

**Minutes**  
**County Road Administration Board**  
**July 31-August 1, 2013**  
**CRAB Office – Olympia, Washington**

**Members Present:** Dale Snyder, Douglas County Commissioner, Chair  
 Brian Stacy, PE, Pierce County Engineer, Vice-Chair  
 Drew Woods, PE, Columbia County Engineer, Second Vice-Chair  
 Rob Coffman, Lincoln County Commissioner  
 Bob Koch, Franklin County Commissioner  
 Ken Klein, Snohomish County Council Member  
 Todd Mielke, Spokane County Commissioner  
 Bill Schulte, Lewis County Commissioner  
 Mark Storey, PE, Whitman County Engineer  
 Kimberly Frinell, CRAB Counsel

**Staff Present:** Jay Weber, Executive Director  
 Walt Olsen, PE, Deputy Director  
 Steve Hillesland, Assistant Director  
 Karen Pendleton, Executive Assistant  
 Jeff Mosen, PE, Intergovernmental Policy Manager  
 Derek Pohle, PE, Compliance & Data Analysis Manager  
 Bob Moorhead, PE, Maintenance Manager  
 Rhonda Mayner, Secretary  
 \*Randy Hart, PE, Grant Programs Manager  
 \*Don Zimmer, Inventory Systems Manager  
 \*Bob Davis, Systems Manager

**Guests:** \*Tim Elsea, PE, Lewis County Engineer  
 \*Brad Bastin, PE, Cowlitz County Engineer  
 \*Reid Wheeler, retired CRAB staff member  
 \*Clint Wall, Douglas County Public Works  
 \*Jason Moore, Douglas County Public Works

*\*July 31, 2014 only*

**CALL TO ORDER**

Chair Snyder called the County Road Administration Board quarterly meeting to order at 1:00 pm on Thursday, July 31, 2014, at the CRAB Office in Olympia. He asked that all cell phones be silenced and that guests sign in.

## CHAIR'S REPORT

### Introductions

Chair Snyder introduced new CRABoard member, Spokane County Commissioner Todd Mielke, and welcomed him to the Board. He noted that Commissioner Schulte and Second Vice-Chair Woods were re-appointed to new terms expiring in June 2017.

### Approve Agenda for the July 31-August 1, 2014 Meeting

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

### Approve Minutes of April 24-25, 2015 CRABoard Meeting

Commissioner Koch moved and Mr. Storey seconded to approve the minutes of the April 24-25, 2014 CRABoard meeting. **Motion passed unanimously.**

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

Chair Snyder opened the floor for nominations for Chair, Vice-Chair and Second Vice-Chair.

Commissioner Coffman moved and Commissioner Schulte seconded to nominate Commissioner Snyder as Chair. **Motion passed unanimously.**

Mr. Woods moved and Commissioner Coffman seconded to nominate Mr. Stacy as Vice-Chair. **Motion passed unanimously.**

Mr. Storey moved and Vice-Chair Stacy seconded to nominate Mr. Woods as Second Vice-Chair. **Motion passed unanimously.**

## CERTIFICATIONS

### Resolution 2014-004 Certifying the 2014 Master Road Log

Mr. Zimmer presented Resolution 2014-004 - Certifying the 2014 Master County Roadlog, to reflect the county road system as of January 1, 2014. He noted that all 39 counties are compliant, and staff recommends approval of the roadlog.

After discussion and questions, Commissioner Coffman moved and Commissioner Mielke seconded to approve Resolution 2014-004 - Certifying the 2014 Master County Roadlog. **Motion passed unanimously.**

### Resolution 2014-005 Regarding Roadway Categories and Unit Costs for the 2014 and 2015 County Fuel Tax Distribution

Mr. Zimmer reviewed the process of determining the fuel tax distribution for the counties.

He presented Resolution 2014-005 - Regarding Roadway Categories and Unit Costs for the 2014 and 2015 County Fuel Tax Distribution, which certifies the factors used in the

computation of the fuel tax allocation factors. Staff recommends approval of the resolution.

After discussion and questions, Second Vice-Chair Woods moved and Vice-Chair Stacy seconded to approve Resolution 2014-005 - Regarding Roadway Categories and Unit Costs for the 2014 and 2015 County Fuel Tax Distribution. **Motion passed unanimously.**

## **RURAL ARTERIAL PROGRAM**

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

Commissioner Schulte abstained from discussion and voting on the request.

Mr. Hart reported that Lewis County has requested a scope change for the RATA-funded Centralia Alpha Road project, revising the milepost limits from 10.15–11.85 to 10.60–12.30, maintaining the original project length of 1.70 miles.

On March 26, 2010, the CRABoard approved \$655,300 in RATA funding for Lewis County's Centralia Alpha Road. The project received full funding to \$1,000,000 at the April 24, 2014 CRABoard meeting.

Mr. Hart noted that the original starting point of the project is located 1,040 feet beyond Centralia Alpha's intersection with the separately RATA-funded North Fork Road, and well beyond its crossing of the Newaukum River. The condition of the road to milepost 10.60 is on an elevated, level section with adequate base and is 26 feet wide, comprised of 11 foot lanes and 2 foot shoulders. Wetlands exist on both sides, and a fish-bearing stream runs along the north side of the road. The county has found that to accomplish the proposed widening to 30 foot standard from milepost 10.15 to 10.60 would require a \$200,000 fish passage culvert to serve a residential access road, and extensive wetland mitigation. These costs and strong resistance to right-of-way acquisition were not considered at the time of the original proposal. The county requests the proposal be amended, removing the section from milepost 10.15 to 10.60, and extending the end of the project to milepost 12.30, just past Centralia Alpha's intersection with Oppelt Road.

Whereas the exempted section is on an elevated, straight and level section of Centralia Alpha Road, the remaining and added sections address greater deficiencies in width, structure and crossing road sight distance. The new end of project will include improvements to the Oppelt Road approach alignment, which is at a sharp skew angle approaching Centralia Alpha Road. The final cost of the project is estimated at \$3,152,000, which includes \$1,000,000 RATA funds, \$1,634,000 STP regional funds, and \$518,000 county funds. The county requests no change to the existing RATA funds.

The section proposed to be dropped from the project had two fixed object injury collisions in 2001, (roadway departure exceeding safe speed), and one property

damage collision in 2008. The reference years for scoring collision experience in the RAP application was limited to a three year history, 2005 through 2007. The proposed additional section which extends to milepost 12.30 has had three property damage collisions (2004, 2006 and 2013). One injury collision (2008, driver inattention) occurred near the Oppelt Road intersection.

Staff observed the intersections of Senn Road and Oppelt Road. County staff described their proposed improvements to sight distance and turning movements at those locations.

The score of the Centralia Alpha RAP project that results from shifting the limits to MP 10.6–12.30 remains at 40.80. The project would have gained RATA funding with this proposed configuration. CRAB staff recommends approval of this request with no change to RATA funding.

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

Following questions and discussion, Mr. Storey moved and Second Vice-Chair Woods seconded to approve Lewis County's request for a scope change for the RATA-funded Centralia Alpha Road project, revising the milepost limits from 10.15–11.85 to 10.60–12.30, maintaining the original project length of 1.70 miles, with no change in RATA funding. **Motion passed unanimously, with Commissioner Schulte abstaining.**

### **Program Status Report**

Mr. Hart reviewed the Rural Arterial Program project status report. He noted that 1001 projects have been completed. Anticipated revenue to the end of the 2013-2015 biennium is \$521,811,289. RAP expenditures to date total \$484,120,388. RAP obligations remaining are \$105,888,416.

### **Regional Meetings Update**

Mr. Hart reported on items discussed at the recent meetings in all five regions. He noted that CRAB staff provided overview and guidance on RAP Online Prospectus submittals due September 2, 2014; Federal Land Access Program (FLAP) submittal process (17 of the 32 submittals involve 12 counties); scope changes to RAP projects; WAC cleanup; maintenance management; and the status of county compliance related to annual forms reporting.

He gave an overview of the policies and processes of scope changes to RAP projects. The issue has been raised of whether smaller, simpler county project requests could be approved by staff, without having to be brought before the Board. Chair Snyder asked that staff take this question to the counties, and report back at a future CRABoard meeting.

## **PUBLIC HEARING**

Chair Snyder opened the public hearing at 2:03 pm.

Mr. Pohle presented staff's proposed changes to WAC's 136-12-020, 136-16-030, 136-16-035, 136-20-020, 136-20-030, 136-20-040, 136-20-050, 136-20-060, 136-50-055, 136-60-050, 136-60-060, 136-70-010, 136-70-030, 136-70-040, 136-70-080, 136-70-090, 136-210-020, 136-210-030, 136-210-040, 136-210-050, 136-300-020, 136-300-040, 136-300-050, 136-300-060, 136-300-070, and 136-300-090. He noted that these changes are all housekeeping, updating and clarification.

Second Vice-Chair Woods recommended that all instances in the above-referenced WACS of "highways and local programs" be amended to "local programs".

Chair Snyder opened the hearing for public comment. Hearing none, Chair Snyder closed the public comment portion of the hearing. Commissioner Coffman moved and Commissioner Mielke seconded to approve the changes as presented, with the addition of the amendment of all instances in the above-referenced WACS of "highways and local programs" be amended to "local programs". **Motion passed unanimously.**

Chair Snyder closed the public hearing at 2:08 pm.

## **RURAL ARTERIAL PROGRAM continued**

### **Resolution 2014-006 Apportion RATA Funds to Regions**

Mr. Hart presented Resolution 2014-006 – Apportion RATA Funds to Regions, which apportions the accrued amount of \$4,683,872 now credited to RATA for May 2014 through July 2014 to the regions by the established 2013-2015 biennium regional percentages after setting aside \$123,000 for administration. Staff recommends approval of the resolution.

Vice-Chair Stacy moved and Commissioner Koch seconded to approve Resolution 2014-006 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

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

## **EXECUTIVE DIRECTOR'S REPORT**

### **CRAB Budget Update**

Mr. Weber noted that the summary of all accounts shows a negative variance of \$2,110,785. This is within CRAB's biennial appropriation, but ahead of the quarterly allotment allowance. He predicted that the negative variance in CAPP will be gone by the next CRAB board meeting, and the negative variance in RAP will be gone by the end of the biennium, bringing all accounts to positive variances.

Mr. Weber noted that he recently toured the areas affected by the Carlton Complex Fires in eastern Washington. Although there is no fire damage to any county roads, there is now concern of erosion and flooding due to the lack of ground cover. He advised the Board to be prepared for future funding requests from Okanogan County to assist in reparation of damage.

## DEPUTY DIRECTOR'S REPORT

### County Engineers/Public Works Directors

Mr. Olsen announced the following changes in status of County Engineers since April 2014:

1. Thurston County continues under an Acting County Engineer appointment of Scott Lindblom, PE, after the retirement of County Engineer Dale Rancour. Thurston County has recently announced the hiring of Ramiro Chavez, PE, to replace retired Public Works Director Donovan Willcutt, and will now fill the County Engineer position. Thurston County will continue to advertise for applicants and Mr. Lindblom will serve until a replacement is named.
2. By email on June 16, 2014 Snohomish County announced that County Engineer Owen Carter, PE, has taken an extended medical leave. In the interim, Public Works Director Steve Thomsen has delegated County Engineer authority to Bobann Fogard, PE. Mr. Carter has since returned to half time duty.
3. By phone on June 2, 2014, Benton County announced that Dan Ford was promoted to Public Works Director/County Engineer, effective immediately. This followed the resignation of Steve Becken as Public Works Director on May 30, 2014.

Mr. Olsen noted that staff just learned of the appointment of Andy Wilson to the position of Kitsap County Public Works Director. Staff has not yet received official notification from the county.

### County Visits

Official County Visits to Pend Oreille County, Thurston County, Franklin County, Benton County, Clark County, and Stevens County were conducted since the April 2014 CRABoard meeting.

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 16 audit reports representing 11 counties since the April 2014 board meeting. Four audits contained a total of five 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.

2012 Audits					# New	County	# Previous	Status of
Report #	Entity/Description	Report Type	Audit Period	Date Released	Findings	Road?	Findings	Findings
1012034	Whitman County	Financial	01/01/2012 to 12/31/2012	6/5/2014	1	No	1	Ongoing
1012035	Whitman County	Financial and Federal	01/01/2012 to 12/31/2012	6/5/2014	0	0	1	Resolved
2013 Audits					# New	County	# Previous	Status of
Report #	Entity/Description	Report Type	Audit Period	Date Released	Findings	Road?	Findings	Findings
1012269	Skagit County	Financial and Federal	01/01/2013 to 12/31/2013	7/28/2014	0	0	0	0
1012283	Clallam County	Financial and Federal	01/01/2013 to 12/31/2013	7/28/2014	0	0	0	0
1012226	Kitsap County	Financial and Federal	01/01/2013 to 12/31/2013	7/17/2014	0	0	0	0
1012227	Kitsap County	Special	01/01/2013 to 12/31/2013	7/17/2014	1	No	0	0
1012229	Kitsap County	Comprehensive Annual Financial Report	01/01/2013 to 12/31/2013	7/14/2014	0	0	0	0
1012214	Benton County	Comprehensive Annual Financial Report	01/01/2013 to 12/31/2013	7/8/2014	0	0	0	0
1012183	Chelan County	Comprehensive Annual Financial Report	01/01/2013 to 12/31/2013	6/30/2014	0	0	0	0
1012200	Pierce County	Comprehensive Annual Financial Report	01/01/2013 to 12/31/2013	6/27/2014	0	0	0	0
1012292	Clark County	Comprehensive Annual Financial Report	01/01/2013 to 12/31/2013	6/27/2014	0	0	0	0
1012103	King County	Financial	01/01/2013 to 12/31/2013	6/26/2014	0	0	2	Ongoing
1012104	King County	Comprehensive Annual Financial Report	01/01/2013 to 12/31/2013	6/26/2014	0	0	0	0
1012163	Thurston County	Comprehensive Annual Financial Report	01/01/2013 to 12/31/2013	6/26/2014	0	0	0	0
1012164	Snohomish County	Comprehensive Annual Financial Report	01/01/2013 to 12/31/2013	6/26/2014	0	0	0	0
1012270	Skagit County	Comprehensive Annual Financial Report	01/01/2013 to 12/31/2013	6/25/2014	0	0	0	0

### Activities

Mr. Olsen reviewed a list of his activities since the April 2014 CRABoard meeting.

### **AWARDS OF MERIT**

Mr. Weber presented plaques on behalf of the CRABoard to Mr. Wall and Mr. Moore in appreciation and recognition of their efforts above and beyond the call of duty to put out a fire and rescue a driver following a serious traffic accident on May 20 in Douglas County.

Vice-Chair Stacy moved and Second Vice-Chair Woods seconded that the Board draft a resolution recognizing Mr. Wall and Mr. Moore's actions. **Motion passed unanimously.**

**Chair Snyder recessed the meeting at 3:18 pm on July 31, 2014. The CRABoard meeting will resume August 1, 2014 at 8:30 am.**

**County Road Administration Board  
Friday, August 1, 2014**

**CALL TO ORDER**

The second day of the CRABoard meeting was called to order by Chair Snyder at 8:30 am on August 1, 2014.

**OPEN PUBLIC MEETINGS ACT TRAINING**

Ms. Frinell conducted a training session to satisfy the State's requirement that elected officials complete this training. All CRABoard members will receive certificates of completion. She noted that all elected officials must also complete a training session on the Open Public Records Act, and gave the Board a link to that training. A refresher session on each Act is required every four years.

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

**STAFF REPORTS**

**Assistant Director**

Mr. Hillesland noted that a new release of Mobility was recently done, and offered to give a brief introduction to Mobility at the October 2014 CRABoard meeting in order to give newer Board members more familiarity with the program. A former intern, Nhan "Jacky" Nguyen, is currently volunteering at the agency and working on the Mobility report writer.

He reported on CRAB website traffic statistics.

**Intergovernmental Policy Manager**

Mr. Monsen reported that since the April 2014 CRABoard meeting, he has had general discussions at the following County Engineer offices:

- Clark - 5/13 (SAO audit findings)
- Franklin - 6/12
- Benton - 6/12, 7/17
- Snohomish - 7/9
- King - 7/15
- Kitsap - 7/29

He summarized his other activities, including work on the annual update to the Desk Manual.

He noted that County Financial Reporting efforts to this point have been primarily financial data management related, with very limited effort into data management associated with "assets".

He reported that at the County Engineers' Training held May 6-8 in the CRAB offices, there were 10 participants representing eight counties. In addition, a mini session at

Benton County was held June 18-19 with nine participants, and a multi-part session July 16-17 had 13 participants from Benton, Franklin and Garfield Counties. He noted that staff intends to revise the agenda format slightly and schedule additional two-day sessions in other regional locations, in addition to one-day customized training for any county that requests it.

He presented a summary of County Engineers' Training provided by CRAB staff over the last four years, and a draft agenda for similar training for County Commissioners and Council Members.

### **Compliance and Data Analysis**

Mr. Pohle reported that all of the 39 counties submitted the required Road Log Update forms and documentation by the May 1 deadline.

He noted that CRAB staff has been monitoring a 2012 audit finding in Clark County 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 by \$1,659,699. The county had an allocation methodology but did not follow it. CRAB staff met with both the State Auditor's Office staff and Clark County staff to discuss the status of the audit finding. Clark County and the SAO audit team had several subsequent meetings, resulting in a proposed resolution. He referred to an attached letter from the Clark County commissioners regarding the current status of the situation.

Mr. Pohle summarized his other activities since the April CRABoard meeting.

### **Maintenance Management**

Mr. Moorhead reported that since the April 2014 CRABoard meeting he has completed Maintenance Management Checklist Reviews with Walla Walla, Yakima, Grays Harbor, Pierce, Chelan, Okanogan, Grant and Mason Counties; RAP Application Site Reviews in Thurston and Mason Counties; and a Maintenance Management Orientation in Kitsap County. He has also attended four Regional RAP meetings and the WSACE Annual Conference.

He reported on CRAB training sessions conducted since April 2014, and noted future training scheduled for August through October.

**Chair Snyder adjourned the CRABoard meeting at 11:40 a.m.**

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Chair

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Attest