



Mason County TIP-CAP Minutes

Meeting Date: August 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	Y	Loretta Swanson
Jack Johnson	Y	Dave Smith
James Naismith	Y	
Mike Oliver	A	
Neal Winders	Y	
Philip Wolff	Y	
Will Johnson	A	
Vacant		
<u>Guest Name</u>	<u>Contact Information</u>	

No Guests

Agenda Item 1. – Roll Call

Chair Jack Johnson called the meeting to order and completed the roll call. Jack commented that he wants to deal with the absence of representation in Hoodspport later in this year. He believes a change of Commission might help to bring in some new members to TIP-CAP.

Agenda Item 2. – Guest Comments

No guests.

Agenda Item 3. - Minutes Review and Adopt Minutes

MOTION: A motion is moved and seconded, to adopt the July 13, 2016 minutes. All were in favor.

Motion passed.

Agenda Item 4. - Review and Adopt Agenda

A motion is moved and seconded to accept the Agenda with the addition of items:

- 6B – Proposed motion regarding Public Works involvement at the Peninsula Regional Transportation Planning Organization (PRTPO)
- 9A – Jeff’s administrative paperwork issues related to By-Laws
- 10A – Change of date for Octobers’ meeting
- 10B – Addressing the 2017 TIP-CAP schedule

All were in favor to adopt the Agenda. *Motion passed.*

Agenda Item 5. - Mason County Action Items/Reports

Loretta gave a quick overview of the Revenues/Expenditures table on the 6-year TIP.

Jeff inquired about possibly writing grants since we would be in the hole after 2018. Loretta said yes, as we receive the grants then we will place those dollars into the 6-year TIP for those years.

James inquired about the 2019 funds does that include the By-Pass? Loretta replied, no, it would be Simmons Road.

Loretta continues sharing what they have to figure in these expenditure numbers, what is Administrative costs? What are engineering costs? What are we spending in maintenance dollars, etc.

Jack asked if HMA is figured in the Maintenance? Loretta replied, no it was not. Jack asked if Chipseal is. The answer was yes to that question.

Loretta continued with explanation of the Revenue/Expenditure Analysis.

Jack asked about where in this is GIS included. Loretta replied it was included in Operations.

Jack questioned as to why North Bay Road was chip sealed when it was overlaid (2005) before. Why is it not overlaid again? The answer was that it was a heavily traveled road and needs a higher degree of preservation. Chip seal is the answer for those roads.

Loretta finished the explanation of the Revenue/Expenditure Analysis of the 6-Year TIP.

Agenda Item 6. – Strategic Plan Implementation

6A – TIP-CAP Strategic Action Plan Priority Vote

TIP-CAP reviewed the strategic action plan items described in the recently adopted Transportation Element of the Comprehensive Plan. Members had questions about various items, discussed how the items related to comments heard from the public, and decided to identify their top priorities for early implementation. TIP-CAP’s top priorities for early implementation and discussion notes follow:

1. Belfair By-Pass Connector Study

This work must begin soon in order to coordinate design with WSDOT and ensure timely final design and construction of County road connector(s) from SR 3 to the new Belfair By-Pass. This item is in the DRAFT 6-Year TIP.

2. Belfair UGA Update – Access and Circulation Study

This is a high priority for Belfair-area residents and property owners and timely, given recent and planned infrastructure work in the community. Jack asked if Newkirk should be called out separately rather than an addition to the Belfair UGA Update. There was a short discussion and it was agreed by them to leave things named the way they are.

3. Allyn UGA Access, Circulation and ROW Plan

This has long been a priority for Allyn residents and property owners and important for fulfilling urban growth infill objectives.

4. Road and Access Standards

Mason County code is in need of updating and revising road and access standards.

Other strategic action plan items that received votes were: Bike Facilities Review and Project List, and MTA Park and Ride Development. Members said they did not have a good understanding of the Railroad Avenue Corridor Upgrade Plan.

It was noted that some level of work will happen on MTA Park and Ride Development (participate in regional planning process), Programmatic Safety (also in the 6-Year TIP), and Railroad Avenue (participate in planning process) regardless of prioritization.

TIP-CAP members also discussed comments they heard from the public during their outreach meetings and how these projects respond to public concerns such as: the need for routes to improve emergency service response times, need to evaluate the SR300/Clifton Lane/Old Belfair Highway intersection, need to look at speed limits within the UGA, etc.

Jeff asked about the Rural Neighborhood Centers Strategy contained. Loretta explained it is working with the community to identify transportation improvements they want to see in their community.

Neal inquired about the Bike Facilities Review and Project list; is this a “feel-good” statement or is there an active plan forward? Loretta said if the community wants it as a priority, then we should move forward with it. Neal said he would bring a motion under Agenda Item 6B to address this.

Phil spoke of the problems with bikes on the roads of Mason County. Dave Smith explained that the way things go forward in most counties is to start with policies, then design standards, secure funding, and move forward with multi-use path and/or bike development.

Jack asked if this discussion was concluded. Jeff said he wants to know what the County Commissioners answers to this same survey will be. Loretta will share TIP-CAP’s priority recommendations with the Board and ask for their priorities. She will report back at the next meeting.

6B – Proposed Motion regarding Public Works involvement in the PRTPO.

Neal would like to see more words to have Mason County Public Works being present and active in the PRTPO to try and gain funds to make Bike Facilities Review and Project list this happen. He would make a formal motion for PW Dept to work with the Peninsula Regional Transportation Planning Organization (PRTPO) to identify a trail project to be started in Mason County. His reason for doing this is to have multi-use paths throughout Mason County.

MOTION: for Mason County Public Works to work with the Peninsula Regional Transportation Planning Organization (PRTPO) to identify a trails project to be started in Mason County, such as the Allyn to Belfair project.

Discussion - Mark asked is this for everyone? Neal replied that it is for everything except motorized vehicles. Mark also inquired about horses and their role on a multi-use path. Neal was not sure but maybe horses would have to ride to the side.

Dave stated the next PRTPO meeting is the August 18th. Trails are concentrated in Clallam and Jefferson Counties. He said he would be discussing programs that we will want to see in 2017 and will bring this up at the TAC meeting so we can get some funding for this. He will ask WSDOT (Washington State Department of Transportation) about Mason County's bike and trail future.

Neal told of an existing unused railroad track owned by Green Diamond, from Mill 5 on Shelton-Matlock Road to Truman Glick Park that would be an easy conversion to a multi-use path.

Loretta wanted something more specific so when she and Dave go to the PRTPO meeting tomorrow she will be able to have that group understand what they are asking and they will be able to advocate for it.

James asked if all counties are evenly represented at the PRTPO. Dave responded that they were all equal. Dave asked Loretta to explain how the PRTPO was structured.

Loretta explained that the Technical Advisory Committee works over issues and make recommendations to the Executive Committee. The Executive Committee is comprised of elected representatives and Commissioner Randy Neatherlin is our current representative.

Motion was made and seconded. Motion passes.

Agenda Item 7. – 6-Year TIP Project Prioritization

Jack stated that TIP-CAP went over this last month with no motion to recommend. It was to be tabled to the August meeting to review project prioritization.

Jack asked "if we act on this 6-Year TIP, what happens next?" Loretta explained that TIP-CAP's recommendation along with the County Engineer's recommendation (if different from TIP-CAP's) is forwarded to the County Commissioners. Mark asked if Melissa set these priority numbers. The answer was yes.

Jack asked for a motion.

MOTION: A motion was made and seconded to recommend and accept this current 6-Year TIP for the year 2017-2022 to the Board of Mason County Commissioners. All were in favor. Motion passes.

Agenda Item 8. – Citizen input to 6-Year TIP

Covered in Agenda Item 8.

Agenda Item 9 – By-Laws and Mission Statement –

● **9A** – Jeff’s Administrative paperwork issues related to By-Laws

Jack asked to have Kathy take the different By-Laws, Mission Statements, and Conflict of Interest documents that we have and documents gleaned from other groups, then put together the best of each and e-mail them to everyone in the group. Each member can go through it, make recommendations, and pull it together at the next meeting.

Agenda Item 10 – Items for next month -

● **10A** – Change of date for Octobers’ meeting – Kathy is unable to be at Octobers’ meeting and asked the panel if they would mind having it the week after, October 19.

MOTION: A motion was made and seconded. All were in favor. Motion passed.

● **10B** – Addressing the 2017 TIP CAP schedule:

Jeff wants to set up the three public meeting early in the year of 2017. January, February and March. One in each Commissioner district.

MOTION: A motion was made and seconded to create public outreach meetings in January, District #1, February, District #2 and March, District #3 in year 2017. **Motion passed.**

Agenda Item 11 – 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: Sept. 14, 2016 – 5:30 PM