

Minutes
County Road Administration Board
January 24-25, 2013
CRAB Office – Olympia, Washington

Members Present: Dean Burton, Garfield County Commissioner, Chair
Brian Stacy, PE, Pierce County Engineer, Vice-Chair
Dale Snyder, Douglas County Commissioner, Second Vice-Chair
Bob Koch, Franklin County Commissioner
John Koster, Snohomish County Council Member
Derek Pohle, PE, Grant County Commissioner
Bill Schulte, Lewis County Commissioner
Andrew Woods, PE, Columbia County Engineer

Member Absent: Mike Leita, Yakima County Commissioner

Staff Present: Jay Weber, Executive Director
Walt Olsen, PE, Deputy Director
Steve Hillesland, Assistant Director
Jeff Monsen, PE, Intergovernmental Policy Manager
Bob Moorhead, PE, Compliance & Data Analysis Manager
Randy Hart, PE, Grant Programs Manager
Karen Pendleton, Executive Assistant
Rhonda Mayner, Secretary
Don Zimmer, Road System Inventory Manager
Eric Hagenlock, Applications Specialist
Bob Davis, Systems Manager
Kathy O'Shea, Database Specialist
*Jim Ayres, Design Systems Engineer
*Jackie Nguyen, intern

Guests: Tim Elsea, PE, Lewis County Engineer
*Jeff Tincher, PE, Okanogan County Engineer
*Bruce Klug, PE, Clark County Civil Design Engineer
*Kathy Scanlan, Scanlan Consulting
*Emmett Dobey, WSAC
*Melissa McFadden, PE, Mason County Engineer
**Gary Rowe, WSACE Managing Director

**Present January 24, 2013 only*

***Present January 25, 2013 only*

CALL TO ORDER

Chair Burton called the County Road Administration Board quarterly meeting to order at 1:00 p.m. on Thursday, January 24, 2013, at the CRAB Office in Olympia.

CHAIR'S REPORT

Chair Burton welcomed Commissioner Schulte to the CRABoard and thanked him for his willingness to serve. Board members, staff and guests introduced themselves.

Approve January 24-25, 2013 Agenda

Vice-Chair Stacy moved and Commissioner Koch seconded to approve the agenda as presented. **Motion carried unanimously.**

Approve Minutes of November 1-2, 2012 CRABoard Meeting

Second Vice-Chair Snyder moved Vice-Chair Stacy seconded to approve the minutes of the November 1-2, 2013 CRABoard meeting. **Motion carried unanimously.**

Propose New Meeting Dates for July and October 2013

Chair Burton noted that the selected dates are in conflict with some of the members' calendars.

Following discussion, Mr. Woods moved and Commissioner Schulte seconded to change the July 25-26, 2013 meeting to August 1-2, 2013. **Motion carried unanimously.**

Mr. Pohle moved and Second Vice-Chair Snyder seconded to change the October 24-25, 2013 meeting to October 31-November 1, 2013. **Motion carried unanimously.**

DIRECTOR'S REPORT

2012 Annual Report

Mr. Weber noted that the report is at the printer and will be mailed soon. It has been released electronically and is on the CRAB website. He thanked the staff for their efforts in producing a quality report.

Current Budget Status

Mr. Weber reviewed CRAB's current budget status. He noted that most of the variances are healthy, with a few showing negative balances that will be resolved by the end of the biennium.

He reported that the 2013-15 biennial budget will have no major changes.

He noted that the 2011-13 supplemental budget calls for a \$23 million reduction in RAP. This is due to a lack of understanding of how RAP funds are obligated. CRAB's fiscal analyst will be accompanying him to meet with the Senate and House Transportation Committees to discuss the issue, and they believe that the matter will be resolved with no decrease to RAP funding.

He reported that it appears favorable that the CAPP funds received from the Transportation Safety Account will be increased to \$10 million in the next biennium.

He noted that he and Mr. Olsen were introduced to the new members of the Transportation Committees on January 22.

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Hart reviewed the Rural Arterial Program status report. 975 of 1061 projects have been completed. Anticipated revenue to the end of the 2011-13 biennium is \$484,860,943. RAP expenditures to date total \$454,563,288. RAP obligations remaining through the 2011-13 biennium total \$108,200,621.

Regional Meetings Update

Mr. Hart noted the meetings held in November and December focused on consideration and development of project types, overview of RAP Online, and the new Federal Lands Access Program.

Resolution 2013-001 - Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2013-001 - Apportion RATA Funds to Regions. The resolution authorizes the accrued amount of \$3,101,346 now credited to RATA for November and December 2012 be apportioned to the regions by the established 2011-2013 biennium regional percentages after setting aside \$73,500 for administration.

Mr. Pohle moved and Mr. Woods seconded to approve Resolution 2013-001 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

Okanogan County Project Request

Mr. Hart reported that Okanogan County is requesting a scope change for the RATA funded Old 97 Road project. The request is to shorten the project limits from MP 0.38-1.91 to MP 0.46-1.91, and make no % grade improvement from MP 0.50 to MP 1.52. The county requests no change be made in the RATA funding of this project.

He noted that the Old 97 Road project was submitted by the county on September 1, 2006 requesting \$1,103,000 in RATA funds. \$262,373 was awarded to the project on April 19, 2007, and the remaining \$840,627 was awarded in April 17, 2008. The current estimated project cost is \$1,819,000.

During the design phase of this project county survey indicated that the City Limits of Brewster are at MP 0.46, not 0.38 as originally indicated in the project prospectus. The county requests the limits be reduced to fit within county jurisdiction, i.e. MP 0.46-1.91.

Although language in the prospectus claims improvements to the percent grade (to 5%) over a portion of the project, no points were claimed in the rating worksheet since the existing grade is already 5% to 6%, well below the maximum allowance of 7%. The county proposes to make no improvements to grade at MP 0.50 – 1.52.

Staff has reviewed the proposed changes in both project limits and proposed final grade of the road. These modifications have no effect on the project's rating at 81.22, as no deficiencies exist in the subject sections of the project. Staff recommends that the milepost limits for Old 97 Road be revised to 0.46 to 1.91, and proposed grade improvements from MP 0.50 to MP 1.52 remain unchanged, with no change in RATA funding.

Mr. Hart introduced Mr. Tincher, who gave background and further information to the Board.

Following questions and discussion, Second Vice-Chair Snyder moved and Councilmember Koster seconded to approve Okanogan County's request for a scope change for the Old 97 Road project to shorten the project limits from MP 0.38-1.91 to MP 0.46-1.91, and make no % grade improvement from MP 0.50 to MP 1.52, with no change in RATA funding.

Motion carried unanimously.

RAP Statute and Six-Year Road Program

Mr. Hart noted that at the November 2012 CRABoard meeting, the board directed staff to review and potentially propose revisions to the RAP statute that would give counties more flexibility in submitting and amending their six-year road programs, and also in allowing programs rather than specific projects to be listed. He summarized the pertinent RCW's and WAC.

Mr. Monsen reported that staff has found that current statutory language gives CRAB a great deal of flexibility in developing procedural requirements for the RAP program. He noted that at the time RAP program was created in 1983-84, the six-year program adoption was required to be completed annually by July 1. Six-year adoption to allow "prior to budget" occurred in 1997.

Since the adoption of a county's six-year program can now occur as late as December, and CRAB currently allows amendments to these programs as late as September, nearly a full year following the call-for-projects, staff does not recommend any statutory amendments be proposed to change language associated with project inclusion in the six-year program.

Mr. Monsen reported that it has become common and very reasonable that "project type programs" are included in long-range transportation project planning documents, including adopted six-year programs. In order for the CRABoard to review potential RAP projects, there must be a reasonable opportunity for this review to occur as an integral part of RAP project list development. With promotion of 2R project types, CRAB can expect six-year "project type programs" to increase in use and significance.

In order to be consistent with the intent of statutory direction, staff does not recommend that the statute be amended in order to allow "project type programs" to meet the "specific project listing" standard. However, staff does recommend that for a county which develops supplemental lists of potential projects that are being considered for their "project type program" and includes this list as a part of their six-

year public review and adoption process, the projects identified on the supplemental list should be considered as meeting the “specific project listing” standard.

Staff will review the WAC and see if any modifications need to be made in language and report back at the April 2013 CRABoard meeting.

Chair Burton called for a brief recess.

Mr. Hagenlock introduced Jackie Nguyen, a South Puget Sound Community College student interning in the CRAB offices.

CLARK COUNTY INTERNATIONAL AWARD

Mr. Ayres introduced Mr. Klug, who recently won second place out of 44 international entries in the 2012 Autodesk Excellence in Infrastructure Awards. Mr. Klug gave an overview of the joint Clark County/WSDOT Salmon Creek Interchange project. He has been invited by Autodesk to participate in a group of 66 people worldwide who are considered elite designers.

Mr. Woods moved and Councilmember Koster seconded a resolution honoring Mr. Klug. **Motion carried unanimously.** Mr. Ayres presented the framed resolution to Mr. Klug.

DEPUTY DIRECTOR’S REPORT

County Engineers/Public Works Directors

Mr. Olsen reported that Benton County continued under a temporary appointment until December 3, 2012, when the Board announced they had appointed Dan Ford, PE, to fill the vacant position of County Engineer, effective December 3, 2012.

County Visits completed since November 2012

Mr. Olsen noted that while there were no official county visits, 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 reviewed 17 audit reports representing 17 counties since the October 2012 board meeting. Four audits contained a total of 15 findings issued and one involved County Road Funds in some form. Any audits with “Finding Report” in bold print revealed substantive findings involving County Road Funds.

2011 Audits

King County

Audit Number: 1008602
Date Released: 11/13/2012
Audit Period: 01/01/2011- 12/31/2011
Audit Type: Accountability
Finding Report - 12 findings

Adams County

Audit Number: 1008704
Date Released: 12/10/2012
Audit Period: 01/01/2011- 12/31/2011
Audit Type: Accountability

Clark County

Audit Number: 1008819
Date Released: 12/18/2012
Audit Period: 07/01/2010-07/22/2011
Audit Type: Fraud

Thurston County

Audit Number: 1008278
Date Released: 11/19/2012
Audit Period: 01/01/2011- 12/31/2011
Audit Type: Accountability

Douglas County

Audit Number: 1008740
Date Released: 12/17/2012
Audit Period: 01/01/2011- 12/31/2011
Audit Type: Financial and Single
Finding Report - 1 finding (One Co. Rd.)

Okanogan County

Audit Number: 1008883
Date Released: 12/31/2012
Audit Period: 01/01/2011- 12/31/2011
Audit Type: Accountability

Pierce County

Audit Number: 1008841
Date Released: 12/31/2012
Audit Period: 01/01/2011- 12/31/2011
Audit Type: Accountability

Stevens County

Audit Number: 1008596
Date Released: 11/19/2012
Audit Period: 01/01/2011- 12/31/2011
Audit Type: Accountability

Island County

Audit Number: 1008778
Date Released: 12/17/2012
Audit Period: 01/01/2011- 12/31/2011
Audit Type: Accountability

Kittitas County

Audit Number: 1008605
Date Released: 11/19/2012
Audit Period: 01/01/2011- 12/31/2011
Audit Type: Accountability

Klickitat County

Audit Number: 1008779
Date Released: 12/17/2012
Audit Period: 01/01/2011- 12/31/2011
Audit Type: Accountability

Yakima County

Audit Number: 1008895
Date Released: 12/31/2012
Audit Period: 01/01/2011- 12/31/2011
Audit Type: Accountability

Whatcom County

Audit Number: 1008866
Date Released: 12/31/2012
Audit Period: 01/01/2011- 12/31/2011
Audit Type: Accountability

Walla Walla County

Audit Number: 1008948
Date Released: 01/04/2013
Audit Period: 01/01/2011- 12/31/2011
Audit Type: Accountability

Activities

Mr. Olsen reviewed a list of his activities since the November 2012 CRABoard meeting.

PERFORMANCE MEASURES

Ms. Scanlan and Mr. Dobey gave the Board background information on the project. They outlined six areas of measurement and presented four alternatives for ongoing reporting. Of these, an interactive dashboard approach has been recommended by the consultants. The next steps include refining the six measures, implementing the dashboard, and continuing partnerships with WSAC, WSACE and CRAB.

Chair Burton recessed at 3:45 p.m. on January 24, 2013. The CRABoard meeting will resume January 25, 2013 at 8:30 a.m.

County Road Administration Board Friday, January 25, 2013

CALL TO ORDER

The second day of the winter CRABoard meeting was called to order by Chair Burton at 8:30 a.m. on January 25, 2013.

WSACE PRESENTATION

Mr. Rowe presented a fact sheet on county transportation priorities, focusing on increased revenues, and noted that he has been using it in his visits to the legislature. He noted four proposals from various entities that advocate increasing the motor vehicle fuel tax in order to address road maintenance revenue shortages.

He spoke on several bills that have been introduced in the current legislative session that are of interest to the counties.

He reported that the annual Professional Development Conference will be held February 6-8 at the Suncadia Resort in Cle Elum, and the WSACE Annual Meeting will be held June 11-13 in Ritzville.

STAFF UPDATES

Information Services

Mr. Hillesland spoke on the intrusion attempts on the CRAB website. He assured the Board that staff is diligent, and our level of security is very high.

He reported on the recent upgrades to Mobility. Currently staff is working on enhancements to the Road Log function and to RAP Online. The next Mobility focus will be on Pavement Management, and staff will begin researching the use of Mobility on tablets.

Mr. Davis reported that CRAB facilitated a Technology Exchange Conference in Olympia on January 15 to showcase CRAB's systems and programs. Twenty-four county staff members from ten counties attended. A second conference is planned for April 2 at the Confluence Technology Center in Wenatchee.

Intergovernmental Policy

Mr. Monsen reported on his activities since the November 2012 CRABoard meeting. He noted that his recent efforts to simplify the counties' financial reporting across various agencies and departments have proven more difficult than he anticipated, due to the wide variety of organizational structures in the counties.

He reported on recent and upcoming County Engineer Training sessions. Staff is in the process of developing a one-day training designed specifically for administrative and accounting personnel.

He noted that he is continuing to update the format and contents of material in the CRAB website library, including the addition of direct links to available county policies

and programs through the county websites.

Compliance Report

Mr. Moorhead reported on his activities since the November 2012 CRABoard meeting.

He reported on the counties' compliance in submitting the six reports due to CRAB by December 31 of each year, noting all 39 counties had submitted the forms in the required electronic formats by January 2.

He noted that as required by WAC 136-28-404, CRAB notified the counties of the year-end status of responses to collision data compiled by the WSDOT Statewide Travel and Collision Data Office (STCDO) as of December 31, 2012. The Standards of Good Practice specify a response rate of 90% or greater as of December 31 of each calendar year. For 2011, all 39 counties are in full compliance, and no further monitoring of the 2011 collision is required. During 2012, the STCDO has initiated a process improvement effort to reduce the delay in getting collisions posted and available for the counties to add road numbers and mileposts to the data base. For collision reports received on or after December 11, 2012, the information should become available to the counties within 48 hours. For collision reports received prior to December 11th, the delay will still be about six to seven months, which impairs the counties' ability to meet the required response rate. For the collision reports available for 2012, 31 counties are in full compliance. Eight counties missed the 90% compliance rate for 2012 (by a collective total of 101 responses), which is likely due to the change in the WSDOT posting procedure. The state-wide compliance rate for the two year period is 96%. Staff recommends that all 39 counties be deemed to be in substantial compliance.

Chair Burton recessed the CRABoard meeting at 10:05 a.m. on Friday, January 25, 2013.

Chairman

ATTEST: _____