



Mason County TIP-CAP Minutes

Meeting Date: March 8, 2017
 Time: 5:30 pm
 Location: Mason County Public Works, Conference Room A

Attendance Roster

<u>TIP-CAP Members</u>	<u>Yes/No/Excused</u>	<u>Public Works Staff</u>
Jeff Carey	Y	Melissa McFadden
Mark Carlson	Y	Loretta Swanson
Jack Johnson	E	Dave Smith
Mike Oliver	Y	Kathy Cari
Philip Wolff	Y	Allan Eaton
		Dave Smith

<u>Guest Name</u>	<u>Contact Information</u>
Commissioner Neatherlin	
Mary Jo Cady	TIP-CAP Applicant/Citizen
Don Pogreba	TIP-CAP Applicant/Citizen

Agenda Item 1. – Roll Call

Jeff Carey, Co-Chairman called the meeting to order and completed the roll call.

Agenda Item 2. – Guest Comments

The guests introduced themselves. They both had stated they are in attendance to observe what the TIP-CAP Advisory board does for business. Both have applied for a seat on the TIP-CAP board but applications have not been to the Board for approval at this time.

Agenda Item 3. - Minutes Review and Adopt Minutes

A motion is made and seconded to adopt the December 2016 minutes. Moved and seconded. ***Motion passed.***
 A motion is made and seconded to adopt the February 2017 minutes with attached VanBuskirk email. Moved and seconded. ***Motion passed.***

Agenda Item 4. - Review and Adopt Agenda

It was noted that Commissioner Neatherlin was attending the meeting to follow up on recent individual discussions about TIP-CAP. The agenda was revised to include some Question/Answer discussion with Commissioner Neatherlin as 4-B. A motion was made and seconded to adopt the agenda with this added item. All were in favor. ***Motion passed.***

Commissioner Neatherlin began by asking the members if they had any questions or if they had any particular subject they wanted to discuss. Mark asked how TIP-CAP can get some direction on where they think the best roads are to make connections, what are the costs etc, what's the best need for growth? Commissioner Neatherlin feels that TIP-CAP is the liaison between the community and the County. By gathering feedback from the community, TIP-CAP can then take project proposals to Public Works to see if viable.

Melissa gave an example of how that worked last year: TIP-CAP identified the Belfair Bypass Study, Belfair and Allyn UGA updated Access and Circulation Studies and Road Standards as priorities to advance. Loretta brought these to the Commissioners last August sharing these were TIP-CAP and community priorities. Melissa feels the process being carried out by TIP-CAP is working.

Randy says he feels the TIP-CAP process is working and that he would like to see them start working on Priority Array exercises. He thinks the two very important and powerful advisory groups are TIP-CAP and Planning Advisory Commission. Commissioner Neatherlin emphasized he is stating his individual observations and not speaking for the entire Board.

Mike Oliver said that it was good to have all the information from the staff over the last year to help TIP-CAP have an understanding of what they are supposed to work on. He feels everyone has a clearer understanding and can get to work on what is expected. He stated the advisory board will get better and better.

Phil hopes that the group can get ahead of things.

Mike remarked he was glad to see Commissioner Neatherlin here tonight and hopes that we can meet up with the other two Commissioners in the future.

Mary Jo asked which Commissioner represented at the PRTPO? Commissioner Neatherlin replied he did. There was a short discussion from several members including Commissioner Neatherlin that it was a very important group to be a part for Mason County.

Commissioner Neatherlin exited the meeting.

Agenda Item 5. – Transportation Projects & Economic Development

Jeff noted that economic development is one consideration of importance when identifying and prioritizing transportation improvement projects, and certainly a Board priority. Jeff wondered how TIP-CAP could gather additional information about economic development priorities. The following groups with their "projects lists" were discussed and suggested TIP-CAP obtains this list for their review.

Mike spoke of an EDC meeting where they had an exercise to list priorities, planned or unplanned and outreach. He said it was very good list compiled from everyone that attended. Mike will talk to the EDC Director and inquire about a copy and bring it to TIP-CAP.

Loretta mentioned that some of the Ports in Mason County have come to the Commissioner with projects that were important to them.

Mike added another project list would be from WSDOT from the Corridor Sketch group that met recently. Tribes, Ports and every agency that had projects on their lists presented them. He feels this would be a very good list to have at TIP-CAP as well.

Agenda Item 6- County Vegetation Management Practices

Phil mentioned an iFIBER news story about county vegetation management that quickly went to Face Book

discussions. A photo was used in the story that inaccurately represented vegetation management practices. Melissa asked iFIBER to remove the picture and it was.

Allan described the vegetation management program, the EPA approved products, the certified personnel that applies it, the herbicides, where we spray, why we spray, where we don't spray and the "Owner Will Maintain" ability. Public Works is working on a fact sheet that will be based on our vegetation management program. Allan believes a little bit of education will help the public not get "all up in arms" about pesticide spraying.

Melissa will send the spray fact sheet to the members. Loretta thanked Phil and others who watch the social media for transportation-related information and bringing it to our attention.

Agenda Item 7. – TIP-Cap By-laws

A draft was sent to the members by Jeff. He created the draft structure by gleaning by-laws from others committees and groups appointed by the County Commissioners and some non-profits and put it all together. He asks the members are the contents of these by-laws in the draft what they all want to go forward with? Do the members agree to support these by-laws?

Phil commented that it would be nice to just get it approved and move on.

Mike asked what is the process for review and approval once the by-laws are drafted?

Loretta replied that TIP-CAP needs to get it in the shape that TIP-CAP is satisfied with, then bring it to Public Works staff and then it will be presented for review by the Commissioners.

Jeff clarified in the draft, that the article that he had put in there with strikethrough regarding Indemnification will instead have a short sentence stating that "The matters of Indemnification was considered by the TIP-CAP Advisory Panel and under advisory are not included in these By-Laws". Jeff also noted a couple other areas that needed to be completed before submitting to Loretta.

A motion was made and seconded to forward these Draft By-laws to the County Commission for review. All were in favor. ***Motion passed.***

Agenda Item 8. – TIP-CAP Outreach

The members went thru Phil's outreach slide presentation and made comments, deletions and additions to the presentation. Phil will make the changes as discussed.

Melissa is updating a presentation she uses for the Shelton Chamber of Commerce where she talks about the road maintenance program and everything that is on the annual construction program and a few other things as well. She would be happy to share this presentation and maybe it can be added to the presentation Phil has created. He can use what he feels may add to his slide show.

Melissa will update any numbers as soon as the study is complete. She suggests showing an action slide of chip seal.

Agenda item 9 – Mason County Action Items/Reports

Loretta and Dave talked a bit about the Allyn Transportation Study meeting at the Allyn Community Club. The consultants SCJ Alliance put together a Power Point that had some visuals of the Allyn community and then asked attendees to give feedback on what they saw or did not see in the pictures, and what attendees would like to see change. People identified what they liked and what they didn't like. People were also asked to mark up maps what transportation improvements and features they would like to see in the community.

Agenda item 10 – Items for next month-

Loretta was asked if SCJ Alliance could come present at a TIP-CAP meeting to present Allyn findings or whether that was in the scope of work. She said that TIP-CAP members are stakeholders and included in the public outreach.

Melissa reported they are gathering reports due to CRAB by April 1 and will then turn to updating the 6-Year TIP and the 2018 Annual Construction program.

Mike gave a quick update on Transit Park and Rides projects.

Agenda Item 11 – Closure of meeting

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

Next TIP-CAP Meeting: April 12, 2017 – 5:30 PM