



## Mason County TIP-CAP Minutes

Meeting Date: October 11, 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	Loretta Swanson
Mark Carlson	Y	Kathy Cari
Jack Johnson	Y	Dave Smith
Mike Oliver	E	
Philip Wolff	Y	
Mary Jo Cady	Y	
Don Pogreba	E	

#### Agenda Item 1. – Roll Call

Jack 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. – Minutes - Review and Adopt Minutes

A motion was moved and seconded for the September 2017 minutes to be approved. All were in favor. **Motion passed.**

#### Agenda Item 4. – Review and Adopt Agenda

A motion was made and seconded to approve tonight's Agenda with an addition of Mary Jo needing a question answered about the proposed use of Brewer Road at the Lynch Rd Interchange.

This will added as Agenda Item 4a. All were in favor. **Motion Passed.**

4a. Mary Jo inquired about Brewer Road and who will the road and maintenance actually belong to. Loretta replied that the road will be re-routed by the State with State funds and the road will be retained and maintained by Mason County. Loretta will send a link to TIP CAP members showing US 101/Lynch Road Interchange updates and video. <https://www.wsdot.wa.gov/Projects/US101/lynchrdsafety/>

**Agenda Item 5. - Mason County Action Items/Reports**

***5a – Item from 10/9/17 Briefing (Safety Plan) – (Loretta)***

Loretta gave a handout from a briefing with the Commissioners (10-9-17) explaining the Safety Plan – 2018 Budget Decision. Loretta presented this plan to the Board of Commissioners. She explained that Jerry Hauth would like to carve out some funding out of our budget to stash away for future projects. He was looking for future pots of money such as the Safety Grant. Options they presented were to the Commissioners were:

1. Proceed as budgeted, which means we would spend about \$70,000 in local funds;
2. Deliver the Safety Plan without additional road imaging and that free up about \$60,000 of local funds that could go into a local construction project;
3. Would be to turn back the Safety Grant and do nothing and that would free up about \$70,000 worth of funds that could go into a future road construction project.

The Board thought that this was a pretty small expenditure and we are leveraging a lot of FED funds, and to proceed as planned.

***5b.- Item from 10/9/17 Briefing (TIP CAP Appointments) – (Loretta)*** – Loretta handed out the briefing document with the Commissioners and stated that we had a person submit an application to join TIPCAP but he was in District 1 , which is already well represented. District 2 is still not represented. The Commissioners were asked if they want to revise the Resolution to allow more interested parties to apply to this Board that may not be in the specific planned Districts. Commissioner Shutty wants to find reps for his area.

**Mary Jo** asked if this would be for At-Large positions rather than a set District. Would we keep applications of interested parties? Yes, Loretta said the Commissioners keep those apps.

**Jeff** commented it doesn't matter to him either way but District 2 should be represented first. He feels the evenness of the Districts makes for better input. Jeff agrees to keep things the way they are and maybe in three months come back to this again and see where we are.

**Jack** asked if we are considering this applicant because of his qualifications. Loretta replied yes but that it is a moot point now, because, he applied for the Planning Advisory and TIP CAP is off the table for him. Jack likes the process the way it is. He wants to keep the Districts they way they are and fill the two openings.

**Mark** commented that he doesn't care where the applicants come from as long as Mason County is at the top of their list for Transportation Improvement. He wants what is best for Mason County.

***A motion was made to recommend*** to the County Commissioners that we keep the TIP CAP Resolution 53-14 the way that it is now, recommend and support Commissioner Shutty to try to use his resources to find and fill those 2 open positions in his District #2 and re-consider this Resolution again in 3 months. This motion was seconded and all were in favor.

***5c. Consulting Work status for Belfair roads and connector – (Dave)***

Dave reminded the members of a website that they can go to for update on the Belfair roads to share information. It is interactive. [www.BelfairMobility.org](http://www.BelfairMobility.org)

Dave was involved with the WSDOT 's PRTPO discussing intersections and they asked which intersections are in need of improving in Mason County. There were four:

- SR 3/Mason Benson Road
- SR3/Grapeview Loop Road South
- SR3/Lakeland Drive (the info was also used in the Allyn Study)
- SR300/Sand Hill Road

Mark questioned if SR3/Johns Prairie were on that list as well. Loretta replied no as there have been well studied on that intersection. Dave said they are looking for a low cost fix. Lighting, Signage, less than certain of cost.

Mary Jo suggested that just beyond the SR300/Sand Hill says there is a ditch that is deep enough for a car to not be seen had it gone in there. The reflectors need to be replaced at that area. Mile Post 2.  
Dave will forward that information to the northwest region maintenance manager.

Jack inquired more detail about the SR300/Sand Hill thru-lane. He mentioned there used to be a turn lane which confused it more. There was a short discussion and Dave drew a diagram for Jack for Dave to help understand what Jack is referring to. Dave explained it is an acceleration lane. Others got in on the discussion of this intersection.

***5d – ROW Donations Projects: Allyn, Belfair, E. Razor Rd. West & others – (Jeff)***

Jeff said ROW donations keep getting pushed to the side. He has a copy of a letter from Twin Views LLC dated August 16, 2017. They own a parcel that located between the southern termination of E Razor Rd and the northern termination of E Razor Road.

This letter was sent to the Commissioner Neatherlin saying they would donate necessary ROW and donation of area necessary for storm water to the County, to help create another access to the core businesses in the northern part of the county while also relieving traffic on Hwy 3 and State Route 106.

Loretta replied that she is going to search for a copy of this letter. She stated that if we are building the roads with local funds, we can acquire ROW very easily. But if Fed funds are involved acquiring ROW is very tricky and Fed funds have a lot of strings. There are a lot of procedures to go through.

There was discussion about Razor Road with some of the members.

***5e. Hand out County edited TIP CAP bylaws. (Loretta)***

Loretta handed out the last Draft BY-Laws. It just needs all the members to review it, make some formatting corrections and then it can be presented to the Commissioners for their acceptance.  
TIP CAP has already agreed on the content.

**Agenda Item 6. – 6 Year TIP and 2018 Annual Construction Program**

Loretta just reiterated that TIP CAP decided to make recommendations to the 6 Year TIP and the 2018 Annual Construction Program tonight or wait until November and make recommendation then and by that time Dave will have the list of the projects that were off the table for some time with freshened up cost estimates and updated details about the what, whys etc about each projects.

Mark noted that it would be beneficial to have a book with the projects listed with all the pertinent information on each one.

Jeff referenced the Matlock-Brady project and asked did the overall project cost change? Loretta will look into that to see. She noted that maybe it was a two-year project at one point and now it was blended into a one year project.

Loretta clarified that the annual is just the first year of the 6 year TIP.

Jack asked about the new book of projects.

Loretta has tasked Dave with getting a book together with “tabled” projects from the book Jerry presented last month and current ones. The members will have their first look at the Projects book at November’s meeting. She had emailed to the members (today) a schedule of TIP CAP items that will be working toward the

referencing of the 6 year TIP and the Annual Construction Program. She asks that everyone take a look at it when referencing dates for recommendation to the Commissioners.

Jeff stated that it is important that at least the Chair and CO-Chair attend the Monday, Nov 20<sup>th</sup> at the briefing and it would be great if more members could come. Loretta will make a 10 a.m. request for this meeting to accommodate Jeff and Jack at the minimum. The public hearing will be on Nov 28<sup>th</sup>. She reminded the members that the 6 Year TIP must be adopted before the adoption of the County Budget.

**6a – Brush and Ditch Maintenance of all County Roads – Jeff**

Loretta is requesting Alan Eaton to speak to TIP CAP on maintenance and ditch cleaning of the roads soon. There is a schedule they follow and SOP's. She asked that the members email her their specific questions and specific areas when Alan attends our meeting. He can research the areas and questions and come in ready to answer everything.

**6b – Discuss the idea of Synchronizing County roads to the WSDOT'S Traffic GeoPortal Map – Jeff**

Loretta addressed that we can't tag on to WSDOTs GeoPortal Map program but Mason County has just revised their data maps. Jeff likes it but there are still a few issues he is having with it. Loretta replied that there will be more revisions that Jeff is having problems with.

Jack is impressed with the new revised mapping Mason County has done. He states it is much better than the old one.

**Off Topic**

Loretta asked if TIPCAP would like to have a discussion next month on the general operations of TIP CAP and they can finalize the BY-laws that everyone will be reviewing.

Jack had some old flyers about TIP CAP of 2004 holding Open Houses he would like Kathy to email all the information about what it was all about to the members and they will discuss along the same for our future TIP CAP open houses they are planning.

Jack believes the Hoodspout Area would be a good place to have the open house.

Mary Jo stated that maybe the Open House could bring in new membership to the two positions that are vacant right now. She states that Union may be a good option as Union residents always have a good turnout for community events.

**Agenda 7 - Adjournment**

After no further business, Jack adjourned the meeting.

Respectfully Submitted:

*Kathy L Cari*

Kathy L. Cari

**Handouts:**

#1 - Briefing Item Summary – Safety Grant

#2 – Briefing Item Summary Form – TIP CAP Resolution w/recommended action to Commissioners -

#3- By-Laws – Last Draft ready for formatting

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