



Mason County TIP-CAP Minutes

Meeting Date: August 12, 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	N/Excused	Kathy Cari
2. Mark Carlson	Y	Loretta Swanson
3. Jack Johnson	Y	Melissa McFadden
4. James Naismith	Y	
5. Mike Oliver	N/Excused	
6. Neal Winders	N/Excused	
7. Philip Wolff	Y	

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

Agenda Items

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| 1. Roll Call | 7. "All modes of travel" discussion |
| 2. Welcome and Guest Comments | 8. Membership and vacancies |
| 3. Minutes Review and Adopt for July 2015 | 9. Board presentations and project discussions |
| 4. Agenda – review and adopt | 10. Finalize TIP recommendations |
| 5. Bylaws | 11. Summarize follow-up actions |
| 6. OPMA and email | 12. Close meeting |

Agenda Items 1 – 4 (Roll Call, Welcome, July Minutes, August Agenda)

Jack Johnson, Chair, called the meeting to order. He did a roll call and noted three members were absent. He stated that we do not have a quorum and suggested that the July minutes be reviewed and approved at the next meeting.

Jack asked if anyone has additions to the August agenda. He likes to have the guest comments in the beginning and the end in case there is a guest.

Phil asked Jack what Agenda Item #9, Board Presentations and Projects was about. Jack replied it was the presentation during the June meeting that we did not have time to finish regarding outreach discussions. Phil would like to add community outreach to the agenda. It was agreed that this item would be added to the Agenda. Jack asked if there are any comments on the Agenda. He explained if you have something to put add to it, and he has already done it at home, he can add anything else at the meeting.

One more member arrived now making a quorum. The Panel read the minutes and all were satisfied they reflected the July meeting content.

A motion was made for acceptance of the July 2015 TIP CAP minutes. They were seconded. All were in favor as written. Motion passed; minutes approved.

A motion was made to approve the August Agenda with the addition of Community Outreach. There was a second. All were in favor. Motion passed; agenda approved.

Agenda Item 5 - Bylaws

Jack noted that the Advisory and Boards Handbook says every advisory group should have a set of bylaws. Jack suggests the Panel work up some by-laws and that page 10 of the Handbook lays out the “guts” of the bylaws. Loretta suggested that in looking at the main Mason County website, you could look at other advisory group’s bylaws and get an idea or even borrow their Bylaws and make it to fit TIP-CAP.

Jack suggests we look at other counties like Kitsap and Jefferson to see what bylaws their advisory committees use. He would like to have members bring in what they might find in other places and bring it to the next meeting as a start.

Melissa added that Kitsap County has an employee team that develops the Annual construction program and 6 Year TIP. It is not a State law requirement to have a citizen advisory board or committee like TIP-CAP. Other counties may have similar groups that help develop the TIP but under a different title and possibly a department. It may be a good idea to try to attend a meeting to get an idea of how they are organized.

Jack added that he read in the Advisory Boards Handbook that there has to be public meetings. Melissa stated that when Public Works presents the Annual Construction Program and the 6 Year TIP at the Commissioners meeting, the Board typically votes at a public meeting and that is advertised several weeks in advance. This meets the legal requirements. Jack will check into other counties adoption/outreach process and try to pull some info from them.

Agenda Item 6 – OPMA and Email

Jack explained when you look at the Advisory Boards Handbook By-Laws, Page 5, it says, *“Electronic communications may constitute a meeting which is subject to the OPMA if the majority of the members discuss information, give input or take action”*. The panel discussed more clarification on how the emails can be a part of the OPMA. Some members do not want to use their emails so they are subject to Public Disclosure.

Melissa says to keep it clean do not “reply all”. To share information, send things individually with exactly the same information, or use the BC.

Jack believes that all of our TIP-CAP business should be done at the meeting. There is no benefit to have several other discussions on the email. He suggests bringing an issue the next meeting. Members can send information to each other, but you do not need to have a discussion on. You talk about at the meeting.

Agenda Item 7 – “All modes of travel” means per Resolution 53-14

Jack noted that Resolution 53-14 has language stating *“The mission of TIP-CAP is to represent citizen transportation interests throughout Mason County for all modes of travel during the development of the 6-Year TIP.”* Does this include walking trails? We have bikes identified as a mode of travel. Jack says we need to define what all modes of travel are. What modes do we want to cover?

Phil suggests that the future of bikes is becoming very sophisticated with very futuristic features are right around the corner. They are sort of a cross between a motorcycle and a bicycle but motorized. He added that building trails that are paved would invite people to use it for transportation. Trails are a complex project. If there is, a trail built between Shelton and Allyn it has to accommodate the hard-core bicyclist. Is this transportation? Is this something we as TIP-CAP want to get into?

Melissa described the Olympic Discovery Trail and how it serves other travel modes in Clallam and Jefferson counties, and was developed in coordination/cooperation with the Tribe and transit. Melissa suggested if TIP-CAP wants to develop a similar trail system, it takes vision, then a plan, and can then be placed on the 6-Year TIP. The first part, to start a trail – the vision - is always the hardest.

Phil and Mark expressed the opinion that with limited funding, we may want to focus on enhancing and maintaining our existing system rather than building new trails.

Jack said he put the topic on the agenda because it was raised in an email communication. He suggested the discussion be tabled until the next meeting when more members were in attendance to weigh in on what “all modes of travel” means.

Agenda Item 8 – Membership and Vacancies

Jack placed this on the agenda because we do not have a full Panel and he feels it is important to have good representation. We are missing two members from specific areas. He suggests that he might

know one or two people to ask to fill these positions and wondered if any other members know of people they could ask as well?

There was a discussion of who knows who might be interested in filling the two vacant TIP-CAP positions. The vacant positions are both from Commissioner District 2; one from the rural area and one from either Rural Activity Center of Hoodspout or Union. There was a suggestion of someone from Lake Cushman would be a good candidate. Loretta will email Jack some potential contacts.

While discussing representation, Mark described a concern of neighborhoods wanting to improve or enhance maintenance of their private streets. He wondered if there was a way to set up a special assessment to step up services like mowing and snow plowing? Maybe they can get the communities to just take over maintenance of their own streets; cut their own brush?

James suggested an option for neighborhoods or precinct for them to be able to improve the roads in their community might be a Transportation Improvement District. It would be added to the taxes and used to maintain specific roads in that TID. He is sure that not all citizens know about that option. Mark expressed that if people would be willing to pay the extra 30, 40 or 50 dollars a year to maintain their specific roads it would be a win-win situation. It is not cost effective for the County to do it. If he were on one of those Community Association Boards he would willing to adopt it.

Jack says as a developer, he would rather turn roads over to the County. That way they would be maintained by the county forever. There are a lot of dysfunctional HOA's and this may bring more into the fix. It affects the sales. If you want to develop a plat, you are not required to turn it over to the County.

Melissa says we do the best we can do to maintain the roads and are always trying to get more funds to do even better. Most people that want the County to take over the roads are having trouble with neighborhood agreement on what needs to be done and how to pay for it. They may or may not have an active HOA to deal with roads. In order for the County to consider taking that road into our inventory, the roads would have to be brought up to standard and most neighborhoods do not have the funds to do that. In a new development, it has to meet the County standard.

Melissa went on to say that people have the option of banding together and forming an HOA if they think they are not getting the level of service they feel they need even if the County owns your roads. They could use their HOA funds and contract with a private company to plow their roads in snowy weather if the County cannot get to it. With regard to Mark's suggestion that homeowners maintain their own stretch of county road if they feel increased maintenance is needed, Melissa is concerned about potential liability for the County to have people working on a County road. To address the potential liability, a Road Use permit would have to be obtained.

Jack says that in the future as a Committee we can try to recommend resources going into road maintenance if we decided we wanted to take that on.

New Agenda Item - Outreach Discussion

Jack said the Mission Statement, By-Laws, and filling vacancies (per earlier discussion) are items we need to prioritize. In addition, we need to have public input and outreach. Phil agreed with Jack to put these items on the agenda every month until TIP-CAP has accomplished the goals for each item. Jack was told the owner of the IGA store in Hoodspport might be interested in serving the community on TIP-CAP. In addition, a Port Commissioner may have interest. Loretta offered to provide contact information.

Melissa wondered if anyone knew of any women who would want to serve on the Committee to further increase Board diversity. The Panel agreed with this suggestion. Perhaps consider inviting the Executive Director for the Port of Hoodspport.. Loretta suggested someone from the Skokomish Valley might be good to have on the board given transportation issues that affect that area.

Agenda Item 9 – Project Discussions and Handouts

Melissa shared updated DRAFTS of the 2016 Annual Construction Program and 6-Year TIP. She also provided an updated DRAFT 2016-2021 Revenue/Expenditure analysis.

Jack asked if TIP-CAP needs to make decisions on these handouts tonight. Melissa responded that she has to present these to the Board by October. She said that members had discussed making a recommendation to review and present the Annual and perhaps take a bit more time on the 6-Year. If that was TIP-CAP's approach, she would let the Board know that TIP-CAP is taking a bit more time to review the 6-Year. She suggested if any members want to attend the Board of County Commission meeting/hearing for the 2016 Annual Construction program or 6-Year TIP to testify, members are very welcome although not required.

Jack feels because they really do not know all the roads to make a conscientious recommendation, TIP-CAP could make a move to recommend approval of the 2016 Annual to the Board as it is. There was question and answer about the handouts.

Jack noted that Ken VanBuskirk sent a request to TIP-CAP to consider addressing an intersection in Belfair. Jack spoke with Ken VanBuskirk who is concerned about the SR 300/Old Belfair Highway/Clifton Lane intersection. Ken feels the intersection is "failing" and needs signalization and other improvements. Ken was wondering if the plat of River Hill was required to contribute upgrades to the intersection to mitigate traffic impacts. Jack noted that he was the developer of this plat, and explained what was required of the plat:

A traffic study was required to identify what impacts the new subdivision would have on the existing road network. The study was reviewed by other agencies including WSDOT. The study results showed the intersection would be failing during a later phase of the development and a stoplight was required to be installed by the developer. Jack and others appealed this WSDOT requirement and as a result, the development was assigned a prorated share of the intersection improvements. Jack stated he would not develop the property further if he had to upfront the cost of putting the stop light in as a result of 129 new lots triggering failure.

Phil asked what the definition of intersection "failure" is. Jack explained there are certain criteria. Loretta further explained the criteria used to help determine when intersection improvements are needed. Jack went on to explain that he has other ideas on how to improve that intersection. He

suggested that constructing a new connector at Newkirk Road to reduce traffic volume entering the intersection would prevent failure/need for a signal.

Jack expressed that he, although not familiar with all the projects on the Annual Construction list, is in favor of Belfair area sidewalks and would testify to the Commissioners as an individual in support of them. It is not very pedestrian friendly at this time. Proper sidewalks with wheelchair accessibility are so important.

Jack stated that TIP-CAP has one more meeting before they have to bring a recommendation to the Commissioners. He was thinking about Sherwood Creek and inquired if we know how many accidents were there were in intersections around the County that intersects with State Highway. He feels that information would make fixing that intersection a priority on a project list.

Loretta replied that our Mobility database contains accident history throughout the county including intersections with State routes. She went on to explain that we just recently completed a safety review and are proceeding with some clear zone and guardrail improvements to reduce the potential for serious injury accidents and fatalities.

A discussion ensued about what the County would do if intersections, bridges, or major arterial roads became unusable for whatever reason.

Melissa gave an example of how giving thought to a project can provoke more ways to handle traffic if that were to happen. She spoke of an area out at Matlock where there is a bridge that all the overweight loads have to come from Grays Harbor County to Mason County. If this bridge wasn't available for whatever reason, what would we do? One of our ideas was to widen out the Friskin Y Road, a Green Diamond Rd. They went out with Green Diamond and although it was not the ideal solution, they then came up with another way to get the big loads through. So talking it out brings in other trains of thought and provides many creative ways to do the same thing.

Handout – Draft 6 year TIP – Melissa said the 6-year TIP should be financially constrained for the first 2 years and Year 1 should match the annual. Simmons Road was included in the State budget so that is on our list now for money available July 1, 2017. We will complete design and acquire ROW between now and 2017 and start construction in 2018.

Handout – 2016-2021 Draft Revenues/Expenditures – Melissa discussed how the documents go together.

Loretta explained the adoption process the Commissioners had in mind and the relationship between the Capital Facilities Plan and the 6-Year TIP. She advised it may be in TIP-CAP's best interest to try and attend a Planning Advisory Committee (PAC) meeting when they are looking at a Capital Facilities Plan update and give them an overview of what TIP-CAP is proposing to recommend for the Annual and 6-Year Construction Program. Perhaps attend this year if possible but next year for sure. Melissa said that she or Loretta could attend this year and give PAC the current overview of what TIP-CAP recommends to the Board so they have an understanding of what TIP-CAP is doing. Jack inquired what meeting month would be a good one. Loretta replied October or November.

Agenda Item 10 - Finalize TIP CAP recommendations

A motion was made to accept the 2016 Annual Construction Program and submit it to the County Commissioners as is. The motion was seconded and all were in favor. Motion carried.

Melissa will let the Panel know when the Commissioner meeting will be addressing this and anyone who wants to attend may do so.

Mark asked for poster boards of the different areas and projects so members can see where these projects are. Not all are familiar with the areas in discussion and on the documents. Loretta said she would try to bring in a laptop so all can look at the areas more clearly and have a good understanding of the projects.

A motion was made to adjourn. It was seconded. All were in favor. Due to no further business, this meeting was adjourned.

The meeting minutes were recorded and they are available upon request.

Minutes approved with changes by TIP CAP July 15, 2015.

Next TIP-CAP Meeting:

WEDNESDAY, September 9, 2015 6-8 PM