



Mason County TIP-CAP Minutes

Meeting Date: 12/11/2019
Time: 5:30 -7:30 pm
Location: Mason County Public Works, Conference Room A
100 W Public Works Drive
Shelton, WA 98584

Attendance Roster

TIP-CAP Members	Yes/No/Excused	Public Works Staff
Jeff Carey, Co-Chair	Y	
Mark Carlson, UGA City	Y	Diane Sheesley
Jack Johnson, Chair	Y	Dave Smith
Pete Butkus, District 2	Y	Alan Eaton
Philip Wolff, Bicycle/Pedes.	N	
Mary Jo Cady, Dist. 1	Y	
Don Pogreba, Dist. 3	Y	
Kathy Geist, Transit	Y	

Agenda Item 1. – Roll Call

Jack called the meeting to order and completed the roll call. *(There was a sidebar discussion about applications)*

Agenda Item 2. – Welcome and Introductions

No guests were in attendance. Tim Lincoln was introduced as a potential member. He wanted to attend a meeting first before applying.

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

a. Review and Adopt the November-2019 minutes:

An email submittal was received from Ken Vanbuskirk to the members stating he had a couple of amendments for consideration prior to approval. See attached. A motion was made that the minutes be approved with Ken's letter incorporated. The motion was seconded and the motion passed. *(A public request was brought up—it was said it was not needed.)* It was said that Ken had, but did not take the opportunity to comment at the November meeting during agenda item #2, which welcomed public comments. The discussion also included that the group encourage comments be made during the appropriate agenda item to avoid disruption and debates. Striking the comments was suggested. *(There was a sidebar discussion regarding Kathy Cari's transcriptions of the recorded meetings, and about her upcoming retirement. Information about her replacement was given.)* A motion was made to approve the minutes with Ken's letter attached. The motion passed.

b. Motion to accept the agenda: the motion was made to accept the agenda as presented and seconded. The motion passed.

Agenda Item 4. – Mason County Info & reports & Action items

a. Review budget and proposed TIP: the budget and proposed TIP was adopted and does not need to be addressed until next year. An amendment to the 2020 TIP is anticipated to add the \$3,000,000 Harstine Island bridge work. This has not been posted yet, but the list came out. The polyester overlay is on the list. This was one of the two (Federal) grants that were awarded. The other was for over \$1,000,000 for Highway safety Improvements for clear zone improvements. A comment was made regarding the Sheriff's department: they did not use all of their diversion funding and were

okay to use it for something else. There were concerns with starting something this late in the year and done properly. Thirteen items are allowed to be paid for with road fund dollars under traffic law enforcement, more speed trailers and signs - to be on the speed limit signs where there is no shoulder space, and survey and investigation equipment to replace existing equipment, which is out of date. There was a comment made about how the vehicles were purchased and the process. County surveyors were brought up: they used to do this for the sheriff's department and whether this was considered. It was, but Mason County only has three surveyors, so it would not be reliable for them to be on-call. What diversion funding could and could not be used for was clarified. It was also asked whether the sheriff department's vehicles and equipment could be moved back to Public Works ER&R so that this could be managed properly. It was clarified that the County engineer is currently in charge of the vehicle maintenance. This will be brought up to the upcoming commission meetings and the need for a resolution of who is in-charge of the fleet. Currently, the county does not have enough staff to do all of the funded projects. A consultant to do the entire Harstine Island bridge project is under consideration.

- b. Other items of interest/questions/comments: The committee was asked if a guest speaker can attend the next meeting regarding a letter of recommendation or adding the Haven Lake culvert replacement to the TIP list. The Salmon Center aka Salmon Enhancement Group would like to apply for a grant and partner with the county. Diane recommends a 20% match for staff time and to review the plans. A road use permit would be needed to complete the project. *(Details were provided.)* The grant application needs to be submitted in January, so the decision needs to be made. The committee welcomes Mendy Harlow from the Salmon Enhancement Group to present at the next meeting.

The Roesel Road project was confirmed to be on the TIP list, but can be moved at the same time. A milepost correction on Agate Loop is another item to be added to the amendment. The group agreed to fix this.

IMS is almost done with their information: we have all of the road ratings, intersections skew-angles, and all of our pavement conditions. QA/QC on the horizontal and vertical curves and super elevations are pending completion. Details of what we will have available included photographs of all the roads. Some of the reports available were identified. GIS was referenced—and there was discussion of what may be able to be included on the County's GIS system and what may be too large of data to include. Diane forwarded the information to the group and explained the data. How often updates are done or needed such as road conditions and guardrail additions were also discussed. The GIS crew can update the curve data as needed when changes or projects occur.

Agenda Item 5. – Old Business & Follow-Up Items

- a. Outreach follow-up – Kathy and Pete's draft presentation review: what will be included was discussed such as where property taxes go, and whether there will be two presentations—one 10-minutes and the other 20-minutes. Factors for comparisons were said to be different.

(Someone wanted to add to this agenda item but recording had too much interference to hear.)

Renaming the Outreach program and becoming part of the town hall commissioners meetings was recommended. This would get more people there and the commissioners would get more interest in it and see that it would be beneficial to have an annual meeting. Providing a briefing to the commissioners to see if they are interested in having a town meeting can be done. Table-top display boards could aid the presentations. Comments and additions may be sent to Kathy and Pete. Details of the slides with charts were included in the review. Notes can be available to answer questions on what the tax dollars are going and other details.

- b. Signal Hwy 3 and 106: traffic was observed and it was determined that the signal is not the problem—it's the drivers. Delaying the northbound light during rush hour 10-seconds will resolve

the problem. The school is another problem. The duration of the lights differ and seem to be determined by the sensors.

- c. Razor Road gravel ROW: property records revealed it is a private easement. It was recommended that the county needs to look at an equitable way on how to work this going forward. Also, the easements should be in our GIS system for public use. Private roads must meet the standards to become part of the county road system. The TIP that was adopted included funding to start the process and develop a priority system for our county gravel roads such as drainage requirements, costs and impacts, and how TIP-CAP would like to raise those issues. The TIP has \$10,000 for design work and \$50,000 for construction.

Whether we are required to bring a county road to the standards before paving was questioned: yes, there is a criterion that needs to be met. Storm water requirements were discussed. Who (school buses and mail) uses the gravel roads should be considered for prioritizing.

Agenda Item 6. – New Business & Special Projects

- a. TIP-CAP Members Re-Appointment: will be announced on January 7th.
- b. Priority Array Draft Updates – tabled to next month.
- c. SR 3 and John's Prairie Road –workshops (brainstorming sessions) including property owners and other counties were suggested. Property owners may be able to bring in their own projects. Other attendees could include WSDOT and the commissioner. Bringing this to a regional level was suggested. This will be brought to the next commissioners meeting in January. This topic will be included in the next TIP-CAP meeting. Dave will also bring this up at the next PRPTO meeting.

Agenda Item 7 – Member Reports

Not addressed.

Agenda Item 8 – Items for Next Meeting

SR3 and John's Prairie Road

Agenda Item 9. – Close meeting

Reminder: Mary Jo is retiring.