Minutes
County Road Administration Board
October 30-31, 2014
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

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

Guests: *Melissa McFadden, PE, Mason County Engineer
*Bob Brueggeman, PE, Spokane County Engineer
*Chad Coles, PE, Spokane County Assistant Engineer
*Doug D'Hondt, PE, Kittitas County Engineer
*Pete Ringen, PE, Wahkiakum County Engineer/PWD
**Gary Rowe, WSACE Managing Director

**October 30, 2014 only*
***October 31, 2014 only*

CALL TO ORDER

Chair Snyder called the County Road Administration Board quarterly meeting to order at 1:00 pm on Thursday, October 30, 2014, at the CRAB Office in Olympia.

He reminded those present to silence their cell phones, and asked guests to sign in.

CHAIR'S REPORT

Approve Agenda for the October 30-31, 2014 Meeting
Commissioner Koch moved and Commissioner Schulte seconded to approve the agenda as presented. **Motion passed unanimously.**

Approve Minutes of July31-August 1, 2014 CRABoard Meeting
Commissioner Schulte moved and Vice-Chair Stacy seconded to approve the minutes of the July 31-August 1, 2014 CRABoard meeting as presented. **Motion passed unanimously.**

RURAL ARTERIAL PROGRAM

Program Status Report
Mr. Hart reviewed the RAP status report. There are 88 projects currently being funded, and 12 newly-approved projects with no RATA paid to date. CRAB has total anticipated revenue of $521,990,370 through the 2013-15 biennium. $448,775,711 has been expended to date. There are outstanding obligations of $105,806,416.

Federal Lands Access Program (FLAP)
Mr. Hart gave an overview of the FLAP proposals. He noted that projects were submitted on July 18, 2014, with requests totaling $30,000,000. The submittals were evaluated September 30, and approved projects will be programmed for funding in November for 2017 and 2018. The program amount is $13,000,000 per year, with 13.5% matching required. Eligible projects are transportation facilities that adjoin or provide access to any federal land. The lead agency for project delivery will be the Western Federal Lands Highway Division of the Federal Highway Administration.

Review 2015-17 Project Arrays
Mr. Hart presented the proposed priority array for the 2015-17 biennium. He noted that all counties except King submitted proposals by March 1, 2014 through RAP Online. Staff reviewed 126 projects in the spring of 2014 and 73 final prospectuses were submitted, requesting a total of $81,482,900. Twenty seven partially-funded projects were placed at the top of each region's array showing funds gained in the previous biennium. A total of 100 projects are on the proposed array. He reported that the estimated revenue for the 2015-17 biennium is $38,000,000, which includes interest accrued.

Resolution 2014-007 – Apportion RATA Funds to Regions
Mr. Hart presented Resolution 2014-007 – Apportion RATA Funds to Regions, which approves that $4,996,328 now credited to RATA for August through October 2014 be apportioned to the regions by the established 2013-15 biennium regional percentages after setting aside $123,000 for administration.

Vice-Chair Stacy moved and Commissioner Mielke seconded to approve Resolution 2014-007, Apportion RATA Funds to Regions. **Motion carried unanimously.**

Skagit County Bow Hill Road Project Update

Mr. Hart reported that Skagit County requested a scope reduction, reducing the proposed roadway width from 40 feet with 12 foot lanes and eight foot shoulders to the existing width of 28 feet with 11 foot lanes and two foot shoulders, with no reduction in RATA funding. The county must get approval from the Washington State Department of Transportation to deviate from the full 40 foot design standard before the request can be considered by the CRABoard.

Mr. Hart noted that staff has reviewed the project site and potential changes. No action is required by the Board at this time.

Spokane County Bigelow Gulch Project Update

Mr. Hart reported that Spokane County has pursued improvements on Bigelow Gulch and connecting routes Argonne Road and Forker Road since 1988. Six projects have been submitted, with three completed. The county will potentially gain another $2,200,000 to nearly fully fund Forker Road in April 2015.

On the three active projects, $13,415,563 in RATA funds have been authorized, with $3,300,482 spent to date. The balance of unspent RATA funds, including unfunded RATA for Forker Road, is $12,366,698. The current spending plan for these funds spans three full years beginning in 2015.

Mr. Hart introduced Mr. Brueggeman and Mr. Coles, who gave further information to the Board.

Chair Snyder called for a brief recess.

Kittitas County Project Request

Mr. Hart reminded the Board that Kittitas County requested a waiver of payback in August 2013 of $106,052.07 in RATA funds paid to the county for design costs of their withdrawn Westside Road project. Staff found that the costs eligible for reimbursement were $54,995. The Board deferred a decision to this meeting, asking that the county demonstrate its intent to pursue project improvements through various funding sources, including RAP, in its next Six-Year Transportation Improvement Plan (TIP).

A new prospectus was submitted this year and is also listed on the county's 2015-2020 TIP. The proposed project is a shorter version that avoids the alignment and roadside safety issues that the county found were far too expensive to mitigate in the original prospectus. The new application reflects the earlier requested scope reductions that were denied by the CRABoard in August 2013 by omitting the more problematic alignment section. The county has applied for federal Highway Safety Improvement funds. A failing bridge at the west end of the original project was repaired by the county at a cost of $36,000.

Staff finds that significant design work remains to be done on the project for which the county will be seeking reimbursement, and maintains its recommendation that $54,995

of the funds spent by the county be waived from payback, and that the remaining $51,057.07 be paid back to CRAB.

Mr. Hart introduced Mr. D'Hondt, who gave further information to the Board.

Following discussion and questions, Commissioner Schulte moved and Commissioner Coffman seconded to approve a waiver of payback of $54,995 of the RATA funds paid to Kittitas County for design costs of their withdrawn Westside Road project, with $51,057.07 to be repaid to CRAB by the end of the first quarter of 2015. **Motion passed unanimously.**

Wahkiakum County Project Request

Mr. Hart noted that Wahkiakum County has requested a waiver of payback of $19,889.05 in expended RATA funds for design of their withdrawn Ingalls Road project.

Staff reviewed project records and found that RATA costs incurred were $15,634.56 for consultant surveying and $4,264.49 for county alignment drawings and engineering of curve alignment. Staff finds that removing the realignment work on Ingalls Road and the significant related wetland issues in order to move forward with a simpler resurfacing project leaves roughly $7,296.32 ($5,159.40 by the consultant and $1,407.29 by the county) of the previous work that may be re-usable, while any new project proposed would render virtually none of the previous work re-usable. Staff therefore recommends waiver of payback of $1,407.29 of the RATA spent to date and payback to CRAB of $18,491.76.

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

Following discussion and questions, Commissioner Schulte moved and Commissioner Klein seconded to approve a waiver of payback of $6,566.69 of the RATA paid to Wahkiakum County for design costs of their withdrawn Ingalls Road project, with $13,322.36 to be repaid to CRAB by the end of the first quarter of 2015. **Motion passed unanimously.**

Mr. Ringen gave the Board a brief update on the construction of Wahkiakum County's new ferry. It is scheduled for delivery in February 2015.

Chair Snyder called for a brief recess.

DIRECTOR'S REPORT

Director's Activities

Mr. Weber reported on his recent activities. He updated the Board on the results of inter-agency meetings he has attended regarding multi-modal transportation issues.

2015 Meeting Schedule
Mr. Weber presented possible dates for the 2015 CRABoard meeting schedule. Following discussion, Vice-Chair Stacy moved and Commissioner Koch seconded to approve the 2015 CRABoard Meeting dates as January 29-30, April 16-17, July 23-24, and October 29-30. **Motion passed unanimously.**

Approve Annual Certification Form
Mr. Weber noted two changes to this year's form to increase clarity, as well as the usual date changes.

Mr. Storey moved and Commissioner Mielke seconded to approve the 2015 Annual Certification Form. **Motion passed unanimously.**

Current Budget Status
Mr. Weber noted that with a few small negative variances on individual line items, the overall budget is showing positive variances in all funds.

2015-17 Budget Submittal
Mr. Weber informed the Board that the 2015-17 budget request has been submitted to the Office of Financial Management. He anticipates the need to submit a supplemental budget request in order to fully fund the RATA.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors
Mr. Olsen announced the following changes since July 2014:

1. By letter on September 10, 2014, Franklin County announced that Matthew Rasmussen, PE, has resigned as County Engineer, effective September 5, 2014. Franklin County has begun to advertise for applicants and an agreement with Benton County for County Engineer services was signed on October 15, 2014. Benton County Engineer Dan Ford, PE, will continue to serve as acting County Engineer until the position is filled.

2. By letter on October 22, 2014, Thurston County announced that County Engineer Scott Lindblom, PE, was named Thurston County Engineer. Thurston County had first announced the appointment of Public Works Director Ramiro Chavez, PE, PgMP. Thurston County continued to advertise for applicants and interviews were conducted on October 10, 2014.

County Visits
County Visits completed since July 2014 included two in Kitsap County and two in Thurston 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 2014 board meeting. Eighteen audits contained a total of 16 findings issued and 23 prior findings updated. Four new findings and two previous findings involved County Road Funds in some form. **Any audits with county name in bold print revealed substantive findings involving County Road Funds**, specifically:

2013 Audits					# New	County	# Previous	Status of
Report #	Entity/Description	Report Type	Audit Period	Date Released	Findings	Road?	Findings	Findings
1012363	Yakima County	Comprehensive Annual F.R.	01/01/2013 to 12/31/2013	7/30/2014	0	0	0	0
1012293	Benton County	Financial and Federal	01/01/2013 to 12/31/2013	7/31/2014	0	0	0	0
1012294	Clark County	Accountability	01/01/2013 to 12/31/2013	7/31/2014	0	0	0	0
1012295	Clark County	Financial and Federal	01/01/2013 to 12/31/2013	7/31/2014	0	0	0	0
1012364	Yakima County	Financial and Federal	01/01/2013 to 12/31/2013	8/18/2014	0	0	1	0
1012400	Skagit County	Accountability	01/01/2013 to 12/31/2013	8/21/2014	0	0	0	0
1012421	Thurston County	Accountability	01/01/2013 to 12/31/2013	9/2/2014	0	0	0	0
1012422	Thurston County	Financial and Federal	01/01/2013 to 12/31/2013	9/2/2014	0	0	3	0
1012423	Grant County	Fraud	01/01/2013 to 12/31/2013	9/2/2014	1	0	0	0
1012435	Jefferson County	Financial and Federal	01/01/2013 to 12/31/2013	9/2/2014	0	0	2	0
1012451	King County	Financial and Federal	01/01/2013 to 12/31/2013	9/4/2014	2	0	2	0
1012503	Snohomish County	Financial and Federal	01/01/2013 to 12/31/2013	9/8/2014	0	0	0	0
1012523	Columbia County	Financial and Federal	01/01/2013 to 12/31/2013	9/11/2014	0	0	0	0
1012528	**Klickitat County**	**Financial and Federal**	**01/01/2013 to 12/31/2013**	**9/15/2014**	**1**	**<<ER&R(1)**	**2**	**0**
1012537	Pend Oreille County	Financial and Federal	01/01/2013 to 12/31/2013	9/15/2014	0	0	0	0
1012540	Franklin County	Financial and Federal	01/01/2013 to 12/31/2013	9/15/2014	0	0	0	0
1012541	San Juan County	Accountability	01/01/2013 to 12/31/2013	9/15/2014	0	0	0	0
1012542	San Juan County	Financial and Federal	01/01/2013 to 12/31/2013	9/15/2014	0	0	0	0
1012544	Grays Harbor County	Accountability	01/01/2013 to 12/31/2013	9/15/2014	0	0	0	0
1012545	Grays Harbor County	Financial and Federal	01/01/2013 to 12/31/2013	9/15/2014	2	0	0	0
1012550	Lewis County	Accountability	01/01/2013 to 12/31/2013	9/15/2014	0	0	0	0
1012551	Lewis County	Financial and Federal	01/01/2013 to 12/31/2013	9/15/2014	0	0	2	0
1012556	Pacific County	Financial and Federal	01/01/2013 to 12/31/2013	9/15/2014	0	0	0	0
1012564	Pierce County	Financial and Federal	01/01/2013 to 12/31/2013	9/18/2014	0	0	0	0
1012580	Asotin County	Financial and Federal	01/01/2013 to 12/31/2013	9/18/2014	0	0	0	0
1012609	Walla Walla County	Financial and Federal	01/01/2013 to 12/31/2013	9/22/2014	0	0	0	0
1012632	Whatcom County	Financial and Federal	01/01/2013 to 12/31/2013	9/22/2014	0	0	0	0
1012633	Whatcom County	Accountability	01/01/2013 to 12/31/2013	9/22/2014	0	0	0	0
1012650	Cowlitz County	Financial and Federal	01/01/2013 to 12/31/2013	9/22/2014	0	0	1	0
1012652	Chelan County	Financial and Federal	01/01/2013 to 12/31/2013	9/22/2014	1	0	1	0
1012657	Okanogan County	Financial and Federal	01/01/2013 to 12/31/2013	9/25/2014	0	0	0	0
1012660	**Spokane County**	**Financial and Federal**	**01/01/2013 to 12/31/2013**	**9/25/2014**	**2**	**<<(1) (1)>>**	**2**	**Ongoing**
1012661	Whitman County	Financial and Federal	01/01/2013 to 12/31/2013	9/25/2014	1	0	1	0
1012662	Wahkiakum County	Financial and Federal	01/01/2013 to 12/31/2013	9/25/2014	0	0	0	0
1012663	Kittitas County	Financial and Federal	01/01/2013 to 12/31/2013	9/25/2014	0	0	1	0
1012678	Garfield County	Financial and Federal	01/01/2013 to 12/31/2013	9/25/2014	0	0	0	0
1012698	Lincoln County	Financial and Federal	01/01/2013 to 12/31/2013	9/29/2014	0	0	0	0
1012716	**Island County**	**Financial and Federal**	**01/01/2013 to 12/31/2013**	**9/29/2014**	**1**	**1**	**0**	**0**
1012717	Island County	Accountability	01/01/2013 to 12/31/2013	9/29/2014	0	0	1	0
1012721	Stevens County	Financial and Federal	01/01/2013 to 12/31/2013	9/29/2014	0	0	0	0
1012724	Grant County	Financial and Federal	01/01/2013 to 12/31/2013	9/29/2014	0	0	0	0
1012732	Ferry County	Financial and Federal	01/01/2013 to 12/31/2013	9/29/2014	2	0	1	0
1012735	Douglas County	Financial and Federal	01/01/2013 to 12/31/2013	9/29/2014	0	0	0	0
1012745	**Skamania County**	**Accountability**	**01/01/2012 to 12/31/2013**	**9/29/2014**	**0**	**ER&R(1)>>**	**1**	**0**
1012746	**Skamania County**	**Financial and Federal**	**01/01/2013 to 12/31/2013**	**9/29/2014**	**3**	**<<ER&R(1)**	**2**	**0**
1012753	Adams County	Financial and Federal	01/01/2013 to 12/31/2013	9/30/2014	?	?	?	?
1012754	Adams County	Financial	01/01/2013 to 12/31/2013	9/30/2014	?	?	?	?

Deputy Director's Activities

Mr. Olsen reported on his activities since the July 2014 meeting.

Chair Snyder recessed the meeting at 4:45 pm on October 30, 2014. The CRABoard meeting will resume October 31, 2014 at 8:30 am.

County Road Administration Board
Friday, October 31, 2014

CALL TO ORDER

The second day of the CRABoard meeting was called to order by Chair Snyder at 8:30 am on November 2, 2012.

WSACE MANAGING DIRECTOR'S REPORT

Mr. Rowe gave a brief update on the Washington State Association of County Engineers fall meeting to be held November 18-20 in Spokane. He noted that planning continues for the 2016 National Association of County Engineers National Convention, which will be held in Tacoma.

He highlighted a few issues that the WSACE plans to focus on during the 2015 legislative session.

STAFF UPDATES

Information Technology

Mr. Hillesland noted that the 25th Annual Road Design Conference will be November 3-5 in Spokane. Mr. Ayres spoke briefly about the conference.

Mr. Hillesland gave an overview of Mobility's purpose and history.

Mr. Oyler gave a demonstration of Mobility's Asset Management and Inventory capabilities.

Ms. O'Shea reported on the usage, data sharing and integration in Mobility, and the County Metrics Dashboard.

Mr. Zimmer updated the Board on the Pavement Management portion of Mobility.

Mr. Hillesland reported on Mobility's Maintenance Management functions.

Mr. Hagenlock reported on the new Systemic Safety Project Selection tool in Mobility.

Mr. Davis spoke about Mobility's deployment options.

Mr. Zimmer reported on the various training opportunities available to the counties through the CRAB staff.

Chair Snyder called for a brief recess.

Compliance and Data Analysis
Mr. Pohle noted changes in County Engineers since the July-August CRABoard meeting.

He reported that staff has been monitoring the 2012 audit finding in Clark County which was Road Fund related. County staff and the SAO audit team had several meetings resulting in a proposed resolution. The Clark County Commissioners are scheduled to take action in a supplementary budget hearing November 4 to restore the funds.

He reported briefly on current audit findings.

Mr. Pohle opened initial discussion regarding consideration of a new standard of good practice related to RAP eligibility and use of road funds for traffic law enforcement. CRAB staff has observed increasing pressure by County Sheriffs to divert Road Funds, increased SAO scrutiny of expenditures claimed against Traffic Law Enforcement, and an increase in questions from counties regarding D(d)iversion and what are legitimate Traffic Law Enforcement expenditures.

He reported on his recent activities, including providing the counties with their County Forces Construction limits for 2015.

Intergovernmental Management
Mr. Monsen reported on his recent activities.

He noted that a three day County Engineers' Training is scheduled for December 9-11 in the CRAB offices. Twelve participants are registered from nine counties, with more on a waiting list. Customized training is scheduled for Friday, November 21 in Spokane at the conclusion of the WSAC conference. Topics will include: Who is CRAB?, What is the Office of the County Engineer?, Guiding Laws and Procedures, and Revenue & Fund Management Issues including Road Fund, ER&R Fund, Road Levy (Limits / Shift / Diversion), and Motor Vehicle Fuel Tax (MVFT).

He noted that the latest update to the County Engineer's/Public Works Director's Desk Manual will be released in early November, with a new section concerning Traffic Law Enforcement.

Maintenance Management
Mr. Moorhead reported that Maintenance Management reviews were conducted in Benton, Klickitat, King, Adams, Stevens, Spokane, Lewis, Snohomish, and Thurston Counties since the July-August CRABoard meeting. He noted that reviews have now been completed with all 39 counties. He presented a summary of the visits, and a list of highlights from each county.

He noted RAP Projects File and Field Reviews conducted in Adams, Lincoln, Okanogan, Stevens and Chelan Counties; and other meetings he has attended.

He listed training sessions conducted by CRAB staff since the July-August 2014 CRABoard meeting, as well as sessions scheduled for the next three months for the rest of 2014.

Meeting adjourned by Chair Snyder at 12:01 pm.

Chairman

ATTEST: