

**Minutes**  
**County Road Administration Board**  
**April 17-18, 2008**  
**CRAB Office – Olympia, Washington**

**Members Present:** Garfield County Commissioner Dean Burton, Chair  
 Jim Whitbread, PE, Stevens County Engineer, Vice-Chair  
 Asotin County Commissioner Doug Mattoon, Second Vice-Chair  
 Walla Walla County Commissioner Dave Carey  
 Klickitat County Commissioner Ray Thayer  
 Snohomish County Council Member John Koster  
 Clark County Commissioner Marc Boldt  
 Brian Stacy, PE, Pierce County Engineer  
 Andrews Woods, PE, Columbia County Engineer

**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  
 Larry Pearson, PE, Maintenance Programs Manager  
 Don Zimmer, Road Systems Manager  
 \*Randy Hart, PE, Grant Programs Manager  
 \*Bob Moorhead, Data Analysis & Compliance Manager  
 \*Elizabeth Lagerberg, Legal Counsel

**Guests:** \*Joe Dinisi, Clallam County  
 \*Doug D'Hondt, PE, Kittitas County Engineer  
 \*Rick Becker, PE, Lincoln County Public Works Director  
 \*Dave Sanford, Lincoln County  
 \*Bill Tabor, PE, Mason County Engineer  
 \*Bob Thuring, Mason County  
 \*Gary Predoehl, Pierce County  
 \*Julianne Klontz, Pierce County  
 \*David Ashley, Pierce County  
 \*Bob Brueggeman, Spokane County Engineer  
 \*Christie Parker, House Transportation Committee

\*April 17, 2008 only

**CALL TO ORDER**

Chair Burton called the County Road Administration Board quarterly meeting to order at 1:00 PM on Thursday, April 17, 2008, at the CRAB Office in Olympia.

Chair Burton requested that cell phones be turned off and that guests please fill out the sign-in sheet.

#### **CHAIR'S REPORT**

##### Approve Agenda for the April 17-18, 2008 Board Meeting

Chair Burton asked if there were any additions or corrections to the agenda; hearing none from the other members, he noted that Item 10, Executive Session, would not be needed, and requested that at some point Second Vice-Chair Mattoon give a brief presentation on the recent Washington State Transportation meeting. Commissioner Carey moved and Commissioner Boldt seconded to approve the agenda as amended.

**Motion carried unanimously.**

##### Approve Minutes of January 17-18, 2008 Board Meeting

Commissioner Thayer moved to approve the minutes of the January 17-18, 2008 CRABoard meeting and Councilmember Koster seconded. **Motion carried**

**unanimously.**

Mr. Olsen introduced CRAB's newest staff member, Bob Moorhead, Data Analysis and Compliance Manager.

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

##### Program Status Report

Mr. Hart reviewed the Rural Arterial Program project status report. He noted that 899 of 1021 projects have been completed. Anticipated revenue to the end of the 2009-11 biennium is \$458,356,878. RAP expenditures to date total \$345,574,165. RAP obligations remaining are \$131,974,629.

##### Project Request – Clallam County

Mr. Hart announced that Clallam County has requested a scope reduction (shortening) for the Old Olympic Hwy project, revising the milepost limits from 2.85 – 3.85 to 2.85 – 3.52. The county is also requesting no change in RATA funding. Mr. Hart briefed the Board on the background of the project, and introduced Mr. Donisi. Mr. Hart concluded that the rating of the project as a result of the scope reduction will remain the same. Clallam County wishes to complete a major portion of the project with existing funds. CRAB staff recommends approval of Clallam County's request for the scope reduction with no change in RATA funding.

After questions and discussion, Councilmember Koster moved and Second Vice-Chair Mattoon seconded to approve Clallam County's request for a scope reduction for their Old Olympic Highway project per Mr. Hart's recommendation. **Motion carried unanimously.**

#### Project Request – Kittitas County

Mr. Hart announced that Kittitas County has requested a scope reduction for the Nelson Siding Road project, exempting the 32 ft long Big Creek Bridge, located at milepost 1.45. This new request is to exempt the construction of a new bridge (to match required widening on the full project) from the project since bridge costs were not considered in the application for RATA funding, nor was the bridge exempted out of the application. There are actually two bridges on the project, the other being too short to be considered a federally eligible bridge. Since these features are within the proposed RATA funded project, they must meet the widening conditions consistent with the overall project.

Mr. Hart briefed the Board on the background of the project, and introduced Mr. D'Hondt. Mr. Hart concluded that increased RATA funding would not be supportable since the presence of the bridges was known at the time of application. The county plans to rebuild the smaller structure with available RAP and county funds, while seeking RAP funding for replacement of the Big Creek Bridge. Staff finds the shortening of the project by this minor amount does not affect the ranking of the project and therefore recommends the CRABoard approve this scope reduction with no change in RATA funding.

After discussion and questions, Councilmember Koster moved and Commissioner Thayer seconded to approve Kittitas County's request for a scope reduction with no change in RATA funding. **Motion carried unanimously.**

#### Project Request – Lincoln County

Mr. Hart announced that Lincoln County has requested a scope reduction (shortening) for the Rocklyn Road project revising the milepost limits from 4.92 – 10.72 to 6.28 – 10.72. This is a 23% reduction in length. The county is requesting no change in RATA funding. Mr. Hart briefed the Board on the background of the project, and introduced Mr. Becker and Mr. Sanford. Mr. Hart concluded that the re-rating of the project as a result of the shortening becomes 91.62. The last funded project on the 2003 – 2005 NE Region priority array was Whitman County's Almota Road with a score of 83.99. At the new score, Rocklyn Road would still have received funding at the April 17, 2003 CRABoard meeting. Staff recommends approval of this request with no loss in RATA funding.

After questions and discussion, Second Vice-Chair Mattoon moved and Commissioner Carey seconded to approve Lincoln County's request for a scope reduction for their Rocklyn Road project per Mr. Hart's recommendation. **Motion carried unanimously.**

#### Project Request – Mason County

Mr. Hart introduced Resolution 2008-008, To Approve a RATA Funded Capitalization Advance for Mason County. Mason County has requested a capitalization advance of \$10,000,000 in order to cover costs they have incurred repairing damage to their roads

and bridges as a result of the December 3, 2007 storm event. Mr. Hart briefed the Board on the background of the project, and introduced Mr. Tabor and Mr. Thuring. He concluded that Staff recommends the CRABoard approve a \$2,000,000 capitalization advance and award a contract to Mason County requiring repayment when federal funds become available, but no later than 6 months from this approval date. Staff further recommends that upon repayment of the advance, the CRABoard approve regular RATA funding for those roads that the county submits as eligible for RAP funding and requiring county matching funds by FHWA and FEMA, as listed on the official Damage Survey Reports.

After questions and discussion, Second Vice-Chair Mattoon moved and Commissioner Boldt seconded to approve Resolution 2008-008, To Approve a RATA Funded Capitalization Advance for Mason County. **Motion carried unanimously.**

### **PUBLIC HEARING – WAC 136-400 Ferry Capital Improvement Program**

Chair Burton called the Public Hearing portion of the meeting to order at 2:07 pm.

Mr. Monsen presented the proposed changes to the Board, as well as written comments on the proposals from Pierce and Wahkiakum counties. Mr. Predoehl reiterated his position of opposition to a four-year delay between calls for projects, and stated that Pierce County supports all of the other proposed changes.

Mr. Woods moved to close the public hearing and Commissioner Boldt seconded. **Motion carried with Mr. Stacy abstaining.**

Chair Burton adjourned the Public Hearing at 2:26 pm.

After discussion and questions, Commissioner Thayer moved and Mr. Woods seconded to approve the changes to WAC 136-400 as recommended by staff. **Motion carried with Mr. Stacy abstaining.**

Chair Burton called for a brief recess.

### **RURAL ARTERIAL PROGRAM continued**

#### Project Request – Pierce County

Mr. Hart announced that Pierce County has requested a scope reduction for their RAP-funded Warren Drive NW project. The request is to reduce horizontal and vertical alignment improvements and the roadway width specified in the prospectus with no reduction in funding. Mr. Hart briefed the Board on the background of the project, and introduced Mr. Predoehl. Mr. Hart concluded that the revised RAP rating score is 66, and with the reduced rating, the Warren Drive NW project would still have gained funding at the April 2004 CRABoard meeting. Given this fact and that the new proposed scope of work still meets the needs for structural and significant width improvements

listed in the project prospectus, Staff recommends approval of this scope change with no reduction in RATA funding.

After questions and discussion, Councilmember Koster moved and Commissioner Boldt seconded to approve Pierce County's request for a scope reduction for their Warren Drive NW project per Mr. Hart's recommendation. Mr. Stacy abstained from voting.

**Motion carried.**

Resolution 2008-004 – Apportionment RATA Funds to Regions

Mr. Hart presented Resolution 2008-004 to the Board. This resolution accrues the accrued amount of \$4,677,860, now credited to RATA, be apportioned to the regions by the established 2007-09 biennium regional percentages after setting aside \$75,584 for administration.

After discussion Commissioner Carey moved and Mr. Stacy seconded to adopt Resolution 2008-004 as presented. **Motion carried unanimously.**

Resolution 2008-005 – To Approve New and Supplemental Existing Rural Arterial Program Projects

Mr. Hart presented Resolution 2008-005 to the Board. This resolution approves new and increased funding in the amounts shown in supporting documents.

After discussion, Second Vice-Chair Mattoon moved and Councilmember Koster seconded to adopt Resolution 2008-005 as presented. **Motion carried unanimously.**

Request for Public Hearing

Mr. Hart reviewed the request for changes to:

- WAC 136-130-040 Project prioritization in northwest region
- WAC 136-161-080 Limitations on allocations of RATA funds to counties

Mr. Hart concluded by requesting the Board's consideration in setting a public hearing at the July 2008 CRABoard meeting to consider adoption of the proposed changes.

After discussion, Second Vice-Chair Mattoon moved and Commissioner Thayer seconded to set a public hearing to consider changes to WAC 136-130-040 and 136-161-080, for July 24, 2008 at 2:00 PM. **Motion carried unanimously.**

Request for Public Hearing

Mr. Hart reviewed the request for changes to:

- WAC 136-170-040 Combining of CRAB/county contracts

Mr. Hart presented proposed new WAC's:

- WAC 136-170-050 Combining of RATA funded project with non-RATA funded project

- WAC 136-170-060 Splitting or phasing of CRAB/county contracts

Mr. Hart concluded by requesting the Board's consideration in setting a public hearing at the July 2008 CRABoard meeting to consider adoption of the proposed changes.

After discussion, Commissioner Carey moved and Mr. Stacy seconded to set a public hearing to consider changes to WAC 136-170-040 and adopting new WAC's 136-170-050 and 136-170-060, for July 24, 2008 at 2:00 PM. **Motion carried unanimously.**

Ms. Pendleton informed the Board that the July 2008 meeting dates will not need to be changed as was discussed at the January 2008 meeting.

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

#### **Resolution 2008-006 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 2007. 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 noted that Spokane County has exceeded their day labor limit by \$325,000. The county notified CRAB staff as soon as they realized they may be exceeding their limit. Mr. Weber introduced Mr. Brueggeman, who commented on the situation. Mr. Weber assured the Board that the County ceased day labor in order to keep the amount from increasing. He stated that in his opinion the County is not in unreasonable violation of the standard.

Mr. Weber concluded that he is pleased to be able to report to the CRABoard that thirty-eight of the thirty-nine reporting counties have demonstrated reasonable and substantial compliance with all applicable laws and Standards of Good Practice. He therefore recommends approval of Resolution 2008-006, stating the issuance of Certificates of Good Practice in the names of the thirty-eight counties listed on the resolution.

Mr. Woods moved and Councilmember Koster seconded to approve Resolution 2007-006, issuing Certificates of Good Practice to 38 counties. **Motion carried unanimously.**

**Resolution 2008-007 Ferry County Conditional Certificate of Good Practice**

Mr. Weber informed the Board that a vote is required to continue Ferry County's Conditional Certificate of Good Practice.

Mr. Olsen updated the Board on Ferry County's progress in meeting the terms of the original Conditional Certificate.

Following discussion and questions, Councilmember Koster moved to adopt Resolution 2008-007, and Commissioner Boldt seconded. **Motion passed unanimously.**

**DIRECTOR'S REPORT – Jay Weber**

CRABoard Positions

Mr. Weber announced that on March 11, 2008 a letter was sent to WSAC President Mary Hunt notifying her of the need to fill three CRABoard positions expiring June 30, 2008. These positions are currently held by Commissioner Thayer, Commissioner Boldt, and Mr. Woods. Ms. Pendleton noted that WSAC is scheduled to vote on the appointments at their June meeting.

WSACE County Engineer of the Year Nominations

Mr. Weber announced that nomination forms for the WSACE Engineer of the Year have been sent out. This year's application deadline is May 2, 2008.

Budget

Mr. Weber reviewed CRAB's current budget status, noting that the issue of the negative variance in the CAPP fund has resolved itself as predicted. The agency is now showing positive variances in all funds. He noted that future allocations will be changed due to a forecasted decrease in fuel tax revenues.

**Washington State Transportation**

Second Vice-Chair Mattoon reported on the recent Washington State Transportation meeting. He noted that it was a very positive experience, and the safety issue of rural roads was of high importance to all in attendance.

Due to the speed at which the meeting has progressed, the Board decided to move Mr. Olsen's report to this afternoon.

**DEPUTY DIRECTOR'S REPORT**

County Engineers/Public Works Directors

Mr. Olsen announced the following change in the status of County Engineers and Public Works Directors since January 2008:

- By letter on February 28, 2008, Klickitat County announced that Scott Smith, PE, had resigned as County Engineer, effective February 26, 2008. By letter and resolution on

March 4, 2008, Klickitat County announced that Jay Armstrong, PE, would serve as County Engineer on an interim basis, effective March 4, 2008.

- By phone on March 3, 2008, Lewis County announced that Ken Hash, PE, had resigned as County Engineer, effective April 16, 2008. An interim engineer may be appointed prior to the effective date.

Mr. Olsen noted that he is assisting Lewis County in interviewing the sole applicant for the position on April 18, 2008.

### County Visits

Mr. Olsen noted that he and Mr. Weber have completed the following official county reviews since the January 2008 CRABoard meeting.

Review and assistance contacts and visits:

- Skamania County
- Klickitat County
- Kittitas County
- Adams County
- Spokane County
- Chelan County

Ferry County Corrective Action Plan Reports were received from:

- County Engineer's Office for January 2008 on February 8, 2008
- County Engineer's Office for February 2008 on March 6, 2008
- County Engineer's Office for March 2008 on April 4, 2008
- Board of County Commissioners for 1<sup>st</sup> Quarter of 2008 on April 8, 2008

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 10 audit reports representing 8 counties since the January 2008 board meeting. Any audits, with county name in bold print, revealed substantive findings involving County Road Funds, specifically:

1. Snohomish County: SAO # 73927, issued on January 28, 2008, covering the period from January 1, 2006 to December 31, 2006. This report covered the accountability audit only, updated one previous finding (not involving County Road funds), and issued no new findings.
2. Pierce County: SAO # 73950, issued on February 11, 2008, covering the period from January 1, 2006 to December 31, 2006. This report covered the accountability audit only, updated no previous findings, and issued no new findings.
3. Klickitat County: SAO # 74050, issued on February 25, 2008, covering the period from January 1, 2006 to December 31, 2006. This report covered the financial audit only, updated no previous findings, and issued no new findings.
4. Asotin County: SAO # 73987 & 73988, issued on February 19, 2008, respectively, covering the period from January 1, 2006 to December 31, 2006. These reports covered both financial and accountability audits, updated one previous finding (not involving County Road funds) and issued two new findings (none involving County Road funds).
5. Kittitas County: SAO # 73985 & 73986, issued on February 19, 2008, covering the period from January 1, 2006 to December 31, 2006. These reports covered both financial and accountability audits, updated no previous findings, and issued one new finding (not involving County Road funds).
6. Pend Oreille County: SAO # 74096, issued on March 10, 2008, covering the period from January 1, 2006 to December 31, 2006. This report covered the accountability audit only, updated no previous findings, and issued no new findings.
7. Whitman County: SAO # 73089, issued on March 10, 2008, covering the period from January 1, 2006 to December 31, 2006. This report covered the accountability audit only, updated one previous finding, and issued two new findings (none involving County Road funds).
8. Yakima County: SAO # 74335, issued on April 7, 2008, covering the period from January 1, 2006 to December 31, 2006. This report covered the accountability audit only, updated no previous findings, and issued no new findings.  
Mr. Olsen noted that three counties have not received a financial audit and nine counties have not received an accountability audit for 2006 as of April 9, 2008.

#### Activities

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

#### Franklin County Update

Mr. Olsen reported on Franklin County's progress in relocating the canal damaged by

the landslide in December 2007, for which the Board granted emergency funding in January 2008. He noted that they will be beginning construction on the road itself soon, and anticipate completion by fall.

Chair Burton recessed the meeting at 4:20 PM on Thursday, April 17, 2008. The meeting will resume Friday, April 18, 2008 at 8:30 AM.

**Friday, April 18, 2008**

**CALL TO ORDER**

The second day of the spring CRABoard meeting was called to order by Chair Burton at 8:30 AM on April 18, 2008.

**INFORMATION SERVICES UPDATE – Steve Hillesland**

Mr. Hillesland spoke about the ongoing search for a product to affordably replace Eagle Point. He reported on the progress of adding Maintenance Management to Mobility. He informed the Board that IT staff hopes to demonstrate a Mobility mapping system currently being developed at the July 2008 CRABoard meeting.

**INTERGOVERNMENTAL POLICY UPDATE – Jeff Monsen**

Mr. Monsen recapped the bills of major interest to CRAB in the recent legislative session.

Mr. Monsen noted that since December 2007 he has met with 17 individual County Engineers in their county seats, begun RAP project pavement ratings, and attended numerous trainings, conferences and committee meetings.

**MAINTENANCE MANAGEMENT UPDATE – Larry Pearson**

Mr. Pearson updated the Board on the counties' progress toward compliance of WAC 136-11.

A discussion concerning the depth of documentation required to support the Maintenance Standard of Good Practice followed. Mr. Weber reminded the Board that it would be their decision, not staff's, as to how much or little was necessary.

**Meeting adjourned at 10:30 AM.**

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

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