

**County Road Administration Board
Minutes
April 18-19, 2013**

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

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

Guests: *Gary Rowe, WSACE Managing Director
*Doug D'Hondt, PE, Kittitas County Engineer
*Obie O'Brien, Chair, Kittitas County Commissioners
*Tim Elsea, PE, Lewis County Engineer
*Melissa McFadden, PE, Mason County Engineer
*Reid Wheeler, PE, retired CRAB staff

**April 18, 2013 only*

***April 19, 2013 only*

CALL TO ORDER

Chair Burton called the County Road Administration Board quarterly meeting to order at 1:00 pm on Thursday, April 18, 2013, at the CRAB Office in Olympia.

CHAIR'S REPORT

Chair Burton requested that all cell phones be turned off and that guests please sign-in. Following introductions, he noted that this will be his last meeting as he will not be seeking re-election and therefore has not applied for reappointment to the Board.

Approve Agenda for the April 18-19, 2013 Board Meeting

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

Approve Minutes of January 24-25, 2013 Board Meeting

Second Vice-Chair Snyder moved and Councilmember Koster seconded to approve the minutes of the January 24-25, 2013 CRABoard meeting as presented. **Motion carried unanimously.**

WSACE UPDATE

Mr. Rowe reminded the Board about the upcoming WSACE Conference June 11-13 in Ritzville. He noted that Mr. Olsen, Vice-Chair Stacy, Mr. Pohle, and Mr. Woods will be attending the National Association of County Engineers Conference in Des Moines, Iowa next week, which will be helpful in preparation for the 2016 conference to be held in Tacoma. He thanked CRAB staff for their continuing assistance in developing performance measures for transportation. He noted that there are nine days remaining in the current legislative session, with the budgets still under discussion.

RURAL ARTERIAL PROGRAM – Randy Hart

Program Status Report

Mr. Hart reviewed the Rural Arterial Program project status report. He noted that 989 projects have been completed. Anticipated revenue to the end of the 2011-2013 biennium is \$484,860,943. RAP expenditures to date total \$460,840,780. RAP obligations remaining are \$97,870,232.

Regional Meetings Update

Mr. Hart noted that the main topics at the recent meetings were further consideration and development of project types, and providing updates and review of RAP Online.

Resolution 2013-002 – Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2013-002 to the Board. This resolution apportions the accrued amount of \$4,319,049 now credited to RATA for January through March 2013 to the regions by the established 2011-13 biennium regional percentages after setting aside \$110,250 for administration.

Second Vice-Chair Snyder moved and Councilmember Koster seconded to adopt Resolution 2013-002 as presented. **Motion carried unanimously.**

Resolution 2013-003 –Approve 2013-2015 RAP Projects and Allocate

Estimated 2013-2015 RATA Funds

Mr. Hart presented Resolution 2013-003 to the Board. This resolution approves the following projects in the five regions and allocates the estimated 2013-2015 fuel tax funds and turned back funds to the listed projects in the amounts shown:

Northeast Region:	\$14,435,300
Northwest Region:	\$7,513,000

Puget Sound Region:	\$4,267,000
Southeast Region:	\$8,603,900
Southwest Region:	\$6,786,000
Total Allocation:	\$41,605,200
Unallocated NE BR	\$ 1,411,700
Unallocated SE BR	<u>\$ 181,100</u>
	\$43,198,000

Mr. Woods moved and Vice-Chair Stacy seconded to adopt Resolution 2013-003 as presented. **Motion carried unanimously.**

Project Request – Kittitas County

Mr. Hart announced that Kittitas County has requested a scope change for the Westside Road project to remove proposed horizontal and vertical alignment improvements at various locations on the project as claimed in the prospectus.

He noted that the project was submitted by the county on September 1, 2006 requesting \$3,800,000 in RATA funds. The funding limit for Kittitas County in the '07-'09 biennium was \$2,000,000 due to large amount of turn-back funds that were available to the region at that time. Most of the \$2,000,000 was assigned to the county's (at that time) partially funded Nelson Siding Road. Since then, the project has gained funding in parts due to regional county funding, reaching a total of \$2,446,500 to date. The remaining funding to \$1,353,500 was approved in Resolution 2013-003.

The county has expended \$106,052.07 in RATA funds to date, and anticipates total engineering cost to be \$450,000. Preliminary engineering will commence once the scope change request is addressed by the CRAB Board. The current estimated cost is \$5,521,438 and the county believes that removing the curve improvements will save \$578,014, for a total cost of \$4,943,434. The 90% RAP matching limit leaves \$4,449,082, exceeding the \$3,800,000 as eligible RATA funding. Matching fund requirements will be met with CAPA and County Road Funds. This estimate does not include right-of way acquisition costs, which are estimated to be approximately \$300,000.

The project lapses in construction April 19, 2015. The county plans to begin construction by that time.

The county gained a prior scope change for the project at the July 19, 2012 CRABoard meeting, which revised the project limits from MP 1.98-5.81 to MP 2.19-6.02 with no change in RATA funding. At that time the CRABoard found the change in project limits had no effect on the project ranking.

The county now also requests that the alignment deficiencies that claimed 5.97 out of 100.16 points in the prospectus remain unimproved and suggests other, lower-

cost methods to mitigate safety concerns at seven locations where accidents have occurred.

CRAB staff reviewed the project site with the county engineer on March 27. The prospectus lists numerous curves along the project that the county had planned to correct by adding super-elevation (cross-slope) to 6% and increasing the radii.

The exact location of the curves was not referenced in the prospectus and the county could find no initial scoping documents to support the locations. While driving the project however, staff noted the series of sharp curves that generally followed the prospectus listing, and found them to be below standard design speed of 40 mph.

Staff has also reviewed the accident listing (2001–2011) provided by the county. The list includes accidents at MP 2.377, 3.55, 4.10, 4.138 and 4.55 as related to or in a curve, the 4.55 curve being relatively minor. Other accidents are on straight stretches of the road and could be mitigated with widening and guardrail. The accident listing includes those occurring within the last 6 years. The region's 3R project scoring form yields a possible 10 points maximum for accidents out of 122 total points available. Kittitas County was awarded 2.19 points based on for accident history from 2003 to 2005.

Removing the alignment improvements reduces the rating score from 100.19 to 94.19. At this score the project would have been the second-highest ranked project, behind Garfield County's Peola Road which was scored at 95.84. The project would have been funded in the same manner it has to date at the revised score.

With the proposed reduction in scope, the county has said it is committed to adding safety enhancements (guardrail, signage, etc.), to the project. These improvements will not increase the score of the project since the proposal had attained the maximum 25 points allowed for Roadside Safety.

The history of accidents on Westside Road since 2007 is of high severity and most are related to the alignment. Staff finds the sharp curves associated with the accidents would best be addressed by realignment as originally proposed. For accidents occurring prior to project submittal in 2006, the county claimed 2.19 points out of 10 maximum.

The City and County Design Standards address the design scope for 3R projects. A 3R project scope is chosen when "funding restrictions and other considerations do not allow improvement..... to the standards desirable for new construction". Also, accident history helps influence the scope of a 3R project. Although the 3R language doesn't specify realignment of deficient curves, the consideration of accident history is important in 3R projects. Staff finds that the accident history supports improving the alignment where it is below design standard speed. With these improvements, the project would still retain its 3R scope since realignment was proposed only in relatively short sections of the project.

CRAB staff finds improving the hazardous curve alignments as per the original prospectus would be of primary and much higher value than the potential cost savings of not doing those improvements. Staff also finds project development has proceeded to a point where the county can in fact pursue the improvements as listed in the prospectus well within RAP and other available funding sources. Staff therefore recommends the CRAB Board deny Kittitas County's request for a scope change to Westside Road.

Mr. Hart introduced Mr. D'Hondt, who presented additional information to the Board.

Following questions and discussion, Commissioner Leita moved and Councilmember Koster seconded to deny Kittitas County's request for the scope change. **Motion carried unanimously.**

Proposed WAC Revisions – Schedule Public Hearing

Mr. Hart presented staff's proposed revisions to WACs 136-15-045 and 136-161-060, changing the timelines and reporting process of the six-year program; 136-100-020, updating Urban Area Board to Transportation Improvement Board; 136-130-050, concerning bridges in non-bridge projects; 136-170-030, removing language for CRAB/County contracts entered into before 1995 as they have all been completed; 136-180-040, updating payment methods for RAP vouchers; and 136-300-010, updating RCW 45.68.095(4) to RCW 46.68.090(2)(i).

Mr. Woods moved and Vice-Chair Stacy seconded to schedule a public hearing for Thursday, August 1, 2013 at 2:00 pm in the CRAB Board Room. **Motion carried unanimously.**

Chair Burton called a brief recess.

CRAB staff presented Chair Burton with a cake in appreciation of his twelve years of service on the Board.

COMPLIANCE REPORT – Bob Moorhead

Mr. Moorhead summarized his recent activities, and reported on recent and upcoming training sessions conducted by CRAB staff.

He reported on county compliance in required submittals of Road Levy Certification, Traffic Law Enforcement Certification, Certification of Expenses for Fish Passage Barrier Removal, Annual Construction Report, CAPP Report, Bridge Inspections, Annual Certification, and Annual Certification for Maintenance Management. He noted that all 39 counties submitted their electronic filings in a timely manner.

He reported that all 39 counties are in full compliance of the Standards of Good Practice for 2012, and therefore staff recommends that Standards of Good Practice be issued to each of the counties.

ANNUAL CERTIFICATION – Jay Weber

Resolution 2013-004 Annual Certification

Mr. Weber announced that as required by RCW 36.78.090 and RCW 36.78.100, and pursuant to WAC 136-04-010 through WAC 136-04-060, he is submitting to the County Road Administration Board a report of the review of the annual certifications submitted by the counties for the calendar year 2012. Each year, these certifications provide information to this agency which touches upon three main areas: Management and Administration; Document Submittal, which includes such items as road levy certification, road log updates, construction reports, etc.; and operations. From receipt of this information, staff is able to determine the level of compliance with applicable laws and Standards of Good Practice achieved by the counties of the State of Washington, and it is upon demonstrated compliance with these laws and standards which continued receipt of the fuel tax distribution depends.

He concluded that he is pleased to be able to report to the Board that all of the 39 reporting counties have demonstrated reasonable and substantial compliance with all applicable laws and Standards of Good Practice. He therefore recommended approval of Resolution 2013-004 stating the issuance of Certificates of Good Practice in the names of the thirty-nine counties listed on the resolution.

Commissioner Koch moved and Second Vice-Chair Snyder seconded to approve Resolution 2013-004, issuing Certificates of Good Practice to all 39 counties.

Motion carried unanimously.

DIRECTOR'S REPORT – Jay Weber

CRABoard Positions

Mr. Weber reported that on March 25, 2013 he sent a letter to WSAC President Todd Mielke notifying him of the expiration in June 2013 of the terms of Commissioner Dean Burton, Commissioner Dale Snyder, and County Engineer Derek Pohle. He noted that Commissioner Burton will be retiring and therefore will not re-apply. The other two members are eligible for reappointment by WSAC.

WSACE County Engineer of the Year Nominations

Mr. Weber reported that nomination forms for the WSACE Engineer of the Year have been sent out. This year's application deadline is May 10, 2013.

WSACE Project-Program Manager of the Year Award

Mr. Weber reported that this award will be presented annually to recognize a county project manager or county program manager working below the county engineer or agency head management level for outstanding service and meritorious achievement in or for a county in managing a construction project or a pavement, safety, operations, bridge, or other public works program.

Eligible nominees could include supervisors, foremen, or engineers who manage a project or program. Nominations can be submitted by any WSACE voting member to the Awards Committee. Endorsements by County Board of Commissioners, County Executive or Council are encouraged although not required.

The specific project or program must have been completed, if a project, or substantially underway if a program, by the end of the year for which the award was submitted (for 2013 if a project it must be completed in 2012 or if a program substantially underway in 2012). A specific discussion on the actual project or program, its significance and importance, and the individual's performance and contribution to complete the project or program on time and within budget is requested as a part of the submission.

Applications are due by May 10, 2013.

Current Budget

Mr. Weber reviewed CRAB's current budget status, reporting that all of the accounts show positive variances and are expected to remain so through the biennium.

He noted that as per state law, ownership of the agency vehicles has been transferred to the Department of Enterprise Systems, although the vehicles remain in the physical custody of CRAB staff.

2013-15 Budget

Mr. Weber noted that the budget shows a reduction in RATA funding of \$23,000,000 due to the manner in which the Office of Financial Management handles accounts that end the fiscal year with a positive balance. Staff may need to submit a Supplemental Budget request during the 2014 legislative session in order to have the funds restored to current spending amounts.

Mr. Weber thanked Chair Burton for his many years of service to the Board.

Chair Burton recessed the meeting at 3:38 pm on Thursday, April 18, 2013. The meeting will resume Friday, April 19, 2013 at 8:30 am.

Friday, April 19, 2013

CALL TO ORDER

The second day of the CRABoard meeting was called to order by Chair Burton at 8:30 am on April 19, 2013.

DEPUTY DIRECTOR'S REPORT – Walt Olsen

County Engineers/Public Works Directors

Mr. Olsen announced that there were no vacancies or changes in County Engineers since January 2013.

County Visits completed since January 2013

Pierce County, Skamania County, San Juan County, Skagit County, Adams County, Chelan County, Lewis County.

Numerous contacts with County Engineers took place in other venues.

County Audit Reports reviewed since January 2013

The 1997 State Auditor Office (SAO) audit of CRAB concluded that the minutes of the Board meetings needed to 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 nine audit reports representing seven counties since the January 2013 board meeting. Four audits contained a total of four findings issued and none involved County Road Funds in some form. Any audits with "Finding Report" in bold print revealed substantive findings involving County Road Funds.

2011 Audits

Ferry County

Audit Number: 1009055
Date Released: 2/4/2013
Audit Period: 1/1/2010-12/31/2011
Audit Type: Accountability

Columbia County

Audit Number: 1009437
Date Released: 4/1/2013
Audit Period: 1/1/2011-12/31/2011
Audit Type: Financial

Kitsap County

Audit Number: 1009209
Date Released: 3/4/2013
Audit Period: 1/1/2011-12/31/2011
Audit Type: Accountability
Finding Report - One finding

Columbia County

Audit Number: 1009436
Date Released: 4/1/2013
Audit Period: 1/1/2011-12/31/2012
Audit Type: Accountability
Finding Report - One finding

Benton County

Audit Number: 1009296
 Date Released: 3/11/2013
 Audit Period: 1/1/2011-12/31/2011
 Audit Type: Accountability

Mason County

Audit Number: 1009422
 Date Released: 4/1/2013
 Audit Period: 1/1/2011-12/31/2011
 Audit Type: Accountability

Kitsap County

Audit Number: 1009332
 Date Released: 12/17/2012
 Audit Period: 5/1/2012-10/31/2012
 Audit Type: Fraud
 Finding Report - One finding

Spokane County

Audit Number: 1009455
 Date Released: 04/08/2013
 Audit Period: 01/01/2011- 12/31/2011
 Audit Type: Accountability

Whitman County

Audit Number: 1009317
 Date Released: 3/18/2013
 Audit Period: 1/1/2011-12/31/2011
 Audit Type: Financial and Federal
 Finding Report - Two findings

Other Activities and Visits since January 2013

Mr. Olsen reported on his other activities.

INFORMATION SERVICES UPDATE – Steve Hillesland

Mr. Davis reported on the CRAB Technology Exchanges, held January 15 in Olympia and April 2 in Wenatchee. The purpose was to give county employees an overview of CRAB's products, services and training and to learn the counties' needs and wants.

Mr. Ayres presented an overview of Civil 3D's capabilities and recent additions to the software that have been provided to the counties. He noted that Autodesk will be sponsoring two Technology Days conferences, June 4-5 in Wenatchee and June 6-7 in the CRAB offices. All county design staff will be invited to attend.

Mr. Hillesland noted that future RAP contracts will be printed on watermarked paper in order to ensure maximum security of the documents.

Mr. Hillesland presented the Contract for Services between the Washington State Association of Counties (WSAC) and CRAB, which outlines the terms and budget for CRAB's work on identifying, evaluating, and implementing performance measures associated with county transportation activities. He noted that staff has built a prototype dashboard for accessing the data.

Chair Burton called a brief recess.

INTERGOVERNMENTAL POLICY UPDATE – Jeff Monsen

Mr. Monsen noted meetings with the following counties since the January 2013:

Lewis - 2/12 & 3/21 (financial reporting), Clark - 2/12 (financial reporting), Skamania - 2/13, Cowlitz - 2/14, Kitsap - 2/15 (financial reporting), Jefferson - 2/21, Skagit - 2/27 & 3/1, San Juan - 2/28, Benton - 3/11, Franklin - 3/12 (ER&R), Walla Walla - 3/13 (ER&R), Adams - 3/14 (financial reporting), Kittitas - 3/15, Chelan - 3/15, Whatcom - 3/29, and King - 4/11

Other Activities

Mr. Monsen reported on his other activities.

County Engineer Training

Mr. Monsen noted upcoming training sessions:

2-hour at Skamania County, 2/13, 6 participants, including two Commissioners and Sheriff

2-hour at Chelan County, 4/4, for all PW administrative staff

Upcoming Training -- 3-day at CRAB, May 7-9

Status of Financial Reporting Review

Mr. Monsen noted that the figures reported to CRAB can differ from those reported to the State Auditor and WSDOT. The Board instructed him to further research the issue.

Chair Burton adjourned the meeting at 10:25 am.

Chairman’s Signature: _____

Attest: _____