



Mason County TIP-CAP Minutes

Meeting Date: January 10, 2018

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	John Huestis
Mark Carlson	Y	Loretta Swanson
Jack Johnson	Y	Dave Smith
Pete Butkus	Y	Al Eaton
Philip Wolff	Y	Kathy Cari
Mary Jo Cady	Y	
Don Pogreba	Y	

Agenda Item 1. – Roll Call

Jack called the meeting to order and completed the roll call.

Agenda Item 2. – Welcome and Guests Comments

No citizen guests were in attendance. Allan Eaton, Assistant Road Operations and Maintenance Manager, attended the meeting to present information on Public Works maintenance activities. Dave Smith, Transportation Engineer, also attended to present intersection information requested by TIP-CAP.

Agenda Item 3. – Minutes - Review and Adopt Minutes

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

Agenda Item 3A. – Review and Adopt Agenda

A motion was made and seconded to approve tonight's Agenda adding in 3a – review and adopt tonight's Agenda. All were in favor. ***Motion Passes.***

Agenda Item 4. - Draft 2018 TIP-CAP Schedule

Loretta sent the 2018 Schedule and Draft Work Plan out for members to review prior to the meeting. She asked members to discuss and share suggested revisions before finalizing. She noted some key dates for TIP-CAP to keep in mind: their final recommendations should be complete at the September 2018 meeting and presented

to the County Commissioners sometime in October. By State law, the County Engineer is to present the annual construction program to the County Commissioners by October 1. Loretta also asked if there was interest in holding a joint meeting with the Planning Advisory Committee (PAC).

Jeff commented that the PAC work plan doesn't normally include anything about roads and thinks it is a good idea to hold a joint meeting. He suggested talking with Planning Manager, Paula Reeves, about this idea. Jeff also suggested holding the meeting with the PAC a little earlier in the year in case they have something to add to the 6-Year TIP.

TIP-CAP is planning to hold one public outreach meeting in each Commissioner District early in the year to share what they are all about and to hear transportation improvement priorities from the community. Jack pointed out that the meetings were coming up soon and TIP-CAP really needs to nail down details. He felt planning time may be needed during regular meetings to do this or even schedule a second meeting to prepare if necessary. Jeff and Phil will get together before the February TIP-CAP meeting to update the PowerPoint presentation. Jack stated that the meeting with PAC is important but not a priority right now.

Jack will talk with the North Mason Chamber and Voice to see if they would be interested in hosting the first public outreach planned for March. Loretta said the regular Voice meeting is on March 26th. There was a discussion of where to have the outreach meetings in District 2 and 3 and the need to coordinate with Commissioners. She said the League of Women Voters meetings are well-attended and could be a sponsor for District 3. Jack mentioned that the outreach meetings can hopefully fill the positions that are open when are in those areas.

Mark suggested the February 14th TIP-CAP meeting be used to finalize the agenda for the public outreach in March. Mary Jo suggested holding a short TIP-CAP business meeting before, and in conjunction with, the public outreach meetings. This would cut down on the number of meetings while keeping on track with schedules. Jeff responds that above all, we have to address the feedback from the people. He wants to have time to review public comments to see how that may be used in developing the TIP. He also feels there may be questions about State roads and County maintenance and it would be good to have WSDOT and Mason County Road Supervisors in attendance.

There was discussion on how best to review the draft 6-Year TIP with TIP-CAP and the PAC. Mary Jo suggested that maybe PAC can attend one of our meetings. John asked if this group thought that his presentation of the 6-Year TIP might take up too much time at PAC for any other presentations or discussions to ensue. Jack said that PAC has a lot on their plates and he doubts we could take up a big chunk of their time and we need to be brief. If John could just brief TIP-CAP first, then do a "briefer" version to PAC that may be the best way to meet with them. He doesn't think we should take up too much time.

Pete asked Jack if the purpose of the presentation of the draft 6-Year TIP to the Planning Advisory Board (PAC) is to get their acknowledgment that the TIP is consistent with the County Comprehensive Plan, or is it simply an educational piece. Jack replied that it is both. It lets them know that we exist and what we do for the County Commissioners.

Pete asked if the County Commissioners have ever asked if the 6-Year TIP is consistent with the Comprehensive Plan. Loretta replied that the Commissioners have never specifically asked that question. Don asked if we have even been out of compliance with our 6-Year TIP. Loretta replied that we do not have any levels of service that would trigger non-compliance.

Members then offered the following changes to the Draft 2018 Schedule and Work Plan:

February 14th This meeting will be totally devoted to public outreach meeting preparation.

March 2018 TIP-CAP will hold two meetings in March. March 14th will be the regular meeting and the primary agenda will be finalizing the public outreach presentation. A second meeting will be held March 26th, hopefully hosted by the North Mason Voice. Jeff will check with them and report back.

April 11th Regular TIP-CAP meeting. A second public outreach meeting may be scheduled.

May 9th Regular TIP-CAP meeting. A second public outreach meeting may be scheduled.

July 2018 TIP-CAP will potentially hold two meetings in July. July 11th will be the regular TIP-CAP meeting and July 16th a joint meeting with PAC. The primary agenda item is for Deputy Director/County Engineer, John Huestis to present his recommended 6-Year TIP and 2019 annual construction program.

August 8th This meeting agenda will be devoted to reviewing the financial aspects of the TIP in context of the overall Public Works and County budgets.

Loretta will send an updated version of the 2018 Schedule and Draft Work Plan.

Agenda Item 5. – Outreach Planning

Jack noted that this item was covered pretty well during the 2018 Schedule and Draft Work Plan discussion. He summarized that

- TIP-CAP needs to confirm March, April, and May dates and locations. Only March is tentatively set at this time;
- TIP-CAP needs to decide on the meeting agenda and format for the March 2018;
- TIP-CAP needs to review the PowerPoint presentation and identify what updated information is needed.

Phil then walked through the current PowerPoint presentation and took comments. Members made additions, deletions and changes to information slide by slide. Jeff said he would send a list of information needed to update the presentation to Loretta. Jeff and Phil hope to complete updates by the next meeting.

Agenda Item 6. – Mason County Action Items/Reports

The meeting was running a bit behind schedule and Dave offered to share his information during the February meeting to allow enough time for the road operation and maintenance presentation. It was agreed to delay Dave's presentation until a future meeting.

Allan Eaton gave an overview of how maintenance is planned, budgeted and scheduled and how they deal with unforeseen maintenance issues. Al said all Counties must annually certify to the County Road Administration Board (CRAB) they are in compliance with standards of good practice. CRAB was established by the state legislature in 1965 to provide statutory oversight of county road departments. One of the required annual certifications is for road maintenance operations.

Each year, the road operations and maintenance team works with the County Engineer to identify:

- a) What work is needed.
- b) How much and where the work will occur.
- c) What resources are needed (materials, labor, and equipment) to carry out the work.

The amount actually budgeted for road maintenance is ultimately decided after looking at available funding for roads and spending priorities. The management team then balances expenditures between maintenance, construction and other needs. Al asked members if they had any questions.

Jack asked if the County sprays and if they use salt in the winter time. Allan replied that they do spray and have a program set up. He stated 210 tons of salt is purchased to use during the year. Sand and de-icer are used in addition to salt.

Mary Jo asked whether there is a maintenance line item for emergencies. Allan replied \$200,000 is budgeted for extenuating storm events. He went on to say that \$200,000 is actually a fraction of the true cost of an emergency. Ideally an adequate emergency reserve would be built, but that has been very hard to do in recent years for a variety of reasons including the increased diversion for traffic policing. John added that there is a specific budget, or BARS number used for a natural disaster in the public works budget. It does not include plowing snow or other regular maintenance activity.

Mary Jo feels that the community needs to know that transferring this large amount of funding into the Sheriff's Department really takes away Public Works ability to respond to a major road disaster. She also asked if there is something TIP-CAP can do to help the Road Department address the diversion problem. Allan replied that educating the residents about what Public Works does with roads in maintenance is a big help. The TIP-CAP agrees that this should be done.

Mark said he was very pleased with the maintenance work that happened in Crestview and added he would like to see all the county neighborhoods be included in shoulder clean-up. He would like to see part of the budget be used for that purpose. Jack again suggested that if possible, have the Road Supervisors attend the public outreach meeting held in their district so they could hear first-hand of any maintenance needs for their area.

Allan pointed out that reduced revenues have also led to employee reductions over the years, and as a result, the level of service is not the same as in the past. Al thought the road operations group was reduced by 6.5 full time employees (FTEs) since 2006.

TIP-CAP members thought all this information is very useful for the public outreach presentation. They would like the repair cost of the 2007/2008 disaster and how it impacted our maintenance and construction work plan in future years. They also requested FTE statistics; they would like to see the number of employees at full strength and the current number. They would like a few pictures of big or small disasters to add to the PowerPoint slide show.

Jack wants to add key words to the public outreach meeting presentation to educate the attendees on matters that they wouldn't have even thought about. Words like: natural disaster, budget cuts, employee statistics, and health and safety.

Agenda Item 7. – Election of Officers for 2018

A motion was made and seconded that Jack remain Chair and Jeff remain as Co-Chair for 2018. All were in favor.
Motion passes.

Agenda Item 8. – Discussion re: inviting Sheriff to talk about Sheriff Budget.

Jack posed the idea of inviting the Sheriff's Office to share with us how the diversion for traffic policing is spent. Mary Jo doesn't think it is TIP-CAP's place to do this. She doesn't believe it would serve any purpose and it could put them on the defense. John agrees and he can bring forth to TIP-CAP what the money is being spent. He doesn't think the Sheriff's Office needs to come to TIP-CAP to explain it.

There was more discussion about this but Jack decided that we should talk about this at a later date as we still have Agenda items left to cover. His impression tonight is that we are not to invite the Sheriff.

John added that maybe we should know about an appropriate cap for the transfer of these funds and is it realistic. We need their services.

Off Agenda:

Pete brought up the governor's proposed carbon tax and wondered if there was a way Mason County could use a portion of the revenue as mitigation for infrastructure impacts such as sea level rise flooding. For example, could this funding potentially help raise the Skokomish Valley Road? If agreeable to TIP-CAP and the Board, the Association of Washington Counties (AWC) could be approached to help advocate. Pete understands there may be concern that a request to use a portion of carbon tax revenue for roads and bridges might imply support of the tax. There was a short discussion and the group decided to table the carbon tax for another meeting.

Agenda 9 - Adjournment

After no further business, Jack adjourned the meeting.

Respectfully Submitted:

Kathy L Cari

Kathy L. Cari

Next TIP-CAP Meeting: February 14, 2018