



## Mason County TIP-CAP Minutes

**Meeting Date:** June 18, 2020, 5:30 -7:06 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         | E                     | Mike Collins              |
| Mark Carlson, UGA City       | E                     | Dave Smith                |
| Pete Butkus, District 2      | Y                     | Lucy Castillo             |
| Philip Wolff, Bicycle/Pedes. | E                     |                           |
| Don Pogreba, Dist. 3         | Y                     |                           |
| Mike Ringgenberg, Transit    | Y                     |                           |
| Tim Lincoln, Dist. 1         | Y                     |                           |

#### Agenda Item 1. – Roll Call

Pete called the meeting to order and took roll -- a quorum was achieved. It was moved to accept all those not present as excused. Motion passed.

#### Agenda Item 2. – Welcome and Introductions

**Face covers:** The room is set up with seating six feet apart. There is disinfectant available and everything has been wiped down. It was left up to each individual to decide whether or not to keep face masks on during the meeting.

**Mike Ringgenberg** was in attendance. He is the Operations Manager and has applied to be a member for Transit to replace Kathy Geist, who is retiring soon. He provided an update and responded to questions:

- There was a significant loss of riders and drivers; about 80% of riders and about 15-38 drivers due to the Covid-19 pandemic. A lot of services (such as Dial-a-ride) will be starting back up on Monday. Weekday bus services has begun. The schedule will be revised. Saturday services may re-start July 27<sup>th</sup>. Buses are getting wiped down at night and frequently in between routes. All bus drivers will be required to wear disposable masks, which is the biggest challenge. We eventually want to be able to offer masks to passengers. There have not been any reports of any staff getting the virus from buses.
- Regarding Route-1 alignment: the goal was to get riders to work; MC Transit is working on scheduling trip routes for riders who need to go the other directions (example: those coming from Seattle to work here).
- There was an 8% increase in Dial-a-ride in February, which was the highest in five years, and then 80% reduction in March, which was the lower.
- Two additional white busses have been purchased and we have two electric hybrid busses running currently. Two additional diesel busses are expected to arrive next week. The cut-away busses will have new graphic designs. The entire fleet is eventually getting replaced.

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

- a. Review and Adopt the March-2020 minutes: changes to the minutes: Philip was an excused absence. ***Motion was made and seconded to accept the minutes with changes – motion passed.***
- b. There were no additions to the agenda. ***Motion was made and seconded to accept the agenda – motion passed.***

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

- a. **Shelton Valley and Deegan Culverts:** the Shelton Valley existing culvert is 36-inches across. The new one will wider and longer. County forces put it together. It was designed to be within the ROW. Residents did not want to agree to changes. It will have a pre-cast concrete foundation with fish rock. July 6<sup>th</sup> is the start date and the road will be closed. Deegan’s culvert is a box design and will require a crane to put in place. The existing culvert is 14-feet wide and the road is narrow. Details on delivery are being worked out.
- b. **Tahuya and Harstine Bridges:** Bridge work is starting:
  - o Tahuya at North Shore Road – Mindy of Hood Canal was contacted. Funding expected for replacements is 2029. Using Eco blocks is being considered, which the can be done by the road crew. The 1969 original design was not good. Fabric was used for erosion control.
  - o Harstine Bridge - \$3-million has been funded rehabilitation. Construction includes finding where the surface has separated, which is done by dragging a chain to locate by sound; and a 2-inch polyester overlay, which is being used instead of concrete because it would require 3 to 4-inches and is heavier than the polyester.
- c. **Revenue Picture – MVFT and COVID-19 impacts:** (*handout – Estimated 2020 Revenues MV Fuel Tax*) 2.4-mil was budgeted from the motor vehicle fuel tax by the County Road Administration Board (CRAB), but is now 2.3-mil. The Covid-19 pandemic greatly reduced fuel sales. There is now 80% overall revenue reduction for the year. Utilities does not have much revenue reduction. Mike R. will provide details on the Transit revenue for the next meeting.
- d. **Counties Covid-19 responses and impacts:** Public Works (PW) has been conference calling with other county engineers to see how they are dealing with the pandemic and there are many different responses. Currently the county offices are closed, but the public is able to go on-line or go to the courthouse, for example, and call from the lobby phone and someone will come down. Revenue is being lost on service fees and residents are going out (shopping) of the county. Many have observed that stress levels are high. We are moving forward on opening soon. Entrances to the building will have (body) heat sensors. One of the biggest challenges for people is change, which is not easy for most.

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

- a. **PowerPoint Presentation review and comments:** TIP-CAP has been doing citizen outreach groups for years. One year we did three. Since then we’ve had a meeting with the Commissioners, who expressed their desire to give more information on entire public works process instead of just transportation. That is what this presentation is about. We need better (local) photographs. There are four pages of notes that go along with the presentation, so any member can do it. Pete gave the presentation to the members; which was approximately 13-minutes long. Most service clubs have a 15-20-minute window; if there are more questions we can offer to get back to them. Comments included:
  - o It was suggested to include a list of who to contact – this will be included in the handout.
  - o The slide with the charts showing the budget’s diversion to the Sheriff Department looks like a good thing and doesn’t justify why funds are being taken from the roads budget.
  - o It was suggested we add what we are not able to do because of the diversion. What we want to bring out is that we don’t want funds diverted to the Sheriff. He has his own budget. Pete will

modify the presentation, but keep the diversion slide in the handouts. If asked why, the response is that the county commissioners determined that.

- Adding pictures of work needed to be done that we do not have enough funding to do.
- Before and after pictures of road work was suggested.
- It was suggested to add unfunded needs like shoulders or roads that need to be constructed. Adding costs will give the audience perspective.
- The Commissioners will be given the presentation first so they'll know it's contents.
- The fonts should be the same color and background should have color.
- Adding a picture of the Harstine Island Bridge spalling surface was also suggested with the narration to include it's a two-year project underway and the cost.

**b. Gravel Road Upgrades – progress to date:** There are 47-miles to work with. This is something the Commissioners want. A priority array is under development. It takes road usage and ROW under consideration. PW recently met with the CRAB – some of the roads need to be brought up to current standards. Chipseal is the easiest and quickest. Mike explained details that need to be considered with gravel road ratings and will be scheduling some roads for chip sealing next year. The road supervisors have been asked for their input. Jeff had sent an email for the meeting suggesting to fix at least 1/2 - mile per year.

**c. Infrastructure Management Services (IMS) Contract:** *(MC Contract # 20-032) Not addressed.*

#### **Agenda Item 6. – New Business & Special Projects**

- We have an annual plan. Tabled until next meeting. Copies will be brought that will include adjustments.
- The bridge report was sent to CRAB. Copies sent to the members. The information will help make decisions on next year's TIP.

#### **Agenda Item 7 – Member Reports**

Mike Ringgenberg reminded the group that he does not live in Mason County, but works here so will be bringing in the point of view with a different perspective.

Loretta commented that she really appreciates the communication with Kathy Geist and him on any transit issues or events.

#### **Agenda Item 8 – Items for Next Meeting**

None.

#### **Agenda Item 9. – Close meeting**

Meeting adjourned at 7:06pm.

**ESTIMATED 2020 REVENUES  
MOTOR VEHICLE FUEL TAX**

Revised 5/26/2020

June 2019 Revenue Forecast

\$148,372,160

County Road Log Certified January 1, 2019

| County       | 2020 Allocation<br>Percent | Revenue              |
|--------------|----------------------------|----------------------|
| Adams        | 2.9938                     | \$4,441,966          |
| Asotin       | 1.0762                     | \$1,596,781          |
| Benton       | 2.2748                     | \$3,375,170          |
| Chelan       | 1.5598                     | \$2,314,309          |
| Clallam      | 1.4418                     | \$2,139,230          |
| Clark        | 4.3166                     | \$6,404,633          |
| Columbia     | 1.0313                     | \$1,530,162          |
| Cowlitz      | 1.5037                     | \$2,231,072          |
| Douglas      | 2.6517                     | \$3,934,385          |
| Ferry        | 1.2529                     | \$1,858,955          |
| Franklin     | 2.0170                     | \$2,992,666          |
| Garfield     | 0.9232                     | \$1,369,772          |
| Grant        | 4.5914                     | \$6,812,359          |
| Grays Harbor | 1.6420                     | \$2,436,271          |
| Island       | 1.5657                     | \$2,323,063          |
| Jefferson    | 0.9959                     | \$1,477,638          |
| King         | 7.7674                     | \$11,524,659         |
| Kitsap       | 3.5388                     | \$5,250,594          |
| Kittitas     | 1.3729                     | \$2,037,001          |
| Klickitat    | 1.8913                     | \$2,806,163          |
| Lewis        | 2.3312                     | \$3,458,852          |
| Lincoln      | 3.0591                     | \$4,538,853          |
| <b>Mason</b> | <b>1.5587</b>              | <b>\$2,312,677</b>   |
| Okanogan     | 2.3741                     | \$3,522,503          |
| Pacific      | 0.9427                     | \$1,398,704          |
| Pend Oreille | 1.1562                     | \$1,715,479          |
| Pierce       | 7.4944                     | \$11,119,603         |
| San Juan     | 0.5846                     | \$867,384            |
| Skagit       | 2.2164                     | \$3,288,521          |
| Skamania     | 0.6352                     | \$942,460            |
| Snohomish    | 6.3133                     | \$9,367,180          |
| Spokane      | 5.9358                     | \$8,807,075          |
| Stevens      | 2.6497                     | \$3,931,417          |
| Thurston     | 3.5582                     | \$5,279,378          |
| Wahkiakum    | 0.6228                     | \$924,062            |
| Walla Walla  | 2.0538                     | \$3,047,267          |
| Whatcom      | 2.9144                     | \$4,324,158          |
| Whitman      | 3.0421                     | \$4,513,629          |
| Yakima       | 4.1491                     | \$6,156,109          |
| <b>TOTAL</b> | <b>100.0000</b>            | <b>\$148,372,160</b> |

COVID-19  
Adjust.  
81%

1,873,26

budgeted

2,427,26

(554,00