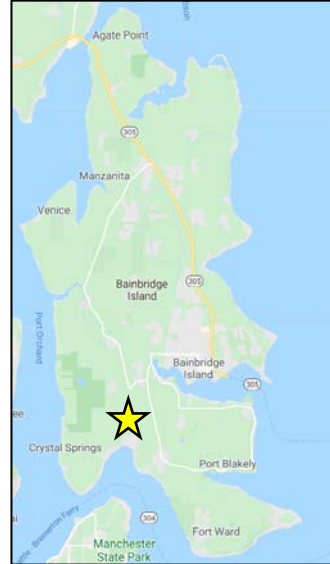


Inset Map



City of Bainbridge Island Countywide Project Proposal: **Blakely to Lynwood Bicycle and Pedestrian Improvements**

Vicinity Map 1



Vicinity Map 2



PSRC Criteria:

- ✓ Supports local centers
- ✓ Funding feasibility
- ✓ Cross juris. opportunities
- ✓ Safety/capacity
- ✓ Health equity
- ✓ Air quality
- ✓ Multimodal

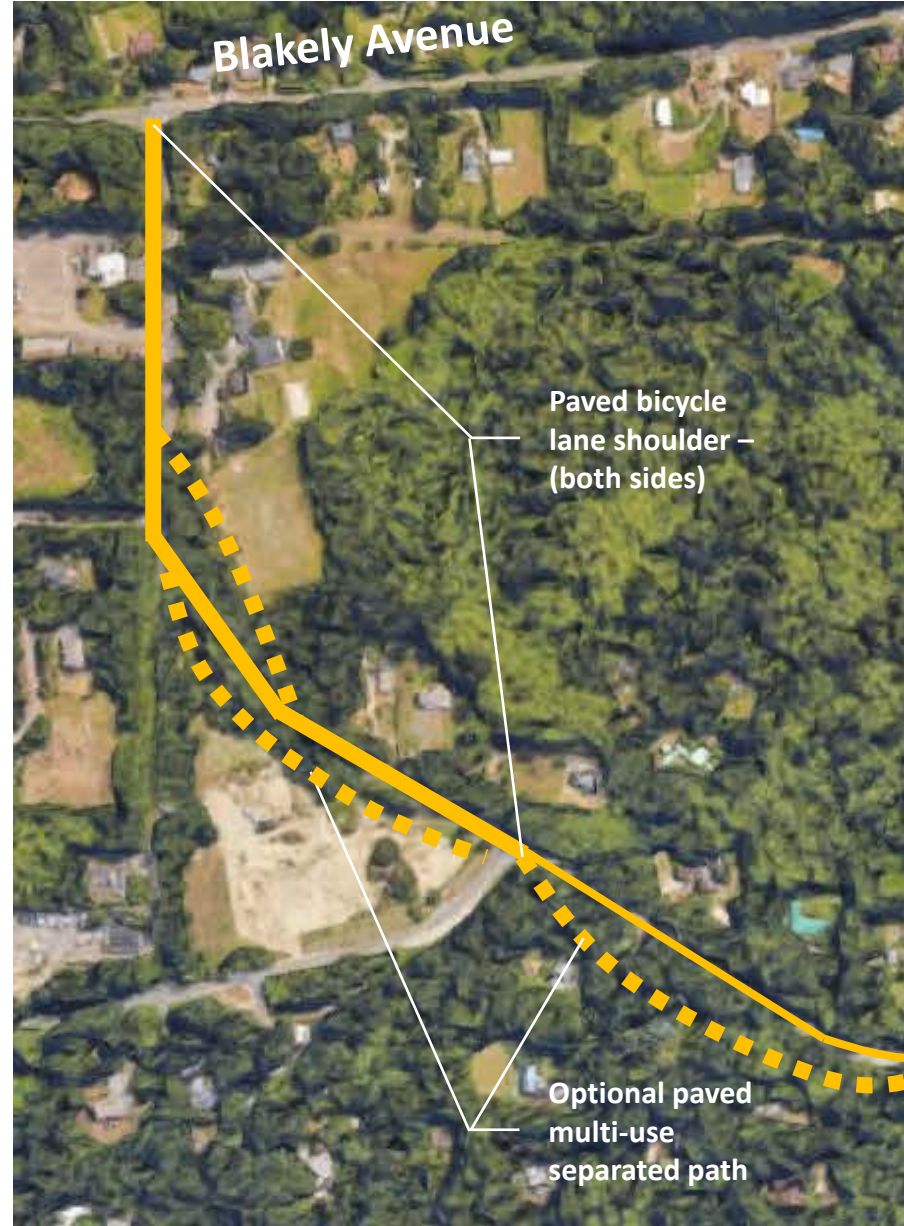
City Criteria / Notes:

- ✓ Identified in IWTP and CIP
- ✓ Emphasizes traffic calming
- ✓ Innovative approach
- ✓ Complete street approach
- ✓ Urban/rural context sensitive
- ✓ Relative high volume of usage
- ✓ Addresses known safety issue

Cost:

- ROW:**
- \$100,000 Local Funds (secured)
- Preliminary Engineering:**
- \$25,000 Local Funds (Secured)
 - \$125,000 Federal Funds
- Construction:**
- \$160,000 Local Funds (Secured)
 - \$1,025,000 Federal Funds
- Total Cost: \$1,435,000**

Vicinity Map 3

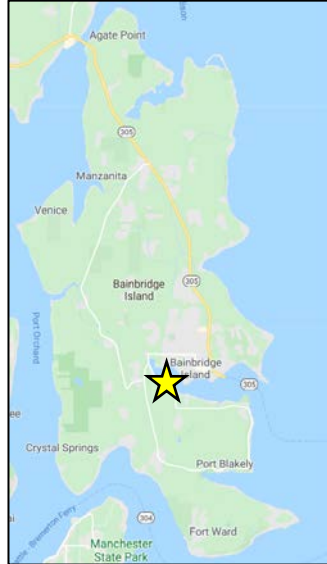


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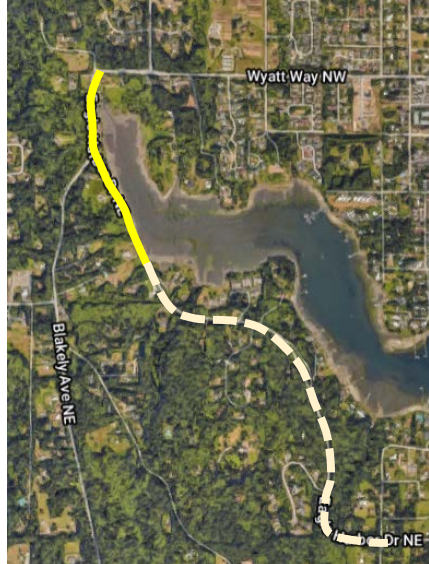


City of Bainbridge Island Countywide Project Proposal: Winslow to Eagledale Bicycle Improvements – Phase 1

Vicinity Map 1



Vicinity Map 2



PSRC Criteria:

- ✓ Supports local centers
- ✓ Funding feasibility
- ✓ Cross juris. opportunities
- ✓ Safety/capacity
- ✓ Health equity
- ✓ Air quality
- ✓ Multimodal

City Criteria:

- ✓ Identified in IWTP and CIP
- ✓ Relative high volume of usage
- ✓ Addresses known safety issue
- ✓ Phase 2 project has pending federal contingency funds
- ✓ Includes fish passage culvert (state grant funds pending)

Cost:

- ROW:**
- \$25,000 Local Funds
- Preliminary Engineering:**
- \$22,000 Local Funds (Secured)
 - \$138,000 Federal Funds
- Construction:**
- \$140,000 Local Funds (Secured)
 - \$900,000 Federal Funds
- Total Cost: \$1,200,000**

Vicinity Map 3





6th Street Preservation

TransPOL; March 19, 2020

Scope, Schedule & Budget

Scope

- Overlay 6th Street between Naval and Warren, 26 ADA ramps (Preservation, \$1.37M; STP-General \$210K)
- Replace Traffic Signal at Veneta Ave (STP-General, \$300K)
 - Span wire signal
 - Does not meet ADA standards

Countywide Request

- Project cost = \$2.17M
- STP \$1,877,050, match \$292,950
- Design & Construct 2023/2024





West Kitsap Way Corridor Planning Study TransPOL; March 19, 2020



Project Details

- Planning Study
- Connection to regional centers Silverdale and Bremerton
- Project limits from Northlake Way / Chico / City Limit to State Route 3
- Old State Highway 21
- Functional Classification = urban minor arterial
- Annual Daily Traffic (ADT) = 20,000 vehicles
- Poor pavement condition
- High vehicle speeds
- Lack of bicycle and pedestrian facilities; corridor is a major gap in non motorized network
- Proposed project would include complete street reconstruction, separated bike lanes and new ADA compliant sidewalks
- Project Cost \$606,000; Funding request \$524K general STP

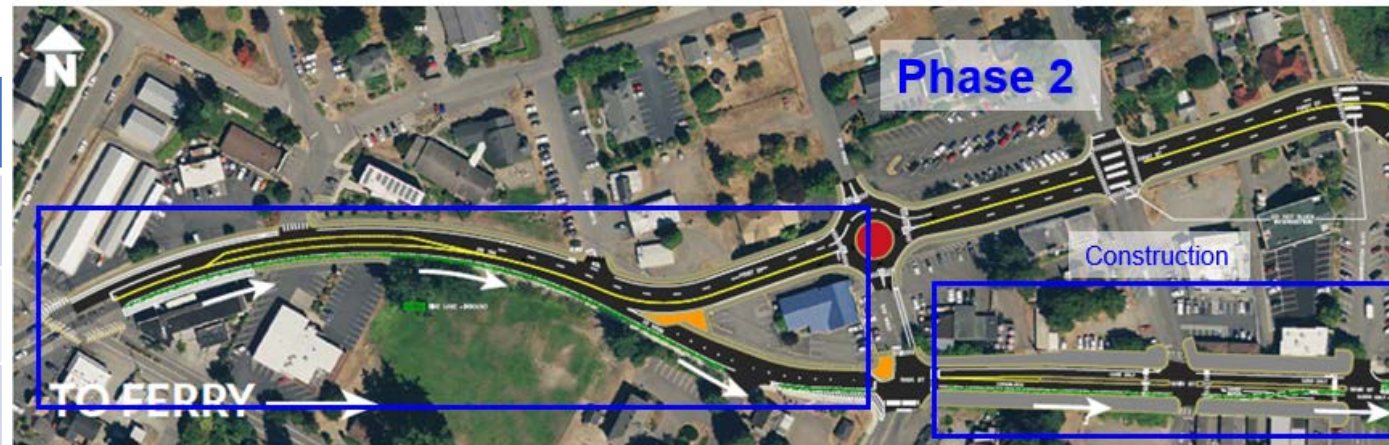
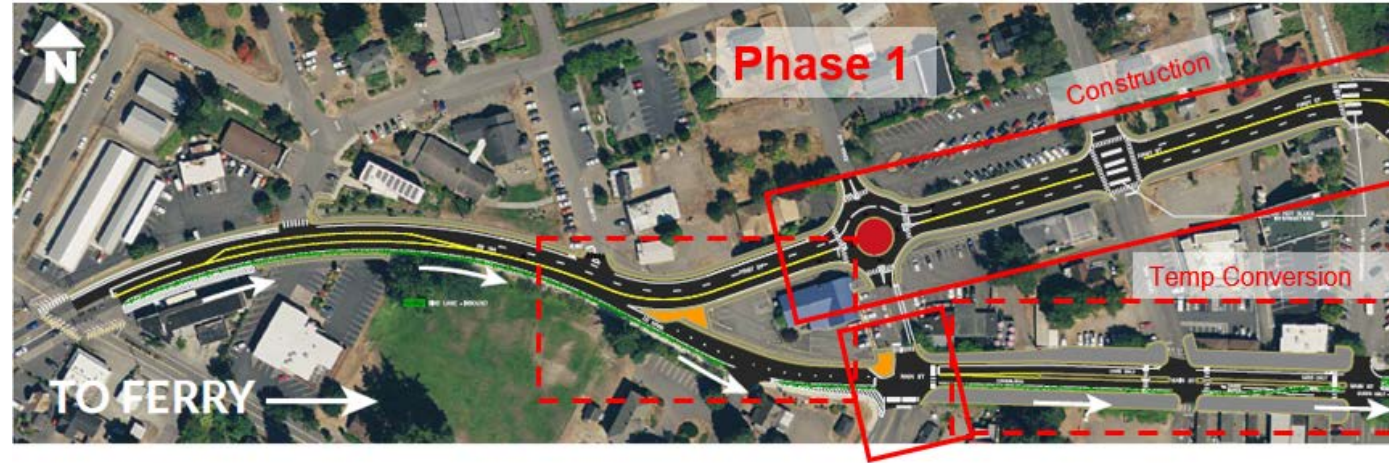


SR 104 Realignment – Kingston

Phase 1 and Phase 2

Phasing and phase cost split TBD.

Re-align SR 104 to move inbound ferry traffic to north couplet (1st St.).



Phase	Funding
PE (underway)	\$856,000
ROW (secured funding)	\$1,630,000
Construction	STP \$7,551,570
	Match Toll Tax Credits
Total	\$10,037,570
	Category: General, NM



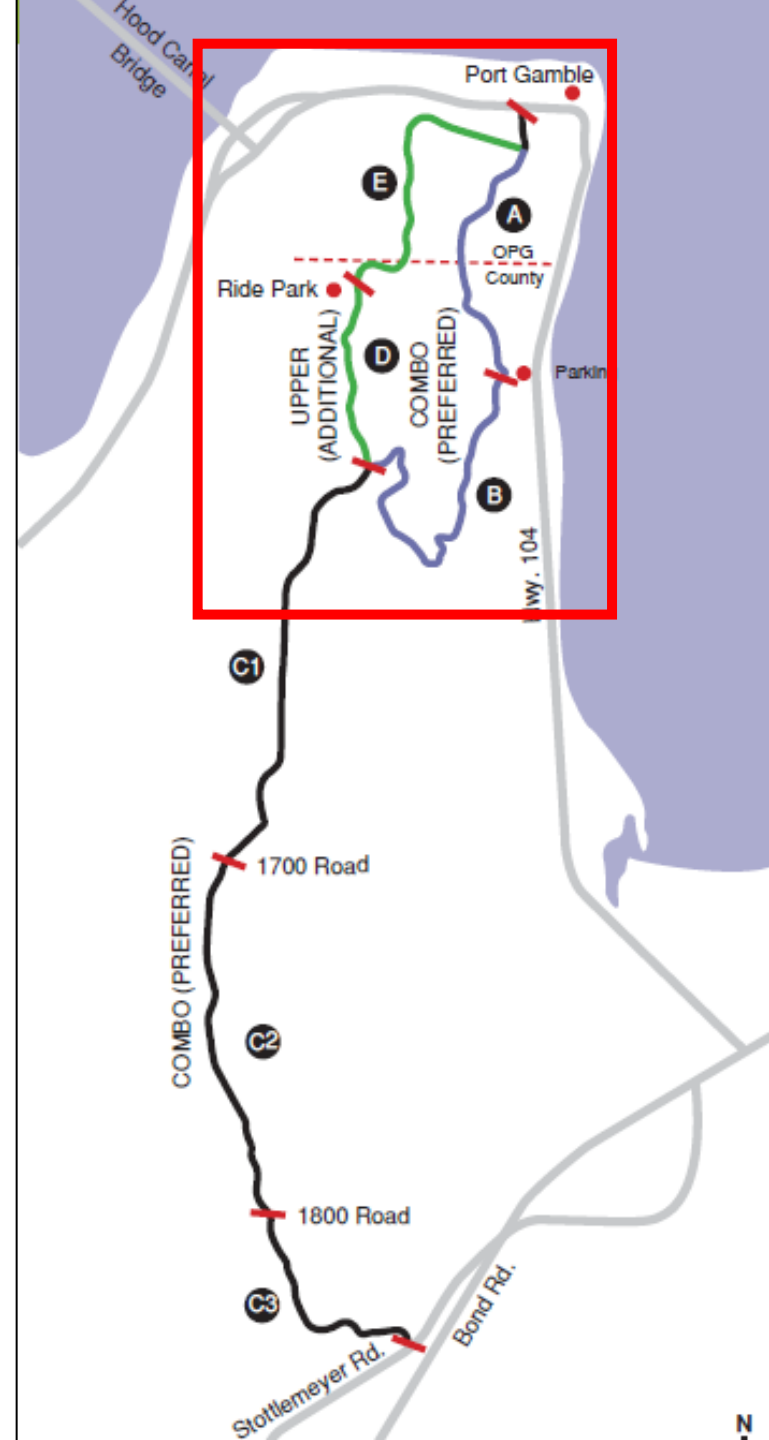
STO – Port Gamble Trail

A, B, & D

Construct Shared Use Path segments A, B, & D (17,927 ft., 3.4 miles) from Port Gamble to top of Ridgeline and “Ride Park”.

Phase		Funding
PE (underway)		\$504,481
ROW		\$0
Construction	STP	\$2,660,162
	Local	\$415,170
Total		\$3,579,813

Category: General, NM, Rural



Fairgrounds Road Complete Streets

Construct sidewalk and bike lane(s) from Woodridge to vicinity Nels Nelson



Phase	Funding	
PE (underway)	\$250,000	
ROW	\$200,000	
Construction	STP	\$2,600,000
	Local	\$405,780
Total	\$3,455,780	
Category: General, NM		

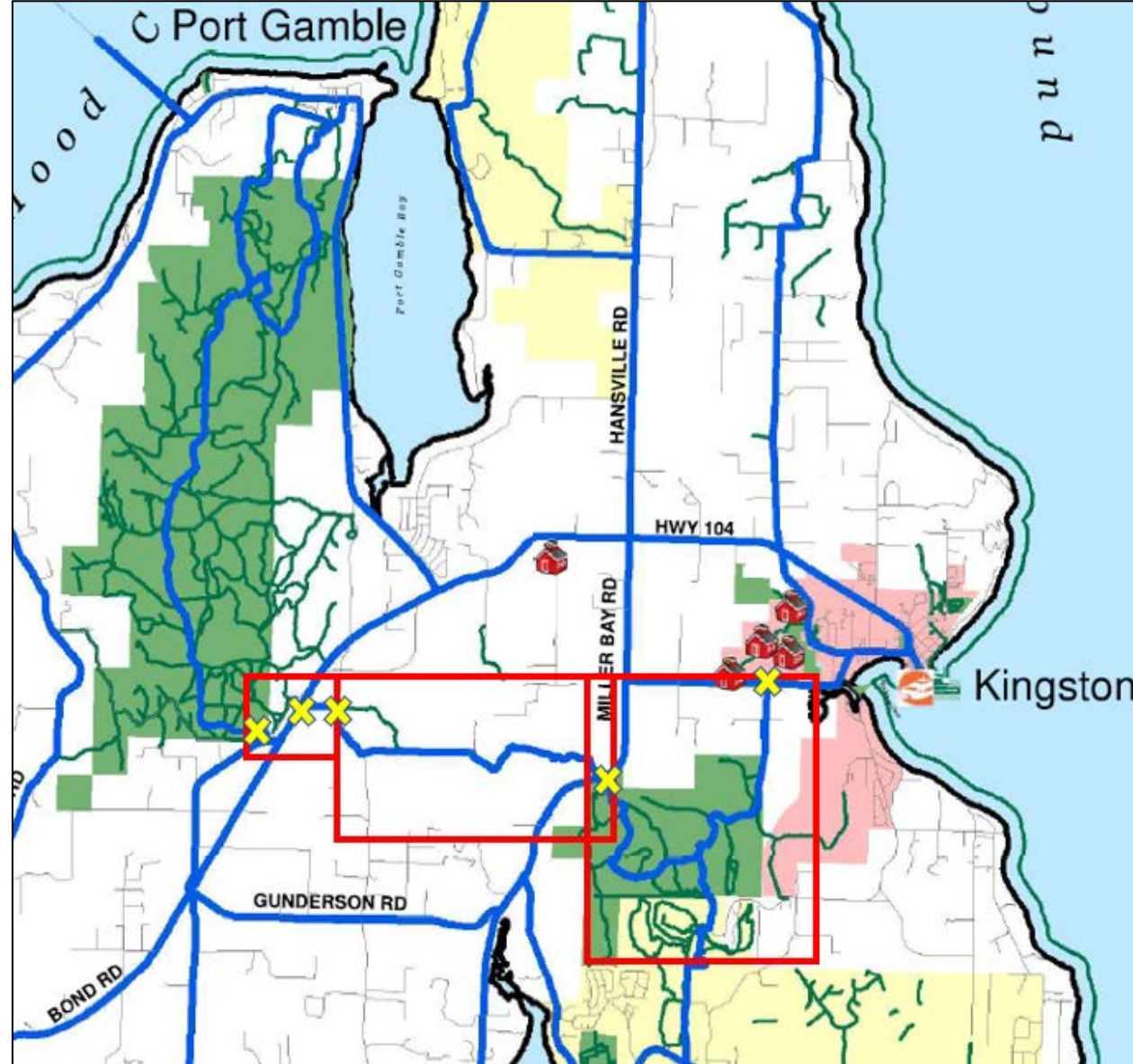


North STO Trail Planning Study

North Sound to Olympics (STO) Trail Planning Study. Paved, shared-use-path from:

- West Kingston Rd. through North Kitsap Heritage Park,
- “Divide Property” to Port Gamble Road , to
- The southern trailhead of the Port Gamble Trail on Stottlemeyer Road.

Phase	Funding	
Planning	STP	\$350,000
	Local	\$55,000
Total	\$405,000	
Category: General, NM, Rural		



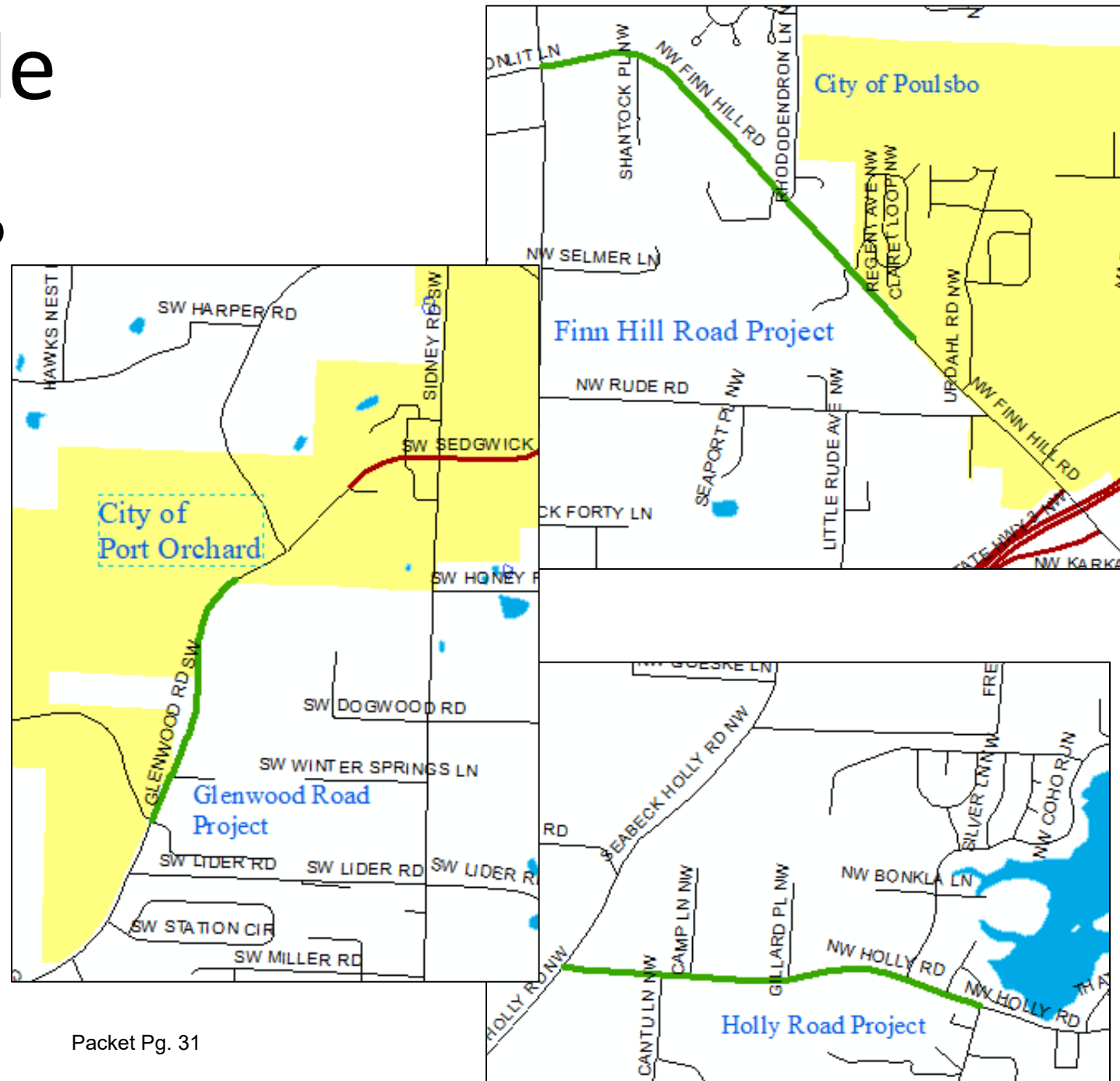
County Paver Bundle

Pavement overlays:

- Finn Hill Rd. - Clear Creek to Poulsbo (1 mile)
- Glenwood Rd. - Lake Flora to Port Orchard (.97 miles)
- Holly Rd. -Seabeck-Holly to Tahuyeh Lake Rd. (.94 miles).

Phase		Funding
PE		\$0
ROW		\$0
Construction	STP	\$1,001,873
	Local	\$156,362
Total		\$1,158,235

Category: Preservation, Rural



SR 16 Park and Ride

Project Description

The planned SR 16 Park and Ride will be placed in the most convenient, practical and accessible location to serve the majority of the surrounding population. The park and ride will accommodate more than 150 vehicles. The park and ride will be paved and have lighting, cameras, bike racks and shelters.

Phase:	Right-of-Way
Grant Request:	\$ 2,200,000
Local Match:	\$ 343,353
Fund Category:	General
Obligation Year:	2023

Project Benefits

Regional Centers:

Bremerton, Silverdale, Seattle

Manufacturing/Industrial Centers:

Puget Sound Industrial Center – Bremerton



Gateway Center Redevelopment (Phase I)

Project Description

Kitsap Transit (KT) is expanding bus routes over the next three years and KT is planning to purchase the Gateway Center to use as a bus storage facility and park and ride. The first phase of the Gateway Center Redevelopment project will include demolition and civil construction. The civil construction will include utility relocations, grading, new underground utilities, and pavements.

Phase:	Construction
Grant Request:	\$ 3,500,000
Local Match:	\$ 546,243
Fund Category:	General
Obligation Year:	2024

Project Benefits

Regional Centers:
Bremerton, Seattle



Port Orchard Transit Center

Project Description

The Port Orchard Transit Center will be placed in a practical, convenient and accessible location adjacent to Kitsap Transit’s marine services. The proximity to KT’s ferry services will provide the Marine Department with adequate space to house additional staff, supplies and provide riders multi-modal connections to available transportation services.

Phase:	Planning
Grant Request:	\$ 600,000
Local Match:	\$ 150,000
Fund Category:	General
Obligation Year:	2023

Project Benefits

Regional Centers:
Bremerton, Seattle





AIRPORT INDUSTRIAL WAY (FORMERLY CROSS-SKIA) PHASE 2-2 OVERVIEW

PROGRESS TO DATE

Airport Industrial Way is designated as a regional manufacturing industrial center and will support up to 10,000 jobs at full build-out in the next 20 years. Airport Industrial Way will access the 3,700-acre Puget Sound Industrial Center – Bremerton (PSICB) as well as make a regional transportation network from SR-3 to Old Clifton Road, Lake Flora Road, and the Belfair Freight Corridor. The project is split into five phases. To date, the following work has been completed:

PHASE 1 | Completed: 2010
Improvements: ~5,150 feet of roadway to provide access to 160 acres of developable land

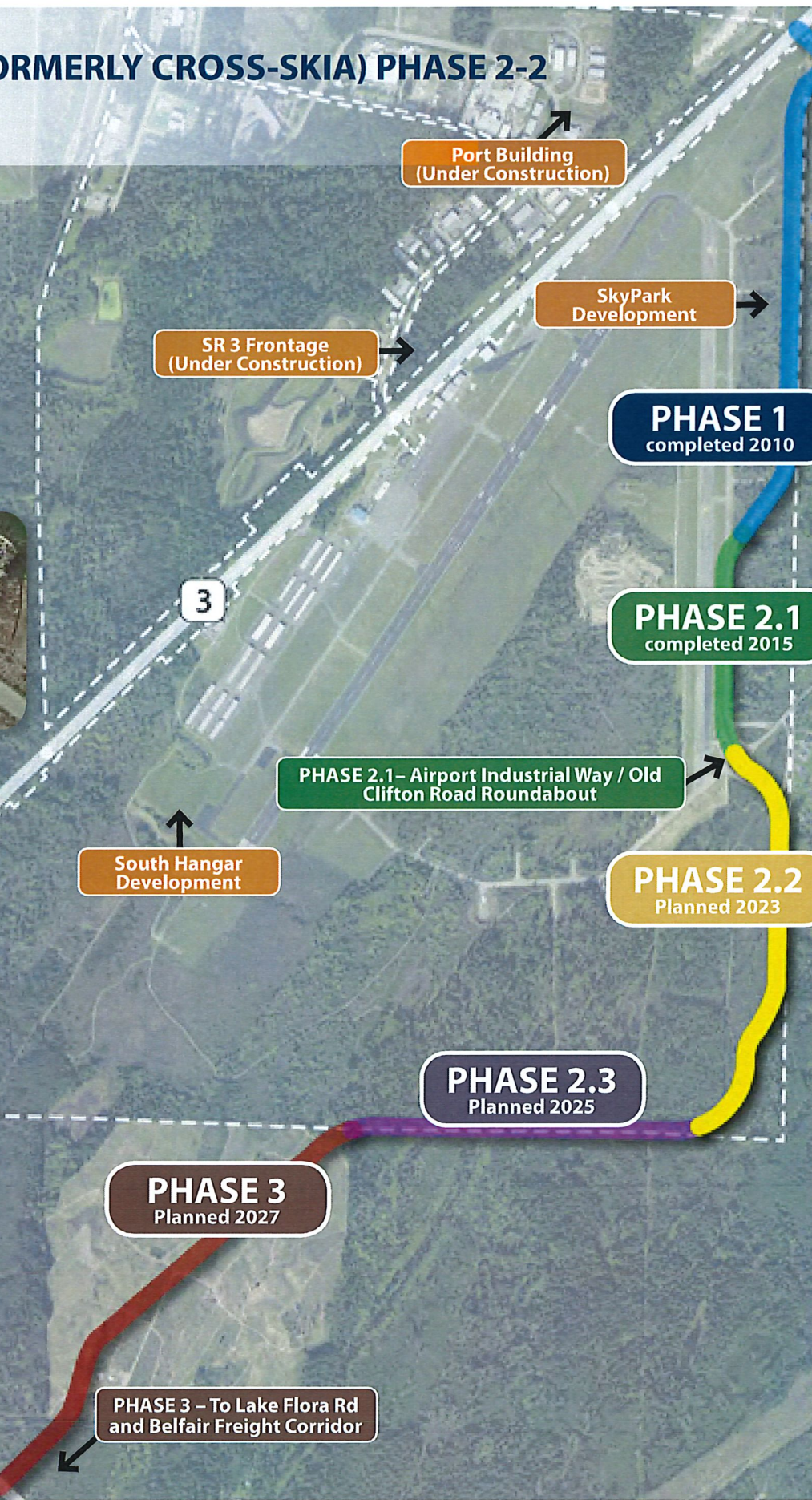
Roundabout constructed at Airport Industrial Way/Bree Drive



PHASE 2.1 | Completed: 2015
Improvements: ~ 2,900 feet of roadway to provide access to 200 acres of developable land and make a regional transportation connection to Old Clifton Road

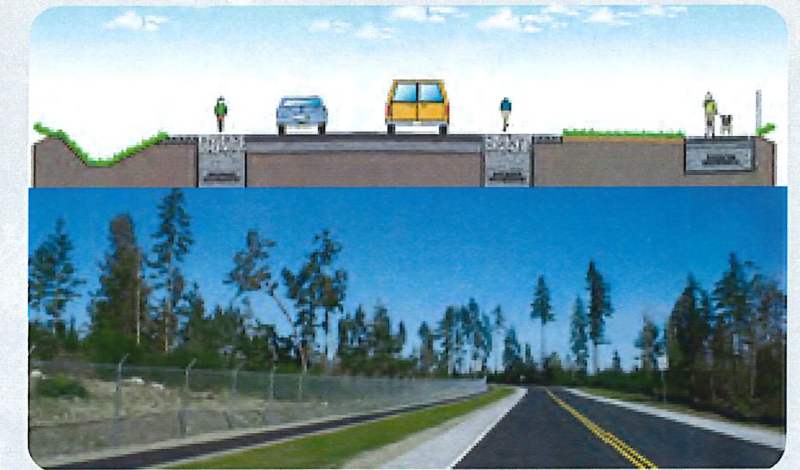
PORT GROWTH

New development and employment has grown within PSICB since Airport Industrial Way was started. Phase 2.2 improvements will provide access to 340 additional acres and opportunities for growth within PSICB.



FUTURE WORK

PHASE 2.2 | Planned Start: 2023
Planned Improvements: ~3,800 feet of roadway to provide connection to Port and adjacent, privately owned PSICB lands



Proposed cross section with 12-foot travel lanes, pervious concrete bicycle lanes, an open drainage system, and separated 5-foot pervious asphalt pedestrian pathway

FUNDING

PHASE 2.2 | Preliminary Engineering/Design
\$298,483 (secured)

PHASE 2.2 | Construction
\$2,942,656 (unsecured funding request)
\$459,259 (reasonably expected/Port general budget)

WORK TO DATE

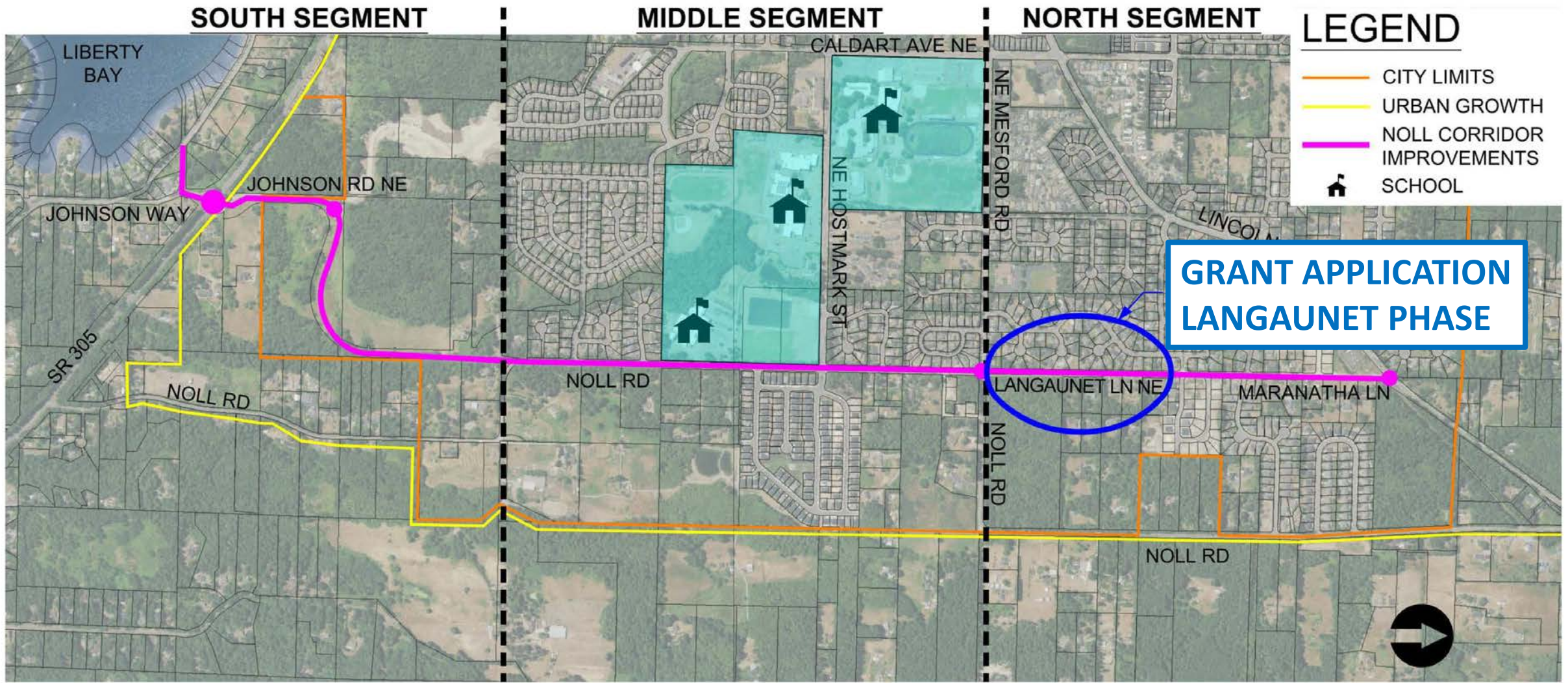
1. 90% civil design complete
2. Environmental permitting complete

Pervious concrete shoulders allow stormwater to penetrate and decrease the need for detention





NOLL CORRIDOR IMPROVEMENTS

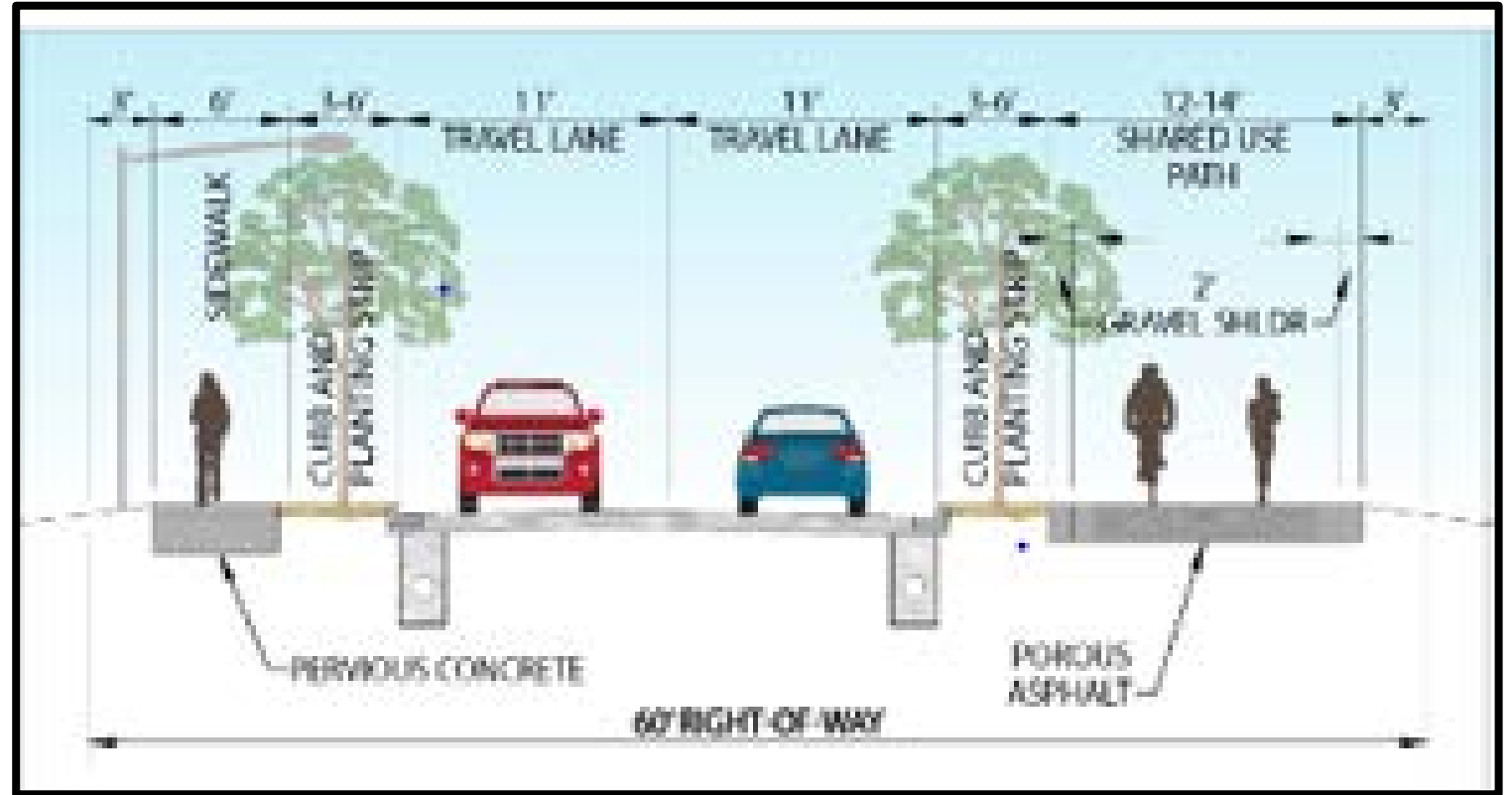




ROADWAY IMPROVEMENTS



EXISTING
ROADWAY



PROPOSED SECTION



LANGAUNET PHASE – BENEFITS

- Safe Route to Schools
 - Pedestrian connection to three neighborhood schools.
- Regionally significant alternate route to SR305
 - Poulsbo, Bainbridge, SR305, Kingston





LANGAUNET PHASE – FUNDING

- 1,800 LF Roadway Improvements
- Construction Cost - \$2.7M
 - Grant \$ 2.35M
 - City \$ 350K (Traffic Impact Fees)
- 2024 Construction

Additional Grant Applications will include
TIB and Safe Route to Schools





Kitsap Regional Coordinating Council

Update on the formation of a Gorst Coalition

At the March 19, 2020 KRCC TransPOL meeting, Naval Base Kitsap lead a discussion on the importance of a consistent and coordinated approach to address the vulnerability and congestion issues at the Gorst interchange. A subgroup of TransPOL subsequently met to further discuss what a Gorst Coalition would look like. The Port of Bremerton expressed interest in leading the coalition but who would provide the administrative support was unclear. Below is a summary of the developments that have taken place since the TransPOL subgroup meeting.

- a. **Convener:** The Port of Bremerton (not KRCC) is intending to lead the Gorst Coalition and is able to host in-person meetings in the future.
- b. **Administrative Support:** The KRCC Executive Committee recommends having KRCC staff provide administrative support through the end of 2020. Administrative duties to support the Gorst Coalition consist of scheduling, notetaking, document preparation, and other coordination support as needed.
- c. **Funding:** The Executive Committee recommends using the West Sound Alliance as a model for the level of administrative support, which means KRCC staff would utilize approximately \$2,000 to support the Gorst Coalition annually. The initial \$2,000 for administrative support for the Gorst Coalition will come from cost savings associated with reduced travel and cancelled meetings as a result of COVID-19. No new funds are necessary at this time.

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

CASH BASIS

Draft v. 4-22-2020

Budget Month	1	2	3	4	5	6	7	8	9	10	11	12					
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											\$ 142,850	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183,895.39			
Operating Expenses																	
Triangle labor/expenses		\$ 13,853.75	\$ 14,390.41											\$ 28,244.16	\$ 192,418	17%	14.68%
Legal Services														\$ -	\$ 2,500	17%	0.00%
RMSA Insurance	\$ 3,000.00													\$ 3,000.00	\$ 3,000	17%	100.00%
Room Rentals			\$ 77.00											\$ 77.00	\$ 1,600	17%	4.81%
Reserves														\$ -	\$ 5,000	17%	0.00%
Miscellaneous	\$ 1,357.20	\$ 3,900.48	\$ 2,002.00											\$ 7,259.68	\$ 23	17%	31563.83%
Total Op. Expenses	\$ 4,357.20	\$ 17,754.23	\$ 16,469.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,580.84	\$ 204,541	17%	18.86%
Net Income														\$ 145,314.55			
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.