



Mason County TIP-CAP Minutes

Meeting Date: November 09, 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	Y	Loretta Swanson
Jack Johnson	Y	
James Naismith	E	
Mike Oliver	E	
Neal Winders	E	
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 October 19, 2016 minutes. All were in favor. Motion passed.

Agenda Item 4. - Review and Adopt Agenda

Jeff said he was reviewing the Commissioner's meetings and had questions about a couple of items. He proposed adding two items to the TIP-CAP agenda to discuss them: 1.) Restricted Road Fund and 2.) Capital Facilities Element of the Comprehensive Plan.

MOTION: A motion was moved and seconded to accept the Agenda with Jeff's additions to Agenda Item 5. All were in favor to adopt the Agenda. Motion passed.

Agenda Item 5. – Mason County Action Items/Report

A. 6-Year TIP and Annual Construction Program Adopted

Loretta announced that the Board adopted the 6-Year TIP and Annual Construction Program during their October 4, 2016 meeting with some changes, including removing the Homer Adams culvert replacement. She noted the 6-Year and Annual posted on the web was a previous version and the approved version will be posted soon.

B. Member recruitment

There was a posted announcement from the Commissioners to recruit for the two-year term for TIP-CAP members to join. The current members can re-up and encouraged to do so if they are interested.

C. Restricted Road Fund

Jeff said he saw that the Board passed a resolution establishing a Restricted Road Fund balance for new road projects. He inquired “what dollar amount was discussed” and Loretta responded approximately \$1.6 million although that could change during final budget deliberations. TIP-CAP members wondered how that amount of funds could be set aside without impacting other Road Fund operations – for example would this reduce the amount of maintenance or number of planned projects? Loretta explained it was a combination of several sources that contributed to the new line item for future roads, including: unexpected and one-time revenues, and various expenditure reductions.

D. Capital Facilities Element of the Comprehensive Plan

Jeff said he was reviewing the update to the Capital Facilities Plan (CFP) element of the Comprehensive Plan and asked if roads are considered Capital Facilities. Loretta said they are, but not included in the CFP because there is a separate Transportation Element in the Comprehensive Plan and we adopt the 6-Year TIP separately. Public Works items included in the CFP are things like new buildings or connecting to City of Shelton water, responded Loretta.

Jack commented that he has been working on many Comp Plan and code regulations and wanted to state that he wants to clarify road design in the comp plan. It is very confusing and there is no rationale behind it and is very expensive. He will be working on this in the near future.

Agenda Item 6. – TIP-CAP By-Laws

TIP-CAP members have been reviewing By-Laws and working to finalize. Jeff began the discussion by expressing concern for the TIP-CAP panel if the County is sued. He would like to get a better indemnification clause in the by-laws; Jeff feels it is woefully inadequate. He says members can be deposed. He would like to see a little assistance from the Prosecuting Attorney with better language to protect TIP-CAP members.

Jack mentioned that he did not think an advisory committee could make and sign their own indemnification. He suggests we get all the language in there that we can. Phil suggests take out the wording in the draft or drastically change it.

Loretta reiterated so as to understand what Jeff is concerned with - He is concerned that the County could be sued and worried about being called out individually in a lawsuit. Jeff replied “yes”. Loretta went on to say her understanding is - you want language to clear TIP-CAP members from being named in a lawsuit. Jeff replied “yes, that is what he is asking”.

Loretta will get some advice from the Prosecutor’s Office and look into how the advisory boards are protected.

Jeff has more additions and corrections he would like to make to the draft By-Laws and then he will send them to Kathy to type up. He would like to define the duties and the roles played in TIP-CAP. Jack said we would move this to next Decembers' meeting.

Agenda Item 7. – Will Johnson District 2 – Rural

Jack was in touch with Will Johnson regarding his role in TIP-CAP and Will responded he would not be able to serve out his term. TIP-CAP does not have a formal process to end membership so members said they accept Will's text message to Jack as his letter of resignation. Jack will get the text message copied and give it to Loretta.

Jack would like to talk with Commissioners about extending the term of the current TIP-CAP panel out to March. Some members will be finishing their 2-year term in December and some in February per Resolution. Jack feels they have important obligations to meet and staying together to complete them would be very advantageous.

MOTION: A motion was moved and seconded to agree to extend the term of the entire TIP-CAP panel to March of 2017 to complete work in progress. All were in favor. Motion passed.

Loretta will brief with the Commissioners regarding this motion.

Agenda Item 8. – Log Yard Road update

Jack explained that he was asked by Bob Dressel, owner of North Mason Fiber, to bring this up at TIP-CAP because Bob would like to move forward with the county taking over Log Yard Road.

Bob is the owner of the road which is a private road. It is not a county road at this time. Bob bought the road from the Overtons. The Overtons previously had Apex engineering do a bunch of design work and the County Commissioners signed an agreement that said if design work were done, they would approve the road to become a county road. This has not been done to this date. Jack stated the road is substantially up to design standard with the exception of maybe some improvement needed at the SR3/Log Yard intersection.

Jack disclosed that he owns property off Katchemak Lane, which connects to and has easements across Log Yard Road. Katchemak Lane crosses the Navy Railroad, which Jack says the county has an approved crossing agreement for.

Jack believes that this Commissioner agreement should be put into action. Log Yard Road has about 120 feet of easement and Jack feels it would be very useful for utilities such as sewer to locate within it. It would be excellent location for a sewer pump station and reclaimed water to be used in industrial applications or irrigation. Jack feels turning Log Yard Road over to the county has a benefit to the county. He described what he thought concerns the county the most are stormwater issues. He said Bob has reduced the amount of water going into the kettle that Log Yard Road crosses.

Jack wanted the TIP-CAP to know that this will be brought up soon and wanted all to know a little bit of the background. Phil asked if a Newkirk connection would be good for circulation. Jack replied the route could be a connector to the Belfair by-pass.

Agenda Item 9. – TIP-CAP Support activities going forward

Jeff had a process question about TIP-CAP’s role in other planning/study efforts – for example, the Allyn Circulation Study. He wondered once this study is underway, should TIP-CAP stay involved or let the county do their thing? Does TIP-CAP need to continue to “feed data” to the county to ensure the project gets done and remains a priority?

Loretta said her opinion was that TIP-CAP can choose what level of involvement they want. Members have local knowledge that will be helpful. Jack wants TIP-CAP to be careful not to take on too much and that the upcoming three community outreach meetings are TIP-CAP’s main focus. Jeff said he understands this.

Loretta said that soon they will be putting together a Scope of Work for this project and any data will be helpful.

Agenda Item 10.- Community Outreach Meeting Planning

TIP-CAP members discussed details about planned outreach to the community in early 2017, including when, where, what to present, and how to get the word out and achieve good attendance. It was noted that TIP-CAP’s regular meeting will be January 11 so the first outreach meeting should be after that. Dates, times and locations discussed include:

Commissioner Neatherlin - District 1

Meet in January; perhaps at the VOICE Jan 26 meeting. Jack will talk with Randy. Phil would like to see if Loretta could invite a WSDOT rep to attend the Belfair meeting as well. He anticipates many questions that will pertain to WSDOT.

Commissioner-Elect Shutty - District 2

Mark and Jack will talk to Kevin Shutty and get his input on preferred venues and community groups to outreach. Meet in February?

Commissioner Jeffreys - District 3

Jeff said that he discussed with Terry and she is all for it and suggested a few venues: Public Works, Transit Community Center, Senior Center, and PUD 3. Meet in March?

Jack wants ideas to promote these meetings. There needs to be some sort of “list” of community groups/organizations that TIP-CAP can get information to about these upcoming meetings. It was noted that the Shelton Journal newspaper lists all the community groups in every paper. The Journal will advertise for us as well.

Loretta replied that KMAS would love to have someone come down to the radio station and do a quick little interview about these Community Outreach meetings. This is very good way to get the word out. Loretta also has a spreadsheet of Community groups to use for promotion that she can share.

Phil said he will take care of the Power Point presentation, building on the one he prepared earlier. Jeff asked Phil to send him a copy and he will work with Phil on updating this. Loretta said that she and Jason from GIS have been working on project snapshots that might be used in the presentation.

Jack summarized the discussion:

- ✓ Get the dates and venues nailed down.
- ✓ Start promotions: Contact groups, distribute flyers, use the media.
- ✓ Update presentation materials to bring to the meeting.

A short discussion ensued when Mark asked about the Sheriff taking money out of the Road Fund budget. Jack thought maybe in inviting the Sheriff to one of our meetings to explain why he needs this money. Mark said it would nice to have an update from the Commissioners about diversion. He also stated that after the three Public Outreach meetings, we then ask to have the Sheriff come in and give his side of it.

Agenda Items 11. – Items for next month -

By-Laws

All Outreach meetings information brought to the next meeting. Everyone do his or her part.

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: December 14, 2016 – 5:30 PM

Handouts: October Draft Minutes for Approval