



Mason County TIP-CAP Minutes

Meeting Date: August 15, 2018

Time: 5:30 pm – 7:30

Location: Mason County Public Works, #115

Attendance Roster

TIP-CAP Members	Yes/No/Excused	Public Works Staff
Jeff Carey, Co-Chair	Y	Loretta Swanson
Mark Carlson, UGA City	E	Kathy Cari
Jack Johnson, Chair	E	Sarah Grice
Pete Butkus, District 2	Y	Jerry Hauth
Philip Wolff, Bicycle/Pedes.	Y	Merrilee Kenyon
Mary Jo Cady, Dist. 1	Y	
Don Pogreba, Dist. 3	Y	
Kathy Geist, Transit	Y	

Agenda Item 1. – Roll Call

Pete called the meeting to order and completed the roll call. Members acknowledged Mark and Jack were excused.

Agenda Item 2. – Welcome to Guests and their Comments

There were no guests in attendance. Loretta introduced Public Works' new finance manager, Merrilee Kenyon.

Agenda Item 3. – Minutes and Agenda; Review and Adopt

A motion was moved and seconded for the **July 2018 minutes** to be approved. All were in favor.

Motion passed. *A motion* was moved and seconded to approve tonight's **Agenda**. All were in favor.

Motion passed.

Agenda Item 4. - Citizen Budget Committee Report

Jeff Carey is a member of the new [Citizen Advisory Budget Committee](#). Jeff stated that his report tonight is based on his observations and opinions and not meant to represent the committee. Work to date has focused on presentations by various county departments with the goal of understanding the difference between mandatory department responsibilities and other services. Based on the presentations so far, Jeff offered the following personal observations:

- It appears the county is not acting as a team, but rather each department on their own. Example: departments will present their budget numbers and then reference “other numbers” inferring there is not a common understanding of the budget.
- Citizens do not understand county government and there needs to be improved communication. Example: the county says taxes are not going up – maybe yes on the whole tax revenue is not increasing, but individual taxpayers see increases.
- Few departments have measures of success.
- The budget instructions were clear, but Jeff feels they will be difficult to meet particularly after hearing the presentations pertaining to the courts and criminal justice. He also feels there is confusion around the terms “policy” versus “procedure” and the words are often misused. Diversion is aggravating the problem by putting a Band-Aid on criminal justice needs so citizens do not fully understand the criminal/court need.

Jeff also noted the Auditor produced a long report in 2016 regarding county assets. It appeared to be missing roads, bridges, and culverts which Jeff feels should be included. Pete asked “Under Government Accounting Standards Board (GASB) shouldn’t the road assets be reported?” Loretta responded that Public Works does account for road assets but is unsure what was in the Auditor’s report.

And finally, Jeff discussed the problem of sales tax leakage where Mason County residents are making purchases outside the county, so the county misses out on that sales tax revenue. Kathy talked about sales tax equalization and how transit’s dollars from that source are steadily increasing. Kathy is unsure how sales tax equalization is calculated and distributed. Kathy also suggests including more of the Public Works revenue picture when TIP-CAP conducts public outreach.

Mary Jo asked “What is the timeframe for the committee’s recommendations? How will they wrap up in time for budget deliberations when they are still working through the department presentations?” All recognize the committee got off to a late start and it seems unlikely their work will be finished this year.

Mary Jo also inquired if there has been any discussion about going from a bottom line to zero line item budgets. Jeff responded, no. However, there has been some discussion about going from a 1-year to 2-year budget. Jeff feels shorter timelines are appropriate when faced with budget concerns.

Phil thinks there should be strong support for a criminal justice initiative and wonders if TIP-CAP can recommend this? Jeff feels the Citizen Advisory Budget Committee may go there but are still a long ways off.

Kathy wondered if there is a way to find out how diversion has been expended by the Sheriff’s office. Pete referred to the handout of the County Road Administration Board’s (CRAB’s) list of 13 approved uses. Loretta said the Sheriff’s office has been producing a report this year, which she thought was at least on a quarterly basis.

The discussion was wrapped up and all thanked Jeff for his service on the Citizen Advisory Budget Committee.

Agenda Item 5. – Director’s 2019-2020 Budget Overview

Jerry referred to the Commissioner’s 2019-2020 budget guidelines and noted he also wants to share the Board’s desires that do not show up on budget instructions. Jerry has been hearing Commissioners wanting to see new roads or bigger projects in areas where more of the travelling public will use them.

He reviewed the draft 6-Year TIP and made changes he felt would reflect the Board’s wishes. Jerry said Sarah will present the 6-Year TIP details and welcomed TIP-CAP’s comments and recommendations.

Agenda Item 6. – Draft 6-Year TIP

Sarah referred to the draft 6-Year TIP handout and that she would briefly go over each project. Sarah invited comments/questions about the projects or how they were prioritized as she went along. Kathy asked how projects were prioritized and Sarah responded first by those where we have grant funds that must be expended. For example, Surface Transportation Program (STP) funds must be spent every year so this is the number 1 priority on the list and used for our paving program because it is easy to deliver in a timely manner.

Pete asked Sarah to also identify those projects where we need to spend money or turn it back. Sarah then presented all the projects on the draft 6-Year TIP. TIP-CAP members discussed the following projects:

Priority 1 – HMA Overlays.

Sarah noted we have not yet selected our paving locations this year. Jeff said to keep in mind we need to pave ~ 12 centerline miles per year and we are only showing 3-4 miles per year. Jerry pointed out 12 miles is a subjective thing. People feel our roads are in great shape. Loretta asked what the current estimated cost per mile was for an overlay and Sarah said ~ \$300,000 per mile. Loretta noted that if we were to increase our paving miles this would come entirely from local revenue. Adding another 2 miles would mean spending another \$600,000 in property taxes levied for roads.

Priority 5 – Bear Creek-Dewatto Clear Zone

Sarah said this project must go to construction next summer as the Highway Safety Improvement Program (HSIP) funds must be expended by then. Don said this type of project helps drivers who leave the road. It provides safer slopes free of an object that then allows the driver to return back to the road. Pete noted that a high percentage of accidents involve hitting fixed objects.

Priority 6 – Highland Culvert Replacement

Highland Road culvert is failing and the RAP funds must be expended next year.

Priority 7 and 8 – Deegan Road West and Shelton Valley Culvert Replacements

These are two projects that are primarily to address the removal of fish barriers. The project funding comes from salmon recovery grants. The Deegan Road culvert must be constructed next year but the plan is to move on both as they are in close proximity and there are expected cost savings. Additional savings are expected by using county crews to construct.

Priority 9 – Trails Road Repairs

This project will design repairs to delay further slides and extend the life of Trails Road. Sarah noted there are no constraints on project timing as the funding is 100% local funds. However, it is ranked fairly

high because we heard from citizens, TIP-CAP and the Board it is a high priority. Jeff thought TIP-CAP already recommended this project as a top priority for 2018.

Priority 10 – Belfair Connector – Romance Hill

The Belfair Mobility Plan identified two potential connections to the new SR 3 Freight Corridor (ByPass) and one of them is to extend Romance Hill. Jeff asked about WSDOT's schedule. Sarah replied that WSDOT received \$300,000 this year to begin planning for the Freight Corridor. Our understanding is that they will select a contractor to begin 30% design work this fall. Construction is anticipated to begin July 2022. Public Works and WSDOT have been coordinating on the two projects.

Priority 11 – Skokomish valley Road Reconstruction

Mason Conservation District (MCD) has fully secured funding for the design phase and is project lead. Public Works secured Federal Lands Access Program (FLAP) funds for a portion of the construction and MCD is seeking additional funds. The road-related aspects of this project include a bridge, two culverts and guardrail. Mary Jo asked if this would also be a county forces project, and Sarah replied this will be a large bridge span so our crews will not construct this project.

Priority 12 - Trails Road Alternate Route – Rasor Road extension

Public Works contracted with SCJ Alliance to conduct a route feasibility analysis and they are about 50% complete. Sarah gave a quick rundown of the options and stated the most feasible appear to be a connection to SR 3. Mary Jo asked if it is possible to connect with the southern alignment to where the new SR 3 Freight Corridor meets SR 3. Sarah thought this would be unlikely due to Lake Devereaux. Phil stated one of our problems is we need development and roads to get to them.

Priority 16 - North Island Drive culvert replacement

Sarah said this project will be tricky because it is the only access to homes on the north east tip of Harstine Island and the culvert is tidally influenced. It must be repaired because the culvert is separating. Consultant design services are needed for this project.

Priority 20 - Mason-Benson intersection safety

This project is fairly simple and includes grading and signage to improve site distance. Mary Jo asked if this is the same project Jack brought up. Sarah replied it is.

Pete concluded the discussion by reminding all to come back with their suggested changes at the next meeting.

Agenda Item 7. – TIP-CAP Meeting Dates

Members were asked whether to consider changing the meeting date from the second Wednesday to the third. After discussion it was decided keep the second Wednesday and revisit next year if need be.

Agenda Item 8. – New Business and Special Projects

a. Port of Allyn – Jeff

Jeff received an email communication from the Port of Allyn regarding the need to make improvements to SR 300 and a portion of North Shore Road. Loretta will forward the email.

Kathy noted the Port of Allyn executive director recently weighed in on the [Kitsap Sun article](#) about WSDOT approving a roundabout intersection for the new Belfair transit center. Members discussed the public outreach and sentiments about the new intersection.

b. North Shore concerns – Mary Jo

Mary Jo said recently there was a large gravel pit application located across from the Port of Allyn boat launch and there were many concern about traffic impacts. As a result, the application was withdrawn. She shared her experience with the Manke pit which took two years to permit with 86 conditions. She gave some examples of the conditions including limited haul hours and ways to deal with road impacts. She said the North Shore pit has great gravel and Phil agreed. She believes a source is needed and hopes the impacts can be revisited and addressed.

c. Gravel Road Upgrade Model – Don

Don gave a quick overview of the process Thurston County uses to implement gravel road upgrades and shared a handout. Mary Jo commented that theoretically we would do this if there were enough time and money. Don pointed out that with the Thurston County model property owners would donate Right of Way and the road is designed to lower standard due to lower Average Daily Traffic (ADT) counts. The upgrades are on roads generally not complicated and performed by county crews.

Agenda Item 10. - Close meeting

After no further business, *a motion* was moved and seconded to adjourn. All were in favor and ***motion passed.***

**Next TIP-CAP Meeting:
September 12, 2018 - 5:30 p.m.
Public Works Conference Room**