



Kitsap Regional Coordinating Council

KRCC Executive Board Meeting Reference Packet

May 5, 2020

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KRCC Executive Committee Meeting Draft Summary

Draft v. 2-26-20

Date: February 18, 2020

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

Location: Phone in (Zoom)

Members in Attendance: Chair Wolfe, Councilmember Ashby, Mayor Wheeler, and Commissioner Strakeljahn.

Decisions		
<p>The KRCC Executive Committee:</p> <ul style="list-style-type: none"> • Recommended that TransPOL discuss and propose to the KRCC Board a structure for a transportation alliance addressing Naval Base Kitsap’s (NBK) transportation concerns. • Recommended that in addition to meeting the reserves target of 10% outlined in the KRCC Policies and Procedures and paying for the 2020 audit, KRCC set aside the remaining portion of 2019 surplus funds for “other uses,” to be determined by the KRCC Board. • Recommended that jurisdictions double check with their planning staff regarding capacity to perform Countywide Planning Policies (CPP) updates, in order to make an informed decision about hiring a land use consultant. • Recommended that the KRCC Board not receive extra information, including the PSRC monthly report, during months when no Board meeting is scheduled. • Approved Risk Management Service Agency (RMSA) 2020 dues in the amount of \$3,000. • Recommended that the KRCC Board members have the option to access RMSA training benefits. • Approved Triangle Associates’ January 2020 Invoice in the amount of \$19,265. 		
Actions	Who?	Status
Discuss with Karen Goon the feasibility of Kitsap County preparing KRCC annual audit reports and report back during the 3/17 Executive Committee meeting.	Chair Wolfe	Ongoing
Send the Executive Committee the draft CPP consultant scope of work and accompanying materials to provide to their respective planning directors.	KRCC Staff	Complete
Check with planning directors about their capacity to perform CPP updates.	Executive Committee members	Ongoing
Contact Kitsap County about the logistics of placing KRCC funds into reserves.	KRCC Staff	Ongoing
Contact NBK to obtain input and direction on developing a transportation alliance to address NBK’s concerns.	KRCC Staff	Ongoing
Add NBK transportation alliance discussion to the March 19 TransPOL meeting agenda.	KRCC Staff	Complete
In next email to KRCC Board, include information about accessing RMSA training benefits.	KRCC Staff	Ongoing

1. Chair’s Welcome

Chair Wolfe welcomed the Committee and expressed satisfaction with the efficiency of the first KRCC Board meeting of the year (February 4, 2020).



2. Committee Updates and Action Items

Executive Committee:

- Update on audit process from KRCC staff: Sophie Glass, KRCC Program Director, informed the Committee that she takes part in weekly check-in calls with the State Auditor's Office (SAO). To date, SAO has requested information about how KRCC calculates its dues, KRCC's public notices system, and procedures for conducting meetings and publishing meeting minutes. The audit exit conference is scheduled for March 19, 2020 and Councilmember Ashby has volunteered to attend on behalf of the KRCC Board.
- Process for submitting annual audit reports: The Executive Committee discussed options for submitting annual audit reports in current and future years. Sophie informed the Committee that SAO estimated 6 hours would be required for Kitsap County staff to complete a report. An estimated 10 hours may be required for KRCC staff to submit the 2020 report, as they are less familiar with the process. Chair Wolfe expressed interest in contacting the Kitsap County administrator, Karen Goon, to discuss whether it would be feasible and efficient for the County to produce the annual report. The Executive Committee will revisit this topic at its March 17 meeting.
- Update on completion of RMSA orientation by KRCC staff: Sophie informed the Committee that KRCC staff member Mishu Pham-Whipple attended the RMSA training on behalf of KRCC.

Land Use Items:

- Overview of two concurrent CPP update processes:
 - Sophie provided an overview of the two concurrent Kitsap CPP update processes. The first was an update to Element C of the CPPs in response to the Puget Sound Regional Council (PSRC) updated Regional Centers Framework. The Element C update will be presented to the KRCC Board for discussion and approval during its upcoming meetings, and jurisdictions will ratify the update by early 2021. The second update, undertaken within the Land Use Technical Advisory Committee (LUTAC), is an update of the full CPPs to align with PSRC's VISION 2050.
 - Sophie reminded the Executive Committee that LUTAC has recommended hiring a consultant to manage the more time-intensive requirement of updating the full CPPs.
- Review and discuss updated Draft CPP Consultant Scope of Work (SOW) and budget estimate:
 - Sophie reviewed the updated SOW prepared by KRCC staff, which reflected a rough cost estimate and timeline of the consultant's work to align CPP elements to VISION 2050. KRCC developed a loose cost estimate of \$57,000, but clarified that the total cost could be between \$45k-\$70k, depending on the final SOW and consultant rates. Sophie clarified that the last CPP update process in 2015 was completed in-house by KRCC staff and LUTAC members, but that LUTAC members are anticipating more significant capacity constraints during the current update timeline.
 - Councilmember Ashby added that in the past Triangle Associates sub-contracted out for similar work, hiring the firm Nelson/Nygaard to assist with development of criteria for the Countywide Transportation Competition. Councilmember Ashby also noted that Port Orchard planning staff do not have the capacity to undertake the CPP update in 2020-2021.
 - The Executive Committee recommended that before determining whether to move forward with a CPP consultant, each jurisdiction reach out to its planning staff to



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request information about capacity to conduct the CPP update. KRCC staff will send the Executive Committee the consultant SOW and supplemental materials to facilitate these conversations. In the event that the Executive Committee recommends hiring a consultant, KRCC staff will prepare a draft RFP for approval by the KRCC Board at its April 7 meeting.

- Review 3/26 (previously 3/12) LUTAC Meeting Agenda: At its next meeting, LUTAC will review technical memos regarding Centers. PlanPOL will review the technical memos at its April meeting. The LUTAC meeting was rescheduled due to scheduling conflicts.
- Review 12/17/2019 PlanPOL Meeting Summary: The Executive Committee provided no comments on this item
- *Next PlanPOL Meeting on April 21.*

Transportation Items:

- *Next TransTAC meeting on March 12.*
- Review draft 3/19 TransPOL Meeting Agenda: At its next meeting, TransPOL will review projects proposed by TransTAC for the Countywide Transportation Funding Competition. Sophie noted that in the concurrent Regional Competition, the KRCC Board is not required to take any action unless more than six Regional Projects are proposed.

3. Review the KRCC Board Agenda and Materials

- *Next KRCC Board Meeting on April 7.*
- Review 2/4/2020 draft KRCC Board Meeting Summary: No comments were provided on this item.

4. New Business

- Discuss structure for working group to address Naval Base transportation concerns:
 - Sophie provided a recap of Captain Rhinehart's proposal at the 2/4/2020 KRCC Board meeting to form a working group or coalition to discuss transportation concerns relevant to Naval Base Kitsap (NBK). Sophie noted that repurposing the structure of the West Sound Alliance was raised as an option for this working group, and that the portion of 2020 dues earmarked for West Sound Alliance could be applied to this effort.
 - Councilmember Ashby suggested that TransPOL act as the working group/coalition to address NBK's concerns. Executive Committee members also noted the importance of maintaining contact with the Captain to obtain guidance on this effort. KRCC staff will add discussion of the transportation coalition to TransPOL's March 19 agenda and contact NBK about KRCC's plans to move forward in response to the Captain's request.
- RMSA 2020 dues: The Executive Committee approved Risk Management Service Agency (RMSA) 2020 dues in the amount of \$3,000. Commissioner Strakeljahn moved to approve payment of RMSA dues, Councilmember Ashby seconded, and the motion carried without abstention or opposition. It was clarified that RMSA insurance covers decisions made by Board members in their capacity as KRCC members. Committee members noted that this dues payment is \$2,000 lower than the prior insurance provider.



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- RMSA 2020 Training Benefits: The Executive Committee discussed whether KRCC Board member jurisdictions should have access to training benefits available through RMSA. Benefits include RMSA Online University and Enquiron resources. The Committee suggested that jurisdictional staff should have the option to access RMSA training resources if desired. KRCC staff will provide information about the training resources in its next outreach email to the KRCC Board email list, including the option to set up a user account.

5. Administrative Agenda

- Status update on 2020 dues payments: Sophie updated the Committee that all member dues have been received, with the exception the Port Gamble S’Klallam Tribe and Kitsap County. Sophie noted that as Kitsap County pays its dues in monthly installments, KRCC staff will follow up to confirm the anticipated timing and amounts of the installments. Sophie will follow up with the Port Gamble S’Klallam Tribe to inquire about dues.
- Review KRCC 2019 Financial Report: Sophie provided an overview of the KRCC 2019 Financial Report, highlighting approximately \$51,000 in unused funds. Sophie noted that factors contributing to the 2019 budget surplus included an increase in Triangle Associates staff hours at lower billable rates and a reduction in the number of Board meetings. Councilmember Ashby suggested using \$7,100 of the surplus to pay for the 2020 audit, retaining approximately \$35,000 to fund the potential land use consultant, and placing the remaining funds (approximately \$7,000-8,000) into KRCC reserves. In response to inquiry about returning portions of dues in response to the budget surplus, Chair Wolfe suggested retaining the surplus funds would be in the best interest of KRCC.
- Determine amount to set aside for KRCC reserves:
 - Sophie noted that KRCC’s Policies and Procedures set a target of 10% of the KRCC budget for reserves. She clarified that the 10% budget allocation for reserves is a KRCC target rather than an external mandate. Commissioner Strakeljahn requested that KRCC staff inquire as to the specific procedure for setting aside reserves.
 - The Executive Committee recommended that enough funds be placed in KRCC reserves to meet and potentially exceed the 10% reserves target, and that the remainder of funds be set aside for general “future uses,” to be determined by the KRCC Board. A decision regarding the exact amount to be placed in reserves will be placed on the April 7 KRCC Board meeting agenda.
- Approve Triangle Associates January 2020 invoice: The Executive Committee reviewed Triangle Associates’ January 2020 invoice in the amount of \$19,265. Chair Wolfe moved to approve payment, Commissioner Strakeljahn seconded, and the motion carried without abstention or opposition.
- Communication with KRCC Board between meetings: Sophie requested Executive Committee guidance on whether KRCC staff should send updates, such as PSRC Monthly Reports, to KRCC Board members during months when no KRCC Board meeting is scheduled. The Committee recommended that communication in between Board meetings be limited to issues requiring direct action.

6. Adjourn

The meeting adjourned at 12:00 PM.



KRCC Executive Committee Meeting Draft Summary

Draft v. 4-23-20

Date: April 21, 2020

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

Location: Phone in (Zoom)

Members in Attendance: Chair Wolfe, Vice Chair Ashby, Mayor Wheeler, Commissioner Strakeljahn, Mayor Erickson, and Councilmember Medina.

Decisions		
<p>The KRCC Executive Committee:</p> <ul style="list-style-type: none"> • Approved Triangle Associates' March 2020 Invoice in the amount of \$14,390. • Recommended updating the KRCC Policies and Procedures Manual to reflect the new responsibility of KRCC staff to submit annual audit reports to the State Auditor's Office. • Recommended hiring a CPP consultant at the Board's discretion. • Approved a presentation on Kitsap County's Affordable Housing Report at the October 20 PlanPOL meeting. • Recommended that KRCC staff provide administrative support to the Gorst Coalition through 2020. • Approved a presentation on the Washington State Road Usage Charge at the September 1 Board meeting. • Recommended postponing the Board retreat to 2021. 		
Actions	Who?	Status
Reserve the Norm Dicks Council Chambers for May TransTAC and TransPOL in case the Stay at Home Order is lifted by the time of those meetings.	KRCC staff	Complete
Draft updated language regarding staff's responsibility to submit annual audit reports for the Policies and Procedures Manual.	KRCC staff	Ongoing
Provide the CPP Consultant Scope of Work, budget, and financial proposal to the Board for its approval.	KRCC staff	Ongoing
Share the ECONorthwest's affordable housing inventory and market analysis for the Kitsap County and cities	KRCC staff	Ongoing
Provide the KRCC Board with an estimate of administrative support costs for the Gorst Coalition	KRCC staff	Ongoing

1. Chair's Welcome

Chair Wolfe welcomed the Committee and reported out on Governor Inslee's webinar regarding COVID-19.

2. Committee Updates and Action Items

Executive Committee:

- Meeting Scheduling: The Committee recommended planning for KRCC meetings to be virtual through the end of June, although the May 27 TransTAC and May 28 TransPOL meetings are preferred to be in-person if possible. KRCC staff will reserve the Norm Dicks Council Chambers for those meetings in case those dates are not included in an extension of the Stay at Home Order. A virtual option will be provided for future in-person meetings. The Committee will revisit this topic at their May 19 Executive Committee meeting.



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2020 Audit Updates: Councilmember Ashby reported that the State Auditor's Office provided positive feedback on KRCC and Kitsap County staff's record keeping, but made some recommendations regarding KRCC's finances and processes, including treating KRCC as a "special purpose district" and having KRCC file their own annual audit reports. The Committee recommended that KRCC staff draft updated language regarding staff's responsibility to submit annual audit reports for KRCC's Policies and Procedures Manual.

Land Use Items:

- Recommend to the KRCC Board whether a CPP Consultant Should be Hired:
 - Committee members reported that their land use staff do not have the capacity to complete the CPP update without consultant support. They recommended that the work of the consultant be funded through KRCC's carry forward funds, the funds originally intended for the Board Retreat, and budgeting for the remainder of the CPP fees in next year's KRCC budget. The CPP Consultant Scope of Work, budget and financial proposal will be brought to the Board for approval.
- Discussion and decision regarding Kitsap County's proposal to present its Affordable Housing Report at future PlanPOL meeting (June 16 or Oct. 20): The Committee recommended having the presentation at the October 20 PlanPOL meeting.
- *April 21 PlanPOL Meeting cancelled.*

Transportation Items:

- *Next TransTAC meeting on May 27.*
- *Next TransPOL meeting on May 28.*
- Update on formation of Gorst Coalition, led by Port of Bremerton: Commissioner Strakeljahn reported that he is working with Representative Kilmer to get more clarity on the Coalition's role in developing an infrastructure package.
- Provide a recommendation to the KRCC Board regarding the role of KRCC staff in providing administrative support for the Port of Bremerton's Gorst Coalition: The Committee recommended utilizing KRCC staff to support the Gorst Coalition through the end of 2020 and including funding in the 2021 budget for continued administrative support. KRCC staff will provide the KRCC Board with a financial estimate of administrative support costs, similar to the costs associated with supporting the West Sound Alliance.

3. Review the KRCC Board Agenda and Materials

- Review May 5 Board Meeting Draft Agenda: The Board will receive presentations on transportation projects for the 2020 Countywide Competition and review the budget and scope of work for a CPP consultant.
- Determine appropriate KRCC Board meeting for Road Usage Charge presentation: The Executive Committee previously recommended this presentation from the WA State Transportation Commission to the Board, but it had been postponed for various reasons. They recommended receiving the presentation at the September 1 KRCC Board meeting.



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4. New Business

- Discuss whether KRCC would like to hold its annual Board Retreat: The Executive Committee recommended postponing the Board Retreat to 2021.

5. Administrative Agenda

- Update on obtaining signatures for KRCC's updated Interlocal Agreement (ILA): All member signatures have been collected except Bainbridge Island's which is set to review the ILA at its April 28 Council meeting.
- KRCC staffing update: Rosa Ammon-Ciaglo has begun a new position at the City of Seattle. Mishu Pham-Whipple will be taking on the coordination duties and continuing in her role as the Transportation Program Lead.
- Review KRCC Financial Report: The agency is anticipated to be underbudget by the end of the year due to less travel and printing costs.
- Approve Triangle Associates March 2020 invoice: The Executive Committee approved the Triangle Associates' March 2020 invoice in the amount of \$14,390.

6. Adjourn

The meeting adjourned at 12:00 PM.



POLICES AND PROCEDURES MANUAL

The Kitsap Regional Coordinating Council's (KRCC) Policies and Procedures Manual serves as a guide for its operations and management. This Manual is intended to complement the information provided in KRCC's Interlocal Agreement (ILA) and its Bylaws. The individual policies and procedures were approved during KRCC Board meetings in 2016, and the manual as a whole was approved by the KRCC Board on February 7, 2017. The KRCC Board has made subsequent additions to this document, and the approval dates are indicated on the added policies.

*Approved
October 1, 2019*

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1. Joining or Withdrawing from KRCC

1. BACKGROUND

According to the KRCC Bylaws, there are three types of KRCC members:

- A. “Member Agency” means a voting and dues paying municipal or other government entity located within Kitsap County, which is a party to the KRCC Bylaws.
- B. “Associate Member” means a member of KRCC that is not a party to the KRCC Bylaws and who enters into a separate agreement with KRCC that establishes the Associate Member’s level of participation in KRCC activities;
- C. “Ex Officio Member” means a non-voting, non-dues paying member of KRCC.

2. MAINTAINING MEMBERSHIP

To maintain KRCC membership, jurisdictions must submit a letter of commitment in July for the following year. This letter of commitment financially obligates the jurisdiction to pay the full dues for the following year. See Appendix A for a sample letter of commitment.

3. JOINING KRCC

Jurisdictions may enter KRCC as a Member Agency, Associate Member, or Ex Officio Member by submitting applications during the KRCC application window, which spans from July 1 to August 31 of any year. The application is available on the KRCC website and is included in Appendix B. Ports are eligible to apply for membership to KRCC as a “Member Agency” according to the following criteria:

- 1. The port must contain a clear connection or overlap with a High Capacity Transit center; and
- 2. The port must be located within an Urban Growth Area.

While the above criteria are required to join KRCC as a “Member Agency,” ports not meeting these criteria can apply as a non-voting member. Applicants must submit a fee in the amount of 10% of their potential annual dues along with their application (KRCC staff can help applicants determine their potential annual dues).¹ Upon approval by the KRCC Board, the Member Agency, Associate Member, or Ex Official member can officially join KRCC on January 1 of any year.

4. WITHDRAWING FROM KRCC

According to KRCC’s Interlocal Agreement, any Member Agency has the right to withdraw from KRCC by giving the KRCC Board six (6) months prior written notice. Unless otherwise provided by future agreement, any member agency that withdraws shall remain responsible for its financial and other obligations with regard to KRCC activities until the effective date of withdrawal and with regard to agreements to which the Council is a party and which exist at the time of such notice of withdrawal. After a jurisdiction submits its written notice to withdraw from KRCC, that jurisdiction is no longer permitted to serve on the KRCC Executive Committee (if applicable).

2. KRCC Board Procedures

¹ These application fees will be allocated to KRCC’s reserves.

1. BACKGROUND

The Kitsap Regional Coordinating Council (KRCC) Board meets on a regular basis to discuss land use and transportation issues and efforts across Kitsap County. The information below describes the procedure for organizing, facilitating, and following up after KRCC Board meetings.

2. ROLE OF THE EXECUTIVE COMMITTEE

The KRCC Executive Committee guides the work of the KRCC Board and committees, oversees the financial management of the organization, and oversees the management of contractors and staffing. In particular, the Executive Committee approves the Board and committee agendas and provides guidance on several products including the annual Work Plan, contractor scope of work, Board Retreat, Legislative Reception, bylaws, and interlocal agreement. The KRCC Chair fields contractor performance issues as needed.

3. ORGANIZING KRCC BOARD MEETINGS

The KRCC Executive Committee will review draft KRCC Board meeting agendas and materials at least two weeks prior to KRCC Board meetings. KRCC staff will make any edits to draft agendas and materials based on the Executive Committee’s feedback. KRCC staff will email KRCC Board members the meeting agendas and materials five days prior to Board meetings. As a courtesy, KRCC staff will also send the Board meeting agenda and materials to all KRCC standing committee members. KRCC Board meeting agendas and materials will also be posted to the website prior to the meetings.

4. FACILITATING KRCC BOARD MEETINGS

Bremerton Kitsap Access Television (BKAT) will record all official KRCC Board meetings. KRCC staff will provide presentation slides that address the agenda items. The KRCC Chair will facilitate all KRCC Board meetings. If the Chair is unavailable, the KRCC Vice-Chair will facilitate the meeting. KRCC staff will take notes during the KRCC Board meeting to develop into a summary. Standing agenda items generally include:

- Welcome and Introductions
- Chair’s Comments
- Approval of Last Meeting Summary
- Update on Standing KRCC Committees (e.g. TransPOL, TranSTAC, LUTAC, etc.)
- Update on Puget Sound Regional Council Boards and Committees
- Federal and State Legislative Tracking
- Administrative Report
- Council Questions and Concerns
- Public Comments
- Roundtable Announcements

5. FOLLOWING UP AFTER KRCC BOARD MEETINGS

KRCC staff will develop draft summaries of KRCC Board meetings. These summaries will capture any major decisions made by the KRCC Board, follow-up tasks, and discussion items. The last draft KRCC

Board meeting summary will be distributed to KRCC Board members prior to the next KRCC Board meeting. Approved KRCC Board meeting summaries will be posted to KRCC's website.

3. Creating and Disbanding Standing Committees

1. BACKGROUND

This procedure is intended to clarify how KRCC creates, disbands, and maintains standing committees.

2. STANDING COMMITTEES

According to the KRCC Bylaws, "the KRCC Chair may appoint or the Council² may request that the Chair appoint other committees as needed to advise or assist the Council in fulfilling its functions. Committee composition should include, as appropriate, representatives of County, City and Tribal governments, the Port of Bremerton, or other members." These standing committees are distinct from the KRCC Executive Committee, which has its own procedures outlined in the KRCC Bylaws.

3. CREATING, MAINTAINING, AND DISBANDING STANDING COMMITTEES AT THE START OF YEAR

At the first KRCC Executive Committee meeting of each year, the newly appointed Chair will discuss his/her plans to:

- Maintain all the previously existing standing committees;
- Discontinue, with good reason, one or more of the previous standing committees; or
- Create, with good reason, one or more standing committees.

The KRCC Executive Committee will advise the Chair on these options for discussion with the Board. During the second KRCC Board meeting of the year, the Chair will announce his/her plans regarding standing committees. After this announcement, the Board will have an opportunity to publically discuss these plans. However, the maintenance, formation, or discontinuation of standing committees does not require a formal vote of the KRCC Board.

4. CREATING AND DISBANDING STANDING COMMITTEES MID-YEAR

During an Executive Committee meeting, the Chair will discuss potentially creating or disbanding a standing committee. The KRCC Executive Committee will provide feedback and guidance regarding these changes. During a subsequent KRCC Board meeting, the Chair will announce his/her plans regarding one or more standing committees. After this announcement, the Board will have an opportunity to publically discuss these plans. However, the formation or discontinuation of standing committees does not require a formal vote of the KRCC Board.

² The Council is also referred to as the KRCC Board throughout this draft procedure and other documents.

4. Representation on Puget Sound Regional Council's Boards and Committees

1. BACKGROUND

The Puget Sound Regional Council (PSRC) convenes several boards that consist of elected officials from jurisdictions in King, Snohomish, Pierce, and Kitsap Counties. PSRC also convenes several committees that consist of technical staff from the four-county region. The Kitsap Regional Coordinating Council (KRCC) is responsible for coordinating the selection of elected officials and staff from across Kitsap County to serve on various PSRC boards and committees. In most cases, this means coordinating the selection of representatives and alternates for the "Kitsap County," "Kitsap Other Cities," "Tribes" or "Ports" positions on PSRC boards and committees.

2A. APPOINTING MEMBERS TO PSRC BOARDS

There is a four-step process for coordinating the selection of new members to PSRC boards:

1. The Executive Committee will review an inventory of all KRCC appointees and alternates on PSRC boards and identify potential vacancies during its December meeting.
2. The Executive Committee will release a "Call for PSRC Board Appointments" to all KRCC Board members for vacant seats on relevant PSRC boards by the end of December.
3. The Executive Committee will discuss the proposed appointees and alternates and develop a list of recommendations during its January meeting.
4. The KRCC Executive Board will review and affirm this list of recommendations during its February meeting.³

2B. APPOINTING MEMBERS TO PSRC COMMITTEES

There is a three-step process for coordinating the selection of new members to PSRC committees:

1. LUTAC and TranSTAC will review an inventory of all KRCC appointees and alternates on PSRC committees and identify potential vacancies during their respective December meetings.
2. KRCC staff will release a "Call for PSRC Committee Appointments" to all LUTAC and TranSTAC members for vacant seats on relevant PSRC committees by the end of December.
3. LUTAC and TranSTAC will discuss the proposed appointees and alternates and affirm membership during their respective February meetings.

3. RESPONSIBILITIES OF SERVING ON PSRC BOARDS AND COMMITTEES

Representatives and/or their alternates are expected to attend the majority of meetings in a calendar year either in person (preference) or via phone (if necessary).

4A. VACATING AND REAPPOINTING POSITIONS ON PSRC BOARDS

The Executive Committee will determine how to fill mid-year vacancies on PSRC boards. The KRCC Board will affirm any mid-year vacancies during a regularly scheduled Board meeting.

³ KRCC appointees are not finalized until February since jurisdictions swear in new local elected officials in January.

4B. VACATING AND REAPPOINTING POSITIONS ON PSRC COMMITTEES

LUTAC and TranSTAC will discuss mid-year vacancies as they arise at their regularly scheduled meetings. LUTAC and TranSTAC will affirm new representatives and/or alternates at their following meetings (respectively).

5. TERMS

Members and alternates on PSRC boards and committees will serve two-year terms. There will be no term limits for representing KRCC on any PSRC board or committee.

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. Media

1. BACKGROUND

Media organizations have an interest in the activities of the Kitsap Regional Coordinating Council (KRCC) and KRCC has a responsibility to be open and responsive to their information requests. Media organizations include but are not limited to broadcast, electronic, and print. The policy below describes how KRCC will interact with the media.

2. MEDIA INFORMATION REQUESTS

The KRCC's Program Director is responsible for responding to media requests. After receiving a media request, the Program Director will immediately alert the KRCC Executive Committee. If necessary, the Program Director will convey to the KRCC Board the information provided to the media.

3. INTERACTING WITH THE MEDIA

If approached by a member of the media, KRCC's Program Director will convey KRCC's official position. If a reporter directly approaches a member of the KRCC Executive Board, this member would speak on behalf of his or her own jurisdiction but not on behalf of KRCC.

4. PHOTOGRAPHY AND FILM

The Program Director will be responsible for responding to requests to take photographs or film public meetings or KRCC-related events. After receiving such a request, the Program Director will alert the KRCC Executive Committee and gain their or the KRCC Board's approval if needed.

5. SEEKING MEDIA COVERAGE

The Program Director and KRCC staff will get approval from the KRCC Board before issuing press releases to media outlets. KRCC will observe principles of integrity, professionalism, privacy and impartiality when developing press releases.

7. Contractor Evaluation

1. BACKGROUND

The Kitsap Regional Coordinating Council (KRCC) hires contractors to perform a variety of services, including program directorship, meeting facilitation, and legal analysis. To help ensure that KRCC is receiving high quality services, the KRCC Board will conduct an annual review of its main contractor(s).

2. CONTRACTOR EVALUATION

During the October KRCC Board meeting of each calendar year, the KRCC chair will distribute a contractor evaluation form to KRCC Board members to fill out and return to him or her by the November Board meeting. KRCC Board members can distribute the form to their staff if they choose; as such, each jurisdiction can submit multiple evaluation forms. The evaluation form can be returned to the KRCC chair in person or via email. The Chair will provide a verbal or written summary of the results of the evaluation to the contractors by the end of the year.

3. EVALUATION FORM

The evaluation form will provide quantitative and qualitative metrics for evaluation. The evaluation form will allow for anonymity if the evaluator desires. See Appendix C for a sample evaluation.

4. REPORT OUT

The KRCC Chair will provide a report out of the findings from the contractor evaluation(s) during the December KRCC Board meeting of each year.

8. Public Records Requests

The Kitsap Regional Coordinating Council seeks to conduct all of its work in an open and transparent nature. To help make sure people have access to records, the agency has prepared the following procedures that represent the best practices of government in the state of Washington, as recommended by the Office of the Attorney General.

1. AUTHORITY AND PURPOSE

- a. Chapter 42.56 RCW, the Public Records Act ("the act"), requires each agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public records" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency.
- b. This document describes the procedures the Kitsap Regional Coordinating Council (KRCC) will follow in order to provide full access to public records. These procedures provide information to persons wishing to request access to public records of KRCC and establish processes for both requestors and KRCC staff that are designed to best assist members of the public in obtaining such access. These procedures have been written to incorporate best practices for compliance with the act and are based upon and organized according to Model Rules promulgated by the Attorney General of the State of Washington.
- c. The purpose of the act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights, and the desirability of the efficient administration of government. In carrying out its responsibilities under the act, KRCC will be guided by the provisions of the act describing its purposes and interpretation.

2. AGENCY DESCRIPTION – CONTACT INFORMATION – PUBLIC RECORDS OFFICER

- a. KRCC serves as a council of governments for Kitsap County. Through KRCC's Interlocal Agreement, it often also serves as a forum for matters of countywide interest. KRCC's mailing address is 614 Division St. MS-4, Port Orchard, WA 98366.
- b. Any person wishing to request access to public records of KRCC, or seeking assistance with making such a request should contact the public records officer of Kitsap County:

Kitsap County's Department of Administrative Services
614 Division Street MS-7
Port Orchard, WA 98366
Phone: 360-307-4261
Fax: 360-337-4874

E-Mail: publicrecords@co.kitsap.wa.us

Information is also available on KRCC's website at www.kitsapregionalcouncil.org

- c. The public records officer will oversee compliance with the act, but another KRCC staff member may process the request. Therefore, these procedures will refer to the public records officer "or designee." The public records officer or designee and KRCC will provide the "fullest assistance" to requestors, ensure that public records are protected from

damage or disorganization, and prevent the fulfillment of public records requests from causing excessive interference with essential functions of KRCC.

3. AVAILABILITY OF PUBLIC RECORDS

a. **Hours for inspection of records.** Public records are available for inspection and copying during normal business hours of Kitsap County, Monday through Friday, 8:00 a.m. to 4:30 p.m., excluding legal holidays. Records may be inspected at Kitsap County's office (614 Division St. MS-20, Port Orchard, WA 98366).

b. **Records index.** KRCC finds that maintaining an index is unduly burdensome and would interfere with agency operations. The requirement would unduly burden or interfere with KRCC operations in the following ways:

- The creation of a single index providing the intricate detail described in RCW [42.56.070](#) would interfere with agency operations in that it would take an inordinate amount of staff time to develop.
- It would be unduly burdensome for agency staff to index each and every of the many varied agency records, given the wide range of agency activities and the agency's limited staffing levels.

KRCC's website will, however, index and maintain the following general administrative records to make them available for public inspection and copying:

- Bylaws
- Budget documents
- Summaries and agendas of regular meetings of the KRCC Executive Board and its standing committees.

The public records officer will coordinate responses to public records requests, and responsive records shall be made available for public inspection and copying in accordance with RCW [42.56](#).

c. **Organization of records.** KRCC will maintain its records in a reasonably organized manner. KRCC will take reasonable actions to protect records from damage and disorganization. A requestor shall not take KRCC records from KRCC offices without the permission of the public records officer or designee. A variety of records is available on the KRCC website at www.kitsapregionalcouncil.org. Requestors are encouraged to view the documents available on the website prior to submitting a records request.

d. **Making a request for public record**

1. Any person wishing to inspect or copy public records of KRCC should make the request in writing via email address (publicrecords@co.kitsap.wa.us) to the public records officer and including the following information:
 - Name of requestor
 - Address of requestor
 - Other contact information, such as telephone number and any email address
 - Identification of the public records adequate for the public records officer or designee to locate the records
 - The date and time of day of the request
2. If the requestor wishes to have copies of the record made instead of simply inspecting them, he or she should so indicate and make arrangements to pay for

copies of the records or at least make a deposit of 10 percent of the cost of copying estimated by the public records officer before copying will commence. Standard black and white 8 1/2" x 11" photocopies will be provided at 15 cents per page.

3. A form is available for use by requestors at KRCC's website: <http://www.kitsapregionalcouncil.org/contact-us/> (and attached as Appendix D)
4. The public records officer or designee may accept request for public records that contain the above information by telephone or in person. If the public records officer or designee accepts such a request, he or she will confirm receipt of the information and the substance of the request in writing.
5. Persons requesting public records that include a list of individuals will be required to provide a declaration under penalty of perjury certifying that the records will not be used for any commercial use (profit-expecting activity) prohibited by RCW [42.56.070\(9\)](#) unless specifically authorized by other law.

4. PROCESSING OF PUBLIC RECORDS REQUESTS—GENERAL

- a. **Providing "fullest assistance."** KRCC is charged by statute with adopting rules which provide for how it will "provide full public access to public records," "protect public records from damage or disorganization," "prevent excessive interference with other essential functions of the agency," provide "fullest assistance" to requestors, and provide the "most timely possible action" on public records requests. The public records officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.
- b. **Acknowledging receipt of request.** Within five business days of receipt of the request, the public records officer will do one or more of the following:
 1. Make the records available for inspection or copying.
 2. If copies are requested and payment of a deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor.
 3. Provide a reasonable estimate of when records will be available.
 4. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor. Such clarification may be requested and provided by telephone. The public records officer or designee may revise the estimate of when records will be available.
 5. Deny the request.
- c. **Consequences of failure to respond.** If KRCC or its applicable agency does not respond in writing within five business days of receipt of the request for disclosure, the requestor should consider contacting the public records officer to determine the reason for the failure to respond.
- d. **Protecting rights of others.** In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the public records officer or designee may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, to seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

- e. **Records exempt from disclosure.** Some records are exempt from disclosure, in whole or in part. If KRCC believes that a record is exempt from disclosure and should be withheld, the public records officer or designee will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempted portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.
- f. **Inspection of records**
 - 1. Consistent with other demands, KRCC shall promptly provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the agency to copy.
 - 2. The requestor must claim or review the assembled records within 30 days of KRCC's notification to him or her that the records are available for inspection or copying. The agency will notify the requestor in writing of this requirement and inform the requestor that he or she should contact the agency to make arrangements to claim the copies or review the records. If the requestor or a representative of the requestor fails to claim the copies or review the records within the 30-day period or make other arrangements, KRCC may close the request and refile the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or similar records, which can be processed as a new request.
- g. **Providing copies of records.** The public records officer or designee shall make the requested copies or arrange for copying upon a deposit of at least 10 percent of the estimated cost of copying. At KRCC's discretion, this deposit may be waived for small requests.
- h. **Providing records in installments.** When the request is for a large number of records, the public records officer or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within 30 days, the requestor fails to inspect the entire set of records or one or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.
- i. **Completion of inspection.** When the inspection of the requested records is complete and all requested copies are provided, the public records officer or designee will indicate that KRCC has completed a diligent search for the requested records and made any located non-exempt records available for inspection.
- j. **Closing withdrawn or abandoned request.** When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the public records officer will close the request and indicate to the requestor that KRCC has closed the request.
- k. **Later discovered documents.** If, after KRCC has informed the requestor that it has provided all available records, KRCC becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

5. PROCESSING OF PUBLIC RECORDS REQUESTS—ELECTRONIC RECORDS

- a. **Requesting electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.
- b. **Providing electronic records.** When a requestor requests records in an electronic format, the public records officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the agency and is generally commercially available, or in a format that is reasonably translatable from the format in which the agency keeps the record. Costs for providing electronic records are governed by Section 7.b.
- c. **Customized access to databases.** With the consent of the requestor, the agency may provide customized access under RCW [43.105.280](#) if the record is not reasonably locatable or not reasonably translatable into the format requested. KRCC may charge a fee consistent with RCW [43.105.280](#) for such customized access.

6. EXEMPTIONS

- a. The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure. Requestors should be aware of the following exemptions, outside the Public Records Act, that restrict the availability of some documents held by KRCC for inspection and copying:
 - KRCC is prohibited by statute from disclosing lists of individuals for commercial purposes.

This list is for informational purposes only; other exemptions not listed here may apply.

7. COSTS OF PROVIDING COPIES OF PUBLIC RECORDS

- a. **Costs for paper copies.** There is no fee for inspecting public records. A requestor may obtain standard black and white photocopies for 15 cents per page. Before beginning to make the copies, the public records officer or designee may require a deposit of up to 10 percent of the estimated costs of copying all the records selected by the requestor. The public records officer or designee may also require the payment of the remainder of the copying costs before providing all the copies, or the payment of the costs of copying an installment before providing that installment. KRCC will not charge sales tax when it makes copies of public records.
- b. **Costs for electronic records.** If KRCC provides electronic records on an external storage device, it may charge the actual cost for the device. There will be no charge for emailing electronic records to a requestor, unless another cost applies, such as a scanning fee.
- c. **Costs for scanning.** KRCC may charge for scanning existing KRCC paper or other non-electronic records. The rate will be the actual labor cost for scanning, not to exceed 15 cents per page. A statement of factors and the manner used to determine this charge will be made available by the public records officer. KRCC will not charge sales tax for scanning public records
- d. **Costs of mailing.** KRCC may also charge actual costs of mailing, including the cost of the shipping container.

- e. **Payment.** Payment may be made by cash, check, or money order to KRCC.

8. REVIEW OF DENIALS OF PUBLIC RECORDS

- a. **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer or designee denying the request.
- b. **Consideration of petition for review.** The public records officer shall promptly provide the petition and any other relevant information to the Deputy Executive Director of KRCC or, if the Deputy Executive Director is unavailable, another KRCC senior staff person designated by the Deputy Executive Director or the Executive Director. That person will immediately consider the petition and either affirm or reverse the denial within two business days following KRCC's receipt of the petition, or within such other time as KRCC and the requestor mutually agree to.
- c. **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW [42.56.550](#) at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

9. Transportation Policy Committee (TransPOL) Operating Procedures

Approved by the KRCC Board on September 5, 2017

1. BACKGROUND

According to the Kitsap Regional Coordinating Council's (KRCC) Bylaws, "The [KRCC] Chair may appoint or the Council may request that the Chair appoint other committees as needed to advise or assist the Council in fulfilling its functions" (Section 10.2). The Transportation Policy Committee, or TransPOL, is a standing policy committee that serves the KRCC Board. The purpose of TransPOL is to provide KRCC policy makers with an opportunity to have in-depth discussions about countywide transportation initiatives and issues. TransPOL provides recommendations to the KRCC Board, including recommending which projects should receive Federal Highway Administration (FHWA) funding via the Puget Sound Regional Council's (PSRC) Countywide Competition.

2. TRANSPOL MEMBERS

The KRCC Bylaws state "Committee composition should include, as appropriate, representatives of County, City and Tribal governments, the Port of Bremerton, or other members." Currently, TransPOL includes members from the following jurisdictions:

- City of Bainbridge Island
- City of Bremerton
- City of Port Orchard
- City of Poulsbo
- Kitsap County
- Kitsap Transit
- Port of Bremerton

Members of TransPOL do not necessarily need to be sitting KRCC Board members but they must be elected officials. Alternates may serve on an official's behalf in TransPOL meetings.

3. ROLE OF THE TRANSPORTATION TECHNICAL ADVISORY COMMITTEE (TRANSTAC)

The Transportation Technical Advisory Committee (TransTAC) is one of the staff-level committees that serve the KRCC Board. TransTAC holds separate meetings from TransPOL to discuss transportation issues and provide recommendations to TransPOL. TransTAC members are invited to observe TransPOL meetings and answer questions if needed. TransTAC agendas are developed by TransTAC in coordination with KRCC staff and reviewed and commented on by the Executive Committee.

4. MEETING SCHEDULE

TransPOL typically meets four times per year to discuss pertinent transportation issues. TransPOL meetings take place in-person but can be held by phone or webinar if needed. When FHWA Transportation Competitions are taking place, TransPOL might meet more often to effectively participate in the Regional and Countywide Competitions. Below is a sample schedule for alternating TransPOL and TransTAC meetings.

SAMPLE SCHEDULE					
January	February	March	April	May	June
TransTAC meeting (2 nd Thurs)	TransPOL meeting (1 st Thurs) <i>TransTAC invited to observe</i>	TransTAC meeting (2 nd Thurs)	TransPOL meeting (1 st Thurs) <i>TransTAC invited to observe</i>	TransTAC meeting (2 nd Thurs)	No meetings (KRCC Retreat)
July	August	September	October	November	December
TransTAC meeting (2 nd Thurs)	No meetings (break)	TransPOL meeting (1 st Thurs) <i>TransTAC invited to observe</i>	TransTAC meeting (2 nd Thurs)	TransTAC meeting (due to FHWA competitions) (2 nd Thurs)	TransPOL meeting (1 st Thurs) <i>TransTAC invited to observe</i>

5. OPEN PUBLIC MEETINGS

According to the KRCC Bylaws, “Meetings of the Council and Standing Policy Committees created by the Chair shall conform to the Open Public Meetings Act, Chapter 42.30 RCW” (Section 9.2). As such, public comment will be taken during the meeting. In addition, KRCC staff will post TransPOL meeting dates on the KRCC website, upload meeting agendas prior to meetings, and upload approved summaries following meetings.

6. DESIGNATED MEETING CHAIR

TransPOL meetings will be facilitated by the KRCC Program Director to allow the KRCC Chair or Vice Chair and other elected officials appointed to the committee, to fully engage with TransPOL discussions.

7. AGENDA DEVELOPMENT

Agendas and content for TransPOL meetings will be developed by the Program Director in coordination with the Executive Committee.

10. Land Use Planning Policy Committee (PlanPOL) Operating Procedures

Approved by the KRCC Board on September 5, 2017

1. BACKGROUND

According to the Kitsap Regional Coordinating Council's (KRCC) Bylaws, "The [KRCC] Chair may appoint or the Council may request that the Chair appoint other committees as needed to advise or assist the Council in fulfilling its functions" (Section 10.2). Throughout 2016 and 2017, the KRCC Board discussed forming a policy-level committee to discuss land use issues across Kitsap County. During the July 11, 2017 KRCC Board meeting, it was proposed to form an ad-hoc Land Use Planning Policy (PlanPOL) Committee that could potentially be expanded into a standing policy committee. Below are potential operating procedures for PlanPOL.

2. PLANPOL MEMBERS

The KRCC Bylaws state "Committee composition should include, as appropriate, representatives of County, City and Tribal governments, the Port of Bremerton, or other members." Currently, PlanPOL includes members from the following jurisdictions:

- City of Bainbridge Island
- City of Bremerton
- City of Port Orchard
- City of Poulsbo
- Kitsap County
- Kitsap Transit
- Port of Bremerton

Members of PlanPOL do not necessarily need to be sitting KRCC Board members but they must be elected officials. Alternates may serve on an official's behalf in PlanPOL meetings.

3. ROLE OF THE LAND USE TECHNICAL ADVISORY COMMITTEE (LUTAC)

The Land Use Technical Advisory Committee (LUTAC) is currently one of the staff-level committees that serve the KRCC Board. LUTAC holds meetings to discuss land use issues and provide recommendations to the KRCC Board. LUTAC is invited to observe PlanPOL meetings and answer questions if needed. LUTAC agendas are developed by LUTAC in coordination with KRCC staff and reviewed and commented on by the Executive Committee.

4. MEETING SCHEDULE

PlanPOL may meet quarterly during transportation funding cycle years, or every other month during off-transportation funding cycle years, to discuss pertinent land use issues. Below is a sample schedule for alternating PlanPOL and LUTAC meetings.

SAMPLE SCHEDULE					
January	February	March	April	May	June
No meeting	LUTAC meeting (2 nd Thursday)	PlanPOL meeting (1 st Thursday) <i>LUTAC invited to observe</i>	LUTAC meeting (2 nd Thursday)	PlanPOL meeting (1 st Thursday) <i>LUTAC invited to observe</i>	No meeting (KRCC Retreat)
July	August	September	October	November	December
PlanPOL meeting (1 st Thursday) <i>LUTAC invited to observe</i>	No meeting (break)	LUTAC meeting (2 nd Thursday)	PlanPOL meeting (1 st Thursday) <i>LUTAC invited to observe</i>	No meeting (Legislative Reception)	LUTAC meeting (2 nd Thursday)

5. OPEN PUBLIC MEETINGS

According to the KRCC Bylaws, “Meetings of the Council and Standing Policy Committees created by the Chair shall conform to the Open Public Meetings Act, Chapter 42.30 RCW” (Section 9.2). As such, public comment will be taken during the meeting. In addition, KRCC staff will post PlanPOL meeting dates on the KRCC website, upload meeting agendas prior to meetings, and upload approved summaries following meetings.

6. DESIGNATED MEETING CHAIR

PlanPOL meetings will be facilitated by the KRCC Program Director to allow the KRCC Chair or Vice Chair and other elected officials appointed to the committee, to fully engage with PlanPOL discussions.

7. AGENDA DEVELOPMENT

Agendas and content for PlanPOL meetings will be developed by the Program Director in coordination with the Executive Committee.

11. Position Statement Policy

Approved by the KRCC Board on September 5, 2017

1. BACKGROUND

During the June 20, 2017, Executive Committee meeting of the Kitsap Regional Coordinating Council (KRCC) the members approved a recommendation from the Executive Director of KRCC to establish and formalize a procedure to guide the development of KRCC Position Statements as formally requested. The following describes the procedure for requesting, developing, and finalizing a position statement representative of the KRCC Executive Board on any duly considered topic.

2. PROCEDURE TO REQUEST A POSITION STATEMENT

2.1 A KRCC Executive Board Member may propose a motion to develop a KRCC position statement on an issue any time, within a germane agenda item, at a regularly scheduled Board meeting. If the motion is brought forward at an Executive Board meeting, the members may discuss the matter, after which, it must be referred to the Executive Committee for further development.

2.2 Alternatively, and should the opportunity arise outside of a regularly scheduled Board meeting, a member of the KRCC Executive Board can propose to an Executive Committee member, that a position statement be issued on behalf of KRCC. In such a case, the Executive Committee member will first bring a motion for consideration before the KRCC Executive Committee for deliberation and approval prior to the next meeting of the KRCC Executive Board. Once heard, the Executive Board must remit the matter back to the Executive Committee for further development.

3. PROCEDURE TO DEVELOP A POSITION STATEMENT

3.1 The KRCC Executive Committee can commission a volunteer sub-committee of KRCC Executive Board members or assign a standing Board sub-committee to research the matter, before drafting and revising a position statement to be first presented to the Executive Committee for deliberation and approval upon completion. In this instance, the Board sub-committee chair, or approved proxy, would present a final draft of the document to the KRCC Executive Board once approved by the KRCC Executive Committee.

3.2 The Executive Committee may also delegate the task of drafting a position statement to the KRCC Program Director. The Director would work with KRCC staff or experts to research the issue, steward revised drafts, and present a finalized draft position statement to the Executive Committee

for deliberation and approval, prior to a regularly scheduled KRCC Board Meeting. If the task was delegated to the KRCC Program Director for development, the final draft approved by the Executive Committee can be presented to the KRCC Executive Board at a regularly scheduled Board meeting by either the KRCC Program Director or approved proxy, or a member of the KRCC Executive Committee or selected proxy from the Executive Board.

4. PROCEDURE TO FINALIZE A POSITION STATEMENT

4.1 Guidelines for the Final Product

The final product intended for external distribution can only be considered a formal position of the Kitsap Regional Coordinating Council after it has been voted as such at a full meeting of the KRCC Executive Board, and only after the final product is set on KRCC letterhead, signed and dated by the current Chairperson.

4.2 Guidelines for Determination of Local Approval

Each KRCC voting member will need to determine whether the approval of their jurisdictional Boards or Councils is required prior to their representative vote on the position statement proposed to the KRCC Executive Board.

4.3 Guidelines for Consideration of Non-Voting Members

Non-Voting KRCC members are encouraged to signal their support or concerns during the deliberation of the KRCC Executive Board.

Appendix A: Sample Letter of Commitment

[KRCC BOARD MEMBER]
[TITLE]
[JURISDICTION NAME]
[JURISDICTION ADDRESS]

July 1, [YEAR]

Kitsap Regional Coordinating Council
614 Division Street – MS4
Port Orchard, WA 98366

To the [CURRENT CHAIR OF KRCC],

This letter signifies [NAME OF JURISDICTION]'s commitment to remain a member of the Kitsap Regional Coordinating Council (KRCC) from January 1, [NEXT YEAR] through December 31 of [NEXT YEAR]. [NAME OF JURISDICTION] fully understands that this letter of commitment financially obligates us to pay our approved dues in January of [NEXT YEAR].

Thank You,

Signature

[KRCC BOARD MEMBER]
[TITLE]

Appendix B – Sample KRCC Application

1. Date (KRCC application window is between July 1-August 31 of any year) _____

2. Name of Jurisdiction _____

3. Form of Government _____

4. Type of Member

- Member agency
- Associate member
- Ex-officio member

5. Current Population Estimate (Office of Financial Management data):

_____ persons

6. Assessed Valuation

\$_____ dollars

7. Billing Contact Information

Name: _____

Street: _____

City, State, Zip: _____

8. Application Fees

10% of Projected Annual Dues \$_____

Please contact KRCC staff to determine projected annual dues. Staff can be reached via phone (360-337-4960) or via email (publicinfo@kitsapregionalcouncil.org); Please make out your check to the “Kitsap Regional Coordinating Council.”

Please submit this application and application fees to KRCC:
Kitsap Regional Coordinating Council, 614 Division St. MS4, Port Orchard, WA, 98366

For staff use only:

Date received:

Date application fee processed:

Appendix C – Sample Contractor Evaluation

1) On a scale of 1 to 5 – where 1 is “not at all” and 5 is “positively yes” – how likely are you to recommend Triangle Associates as a facilitator to your colleagues or otherwise ask Triangle Associates to serve again?

1 2 3 4 5 (check selection)

2) On a scale of 1 to 5 – where 1 is “not at all” and 5 is “positively yes” – how likely are you to ask Triangle Associates to contract with KRCC again for staff and committee support?

1 2 3 4 5 (check selection)

3) Can you comment on one or more specific things that Triangle Associates did– e.g., skills, behaviors or qualities - that assisted you and the other government participants?

4) Can you comment on one or more specific things Triangle Associates did to shift or improve your work with KRCC or your jurisdiction?

5) Is there anything else you'd be willing to share that will help keep Triangle Associates in continual learning, growing and improving mode?

6) How can this evaluation form be improved to provide an accurate measure of Triangle Associates' work?

Name (Optional):

Member of (circle)

KRCC Board

TransTAC

LUTAC

Please return this form to KRCC Chair by [DATE] either by emailing it to [email address](#) or giving it to him/her in person.

Appendix D – Sample Public Records Request Form

Contact Information

Your Name _____

Your Email _____

Your Phone Number _____

Your Mailing Address _____

Records

Please list the records you want to see and be as specific as possible. It will help us find your records more quickly if you can identify the titles and dates.

(Please use additional pieces of paper as needed)

Please send your request to publicrecords@co.kitsap.wa.us. Kitsap County will respond to you within five (5) business days of receiving your request. Charges for documents requested will be \$.15 (fifteen cents) per page. For more information, you may contact 360-307-4261.

Limits on How Public Records May be Used

Washington State law limits certain uses of public records, including but not limited to prohibiting using lists of individuals for commercial purposes [RCW 42.56.070(9)].

By signing this form, I hereby declare under penalty of perjury, under the laws of the State of Washington, that the requested records shall not be used in violation of state law.

Signature: _____

Date: _____

Printed Name: _____



DRAFT ONLY - KRCC Land Use Technical Advisory Committee (LUTAC) Meeting Agenda
v. 4-22-2020

Date: May 14, 2020

Time: 9:30 am - 11:30 am

Remote Participation: Below are two options for remotely participating in this meeting.

- **Option A - Video Conferencing and Screen Sharing.** Please click the following link: <https://zoom.us/j/759215236>. You will likely be asked to download Zoom and then start the application. This will take you to the virtual meeting room. **Please test the Zoom link ahead of the meeting to make sure the necessary plugins are on your computer.**
 - **To hear the meeting,** dial (669) 900-9128, then enter the *meeting number: 759-215-236*. You do not need a participant ID, just press “#” to continue the call.
 - **To see the presenter’s screen,** you can simply stay in the virtual meeting room.
 - **To join by video,** you can turn on the video function on the Zoom app (make sure your computer’s camera is on).
- **Option B - Call in only.** If you are not on a computer, you can join by phone only. Please call (669) 900-9128 and then enter the *meeting number: 759-215-236* to enter the call. You do not need a participant ID, just press “#” to continue the call.

1. Welcome

2. Committee Updates and Action Items

- a. Old Business
 - **ACTION:** Approve the draft [April 9 Meeting Summary](#) Packet Pg.
- b. Kitsap Countywide Planning Policies, *Element C*. Centers of Growth Next Steps
 - Review and confirm the [revised version of Element C: Centers of Growth](#) for PlanPOL review Packet Pg.
 - Discuss [Technical Memorandum edits](#)
 - Discuss the [draft timeline for the Kitsap CPP Centers Ratification and Public Process](#) while considering the following: Packet Pg.
 - How should individual jurisdictions be briefed on Element C updates?
 - What should LUTAC be aware of regarding Kitsap County’s ratification process?
- c. Kitsap Countywide Planning Policies, *Full Update*, and Next Steps
 - Review [draft comparison of CPP Centers update to Full update](#)
 - Review [draft GANNT chart for full CPP update](#) Packet Pg.
 - For reference: [VISION 2050 Glossary](#) Packet Pg.
 - Question: What is the best method and timing for the population target setting? Packet Pg.
 - Question: What is the best approach for elected officials to discuss larger VISION 2050 policy issues, such as climate change, affordable housing, etc.?
- d. CPP Sub Consultant Updates
 - For reference: [draft sub-consultant scope of work](#) Packet Pg.
 - Review [hypothetical CPP consultant budget](#) Packet Pg.



3. Administrative Agenda

- The next meeting is planned for **July 9, 2020**
 - Discuss suggested agenda topics for the meeting.
- Discuss the [draft June 16 PlanPOL meeting agenda](#) Packet Pg.
 - How would LUTAC like to share the Element C updates and technical memos?
 - What are some recommendations to discuss the Kitsap CPP Full Update?
 - What additional topics need to be discussed at the April PlanPOL meeting?
 - Is there sufficient time for a presentation on Kitsap County's Affordable Housing Analysis?
- Discuss the [draft KRCC meeting schedule](#) for 2020. Packet Pg.
 - Would LUTAC be open to adding a meeting on November 12?

4. Wrap Up

- Recap topics covered
- Summarize key decisions and action items

5. Adjourn

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

Regional Competition

Countywide Competition

January

TransTAC:
Discuss Regional
Projects
1/9 

TransTAC:
Review/Finalize
Countywide
Competition Materials
1/9 

February

TransTAC:
PSRC Workshop
2/12 

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

TransTAC/Sponsors:
KRCC Call for
Countywide Projects
2/5

KRCC Board:
Approve Countywide
Competition Materials
2/4 

March

TransTAC/Sponsors:
Regional Screening
Form Due
3/2 

TransTAC:
Review Regional
Projects
3/12 

TransTAC:
Review Countywide
Projects
3/12 

TransPOL:
Review Countywide
Projects
3/19 

TransPOL:
Discuss Competitions
and Progress
3/19 

TransTAC/Sponsors:
Countywide
Screening Form Due
3/20 

KRCC Board:
Regional Project
Presentations
4/7 

TransTAC/Sponsors:
Regional Applications
Due
4/8 

KRCC Board:
Review Countywide
Projects
4/7 

April

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

May

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

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

TransTAC:
Project Selection
Workshop
5/27 

TransPOL:
Review Countywide
Projects
Recommendation
5/28 

June

KRCC Board:
Approve Countywide
Projects
6/2 

PSRC :
Countywide Project
Recommendations
due 6/23 

TransPOL:
Review Countywide
Projects; Debrief
Competition
6/18 

July

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

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

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

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

Legend:



Discuss/Review



Product/Recommendation Due



Approve/Vote



**Kitsap Regional Coordinating Council (KRCC)
Draft Transportation Policy Committee (TransPOL) Gorst Subgroup Meeting Summary**

March 31, 2020 Meeting | 10:00-11:00 AM | Remote Meeting

v. 4/1/20

Decisions		
<ul style="list-style-type: none"> • The Port of Bremerton will be the convener of the Gorst Coalition. • The purpose and scope of the Coalition will be to collectively advocate at the state and federal levels for funding needs for the Gorst corridor. • The Coalition will have policy and staff committees. • The Coalition will meet approximately on a quarterly basis. • The Coalition will focus on the Gorst vicinity, as opposed to the full SR 16 and SR 3 corridors. 		
Actions	Who	Status
Bring the discussion of staffing the Gorst Coalition to the KRCC Executive Committee.	KRCC staff	Ongoing
Clean up the stakeholder list and provide to Lynn Wall, Naval Base Kitsap.	KRCC staff	Complete
Distribute an invitation to stakeholders to participate in the Coalition (once discussion is held by the Executive Committee on 4/21)	Commissioner Strakeljahn	Ongoing
Touch base with specific stakeholders on the status of the formation of the Gorst Coalition so the invitation to participate on the Coalition is not a surprise.	Commissioner Strakeljahn	Ongoing
Follow up with Kitsap County regarding policy representation on the Gorst Coalition.	KRCC staff	Ongoing
Communicate with respective lobbyists about participating in the Coalition.	Coalition members	Ongoing

A. WELCOME AND CONTEXT

Sophie Glass, KRCC Program Director, welcomed participants to the virtual meeting (see Attachment A for a list of TransPOL subgroup members and staff). She noted that this subgroup is convening as part of the follow up to the KRCC TransPOL meeting on March 19, in which TransPOL suggested a subgroup meet to discuss the potential formation of a Gorst Coalition.

B. DISCUSS POTENTIAL CONVENER

Sophie solicited recommendations for who would be a convener for the Gorst Coalition. Commissioner Strakeljahn noted that the Port of Bremerton would be interested in taking on the role of convener, as the Port was involved in previous work on the corridor and is centrally located to host in-person meetings. The subgroup was supportive of the Port of Bremerton acting as the convener. Although the Port of Bremerton might take on a convener role, the staffing and funding of the Coalition is not yet determined. The KRCC Executive Committee, in which Commissioner Strakeljahn is a member of, will discuss a recommendation for staffing and a funding mechanism for the coalition at their upcoming meeting.

C. AGREEMENT ON PURPOSE OF POTENTIAL GORST COALITION

Commissioner Strakeljahn shared that the purpose of the Coalition would be to collectively address the congestion, resilience, and public safety issues of Gorst by building on previous work on the corridor and garnering support from the state and federal level. The group discussed the geographic scope for the Coalition and agreed that the Gorst vicinity would be the Coalition's main focus, rather than the full SR 3 and SR 16 corridors.

D. REVIEW AND FINALIZE PRELIMINARY LIST OF STAKEHOLDERS

The subgroup reviewed the preliminary list of stakeholders to be used as a reference at a meeting with Naval Base Kitsap and Rep. Kilmer's office. Subgroup members noted that:

- The Coalition should be structured to have policy level and staff level committees.
- A prioritization exercise could be useful for Gorst-specific projects, but the list of projects in the legislative 1-pager (see Attachment B) is a good starting point.
- The stakeholder list should distinguish between active Coalition members and interested parties.
- Jurisdictions should communicate with their respective lobbyists regarding their participation in the Coalition.
- The previous Gorst study was focused on congestion issues and not necessarily on resiliency.
- The Coalition should meet consistently and at least quarterly.

E. NEXT STEPS

Sophie closed the meeting by reviewing the next steps. See the table at the start of this document for action items. Commissioner Strakeljahn closed the meeting by sharing that he will reach out at the end of April regarding the Coalition's next meeting.

F. ADJOURN

Attachment A: Meeting Attendees

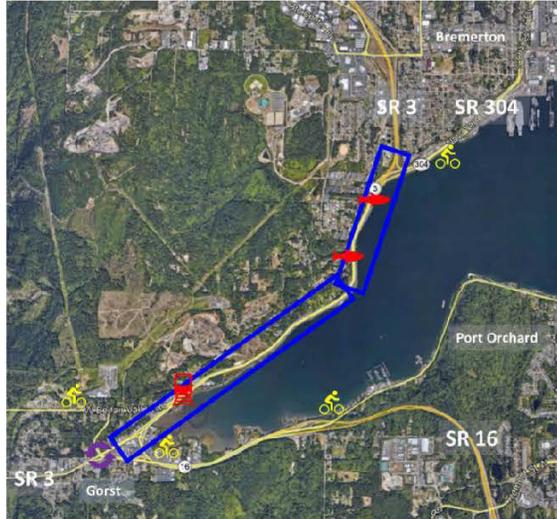
NAME	JURISDICTION (ALPHABETICAL)
TRANSPOL SUBGROUP MEMBERS:	
Councilmember Ashby	City of Port Orchard
Mayor Erickson	City of Poulsbo
Commissioner Gelder	Kitsap County
Commissioner Garrido	Kitsap County
Director Clauson	Kitsap Transit
Lynn Wall	Naval Base Kitsap
Commissioner Strakeljahn	Port of Bremerton
Commissioner McClure	Port of Kingston
STAFF:	
Shane Weber	City of Bremerton
Ned Lever	City of Bremerton
Mark Dorsey	City of Port Orchard
David Forte	Kitsap County
Steffani Lillie	Kitsap Transit
Fred Salisbury	Port of Bremerton
STAFF:	
Sophie Glass	KRCC Program Director
Mishu Pham-Whipple	KRCC Transportation Program Lead

Attachment B: Legislative One-Pager

SR 16/3 Gorst – Add Mainline Capacity, Non-Motorized Connectivity, and Resiliency

Project Scope

Add mainline capacity, non-motorized connectivity, and resiliency to SR 3 and SR 16 through Gorst vicinity of Port Orchard, Bremerton, and the Bremerton Airport. This project is the first phase of Gorst priority projects (#) identified in the 2018 “SR 16, Tacoma Narrows Bridge to SR 3, Congestion Study”. Conduct a Resiliency and Redundancy Study of Gorst to inform scoping and design (1094) to include grade separated structures (17041). Construct added lane(s) in both directions (17031) from the vicinity of Gorst to the vicinity of SR 304 to include; replacement of two fish culverts (17011) and Navy railroad trestle (17022); non-motorized connectivity (multi-use path) between vicinity Port Orchard, Bremerton (19081), and Jarstad Park (19071); intersection improvements (roundabout) at SR 3 and Sam Christopherson Avenue (10051); modified lane configurations (10011); and access control (10021).



Project Justification, Need, or Purpose

In 2018 WSDOT completed the “SR 16, Tacoma Narrows Bridge to SR 3, Congestion Study”. The Study’s Need Statement and analysis identifies that the corridor and Gorst:

- “...experiences high levels of traffic congestion...”;
- “...lacks access to multimodal travel options...” despite having one of the State’s highest vehicle occupancy rates;
- has “...design, geometrics, and access management...” conditions that “create bottlenecks...impact[ing] community cohesion, and regional economic vitality.”, and
- “...is susceptible to floods during major storm events...and lack[s] resiliency to climate change which interrupts local and regional connections and access to Naval Base Kitsap-Bremerton [and Bangor], the Puget Sound Industrial Center – Bremerton (PSIC-B), and the Olympic Peninsula.

Gorst is a federal “Critical Urban Freight Corridor”, Strategic Highway Network, and National Highway System Route.

Cost Estimates:

Resiliency/Redundancy Study & Preliminary Engineering	\$13,800,000	2019-2021
ROW	\$3-\$19m	2021-2023
Environmental Mitigation	\$30-\$80m	2023-2025
Construction	\$145-\$250m	2023-2025
Total	\$197-365m	



Kitsap Regional Coordinating Council

Transportation Technical Advisory Committee (TransTAC)

DRAFT Meeting Summary

March 12, 2020 | 12:30 – 2:30 PM

Remote: Zoom Meeting

Actions	Person Responsible
Send Mishu Countywide Project presentation materials by COB Wednesday 3/18.	Project Sponsors
Distribute KRCC Contingency List	KRCC Staff

A. Welcome and Administration

Mishu Pham-Whipple, facilitator of the KRCC Transportation Technical Advisory Committee (TransTAC), welcomed the group and reviewed the meeting’s agenda (see Attachment A for a list of participants).

Mishu explained that due to public health concerns surrounding COVID-19, Chair Wolfe recommended that KRCC meetings in March take place remotely. She encouraged TransTAC members to inform KRCC staff if they experience technical difficulties while using Zoom or other concerns about the remote meeting approach.

February 12, 2020 TransTAC meeting summary (distributed on 3/5/20):

Mishu noted that the summary would be posted to the KRCC website following the meeting.

B. Regional Project Evaluation Committee and other PSRC Updates

RPEC and other Boards and Committee Updates:

- The last RPEC meeting took place on February 28, and the next meeting is on March 27.
- TransTAC members who attended the February 28 RPEC meeting reported that the meeting included discussion of rebalancing efforts in 2020 in response to a growing list of extension requests. PSRC will be looking to jurisdictions to indicate through their progress reports whether they are able to move projects forward. Jurisdictions should evaluate their projects that are on the contingency list in preparation for funds being available.
- Mishu noted that TransTAC recently reviewed its own contingency list but will redistribute the list for reference.

Other PSRC Updates:

Ryan Thompto, PSRC, shared that more extension requests have been submitted and that the amount of returned funds has not been confirmed yet. He emphasized that progress reports, which are key for conducting rebalancing, are due March 13. He reminded TransTAC that extension request forms are now live and are due April 1. He also noted that PSRC staff are all working remotely at this time but are still reachable by phone or email.

C. Countywide Competition Coordination

Finalized presentation format for the 3/19 TransPOL Meeting:

- Mishu reviewed the Countywide Competition schedule, noting that project sponsors will be presenting projects to TransPOL on March 19.

- As the TransPOL meeting will take place remotely, Mishu requested that project sponsors send her their presentation materials digitally by no later than COB Wednesday, March 18, in order for them to be displayed for attendees of the Zoom meeting.
- She clarified that presentation materials for each project should be up to 4 slides Powerpoint slides, or a single PDF “placemat.”

Presentation preferences for the 4/7 KRCC Board Meeting:

- Mishu inquired as to whether TransTAC members would prefer to present their proposed transportation projects to the KRCC Board at its April 7 meeting, or to delegate the responsibility of presenting to KRCC staff. Mishu noted that the Board meeting will likely be held remotely due to ongoing public health concerns, and that the Zoom platform has the capability of hosting multiple presenters.
- TransTAC members agreed to defer the decision on whether KRCC staff or project sponsors would provide presentations to the KRCC Board until after the TransPOL meeting so that they could get a sense of the mechanics of participating in a remote meeting with policy level participants.

Countywide Project Presentations by Project Sponsors:

- Project sponsors provided brief overviews of their projects for the Countywide Transportation Competition, including information about the project type, phase(s), approximate funding request, and the Local or Regional Center the project supports. KRCC staff recorded project information into a draft Project List Spreadsheet.
- The Project List Spreadsheet includes a tally of total funding requests from projects sponsors in the Countywide Competition, compared to available funds. TransTAC members noted that the gap between total funding requests and available funds was lower than in the last competition cycle.
- A TransTAC member inquired if PSRC’s project scoring takes into account whether a project competing for funding in the current competition cycle is related to any projects that have been funded in the past but are on hold due to I-976 . Ryan clarified that based on PSRC’s survey of the impacts of I-976 to project sponsors, no Kitsap County FHWA-funded projects would run into this issue.

Review of approach to the 5/27 Countywide Project Selection Workshop:

- Mishu provided an overview of the proposed approach to the 5/27 Countywide Project Selection Workshop, which resembles the process taken during the last funding cycle. She reviewed the step-by-step process for the project selection workshop. TransTAC provided no recommended adjustments to the project selection process.
- Mishu, along with TransTAC members who have participated in project selection in the past, encouraged participants to review all applications in advance and come prepared with drafted scores for each project.
- TransTAC members will have the opportunity to take personal notes and assign or edit project scores during presentations. Staff will then compile the scores and populate a visual for the group to review.
- As part of their deliberation process, TransTAC will develop a contingency list and finalize a list of recommended projects for TransPOL to review at its next meeting.
- Ryan clarified that while PSRC manages project screening to determine whether projects are eligible for FHWA funding in the Countywide Competition, PSRC does not participate in the scoring process. In addition, KRCC staff coordinate with PSRC to determine projects’ air quality scores after applications are submitted.

D. Regional Competition Coordination

- Mishu invited TransTAC to discuss proposed projects for the Regional Transportation Competition. The following jurisdictions shared that they intend to submit projects in the Regional Competition, for a total of four projects:
 - City of Bainbridge Island: Sound to Olympics Trail Phase 4, to extend along the west side of HWY 305. At a total project cost of \$3million, Bainbridge will request \$2.6 million in the Regional Competition.
 - Kitsap County: Phase 1 of SR 104 (a project also being submitted in the Countywide Competition). The County is still determining the funding amount to be requested.
 - Kitsap Transit: Southworth Ferry Terminal replacement, PE phase, in partnership with Washington State Ferries. The requested funding amount will be \$3 million.
 - Port of Bremerton: Airport Industrial Way Phase 2-2 (a project also being submitted in the Countywide Competition). The requested funding amount will be \$2.9 million.

- In response to an inquiry regarding what happens to returned funds for projects approved during the last funding cycle, Ryan clarified that returned funds are allocated to the rebalancing process, rather than being added to the current amount of funds in the Countywide Competition.

E. Corridor Updates

- SR 305 has not met since the last TransTAC meeting.
- SR 16/Gorst has not met recently.
- SR 104 has not met recently.
- SR 303: an upcoming stakeholder meeting was postponed to March 26th.

F. Solutions and Support

TransTAC members raised no items for discussion.

G. Announcements and Next Steps

- The next TransTAC meeting (Project Selection Workshop) will take place on Wednesday, May 27 9am – 4pm.
- The next TransPOL meeting will take place on Thursday, March 19, from 3:15-4:45pm in the Kitsap Transit third-floor conference room.
- Project Sponsors should send Mishu supporting materials for presentations to TransPOL by COB Wednesday, March 18.

H. Adjourn. The meeting adjourned at 1:30pm.

Attachment A: TranSTAC Meeting Participants

Member Name	Member Affiliation (alphabetical)
Chris Wierzbicki	Bainbridge Island
Shane Weber	Bremerton
David Forte	Kitsap County
Jeff Davidson	Kitsap Transit
Fred Salisbury	Port of Bremerton
Mark Dorsey	Port Orchard
Diane Lenius	Poulsbo
Dennis Engel	WSDOT
Mishu Pham-Whipple	KRCC
Rosa Ammon-Ciaglo	KRCC
Ryan Thompto	Puget Sound Regional Council



**Kitsap Regional Coordinating Council (KRCC)
Draft Transportation Policy Committee (TransPOL) Meeting Summary**

March 19, 2020 Meeting | 3:15-4:45 PM | Remote Meeting
v. 3/24/20

Decisions		
<ul style="list-style-type: none"> No decisions were made by TransPOL. 		
Actions	Who	Status
Follow up with Kitsap County, Port Orchard, Port of Bremerton, Port of Kingston, Kitsap Transit, Bremerton, Poulsbo and Naval Base Kitsap to develop a preliminary Gorst Coalition stakeholder list by April 7.	KRCC staff	Complete
Gather resources on the South Sound Military Community Partners to reference in future discussions regarding the proposed Gorst Coalition.	KRCC staff	Complete

A. WELCOME AND REVIEW OF DRAFT OCTOBER 17, 2019 MEETING SUMMARY

Sophie Glass, KRCC Program Lead, welcomed participants to the virtual meeting (see Attachment A for a list of TransPOL members and observers). Sophie thanked everyone for participating remotely as KRCC shifts to remote meetings in response to the COVID-19 public health concerns. She requested that any public comments be sent to her via email. She reviewed the topics of the last KRCC TransPOL meeting, which were generally preparations for the 2020 transportation funding competitions.

B. PSRC TRANSPORTATION POLICY BOARD UPDATES

Report out on the latest PSRC Transportation Policy Board meeting: Mayor Erickson reported that many of the PSRC Board meetings have been cancelled due to COVID-19 public health concerns.

C. REGIONAL AND COUNTYWIDE TRANSPORTATION COMPETITION

Overview of the Regional and Countywide Transportation Competitions: Sophie shared that \$19.68 million of STP funds are available via the Regional Competition. Of the Kitsap jurisdictions, Bainbridge Island, Kitsap County, Kitsap Transit and the Port of Bremerton are submitting projects to the Regional Competition. In the Kitsap Countywide Competition, \$9.57 million are available.

Within the \$9.57 million available:

- \$7.17 million is in the General Fund (Capacity, Safety, Environmental Retrofit Projects)
- \$1.37 million is available for Preservation Projects
- \$1.03 is available Non-Motorized Projects; and
- \$340,000 must be spent to rural projects, known as the Rural Minimum

Kitsap jurisdictions are collectively submitting 16 projects to the Countywide Competition. Sophie noted key dates for the Regional and Countywide Competitions:

Countywide Competition:

- Countywide Applications due May 8
- Countywide Project Selection Workshop on May 27

- KRCC TranPOL meeting May 28 to review project recommendations
- KRCC Board approves projects on June 2

Regional Competition:

- Regional Applications due April 8
- Presentations at PSRC RPEC 4/23-24
- RPEC Project Selection Workshop 5/21-22

Receive Countywide Project presentations from Kitsap Project Sponsors:

[City of Bainbridge Island](#)

- Winslow to Eagledale Bicycle Improvements
 - Request: \$1,000,000
 - Comments and Clarifications: Mayor Erickson asked whether Bainbridge Island’s building moratorium was still in place. Mayor Schneider responded that the building moratorium has been reduced but some restrictions are still in place in the core as the city finishes work on inclusionary zoning.
- Blakely to Lynwood
 - Request: \$1,250,000
 - Comments and Clarifications: N/A
- Rolling Bay Bicycle & Ped Improvements
 - Request: \$1,500,000
 - Comments and Clarifications: Mayor Erickson asked about how much traffic the area experiences. Chris Wierzbicki, Bainbridge Island Public Works Director, responded that the area has 3,000-5,000 vehicles a day. Commissioner McClure asked whether the project was eligible for non-motorized funds. Chris responded that the project would ask for funding from the general and non-motorized funds. Councilmember Ashby asked what the obligation year for the project would be. Chris responded that the project would be obligated in 2023, with construction in 2024.

[City of Bremerton](#)

- Kitsap Way - Northlake Way to SR3
 - Request: \$600,000
 - Comments and Clarifications: N/A
- 6th Street Preservation - Phase 3 Naval Ave to Warren Ave
 - Request: \$1,900,000
 - Comments and Clarifications: N/A

[Kitsap County](#)

- SR 104 Realignment - Kingston Phase 1 and Phase 2
 - Request: \$7,551,570

- Comments and Clarifications: Mayor Erickson asked why the Washington State Department of Transportation (WSDOT) was not providing more financial support for the project given that WSDOT owns the highway. Commissioner Gelder responded that WSDOT has supported the project by funding the local match for preliminary engineering phase and awarding toll tax credits toward the project. He added that the project was the top priority project from the complete streets study conducted in 2016 and that community members have expressed the importance of this project.
- Sound to Olympic (STO) Trail - Port Gamble Trail A, B, & D
 - Request: \$2,660,162
 - Comments and Clarifications: N/A
- Fairgrounds Road Complete Streets
 - Request: \$2,600,000
 - Comments and Clarifications: N/A
- North STO Trail Planning Study
 - Request: \$350,000
 - Comments and Clarifications: N/A
- County Paver Bundle
 - Request: \$1,001,873
 - Comments and Clarifications: N/A

[Kitsap Transit](#)

- SR 16 Park & Ride
 - Request: \$2,200,000
 - Comments and Clarifications: Commissioner McClure asked whether Kitsap Transit would pursue funds in the Countywide Competition in the future should the project experience a funding gap. Steffanie Lillie, Kitsap Transit Planning and Capital Program Director, responded that Kitsap Transit would use other funding sources to address any funding gaps.
- Port Orchard Transit Center
 - Request: \$600,000
 - Comments and Clarifications: Commissioner Gelder asked about the purpose of the warehouse at the transit center. Steffanie responded that the warehouse would be a multilevel facility with a transit center on the ground floor and storage and offices on the upper floors, all to support the operations of the fast ferries and foot ferries.
- Gateway Center
 - Request: \$3,500,000

- Comments and Clarifications: Mayor Erickson asked why the project was not being submitted to the Federal Transit Administration Transportation Competition. Stefanie responded that a project of this size would not be competitive in that competition.

Port of Bremerton

- Airport Industrial Way Phase 2-2
 - Request: \$2,942,656
 - Comments and Clarifications: Mayor Erickson asked whether the Port charges impact fees. Commissioner Strakeljahn responded that the Port collected impact fees from Amazon, which are applied as the match for the project.

City of Poulsbo

- Noll Corridor - North Segment
 - Request: \$2,350,000
 - Comments and Clarifications: N/A

D. ADDRESS NAVAL BASE KITSAP'S PROPOSAL FOR A TRANSPORTATION ALLIANCE

Review transportation concerns in the Gorst area and recommendations from the SR 16 Tacoma Narrows Bridge to SR 3 Congestion Study: Lynn Wall, Naval Base Kitsap, reviewed the importance of Gorst, which is the peninsula's only corridor that facilitates the movement of freight and emergency supplies should an emergency occur. Although there have been conversations and studies on Gorst in the past, the Navy is suggesting that jurisdictions move toward forming an action-oriented coalition that the Navy could provide education and expertise to. TransPOL members agreed that the sustainability of Gorst is a regional issue that requires some sort of coalition to address concerns.

Discuss options for forming a coalition to address concerns: In terms of who would be the convening body, some TransPOL members felt that an approach resembling the West Sound Alliance (WSA) model, where jurisdictions and their lobbyists collaborate, would be constructive. Some TransPOL members felt that the coalition would need a more prominent host or champion, such as the Port of Bremerton or the City of Bremerton, to lead the effort. Councilmember Ashby noted that part of the KRCC dues that members pay goes towards staffing WSA meetings, which could be used to support the coalition. Dennis Engel, WSDOT Olympic Region Multimodal Planning, noted that South Sound Military Community Partners is a group that may be a good model to look to. KRCC staff will gather resources on the South Sound Military Community Partners to reference in future discussions.

In terms of who would be part of the coalition, TransPOL brainstormed the following preliminary list:

- City of Bremerton
- City of Poulsbo
- City of Port Orchard
- Port of Bremerton
- Port of Kingston
- Kitsap County

- Kitsap Transit
- Mason County
- Chambers of Commerce (KEDA + others)
- Lobbyists
- Kitsap County Sheriff
- Suquamish Tribe
- Port Gamble S'klallam Tribe
- WA Department of Fish and Wildlife
- Department of Ecology
- 35th Legislative District
- 26th Legislative District
- 23rd Legislative District
- US Reps and Senators

As a follow up item, a subgroup of TransPOL members expressed interest in refining this stakeholder list and discussing next steps. KRCC staff will follow up with Kitsap County, Port Orchard, Port of Bremerton, Port of Kingston, Kitsap Transit, Bremerton, Poulsbo and Naval Base Kitsap to develop a stakeholder list by April 7 so Lynn Wall can share this list with Rep. Kilmer during an April 8 meeting.

E. CORRIDOR UPDATES

This item was postponed to a future meeting.

F. ANNOUNCEMENTS AND NEXT STEPS

The next TransPOL meeting will be on May 28, 2020.

G. PUBLIC COMMENTS

Sophie requested that all public comments be sent via email.

H. ADJOURN

Attachment A: Meeting Attendees

NAME	JURISDICTION (ALPHABETICAL)
TRANSPOL MEMBERS:	
Mayor Schneider	City of Bainbridge
Councilmember Ashby	City of Port Orchard
Mayor Erickson	City of Poulsbo
Commissioner Gelder	Kitsap County
Director Clauson	Kitsap Transit
Lynn Wall	Naval Base Kitsap
Commissioner Strakeljahn	Port of Bremerton
Commissioner McClure	Port of Kingston
OBSERVERS:	
Chris Wierzbicki	City of Bainbridge Island
Shane Weber	City of Bremerton
Mark Dorsey	City of Port Orchard
Joshua Ranes	City of Poulsbo
David Forte	Kitsap County
Steffani Lillie	Kitsap Transit
Fred Salisbury	Port of Bremerton
Commissioner Laura Gronnvoll	Port of Kingston
Dennis Engel	Washington State Department of Transportation (WSDOT)
STAFF:	
Sophie Glass	KRCC Program Lead
Mishu Pham-Whipple	KRCC Transportation Program Lead



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



PSRC BOARDS v.4/23/20

Executive Board

Date of Next Meeting: **May 28, 2020** • 10:00 – 11:30 AM

Topics from Meeting: **April 16, 2020 (Emergency Remote Meeting)** (packet posted [here](#)):

- Communications and Public Comment
- Approve the Distribution of Funding to the Region’s Transit Agencies

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

Transportation Policy Board (TPB)

Date of Next Meeting: **May 14, 2020** • 9:30 – 11:30 AM (**Cancelled**)

Topics from **February 13, 2020** Meeting (agenda posted [here](#)):

- Consent: Approve Minutes of TPB Meeting held 1/9/20; Routine amendment to the 2019-2022 Transportation Improvement Program; Recommend conditional certification of Black Diamond Comprehensive Plan
- Action: 2020 Regional Transportation Plan Amendment
- Discussion: East-West Intercity Passenger Rail Study
- Discussion: I-976 Survey Results
- Discussion: Regional Transportation Plan Focus Areas
- Information: Draft Supplemental Biennial Budget and Work Program

Contact: Casey Moreau - cmoreau@psrc.org

KRCC Members: Mayor Erickson, Councilmember Ashby, Commissioner Gelder, Councilmember Mills, Mayor Wheeler; Alternates: Commissioner Garrido, Councilmember Pollock, Director Clauson, Commissioner Bozeman, Councilmember Gorman

Growth Management Policy Board (GMPB)

Date of Next Meeting: **May 7, 2020** • 10:00 AM – 12:00 PM (**Cancelled**)

Topics from **February 6, 2020** Meeting: (packet posted [here](#)):

- Consent: Approve Minutes of GMPB Meeting held 12/5/19
- Discussion: Housing Incentives and Tools Survey
- Discussion: State Legislative Update
- Action: Recommend Conditional Certification of Black Diamond Comprehensive Plan
- Information: Draft Supplemental Biennial Budget and Work Program
- Information: Toolbox Peer Networking Series 2020

Contact: Kristin Mitchell – kmitchell@psrc.org

KRCC Members and Affiliates: Commissioner Wolfe, Councilmember Pollock, Mayor Wheeler, Director Purser; Alternates: Commissioner Garrido, Mayor Putaansuu, Councilmember Gorman, Tom Ostrom

Economic Development District Board

Date of Next Meeting: **May 6, 2020** • 1:00 – 3:00 PM (**Cancelled**)

Topics from **February 5, 2020** Meeting: (packet posted [here](#)):

- Consent: Approve Minutes of meeting held 12/4/2019
- Action: Election of Economic Development District Board Officers; Ratify Presidential Appointments for the 2022-2022 Term; Ratify Executive Committee for the 2020-2021 Term
- Discussion: PSRC Housing Survey Results and Upcoming Housing Work
- Information: Draft Supplemental Biennial Budget and Work Program; Amazing Place Implementation Update; Toolbox Peer Networking: Access to Transit

Contact: Mikayla Svob - msvob@psrc.org

KRCC Members and Affiliates: Commissioner Garrido, Councilmember Stern, Commissioner Strakeljahn, Chairman Forsman, Mayor Wheeler; Alternates: Commissioner Wolfe, Councilmember Mills, Commissioner Bozeman, Councilmember Cucciardi, Councilmember Gorman

Operations Committee (OC)

Date of Next Meeting: **April 23, 2020** • 9:00 – 9:50 AM (**Cancelled**)

Topics from **February 27, 2020** Meeting: (packet posted [here](#)):

- Consent Agenda: Approve minutes of 1/23/20 meeting; Approve vouchers dated 1/15/20-2/14/20
- Action: Approve membership for Tulalip Tribes
- Information/Discussion: New Employees Status Report; Draft Supplemental Biennial Budget and Work Program (FY 2020-2021); Monthly Budget Progress Report; Contract Status Report; Completed Contracts; Grant Status Report

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



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



PSRC COMMITTEES v.4/23/20

<p><u>Regional Staff Committee (RSC)</u> Date of Next Meeting: May 21, 2020 Topics from April 16, 2020 (remote) Meeting • 9:30 AM – 10:30 PM: (packet posted here):</p> <ul style="list-style-type: none"> • Reports: Meeting Summary for 2/20/20; PSRC Announcements and Updates • Discussion: Committee Member Updates <p>Contact: Mikayla Svob - msovob@psrc.org KRCC Affiliates: Eric Baker, Nick Bond, Ed Coviello, Andrea Spencer, Karla Boughton, Ike Nwankwo; Alternates: Jeff Rimack, Heather Wright</p>	<p><u>Regional FTA Caucus</u> Date of Next Meeting: May 13, 2020 • 10:30 AM – 12:00 PM Topics from January 8, 2020 Meeting: (packet posted here):</p> <ul style="list-style-type: none"> • Action: Approval of Meeting Summary – 11/13/19 • Discussion: PSRC’s FTA Project Tracking Update; 2020 FTA Project Selection Process; Caucus Office Elections <p>Contact: Sarah Gutschow - sgutschow@psrc.org KRCC Affiliates: Steffani Lillie; Alternate: Jeff Davidson</p>
<p><u>Bicycle/Pedestrian Advisory Committee (BPAC)</u> Date of Next Meeting: May 12, 2020 • 10:00 AM – 12:00 PM Topics from January 14, 2019 Meeting: (agenda posted here):</p> <ul style="list-style-type: none"> • Action: Approval of Meeting Summary for 10/10/19 • Regional Project Evaluation Committee and Regional Staff Committee Debrief • Discussion: Updates on Bike and Pedestrian Work Program Projects • Discussion: 2022 Regional Transportation Plan; Federal Safety Targets; PSRC 2020 Project Selection Update • Information: 202 BPAC Meeting Calendar; 2020 BPAC Planned Meeting Topics <p>Contact: Sarah Gutschow - sgutschow@psrc.org KRCC Affiliates: David Forte, Chris Dimmitt, Chris Wierzbicki; Alternates: Melissa Mohr, Andrea Archer-Parson; Anthony Burgess</p>	<p><u>Regional Project Evaluation Committee</u> Date of Next Meeting: May 21, 2020 • 9:30 – 11:00 AM Topics from April 23 and 24, 2020 Meeting: (agenda posted here)</p> <ul style="list-style-type: none"> • Regional Project Presentations <p>Contact: Kelly McGourty - kmcgourty@psrc.org KRCC Affiliates: David Forte, Steffani Lillie, Fred Salisbury, Shane Weber, Diane Lenius Alternates: Mark Dorsey, Jeff Shea, Arne Bakker, Jeff Davidson, Ned Lever, Chris Dimmitt</p>
<p><u>Transportation Operators Committee (TOC)</u> Date of Next Meeting: June 24, 2020 • 10:00 – 11:30 AM Topics from April 22, 2020 Meeting: (packet posted here):</p> <ul style="list-style-type: none"> • Action: Approval of Meeting Summary – 2/26/20 • Discussion: PSRC’s 2020 Project Selection Update • Discussion: Update on PSRC Planning-Related Topics - Regional Transportation Plan; Regional Transit Safety Targets, Passenger Only Ferry Study • Information: Summary of Feb 21, 2020 Toolbox Peer Networking on Access to Transit <p>Contact: Gil Cerise - gcerise@psrc.org; KRCC Affiliates: Steffani Lillie; Alternate: Ed Coviello</p>	<p><u>Regional Traffic Operations Committee (RTOC)</u> Date of Next Meeting: May 7, 2020 • 9:30 – 11:00 AM Topics from March 5, 2020 Meeting (agenda posted here): (Cancelled)</p> <ul style="list-style-type: none"> • Presentation: Use of Crowdsourcing to Advance Transportation Operations • Update on ITS Inventory Process <p>Contact: Gary Simonson - gsimonson@psrc.org KRCC Affiliates: Jeff Shea, Andrea Archer Parsons, Steffani Lillie; Alternates: Shane Weber</p>