

Minutes
County Road Administration Board
July 24-25, 2008
CRAB Office – Olympia, Washington

Members Present: Dean Burton, Garfield County Commissioner, Chair
 *Jim Whitbread, PE, Stevens County Engineer, Vice-Chair
 Doug Mattoon, Asotin County Commissioner, Second Vice-Chair
 Ray Thayer, Klickitat County Commissioner
 David Carey, Walla Walla County Commissioner
 Brian Stacy, PE, Pierce County Engineer
 Drew Woods, PE, Columbia County Engineer
 Marc Boldt, Clark County Commissioner

Member Absent: John Koster, Snohomish County Council Member

Staff Present: Jay Weber, Executive Director
 Walt Olsen, PE, Deputy Director
 Steve Hillesland, Assistant Director
 Karen Pendleton, Executive Assistant
 Jeff Monsen, PE, Intergovernmental Policy Manager
 Bob Moorhead, PE, Compliance & Data Analysis Manager
 Larry Pearson, PE, Maintenance Program Manager
 Don Zimmer, Inventory Systems Manager
 *Randy Hart, PE, Grant Programs Manager
 *Rhonda Mayner, Secretary
 *Elizabeth Lagerberg, Legal Counsel
 **Eric Hagenlock, Applications Specialist
 **Bob Davis, Systems Manager
 **Kathy O'Shea, Database Specialist
 **Jim Oyler, Support Specialist

Guests: *Bill Tabor, PE, Mason County Engineer
 *Bob Thuring, PE, Mason County
 *Pete Ringen, PE, Wahkiakum County Engineer/Director
 *Craig Miller, PE, Asotin County
 *Buell Hawkins, Chelan County Commissioner
 *Keith Goehner, Chelan County Commissioner
 * Mike Harum, Chelan County Sheriff
 *Greg Pezoldt, PE, Chelan County Public Works Director
 *Jolene Gosselin-Campbell, PE, Chelan County Engineer
 *Kathleen Davis, WSDOT Highways & Local Programs
 *Barry Brecto, PE, FHWA Administration, WA Division
 *Harvey Coffman, PE, SE, WSDOT Bridge Preservation Engineer
 *Glen Scroggins, PE, SE, WSDOT Bridge Preservation Engineer
 *Ernie Geissler, former CRAB Executive Director
 *Reid Wheeler, PE, Wheeler Management Systems

(*July 24, 2008 only)

(**July 25, 2008 only)

CALL TO ORDER

Chair Burton called the County Road Administration Board quarterly meeting to order at 1:00 pm on Thursday, July 24, 2008, at the CRAB Office in Olympia.

CHAIR'S REPORT

Chair Burton noted that Commissioners Boldt and Thayer and Mr. Woods were re-appointed to new terms on the CRABoard, expiring June 2011.

Approve Agenda for the July 24-25, 2008 Meeting

Mr. Woods moved and Mr. Stacy seconded to approve the agenda as presented.
Motion passed unanimously.

Approve Minutes of April 17-18, 2008 CRABoard Meeting

Second Vice-Chair Mattoon moved to approve the minutes of the April 17-18, 2008 CRABoard meeting and Mr. Stacy seconded. **Motion passed unanimously.**

Election of Chair, Vice-Chair and Second Vice-Chair

Chair Burton opened the floor for nominations for Chair, Vice-Chair and Second Vice-Chair for the upcoming year.

Commissioner Thayer moved to retain Commissioner Burton as Chair, Mr. Whitbread as Vice-Chair and Commissioner Mattoon as Second Vice-Chair, and Commissioner Boldt seconded. **Motion passed unanimously.**

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Hart noted that there are 125 projects being funded at this time. CRAB has total anticipated revenue of \$452,781,431 through the 2009-11 biennium. \$352,025,429 has been expended to date. There are outstanding obligations of \$129,823,158.

Regional Meetings Update

Mr. Hart reported on items of interest at recent RAP regional meetings. He showed historical RAP project costs in each region. Vice-Chair Whitbread inquired as to the possibility of shifting emphasis away from reconstruction and towards 2R type of projects. Chair Burton instructed CRAB staff to report on this issue at the October 2008 CRABoard meeting.

Resolution 2008-008 - Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2008-008 – Apportion RATA Funds to Regions. The resolution apportions the accrued amount of \$4,841,741 now credited to RATA to the regions by the established 2007-2009 biennium regional percentages after setting aside \$113,376 for administration. Staff recommends approval of the apportionment.

Second Vice-Chair Mattoon moved and Commissioner Boldt seconded to approve Resolution 2008-008. **Motion passed unanimously.**

Resolution 2008-009 - Withdraw RATA Funding from Lapsed RAP Projects

Mr. Hart presented Resolution 2008-009 – Withdraw Lapsed Projects. He reported that one project in Whatcom County has not met its deadline and has lost eligibility for RAP funding. The \$400,000 of withdrawn funds will be released in order that projects on future priority arrays in that region may be funded.

Commissioner Thayer moved and Commissioner Boldt seconded to approve Resolution 2008-009. **Motion passed unanimously.**

Mason County Moratorium on Lapsing Request

Mr. Hart reported that Mason County has requested a moratorium on the lapsing of their Bear Creek Dewato 2 project (RAP project no. 2301-01) from April 13, 2009 to April 13, 2011; and on their Shelton Matlock project (RAP project no. 2302-01) from April 18, 2010 to April 18, 2012. The county faces great difficulty getting the projects under construction by the current lapsing dates because of flood damage repairs that will continue for at least two years. The county gained a capitalization advance of \$2,000,000 to help address funding for damage repairs. Since current lapsing rules allow for only a two-year extension unless CRAB initiates the delay, extension of these two projects will require a moratorium on the current lapsing dates.

Staff finds that the county’s construction program will be delayed at least two years by the impacts of December 2007 flood damage. Staff also finds that the \$2,000,000 capitalization advance approved in April 2008 will have some minor impact on the availability of RATA funds for construction projects in the short term. Both the Mason County construction program delay and RATA balance issues can be assuaged by placing moratoriums on lapsing of the subject projects. Staff recommends approval of the moratoriums.

Mr. Hart introduced Mr. Tabor and Mr. Thuring to the Board.

Following questions and discussion, Second Vice-Chair Mattoon moved and Commissioner Carey seconded to approve a moratorium of two years be placed on Bear Creek Dewato Road 2 (RAP project no. 2301-01) from April 13, 2009 until April 13, 2011 and on Shelton Matlock Road (RAP project no. 2302-01) from April 18, 2010 until April 18, 2012. **Motion passed unanimously.**

Emergency Request – Wahkiakum County

Mr. Hart reported that Wahkiakum County is requesting \$112,725 in emergency RATA funding as match for federal funding approved for their Elochoman Valley Road flood repair project on April 14, 2008.

In early November 2006, peak rain runoff flows caused the loss of a section of Elochoman Valley Road at milepost 8.50 to 8.52. The damage included washout of one lane and loss of a 6 ft diameter drainage structure. On November 6 the Board of County Commissioners declared an emergency and closed the road. The road has been reinforced enough to safely allow one lane traffic until final repairs can be

made. With help from WSDOT and FHWA personnel, the repairs have been estimated at \$860,000.

The Federal Aid funding for the repair of the road was granted on April 14, 2008 per WSDOT letter to Wahkiakum County and provides \$747,275 in federal funding, leaving \$112,725 in local matching funds. The county requests the matching funds be provided by the RAP and recognizes the funding, if approved, will be deducted from its 2009-2011 RAP funding limit.

The proclamation of a statewide emergency was issued by the Governor on November 9, 2006 and included Wahkiakum County eligible for FHWA and potential FEMA funding. That funding is now assured through the Local Agency Agreement signed by both Wahkiakum County and the WSDOT. Staff recommends RATA funding of the required local match of \$112,725 with subsequent reduction in the county's 2009 – 2011 funding limit of that amount.

Mr. Hart introduced Mr. Ringen.

Following questions and discussion, Commissioner Carey moved and Commissioner Boldt seconded to approve Wahkiakum County's request for \$112,725 in emergency RATA funding with subsequent reduction in the county's 2009 – 2011 funding limit of that amount. **Motion passed unanimously.**

Chair Burton called for a brief recess

PUBLIC HEARING

Chair Burton called the Public Hearing to order at 2:00 pm.

RAP WAC 136-161-080 – Limitation on Allocations of RATA Funds

Mr. Hart presented the proposed change of maximum project RATA contribution in the Northwest Region from \$500,000 to no limit.

Mr. Ringen voiced his support for the change.

Second Vice-Chair Mattoon moved and Commissioner Thayer seconded to approve the change to WAC 136-161-080. **Motion passed unanimously.**

RAP WAC 136-130-040 – Project Prioritization in NW Region

Mr. Hart presented the proposed change eliminating the \$500,000 maximum project contribution in the Northwest Region. He noted that this concurred with the change to WAC 136-161-180.

Commissioner Thayer moved and Commissioner Boldt seconded to approve the change to WAC 136-130-040. **Motion passed unanimously.**

RAP WAC's 136-170-040, 050, 060 – Combining of CRAB/County Projects

Mr. Hart presented the proposed changes to WAC 136-170-040, adding requirements for application and approval of combined projects; and the proposed new WAC's 136-170-050 and 136-170-060, which address combining of RATA funded projects with non-RATA funded projects and the splitting or phasing of CRAB/county contracts.

Second Vice-Chair Mattoon moved and Commissioner Boldt seconded to approve the changes to WAC 136-170-040, 136-170-050, and 136-170-060. **Motion passed unanimously.**

Mr. Stacy moved and Second Vice-Chair Mattoon seconded to close the public hearing at 2:24 pm. **Motion passed unanimously.**

CERTIFICATIONS

Resolution 2008-010 - Certifying the Master Road Log

Mr. Zimmer presented Resolution 2008-010 - certify the master county roadlog, to reflect the county road system as of January 1, 2008. He noted that all 39 counties are compliant, and staff recommends approval of the roadlog.

After discussion and questions, Commissioner Carey moved and Mr. Stacy seconded to approve Resolution 2008-010 certifying the 2008 Master County Roadlog. **Motion passed unanimously.**

Resolution 2008-011 - Certifying MVFT Allocation Factors

Mr. Zimmer presented Resolution 2008-011 - certify MVFT allocation factors to the Board. Staff recommends approval of the allocation factors.

After discussion and questions, Second Vice-Chair Mattoon moved and Commissioner Thayer seconded to approve Resolution 2008-011, which determines each county's fuel tax allocation factor for calendar years 2009 and 2010. **Motion passed unanimously.**

ASOTIN COUNTY SCOPE AND EMERGENCY REQUEST

Mr. Hart reported that Asotin County is requesting exemption of the 20 foot long Fisher Gulch Bridge, milepost 19.61 to 19.63, from RAP funded Snake River Road, milepost 19.00 – 20.55, RAP project number 0205-01, in accordance with CRAB Resolution 96-028, "Delegation of Authority to the Executive Director within the Rural Arterial Program," adopted October 3, 1996. This resolution requires CRAB Board action on all scope change requests.

He noted that the county has further requested that replacement of the bridge be funded by the RATA in the amount of \$378,000 as an emergency project. The bridge has been closed by the county due to "imminent failure" described by the consultant's bridge inspection report and letter to the county. Emergency requests are addressed by the CRAB Board in accordance with WAC 136-163 - Allocation of RATA funds to emergent and emergency projects.

Staff recommends the bridge be exempted from the RATA funded project and the CRAB/County contract. New milepost limits for the road portion will be stated as 19.00 – 19.61 and 19.63 – 20.55. Staff also finds the county has met the conditions listed in WAC and recommends emergency funding for Fisher Gulch Bridge in the amount of \$378,000 (90% of \$420,000) with reduction in the county's funding limit during the 2009-2011 RAP funding biennium in the approved amount.

Mr. Hart introduced Mr. Miller, who presented further background and information to the Board.

Second Vice-Chair Mattoon recused himself from discussion and voting.

After questions and discussion, Vice-Chair Whitbread moved and Mr. Woods seconded to exempt the bridge from the RATA funded project and the CRAB/County contract and to grant emergency funding for Fisher Gulch Bridge in the amount of \$378,000 (90% of \$420,000) with reduction in the county's funding limit during the 2009-2011 RAP funding biennium in the approved amount. **Motion passed.**

PUBLIC HEARING ON CERTIFICATE OF GOOD PRACTICE

Vice-Chair Whitbread moved and Mr. Woods seconded to open the public hearing. Chair Burton opened the hearing at 2:49 pm.

Mr. Weber noted that although the West Monitor Bridge is now in compliance, he discovered during his research on the issue that Chelan County was in violation of RCW's 36.80.030 and 36.80.070, which require that all work of this nature performed upon roads or bridges be done either by the county engineer or under the direct supervision of the county engineer. He noted that the majority of the work appeared to have been done under the direction of Mr. Pezoldt. He presented his recommendation for revocation of Chelan County's 2007 Certificate of Good Practice and issuance of a Conditional Certificate based on these findings.

He introduced Commissioner Hawkins, Commissioner Goehner, Sheriff Harum, Mr. Pezoldt and Ms. Gosselin-Campbell and Ms. Davis.

Ms. Gosselin-Campbell stated that she had informally delegated authority over decisions on the West Monitor Bridge to Mr. Pezoldt, as he had more experience on these issues and was more familiar with that particular structure. She noted that she had been a party to all correspondence, had received all reports on the bridge and was invited to attend all meetings concerning the issue.

Following further presentation of evidence and testimony by Chelan County; questions; discussion; and consideration of Mr. Weber's recommendation, Commissioner Boldt moved and Second Vice-Chair Mattoon seconded not to revoke Chelan County's Certificate of Good Practice. **Motion passed unanimously.**

Chair Burton closed the hearing at 4:10 and called for a brief recess.

DAY LABOR DISCUSSION

Mr. Weber and Mr. Olsen presented a potential amendment of RCW 36.77.065, which would simplify the formulas used to calculate day labor limits for the counties. These changes would make the counties' future planning for day labor figures much easier.

Mr. Weber noted that no changes were made to paragraph 6, which concerns electrical work.

Second Vice-Chair Mattoon inquired as to the possibility of adding a factor for inflation. Mr. Olsen felt that would add an element of unpredictability that staff is trying to avoid, and would put the request in an unfavorable light to the Legislature. He noted that the Legislature is historically resistant to bills that are tied to the CPI.

The Board directed staff to continue with negotiations with the Legislature and other interested parties on the issue.

Chair Burton recessed the meeting at 5:00 pm on July 24, 2008. The CRABoard meeting will resume July 25, 2008 at 8:30 am.

**County Road Administration Board
Friday, July 25, 2008**

CALL TO ORDER

The second day of the summer CRABoard meeting was called to order by Chair Burton at 8:30 am on July 25, 2008.

BUDGET UPDATE

Mr. Weber reviewed CRAB's current budget status, noting that we are on target. There is a savings in salaries due to the current vacancy in the IT Division.

ENGINEERING SERVICES REPORT

County Engineers/Public Works Directors

Mr. Olsen announced the following changes in status of County Engineers/PWD since April 2008:

1. By letter on May 20, 2008, Lewis County announced that John Huestis, PE, was named County Engineer effective May 19, 2008.
2. By phone on May 27, 2008, Cowlitz County announced that Kent Cash, PE, was appointed as Public Works Director and will remain as County Engineer.
3. By letter on June 10, 2008, Klickitat County announced that Gordon Kelsey, PE, was appointed as County Engineer, effective June 16, 2008.

County Visits

Review and assistance contacts and visits:

- Klickitat County
- Lewis County
- Chelan County (2)
- Stevens County
- Ferry County
- Okanogan County
- Pend Oreille County
- Whitman County
- Walla Walla County
- Columbia County
- Garfield County
- Asotin County

Ferry County Corrective Action Plan Reports were received from:

- County Engineer's Office for April 2008 on May 8, 2008

- County Engineer's Office for May 2008 on June 5, 2008
- County Engineer's Office for June 2008 on July 11, 2008

- Board of County Commissioners for 2nd Quarter of 2008 on July 23, 2008

Numerous contacts with County Engineers took place in other venues.

State Auditor's Report

The 1997 State Auditor Office (SAO) audit of CRAB concluded that the minutes of the Board meetings needed specific mention of SAO audits of the counties and of any findings that might relate to the statutory responsibilities of CRAB. The minutes also need to reflect any recommendations from the CRABoard to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

CRAB has received **six** audit reports representing six counties since the April 2008 board meeting. Specifically:

1. King County: SAO # 74469, issued on April 28, 2008, covering the period from January 1, 2006 to June 30, 2007. This report covered the accountability audit only, updated one previous finding (not involving County Road funds), and issued five new findings (none involving County Road funds).

2. Klickitat County: SAO # 74547, issued on May 12, 2008, covering the period from January 1, 2006 to December 31, 2006. This report covered the accountability audit only, updated no previous findings and issued no new findings.

3. **Grant County: SAO # 74716 & 74717**, issued on June 2, 2008, covering the period from January 1, 2006 to December 31, 2006. These reports covered both financial and accountability audits, updated one previous finding (not involving County Road funds) and issued two new findings (one involving County Road funds). The County's Public Works Department uses a separate accounting system and separate accounting staff. The same lack of independent review over journal entries also is present at the Public Works Department. The County's response was:

"With no disagreement with the finding, the following needs to be stated. Rather than this whole issue being not having policies and procedures in place, it is more a matter of not having the additional manpower and computer power in place to handle the large changes in accounting practices that have been mandated in the past few years. The County has used the current software since its installation in 1985 and a separate system is used by the Public Works Department that is just as old, but with the major changes by GASB, the software cannot physically create the reporting required. The County tried to manually generate the reporting required, but it is time consuming combining the information from two different systems and a drain on manpower and very prone to accidental errors. The County has been working on acquiring new software to update and combine the two current systems, but it has been a fairly long

process to acquire a software package that can accommodate the needs of all the departments of the county. With that said, the county is in the process of acquiring a new accounting software package and having it in place before the end of 2008. An RFP process has been completed and we are working with a vendor to finalize the work plan of the contract.”

4. Lincoln County: SAO # 74863, issued on June 16, 2008, covering the period from January 1, 2007 to December 31, 2007. This report covered the financial audit only, updated no previous findings, and issued no new findings.
5. Whitman County: SAO # 74978, issued on July 7, 2008, covering the period from January 1, 2006 to December 31, 2006. This report covered the financial audits, updated no previous findings, and issued three new findings (none involving County Road funds).

Other Deputy Director's Activities

Mr. Olsen reviewed a list of his activities since the April 2008 CRABoard meeting.

County Engineer Training Changes

Mr. Monsen briefed the Board on the changes staff plans to make to the format and agenda of future County Engineer Training sessions.

County Ferry Update

Mr. Monsen reported on current issues concerning county ferries.

Maintenance Management

Mr. Pearson reported on the counties' status of maintenance management systems use and compliance.

INFORMATION SERVICES DEMONSTRATION

Mr. Hillesland introduced the Information Services Team to the Board: Bob Davis, Jim Oyler, Kathy O'Shea, and Eric Hagenlock. Mr. Hagenlock demonstrated recent upgrades and additions to Mobility, including a new mapping feature.

Meeting adjourned by Chair Burton at 10:00 am.

Chairman

ATTEST: _____