



# Mason County Transportation Improvement Program Citizen Advisory Panel (TIP-CAP)

## Meeting Minutes

Meeting Date: June 8, 2022, 4:30 -6:30pm  
 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	Y	Loretta Swanson, Director
Jeff Carey, Co-Chair	Y	Mike Collins, County Engineer
Mark Carlson, UGA City	Y	Dave Smith, E&C Manager
Tim Lincoln, Dist. 1	E	
Vacant, Dist. 2	E	
Don Pogreba, Dist. 3	E	<b>Guest:</b> None
Amy Asher, Transit	Y	
Philip Wolff, Bicycle/Pedes.	Y	

**Agenda Item 1. – Roll Call** – The meeting was called to order and roll was taken -- a quorum was achieved.

**Agenda Item 2. – Welcome and Introductions** – No visitors attended this meeting.

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

- a. **Review and Adopt the May 11, 2022 minutes:**  
 The committee decided to table the adoption of the minutes and revisit them at the next meeting after changes and details are added to the Romance Hill topic.
- b. **Approval of the agenda:** There was a motion made and seconded to accept the agenda with the additional item added to Old Business & Follow-Up Items – the motion carried.

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

- a. **The County Road Projects Update:**  
 CRP 2023 Lower Uncle John Fish Barrier Removal: Rebecca shared that her neighbors supported not closing the road. Some of the points included the number of people that would have only one exit and could be trapped in the event of fire, road blockage and weather. There are over 500 homes that could be affected. Our elderly and children are at risk. She shared photographs of road closure and emergency vehicle. Vehicles and residents would have to drive to Pickering Road, which could be as much an addition 20-minutes. The Shelton Daily Journal’s article in the April 14, 2022 publication had inaccurate information. This would not be suitable during a life and death emergency. Closing Agate Loop would

not be logical and there could be liabilities. Traffic counts during closures should be taken into consideration. There has only been one public meeting. More public input should be gathered.

Jack explained the roles of the Board: this is an advisory committee that make recommendations. Access requirements are based on the number of residents. Also, the Board should have been more involved in the planning of the public meeting that was held on April 7th.

The Commissioner assured no decisions have been made and reminded the group that newspapers often have inaccurate information and this discussion was based on what the article said. The Commissioner attended the public meeting and noted there were more than 100 people attended and the consensus was to not remove the bridge. The discussion continued and included Sunset Road and the benefits of communication. He will ensure TIP-CAP has additional involvement in the future The Commissioner commented that the most of the people that attended were respectful, kind and he was proud of the staff.

Jack asked what the committee can do to help and referred to the meeting that was held in Allyn and welcomed Rebecca to organize a community meeting and invite the Board and Commissioners.

Mike Collins, estimated the cost at about \$10-million. There is a consultant to analysis the size needed on this project. It was reanalyzed and the results were that a 12-foot pipe would work. A structural engineer would need to approve the design; each bridge has different requirements. Public Works is working on other options. The 12-foot pipe that could be installed for about \$500,000. Funding will take approximately two years. Dave added that it's the Department of Fish and Wildlife (DFW), that prefer the bridge be removed. Creating a channel to redirect water was suggested; there are actually two creeks and this would not be allowed by DFW. The bridge has wood deterioration in progress that would need to be addressed in 10-15 years.

It was added TIP-CAP missed an opportunity to reach out to the public and that public outreach is what the panel does. Also, to have just one meeting isn't right. More should be done with the members involvement. The detour from the construction on Agate Road was supposed to only be one day, but turned out to be eleven. Not traffic counts were taken during these detours. It was clarified that the creek has native fish. The Panel will wait on making any recommendations until the other options are presented.

b. Romance Hill Preliminary Design – Dave

- Rail Crossing and overall project update: the designer for the rail crossing was chosen by the Navy and the design was just received. The Railroad crossing cost is about \$1.5-million dollars. The permits are valid for four years. So, once funded, that it may take about six months to complete the design of the road and the project would need to be constructed within four years. There was a discussion with details on the components and costs.
- Request for TIP-CAP recommendation: there was a motion to secure the right-of-way and move forward on building the road. The motion passed. Note: one member disclosed he owns property adjacent to the construction area, which could be a conflict of interest and withdrew from voting.

- c. Grant Call for Projects: Bridge, Ped/Bike and Safe Routes to Schools – Mike and Dave
  - Potential projects: Green diamond was approached for County land donation, but they are not interested. The grants are \$880,000.00 per project. McReavy Road was discussed: there is no room for pedestrians in an area frequently used due to the guardrail and terrain. Other potential locations that were discussed were Mason Lake Road, Brockdale Road to McEwan-Prairie, and Shelton Matlock Road to Dayton Airport Road. May 31<sup>st</sup> is the deadline for the grant application. Currently, the county does not have a trail plan. Amy offered support letters from Transit on any trail projects.
  - Request for TIP-CAP recommendation: There was a motion made support pedestrian and bike trail plans for McReavy Road and Dayton Airport Road shoulder work.

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

- a. Gravel conversion criteria and Project List – Tabled
- b. Diversion – Mark
 

The Commissioner was asked for his opinion: his personal opinion is to move the diversion funds back to the roads. Members would like to have more funds for roads.
- c. Johns Prairie Proviso Report – Mark/Jeff
 

The estimated cost for conversion to a one-way with a round-a-bout is \$2-million. A traffic light and raising the road was suggested. Mike stated that the hill could be cut. Dave added that the road can be regraded. Moving the project away from the bridge and highway would cost less. Converting to a one-way would be safer. There have been no fatal accidents at the intersection of Johns Prairie Road and Highway-3, so WSDOT does not have this as a priority.
- d. Belfair UGA projects – Jeff
 

A handout with a list of potential projects was provided. Zoning details were provided. There was a discussion on the 30-acres in Belfair behind the McLendon’s Hardware store: it is not all wetlands. Next steps are gathering more information and pictures for options for consideration. The discussion continued addressing the six and annual plans, how projects are prioritized by the County, the roads involving state highways, and separate project lists. WSDOT’s attendance to meetings and public outreach events was also discussed.
- e. Belfair UGA Developer Recent adopted Impact Fee – Jeff
 

The Handout ‘Mason County Belfair Urban Growth Area October 2021 Supplemental Draft EIS’ was reviewed. Topic is tabled until the next meeting.
- f. Allyn UGA projects – Jeff – Tabled.
 

A handout with a list of potential projects was provided.
- g. TIPCAP (Approval or Non-Approval request **for TIP-CAP recommendation**) – Tabled.
  - i. CRP 2023 Lower Uncle John’s Fish Barrier Removal
  - ii. Rail Crossing and overall Romance Hill connector project
  - iii. Bridge, Ped/Bike and Safe Routes to Schools
  - iv. The First 2400-ft or E. Trails Road
- h. State Route 3 intersection with Creelman Lane and Ridge Point Blvd – Jack
 

An email chain copy was distributed per a citizen’s request regarding a recent fatal accident and the lack of developers’ traffic mitigation at this area. A map of the area was requested and will be sent to the members.
- i. Road Standards – Jack (Note: moved to agenda item 6.b. new business “Newkirk Road Connection”.)

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

- a. There was a discussion regarding public outreach and when this will start again in the Olympic Region. Loretta needs to know the questions so that they get to the right person.

The Chair would like to invite WSDOT to attend since most of the roads connect to highways.

It was asked how the committee’s recommendations reach the commissioners. The role of the Panel was discussed. The simple way is to take the minutes with recommendations. A memo with a list of decisions made during the meetings was suggested that could be drafted by the PW Administrative Assistant after each meeting since the minutes are required to be accepted at the following meeting. A spreadsheet for tracking was suggested. Commissioner Netherland shared historical information of the termination and subsequent redevelopment of TIP-CAP. He would like to see more involvement in the planning of public outreach. He is pleased with how the Panel is operating and is recommending the Panel develop a policy. There was a motion made to have the administrative assistant draft and send a memo to the members within 48-hours after the meeting that would be reviewed for comments and returned to the Chair for finalizing to forward to Public Works to present to the Commissioners. The administrative assistant is retiring and will not be able to complete these added tasks, but will draft the memo and spreadsheet. To be continued.

- b. Newkirk Road connection – Jack

Details for designing was requested. Curve radius is 220-ft, grades are 10% for secondary collectors and rolling terrain. Design standards 16.42.040 is where additional coding information can be found.

**Agenda Item 7 – Member Reports**

Jeff will be joining the planning advisory committee and will continue as a TIP-CAP member.

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

To be determined.

**Agenda Item 9. – Close meeting**

Meeting adjourned at 7:15 PM.