



## Mason County TIP-CAP Minutes

Approved 2/10/16

Meeting Date: February 17, 2016

Time: 5:30 - 7:30 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>
Jeff Carey	Y	Kathy Cari
Mark Carlson	E	Loretta Swanson
Jack Johnson	Y	Melissa McFadden
James Naismith	Y	
Mike Oliver	E	
Neal Winders	E	
Philip Wolff	Y	
Will Johnson	N	
Vacant		

<u>Guest Name</u>	<u>Contact Information</u>
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There were no guests in attendance.

#### Agenda Item 1. – Roll Call

Chairman Jack Johnson called the meeting to order and completed the roll call. He explained why the change of meeting dates this month from February 10<sup>th</sup> to tonight. There are several conflicts of schedules for him, Jeff and others.

#### Agenda Item 2. – Guest Comments

There were no guests in attendance. Jeff briefly discussed the schedule.

#### Agenda Item 3. - Minutes Review and Adopt Minutes

A motion is made and seconded to adopt the December 2015 minutes. **Motion passed.**

A motion is made and seconded to adopt the January 2016 minutes with one addition to **Agenda item 7 – Follow up actions**, by Jeff Carey. He wanted the minutes to reflect that he would follow up at the next meeting with entry-level information on the Allyn Transportation Plan. **The motion passed.**

#### **Agenda Item 4. - Review and Adopt Agenda**

Phillip has two items to add to the agenda.

**Item aa. Discussion on Trails Road closure.** Also,

**Item bb. Phillips outline:** Discussion criteria for public outreach meetings.

A motion was made and seconded to adopt the agenda with these added items.

All were in favor and the ***motion passed to adopt the February agenda.***

#### **Agenda Item 5. - Mason County Action Items/Reports**

*The following items are all part of Agenda Item 5.*

##### **Agenda item 5a. - Transportation Element Update**

Melissa spoke of the interviews that were conducted in getting a consultant in place to address the Mason County Comprehensive Transportation Plan and bringing it up to date so we may be in compliance with it.

She spoke of the top two choices and said Public Works would be making a choice tomorrow. She explained they would be on a full year contract. The chosen consultant would take many factors into consideration such as community input, Goals and Policies.

Jack hoped it would be possible to co-ordinate the planned public outreach meetings of TIP-CAP with the consultants ideas to get more public input.

Melissa replied that the consultant may have a tight schedule but it is a possibility.

Loretta suggested that TIP-CAP aim their community outreach meeting about mid-April and get ideas of projects from them to coordinate with the consultants.<sup>2</sup>

##### **Agenda item 5aa. Trails Road closure**

Melissa explained the cause for the temporary closure of Trails Road. There was a brief discussion for clarity. The hope is to get funds from FHWA to fix it in the future.

##### **Agenda Item 5b. - 2016 Public Outreach**

Jack suggested that we plan our public outreach meetings to coincide with the Commissioners when they meet in Belfair. This means that we should have each of our input from this panel as to what we need to see on a revised outline to address the public. Jack asked that everyone take a copy of Phillips outline and add anything to it so we can cover all issues we want to cover. We want the consultants to have our input. It was added that these suggestions should be gathered and ready to present to the consultant by the end of March. He continued, we have to decide how to advertise but we have the school to hold it as that is where the Commissioners meet. We will plan for April... 121.20

Melissa responded that TIP-CAP bring this outline and the idea of the 2016 Public Outreach Plan to the Commissioners in a briefing. She added that Feb 29<sup>th</sup> would be an ideal opportunity. TIP-CAP agreed on that date and Melissa will request the briefing time with the Commissioner's Office. She also suggested that this be open to the public.

There was a discussion of the various bigger member Non-profit groups in the Belfair/Allyn area that could be notified of this Public Outreach Plan and the date of the first one. Some of the suggested groups were:

North Mason Chamber of Commerce; Rotary, Allyn Community Association; Port of Allyn; Port of Grapeview; Grapeview Community Association and Victor Club.

Loretta said what TIP-CAP wants to do when see the Commissioners is simply say TIP-CAP wants to go out and get a broader input from the community, here is our game plan (the outline), we want to tackle the Belfair area first and then go thru the outline. Let them know TIP-CAP wanted to check in with the Commission to get their take on what our plan is.

For the Public meetings, Phil wants citizens to have a basic understanding on how County roads are funded, designed, maintained and what projects we have in the future. He also wants people to see how TIP-CAP can help to put projects on the 6 yr TIP and Annual Construction. He wants citizens to be more engaged in this portion of their own community. There was discussion among the group on how to advertise and get the word out.

Loretta says the challenge is that if we give suggested projects in April and the TIP wants to put them forward, then PW has to run them thru the process, it takes a lot of time.

Melissa will send to each TIP member a copy of the “talk” she uses at community and public meetings. It may be a starting point for TIP to use in their talk at these planned public meetings.

A motion is made to accept Phil’s outline with suggested amendments and take this to the County Commissioners briefing on Feb 29<sup>th</sup> and Jeff and Phil will be representatives of TIP-CAP at that meeting and report back.

The motion is seconded. All were in favor.

**Agenda Item 6. - New Business (Belfair Sub-Area Plan)**

A motion is made to table Agenda Item 6 to the next meeting. This was seconded. All were in favor.

**Agenda Item 7. – New Business (TIP-CAP vision, goals, bylaws and Mission Statement)**

Jack has several parts of documents that could help in the creation of BY Laws and a Mission for TIP-CAP. He suggested that he send these to the members to look them over and add their input.

A motion is made that Jack will scan the prior TIP-CAP mission and goals, suggested By-Laws and email them to each member so that they can add to them.

**Agenda Item 8. – Follow up actions**

There was no follow up actions for this meeting.

**Agenda item 9 – Items for next month**

Reporting from the briefing with Commissioners – Jeff and Phil

Spend ½ hour on a review of mission, by-laws for TIP-CAP and input from members, including Conflict of Interest, terms of members and goals for a work-plan for the year.

Setting plans for a public meeting for April.

**Agenda item 10 – Close meeting**

A motion was made and seconded to adjourn the meeting. All were in favor, and *motion passed to adjourn*. Meeting Adjourned: 7:50 pm.

**Next TIP-CAP Meeting: March 9, 2016 – 5:30 PM**