



Mason County TIP-CAP Minutes

Meeting Date: May 11, 2016
 Time: 5:30 - 7:30 pm
 Location: Mason County Public Works, Conference Room

Attendance Roster

TIP-CAP Members	Yes/No/Excused	Public Works Staff
Jeff Carey	Y	Melissa McFadden
Mark Carlson	Y	Loretta Swanson
Jack Johnson	Y	Kathy Cari
James Naismith	Y	
Mike Oliver	E	
Neal Winders	E	
Philip Wolff	Y	
Will Johnson	A	
Vacant		
Guest Name	Contact Information	

Kelley McIntosh

Agenda Item 1. – Roll Call

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

Agenda Item 2. – Guest Comments

There was one guest, Kelley McIntosh, in attendance. She was there to observe and wanted to attend TIP-CAP to understand what they do. Kelley had attended the meeting at the Voice and was interested in sitting in as a guest at this meeting. Jack briefly discussed the schedule.

Agenda Item 3. - Minutes Review and Adopt Minutes

A motion was made and seconded, to adopt the April 2016 minutes. ***Motion passed.***

Agenda Item 4. - Review and Adopt Agenda

A motion was made to accept the Agenda with no changes. All were in favor and the ***Motion passed.***

Agenda Item 5. - Mason County Action Items/Reports –

Mason County Transportation Plan Update

Loretta handed out a [news release inviting public comment on the draft Transportation Plan update](#).

The upcoming weekend of May 14th has two open houses for a presentation to the public a draft of the Transportation Element of the County Comprehensive Plan, followed by a public hearing held by the Planning Advisory Commission (PAC) on May 16th. Jack responded that it would be a good idea for any TIP-CAP members to attend the PAC meeting on May 16th. This meeting will take comments on the draft Transportation Plan.

Loretta said that after comments from public and direction from the PAC, there may be revisions to the Plan. She also noted that the budget and work plan includes additional work during the second half of the year. Jack asked what is expected of TIP-CAP? Loretta suggested that TIP-CAP bring some recommendations to the Commissioner's June hearing and note the relationship between the Plan and the TIP-CAP work. There was a brief discussion on using the "tracking changes" on the Comp Plan document for group review. Many would like to learn.

May 31st Commission Meeting

Loretta said the Commissioners would like to know if any TIP-CAP members can come to the County Commission meeting in Belfair at the North Mason High School on May 31st to give a short, very short, synopsis on the work we are doing. Jeff and Jack have volunteered to attend this meeting. They will also attend the PAC meeting on May 16th.

Agenda Item 6. - Public Outreach Meeting

Jack Johnson and Phil Wolff presented information about TIP-CAP at the [April 25th North Mason Community Voice meeting](#). Jeff Carey also attended the meeting. The group discussed how this first public outreach effort went. Jack thought it went very well and that Phil's presentation was excellent. Jack suggested that when someone has a comment from the public, that TIP-CAP needs to receive it and process it, rather than try to answer the question right then. He has most of the comments and notes from the meeting.

Jeff said we need to have a way to handle the comments and questions as they come forth. These can come from all different areas, meetings, website, Commission meetings, etc. Melissa suggested a table of sorts to collect the requests comments and then sort them out. Phil wants to make sure we address each issue and do any follow through to explain our findings to the complainant

Jeff offered to organize the "pile" of suggested projects or need. He added that there is only a thin list to start with at this time. Jack would like the comments to be sorted by Commissioner District, maybe even whether it is in the UGA or not. Loretta suggested making a standard form for the public to fill out with information needed to "rank" that project and develop the priority array. Jeff and Mark agreed that we have a long list of projects already that TIP-CAP needs to prioritize to get recommendations out to Commissioners.

Jack asked if the group wants to have 2 hour meetings or 1 ½ hour meetings. It was agreed to take whatever time we need to complete business. Just get our work done.

Agenda Item 7. – New Business

Jeff went over the list for potential new 6-Year TIP projects that was started at the last TIP-CAP meeting:

1. Burma Road gravel road upgrade (North Shore Road)
2. Mid Point Connectors for Belfair
3. Road Circulation – Newkirk Rd and Roy Boad Road corridor study and development within the UGA
4. Allyn – Wheelwright, Masterson, Wade Street corridors (secure right-of-way)
5. Urban Road Standards
6. Alternate for Trails Road – Maybe a Razor Road connection study
7. Belfair 4-way intersection improvement (round-about or other): Old Belfair Hwy/SR 300/Clifton Lane
8. Sherwood Creek
9. Razor Road W–W.T. Buddig Road is the corridor
10. Capitol Hill area
11. Feasibility or route study for a multi-modal trail in Mason County
12. More shoulders on the roads for bike riders and pedestrians

There was a discussion about turning movements and congestion at intersection of SR300 and SR3 in Belfair by the Dairy Queen, but it is a State route and the County has no jurisdiction to deal with it. There was a short discussion on brush cutting and weed eradication.

Jeff will keep a running list, re-organize it, and add to it if anyone has more items. Phil believes maps would be so helpful to everyone to see where these roads are located.

Agenda Item 8. – Missions, Goals and By-Laws

The committee did not spend much time on this agenda item but will continue work it in over the next month or two. Neal submitted a good “Conflict of Interest” document that the Parks Department uses. We will glean from that but it does not not all apply. Jack (Kathy) will quick draft out what we have in the By-Laws and send it electronically to members for their input.

Agenda Item 9. – Follow Up Actions

Phil is going to attend the Draft Transportation Element of the County Comprehensive Plan public comment meeting on Saturday, May 14.

Agenda item 10 – Items for next month

Jeff hopes to have comments as a committee on the DRAFT Transportation Plan. Loretta pointed out that there is a part on bikes and transit and perhaps topics of interest may be parted out to individual members to work on.

Agenda Item 11 – Close of Meeting

Jeff reminded the members of the PAC meeting on Monday May 16th at 6 pm and to please attend if you can. A motion was made and seconded to adjourn the meeting. All were in favor, and ***motion passed.***

Handouts:

News Release – Public Comment invited to Draft Transportation Elem. County Comprehensive Plan.

Next TIP-CAP Meeting: June 8, 2016 – 5:30 PM