



Mason County TIP-CAP Minutes

Meeting Date: December 13, 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	John Huestis
Jack Johnson	Y	Dave Smith
Mike Oliver	E	
Philip Wolff	Y	
Mary Jo Cady	Y	
Don Pogreba	Y	

Agenda Item 1. – Roll Call

Jack called the meeting to order and completed the roll call. Mike Oliver has accepted a position with Clallam Transit and will no longer be a member.

Agenda Item 2. – Welcome and Guests Comments

There were no citizen guests at this meeting but Loretta introduced the new Public Works Deputy Director/County Engineer John Huestis. Loretta also noted that the Board of County Commissioners appointed a new TIP-CAP member, Pete Butkus, and reminded current members that several position terms are nearly up. She handed out applications for membership and an updated member roster.

Agenda Item 3. – Minutes - Review and Adopt Minutes

Jeff Carey noted that page 2 of the minutes regarding Trails Road should be revised to read as follows:

Priority Number 9 – Trails Road – Alternate Route -

Move \$75 from PE and \$125 from RW, 3rd Year (2020) and place both (\$75 + \$125= \$200) in Years 4-6.

A motion was moved and seconded for the November 2017 minutes to be approved per revision noted. All were in favor. **Motion passes.**

Agenda Item 4. – Review and Adopt Agenda

A motion was made and seconded to approve the Agenda. All were in favor. **Motion Passes.**

Agenda Item 5. - Intersection Safety

Jack brought up a safety concern during the November meeting about the intersection of Mason-Benson/Trails/Mason Lake Road. He stated that he had been thinking more about intersection safety throughout the county and described the recent WSDOT efforts for state intersections. WSDOT has increased the size of stop signs, placed signs on both sides of the road, and used tape on the sign posts.

Jack said he was also thinking about ways to gather information about dangerous intersections. He said that the fire districts have data about where they respond to intersection accidents and perhaps they could help identify problem areas. Loretta stated that the county collects data as well and asked Dave to share more information about county data collection and analysis.

Dave stated that we do not have “dangerous” intersections. We do have some that are safer than others. He then summarized the data that is collected by Public Works and used in evaluating road safety, including:

- Crashes, including kinds and severity, weather and driver influence
- Road characteristics such as shoulder width/type, pavement width, lighting and geometry
- Posted speed limits, traffic volumes, 85th percentile speeds, access and adjacent land use

Dave also said there are many ways to improve intersection safety, some of them low-cost solutions. TIP-CAP members asked if it were possible to develop a list of 10 public road intersections where the most number of crashes have occurred during the past 5 years. Dave and Loretta replied that the list could be provided.

Agenda Item 6. - Right of Way (ROW) Donation

Jeff said there are some people willing to donate right of way to the county and gave the examples of Allyn and Rasor Road area. Jeff feels it is important for the county to not miss out on these opportunities and wondered how donations could happen.

Loretta handed out excerpts from the WSDOT manual describing how ROW is acquired including procedures for right of way donations. There are also procedures for acquiring “advance right of way” where the county may not have an actual project yet. Loretta stated that it is important for the county to follow the procedures. If not, we could significantly impact a project schedule or lose important funding reimbursement.

She asked TIP-CAP members to take a look at the handouts and she would be glad to answer questions or provide more detail during a future meeting.

Agenda Item 7. - Mason County Reports

7.a) – Belfair Mobility Plan Status Report

Dave provided an update on the Belfair Mobility Plan that SCJ Alliance is developing for Public Works and began by restating the five key plan objectives:

1. Identify and evaluate new potential connectors between SR 3 and the Belfair By-Pass.
2. Identify and evaluate local street connections within the UGA that will improve access and circulation.
3. Inventory and assess pedestrian and bicycle needs to improve safety and access.
4. Evaluate road system characteristics and needs to improve safety and access.
5. Develop a Downtown Business District Transportation Strategy to counteract potential losses due to reductions in pass-through traffic attributed to the Belfair Bypass.

He then provided information about what is happening for each of the five objectives. Dave wrapped up by talking about the community and stakeholder engagement activities; including one-on-one interviews, small group discussions, and a well-attended Community Voice forum. He also discussed the project website that was launched (www.belfairmobility.org) to make it easier for people to find information about the plan and planning process.

7.b and d) – 11/20 Meeting Report and 2018 Budget

Mary Jo, Phil, Jeff, Don and Mark met with the Board on November 20th to present TIP-CAP recommendations on the 6-Year transportation improvement plan, or TIP. The recommendations included advancing the schedule for the Old Belfair Highway sidewalk and connectors to the Belfair By-Pass and delaying work on the Trails Road Alternate Route. TIP-CAP also recommended reducing the diversion to the Sheriff's Department and replacing those funds with a voter-approved Public Safety sales tax. Each member shared their individual concerns about reduced buying power of the road fund levy to carry out necessary maintenance and the construction program.

Loretta thanked TIP-CAP members for taking time out of their day to attend the work session with the Board. She was then asked to give an update on the final 2018 budget decisions and how those decisions impacted the Road Fund and construction program. Loretta presented the following information:

- The total Road Fund diversion for traffic law enforcement activities is \$2.16 million. (There was a typo on the meeting materials that noted \$2.66 million). This is up from the previous year of \$1.5 million.
- There is no levy shift. The Board was considering a shift of \$855,000.
- A 1% levy rate increase for roads was approved. Banked capacity will not be used.
- There is no impact to the adopted construction program as a result of the changes. However, there are delays in planned equipment purchases, building improvements and fund balances are affected.

Members talked about their disappointment in the increased diversion. They also discussed the importance of keeping qualified county employees and that without a new revenue source to replace the diversion, there could be additional layoffs.

Don asked how the diversion money can be used. Loretta said state law defines eligible activities and the County Road Administration Board (CRAB) has model documents to help Public Works and Sheriff Departments work out details. She said we are working on a draft agreement with the Sheriff's office at this time. Don requested the final agreement be shared with TIP-CAP.

7.c) – 2018 TIP-CAP Objectives

TIP-CAP members talked about the need to generate a large list of potential projects for the TIP early in the year so they can be ready to prioritize this summer. Members also briefly talked about the need to have some representation from a citizen with transit interests or Mason Transit.

Agenda Item 8. – Outreach Meetings

Members discussed their plans to conduct three meetings early in 2018 in different locations throughout the county to increase public awareness about TIP-CAP and their work. Jeff noted that he and Phil have made some updates to the presentation but more work is needed. He also noted that locations need to be nailed down soon.

Agenda 9 – Close of Meeting

Members discussed the following information requests, follow-up items, and future meeting agenda topics:

- Mary Jo requested a one-page summary of our transportation network identifying what percent of the system is considered “local” versus “collector or arterial” so members understand where outside funding can be applied.
- Don asked for a copy of any final agreement between Public Works and the Sheriff’s Department outlining how the diverted Road Funds will be used for traffic law enforcement activities.
- Jeff asked for research on Wheelright south of Lakeland Drive. He wanted to know how a portion of this right of way was dedicated to the county.
- Phil said he will share a Pierce county shoulder example for road design consideration.
- Mark reminded all that TIP-CAP wants a presentation from Al Eaton on the operation and maintenance program and cost of services.
- Loretta said individual Commissioners may want to attend future meetings to talk about the 2018 budget deliberation process and their considerations.

After no further business, Jeff adjourned the meeting.

Next TIP-CAP Meeting: January 10, 2018