



Mason County TIP-CAP Minutes

Meeting Date: 1/08/2020
Time: 5:30 -7:30 pm
Location: Mason County Public Works, Conference Room A
100 W Public Works Drive
Shelton, WA 98584

Attendance Roster

<u>TIP-CAP Members</u>	<u>Yes/No/Excused</u>	<u>Public Works Staff</u>
Jack Johnson, Chair	E	Loretta Swanson
Jeff Carey, Co-Chair	Y	Diane Sheesley
Mark Carlson, UGA City	Y	Dave Smith
Pete Butkus, District 2	Y	Tim Rhoades
Philip Wolff, Bicycle/Pedes.*	Y	Lucy Castillo
Don Pogreba, Dist. 3	Y	
Kathy Geist, Transit	Y	
Mary Jo Cady, Dist. 1	E	

Agenda Item 1. – Roll Call

Jeff called the meeting to order at 5:38 pm and completed the roll call. Mary Jo will not be attending future meetings.

Agenda Item 2. – Welcome and Introductions

Members status: anyone who submitted an application prior to two weeks ago have been reappointed. Phil's application has been received – he is attending this meeting as a guest, and his reappointment is expected to be done at the next briefing*.

Welcome to Lucy, the new administrative assistant (Kathy Cari's replacement) who will be taking the minutes.

Tim Rhoades – Road Log Manager, Public Works transportation; also involved with the Adopt-a-road program, data management, highway safety and accident history reports.

Dave Smith – Recently accepted the position as the Public Works Engineering and Construction Manager.

No community citizens were in attendance.

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

- Review and Adopt the Decmber-2019 minutes: Lucy clarified that that the blue text was not intended to be included. A motion was made to approve the minutes as amended to include the six year TIP. The motion passed.
- 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

- Review budget and proposed TIP: Three roads operations and maintenance FTEs; one was approved. We are also advertising for a Teamster FTE. The PW budget was discussed including percentages of expenditures and diversion. It was said the commissioners wanted to trim the diversion amount, but that didn't happen; \$2.16-mil is the budget for traffic policing. There have been several discussions between the Sheriff's department and Public Works on what constitutes traffic diversion expenditures, how they will be tracked and reported. Year-end clean ups were needed. Public Works needs to submit a report by April to CRAB to certify the expenditures in 2019 were spent as intended on traffic policing. It was said that \$2.2-mil was reported as traffic expenses. \$102,000 was paid back

Action: Pete will send the presentation in PDF to the members before the next meeting in February.

- b. TIP-CAP member appointments: all the applications received were reappointed by the commissioners. One was received at this meeting and there is another expected that will be brought to the next commissioner's meeting. One vacancy remains.

Agenda Item 6. – New Business & Special Projects

- a. SR 3 and Johns Prairie Road – This intersection needs to be fixed. The state report has been sent out; DOT has been advised and is assigning a person to focus on this issue. This topic will be brought up at the next Peninsula Regional Planning Organization meeting for possible funding. Adding this topic to the next meeting's TIP-CAP agenda and at the June meeting and inviting Joanne Schuler for an update was also suggested.
- b. Priority Array Draft Updates – **Action: Dave will email the draft and this topic will be added to the next meeting's agenda.**
- c. Haven Lake culvert replacement project – The Salmon Center is applying for a grant and would like to include that Mason County supports this project and will provide matched funds. Some kind of commitment is needed from the county. This grant is due by the end of the month. There will be another opportunity in six months.

Agenda Item 7 – Member Reports

None

Agenda Item 8 – Items for Next Meeting

To be determined

Agenda Item 9. – Close meeting

This is Diane's last meeting; Loretta wanted her to know she will be missed.

A chair appointment should be done at the next meeting.

Meeting adjourned at 7:29pm

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DRAFT

- Safety – The roadway safety program specifically targets intersections, spot locations and corridors experiencing problems. The program is aimed at accident reduction, accident prevention improvements and safe neighborhoods.
- Environmental Retrofit – The environmental retrofit program is in response to currently unmitigated environmental impacts caused by the existing roadway system. The program specifically targets the correction of fish barriers identified by the Washington Department of Fish and Wildlife.
- Non-motorized – This program maximizes the opportunity for non-motorized travel and encouraging development of roads to safely accommodate motorized and non-motorized travel. Note: The adoption of the Kitsap County Bicycle Facilities Plan (2001) established that non-motorized projects be given priority as a project group and be incorporated as a part of the Kitsap County Comprehensive Plan.
- Road Reconstruction – This program specifically targets roads that need subgrade reconstruction and updated alignment and safety work.
- Bridge Reconstruction – The bridge reconstruction program targets antiquated bridges in need replacement or that can be replaced with a culvert.
- Significant Public Interest – These projects have been identified as having broad based community support and interest.

This report is a guide for the selection of transportation projects for funding in the TIP and describes the process that Public Works uses to determine which projects will be included in the 6-year TIP.

Citizens Advisory Program (TIP-CAP)

The Board of County Commissioners directed the County Engineer to actively solicit citizens input in developing future transportation projects. To this end, a TIP-CAP committee has been formed to recommend and review proposed projects, and to actively solicit from other citizens, input related the county's transportation needs.

The committee is made up of 12 members with diverse backgrounds and experiences from all over the county. It poses a wide variety of issues and solutions to the Public Works staff, and how best to communicate with and solicit ideas from the public regarding transportation.

The TIP-CAP committee reviews the County's method of identifying and prioritizing needed road construction. Staff presents information on road projects and other county activities for the committee to discuss, and researches questions members have.

Two-Tier System for Priority Array

The following outlines a detailed discussion of the three steps and how they are carried out.

Step 1. Project Identification, Prioritization, and Review

As determined by the Public Works Director, in conjunction with Public Works staff, a review of existing projects and identification of new projects will occur once each year, typically between April and June.

Lists have been developed within Public Works that establish need on various road segments throughout the County's jurisdiction. These lists are developed for different program areas related to the scoring. They will continue to be developed within Public Works, and will be updated on a timeline that will assure the latest information is used for project scoring. These needs lists may include but are not limited to:

1. Road reconstruction
2. Intersection improvements and upgrades
3. Illumination and channelization
4. Non-Motorized
5. Neighborhood Improvements
6. Bridge reconstruction or replacement
7. Environmental retrofits
8. Safety improvements

In addition to those projects identified by county staff on the lists, the public may submit projects that they feel are important to the transportation network and these will be considered in the scoring process.

The six primary programs, or categories, for which lists are maintained are (1) Reconstruction – Road; (2) Reconstruction – Bridge; (3) Significant Public Importance; (4) Safety; (5) Environmental Retrofit; and (6) Non-motorized. Each of these lists are prioritized to show highest need projects.

Projects that can be funded through grants or local money from each of the needs list will be included in Tier 2 for scoring. These projects are selected after considering, for each, the five items listed in the Standards of Good Practice on page of this document.

The selection of additional projects, based on other emergent needs or public input, may also be included in Tier 2 for scoring. Those wishing to submit projects not already in Tier 2 will present a completed Candidate Roadway Project Evaluation Form for each candidate project. Projects will be evaluated to determine if they are eligible for scoring.

Projects in the current TIP (Tier 1) are not evaluated because they are grandfathered and exempt from the project evaluation process, however their funding must be considered first to make up for any shortfalls in construction dollars, or for design projects on the TIP,

Step 3. County Commissioners' Review and Approval

The Board of County Commissioners review and adopt the six-year TIP, and by doing so also update the Capital Facilities Plan.

Project Selection Process Timeline

Task	Description	Feb	Mar	Apr	May	June	July	Aug	Sept
1	Review process and make necessary changes	x	x x						
2	Select carryover projects from previous year		x x						
3	Call for projects			x x x					
4	Update of all prioritized lists			x x x					
5	Selection of Projects for scoring on Tier 2				x x				
6	Project scopes, cost estimates and reviews				x x	x x			
7	Staff scoring of projects					x x			
8	Committee approval of scoring						x		
9	Ranking of new Tier 2 projects						x		
10	Selection of projects for Tier TIP, budget cutoff							x x	
11	Adoption of TIP by BOCC								x x

Glossary

Inter-jurisdictional Coordination – the project has been planned, funded or implemented through multiple governmental organizations.

Non-motorized – A facility designed primarily for the use of pedestrians, bicyclists, or equestrians. It may be designed primarily for one of these uses or it may be designed as a joint-use facility. A non-motorized facility may be part of a roadway (such as a shoulder) or it may be separated from roadway traffic for dedicated non-motorized use (such as a hard surfaced bike lane or sidewalk).

Potential Safety Issue – An issue with high potential to become a safety problem, though no official accident history exists. An inherently hazardous condition exists.

Construction-Bridge – Program that identifies bridge deficiencies and capital projects to correct those deficiencies.

Construction-Road – Program that identifies road deficiencies and capital projects to correct those deficiencies.

Project Readiness – The relative readiness of a project can be determined by its ability to go to construction. Major categories of tasks to be completed prior to construction include environmental documentation, engineering and right-of-way acquisition.

Revenue and Expenditure Analysis – Best estimate of future road fund revenue and expenditure over the planning horizon of the plan or program.

Safety – Program that identifies roadway safety areas of concern by intersection, segment and spot locations. Capital projects that occur along these locations will normally address safety issues by correcting underlying causes of the safety issue.

Secured Funds – Secured funds are already allocated to a 6-year plan, and are specifically assigned to a project that comes from grants, impact fees or SEPA mitigation. Local road funds which are allocated to specific projects on the adopted TIP are considered secured. Funds from other county departments considered secure when the funds are combined with a road project.

School – Any permanent learning facility which provides education for K-12 or Head-Start students, whether public or private, operates at least 4 days per week, and has a regular attendance of 20 or more students.

Significance – The relative significance of the project to the county's citizens and facility users.

Standardized Cost Estimate – Cost estimate that has been reviewed and approved by public works as being consistent with other Kitsap County Public Works' cost estimates in the plans and programs.

Currently awarded Grant funds for expenditure between 2020-2024

Fund type	CRP	Grant Funds	Project Name	Grant funds	Local Match
Federal	CPR 2025	HSIP	Clear Zone Improvements	\$1,093,500	\$121,500
Federal	CRP 2006	HSIP	Bear Creek Dewatto	\$ 39,636.00	
State		RATA	Shelton Matlock Road Culvert Replacement	\$432,000	\$68,000
Federal	(NOT FOUND)	FLAP	Skokomish Valley Road Reconstruction		I need the CRP for this
State		RATA	North Shore Road - Cady Creek Culvert Replacement	\$500,000	\$100,000
State		RATA	North Island Drive Culvert Replacement	\$500,000	\$320,000
Federal		LBP (Local Bridge)	Harsine Island Polyester Overlay	\$3,000,000	\$60,000
Federal		STP	2019 HMA Overlay	\$1,213,000	\$385,400
Federal		STP	2020 HMA Overlay	\$765,525	\$119,475
Federal		STP	2021 HMA Overlay	\$765,525	\$119,475
Federal		STP	2022 HMA Overlay	\$765,525	\$119,475
Federal		STP	2023 HMA Overlay	\$765,525	\$119,475
Federal		STP	2024 HMA Overlay	\$765,525	\$119,475
State	CPR 2014	RCO	Deegan Road West Culvert Replacement	\$ 704,343.00	
State	CPR 2015	RCO	Shelton Valley Road Culvert Replacement	\$ 420,303.00	\$ 74,172.00
State	CRP 2022	RCO	Uncle Johns Upper Culvert	\$ 339,787.00	\$ 59,963.00
State	CRP 2023	RCO	Uncle Johns Lower Culvert	\$ 420,303.00	\$ 74,172.00
State	CPR 2024	RCO	Dayton Creek Culvert	500000	100000
State		RATA	North Shore Road - Breat Bend Culvert Replacement	565972	854028
State		RATA	Old Belfair Highway		
Grant funds				\$13,556,469	Local Match
					\$2,814,610

**TRANSPORTATION IMPROVEMENT PROGRAM - CITIZENS ADVISORY PANEL
(TIP-CAP)**

LOCATION: Mason County Public Works
Conference Room A
100 W Public Works Drive
Shelton, WA 98584

TIME: 5:30 PM – 7:30 PM

DATE: Second Wednesday of the month (except November when the 2nd
Wednesday is a holiday)

2020 SCHEDULE AND DRAFT WORK PLAN

01-08	Outreach planning/Project Discussion
02-12	Finalize outreach planning/Project Discussion
03-11	Safety Plan, Non-Motorized and Reconstruction Projects
04-08	Bridge Report, Culvert Replacement Projects
05-13	Pavement Preservation Plan and Gravel Roads
06-10	County Engineer presents first draft of 6-Year TIP
07-08	TIP Deliberation
08-12	Final TIP priorities and recommendations
09-09	"Considerations List"/Organization for Outreach
10-14	Review budget and proposed TIP
11-18	2021 Outreach planning/Project Discussion
12-09	Recap year and draft work plan for 2021

Each month's agenda may also include TIP-CAP review and recommendations on grant proposals, guest presentations on topics of interest, coordination with other jurisdictions and agencies, and reports from TIP-CAP members.

TIP-CAP may also hold special meetings or attend outside meetings to solicit broader community input on transportation needs.



Public Works Organization Structure

Presented option
by Public Works
Department
1/13/20

