

Minutes
County Road Administration Board
October 31-November 1, 2013
CRAB Office – Olympia, Washington

Members Present: Dale Snyder, Douglas County Commissioner, Chair
 *Brian Stacy, PE, Pierce County Engineer, Vice-Chair
 *Andrew Woods, PE, Columbia County Engineer, Second Vice-Chair
 Rob Coffman, Lincoln County Commissioner
 Bob Koch, Franklin County Commissioner
 John Koster, Snohomish County Councilmember
 Mike Leita, Yakima County Commissioner
 Bill Schulte, Lewis County Commissioner
 Mark Storey, PE, Whitman County Engineer

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

Guests: *Pete Ringen, PE, Wahkiakum County Engineer/Director
 *Blair Brady, Wahkiakum County Commissioner
 **Gary Rowe, WSACE Managing Director

(*October 31, 2013 only) (**November 1, 2013 only)

CALL TO ORDER

Chair Snyder called the County Road Administration Board quarterly meeting to order at 1:00 pm on Thursday, October 31, 2013, at the CRAB Office in Olympia.

CHAIR'S REPORT

Introductions

Chair Snyder introduced new CRABoard member, Whitman County Engineer Mark

Storey, PE, and welcomed him to the Board. He also noted that this will be Councilmember Koster's last meeting, as he is not eligible for re-election due to term limits legislation in Snohomish County.

Approve Agenda for the October 31-November 1, 2013 Meeting

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

Approve Minutes of August 1-2, 2013 CRABoard Meeting

Second Vice-Chair Woods moved and Commissioner Coffman seconded to approve the minutes of the August 1-2, 2013 CRABoard meeting. **Motion passed unanimously.**

Approve Minutes of September 12, 2013 Special CRABoard Meeting

Second Vice-Chair Woods moved and Vice-Chair Stacy seconded to approve the minutes of the September 12, 2013 Special CRABoard meeting. **Motion passed unanimously.**

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Hart reported that there are 94 active RAP projects. CRAB has total anticipated revenue of \$521,081,824 through the 2011-13 biennium. \$471,999,217 has been expended to date. There are outstanding obligations of \$120,522,978.

Regional Project Types Summary

Mr. Hart summarized the proposed regional RAP project types and funding for the 2014 call for new RAP projects.

Resolution 2013-010 – Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2013-010 – apportion RATA funds to regions, which approves that the accrued amount of \$5,163,736 now credited to RATA for August 2013 through October 2013 be apportioned to the regions by the established 2013-2015 biennium regional percentages after setting aside \$118,125 for administration.

Commissioner Koch moved and Councilmember Koster seconded to approve Resolution 2013-010. **Motion carried unanimously.**

Establishing a RAP Funding Period - 2015-2017

Mr. Hart outlined the key issues the CRABoard must consider in establishing a funding period, including estimated revenue, obligation levels, partially funded projects awaiting additional funds, recent balance activity, and potential adjustments to current projects.

He noted that over-obligation has worked effectively to suppress the RATA balance. Given that the CRABoard has successfully delayed projects when demand on the balance was very high, and that all regions now have criteria to submit shorter term project types, staff recommends a call for new projects be issued in January, 2014.

Staff further recommends that in the event the RATA balance should drop below \$12,000,000, projects which have not accomplished environmental review (statewide Department of Archeological and Historical Preservation or Federal section 106 cultural review, shorelines permits, and biological assessments, etc.); significant design level or Plans, Specifications and Estimate stage; or resolution of right of way issues, be delayed by the CRAB Director prior to any additional delays to projects that have accomplished the above listed stages. He included a list of example projects that could be delayed.

Following questions and discussion, Vice-Chair Stacy moved and Councilmember Koster seconded to establish a call for new projects to be issued by January 2014 and that staff recommendations for balance management be followed. **Motion carried unanimously.**

Chair Snyder called for a brief recess.

Staff presented Councilmember Koster with a cake to thank him for his years of service on the Board.

WAHAKIYAKUM COUNTY UPDATE

Chair Snyder introduced Commissioner Brady and Mr. Ringen, who updated the Board on the status of Wahkiakum County's ferry construction project.

Commissioner Brady reported that the county is researching their rate structure and may be adjusting their ferry rates on a periodic basis.

Mr. Ringen reported that the county has obtained a Highway Infrastructure Account Loan for \$1.2 million from the Highways & Local Programs (H&LP) division of the Washington State Department of Transportation (WSDOT). He noted that all of the county's State Transportation Planning Regional Funds and county road funds are committed to the project. He reported that their current ferry has developed a crack in the hull and is undergoing US Coast Guard-approved repairs. The new ferry will be delivered in February 2015.

DIRECTOR'S REPORT

Director's Activities

Mr. Weber reported on his recent activities.

2014 Meeting Schedule

Mr. Weber presented staff's recommendations for the 2014 CRABoard meeting schedule.

Following discussion, Commissioner Schulte moved and Councilmember Koster seconded to set the 2014 CRABoard Meetings on January 30-31, April 24-25, July 31-

August 1, and October 23-24. **Motion passed unanimously.**

Approve Annual Certification Form

Mr. Weber noted that the only changes are to reflect the current reporting period dates. Second Vice-Chair Woods moved and Mr. Storey seconded to approve the 2013 Annual Certification Form. **Motion passed unanimously.**

2013-15 Current Budget Status

Mr. Weber noted that the Rural Arterial Trust Account (RATA) is showing a large negative variance due to the increased number of payouts during construction season. This will self-correct through the fiscal year.

He also noted a negative variance in the County Arterial and Preservation Account (CAPA) due to the failure of the Treasurer's Office and Office of Financial Management to notify staff that funds were low at the end of the 2011-13 biennium. Consequently, CRAB obligated funds that had not been appropriated. The Treasurer released the funds, and they will be repaid by CRAB over the course of the current fiscal year.

RAP Technical Correction

Mr. Weber reported that in the current budget, the RATA Fund was under-appropriated by approximately \$25,000,000. He emphasized that the funds are there, they just have not been released. Staff will be requesting that these funds be appropriated through a technical correction to the budget in the 2014 legislative session.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen noted that there were no vacancies or changes in County Engineers during this quarter.

The Public Works Director of Skagit County has resigned. Dan Berentson has been named as acting Director.

County Visits completed since July 2013

Official County Visits to the following counties were conducted:

- King County
- Island County
- Kitsap County
- Franklin County

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 47 audit reports representing 37 counties since the July 2013 Board meeting. **Any audits with county name in bold print revealed substantive findings involving County Road Funds, specifically:**

2012 Audits

Report #	Entity/Description	Report Type	Audit Period	Date Released	New Find#	Co. Rd?	PrevFind#	Status
1010231	Thurston County	Financial and Federal	01/01/2012 to 12/31/2012	8/12/2013	3	1		Ongoing
1010232	Thurston County	Accountability	01/01/2012 to 12/31/2012	8/12/2013				
1010317	Yakima County	Comp. Annual Financial Report	01/01/2012 to 12/31/2012	8/15/2013				
1010241	Benton County	Financial and Federal	01/01/2012 to 12/31/2012	8/19/2013				
1010255	Snohomish County	Financial and Federal	01/01/2012 to 12/31/2012	8/19/2013		0	3	Resolved
1010262	Adams County	Financial and Federal	01/01/2012 to 12/31/2012	8/19/2013	1	1		Ongoing
1010280	Skagit County	Financial and Federal	01/01/2012 to 12/31/2012	8/26/2013		0	1	Resolved
1010304	Skagit County	Accountability	01/01/2012 to 12/31/2012	8/26/2013				
1010331	Snohomish County	Fraud	01/01/2010 to 01/31/2012	9/3/2013	1	1?		Ongoing
1010271	Pierce County	Financial and Federal	01/01/2012 to 12/31/2012	9/16/2013				
1010405	Columbia County	Financial and Federal	01/01/2012 to 12/31/2012	9/16/2013				
1010412	Walla Walla County	Financial and Federal	01/01/2012 to 12/31/2012	9/16/2013				
1010430	Lewis County	Financial and Federal	01/01/2012 to 12/31/2012	9/23/2013	2	1		
1010453	Okanogan County	Financial and Federal	01/01/2012 to 12/31/2012	9/23/2013			1	Resolved
1010454	Okanogan County	Accountability	01/01/2012 to 12/31/2012	9/23/2013				
1010460	Spokane County	Financial and Federal	01/01/2012 to 12/31/2012	9/23/2013	1	1	1	Ongoing
1010469	Franklin County	Financial and Federal	01/01/2012 to 12/31/2012	9/23/2013				
1010475	Fairfield County	Financial and Federal	01/01/2012 to 12/31/2012	9/23/2013				
1010476	Kititas County	Financial and Federal	01/01/2012 to 12/31/2012	9/23/2013	2	1	1	Resolved
1010483	Lincoln County	Financial and Federal	01/01/2012 to 12/31/2012	9/23/2013				
1010484	Asotin County	Financial and Federal	01/01/2012 to 12/31/2012	9/23/2013				
1010485	Stevens County	Financial and Federal	01/01/2012 to 12/31/2012	9/23/2013		0	1	Resolved
1010487	Clallam County	Financial and Federal	01/01/2012 to 12/31/2012	9/23/2013				
1010488	Whatcom County	Financial and Federal	01/01/2012 to 12/31/2012	9/23/2013				
1010489	Whatcom County	Accountability	01/01/2012 to 12/31/2012	9/23/2013				
1010491	Ferry County	Financial and Federal	01/01/2012 to 12/31/2012	9/23/2013	1	0	1	Ongoing
1010497	Yakima County	Financial and Federal	01/01/2012 to 12/31/2012	9/23/2013	2	0		Ongoing
1010501	Pend Oreille County	Financial and Federal	01/01/2012 to 12/31/2012	9/27/2013				
1010520	Clark County	Financial and Federal	01/01/2012 to 12/31/2012	9/27/2013	0	0	1	Resolved
1010556	Wahkiakum County	Financial and Federal	01/01/2012 to 12/31/2012	9/27/2013				
1010596	Douglas County	Financial and Federal	01/01/2012 to 12/31/2012	9/27/2013	0	1	1	Resolved
1010607	Grant County	Financial and Federal	01/01/2012 to 12/31/2012	9/27/2013				
1010504	Skamania County	Financial and Federal	01/01/2012 to 12/31/2012	9/30/2013	2	1?	2	Resolved?
1010516	Chelan County	Financial and Federal	01/01/2012 to 12/31/2012	9/30/2013	1	0	2	Resolved?
1010522	King County	Financial and Federal	01/01/2012 to 12/31/2012	9/30/2013	2	0	12	Resolved?
1010527	Mason County	Financial and Federal	01/01/2012 to 12/31/2012	9/30/2013	2	1		Ongoing
1010557	Pacific County	Financial and Federal	01/01/2012 to 12/31/2012	9/30/2013				
1010570	Grays Harbor County	Financial and Federal	01/01/2012 to 12/31/2012	9/30/2013				
1010575	San Juan County	Financial and Federal	01/01/2012 to 12/31/2012	9/30/2013	1	0	1	Resolved?
1010600	Island County	Accountability	01/01/2012 to 12/31/2012	9/30/2013	1	1?		
1010601	Island County	Financial and Federal	01/01/2012 to 12/31/2012	9/30/2013				
1010605	Klickitat County	Financial and Federal	01/01/2012 to 12/31/2012	9/30/2013	2	0		
1010611	Jefferson County	Financial and Federal	01/01/2012 to 12/31/2012	9/30/2013	2	0		
1010612	Cowlitz County	Financial and Federal	01/01/2012 to 12/31/2012	9/30/2013	1	0		
1010621	San Juan County	Accountability	01/01/2012 to 12/31/2012	9/30/2013				
1010677	King County	Special	01/01/2012 to 12/31/2012	10/21/2013				
1010672	Lewis County	Accountability	01/01/2012 to 12/31/2012	10/28/2013				

Deputy Director's Activities

Mr. Olsen reported on his activities since the August 2013 CRABoard meeting.

Chair Snyder recessed the meeting at 3:23 pm on October 31, 2013. The CRABoard meeting will resume October 31, 2013 at 9:00 am.

County Road Administration Board
Friday, November 1, 2013

CALL TO ORDER

The second day of the fall CRABoard meeting was called to order by Chair Snyder at 9:00 am on November 1, 2013.

WSACE PRESENTATION

Mr. Rowe presented a recent letter from the Washington State Association of Counties (WSAC) to the Governor and Transportation leadership in the legislature emphasizing the need for funding for county roads and summarizing the county needs and priorities for preservation and maintenance.

He updated the Board on the Performance Measures project, noting that there will be a presentation on the County Transportation Metrics dashboard at the upcoming WSAC Conference.

He outlined the agenda for the upcoming Washington State Association of County Engineers (WSACE) Annual Meeting, to be held in conjunction with the WSAC Annual Convention, November 12-14 in Vancouver.

INFORMATION SERVICES

Mr. Hillesland updated the Board on recent IT projects, including updates to RAP Online. Ms. O'Shea has been doing extensive testing on these updates, which are planned to be deployed in early November.

Upcoming projects include improvements to the Pavement Management System, and GIS and mapping functionality updates.

He presented the agenda for the 23rd Annual Road Design Conference, to be held November 5-7 in Bremerton, and noted that Autodesk will be providing one day of training prior to the conference.

Mr. Davis briefed the Board on the use of Team Viewer, which allows staff to view and temporarily take control of a Mobility user's computer in order to help to resolve issues. Thirty-seven of the 39 counties have given permission for staff to use this application.

Mr. Oyler reported on staff's development of a new, more streamlined database for the CRAB website.

COMPLIANCE

Mr. Pohle noted that Okanogan County has interviewed three candidates for the position of County Engineer, and made one offer of employment. Negotiations with that individual were not fruitful, so the County has moved to discussions with another candidate.

He reported that as a result of his review of the required submittals for 2013, staff discovered they had not received a copy of the Inspection of Bridges on County Roads Report from each county as required, which was quickly rectified by staff. Additionally, all the reports were reviewed for minimum compliance with the WAC. The review determined that 21 county reports met the minimum requirements, 16 did not, Garfield County is unknown as no bridges were inspected in the last cycle and therefore did not submit a report, and Island County has no NBI bridges. Staff's opinion regarding Garfield County is that regardless of whether actual inspections have occurred in the current cycle, the WAC requires a report be provided to the Legislative Authority during preparation of each six-year program revision.

He noted that the content of the reviewed reports varied widely, which provided a good opportunity for CRAB to provide a model document to help the County Engineers meet the minimum content requirement, as well as produce a document that is contextually relevant and useful to the Legislative Authority. He presented a model document developed by staff.

He provided detail on the County Audits for 2012:

Skamania County – The County has one new finding - “The County used fund balance, debt proceeds and restricted funds to meet current operating expenses and is at risk of not being able to meet future financial obligations and maintain services”. Current Expense took a loan from the Road Fund in CAPA funds (as described by the County Engineer) to be repaid by December 2014. The SAO has concerns the financial health of the County is such that repayment of debt is suspect in their opinion. Staff will monitor the situation.

Chelan County – the County had two previous findings. One was County Road related and has been resolved.

Mason County – the County has two new findings, one County Road related. Regarding the Lower Elfendahl Pass road, the Public Works Director failed to keep a copy of the Consultant comparison score sheet in the project file, and failed to keep a copy of the supporting documentation for their suspension and debarment review of the design Consultant's sub-consultants in the project file.

Island County – the County has one new finding which may affect the County Road Fund. The Treasurer's Office is behind on processing Property Tax supplements.

These supplements can increase or decrease the amount of property taxes, thus affecting the County Road Fund balance.

Douglas County – the County had one previous finding which was partially County Road related. It has been resolved.

Spokane County – the County has one ongoing finding involving County Road that has been partially corrected. Regarding the Bigelow Gulch Road project, their right-of-way procedures were found to be out of compliance with the Uniform Relocation Assistance and Real Property Acquisition Policy Act.

Kittitas County – the County has two new findings, one involving County Road. Regarding the Salmon La Sac Chip Seal Preservation, the Public Works Director failed to review the suspension and debarment status of two material-supply-only vendors on a federally funded project.

Snohomish County – Fraud Investigation Report, does involve the County Road Fund. An Engineering Technician from the Surface Water Management Division was misreporting his actual hours on his timesheet. The County Engineer reports the impact to the County Road Fund is \$3772.47. The Snohomish County Prosecuting Attorney is pursuing civil remedies to recoup the funds. The County also had three previous findings, one involving County Road that has been resolved.

Adams County – the County has one new finding which involves County Road. The County was unaware of its responsibility to check the suspension and debarment status of vendors procured through the Washington State Department of Enterprise Services (DES) contract for use on federally funded projects.

Thurston County – the County has three new findings, one involving County Road. Regarding the January 2012 storm, the County failed to review the suspended and debarment status of two vendors hired for debris removal and paid with federal funds.

Mr. Pohle reported on his other activities since July 2013.

INTERGOVERNMENTAL POLICY

Mr. Monsen noted travel to and general discussions since the August 2013 CRABoard meeting at the King, Mason, Pierce, Skagit, Columbia, Franklin, Douglas, Okanogan and Kittitas County Engineer offices.

He reported on his other meetings and activities, and noted that representatives from the Governor's office and all four legislative caucuses spoke at a recent Washington Highway Users Federation meeting in Seattle, each describing their views on a potential transportation revenue package in a future legislative session.

He noted that the County Engineers' Training scheduled for December 10-12 at the CRAB offices has 14 participants signed up, with eight more on a waiting list.

He noted that the updated County Engineers' Desk Manual was released on September 27.

He reported that he is finalizing a survey to be sent to all counties requesting information about their financial data management systems. Information collected will be used to prepare agendas for future round-table discussions pertaining to options for modifications to financial reporting requirements.

MAINTENANCE MANAGEMENT

Mr. Moorhead noted that County Visits have continued on the planned schedule to meet with each county once every two years. He reported that as RAP projects are completed, visits are scheduled with the counties to review a few specifics of the project paperwork, and to take notes and photos of the finished projects. This effort is often part of travel around the state for other meetings. Meetings since July 2013 include Maintenance Management sessions in Franklin, Douglas, Lincoln, Pend Oreille, Columbia, and Garfield Counties; Maintenance Management and RAP Project File & Field Review sessions in Asotin, Whitman, Kittitas and Ferry Counties; and a Maintenance Management follow-up session in Franklin County.

He reported on his other activities since the August 2013 CRABoard meeting.

He summarized CRAB Mobility, PMS, and VisRate training since July 2013, and noted that upcoming training includes the Road Design Conference, County Engineers' Training and Mobility Training.

Chair Snyder raised the question of the starting time of future Friday CRABoard Meeting sessions. Commissioner Schulte moved and Mr. Storey seconded to begin future sessions at 8:30 am. **Motion passed unanimously.**

Meeting adjourned by Chair Snyder at 10:48 am.

Chairman

ATTEST: _____