



Kitsap Regional Coordinating Council

KITSAP REGIONAL COORDINATING COUNCIL (KRCC)

Triangle Associates SCOPE OF WORK

Final v. 10-25-17

1. Executive Committee and Board Facilitation

To support the KRCC Executive Committee and Executive Board, Triangle will provide a KRCC Program Director who will be responsible for:

- (a) drafting Executive Committee meeting agendas in coordination with the KRCC Chair,
- (b) drafting Executive Board meeting agendas in coordination with the KRCC Executive Committee;
- (c) gathering and constructing meeting materials as needed for both Executive Committee and Executive Board meetings;
- (d) issuing public notices for Board meetings; and
- (e) developing Board Packets in coordination with the Executive Committee.

The Program Director will be responsible for sending suggested Board Packets to the Executive Committee at least 5 calendar days before Executive Committee meetings, and sending Chair-approved Board packets to the Board 5 calendar days before Board meetings. Triangle will also be responsible for notetaking, drafting a meeting summary for Executive Committee review, as well as for tracking and implementing action items following each meeting.

Staff

- Betsy Daniels, KRCC Program Lead
- Sophie Glass, KRCC Land Use and Transportation Program Lead
- Mishu Pham Whipple, KRCC Program Coordinator

Meetings

- 10 Executive Board meetings
- 11 Executive Committee meetings
- 1 annual retreat

Deliverables

- Monthly Executive Committee meeting agendas
- Monthly Executive Committee meeting summaries (draft and final)
- Monthly Executive Board meeting agendas (draft and final)
- Monthly Executive Board meeting summaries (draft and final)
- Monthly income (revenue and expense) report
- Monthly PowerPoint meeting presentation
- Annual scope of work (draft and final)
- Annual budget (draft and final)
- As needed updates to the KRCC Policies and Procedures Manual (draft and final)
- Retreat plan, materials and agenda

Assumptions

- Board Meetings will be 2-hours in duration and will be held at the Norm Dicks Government Center
- Executive Committee Meetings will be 2-hours in duration and will be held in Poulsbo and Port Orchard on a rotating basis.
- The KRCC Annual Board retreat will be 4 hours in duration and will be held in a facility in Kitsap County.

2. Land Use Planning Policy Committee (PlanPOL) Facilitation

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

Staff

- Betsy Daniels, KRCC Program Director
- Sophie Glass, KRCC Land Use and Transportation Program Lead
- Mishu Pham Whipple, KRCC Coordination Lead (as needed)

Meetings

- 4 PlanPOL meetings

Deliverables

- Meeting agendas (draft and final)
- Meeting summaries (draft and final)
- Meeting materials as needed, including maintaining communications with PSRC
- Report outs to the KRCC Board

Assumptions

- Meetings will be 1.5-hours in duration
- Meetings will be held at Kitsap Transit in Bremerton

3. Land Use Technical Advisory Committee (LUTAC) Facilitation

To support the KRCC Board’s Land Use Technical Advisory Committee (LUTAC)¹, Triangle will provide a KRCC Land Use and Transportation Program Lead who will report to the Program Director, provide staff support to LUTAC, and facilitate LUTAC meetings. The Program Lead will be responsible for drafting LUTAC agendas in coordination with the Program Director and LUTAC members, gathering and constructing meeting materials, and sending materials to LUTAC at least 5 days before LUTAC meetings. The Program Lead is also responsible for notetaking, drafting and finalizing meeting memos of action items and key discussion areas, as well as tracking and implementing action items following each meeting.

¹ And support the Planning Directors’ Forum as needed if the Board decides to revise the Countywide Planning Policies.

Staff

- Sophie Glass, KRCC Land Use and Transportation Program Lead

Meetings

- 5 LUTAC meetings

Deliverables

- Meeting agendas (draft and final)
- Meeting memo of action items and key discussion items
- Recommendations to PlanPOL

Assumptions

- Meetings will be 2-hours in duration and will be held in Poulsbo (or elsewhere in Kitsap County)

4. Transportation Policy Committee (TransPOL) Facilitation

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

Staff

- Betsy Daniels, KRCC Program Lead
- Sophie Glass, KRCC Land Use and Transportation Program Lead
- Mishu Pham Whipple, KRCC Coordination Lead (as needed)

Meetings

- 8 TransPOL meetings

Deliverables

- Meeting agendas (draft and final)
- Meeting summaries (draft and final)
- Meeting materials as needed including maintaining communications with PSRC
- Report outs to the KRCC Board

Assumptions

- Meetings will be 1.5-hours in duration
- Meetings will be held at Kitsap Transit

5. Transportation Technical Advisory Committee (TransTAC) Facilitation

To support the KRCC Board's Transportation Technical Advisory Committee (TransTAC), Triangle will provide a KRCC Land Use and Transportation Program Lead who will report to the Program Director, provide staff support to TransTAC, and facilitate TransTAC meetings. The Program Lead will be

responsible for drafting TransTAC meeting agendas in coordination with the KRCC Program Director and TransTAC members, gathering and constructing meeting materials, and sending materials to TransTAC at least 5 days before TransTAC meetings. The Program Lead is also responsible for notetaking, drafting and finalizing a meeting memo, as well as tracking and implementing action items following each meeting.

Staff

- Sophie Glass, Land Use and Transportation Program Lead
- Jennifer Wieland, KRCC Transportation Expert Resource

Meetings

- 8 TransTAC meetings

Deliverables

- Meeting agendas (draft and final)
- Meeting memo of action items and key discussion items
- Meeting materials as needed, including maintaining communications with PSRC
- Recommendations to TransPOL

Assumptions

- Meetings will be 2-hours in duration
- Meetings will be held at Kitsap Transit

6. State and Regional Legislative Coordination

To support KRCC members' interests in the WA State Legislature, Triangle will provide notetaking and staff support to the West Sound Alliance (WSA) under the direction of the KRCC Chair. Triangle will help design, prepare for, and staff an annual Legislative Reception under the direction of the Chair, Executive Committee and Board.

Staff

- Betsy Daniels, KRCC Program Lead
- Sophie Glass, KRCC Land Use and Transportation Program Lead
- Mishu Pham Whipple, KRCC Coordination Lead (as needed)

Meetings

- 1 Legislative Reception
- 7 West Sound Alliance (WSA) meetings

Deliverables

- Legislative Reception agenda (draft and final)
- Pre-meeting calls as needed with WSA
- WSA meeting summaries (draft and final)

Assumptions

- WSA meetings will be held via conference call or in person in Kitsap County.
- KRCC will be responsible for notetaking and not facilitation.

- Gordon Thomas Honeywell Governmental Affairs will facilitate meetings and distribute materials.

7. Overall Support

To support internal and external communication and coordination, Triangle will conduct team meetings and communications among the KRCC staff, provide budget management, invoicing, and monthly progress reports over the life of the contract, coordinate with the KRCC attorney and the state auditor's office as needed, serve as a Board member of the Washington Cities Insurance Agency (WCIA), and conduct other responsibilities for maintaining KRCC as a separate legal entity. This includes maintaining and staffing a KRCC phone number for the public, fielding public calls and emails as needed, and coordinating with the Kitsap County staff assigned to support KRCC activities under the Memorandum of Understanding.

Staff

- Betsy Daniels, KRCC Program Lead
- Sophie Glass, KRCC Land Use and Transportation Program Lead
- Mishu Pham Whipple, KRCC Program Coordinator

Meetings

- 26 internal staff check-ins (2 team meetings per month, 1 pre-retreat planning meeting, 1 pre-reception meeting)
- Washington Cities Insurance Association (WCIA) compact obligations

Deliverables

- Contract management
- Completion of WCIA trainings, surveys and documentation

Assumptions

- Internal team meetings will be held at Triangle Associates' office

8. Website

To support an up to date website that reflects the participation of all member jurisdictions, Triangle will provide staff support as needed.

Staff

- Mishu Pham Whipple, KRCC Program Coordinator
- Annalisa Paulsmeyer, KRCC Administrative Support

Meetings: N/A

Deliverables: Regular updates to the KRCC website

Assumptions: Assumes the staff will be updating the existing KRCC website.

9. Puget Sound Regional Council (PSRC) Coordination

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

Staff

- Sophie Glass, Land Use and Transportation Program Lead
- Mishu Pham Whipple, KRCC Program Coordinator

Meetings

- 11 Regional Staff Committee (RSC) meetings
- 11 Regional Project Evaluation Committee (RPEC) meetings

Deliverables

- Monthly PSRC summaries
- Up-to-date roster of KRCC representatives on PSRC Boards and Committees

Assumptions

- Meetings will be 2-hours in duration
- Meetings will be held at the Puget Sound Regional Council's office