



Mason County TIP-CAP Minutes

Meeting Date: July 12, 2017
 Time: 5:30 pm – 7:30
 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	Loretta Swanson
Mark Carlson	Y	Kathy Cari
Jack Johnson	E	
Mike Oliver	Y	
Philip Wolff	Y	
Mary Jo Cady	Y	
Don Pogreba	Y	

Agenda Item 1. – Roll Call and Guests Comments

Jeff Carey, Vice-Chair, announced that Jack would not be able to attend this meeting and that he will conduct this meeting. He called the meeting to order and completed the roll call.

Agenda Item 2. – Welcome and Guests Comments

There were no guests at this meeting.

Agenda Item 3. – Review and Adopt Minutes

With no changes, additions or deletions to the minutes for June 14, 2017 a motion was moved and seconded to accept them as is. All were in favor. ***Motion passed.***

Agenda Item 4. – Review and Adopt Agenda

A motion was made and seconded to approve tonight’s Agenda as it stands. All were in favor. ***Motion Passed.***

Agenda Item 5. – Mason County Action Items/Reports

County Engineer - Loretta announced that Melissa McFadden has accepted a position with Pierce County and will be leaving Mason County at the end of this month.

Budget - Loretta spoke of the budget difficulties that Mason County is facing. Mid-year corrections for 2017 are necessary along with cuts in 2018 and 2019. Current expense departments were to submit revised 2017 budgets on July 12th. Departments are also asked to cut 17 ½ % total in years 2018 and 2019 (not 17 ½ % per year). There may be a \$1.5 million diversion from the Road Fund along with the potential for a levy shift.

Loretta noted that it may be likely projects are dropped from the 6-Year TIP and Annual Construction Program due to revenue reductions, making it important for TIP-CAP to be clear on how they decide what projects are pushed out on the schedule or eliminated.

Jeff (?) asked what the schedule is for budget and the 6-Year TIP, and Loretta handed out a schedule of upcoming budget, Comprehensive Plan updates, and TIP-CAP meetings.

Belfair Transportation Plan - Loretta spoke of the Belfair Mobility Plan that is just kicking off. Jeff stated that there has been some miscommunication about the Allyn Draft and felt that the original intent was more economic-focused. He also noted that he heard the Port of Allyn was unaware of the Plan. Mary Jo asked if the Economic Development Council (EDC) had reviewed the Plan. Loretta said she did not think so. She would speak with SCJ Alliance about those issues.

Agenda item 6. – 6-Year TIP and 2018 Annual Construction Program

There was a motion and second to table Agenda Item 6 to the August meeting. TIP-CAP recommendations should be finalized by September. Loretta noted that Sarah made some small adjustments to the last DRAFT TIP-CAP received.

Agenda item 7. – Contracts and Projects (Mark & Jack item)

Mark stated that bids on the Cloquallum Project CRP 1916 were way over the Engineer's Estimate by all the bidders. Mark feels TIP-CAP should be concerned about this. He feels TIP-CAP should look at the process and see where the numbers come from.

Loretta explained a bit of the process followed to develop the Engineer's estimate, and how project estimates evolve and are sharpened. Mark wants TIP-CAP to understand the same information and was wondering how Public Works could pay for the additional cost. Loretta noted that Sarah laid out where savings and schedule changes allowed for moving Cloquallum ahead.

Loretta asked TIP-CAP if a presentation on how a project moves from feasibility to close-out and estimated project costs would be of interest. Jeff says seeing the process would be extremely beneficial. All agreed that would be a great thing to know. Loretta will gather that information for a future meeting.

Mark asked that the May 2017 minutes reflect that when Loretta asked the members what they would like to see done about Cloquallum given bids were over the Engineer's estimate, to show that this was a survey and not a vote. *(The May minutes already reflect that the TIP-CAP members gave an "opinion" and it was not a vote because of the varying answers.)*

Don added that there still needs to be a construction budget and items like acquiring ROW, any Environmental problems and fluctuating oil prices can really shoot up a bid. The bidders are often making calculations on asphalt minutes before bid openings.

Phil mentioned that many DNR projects have not worked out well in the bidding process either. Sometimes bids just come in higher than the engineer's estimate.

Agenda 8 – TIP-CAP Advisory panel review of By-Law questions

Jeff wants to wrap up a final By-Laws document. He thought the only item that may be unresolved were some dates on page 4 referencing amount of days of absences from meetings. Do the members feel that these numbers of absences (3) or being absent 25% of meeting are acceptable to the group? Several members replied they agree with those points.

Mark answered to let's just go with it and if it becomes an issue where it doesn't work for the TIP-CAP then make a modification later.

Don asked about the necessity of Article IV, Dissolution/Hibernation. Jeff explained that any "made-up" group has an ability to terminate. This is the mechanism to do so. Jeff further explained that it just needs to be clear that if ever it is decided that the TIP-CAP will disband or stop meeting there should be something to cover it in the By-Laws, by Termination or Hibernation.

Mary Jo asked about Article 11 and when the Chair and the Vice Chair are to attend County hearings related to transportation. How do you know when there is a hearing related to transportation? Does that mean just Jeff and Jack? Loretta said she would let the TIP-CAP know in advance of any such hearings and while the Chair or Vice-Chair may be the spokesperson, anyone else from TIP-CAP can also attend.

Jeff will send a copy to Loretta for "clean up".

Agenda 9 – Update/Report on the county wide culvert review project

Loretta reported that she does not have a final, written report but should by next month's meeting. She provided a quick verbal rundown: There are over 3,000 culvert County-wide with 350-370 of them located on fish-bearing streams, or approximately 10% of all the culverts. Two assessments were recently accomplished – one for culvert condition rating, and one for fish-barrier assessment. The culvert condition rating was completed by county personnel and the fish-barrier assessment by Mason Conservation District (MCD) personnel.

The road operations crew went out to assess the conditions of the culverts from a road perspective. They look at the inventory, review the previous information, inspect, and then update the assessment. All of the culvert inventory for each road supervisor area has been identified for a 5-year rotation - they will look at 1/5th of the culverts each year. Data is loaded into the MOBILITY data base and GIS. Everyone will use the same criteria and these inspections will all be done electronically. The first round (1/5th) has been completed.

The MCD team gathered information on the fish barrier culverts. They found 81 new culverts to add to the inventory. They have completed Barrier Assessments and collected photos to go along with the Barrier Assessment Form. The data will be forwarded to WDFW to verify and then upload to their fish barrier inventory data-base.

Jeff added that this information would also be very helpful to the lay community when public meetings are held. This could be valuable to the people of Mason County.

Agenda 10 – Johns Prairie Road Update

Mark stated that nothing has been done to the intersection of Hwy 3 and Johns Prairie Road since 2010. He feels this is a project that needs to go on the 6-Year TIP. He isn't sure what it will take to get something done in

the name of safety for that intersection but it needs some attention.

Loretta asked if he was referring to 2010 to the Proviso Report when he says “nothing has been done since 2010”. Mark said he was. He thought maybe we could revive that report. He asked Loretta if she could find anything in the archives about a road extension or some plan for Johns Prairie. Loretta replied there may be some emergency event planning. Possibly a “future Road Map” from 2008 might show some sort of route alternative planning.

Agenda 11 – Allyn Circulation Plan Update

Loretta said the Board of County Commissioners was briefed on the Allyn: Circulation and Waterfront Access Plan and we are very close to wrapping this up. The groups that were involved in identifying transportation issues and recommendations also reviewed and commented. The Planning Advisory Committee will see a copy of this plan this month.

Mary Jo asked about the “backside” of Lakeland Village as a possible future connector. Loretta referred her to page 40 of the Draft showing that this was taken into consideration as well.

Jeff added there is about 5,000 feet of private ROW when it was initially proposed and there is a need to acquire that ROW. He wrote up numbers regarding this issue and asked Loretta if they were taken into consideration. He didn’t see that they were.

Mike inquired about the north end EDC (*Chamber?*). Loretta said they were not identified as “interviewees” for this project. Jeff feels there is not enough presence with EDC. It is a major concern for residents. There doesn’t seem to be a big enough push for development of commerce from the EDC.

Phil liked the path concept that was developed in the Allyn Plan.

Loretta said SCJ’s Project Manager will be putting together a summary of comments this week and she will forward those comments to TIP-CAP.

Agenda 12 – Close of Meeting

Jeff noted TIP-CAP will plan on discussing the 6-Year TIP and Annual Construction Program at the August meeting.

After no further business, Jeff adjourned the meeting. All were in favor and ***meeting was adjourned.***

Next TIP-CAP Meeting: August 9, 17, 2017 – 5:30 PM