

**Minutes**  
**County Road Administration Board**  
**April 24-25, 2014**  
**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  
 Robert Koch, Franklin County Commissioner  
 Ken Klein, Snohomish County Council Member  
 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  
 Derek Pohle, PE, Compliance & Data Analysis Manager  
 Randy Hart, PE, Grant Programs Manager  
 Bob Moorhead, PE, Maintenance Manager  
 Rhonda Mayner, Secretary  
 \*Karen Pendleton, Executive Assistant  
 \*\*Steve Hillesland, Assistant Director  
 \*\*Jim Oyler, Support Specialist  
 \*\*Kathy O'Shea, Database Specialist  
 \*\*Jim Ayres, Design Systems Engineer

**Guests:** \*Monte Reinders, PE, Jefferson County Engineer  
 \*Tim Elsea, PE, Lewis County PWD/Engineer  
 \*Tim Fife, PE, Lewis County Assistant Engineer  
 \*Mike Collins, PE, Pacific County Engineer  
 \*Andrea Harland, Pacific County Accounting Manager  
 \*Lisa Ayers, Pacific County Commissioner  
 \*Paul Plakinger, Pacific County Fiscal Analyst  
 \*Scott Lindblom, PE, Acting Thurston County Engineer  
 \*Steve Johnson, PE, Thurston County Civil Engineer  
 \*Theresa Parsons, PE, Thurston County Civil Engineer

*\*April 24, 2014 only*  
*\*\*April 25, 2014 only*

**CALL TO ORDER**

Chair Snyder called the County Road Administration Board quarterly meeting to order at 1:00 pm on Thursday, April 24, 2014, at the CRAB Office in Olympia.

## **CHAIR'S REPORT**

Chair Snyder requested that all cell phones be turned off and that guests please sign-in.

### **Approve Agenda for the April 24-25, 2014 Board Meeting**

Second Vice-Chair Woods moved and Commissioner Schulte seconded to approve the agenda as presented. **Motion carried unanimously.**

### **Approve Minutes of January 30-31, 2014 Board Meeting**

Commissioner Koch moved and Mr. Storey seconded to approve the minutes of the January 30-31, 2014 CRABoard meeting as presented. **Motion carried unanimously.**

### **Welcome New CRABoard Member**

Chair Snyder introduced Ken Klein, Snohomish County Council Member, and thanked him for his willingness to serve. All attendees introduced themselves.

## **RURAL ARTERIAL PROGRAM – Randy Hart**

### **Program Status Report**

Mr. Hart reviewed the Rural Arterial Program project status report. He noted that 994 projects have been completed. Anticipated revenue to the end of the 2013-2015 biennium is \$521,811,289. RAP expenditures to date total \$481,475,304. RAP obligations remaining are \$109,936,791.

### **RAP Preliminary Prospectuses**

Mr. Hart noted that 135 projects totaling \$167,860,000 have been submitted. He anticipates that roughly half of these will be submitted as final proposals, due in September 2014. Revenue available is \$38,000,000.

### **Resolution 2014-002 – Apportion RATA Funds to Regions**

Mr. Hart presented Resolution 2014-002 to the Board. This resolution apportions the accrued amount of \$4,235,387 now credited to RATA for February through April 2014 to the regions by the established 2013-15 biennium regional percentages after setting aside \$123,000 for administration. Commissioner Leita moved and Commissioner Schulte seconded to adopt Resolution 2014-002 as presented. **Motion carried unanimously.**

### **Resolution 2014-003 – Allocate Estimated Revenue to Projects**

Mr. Hart presented Resolution 2014-003 to the Board. This resolution allocates \$9,896,400 of estimated 2013-15 fuel tax funds and turned back funds to projects in the five regions. Commissioner Koch moved and Commissioner Coffman seconded to adopt Resolution 2014-003 as presented. **Motion carried unanimously.**

### **Project Request – Jefferson County**

Mr. Hart announced that Jefferson County has requested \$257,400 in emergency RATA funding for the repair and reconstruction of Dosewallips Road, from milepost 1.60 to 1.75.

Mr. Hart noted that Dosewallips Road connects a number of residences, businesses, and the Olympic National Forest and National Park to State Route 101 and Hood Canal. On March 6, 2014 a landslide occurred from MP 1.60 to 1.75, damaging the roadway and depositing a large volume of mud and debris in the yards of local residents. The Board of County Commissioners declared a state of emergency on March 10, 2014, restricted travel to one lane, and began cleanup and repair of the site. The work was done using a local contractor and county forces. Landscaping and roadway pavement repair remain to be done when weather allows. Due to significant subsurface water at this location the county also plans to install catch basins, under-drains and extruded asphalt curb to direct water away from the slide site. Final work will include guardrail and pavement overlay.

Jefferson County estimates the cost to repair and restore full function of the road at \$286,000. The regional RATA contribution limit is 90%. The county has acknowledged that any RATA funding awarded per this request will result in a reduction of its 2015-2017 funding limit by the same amount.

Staff has reviewed the project site and observed the damage. Staff finds that this request meets the requirements for RAP emergency funds, and recommends approval of \$257,400 for repair and reconstruction of Dosewallips Road at milepost 1.60 - 1.75, with the same amount to be deducted from in the county's funding limit for the 2015–2017 biennium.

Mr. Hart introduced Mr. Reinders, who provided further information to the Board.

Following questions and discussion, Commissioner Coffman moved and Vice-Chair Stacy seconded to approve Jefferson County's request for \$257,400 in emergency RATA funding with a reduction in their 2015-2017 funding limit by the same amount. **Motion carried unanimously.**

### **Project Request – Thurston County**

Mr. Hart announced that Thurston County has requested \$724,500 in emergency RATA funding for the repair and reconstruction of Prather Road from milepost 0.49 to 0.55.

Mr. Hart noted that Prather Road is part of the arterial system connecting residences and small businesses to Rochester and Grand Mound west of Interstate 5. On February 18, 2014 a landslide occurred on the north side of Prather Road. The slide damaged trees and undermined guardrail and the structural section of the Prather Roadway. The slide also buried the downstream end of a culvert, resulting in further saturation of the hillside as water was impounded on the upstream side of the road. County staff inspected the site and found cracking in both lanes which could signify possible failure in the roadbed. There appeared to be more water flowing out of the culvert than flowing in, likely due to a spring or groundwater connection under the roadway. Due to these

concerns, this section of road was closed to all traffic. The site has been monitored since the slide, noting increased pavement cracking, slope settlement, and unchanged culvert flow. This confirms probable structural problems in the road bed and ongoing slope instability. On March 4, 2014 the Thurston County Commissioners issued a local emergency declaration and closed the road to ensure safety of the public.

Thurston County estimates the cost to repair the road at \$805,000. The regional RATA contribution limit is 90%. The county has acknowledged that any RATA funding awarded per this request will result in a reduction in its 2015-2017 funding limit by the same amount.

Staff has reviewed the project site and finds that this request meets the requirements for RAP emergency funds. Staff recommends approval of \$724,500 in RATA funding for repair and reconstruction of Prather Road at milepost 0.49 - 0.55, with the same amount to be deducted from in the county's funding limit for the 2015–2017 biennium.

Mr. Hart introduced Mr. Lindblom and Mr. Johnson, who provided further information to the Board.

Following questions and discussion, Second Vice-Chair Woods moved and Mr. Storey seconded to approve Thurston County's for \$724,500 in emergency RATA funding with a reduction in their 2015-2017 funding limit by the same amount. **Motion carried unanimously.**

### **Project Request – Columbia County**

Mr. Woods recused himself from discussion and voting on this request, but noted he would be available to answer questions and provide information.

Mr. Hart announced that Columbia County has requested a scope change for the RATA-funded South Touchet Road project to reduce the super-elevation at one curve from 6% to 4% with no change in proposed RATA funding.

Mr. Hart noted that the South Touchet Road project was initially funded with \$803,000 in RATA funds on March 10, 2010. The remaining funding to \$1,350,000 was awarded on April 18, 2013. The county anticipates construction of RATA-funded improvements will commence in the spring of 2015.

In the original prospectus the county proposed to construct all deficient curves on South Touchet Road with 6% super-elevation rates. During the design process and expenditure of \$52,920.56 in RATA funds, the county realized that traffic from the intersecting Harting Grade Road will encounter an adverse and abrupt change in grade if the South Touchet Road super rate is constructed to 6% at that location. The county proposes instead to construct a 4% super-elevation

and increase the radius of the curve to 950 feet, improving the safety for all traffic movements, and meeting the 50 mph safe speed standard for this road.

The original prospectus score due to these and other proposed improvements was 82.16. Reducing the super-elevation at the Harting Grade Road intersection to 4% and improving the radius to 950 feet will result in an increase of 0.10 points and a new score of 82.26. The ranking of the project in the 2009-11 array remains unchanged and the project would still have been funded with the changes.

Staff finds the county's recommended reduced 4% super-elevation rate at the Harting Grade Road intersection is appropriate and supports the county's request to reduce the super-elevation rate of South Touchet Road to 4% and recommends the change in scope be approved by the CRABoard, with no change in RATA funding.

Following questions and discussion, Vice-Chair Stacy moved and Commissioner Coffman seconded to approve Columbia County's request for a scope change for the RATA-funded South Touchet Road project with no change in proposed RATA funding. **Motion carried unanimously, with Mr. Woods recused.**

### **Project Request – Lewis County**

Commissioner Schulte recused himself from discussion and voting on this request.

Mr. Hart announced that Lewis County has requested a scope increase for its RATA-funded, gravel surfaced King Road project. The request is to extend the limits of the beginning of the project from milepost 8.41 back to 8.34 in order to include Boistfort Winlock Road intersection improvements. The county also requests the end of the project be adjusted from milepost 10.55 to 10.54 to match the beginning of pavement on the other end the project, with no change in RATA funding for the project.

Mr. Hart noted that on April 17, 2003, the CRABoard granted initial funding of \$67,405 for Lewis County's King Road. Additional funding to \$629,800 was awarded on April 29, 2004 and full funding to \$1,162,000 on April 29, 2005. In 2007 the county suffered major flood damage that preempted any progress on King Road. As a result, on October 27, 2008, the county was granted a two year extension of the construction lapsing date, to April 17, 2011. The CRABoard further delayed King Road to April 17, 2012, among other projects statewide, to manage a limited RATA balance and spending appropriation at that time.

The project commenced construction on March 28, 2012 when the county advertised for bidders on the purchase of culvert pipe materials in preparation for the full road construction project. The road construction project was advertised on March 26, 2014. No physical work has been done, but the limits of the

project, which include the Boistfort Winlock Road intersection, have been marked at the site.

The project was granted a scope reduction in roadway width on October 27, 2011. This allowed the road to be built 26 feet wide rather than the 28 feet proposed in the prospectus. Since the standard width for this road type and traffic volume is 24 feet, the project score and ranking did not change.

The county now plans to realign approximately 400 feet of Boistfort Winlock Road's skewed approach so that it connects to King Road at 90 degrees just inside milepost 8.34. Also, since the pavement outside the project limits at the other end actually starts at milepost 10.54 and not 10.55, the county requests the end milepost of the King Road RAP project be revised accordingly. The net increase in project length is 0.06 miles with the new project limits being milepost 8.34 to 10.54.

CRAB staff has reviewed the project site with county staff and determined that adding the Boistfort Winlock intersection realignment work to King Road would be a major safety enhancement and likely save the county additional time and costs over improving the intersection separately. Also, adjusting the ending milepost to 10.54 removes a previously improved and unnecessary section from the project.

The ranking of King Road on the 2003–05 biennium funding array was based on a score of 58.64, which will not change as a result of these proposed scope revisions. Since the county plans to pay for any additional costs related to these changes, staff recommends the project limits be revised to milepost 8.34 to 10.54 via an amendment to the CRAB – County contract.

Mr. Hart introduced Mr. Elsea, who provided further information to the Board.

Following questions and discussion, Commissioner Leita moved and Commissioner Koch seconded to approve Lewis County's request for a scope change for its King Road project, with no change in RATA funding for the project.

**Motion carried unanimously, with Commissioner Schulte recused.**

**Chair Snyder called for a brief recess.**

Mr. Snyder noted that this will be Commissioner Leita's last regular Board meeting, as he has elected not to re-apply when his term expires in June 2014. He presented Commissioner Leita with a plaque recognizing his service, and cake was served.

#### **PROPOSED WAC CHANGES – Derek Pohle**

Mr. Pohle presented a final draft of the proposed WAC changes. He noted that most were as presented at the January 2014 CRABoard meeting, with changes made to 136-

60-060 with "Use" replacing "Utilization"; and 136-60-030 adding "In accordance with RCW 36.81.130" per the Board's direction at that time.

Following discussion and questions, Second Vice-Chair Woods moved and Commissioner Leita seconded to approve the changes as presented and set a public hearing for Thursday, July 31, 2014 at 2:00 pm. **Motion carried unanimously.**

### **COMPLIANCE REPORT – Derek Pohle**

Mr. Pohle 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, and Annual Certification. He noted that all 39 counties submitted their electronic filings in a timely manner.

#### Changes in the office of County Engineer

1. Thurston County continues under an Acting County Engineer appointment of Scott Lindblom, PE. Thurston County recently announced the retirement of Public Works Director Donovan Willcutt, and would like to fill that position before filling the County Engineer position. Thurston County will continue to advertise for applicants and Mr. Lindblom will serve until a replacement is named.
2. Clark County appointed Heath Henderson, PE, as Interim Public Works Director and County Engineer effective January 3, 2014. Clark County has notified the Board that Mr. Henderson has been appointed County Engineer, effective March 19, 2014.

Mr. Pohle summarized his recent activities.

#### Pacific County

He reported that CRAB staff has been monitoring one new audit finding which was Road Fund related. Regarding the allocation of shared services costs, the county did not have adequate documentation in place to show the costs were fair and equitable. The total amount in question is \$8,300,000 in the 2011-2012 biennium. The four areas in question are charges from the Cumulative/Reserve Insurance Fund, charges from the Payroll Internal Service Fund, charges from ER&R, and Traffic Law Enforcement costs.

CRAB staff analyzed two sets of documents in order to inquire into the ER&R issue and made two Inquiry visits to Pacific County to assess the issues. The County's issues stem from not knowing the Fund equity distribution between the contributing Funds, CR, CE, etc. It was discovered that sufficient detail regarding Fund Equity was available for the year 2008 in order to reconstruct from 2006 to the present in order to assign fund balance amounts to the contributors. After further work on the issue, county staff discovered that a serious overstatement of Fund reserves occurred during the 2008-09 conversion from GAAP to cash

accounting, resulting in the fund balance being overstated by almost 100%. It was this excess Fund balance that reportedly prompted the Board of County Commissioners to desire to return some of the balance to the contributing Funds. However, the Fund Equity distribution was not known so they opted for a temporary percentage reduction in rates rather than a lump sum return. After considerable analysis, it has been determined the Current Expense Fund portion of the ER&R Fund balance was drawn down into a negative position of -\$526,334. The negative effect on the Road Fund equity was -\$255,272 of the aforementioned sum.

The issue of unsupported Traffic Law Enforcement costs was also discussed at some length on the second visit. There are allegedly records available that could substantially support the costs for the audit period. The County has provided a methodology, based on those available records, and submitted for review. The issues with the Insurance Fund and the Payroll Fund have been acceptably analyzed and dealt with by the County, in the opinion of CRAB staff.

Mr. Pohle introduced Commissioner Ayers and Mr. Collins, who gave further information to the Board. Ms. Ayers noted that the ER&R fund has already been paid back, and that staff is working on putting new policies and procedures in place to avoid this type of issue in the future. Mr. Collins reported that the Public Works Department and Auditor's office were using different accounting software, which contributed to the miscommunication.

#### Clark County

CRAB staff has been monitoring one new audit finding which was Road Fund related. Regarding the allocation of General Liability Insurance costs to the covered Funds, the county did not equitably charge all Funds, resulting in the Road Fund being overcharged. The county did have an allocation methodology but did not follow it. The amount in question is stated as \$1,659,699. The county has put in place methodologies to equitably charge the covered Funds for the 2013-2014 budget biennium, resulting in a refund to the County Road Fund. The County has yet to address the issue of repayment for 2011-12 as stated in the SAO Finding.

### **ANNUAL CERTIFICATION – Jay Weber**

#### **Resolution 2014-004 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 his report of his review of the annual certifications submitted by the counties for the calendar year 2013. 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.

Mr. Weber 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 2014-004 stating the issuance of Certificates of Good Practice to the 39 counties.

Commissioner Leita moved and Commissioner Koch seconded to approve Resolution 2014-004, issuing Certificates of Good Practice to all 39 counties.

**Motion carried unanimously.**

## **DIRECTOR'S REPORT – Jay Weber**

### **CRABoard Positions**

Mr. Weber reported that on April 2, 2014 he sent a letter to WSAC President Helen Price Johnson notifying her of the expiration in June 2014 of the terms of Commissioner Leita, Commissioner Schulte, and County Engineer Woods. He noted that all three are eligible for reappointment by WSAC, although Commissioner Leita has informed staff that he will not apply for reappointment. Commissioner Schulte and Mr. Woods have applied for reappointment.

### **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 9, 2014.

### **WSACE Project-Program Manager Award Nominations**

Mr. Weber reported that nomination forms for the WSACE Project-Program Manager Award have been sent out. This year's application deadline is May 9, 2014.

### **Current Budget**

Mr. Weber reviewed CRAB's current budget status, noting that there are negative variances in some areas, but they will be at zero by the end of the biennium.

### **2013-15 Supplemental Budget**

Mr. Weber reported that the legislature added \$22,500,000 to the RATA account and \$2,000,000 to the CAPP account in the capital budget. There were minor changes to the operating budget.

### **Highway Safety Account**

Mr. Weber reported that the Legislature approved an appropriation to be

distributed to the counties through Fund 106 (Highway Safety Account) using the CAPA distribution formula in the 2012 supplemental budget. In the 2011-13 biennium the Legislature approved an additional \$3,500,000 appropriation to be distributed to the counties solely for the county arterial preservation program to help counties meet urgent preservation needs.

Last biennium the funds were distributed directly to the counties using the CAPP distribution formula with no overhead cost for administration.

Mr. Weber noted that the current budget bill, ESSB 6001, lacks guidance for the distribution or restrictions on the use of HSA funds as were included in the 2011–2013 budget. Since CRAB’s decision package for the 2013–2015 budget is based on the fund’s previous usage, the remaining HSA funds will be distributed to the counties by the CAPP factors and follow CAPP eligibility requirements. This procedure maintains the current flow of funds and the same detail of reporting without interruption.

Staff is pursuing further clarification from the Office of Financial Management to determine how the transfer will take place and what other guidance support may be available for the use of and/or restrictions on the funds.

**Chair Snyder recessed at 3:50 pm on Thursday, April 24, 2014. The meeting will resume Friday, April 25, 2014 at 8:30 am.**

**Friday, April 25, 2014**

**CALL TO ORDER**

The second day of the CRABoard meeting was called to order by Chair Snyder at 8:30 am on April 25, 2014.

Chair Snyder noted that Gary Rowe, WSACE Managing Director, is ill and will not be in to give his usual report.

**DEPUTY DIRECTOR'S REPORT – Walt Olsen**

**County Engineers/Public Works Directors**

Mr. Olsen announced the following change in the status of County Engineers and Public Works Directors since January 2014:

1. Thurston County continues under an Acting County Engineer appointment of Scott Lindblom, PE. Thurston County has recently announced the retirement of Public Works Director Donovan Willcutt, and would like to fill that position before filling the County Engineer position. Thurston County will continue to advertise for applicants and Mr. Lindblom will serve until a replacement is named. Mr. Olsen is assisting with the advertising and interview process.
2. Clark County appointed Heath Henderson, PE, as Interim Public Works Director and County Engineer effective January 3, 2014. Clark County has notified the Board that Mr. Henderson has been appointed County Engineer, effective March 19, 2014.

**County Visits completed since January 2014**

- Snohomish County
- Cowlitz County
- Pacific County
- Adams County
- Whitman County
- Thurston County
- Grant County
- Lincoln County
- Spokane County
- Stevens County
- Pend Oreille County

Numerous contacts with County Engineers took place in other venues.

**County Audit Reports reviewed since January 2014**

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 eight audit reports representing eight counties since the January 2014 board meeting. Three audits contained a total of three findings issued and none involved County Road Funds in any form. Any audit with **Finding Report** in bold print revealed substantive findings involving County Road Funds.

## 2012 Audits

<u>Report #</u>	<u>Entity/Description</u>	<u>Report Type</u>	<u>Audit Period</u>	<u>Date Released</u>	<u>New Find#</u>	<u>Co. Rd?</u>	<u>PrevFind#</u>	<u>Status</u>
1011580	Grant County	Accountability	01/01/2012 to 12/31/2012	4/7/2014	1	0	1	
1011528	Benton County	Accountability	01/01/2012 to 12/31/2012	3/31/2014	0	0	0	
1011539	King County	Accountability	07/01/2012 to 06/30/2013	3/31/2014	0	0	0	
1011486	Garfield County	Accountability	01/01/2011 to 12/31/2012	3/24/2014	1	0	0	
1011401	Franklin County	Accountability	01/01/2012 to 12/31/2012	3/10/2014	1	0	0	
1011363	Spokane County	Accountability	01/01/2012 to 12/31/2012	3/3/2014	0	0	0	
1011364	Douglas County	Accountability	01/01/2012 to 12/31/2012	3/3/2014	0	0	0	
1011219	Snohomish County	Accountability	07/01/2012 to 06/30/2013	2/3/2014	0	0	0	
					3	0	1	

### Other Activities and Visits since January 2014

Mr. Olsen reported on his other activities.

### **INFORMATION SERVICES UPDATE – Steve Hillesland**

Mr. Hillesland reported that a Mobility update is in testing and will be released soon. The major new addition is an enhanced cross-section feature. He noted that Mobility is ten years old this month.

He introduced a Mobility proposal – a Systemic Safety Project Selection Tool developed by the US Department of Transportation and Federal Highway Administration. The program assists in the identification and prioritization of safety projects. Staff is researching the feasibility of adding this to Mobility and has applied for a grant from the Traffic Safety Commission. He plans to speak about the proposal at the Washington State Association of Counties Annual Conference in June.

He reported that Jim Ayres will be hosting an AutoDesk Technology Day event in Lacey

on April 29.

He gave the Board a brief update on the WSAC County Transportation Metrics project. Version One is complete but will need to be updated annually in May.

### **INTERGOVERNMENTAL POLICY UPDATE – Jeff Monsen**

Mr. Olsen reported that Mr. Monsen is also ill. He referred the Board to Mr. Monsen’s written report of meetings and activities since the January 2014 CRABoard meeting. He noted that most of the visits involve continued work on county financial reporting.

#### **County Engineer Training**

Mr. Olsen noted the upcoming County Engineer Training to be held May 6-8 in the CRAB offices, with 12 registrants representing ten counties.

He reported that two one-day customized “CE-lite” trainings were conducted: on February 27 with Snohomish County Road Maintenance, at their Cathcart road maintenance facility (19 participants); and on March 19 at the Okanogan County Public Works Office, with their Director and new County Engineer.

Staff is working on putting together a three-day “on-the-road” training package, with Franklin County being the likely “test” location in mid-summer, with plans to invite other neighboring counties to participate.

### **MAINTENANCE UPDATE – Bob Moorhead**

Mr. Moorhead noted that in 2013, he visited 21 of the counties for a detailed review of Maintenance Management procedures. Skamania County, on March 20, is the first to be scheduled for similar review in 2014. The remaining 17 will be scheduled over the course of the year.

Mr. Moorhead noted meetings with the following counties since the January 2014 CRABoard meeting:

- February 27: Snohomish County One-day County Engineer Training
- March 14: Pacific County Compliance Visit
- March 19: Pacific County RAP Applications Site Reviews
- March 19: Wahkiakum County RAP Applications Site Reviews
- March 20: Skamania County RAP Applications Site Reviews
- March 20: Cowlitz County RAP Applications Site Reviews
- March 26: Clark County RAP Applications Site Reviews
- April 22: Lewis County RAP Applications Site Reviews

Other meetings attended by Mr. Moorhead include:

- February 5-7: WSACE Professional Development, Cle Elum
- April 1: "Over the Shoulder" Maintenance Review, Spokane County
- April 2: Eastern Washington Association of County Road Supervisors, Ritzville
- April 3: "Over the Shoulder" Maintenance Review, Yakima County
- April 16-18: Washington State Chapter APWA Spring Conference, Tacoma

He presented a summary of CRAB training held since the January 2014 CRABoard meeting, and future training scheduled through May 2014.

**Other Business**

Mr. Leita thanked the Board for the opportunity to serve.

Chair Snyder noted that two of the Board members have a conflict with the scheduled dates of the October CRABoard meeting. Second Vice-Chair Woods moved and Vice-Chair Stacy seconded to change the dates to October 30-31, 2014. **Motion carried unanimously.**

**Staff was excused for the Board to meet in Executive Session.**

**Chair Snyder adjourned the meeting at 10:25 am.**

Chairman's Signature: \_\_\_\_\_

Attest: \_\_\_\_\_