



Mason County TIP-CAP Minutes (revised)

Meeting Date: July 13, 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	Jerry Hauth
Mark Carlson	Y	Loretta Swanson
Jack Johnson	Y	Melissa McFadden
James Naismith	A	Dave Smith
Mike Oliver	A	Kathy Cari
Neal Winders	Y	
Philip Wolff	Y	
Will Johnson	A	
Vacant		
Guest Name	Contact Information	

No Guests

Agenda Item 1. – Roll Call

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

Agenda Item 2. – Guest Comments

There were no guests. Jerry Hauth, Public Works Director, introduced himself and spoke of his history with TIP-CAP and his vision for the present TIP-CAP. He stated that TIP-CAP was created so there would be good opportunity for the public to provide input on transportation issues and if TIP-CAP members validate the public input, add it to the 6-year TIP and bring their recommendations to the County Commissioners. Jack updated Jerry on how TIP-CAP has been operating with a strong emphasis of public meetings and public input for the 6-year tip. Jerry suggested some sort of book highlighting the current projects (the how, where and whys) that the public can look at would be a really bonus. Jack stated that TIP-CAP is already working on a plain language presentation, that Phil did this for the public meetings.

Loretta said GIS is working on a map of the County showing the project locations and basic information on each project. Jerry thanked the members for allowing his time to talk and exited the meeting.

There was some discussion between the members including the topic of conflict of interest. Jack wanted to make the members know of his property ownership interest in Romance Hill and he wants the Belfair By-Pass Connection project to go forth. An extension of Romance Hill is one potential route to connect SR3 to the new Belfair By-Pass.

Agenda Item 3. - Minutes Review and Adopt Minutes

A motion is moved and seconded, to adopt the June 8, 2016 minutes.

Motion passed.

Agenda Item 4. - Review and Adopt Agenda

A motion is moved and seconded to accept the Agenda. All were in favor and the ***motion passed.***

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

Loretta reported on the Transportation Element of the Comprehensive Plan and stated it has been adopted. She thanked TIP-CAP members for their review and input. Public Works received some late comments from WSDOT and are planning to make some revisions by the end of the year.

There are remaining funds and scope in the agreement with the consultant SCJ Alliance to begin work on implementing the Strategic Action Plan. Some of the Strategic Action Plan items include:

- Update and implement transportation portions of the Belfair and Allyn UGA subarea plans;
- Develop a rural neighborhood centers transportation strategy;
- Update county road and access standards and revise code;
- Bike facilities review and project list;
- Railroad Avenue/Shelton-Matlock Corridor Planning with City of Shelton; and
- Belfair Connector Study.

Public Works will bring recommendations to the Board on which items to proceed with first. Loretta invites TIP-CAP members to weigh in as well. Jeff mentioned the UGA's need to be worked on.

Dave asked what TIP-CAP has been tasked with in relation to the Comprehensive Plan. He wants to get caught up before taking any recommendations or changes to the Board.

Agenda Item 6. – DRAFT Annual Construction and 6-Year TIP

Melissa presented both the DRAFT 2017 Annual Construction program and 6-Year TIP. She said the DRAFTS represent input heard from TIP-CAP, the community during the Transportation Plan outreach, Commissioners, and Director Hauth.

She walked members through the various projects describing what is to be done, how it will be funded, and where the funding comes from to pay for the project. Loretta used a projection screen to help highlight project locations to aid the discussion and respond to member's questions. Some comments and questions are as follows:

- Jeff suggested renaming the Allyn project to "Allyn ROW Acquisition" to better clarify the project.

- Jeff also mentioned that he has a conflict of interest in the Allyn ROW and wanted to make sure the members knew this. He will do what he needs to do to facilitate the moving forward of this issue as he is one of 29 property owners there.
- There was a discussion of an Alternative Route from Trails if it completely fails. The Director referred to the alternate route as Razor Road but TIP-CAP members felt that other names/route might be possible and “Razor Road” should not be used to describe the alternate route.
- There was a question about what will be happening on Arcadia Road. Melissa replied there will be a guardrail project (one of the programmatic safety projects) and an overlay (programmatic preservation).
- Jeff had some confusion around funding (Capital Improvements verses Maintenance Improvements) and Loretta said that next months’ meeting she will have the revenue expenditure analysis and that will show the rest of the Road Fund budget.
- Jack asked if some of these projects would be done with County forces. Melissa replied that County forces will do some and some will go out for bid.
- Jeff inquired about GIS and its current ability for the website. He would like to see a more current version of the County map.

A motion was made and seconded was made to support the Annual Construction Program with changes to the name of the Allyn Properties Acquisition to “Allyn ROW Acquisition” project and Trails Road project to “Trails Road - Alternative Route . *All were in favor.*

A motion was made and seconded to accept changes to the 6 Year TIP with changes of the name of the Allyn Properties Acquisition to “Allyn ROW Acquisition” project and Trails Road project to “Trails Road - Alternative Route . *All were in favor.*

Melissa noted that the one missing component of the 6-Year TIP was project prioritization (Priority Array). This needs to be done before submission to the County Commissioners. Dave Smith then spoke generally about prioritization approaches. He stated that there can be lots of information needed to determine prioritization. For example traffic volumes, roadway geometrics and accident history. You can have many projects but without the funding, it is very difficult to prioritize.

Mark asked when the 6-year TIP and Annual Construction Program are to be ready for the Commissioners to accept. Melissa replied in October. Mark then asked if any other projects could potentially be put on the list. Melissa said yes, but it may be challenging to prioritize as we get later in the year.

Jack asked for a motion to be made regarding the 6-Year TIP and Jeff suggested that TIP-CAP accepts the projects listed on the 6-Year TIP. ***After some discussion, the group decided to wait on recommending approval of the 6-Year TIP until they go over the Priority Array next month.***

Agenda Item 8. – By Laws and Mission Statement

Jack said he would try to bring something to the table next meeting.

Agenda item 9 – Items for next month

Wrap up TIP-CAP’s 6-Year TIP and Annual Construction Program recommendations. Loretta and Dave will bring a form next meeting to assist in logging public input. Jack commented we are still missing representation from Hoodsport.

Agenda Item 10 – Close of Meeting

Due to no further business, a motion is made and seconded to adjourn the meeting. All were in favor.
Motion passed.

Next TIP-CAP Meeting: Aug. 17, 2016 – 5:30 PM