

**Minutes  
County Road Administration Board  
January 26-27, 2012  
CRAB Office – Olympia, Washington**

**Members Present:** Dean Burton, Garfield County Commissioner, Chair  
Ray Thayer, Klickitat County Commissioner, Second Vice-Chair  
Bob Koch, Franklin County Commissioner  
John Koster, Snohomish County Council Member  
Derek Pohle, PE, Grant County Engineer  
Dale Snyder, Douglas County Commissioner  
Andrew Woods, PE, Columbia County Engineer

**Members Absent:** Brian Stacy, PE, Pierce County Engineer, Vice-Chair  
Mike Leita, Yakima County Commissioner

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

**Guests:** \*\*Gary Rowe, WSACE Managing Director

\*Present January 26, 2012 only  
\*\* Present January 27, 2012 only

**CALL TO ORDER**

Chair Burton called the County Road Administration Board quarterly meeting to order at 1:00 p.m. on Thursday, January 26, 2012, at the CRAB Office in Olympia.

**CHAIR'S REPORT**

**Approve January 26-27, 2012 Agenda**

Councilmember Koster moved and Commissioner Koch seconded to approve the agenda as presented. **Motion carried unanimously.**

**Approve Minutes of October 27-28, 2011 CRABoard Meeting**

Commissioner Koch moved and Second Vice-Chair Thayer seconded to approve the minutes of the October 27-28, 2011 CRABoard meeting. **Motion carried unanimously.**

## **DIRECTOR'S REPORT**

### **2011 Annual Report**

Mr. Weber announced that the 2011 Annual Report has been posted on CRAB's website and that all interested parties have been notified via e-mail. Staff has arranged for one hundred copies to be printed. Due to the storm last week, staff will mail hard copies to the Board when they become available.

### **Current Budget Status**

Mr. Weber reviewed CRAB's current budget status. He noted that there are positive variances in all three funds.

### **Governor's 2011-13 Supplemental Budget**

Mr. Weber noted that CRAB's original approved budget reduced CRAB's spending authority in RAP substantially. After discussions with Senate and House staff members, CRAB's spending authority in RAP has been increased by an additional \$25,085,000 in the Governor's supplemental budget.

Mr. Weber reported on Senate Bill 6455, an executive request by the Governor. If passed, this bill would increase approximately \$31 million per biennium to the CAPP program.

Mr. Weber reported on Senate Bill 5366, which relates to the use of off-road vehicles on public roadways under certain conditions or in certain areas. A portion of the licensing fees would go to the counties through CRAB for the purpose of engineering studies and analysis of safety.

He noted that he and Mr. Olsen recently participated in a meeting with Eric Johnson of the Washington State Association of Counties. Topics discussed included diversion of road funds and use of local option taxes.

## **RURAL ARTERIAL PROGRAM**

### **Program Status Report**

Mr. Hart reviewed the Rural Arterial Program status report. He noted the addition of a new section showing the last quarter's RATA activity. He informed the Board that staff will begin field reviews of 160 to 200 potential projects in the spring. The proposed array of projects will be presented to the Board at the October 2012 meeting. He reported that 961 of 1060 projects have been completed to date. Anticipated revenue to the end of the 2011-13 biennium is \$485,781,143. RAP expenditures to date total \$437,212,564. RAP obligations remaining are through the 2011-13 biennium total \$106,589,087.

### **Regional Meetings Update**

Mr. Hart reported the Northeast and Southeast Regions reviewed and discussed the

revised WAC rules and the RAP Online project application process. Meetings in the Northwest, Puget Sound and Southwest Regions were cancelled due to recent inclement weather, and have been rescheduled for February. He reminded the Board that RAP proposals can be for reconstruction, rehabilitation, resurfacing, federal aid bridges, intersections, and drainage structures.

### **Resolution 2012-001 - Apportion RATA Funds to Regions**

Mr. Hart presented Resolution 2012-001 - Apportion RATA Funds to Regions. The resolution authorizes the accrued amount of \$4,446,715 now credited to RATA for November 2011 through January 2012 be apportioned to the regions by the established 2011-2013 biennium regional percentages after setting aside \$118,500 for administration.

After discussion, Mr. Snyder moved and Councilmember Koster seconded to approve Resolution 2012-001 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

## **DEPUTY DIRECTOR'S REPORT**

### **County Engineers/Public Works Directors**

Mr. Olsen reported one change in the roster of County Engineers since October 2011:

By phone on November 7, 2010, and by e-mail on December 23, 2011, Asotin County announced that Joel Ristau, PE, would resign as County Engineer, effective December 23, 2011. An interlocal agreement with Garfield County for County Engineer services has been in existence for many years. Over 20 applications were received, and the top five candidates were interviewed on Tuesday, January 24, 2012, for the position of Public Works Director/County Engineer.

Mr. Olsen also noted that in November 2011, King County notified CRAB that Paulette Norman, PE, had been promoted to the position of Director of King County Road Services Division, and at that time split the duties of County Engineer between Rick Brater and Matt Nolan. They had planned to fill the vacant position by the end of 2011. Mr. Monsen recently learned that the county has decided that Ms. Norman will retain the title of County Engineer. CRAB has not yet received official notification of this decision.

### **County Visits completed since October 2011**

No official visits were completed; however, 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 CRAB Board to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

CRAB has reviewed 19 audit reports representing 16 counties since the October 2011 board meeting. Any audits with county name in bold print revealed substantive findings involving County Road Funds, specifically:

1. Jefferson County: SAO #1006681, issued on November 7, 2011, covering the period from January 1, 2010 to December 31, 2010. This report covered the Financial Audit, updated no previous findings, and issued one new finding, which did not involve County Road funds.
2. Skagit County: SAO #1006680, issued on November 7, 2011, covering the period from January 1, 2010 to December 31, 2010. This report covered the Accountability Audit, updated no previous findings, and issued one new finding, which did not involve County Road funds.
3. Kittitas County: SAO #1006666, issued on November 7, 2011, covering the period from January 1, 2010 to December 31, 2010. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
4. Cowlitz County: SAO #1006776, issued on November 28, 2011, covering the period from January 1, 2010 to December 31, 2010. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
5. Klickitat County: SAO #1006793, issued on December 5, 2011, covering the period from January 1, 2010 to December 31, 2010. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
6. Pacific County: SAO #1006843, issued on December 12, 2011, covering the period from January 1, 2010 to December 31, 2010. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
7. Mason County: SAO #1006893, issued on December 19, 2011, covering the period from January 1, 2010 to December 31, 2010. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
8. Mason County: SAO #1006893, issued on December 19, 2011, covering the period from January 1, 2010 to December 31, 2010. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
9. Stevens County: SAO #1006883, issued on December 19, 2011, covering the period from January 1, 2010 to December 31, 2010. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
10. Walla Walla County: SAO #1006903, issued on December 19, 2011, covering the period from January 1, 2010 to December 31, 2010. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.

11. Whatcom County: SAO #1006906, issued on December 27, 2011, covering the period from January 1, 2010 to December 31, 2010. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
12. Whitman County: SAO #1006967 & 1006912, issued on December 27, 2011, covering the period from January 1, 2010 to December 31, 2010. These reports covered the Accountability and Financial Statement Audits, updated one previous finding, which did not involve County Road funds, and issued no new findings.
13. Garfield County: SAO #1007000 & 1007042, issued on January 3, 2012, covering the period from January 1, 2010 to December 31, 2010. These reports covered the Accountability and Financial Statement Audits, updated one previous finding, which did not involve County Road funds, and issued no new findings.
14. Grays Harbor County: SAO #1006999, issued on January 3, 2012, covering the period from January 1, 2010 to December 31, 2010. This report covered the Accountability Audit, updated no previous findings, and issued one new finding, which did not involve County Road funds.
15. Okanogan County: SAO #1007074, issued on January 17, 2012, covering the period from January 1, 2010 to December 31, 2010. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
16. Benton County: SAO #1007093, issued on January 23, 2012, covering the period from January 1, 2010 to December 31, 2010. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.

Mr. Olsen reported that there are thirteen 2010 Accountability Audits outstanding. All 2010 Financial Audits have been completed.

He noted that the State Auditor's Office also recently concluded a two-year audit of seven cities and Thurston County on the issue of change-order pricing. There were no findings issued against the county.

### **Activities**

Mr. Olsen reviewed a list of his activities since the October 2011 CRABoard meeting.

### **Quarterly Report**

Mr. Olsen presented a prototype of a Quarterly Report that staff will be preparing in the future in order to satisfy some of the recommendations of the recent Joint Transportation Committee study. The report is designed to provide the legislature and other interested parties information on CRAB's and the counties current activities. The report will be posted on CRAB's website.

Mr. Moorhead noted that the CRABoard already receives much of the information that will be in the report at its quarterly meetings. Staff's goal is to publish the report by the middle of the month following each CRABoard meeting.

Mr. Pohle suggested including information on progress toward compliance of the Standards of Good Practice, and Chair Burton suggested including the agenda of the latest CRABoard meeting.

Mr. Olsen noted that Mr. Moorhead would be unable to attend the Friday session and requested that he present his report early. The Board concurred.

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

### **Compliance Report**

Mr. Moorhead reported on his activities since the October 2011 CRABoard meeting.

He reported on the counties' compliance in submitting the six reports due to CRAB by December 31 of each year, noting all 39 counties had submitted the forms in the required electronic formats by January 3, the first business day following the deadline.

He reminded the Board that the Standards of Good Practice WAC 136-28 was amended in 2009, setting a performance standard of a 90% response rate by the counties for the Collision Location Coding Forms. As of December 31, 36 of the 39 counties were at or above this measure. The remaining three were at 83% or higher, but were experiencing difficulties in accessing the WSDOT on-line data for 1-15 reports. Based on the data available from WSDOT, all 39 counties are in full compliance, with an overall compliance rate of 96.5%. He noted that the WSDOT system is still experiencing a three to seven month delay in posting of collision data.

Mr. Burton announced that he had asked Mr. Pearson to also give his report early.

### **Maintenance Management Update**

Mr. Pearson presented a chart of the County Budget Summary and Work Plan & Budget Data for 2012.

He reported that all 39 counties submitted their Annual Maintenance Work Plans and Budgets by December 31 as required. He reminded the Board that the Maintenance Management Annual Certification is due to CRAB in April.

**Chair Burton recessed at 3:22 p.m. on January 26, 2012. The CRABoard meeting will resume January 27, 2012 at 8:30 a.m.**

**County Road Administration Board  
Friday, January 27, 2012**

**CALL TO ORDER**

The second day of the winter CRABoard meeting was called to order by Chair Burton at 8:30 a.m. on January 27, 2012.

### **WSACE PRESENTATION**

Mr. Rowe summarized several bills that have been introduced in the current legislative session that are of interest to the counties.

He gave a brief presentation on county road revenue and expenditure trends over the last decade.

He updated the Board on the progress of the study of transportation performance measures. He noted that the next workshop is scheduled for January 31.

He reported that the annual Professional Development Conference will be held February 1-3 at the Suncadia Resort in Cle Elum. He noted that the WSACE Annual Meeting will be held June 12-14 in Walla Walla.

### **STAFF UPDATES**

#### **Information Services**

Mr. Hillesland reported on the day-to-day operations of the IT staff, including telephone and email support, county support visits, and training.

He reported that Mr. Ayres continues to conduct Civil 3D training, Mr. Hagenlock and Ms. O'Shea are working on developing new inventories for Mobility, and several staff members are assisting in the further development of pavement management programming in Mobility.

He noted that Mr. Davis continues to maintain and upgrade the system, accomplishing a total of only 2.5 cumulative days of downtime in the last seven years. Mr. Davis reported on the efficiency of the safety and security features of the system.

Mr. Ayres reported on the 2011 Road Design Conference, his training classes, and the Design Systems Forum on the CRAB website. Mr. Oyler assisted in demonstrating the forum.

#### **Intergovernmental Policy**

Mr. Mosen reported on his activities since the October 2011 CRABoard meeting, including the County Engineer Training held at CRAB December 6-8, with 11 participants. He noted that a one day session is being developed for Pacific County, to be held February 15.

He spoke briefly on additional bills being considered and other legislative items of interest.

**Chair Burton recessed the CRABoard meeting at 9:56 a.m. on Friday, January 27, 2012.**

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Chairman

ATTEST: \_\_\_\_\_