



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

Meeting Minutes

Meeting Date: January 11, 2023, 4:36 - 6:30pm
 Location: Mason County Public Works, Emergency Operation Center
 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>
Philip Wolff, Bicycle/Pedes. Chair	Y	Loretta Swanson
Tim Lincoln, Dist. 1 Rural	Y	Dave Smith
Vacant, Dist. 1	E	Ginger Kenyon
Amy Asher, Transit	Y	
Vacant, Dist. 2 Rural	E	
Vacant, Dist. 2 Hoodsport or Union	E	
Don Pogreba, Dist. 3 Co-Chair	Y	
Vacant Dist. 3 Rural	E	
Blair Schirman, UGA City	Y	

Agenda Item 1. – Roll Call

A quorum was achieved, and the meeting called to order and roll taken.

Agenda Item 2. – Welcome and Introductions

New member Blair Schirman, representing Commissioner District 3/City of Shelton

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

- a. **Review and Adopt the May 11, 2022; June 8, 2022; July 13, 2022, minutes:** Motion was made and seconded to accept the minutes as written - **motion passed.**
- b. **Approval of the agenda:** There were no addition to the agenda. Motion was made and seconded to accept the agenda as presented – **motion passed.**

Agenda Item 4. – Action Nomination of Chair and Vice – Chair for 2023

- a. A motion made and seconded to nominate Philip Wolff for Chair - **motion passed.**
- b. A motion made and seconded to nominate Don Pogreba for Vice-Chair - **motion passed.**

Phil took over leading the meeting and asked all for a brief introduction of themselves including their experience and interest in TIP-CAP.

Agenda Item 5. – By-Law Review

TIP-CAP members previously worked on By-Laws but did not officially adopt. Mason County staff recently reviewed the By-Laws, other advisory committee By-Laws, the [Resolution establishing TIP-CAP](#), and the county’s Boards and Commissions Handbook. Draft edits were made and shared with TIP-CAP members during the meeting.

Phil noted the committee previously got into the weeds about the By-Laws. He requested a clean copy of the proposed By-Laws for review and possible adoption at the next meeting. A motion was made and seconded to review By-Laws without track changes - **motion passed**.

Agenda Item 6. – Meeting Schedule and Annual Work Plan

Members discussed frequency of meetings for 2023, important dates, and type of community outreach planned. Phil described past outreach efforts and materials presented during outreach meetings (see TIP-CAP Advisory Board Home Page – Community Outreach).

Members agreed to continue monthly meetings, as needed. Members wished to add review of grants, preliminary TIP and budget, and preliminary chip seal list to the schedule and work plan. Members discussed having guest presenters at future meetings covering topics of interest such as Comprehensive Plan Update and project reports from WSDOT. They also tentatively planned to schedule a public outreach meeting in July, and Blair offered to take lead on finding a meeting location.

Agenda Item 7. – Mason County Reports and Action Items

- a. Present County Engineer’s recommendations for spending ~ 1,000,000 revenue

The adopted Road Fund budget was increased by approximately \$1,000,000 and the County Engineer prepared options and his recommendation for programming the funds. TIP-CAP members reviewed the recommendation, discussed criteria for selecting the projects, and made a motion to support the County Engineer’s project list. TIP-CAP’s recommendation will be presented to the Board of County Commissioners.

Phil and Tim expressed support for the shoulder paving projects, noting the pedestrian use around lake communities and cycling around Lynch.

- b. Project status report

Dave presented a summary of current county projects underway.

Agenda Item 8. – Old Business & Follow – Up Items

None

Agenda Item 9. - New Business & Special Projects

None

Agenda Item 10.- Member Reports

Phil reported that he was asked to attend the Port of Grapeview meeting, at their request, to discuss safety concerns arising from the boat trailer parking lot. Mason County staff have previously met with the Port and others about signage, speed limit, enforcement, and a crosswalk on Grapeview Loop in the Port boat launch.

Phil said he suggested changing signs at the Fair Harbor Marina instead of putting in a crosswalk and the Port agreed with his recommendation.

Agenda Items 11. – Items for Next Meeting

No new additions noted.

Agenda Item 12. – Close meeting

The meeting adjourned at 6:30 PM.