



## Mason County TIP-CAP Minutes

Meeting Date: May 13, 2015  
Time: 6:00 -8:30 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	
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) and Melissa McFadden (County Engineer/Deputy Director) then briefly discussed the schedule. Members also discussed some “good for the order” items prior to starting the agenda including:

Mike Oliver asked about the City of Shelton going to a Transportation Benefit District and asked for a little explanation. He also asked about the tear-up and culvert replacement on SR 3. He was told it was a State project.

Loretta referenced a letter that TIP-CAP members previously received a copy of, written by the Fire District and the Sheriff to WSDOT Olympic Region regarding the Belfair By-Pass. Loretta shared that WSDOT had responded and she will send this response to TIP-CAP members.

***A motion was made*** for acceptance of the April 2015 TIP CAP minutes.  
All in favor as written. Motion passed, minutes approved.

**Agenda Item 1.            Preliminary County Engineer Recommendations – Melissa McFadden**

To aid in this discussion, the following handouts were distributed:

- A. Annual Construction Program for 2016 (Draft)
- B. Six Year TIP – 2016-2021 Revenue and Expenditure Report (Draft)
- C. 6 Year TIP – Draft
- D. The Mason County Priority Array
- E. Priority Programming

To prepare the DRAFT 2016 Annual Construction Program, Loretta explained that we first determine if we are still on track for delivering this year's programs (2015) and if not, what might carry over to 2016.

Melissa then walked the group through the DRAFT 2016 Annual Construction Program. She will take the recommended construction program to the Board of Commissioners over the summer and firm it up by September. A public hearing will be held in October/November. Melissa emphasizes that this is an early, first DRAFT and TIP-CAP members and the public have an opportunity to weigh in on what is on the list. If the TIP-CAP Panel comes up with any other project they feel needs a priority on this list, she asks that they bring it forward to her as soon as possible.

The DRAFT 2016 Annual Construction program includes the following projects:

- Asphalt overlays on sections of Mason-Benson and McReavy Roads
- Systemic safety improvements (clear zone/guardrail)
- Culvert replacement/fish barrier removal projects (Carman, Homer Adams, Shelton-Matlock, Highland)
- Simmons Road
- Matlock-Brady Road
- Cloquallum Road
- Belfair Area Sidewalks – Old Belfair Highway

Melissa explained funding sources for the projects, talked about whether we use County forces or contractors to construct the projects, and talked about the different phases of delivering a project (preliminary engineering, right-of-way acquisition, construction). Some specific information about the DRAFT 2016 projects follows:

- The Carmen Road culvert will not go in 2015 as originally planned due to potential ownership changes of the Simpson Railroad/culvert just downstream of our project. To keep design options open, construction is now planned for next year.
- Belfair Area Sidewalks – This year we received TAP funding. Commissioners were very clear that they want us to pursue that funding. Clifton Lane piece of sidewalk between SR 3 and the new Senior Center that is being built. We will go for more TAP funding for this project.
- Cloquallum Road has been on the list for many, many years. We applied for an extension so as not to lose the funding which is RAP.

**Agenda Item 2.            TIP-CAP Discussion and Q&A**

TIP-CAP members had the following questions and observations:

***Do you use contractors to construct the projects, or use county forces?***

Some of our “day labor” can do projects if it is not Federally funded. We can only use day labor for a percentage of Capital Improvement Projects. We frequently bid out large projects. It just depends on the source of the funding.

***Why would we spend lots of money replacing a culvert (or other project) when the project serves very few people?***

Mason County has 3300 culverts in Mason County that eventually will need to be replaced. Melissa provided some background on why culverts that are a barrier to fish are a priority. She also explained the Carman Road culvert history and why it must be replaced by 2017.

Loretta suggests that this group can make a policy statement if they feel some projects may not be as important as the County thinks. If you think a project is only serving a minimum of the traveling people and want to table it, then that is what you can do, and replace it with something you think has more of a priority. You make a recommendation to the Board.

***What is the required match for the different project funding sources?***

It depends on the funding source and how much funding is available. Melissa described several different funding sources, the required local match, and other factors that affect funding. For example, our HSIP (safety) dollars are 100% if we deliver the project by a certain date.

***What is the cut-off time to make recommendations to the County Commissioners as a Committee for 2016?***

The Commissioners have to adopt the Annual Construction and the 6 year TIP before they adopt Budget and that is usually in October. **TIP-CAP should have their recommendations in place by September.**

During Loretta’s and Melissa’s breakdown of the handouts, many funding acronyms were used. The following provides a bit more detail.

Acronyms

- STP - Surface Transportation Program funds allocated to the County annually. Overlays are usually funded with this source. (Federal \$)
- RAP – Rural Arterial Program (State \$ 90/100)
- HSIP- Highway Safety Improvement Program to do systemic safety improvements (Federal \$)
- TAP – Transportation Alternatives Program (Federal \$)
- BRAC – Bridge Replacement Advisory Committee
- CRAB – County Road Administration Board
- PMS – Pavement Management System
- TP – Transportation Partnerships

***TIP-CAP members then went on to discuss public input on the 6-Year TIP, representation on TIP-CAP and outreach methods.***

The Committee feels we should be represented in all three Districts and they are lacking in one District. It was mentioned that they should have a meeting set for public comment or suggestions from each of the districts that allows citizens to share information. This gives all the Districts a fair say. Then the committee can work on the Annual Construction and the 6 yr TIP for presentation to the Commissioners. Also, it was said that it’s important for the TIP CAP committee to see the Mason County Comp Plan so they have a good understanding of the whole picture. The group is limited on how often they meet and there is a ton of work to do. They would like to work on a mission of this group about funding, diversion and other factors so get themselves up to speed to make good solid recommendations or changes to the 6 Year Tip and the Annual Construction Program to the County Commissioners.

**Agenda Item 3.            Revenue Options**

Melissa moved on and covered the Revenue and Expenditure Analysis, which is needed to make sure adequate funding is in place for planned projects. Melissa explained that our revenues have remained flat. The table shows that without new/additional revenue we cannot continue to deliver the same level of construction program.

Loretta provided information showing that a portion of the county road levy has been “diverted” during the last 7 years. The initial diversion was ~ \$400,000 and the current amount is \$1.5 million. Diversion has to be carefully tracked and used for traffic law enforcement. Diversion amounts for the past four years have been:

**2012-** \$875,000    **2013-** \$875,000    **2014 -** \$1.2 million    **2015 -** \$1.5 million

Melissa and Loretta talked about ways that Public Works has become more efficient (deliver the same with less revenue) including looking into Jacks tip about off-road vehicle fuel.

TIP-CAP members discussed options for new/additional revenue sources and some of the pros and cons around establishing new funding sources. TIP-CAP members also discussed the possibility of a reduced level of service standard (reduce the number/type of roads that are maintained). Melissa described how King County had to re-evaluate which roads and bridges they would maintain and stated she is not ready to throw in the towel on our roads. She is confident we can continue to maintain our infrastructure.

### **Follow-Up Actions**

Loretta will email 2 examples of project rating and ranking for the Priority Array process.  
Loretta will share WSDOT Olympic Region letter regarding the Belfair By-Pass.

### **Meeting Adjourned - 8:25 pm**

### **Meeting Handouts**

*Annual Construction Program for 2016 (Draft)*  
*Six Year TIP – 2016-2021 Revenue and Expenditure Report (Draft)*  
*6 Year TIP – Draft*  
*The Mason County Priority Array*  
*Priority Programming*

These meetings minutes were recorded and the recording and the handouts are available upon request.

**Next TIP-CAP Meeting:**

**WEDNESDAY, JUNE 10, 2015 6-8 PM**