



Mason County TIP-CAP Minutes

Meeting Date: February 14, 2018

Time: 5:30 pm – 8:00 pm

Location: Mason County Public Works, Conference Room A

Attendance Roster

TIP-CAP Members	Yes/No/Excused	Public Works Staff
Pete Butkus	Y	Loretta Swanson
Mary Jo Cady	Y	Kathy Cari
Jeff Carey	Y	
Mark Carlson	Y	
Jack Johnson	Y	
Don Pogreba	Y	
Philip Wolff	Y	

1. Roll Call

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

2. Welcome and Guests Comments

There were no guests in attendance.

3. Minutes and Agenda

A motion was made and seconded to approve the January 2017 minutes. All were in favor. ***Motion passes.***

Mark requested to add a topic to Agenda Item 6 – Neighborhood Shoulder Improvement. A motion was made and seconded to approve the Agenda with the addition of item 6h. All were in favor. ***Motion passes.***

5. Outreach Planning

a) Confirm Dates and Locations

TIP-CAP is planning community outreach meetings in each Commissioner District this March through May. Jack confirmed the first meeting in District 1 will be on [March 26th at the Belfair HUB](#) and sponsored by the North

Mason Community Voice and North Mason Chamber. Jack will relay our agenda to Mary Swoboda and also confirm the time. Loretta will send the meeting details to the panel.

Pete previously volunteered to follow up with Commissioner Shutty regarding the District 2 meeting. He relayed Commissioner Shutty very much wants to be a part of the meeting and offered some potential dates. A date of Wednesday April 25th, 6:00 pm was agreed upon after discussion amongst TIP-CAP members. The Hoodspport Library or the Hoodspport Fire Hall were identified as possible meeting locations.

Pete and Commissioner Shutty also discussed the idea of having a host or sponsor for this event and Commissioner Shutty wondered if sponsors were necessary. After some discussion about potential meeting hosts or sponsors TIP-CAP members decided to proceed without. Pete has volunteered to do the footwork to secure the venue and investigate potential meeting hosts.

The meeting in Commissioner District 3 is yet to be set in May. Jack stated that we would need more information from Commissioner Drexler on when she is available, her suggestions on groups she would want to reach out to and a suitable venue, before we decide on a May public outreach meeting.

Jack then turned the discussion to advertising the upcoming meetings. Pete suggested announcements go to the two tribes, two Precinct Committee Officers leaders, and various clubs in the District. Pete's other ideas were: Hood Canal Environmental Group, Lilliwaup Improvement Club, libraries, post offices, fire departments, Mason Transit, school districts/bus drivers, PUD 1, Alderbrook HOA, Water/Sewer Districts and some of the larger areas that have County maintained roads. Pete thought that maybe Mason WebTV would come to tape so that it could be seen by those who could not attend.

Loretta pointed out that District 2 covers a lot of ground and a meeting held in Hoodspport may not draw Matlock and Dayton area residents. If people are unable to attend, we can think about how to gather input through Survey Monkey` or other ways.

Jack asked about the communication list for District 1 and how that would go out to the people. Mary Jo replied that the North Mason Voice puts out their agenda on an extensive list and the Belfair and Tahuya communities are on Facebook. Loretta added she has a master spreadsheet of contacts that she will share with TIP-CAP.

Jeff suggested the North Bay Review publication as well. Pete can provide Harstene Island email list. Jack asked about the cost of a newspaper advertisement. Loretta replied that Community Service meetings typically are at no cost. Mary Jo suggested Channel 3 reaches a lot of people as well.

b) Meeting Agenda and Format

Jeff stated an agenda needs to be firmed up. Members discussed a variety of agenda items including: who will be presenting, how meeting information will be captured, how best to manage time, how to gather input from those attending the meeting, and how to report back meeting findings.

Mary Jo wondered if time could be better managed if questions/comments were written down or asked in an open format. Paper can be read later but some people may want to voice opinions right then and there.

Jack thought both Mason County Public Works and WSDOT representation would be a good idea. Phil thought having WSDOT attend the meeting may detract from time spent on County issues, which is our focus. Phil

shared several examples of WSDOT issues that could take up most of the meeting time. It was decided that WSDOT questions or comments would be referred to them after the meeting. Jack asked Loretta if a Road Supervisor could be in attendance. Loretta replied that Al Eaton can answer all the questions with his knowledge base.

Jack will do the opening of TIP-CAP introductions and also include county commissioners and personnel. He will explain TIP-CAP and then turn it over to Phil for his Power Point presentation. He likes the idea of tear off poster sheets for questions asked during the Power Point.

After the presentation the meeting will open up to questions and suggestions for transportation improvements from the community. Loretta suggested having some TIP-CAP applications on hand at the meeting.

c) Power Point Presentation

Phil went through the presentation to gather input and identify any changes or missing information. Mary Jo asked how long the presentation will take and Phil and Jeff thought approximately 25 minutes. There will be a few more updates made to this presentation prior to finalizing.

d) Outstanding Items to Incorporate in Presentation

This was covered in Agenda 5 b.

e) GIS Maps

This will be a freshening up of the GIS maps on the Power Point presentation. Loretta presented GIS story maps created by Jason Wells which presented the TIP in a more graphic and friendly way. Mary Jo asked if there can be a handout with all the links to websites to see all the information that is available and Loretta said she would have one.

6. Mason County Action Items/Reports

a) RAP funding applications submitted

Loretta reported that Public Works recently requested Commissioner approval to submit applications for Rural Arterial Program (RAP) funds managed by the County Road Administration Board (CRAB). If any of the projects rank high enough, CRAB will invite final project applications in September. TIP-CAP will review the projects, prioritize and make recommendations on the TIP that will inform final project submittals in September.

b) Belfair Mobility Plan Progress Report

Loretta stated we are in the home stretch of the Belfair Mobility Plan and planning to wrap up late June 2018. The objective is to have projects recommendations from the plan available for TIP-CAP to consider for the TIP. Near-term activities are:

- The consultant will be meeting soon with property owners along potential routes to the new By-Pass.
- The consultant and Mason County will be meeting with the Navy to share potential route alignments and receive their comments on Navy rail crossing design and permit considerations.
- A community meeting is planned for mid-April to share findings to date and gather input, followed by a Commissioner briefing in May.

Loretta asked when TIP-CAP would like a Belfair Mobility Plan briefing. Jeff replied the May 9th would be great as it would be just before the May TIP-CAP monthly meeting.

c) Trails Road Alternative Feasibility Study

Loretta said Public Works recently executed a contract for this project and can share out the Scope of Work. The Commissioners were pleased to see we were moving forward at this time. She will send a copy out to the members.

d) Skokomish Valley Road Improvements

A meeting was held February 8th to discuss potential improvements to Skokomish Valley Road in the general area between the Vance Creek Bridge and Ells Hill Road. Mason Conservation, their consultant, and Mason County are evaluating several road improvement options aimed at improving habitat and flood resiliency. The work is funded by a Salmon Recovery grant. Loretta noted that this meeting was a very well attended by the Skokomish Valley community. Loretta described the problems, potential solutions, and resident concerns. She can share studies if TIP-CAP wants more detailed information.

e) List of projects from Public Works Director

This list is not ready yet.

f) Intersection Safety Report from 1-10-18

There was an agreement to table this for another meeting although Loretta briefly talked about a spreadsheet summarizing crash data statistics for Mason County.

g) RCW's Pertaining to Use of Diverted Road Funds

Jeff pointed out the language used for the annual Road Fund levy certification and noted that diversion could happen for reasons other than Traffic Policing. Members talked about the use of diverted Road Funds and other ways to address revenue shortfalls in current expense. Members wondered what other counties diversion and levy shift looked like and Loretta said CRAB produces a spreadsheet with that information.

h) Neighborhood Shoulder Improvement

Mark reported that his neighborhood looks so good now that some shoulder maintenance has been done. He would like to see all the little neighborhoods in Mason County look the same way if that was even possible. He thought a shoulder vegetation management maintenance schedule included in their regular maintenance schedule should be possible.

7. Carbon Tax Discussion

This agenda item was tabled from last month and there was a little opinion discussion.

8. Close Meeting

After no further business, Jeff adjourned the meeting.

**Next TIP-CAP Meeting: March 14, 2018 - 5:30 p.m.
Public Works Conference Room**