



Mason County TIP-CAP Minutes

Meeting Date: April 15, 2015
Time: 6:00 -8:00 pm
Location: Mason County Public Works, Conference Room

Attendance Roster

<u>TIP-CAP Members</u>	<u>Yes/No/Excused</u>	<u>Public Works Staff</u>
1. Jeff Carey	Y	Kathy Cari
2. Mark Carlson	Y	Loretta Swanson
3. Jack Johnson	Y	Melissa McFadden
4. James Naismith	Y	Allan Eaton
5. Mike Oliver	Y	
6. Neal Winders	Y	
7. Philip Wolff	Y	

<u>Guest Name</u>	<u>Contact Information</u>
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No guests in attendance.

Welcome and Introductions

Loretta Swanson led with introductions of TIP-CAP panel members and Public Works staff members Kathy Cari (Administrative Assistant), Al Eaton (Assistant Road Operations Manager) and Melissa McFadden (County Engineer/Deputy Director).

Guest Comments

No guests were in attendance.

Agenda Item 1. Road Fund Overview

Three handouts were sent out ahead of the meeting to provide an overview of Road Fund revenues, expenditures and budget process deliberations. Melissa spent most of the meeting reviewing the information in the *2015 Road Fund Budget Narrative* handout and responding to many TIP-CAP member questions.

Melissa began by reviewing the various sources of revenue, noting that the “Intergovernmental” revenues are mostly used to deliver specific projects, and this line item has the most variability. Some of the revenue questions included:

Q: How do trucks figure into the revenue picture? Are there haul road agreements, or do license fees cover the additional wear and tear on the road system?

Q: What other potential revenue sources are there?

Q: Where is the Motor Vehicle Fuel Tax (MVFT) accounted for in the road fund budget?

Melissa then explained the expenditure side of the budget, and reviewed the different categories, or “basub” expenditures including:

- Maintenance
- Administration
- Engineering
- Capital
- Construction

A quick overview of the 2015 construction program was shared with TIP-CAP members. A member wondered why the Belfair By-Pass is not included. Melissa explained that the Belfair Bypass Mid-Connector project was the responsibility of Washington State Department of Transportation and not Mason County.

Agenda Item 2. Transportation System Overview

This discussion was tabled due to lack of time.

Agenda Item 3. 2015 Annual Bridge Report

This discussion was tabled due to lack of time.

Follow-Up Actions

TIP-CAP members noted that they are on a tight schedule to develop timely recommendations for this year’s 6-Year TIP. Loretta stated that DRAFT 2016 recommendations should be developed at the June 10th meeting and finalized by the August 12th meeting. Melissa noted that the 6-Year TIP and Annual Construction program must be adopted before the Board of County Commissioners adopts the 2016

budget. Ideally, the 6-Year TIP is adopted in October or November, and the 2016 budget adopted in December.

While they would like to spend more time learning, members thought a good strategy for this year would be to review the current 6-Year TIP, additions/deletions recommended by Public Works, quickly identify any new projects not included in Public Works list, and run through the current rating criteria to establish transportation project priorities (priority array).

Members also discussed ways to gather broader public input for developing the 6-Year TIP.

Information that would be helpful before next meeting:

- How does the 6-Year TIP relate to the Comprehensive Plan and Annual Construction Program?
- How are projects prioritized? (Provide a copy of the ranking/scoring criteria – “Priority Array”)

Meeting Handouts

2015 Road Fund Budget Narrative

January, March Budget Briefings

2015 Annual Bridge Report

These meetings minutes were recorded and are available upon request.

Next TIP-CAP Meeting:

WEDNESDAY, MAY 13, 2015 6-8 PM