



## Mason County TIP-CAP Minutes

Meeting Date: October 18, 2016  
Time: 5:30 p.m.  
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	
James Naismith	Y	
Mike Oliver	E	
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.

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

No guests.

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

***MOTION: A motion was moved and seconded, to adopt the September 14, 2016 minutes. All were in favor.***

***Motion passed.***

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

***MOTION: A motion was moved and seconded to accept the Agenda: All were in favor to adopt the Agenda as is. Motion passed.***

## **Agenda Item 5. – Mason County Action Items/Report**

### **5A.- 6- Year TIP and Annual Construction Program Adopted**

Loretta congratulated the TIP-CAP members and said that on October 4, the Mason County Commissioners have officially adopted the 6-Year TIP and the Annual Construction Program for 2017 with two modifications. They removed Homer Adams culvert from both lists because the Board wants to establish a line item with money from Homer Adams to a Construction reserve for future projects. Examples of projects were Trails or a connection to the By-Pass.

James asked if that money converted to the reserve fund would be matched, and Loretta replied it would not. It was 100% local funds.

Jeff Carey also attended that Commissioners meeting as representative of TIP-CAP.

Jack asked if there was a motion made to accept the 6yr TIP and Annual. Loretta replied that there was.

Jeff's impression was that it was a 2-1 vote with the County Commissioners. Comm. Sheldon was opposed to the idea of a reserve for construction on future projects. Terry and Randy asked if TIP CAP would look more at roads with the Economic Development component.

Loretta thanks Jeff for attending the meeting and representing TIP-CAP.

### **5B. – Member Recruitment –**

On Nov 1, there will be announcement for TIP CAP members. Most memberships are expired in January, Jeff and Jack are up in February.

Loretta has new forms for everyone who wants to serve another two-year term on TIP-CAP. It is necessary to fill it out again. You may print it out on line as well. It was mentioned to feel free to hand out the app to neighbors or friends.

Jack asked if the recruitment would be advertised. The answer is yes.

Jack will also call Will Johnson to see if he is interested in continuing with TIP-CAP.

## **Agenda Item 6. – TIP CAP By-Laws –**

Loretta printed out the by-laws of the Mason County Mental Health and Substance Abuse Advisory Committee as a good example of by-laws.

She also had copies of a document she made up for TIP-CAP with a Mission, Vision, Goals and Directives. She was hoping this would aid the panel toward making one for TIP-CAP to adopt.

There was discussion about the Objectives and Mission Statement that the panel approved through a motion, last month (September).

Phil spoke up that maybe we do not need a vision, that the objectives really speak what our vision is for Mason County.

Phil would like (on Loretta's document) that the sentence should read, "Additionally, Tip Cap members wish to share....."

All agree that it reads better.

Neil would like to add and "and" in the "Goals" part. "The goal of TIP Cap is to make transportation improvement and investment recommendations...."

James stated that the five Goals were what they all agreed upon last month. Why double the work. If we want to add, the #6 and #7 that Loretta wrote up that would be all we have to vote on.

Jack agreed with James to use what we have already voted on.

Jeff said that he looked at Loretta's objectives in her document is that they measurable. He does not want to see TIP-CAP be the way it was back in the late 90's and early 2000's. There were no by-laws adopted and work really was not done. Projects just bounced around with no moving forward, no direction.

Jack said there are three things we can do tonight –

- Move with the five objectives we motioned to adopt last month.
- Accept Loretta's complete draft, motioning to any agreed changes.
- Alternatively, just adopt number 6 & 7 of Loretta's suggested Objectives and add them to our own.

Jeff is in support of making a motion to adopt all seven of Loretta's suggested Objectives. He likes the guiding details. He likes it simple. He thinks that this would be good for future TIP-Cap panels.

Neil agreed and seconds the motion.

Jack opens this for discussion is there any modification we want to make to the seven.

Neil would like to come up with a vision statement.

Jack asks the panel if we should table the vision for now.

There is more discussion about the vision.

Jeff will rescind the motion he brought forth earlier.

**MOTION – A motion was made by Jeff to adopt the 7 points of Tip Cap Goals and Objectives/Actions, amend Objective 2, deleting "b" and the line below it, and table the creation of a Vision.**

Jack asked if there is any discussion on it.

James again stated that he is not in favor of adopted all new Objectives because of the work we did last month in creating our own Objectives. He likes what we did then. It was simple and it should stay simple like the objectives we first created.

Neil agrees but likes what Loretta's says.

**Neil seconded this motion. (Neil, Phil & Jeff) vote aye. (Jack & James) vote nay. Motion passes.**

Phil wants to go on record to say that he is not opposed to a Vision Statement. Phil feels we do not need to do a vision, as our mission and goals say what we do. If we do decide to create a Vision it needs to go along with what Mason County's Vision.

Neil asked Loretta if she would find the County Vision statement and the panel could word sleuth a draft of its own to correlate the County's Vision Statement... Loretta said she would research it. Neil said that it would be a good place to start on a TIP CAP Vision statement.

Jack asked the panel if they want to get into the By-Laws that were distributed by Kathy through the email. Several agreed that they were good with a change here and there.

It was decided that the Draft would go out again; the panel will each review it and bring any changes to the next meeting. He expressed that we Tip-Cap has been in operation for two years and Commissioners want us to have by-laws according to the Boards and Commission Handbook.

Jeff added that By-laws are very important and will move on to future Tip-Cap members.

Neil replied he thinks the purpose of a By-Law is to cover how we are going to run the membership, rules of order and will give accountability. We have no other regulatory authority.

### **Agenda Item 7. – Community Outreach Meeting Planning**

The panel discussed the demographics and month to hold Public Outreach meetings.

Commissioner Dist 1 – January – Belfair – Randy Neatherlin

Commissioner Dist 2 – February - Hoodspout – TO BE Determined after Election Day

Commissioner Dist 3 – March - Shelton – Terry Jeffreys

It was discussed what this panel needs to do to get ready to do these open public meetings in 2017.

They all agree the individual Commissioners need to be asked if they like this idea and if so, where they would he like to place this meeting and would they be available to attend.

James will call Randy Neatherlin for a January meeting. Possibly at the HUB.

Jeff will call Terry Jeffreys for a March meeting and where would she suggest holding it.

Someone will ask the new Commissioner District 2 as soon as is possible. Possibly HCIC or PUD 1

Jack talked general information about the Public meetings and asked Phil if he would still work on the Power Point slide show.

Phil said the basic meetings can stay the same, but he will update it. He has about 25 slides.

There was discussion about where to hold meetings in Hoodspout. Ideas like PUD 1, IGA Grocery Store and Hood Canal Improvement Club. Advertise in the Journal, on KMAS radio, etc.

Jack would like to see each member to put their ideas and thoughts on paper, bring them to the meetings and try to incorporate them into a public meeting. Non-Profits that meet almost everywhere in Mason County. The Journal posts those meetings every week.

Jack asks, "How do we want to reach these groups?"

Neil suggests that after it is posted in the Journal, then to email all the groups with the same message. He agrees me need to get a list of emails together.

Neil said the meeting agenda should be a Basic Overview with the Power Point presentation, and then get to the questions and answers.

**Agenda Item 8. – Items for next month.**

- Review and adopt the By-Laws sent out by Kathy in email in early September.
- Look at creating a Vision.

**Agenda Item 9 – 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: November 9, 2016 – 5:30 PM**

Handouts:       Loretta’s DRAFT of Mission, Vision, Goals & Objectives  
                      Mason County Mental Health & Substance Abuse Advisory Committee By-Laws  
                      September Draft Minutes for Approval