



Mason County TIP-CAP Minutes

Meeting Date: November 18, 2015
Time: 6:00 - 8:15 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>
Jeff Carey	Y	Kathy Cari
Mark Carlson	Y	
Jack Johnson	Y	
James Naismith	Y	
Mike Oliver	E	
Neal Winders	Y	
Philip Wolff	Y	
Will Johnson	E	
Vacant		

Guests – There were no guests in attendance

Agenda Item 1. Roll Call

Jack Johnson and the members made their introductions for the record. There is a new member to the Panel; Will Johnson will fill the Commissioner District 2 Rural area.

Agenda Item 2. Welcome and Introductions

Agenda Item 3. Minutes – review and adopt

A motion was made and seconded, to approve the October 2015 minutes with no changes. All were in favor. Motion passed.

Agenda Item 4. Agenda – Review and Adopt

Jeff Carey asked if they could add to the agenda a discussion on adding additional and important information to the County Website. ***A motion was made*** and seconded to approve the November Agenda with Jeff's addition later in the meeting. All were in favor. Motion passed. (*See Agenda Item 9b.*)

Agenda Item 5. MC Staff Action Items

Staff was not available for a report. Jack and Jeff attended the Commissioner meeting of October 20, 2015 to present TIP-CAP recommendations on the 6-Year TIP. Neal asked how it was received. Jack asked Commissioner Sheldon to fill the rest of the vacancies as soon as possible. Tim then suggested John O’Laughlin as a possible Rural 2 representative. Jack gave a “big picture” overview to the BOCC and Jeff reiterated some numbers he thought the BOCC should be aware of. Jack spoke of the public meetings that TIP-CAP would like to have in the different Commission areas in the County. He stated that Commissioner Jeffreys said that she would definitely attend these public meetings. Jack told this panel that he hopes Commissioner Jeffreys would hear citizen priorities regarding funding roads and public safety (the Sheriff’s Department). Jack relayed to the Board TIP-CAP’s recommendation to approve the 6-Year TIP with the caveat of adding ½ mile of Hot Mix Asphalt (HMA) road preservation per year; i.e. ½ mile in year 1; 1 mile in year 2; 1 ½ mile in year 3, etc.

Agenda Item 6. Discussion – Other Counties and TIP-CAP

Some panel members did “homework” of calling other counties and inquiring if they had a citizen advisory committee process like Mason County.

James sought out information from Skagit County, Snohomish County, and Whatcom County to compare what they do for TIP-CAP type of activity. He was impressed with Whatcom’s 6-Year TIP and brought an example to share with the Panel. He would like to see us adopt Whatcom’s template because it is so clear and concise. Skagit County they do the same thing as ours. All work on the TIP and Annual was done by staff. With the 6-year they break every project down, make a project description, mapping included and references its own page so it is easy to read. James feels this makes it so much easier as most of us do not know where projects up for construction are located. A little GIS work would help tremendously. Skagit is very transportation minded in their Comprehensive Plan.

James feels the maps are so helpful for everyone to know exactly where the projects are located and the description as to what the project will entail is important as well as how they plan to seek funding. James felt Snohomish is not as user friendly with their information.

Jeff researched Whitman County and found that they do a close similarity to Mason County TIP-CAP but are more interested in water than roads. The Commissioners close their weekly Commission meeting, and re-open as the Transportation Committee with no advisory board intact. So the work is done with Planning right there. There are no citizens Lincoln, Yakima, Spokane, Adams, Douglas, Grant were the other Counties Jeff looked into with no results for a similar panel.

Phil had sent an email regarding Thurston County and what they do for the 6-Year TIP. They do not operate a citizen advisory board. Thurston County has imposed a tax to fund additional transportation improvements. Phil was not sure whether it was a sales tax or a tab tax. Commissioners decide what they will do with the special tax revenue and use the regular funding for their regularly scheduled construction projects.

Jack said Kitsap County does not operate the way we do. They have a 6-Year TIP and Annual but the process is all done by staff; no citizens.

Jack suggested that the Panel make a list of what they would like to see the Mission statement say and how we want to serve the Commissioners. Following are ideas for improving TIP-CAP roles, responsibilities and function:

1. Have public meetings in diverse areas to promote TIP-CAP and its function.
2. Create the By-laws from the Mission Statement “ingredients”.
3. Produce material for the public. (Maps, etc.)
4. Increase utilization of the Public Works website. (links, more transparency, education, materials like the 6-Year TIP, flow charts, “how do I get something to TIP-CAP, etc.)
5. We are advocates for transportation.
6. We are advocates of Maintenance.
7. Recommendation of the Annual Construction Program and 6-Year TIP
8. Plain English make it easy to understand, transparency
9. Glossary (acronyms)
10. Comprehensive plan review and advice
11. UGA and RAC transportation planning
12. Finance
13. Public Input - Website
14. Transit – MCT
15. Better informing Commissioners what TIP-CAP is doing

Neal asked if there was a duplication of efforts, and Jack replied none.

There was discussion on the Mason County Growth Management Act. Jack said if anyone has read the [13 planning goals of the GMA](#), and that it all makes sense. He wants to send them to everyone to review.

Neal pointed out that the trouble with that the State says you will comply and it becomes an unfunded mandate. The County has to ask “ how”?

Jack discussed the sub-committee for creating the By-Laws and Mission statement but the Panel decided to table the action until January when the holidays are over.

Jeff said he would look into the County web site and start figuring out what we would like to see on this site.

Neal suggested that one person write up the Mission Statement and send it out for the rest to review and make changes at the next meeting. He also noted that when it comes to a committee we don't have to have unanimous agreement on everything but you should have consensus on how we are going to approach these projects. Neal also expressed talking to Melissa about adding a “conflict of Interest” statement.

Agenda Item 7. Discussion on By-Laws and Mission Statement

There was discussion that it would be a better idea to break into sub-committees to work on the By Laws. It would take too much to do it all together. Jack handed out the [By-Laws of the Mason County Planning Advisory Commission](#) and suggested it to be a “template” to create ours.

Neal suggests that if TIP-CAP holds three Public meetings, that should be added to the Mission Statement. Maybe make the Mission Statement more general and in the By-laws add this in. Jeff feels the sub committees would work well with us and then those committees can bring things to the TIP-CAP table at a regular meeting.

Agenda Item 8. Discussion of Resolution 53-14, Membership and its Vacancies

Neal noted they shouldn't wait until all the positions are filled to make a Mission Statement.

Agenda Item 9. Discussion of a request to add a project to the 6-year TIP

Sub Agenda Item 9a. North Shore Road correspondence

Citizen Bob Buhler spoke with Jack and said he would like to see the gravel section of North Shore Road upgraded to chip seal. He and several other property owners submitted petitions to the County asking for this improvement. Jack found out through another resident that other residents owning property along the gravel section of North Shore Rd (also sometimes referred to as "Burma") do not want it chip sealed and would sign a petition to that effect. Jack explained to Mr. Buhler what the process is to get a project onto a 6-Year TIP.

Neal commented that this would be the perfect scenario for TIP-CAP to start a process that is yet to be developed: How to address citizen requests, all the way to the 6-Year TIP. James suggested that Melissa take this proposed gravel road upgrade through the "matrix" used to rate and prioritize potential projects. Jack said that the TIP-CAP panel would then review and recommend when the time comes.

Phil noted North Shore is not a major arterial road in this location. Jeff wants to make a recommendation to work on the Bob Buhler request. Neal responded that this Panel needs to define our process so we can work it through to the 6-Year TIP.

Sub Agenda Item 9b. Mason County Website

Jeff Carey suggested placing additional TIP-CAP information on the county web page letting the public know of all that TIP-CAP can do for the County in making recommendations to the Commissioners for the 6-Year TIP.

Agenda Item 10. Summarize follow up actions

Jack will send out all the information that he has tonight via email. He will be gone for the next week so it would not be until the week after that the Panel would receive it. Jack invited members to continue looking at other county's citizen involvement processes for the TIP that have not been yet researched. There is only one more vacancy on the TIP-CAP Panel. The mission statement and by laws will be brought up at the next meeting.

Meeting Handouts – By-Laws of the Mason County Planning Advisory Commission

The [By-Laws](#) were handed out to assist TIP-CAP in creating their own By-Laws.

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

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

Next TIP-CAP Meeting:

WEDNESDAY, DECEMBER 14, 2015