



## Mason County TIP-CAP Minutes

Meeting Date: September 14, 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	Melissa McFadden
James Naismith	Y	
Mike Oliver	Y	
Neal Winders	Y	
Philip Wolff	Y	
Will Johnson	A	
Vacant		

**No Guests attended.**

#### **Agenda Item 1. – Roll Call**

Chair Jack Johnson called the meeting to order and completed the roll call. It was noted that Will has been absent from the majority of the meetings and the panel was wondering if he was still a member. Loretta replied that she had sent a letter and called Will regarding TIP-CAP and has not heard from him.

#### **Agenda Item 2. – Guest Comments**

No guests were in attendance.

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

**MOTION:** A motion was moved and seconded, to adopt the August 17, 2016 minutes with one change: It was noted that not all members were in favor of passing the motion under Agenda Item 6b.

**All were in favor of approving the revised minutes. *Motion passed.***

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

**MOTION:** A motion was moved and seconded to accept the Agenda with the addition of the following items:

- Commissioner Correspondence Documents (add requested by Jeff Carey – See 5A)
- Multi-Use Path Update (add requested by Loretta)

**All were in favor of adopting the Agenda. *Motion passed.***

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

Loretta and Melissa reported on county activities since the last meeting, including Strategic Action Plan Implementation, the 6-Year TIP and Annual Construction Program, and Multi-Use Path Planning. Jeff Carey led a discussion on public correspondence and action items before the Board of County Commissioners that may relate to TIP-CAP's transportation advisory role (see 5A below).

#### **Strategic Plan Implementation (Board of County Commissioner priorities)**

TIP-CAP members prioritized the projects listed in the Strategic Implementation Plan during the August meeting. Loretta stated that following that work, Melissa shared TIP-CAP's recommendations with the Board and asked for the Board's priorities. Melissa noted that Commissioners were largely in agreement with TIP-CAP, but with a slightly different prioritization and added projects:

1. Belfair By-Pass Connector Study – same as TIP-CAP
2. Belfair UGA Access and Circulation Study – same as TIP-CAP
3. Railroad Ave Corridor Planning Upgrade Plan – Commissioner and City of Shelton priority
4. Allyn Access, Circulation and ROW Plan – agreed w/TIP-CAP
5. Rural Neighborhood Centers Strategy – Commissioner priority
6. Road and Access Standards – agreed w/TIP-CAP

Jack asked "If the County invests in the Railroad Ave Corridor would the City eventually annex Railroad Avenue after the County makes the road improvements?" Loretta replied it probably would, but the County could ask for some of the investments (funds) to be given back to the County as a condition of the annexing. There are many factors to be considered while reviewing annexation proposals; for example: loss of tax revenues, recouping prior capital improvement expenditures, reduced maintenance costs. All can be considered and be part of annexation negotiations or agreements.

There was discussion about making large capital investments in areas where it is difficult to recoup costs with just the properties within that area. There was also a short discussion on the City of Shelton's Railroad Avenue "road diet". Phil observed that it seems to work well and many panel members liked it.

Loretta says the next step is to scope the studies within our existing consultant contract and budget then begin work on some priorities this year. The immediate game plan is a field trip to look at the Allyn and Belfair Community, and Railroad Road Corridor to get a feel for things with the consultant and begin project scoping.

#### **6-Year TIP and Annual Construction Program (upcoming public hearing)**

Loretta and Melissa reported to TIP-CAP that they briefed the Board on the recommended 6-Year TIP with the revised wording suggested by TIP-CAP, and identified changes that came about as a result of Commissioner discussion and direction.

Jack asked for clarification on how the Railroad Avenue/Shelton-Matlock Corridor Upgrade Plan was added to the 6-Year TIP. Melissa replied that two Commissioners wished to add it. Mike Oliver described his understanding of the project may include sidewalks and trailhead access connecting to a multi-use path. The County will invest personnel time, participating with Transit, WSDOT, City of Shelton and other entities to pull the corridor vision/plan together. Then there will be a broader

community review. Once everyone decides what that Corridor looks like, the next step is finding funding, preparing final designs, right-of-way and permits, and construction.

The hearing for the 6-year TIP and the Annual Construction Program will be **October 4, 2016 at 9:30 am** and it is encouraged that some TIP-CAP panel could attend. Phil and Jeff should be able to attend.

### **Multi Use Path**

TIP-CAP passed a motion during their August meeting to have Public Works advocate and promote multi-use path development at the Peninsula Regional Transportation Plan Organization (PRTPO) meetings. Loretta said that to follow up on this motion, Public Works and Facilities, Parks and Trails Manager, Jeff Vrabel, briefed the Board and shared a couple of opportunities to promote and advocate multi-use path development:

1. Vote to allocate extra PRTPO dollars to a Regional Trail Plan, and
2. Submit a Transportation Alternative Program (TAP) grant application during the next grant round.

Mike Oliver said PRTPO has some excess funds (approximately \$56,000) left over in their budget and they want direction on how to spend it. Some unfunded work program ideas were suggested by the PRTPO Technical Advisory Committee including: a Communications Outreach Plan, At-Grade Intersection Analysis, and Multi-Use Regional Trail Plan. The PRTPO Executive Committee may vote on these and other ideas brought forth during their Friday, September 16<sup>th</sup> meeting.

Loretta said the next round for TAP grants will be in 2018 and the money will become available in 2019 (*correction: 2020*). Commissioners were supportive of promoting multi-use trail planning at PRTPO.

James asked "If the Parks Proposition passes would the Metropolitan Parks Board have a place at the PRTPO table and another county vote?" Loretta said Public Works represents the County on the Technical Advisory Committee and Commissioners on the Executive Committee. But, there are other special purpose districts and jurisdictions from our county with voting members, for example the Tribes, City of Shelton, Ports, and Transit. If the Metropolitan Parks District is created then she believes they may have a place in PRTPO.

### **5A - Commissioner Correspondence Documents**

Jeff said he was reading the Commissioner agenda packet and saw a letter from the Hood Canal Improvement Club about Dalby Road. He asked "when road request correspondence comes to the Board from citizens, should it also be brought to TIP-CAP for consideration?"

Loretta explained that this particular request was a maintenance and safety question that would not lead to a construction project. Melissa added that we get hundreds of these requests a year through Public Works front desk "green sheets" and requests through the Commissioners. She elaborated that the Hood Canal Improvement Club letter had to do with a Dalby Road repair that that did not go as planned; a temporary repair was put in place and now we are going to make final repairs.

Jeff also said he also saw some proposed speed limit changes on the Board agenda, and asked what are the factors involved in raising or lowering speed limits. He was thinking about the speed limits and the relationship to updating UGA road and access standards. Melissa responded that there are many factors in setting speed limits: the amount and type of traffic on the road, accident history, horizontal and

vertical curves, lane and shoulder widths, lighting, distance to obstacles along the road, the spacing of driveways and intersections, pedestrian use, are just some examples.

Loretta said Jeff raises a good question: “What types of issues would TIP-CAP like brought forward that may be considered for future project lists and prioritization?” She described a long standing drainage issue in the north end of the county that public works has been attempting to resolve. She can bring this as an example of a project TIP-CAP can review and discuss whether it is appropriate to consider placing on the 6-Year TIP and if Road Funds should be spent to resolve this problem. Members said they would like to review and discuss this example at the next meeting.

#### **Agenda Item 6. – By-Laws and Mission Statements**

The Mason County Boards and Commissions Handbook require a Mission Statement and By-Laws to operate. Jack would like to break down the draft that sent out by Kathy into:

- A Mission Statement
- By-Laws
- Objectives

After many short suggestions and modifications to the original TIP-CAP Mission statement that was a draft from 2006, the Panel settled on the following Mission Statement:

*Per Resolution 53-14, the mission of TIP-CAP is to act in an advisory role that will assist Mason County and the Board of County Commissioners in balancing community needs and financial concerns during the Transportation Planning process, and actively solicit public comment and citizen input.*

**MOTION: A motion was made and seconded to accept the modified Mission Statement as written above. All were in favor. Motion passed.**

The group then moved on to discussing DRAFT objectives. There was discussion about using the term “objective” and what that meant. Jeff noted that objectives are usually measurable in some way. Other members felt that the term “objective” could be used to describe what TIP-CAP wants to accomplish in a more general way. It was favored by the panel to have the following objectives that will read:

*Objective #1-*

*Promote Safety for all modes of travel that enables the movement of people and goods.*

*Objective #2-*

*Promote maintenance of existing integrated transportation system.*

*Objective #3-*

*Promote mobility, enabling economic opportunity, and enhancing quality of life for all Mason County citizens and guests.*

*Objective #4-*

*Promote Public comment and input, and to be a voice for the community at large, bringing in new ideas and concerns, through public meetings in Mason County.*

*Objective #5-*

*Promote open communication and transparency.*

**MOTION: A motion was made and seconded to accept the objectives as written above with modification on #4. All were in favor. *Motion passed.***

**Agenda Item 7. – Items for next month.**

- Jeff would like to have a discussion of how to place a project brought forth to TIP CAP on the 6-Year TIP. Loretta will bring an example.
- Jack reminded the Panel that our October meeting would be one week later than scheduled and held on October 19<sup>th</sup>.
- Jack stated that the Panel will work on By-Laws and whether the five Objectives will be set in stone. He says we need more discussion. He would like the panel to read the DRAFT By-Laws and put your changes on it then send them by email to the entire committee. No decisions will be made via email but at the October meeting.
- Kathy can also take submissions from each member and will add them together by tracking each members changes and will bring it to the meeting.
- Jeff has a concern about the word Objectives and would like to discuss this next month.
- Loretta asked if the Panel would like to think about and create a Vision Statement.

**Agenda Item 8 – Close of Meeting**

There was no further business.

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

**Next TIP-CAP Meeting: October 19, 2016 – 5:30 PM**