



## Mason County TIP-CAP Minutes

Meeting Date: February 9, 2017  
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                |
| Mike Oliver            | E                     |                           |
| Philip Wolff           | E                     |                           |

| <u>Guest Name</u> | <u>Contact Information</u> |
|-------------------|----------------------------|
|-------------------|----------------------------|

Pat Loudin – Citizen, District 1; Ken Van Buskirk – Citizen, District 1

#### Agenda Item 1. – Roll Call

Chairman Jack Johnson called the meeting to order and completed the roll call. He announced that there weren't enough members for a quorum and no business can be conducted and be voted upon. He said he will conduct the meeting using the agenda he sent out.

#### Agenda Item 2. – Guest Comments

The guests introduced themselves. Jack asked if there are any comments or questions they might have that they could address them at this time. Ken Van Buskirk commented that he was unable to attend the December 2016 meeting and he sent an email to Loretta to pass on to the TIP-CAP members. He stated that he didn't think the whole email was reviewed and taken into consideration and that since the meeting was not recorded, he would ask that his entire email/letter be an attachment to the December 2016 minutes. He felt that his comments to the Board of County Commissioners as presented were taken out of context. He doesn't feel that TIP-CAP didn't read the whole email. Ken said it was important to him for the TIP-CAP board consider the whole email and public comment he presented to the BOCC and not just the info relayed to you (TIP-CAP) by Loretta.

Ken also explained that one of the things that were important is that the Urban Growth Area for Belfair should have been reviewed before the Transportation Study got started. There were a couple of other things too.

Loretta will make sure that Ken Van Buskirk's email is attached to the December minutes.

After Jeff late arrival, Jack asked if anyone knew if 3 out of 5 members present, constitute a quorum. Jeff replied that the By-Laws they have been working with say at least 4 members make a quorum. Jeff suggests that the next meeting lock these By-Laws down.

A short discussion of opinions ensued regarding the Urban Growth Boundary and sewer system planning.

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

The minutes will be reviewed and adopted at the next meeting when there is a quorum.

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

The agenda will stand as the agenda for this public meeting.

**Agenda Item 5. – Recruiting New TIP-CAP Board Members**

Jack remarked that it should be the TIP-CAP focus to get these vacancies filled. Mark said Commissioner Shutty had one or two people in mind to serve on TIP-CAP. Jack spoke with Randy and he has someone who will be filling out an application.

Jack says if we fill the vacancies and get the By-Laws approved that would be a huge step in the right direction. He states there are vacancies in all three Commissioner Districts and we have never filled the District 2- Rural position and only temporarily filled the Hoodsport/Union UGA position.

It was suggested that the Commissioners should be approached again and asked to bring forward the names of the people they would recommend for these TIP-CAP positions. Jack said he would send an email to all three inquiring about filling these positions. Mark volunteered to talk to all three.

**Agenda Item 6- Mason County Action Items/Reports**

**A) Allyn & Belfair UGA Transportation Studies**

Jack has some comments on Belfair but asked Loretta to start out the discussion. Loretta introduced Dave Smith, Mason County Transportation Engineer and project manager for the studies. There were two handouts sent to each member in an email with titles: "Scope of Work – Allyn Circulation & Waterfront Access Plan" and "Scope of Work – Belfair Mobility Plan".

Dave spoke first about the Allyn work. He read the overview from the handout. He relayed the first thing the team is going to do is determine where roads should go, gathering as much information as they can using the existing data, and consider the ROW's that have been vacated. State Route 3 cuts the divides the Allyn community in half and they are trying to figure out what to do with that issue. Dave wants to see "what makes sense" in terms of ROW and what parts should be pedestrian, bicycle, collectors and local access?

Adequate parking for the businesses is important as well. The consultants do some traffic counts if necessary. They will put together a circulation plan that will work.

Loretta added that years ago the Allyn community had vision, and now we need to know is this still the vision they had in mind. We need to get feedback on that and then look at how to finance the vision.

Dave then moved on to talk about the Belfair scope of work. The consultants are looking at potential routes for new roads connecting Belfair/SR 3 to the new Belfair bypass. The consultant has software that identifies potential routes where you could put a road.

They also will evaluate access and circulation on both sides of the highway. There will be a traffic operations analysis done. There will be proposed modification to intersections. Public Outreach, stakeholders and consultants info will be part of the recommendations.

Jack asked if the By-pass will be called SR 3. Dave responded yes it would. Will it be re-numbered? Typically there is a Business Route with a different designation like SR 3-B.

Jack asked what an Environmental Scan is. Dave replied it is an existing map that shows wetlands and water bodies and they will be scanned in to the evaluation before making any recommendations, including slopes and critical areas. Jack asked when inventory is being collected does it include are streams and storm water was part of it too? Loretta replied that it was. All the shape files will be turned over to the consultant.

**B) Fish Barrier assessment of culverts under county roads**

Loretta spoke about the inventory of all culverts in Mason County (3,300 count). We have been offered funds from the Washington State Association of Counties to identify fish barriers on streams under county roads. Mason County will need to identify which are fish streams. We will share this information with other jurisdictions.

**C) Update on other 1 & 6 Year TIP'S**

Loretta spoke of some of the projects on the 6 year TIP.

- Right of Way has been acquired for Cloquallum Rd and we are preparing the bid documents for this road realignment project. This project has a tight timeline.
- Matlock Brady is essentially wrapped except for a couple of properties where we need to secure ROW.
- HMA Overlay will be going out to bid soon. Chip Seal Aggregate is bid opening next week.
- Clifton Lane sidewalk is moving along.
- Survey has begun work on Old Belfair Sidewalk, from the intersection on the west side of Old Belfair.
- Simmons Road is approximately 95% designed. Construction funding was included in the Legislature's budget, but with some strings attached requiring WSDOT to perform a least cost planning solution. Any work is on hold until this process is complete.

Loretta also talked briefly about recent road restrictions due to the very hard and extended freeze. She noted the restrictions are hard for a lot of people but it saves costly road repairs. Public Works will continue communications in the future with schools and others impacted by road restrictions.

Dave also updated TIP-CAP on a couple of other items:

- He sent a letter to Steve Bennett, Traffic Engineer for Olympic region at WSDOT, regarding safety improvements. We requested that he look at the section of State Highway from Sandhill Road to Clifton Lane/Old Belfair Hwy for possible a pedestrian/bike safety path. There is quite a bit of non-motorized traffic along SR 300 between Sandhill and Belfair and reports of accidents. We asked them to take a look and maybe develop a long term fix like widening, or lighting. Jack adds that the lane is confusing to a driver.
- Dave was asked at PRTPO to identify State/County intersections to gather traffic data on for a potential low cost safety improvement fix. Mason-Benson/SR 3 and South Grapeview Loop Road/SR 3 were identified amongst several others.

**Agenda Item 7. – TIP-Cap By-laws**

Jack would like to save this topic for next meeting when we have the rest of the members. Jeff would like all the members to look at it and bring their comments or changes next meeting.

**Agenda Item 8. – Updating TIP-CAP Community PowerPoint presentation for 2017/2018**

Jeff will be doing more updates and go over them at the next meeting.

**Agenda item 9 – Items for next month**

- Review and adopt By-laws for TIPCAP.
- Review and adopt December meeting minutes.
- Community PowerPoint Presentation for 2017/2018

**Agenda item 10 – Close meeting – Meeting adjourned.**

**Next TIP-CAP Meeting: March 8, 2017 – 5:30 PM**

Handouts:

Scope of Work – Allyn Circulation & Waterfront Access Plan

Scope of Work – Belfair Mobility Plan.

Attached- Email of Ken Van Buskirk

**Loretta Swanson - TiP-CAP meeting 2-2-17**

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**From:** "Ken VanBuskirk" <kenvanb@gmail.com>  
**To:** "Loretta Swanson" <lorettas@co.mason.wa.us>  
**Date:** 2/8/2017 9:05 PM  
**Subject:** TiP-CAP meeting 2-2-17  
**CC:** "Commissioner Shutty" <kshutty@co.mason.wa.us>, "Jerry Hauth" <jhauth@co...

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Loretta below is the complete email sent to the BOCC on 11-28. Also is the response from Commissioner Jeffery's on 11-29. Please include as an attachment to the Draft December 2016 TIP-CAP meeting before minutes are approved.

Has the TIP-CAP committee and Public works supporting staff received documented training in OPMA and the PRA? I'm unclear if a quorum of the TIP-CAP was in attendance tonight and if a meeting should have been held. thanks Ken

----- Original Message -----

**From:** [Ken VanBuskirk](#)  
**To:** [Terri Jeffreys](#)  
**Sent:** Tuesday, November 29, 2016 8:50 AM  
**Subject:** Re: 11-28 Briefing documents

Thank you. I sincerely believe all potentially affected parcel owners should be notified of this upcoming meeting and the media as well.  
The general population is unaware and I think it is important to look at the UGA boundaries. best Ken

----- Original Message -----

**From:** [Terri Jeffreys](#)  
**To:** [kenvanb@gmail.com](#)  
**Sent:** Monday, November 28, 2016 8:12 PM  
**Subject:** RE: 11-28 Briefing documents

Thank you, Ken. I will see it gets in the record.

Our new clerk is Melissa \_\_\_\_\_. I am embarrassed to admit I have forgotten her last name. You may know her, she clerked for the PAC.

Terri Jeffreys  
Mason County Commissioner, District 3  
(O) (360) 427-9670 ext. 419  
(C) (360) 463-2590  
[www.co.mason.wa.us](http://www.co.mason.wa.us)

----- Original message -----

**From:** Ken VanBuskirk <kenvanb@gmail.com>  
**Date:** 11/28/2016 7:17 PM (GMT-08:00)  
**To:** Terri Jeffreys <TerriJ@co.mason.wa.us>  
**Cc:** Bart Stepp <BStepp@co.mason.wa.us>, Dave Smith <DNSmith@co.mason.wa.us>, David Windom <DWindom@co.mason.wa.us>, Randy Neatherlin <RandyN@co.mason.wa.us>, Tim Sheldon <TimS@co.mason.wa.us>, ibsen@hctc.com, 'Thera Black' <thera.black@scjalliance.com>

file:///C:/Users/LorettaS/AppData/Local/Temp/XPgrpwise/589B8826Masonmail10017A72... 3/8/2017