



Kitsap Regional Coordinating Council

KRCC Executive Board Meeting Reference Packet

December 7, 2021

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KRCC Executive Committee

Meeting Summary

v. 11-8-21

Date: October 19, 2021

Time: 11:00 am – 1:00 pm

Remote meeting via Zoom

Attendees (alphabetical): Councilmember Ashby, Councilmember Deets, Mayor Erickson, County Commissioner Gelder, Port Commissioner Strakeljahn, Mayor Wheeler

Decisions		
The KRCC Executive Committee decided to: <ul style="list-style-type: none">• Not respond to the request to sign the state cybersecurity agreement• Send Draft Budget to Executive Board to discuss in November and approve in December• Approve the Triangle Associates September 2021 invoice of \$15,016.02		
Actions	Who?	Status
Cost-compare the draft 2022 budget based on the number of in-person vs. virtual meetings	KRCC Staff	In Progress
Offer options regarding 2022 dues proposals	KRCC Staff	In Progress
Share additional budget information with the Executive Committee via email	KRCC Staff	Complete
Develop a presentation introducing KRCC for the orientation session	KRCC staff with Chair Ashby	In Progress
Develop questions for the Legislative Reception panel	KRCC staff with Chair Ashby	In Progress
Update 9/21/21 Executive Committee meeting summary based on emailed corrections	KRCC staff	Completed

1. Chair's Welcome

KRCC Chair/Port Orchard City Councilmember Bek Ashby welcomed the Executive Committee to the virtual meeting.

2. Committee Updates and Action Items

- KRCC staffing update

Betsy Daniels, KRCC Program Director, explained that she is returning as KRCC's director for 2022 to help manage the larger than usual work program. Sophie Glass will provide staff support to PlanPOL, TransPOL, LUTAC, and TransTAC. Cheryl Klotz is the new administrative coordination lead. Betsy and Cheryl will support KRCC Board and Executive Committee meetings.

- Reconciliation with Triangle's financial reports

Commissioner Gelder and Councilmember Ashby reported on their reconciliation of financial information from KRCC to County records. Councilmember Ashby noted that two KRCC members have not yet paid 2021 dues. KRCC staff have communicated with members to follow up on missing payments.

Executive Committee members discussed KRCC's account balance, year to year carryforward amount, and reserve goals. Discussion included whether to spend the surplus, reduce dues, or hold dues steady for 2022 rather than raising them 3% to 4% as they would in a typical year. No decision was made, except

to note that further investigation is needed to clarify existing balance and carryforward, anticipated 2022 expenses, and required reserve amount. Kitsap County and KRCC staff will continue to work on the reconciliation.

- Proposed data sharing agreement

Councilmember Ashby explained that KRCC received a letter from the state auditor's office asking KRCC to sign a data sharing agreement. The purpose of this agreement is to comply with new procedures from a bill passed by the legislature that require all state agencies with category 3 or higher confidential data to agree to cybersecurity audits.

Councilmember Ashby outlined three potential options for KRCC's response to this request for discussion: ask for edits, sign it as is, or not respond to the request. Councilmember Ashby explained that the letter says the signature is due by October 22, 2021, and becomes retroactively effective as of October 2021. She noted that this date is not a hard deadline and that she already told the state auditor's office that KRCC procedural rules meant a decision to sign could not be confirmed before February 2022.

Executive Committee members agreed to not respond to the request for now and will continue to monitor the approach other Councils of Government are taking.

- Draft 2022 KRCC Workplan and Budget

Betsy provided an overview of the draft KRCC workplan and budget for 2022. She explained that, in the draft budget, staff assumed that all meetings would be virtual between January and June and in person between July and December with all Gorst Commission meetings assumed to be in person. She noted that the KRCC Executive Committee would make official decisions about in-person vs virtual meetings based on public health recommendations. She recommended sending the draft workplan and budget to the KRCC Board for their review during the November meeting.

Committee members discussed a few budgeting details, including the question of whether to spend the carryforward or reduce dues, and when to consider having in person Board meeting and maintaining virtual committee meetings.

Executive Committee members agreed to move the draft 2022 KRCC work plan, budget, and dues to the full KRCC Board in November for a vote in December.

- RMSA cost increase

Betsy noted that the cost of insurance will increase in 2022. This increase is reflected in the draft budget.

- Legislative reception

Betsy provided an update on the December 2 Legislative Reception and explained that Sophie Glass and Cheryl Klotz are the KRCC staff leading the planning for the event.

Councilmember Ashby committed to working with KRCC staff to support event planning, including developing questions for panelists and the presentation for the orientation to explain to local elected officials what KRCC is, including its relation to PSRC.

The Executive Committee discussed possible topics and questions to guide the Legislative Reception Panel discussion. Committee members shared the following ideas:

- Focus on KRCC topics of land use and transportation
- Focus on areas legislators have influence in and knowledge of
- Real change to the Growth Management Act (GMA) - discuss the desire to see substantive action and change rather than more discussion and studies
- State employment and reliability of the ferry system
- Sufficient, reliable funding for transportation projects with state funding
- Strategies to promote housing affordability

- Brainstorming collaboration between state and local officials about regional priorities

3. Land Use Items

- October 19 PlanPOL meeting agenda

Councilmember Ashby explained that Clay White, LDC, Inc., will present about the growth allocation process at the Board meeting. She noted that at the Executive Committee's recommendation last month, Kitsap Building Association (KBA) was scheduled to present at the PlanPOL meeting. However, KBA had to reschedule their presentation.

4. Transportation Items

- Review draft November 18 TransPOL meeting agenda

Councilmember Ashby noted that Executive Committee members could find the TransPOL agenda in the Executive Committee meeting packet.

5. Review KRCC Board Agenda and Materials

- Discuss draft November 2 KRCC Board meeting agenda

Councilmember Ashby reminded Committee members that, at the September KRCC Board meeting, Board members requested a complete copy of the redlined bylaws before approving the updates. KRCC staff will provide the document in the next Board meeting packet.

Betsy noted that the November 2 KRCC Board meeting packet will include a performance evaluation survey to be distributed to KRCC members. This evaluation will be an opportunity for KRCC members to rate satisfaction with Triangle Associates' performance. The format will be similar to previous years' formats to help evaluate changes over time. Councilmember Ashby will contact the Port Orchard City Clerk to arrange for Clerk's office to act as an outside party to collect and aggregate survey responses.

- Review the September 21 Executive Committee meeting summary

KRCC staff will update summary to reflect the corrections Councilmember Deets provided via email. Including those specified corrections, the Executive Committee approved the September 21 meeting summary.

6. Administrative Agenda

- Approve Triangle Associates September 2021 Invoice

Commissioner Gelder moved to approve the September 2021 invoice of \$15,016.02. Councilmember Deets seconded. The motion passed without objection or abstention.

- Review reconciliation on financial reports

Two members have not paid dues in 2021.

- Closing comments

Mayor Wheeler shared that he will be tracking all ferry legislation and discussions this session.

Councilmember Ashby reminded Committee members that the upcoming KRCC Board meeting falls on November 2, election day.

7. Adjourn

Meeting adjourned at 12:15 PM.

POPULATION TARGETS VS. ACTUALS

- Provided to highlight progress in achieving 2036 population targets
- Percentages of population growth vs. percentage of planning period (2016-2036) not necessarily an indication that targets will be achieved
- Connection to Buildable Lands Report

POPULATION ESTIMATES VS. ACTUALS

Jurisdiction	2012 Population	2020 population	2036 Population target	Remaining 2020-2036 target	Approximate total target achieved through 20% of planning period
City of Bremerton	39,560	41,750	52,017	10,267	17.6%
Unincorporated Bremerton UGA	8,924	9,133	13,095	3,962	5.0%
Bremerton Total	48,484	50,883	65,112	14,229	14.4%
City of Bainbridge Island	23,090	25,070	28,660	3,590	35.5%
City of Port Orchard	11,780	14,770	20,558	5,788	34.1%
Unincorporated Port Orchard UGA	14,505	14,970	21,279	6,309	6.9%
Port Orchard Total	26,285	29,740	41,837	12,097	22.2%
City of Poulsbo	9,360	11,550	10,552	(998)	183.7%
Unincorporated Poulsbo UGA	473	481	4,256	3,775	0.2%
Poulsbo Total	9,833	12,031	14,808	2,777	

POPULATION ESTIMATES VS. ACTUALS - CONTINUED

Jurisdiction	2012 Population	2020 population	2036 Population target	Remaining 2020-2036 target	Approximate total target achieved through 20% of planning period
Central Kitsap UGA	22,527	23,619	30,476	6,857	13.7%
Silverdale UGA	17,977	19,085	24,335	5,250	17.4%
Kingston UGA	2,096	2,480	5,006	2,526	13.2%
Rural – Non UGA	104,118	112,696	122,337	9,641	47.1%



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



PSRC BOARDS v.11/17/21

Executive Board

Date of Next Meeting: **December 2, 2021** • 10:00 - 11:30 AM

Topics from Meeting: **October 28, 2021** (packet posted [here](#)):

- Consent:
 - Minutes of meeting held 9/23/21; Vouchers 8/31/21-10/4/21
 - Approve Contract Authority for Transpo. Projects Online Application Services
 - Approve Budget Amendment to Add Revenues from Donations for Space Economy Report Update
 - Approve Increased Contract Authority for Grant-funded Stormwater Parks
 - Adopt Routine Amendment to the 2021-2024 TIP
- New Business: Equity Advisory Committee Update
- Discussion: Regional Transportation Plan Update; Regional Housing Strategy

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, Mayor Schneider, Councilmember Gorman, Commissioner Gary Anderson

Transportation Policy Board (TPB)

Date of Next Meeting: **December 9, 2021** • 9:30 – 11:30 AM

Topics from **November 10, 2021** Meeting (packet posted [here](#)):

- Consent: Minutes of meeting held 9/9/21; Routine Amendment to 21-24 TIP
- Discussion:
 - Transit Integration Report
 - Regional Transportation Plan Summary and Next Steps
 - Regional Transportation Plan Breakout Session – Forecast Visualization Tool and future Visioning
- Information: Puget Sound Action Agenda Development and Workshops

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: **January 6, 2022** • 10:00 AM – 12:00 PM

Topics from **November 4, 2021** Meeting: (packet posted [here](#)):

- Consent: Approve Minutes of GMPB Meeting held 10/7/21
- Discussion:
 - Coordination with Tribes in Comprehensive Planning
 - Regional Transit-Oriented Development Committee Update
 - Comprehensive Plan Guidance
- Information:
 - Puget Sound Action Agenda Development and Workshops
 - 2022 Growth Management Policy Board Calendar

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, Andrea Spencer

Economic Development District Board

Date of Next Meeting: **December 1, 2021** • 1:00 – 3:00 PM

Topics from **October 6, 2021** Meeting: (packet posted [here](#)):

- Consent: Minutes of meetings held 5/5/21, 7/7/21; Vouchers 5/16/21-9/20/21
- Action:
 - Adopt Fiscal Year 2022-2023 Budget and Work Program
 - Approve Authority to Develop Public Comment Draft of Regional Economic Strategy
- Discussion: Workforce Recovery Planning Project Update
- Information: Forward Together Implementation Launch

Contact: Mikayla Svob - msvob@psrc.org

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

Operations Committee (OC)

Date of Next Meeting: **December 2, 2021** • 9:00 – 9:50 AM

Topics from **October 28, 2021** Meeting (packet posted [here](#)):

- Consent: Approve Minutes of Meeting held 9/23/21; Vouchers 8/31/21-10/4/21
- Action: Contract Authority for Transportation Projects Online Application Services; Budget Amendment to Add Revenues from Donations for Space Economy Report Update; Increased Contract Authority for Grant-funded Stormwater Parks
- Information/Discussion: Review Budget Assumptions for Draft Supplemental Biennial Budget and Work Program; Monthly Budget Progress Report; Contract Status Report; Completed Contracts; Grant Status Report

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



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



PSRC COMMITTEES v.11/17/21

Regional Staff Committee (RSC)

Date of Next Meeting: **December 16, 2021** • 9:30 – 11:30 AM
Topics from **November 18, 2021** Meeting: (packet posted [here](#)):

- Discussion:
 - Local Comprehensive Plan Economy Element Guide
 - US Census Data and Community Data Profiles
 - Committee Networking and Around the Room Highlights
- Information: Regional Equity Strategy

Contact: Ben Bakkenta- bbakkenta@psrc.org

KRCC Affiliates: Eric Baker, Nick Bond, Andrea Spencer, Karla Boughton; Alternates: Jeff Rimack, Heather Wright

Regional FTA Caucus

Date of Next Meeting: **December 8, 2021** • 10:30 AM – 12 PM
Topics from **October 13, 2021** Meeting: (packet posted [here](#)):

- Action:
 - Approval of 9/8/21 meeting summary
 - King County Metro Funding Request
- Discussion:
 - FTA Project Tracking Update
 - 2022 Project Selection Process

Contact: Sarah Gutschow - sgutschow@psrc.org

KRCC Affiliates: Steffani Lillie; Alternate: Jeff Davidson

Bicycle/Pedestrian Advisory Committee (BPAC)

Date of Next Meeting: **January 11, 2022** • 10:00 AM – 12:00 PM
Topics from **September 14, 2021** Meeting: (agenda posted [here](#)):

- Action: Approval of Meeting Summary 5/11/21
- Discussion:
 - Chair and Vice Chair Nominations
 - Feedback on WSDOT “Calendar Action” Biking Prohibitions
 - Follow Up on Bicycle and Pedestrian Equity Discussion
 - Next Steps for Bicycle and Pedestrian Planning in the Regional Transpo. Plan
- Roundtable: Announcements of Bicycle/Pedestrian Activities

Contact: Sarah Gutschow - sgutschow@psrc.org

KRCC Affiliates: David Forte, Chris Dimmitt, Megan Moore, Chris Wierzbicki; Alternates: Melissa Mohr, Andrea Archer-Parson; Anthony Burgess

Regional Project Evaluation Committee

Date of Next Meeting: **December 3, 2021** • 9:30 – 11:00 AM
Topics from **October 22, 2021** Meeting: (agenda posted [here](#)):

- Action:
 - Approval of 9/24/21 meeting summary
 - Project Evaluation Criteria
- Discussion:
 - Project Selection Task Force – Debrief and Next Steps
 - 2022 Project Selection Process
- Discussion/Action: Hardship Policy

Contact: Kelly McGourty - kmcgourty@psrc.org

KRCC Affiliates: David Forte, Steffani Lillie, Fred Salisbury, Shane Weber, Mark Dorsey; Alternates: Jeff Shea, Arne Bakker, Jeff Davidson, Ned Lever, Chris Dimmitt, Diane Lenius

Transportation Operators Committee (TOC)

Date of Next Meeting: **December 1, 2021** • 10:00 – 12:00 PM
Topics from **October 27, 2021** Meeting: (packet posted [here](#)):

- Action: Approval of 9/22/21 meeting summary
- Discussion:
 - 2022 Project Selection Process
 - Regional Transportation Plan Future Visioning for Transit
 - Coordinated Mobility Plan Draft Prioritized Strategies and Associated
 - Mobility Needs
 - Transit Agency Roundtable
- Information: Nominations for TOC Chair and Vice-chair

Contact: Gil Cerise - gcerise@psrc.org

KRCC Affiliates: Steffani Lillie; Alternate: Ed Coviello

Regional Traffic Operations Committee (RTOC)

Date of Next Meeting: **January 6, 2021** • 9:30 – 11:00 AM
Topics from **September 2, 2021** Meeting (agenda posted [here](#)):

- Discussion:
 - Draft Outline for ITS/Emerging Technology Chapter
- Presentation:
 - WSDOT TSMO Program Plan and Proposed Changes to Design Manual

Contact: Gary Simonson - gsimonson@psrc.org

KRCC Affiliates: Jeff Shea, Andrea Archer Parsons, Steffani Lillie; Alternates: Shane Weber