



Mason County TIP-CAP Minutes

Meeting Date: 12/09/2015
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>
Jeff Carey	Y	Melissa McFadden
Mark Carlson	Y	Loretta Swanson
Jack Johnson	Y	
James Naismith	Y	
Mike Oliver	Y	
Neal Winders	Y	
Philip Wolff	Y	
Will Johnson	E	
Vacant		

Agenda Item 1. – Roll Call

Chair Jack Johnson called the meeting to order and completed the roll call.

Agenda Item 2. – Welcome and Introductions

No guests were in attendance. At this time, Jack asked members if an earlier meeting start time would work. After some discussion it was moved and seconded to change the regular meeting time to 5:30 – 7:30. All members were in favor and the ***motion passed to change the regular meeting time to 5:30 – 7:30.***

Agenda Item 3. – Review and Adopt Minutes

A motion was made and seconded to review and adopt the November 18, 2015 minutes with no changes. All were in favor and the ***motion passed to approve the November minutes as submitted.***

Agenda Item 4. – Review and Adopt Agenda

It was suggested that discussion should be added about county web information on the 6 – Year TIP. It was moved and seconded to adopt the December agenda, with the addition of Item 7.a. to discuss web information. All were in favor and the ***motion passed to adopt the December agenda.***

Agenda Item 5. – MC Staff Items

Melissa asked for clarification on an item from the November meeting minutes, as she was unable to attend that meeting:

1. Is TIP-CAP expecting that the potential gravel road upgrade on North Shore Road (by citizen request) be run through the project prioritization matrix?

TIP-CAP members said, no. The discussion was more about what a process might look like for TIP-CAP to consider citizen input for new projects.

Agenda Item 6. – PAC, Comprehensive Plan Update

Loretta provided a brief update to members on attending the Planning Advisory Commission (PAC) meeting. She informed the PAC about TIP-CAP's role and recommendations. She invited greater collaboration between TIP-CAP and PAC to ensure that transportation projects are consistent with and meeting planning goals and objectives. PAC members were receptive and welcome future opportunities to provide input.

TIP-CAP members then had a discussion about what their role should be during the Comprehensive Plan Update and how much effort should be spent on the Transportation element.

Neal asked "why are there separate sub-area plans"? Jeff explained the community role in the previous update and how the sub-area plans came to be. Jack explained his role on the current Belfair UGA committee for the Comprehensive Plan Update and noted that it's a different time and different mindset: "Build it and they will come" was the feeling at the time.

Mark asked Phil "what role did TIP-CAP have in the past, or what was accomplished"? Members then discussed points where they may want to review interim products from the Transportation Plan update and came up with the following:

- Members do not want to get into the weeds
- Members do want 5 – 10 minute progress reports/updates on every month agenda
- Members may ask for more detailed products to review
- Jeff will review the Allyn plan and provide a summary and possible update recommendations for consideration
- Jack volunteered to do the same for Belfair, but changed his mind so he could focus on by-laws

Agenda Item 7. – Discussion on Other Counties 6-Year TIP Process

TIP-CAP members investigated several other counties web sites and 6 – Year TIP information. They again expressed a desire and need to provide more information to engage the public in the process and to also let them know about existing projects. Loretta said she could forward an example for members to review as a start.

Agenda Item 8. – Follow-Up Actions

Jack – will take a first crack at DRAFT by-laws for members to review. Neal will forward conflict of interest language for consideration.

Jeff – will review the current Transportation aspects of the Allyn sub-area plan and prepare a report for the next TIP-CAP meeting. We will also think about possible web improvements.

Phil – will continue work on an outline for public meetings to gather input on the next 6 – year TIP

Loretta – will send the word version of the PAC by-laws to Jack, forward an example of how to relay 6 - Year TIP information on the web (“story board”) and provide Transportation Element Updates at the next meeting.

Loretta and Melissa – will provide a draft gravel road upgrade matrix for TIP-CAP members to review and see if it will be useful.

Agenda Item 9. – Next Month Agenda Items

Neal would like to provide an update on the North-South trail progress.

Meeting Handouts

None.

A motion was made and seconded to adjourn the meeting. All were in favor, and ***motion passed to adjourn.***

Next TIP-CAP Meeting: January 13, 2016