



## Mason County TIP-CAP Minutes

Meeting Date: July 15, 2015  
 Time: 6:00 -8:05 pm  
 Location: Mason County Public Works, Conference Room

### Attendance Roster

TIP-CAP Members	Yes/No/Excused	Public Works Staff
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	

Guest Name	Contact Information
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No guests in attendance.

#### Welcome and Introductions –

Loretta asks if there were any additions to the Agenda/Timeline. There were none.

The Panel read the minutes and all were satisfied they reflected the June meeting content. **A motion was made** for acceptance of the June 2015 TIP-CAP minutes. There was to be one change of a misspelled Committee member. The motion was seconded. All were in favor with the one name change. Motion passed, June 2015 minutes were approved.

**Agenda Item 1.      Board Structure**

The committee had expressed an interest in this meeting to elect a Chair and a Co-Chair to run the meetings. Loretta asked for nominations. Jeff pointed out that on some Boards and committees the Chair doesn't usually make motions. He wondered if this is how TIP-CAP would operate. Mark commented that he had no problem hearing all opinions and input. Neal stated that this is a working Board not a formal Board.

Phil nominates Jack Johnson for Chair.

Mark nominates Jeff Carey for Vice-Chair.

A motion was made to elect Jack Johnson for Chair of the TIP-CAP. Motion seconded. All were in favor.

A motion was made to elect Jeff Carey to be Vice Chair of the TIP-CAP. Motion seconded. All were in favor.

Jack was handed the meeting. He responded that he would be happy to chair this meeting but he suggested that since Loretta had an agenda for tonight he would like her to follow it for this meeting. He asked if the group still wanted to meet at 6pm for the meeting or change it to something else. Jeff and James prefer a little later but they came to an agreement to stick to 6 pm and have Kathy Cari continue to take minutes.

Jeff spoke of having 2 meetings in some months. One regular on its Wednesday and one extra one once in awhile and those dates would be determined later. He doesn't feel they can get all the work done that needs to be done without extra meetings.

Jack asked about Jeff's handout (Attachment A- TIP-CAP Additional request for Proj. 2016 & Beyond – A Working Draft Copy).

Jeff explained the format of the document and how he came up with the information. He noted that for the 2016 projects, it might be too late to do much about changes and Melissa said that if there was something the Panel had recommendations for them to go ahead and bring them into focus.

Neal asked about traffic counts and what was their frequency? Melissa said they are in the making of a better schedule but it is about a 6 year rotation.

Loretta said traffic counts usually go in this order: Arterial roads first, then collectors, then some locals, then we cycle through. There is no way to do a yearly road traffic count with current resources as suggested by Jeff's document.

Jack asked what the difference is between the Public Works GIS and the GIS Logo that sits above the PW GIS Logo? Loretta said there is only 1 GIS in Public Works/Mason County.

Jack brought up the question of what system keeps track of the roads and their information in Mason County?

Loretta explained Mobility, a database developed by CRAB, is the primary system. It is a stand-alone system that has to do with maintenance, accounting, and logging data. It has mapping capabilities that are not elaborate at this time but they are growing. We can import Mobility data into our GIS system to be able to see things spatially or perform different analyses. Melissa reiterated that Mobility is always supported by CRAB and we will always have access to that. Mobility is always backed up because the State says it must be so. If GIS is the primary system for tracking our road data, there might be issues with adequate staffing and/or equipment.

Loretta stated that we have made great headway with simplification and training between Assessor and GIS. It's a process.

Jeff continued on his plan. He talked about how TIP-CAP and the Community needs will help to enlighten the County Commissioners on issues. He also said since the Board has the last word, they may not be open to some of TIP-CAP's suggestions. There are 65 bridges and they will all, eventually, have to be addressed. It all points to funding. There has to be goals to keep them in shape. Melissa added that we won't always be eligible for funding. .

Neal asked "What is the alternative if there is not funding available for a catastrophic bridge failure?" Melissa's response was placement of temporary bridges, Bridge Rehabilitation Advisory Committee (BRAC) funding, possible traffic re-routing on Green Diamond (or other) roads, or CRAB has some emergency loans so there are a few options for that type of thing.

Jeff continued on his explanation of his hand out. There was a discussion of the diversion of road funds to the Sheriff's Office.

Neal says Jeff's plan should show the Commissioners our goals (6 yr plan, show those expenditures without inflation, then show how under the current budget restrictions that we aren't going to make those requirements. Then ask "we can't do these roads, what do you want us to give up?" What do you want to put on the record as "What do you want us to not support? Here is our maintenance cycle; here is our shortfall, our projected shortfall, etc." In referring to the road fund diversion, it would be a TIP-CAP message to the Commissioners. What do you NOT want us to fix with all that has to be fixed?" Melissa said that our budget process is similar to this, but not exactly the same. As the Board's representatives in the area of roads, we typically take recommendations to the Board and explain areas where we are falling behind in maintenance.

Jeff continues on explaining his plan.

Jack suggests holding the small public meetings in the various areas and to invite the Commissioners for that area. He says it's important to get input from citizens. Hopefully have good public participation. He

believes this would be a good plan for TIP-CAP to do. We don't want to make unpopular decisions with the Commissioners. We want to have them on board with us.

Phillip also suggests that TIP-CAP can take some of the political heat addressing Road Fund diversion and the reductions to Road Fund. Loretta suggest since TIP-CAP wants to get public input, a briefing or work session with the Board letting them know of these public meeting, they may have questions for you to ask of their constituents at these meetings so Commissioners have a clear idea of what they want and then TIP-CAP can present it to them.

Jeff continues with his Draft plan. Mike talked about how important it is to get in touch with all the HOA (Home Owners Associations) and areas like that to get the word out about the meetings. He gave the example of how there was no transit at Lake Cushman and by talking with the large board of directors and citizens input, transit is now very available to everyone up there. This is a community with people aging "in-place" and the need was very significant. We can also do this to touch base with citizens everywhere to come to our public meetings when we plan them. Neal suggested an organization like the Chambers of Commerce to reach people to announce and get the people to these meetings.

Jack says we need to have a meeting to discuss what we are going to put our energies into. We need to have enough information so we don't duplicate what is already in process on the 6 yr TIP. He is not familiar with all the workings yet.

Jack would like to move along the agenda.

Phillip agrees that restoration to original funding and public input is very important.

Neal says the 6 yr plan is the vision. Let's pick 3 top priorities. They are: Money, Maintenance and Construction. Some agreed.

Jack says TIP-CAP, as an advisory committee, our role is not to make a budget. He would like to get together with Jeff and work on the next Agenda together. Neal says we need to figure what our strategic goals and objectives are for TIP-CAP. He wants to really hear what people have to say. We would want to solicit their opinion. There is a benefit for people to complain. This is where we learn too.

Phillip says we agree to get the information out to the public. We talked about tailoring the presentation to each area. We need to ask more questions.

Melissa pointed out that at these public forums, if several comments or complaints are heard about a specific road that is a trend, it may be something to consider taking to the Commissioners.

There was a discussion of private roads and how the County cannot use any funds on those roads by State law. Homeowners who want the County to consider putting their private road into the County log road must to bring up that road to County specifications first. Then Mason County may consider it. We wouldn't be good stewards of roads to bring in a bunch of already failing roads.

Jack moves on to finalize TIP recommendations.

Melissa informs us that the 6 yr TIP and the Annual Construction Program will have revisions. Two projects will have to be pushed out as CRAB told her that funds for them would not be available until 2018. Not a huge impact but a change will have to be made. Something that has developed that will have a significant impact is that the State budget will now include Simmons Road. She has to do some tweaking and will get fresh copies to us for the next meeting. She will send it to the Panel to review it at the next meeting.

Jack reminds all that the next meeting is August 12<sup>th</sup>. Neal will be absent.

**Follow-Up Actions**

**Melissa will send thru email a new Annual Construction and 6 yr TIP to Panels.**

**Meeting Handouts**

Jeff Carey - (Attachment A- TIP-CAP Additional request for Projects 2016 & Beyond – A Working Draft Copy).

Phillip Wolff – (Attachment B- Mason County Transportation Improvement Committee Oct 2015 Citizen Outreach for Allyn, Belfair.)

**Meeting Adjourned - 8:05 pm**

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

Respectfully Submitted,

*Kathy L. Cari*

**Next TIP-CAP Meeting:**

**WEDNESDAY, SEPTEMBER 9, 2015 6-8 PM**