

Minutes
County Road Administration Board
October 29-30, 2009
CRAB Office – Olympia, Washington

Members Present: Dean Burton, Garfield County Commissioner, Chair
 Jim Whitbread, PE, Stevens County Engineer, Vice-Chair
 Doug Mattoon, Asotin County Commissioner, Second
 Vice-Chair
 John Koster, Snohomish County Councilmember
 Dale Snyder, Douglas County Commissioner
 Ray Thayer, Klickitat County Commissioner
 Andrew Woods, PE, Columbia County Engineer

Members Absent: Marc Boldt, Clark County Commissioner
 Brian Stacy, PE, Pierce County Engineer

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

Guests: *Russ Esses, PE, Grays Harbor County Engineer
 *Gary Rowe, WSACE Managing Director
 *Charlie Butros, Mason County Public Works Director

*(*October 29, 2009 only)*

*(**October 30, 2009 only)*

CALL TO ORDER

Chair Burton called the County Road Administration Board quarterly meeting to order at 1:00 pm on Thursday, October 29, 2009, at the CRAB Office in Olympia.

CHAIR'S REPORT

Approve Agenda for the October 29-30, 2009 Meeting

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

Approve Minutes of July CRABoard Meeting

Commissioner Snyder moved and Councilmember Koster seconded to approve the minutes of the July 16-17, 2009 CRABoard meeting. **Motion passed unanimously.**

WSACE PRESENTATION

Mr. Rowe briefed the Board on matters to be addressed in the 2010 legislative session that are of interest to the Washington State Association of County Engineers (WSACE). He commented on county funding options and sources and stressed the need for counties to look beyond their regular local funding sources. He noted that the Washington Transportation Commission is in the process of updating their state transportation plan, and that the WSACE hopes to meet with the Washington State Department of Transportation as they assess transportation issues state-wide.

WSACE Happenings:

- The annual Washington State Association of Counties Conference will be held in November in SeaTac.
- Currently the WSACE is working with the Department of Fish and Wildlife in looking at the permitting process with HPA's.
- The WSACE website is now active.
- The annual Professional Development Conference will be held in January as usual.
- The WSACE has put in a bid to host the annual National Association of County Engineers Conference in Tacoma in 2013.

DIRECTOR'S REPORT

Director's Activities

Mr. Weber reported on his recent activities. He noted that Priorities of Government meetings will be resuming soon.

2010 Meeting Schedule

Mr. Weber presented staff's recommendations for the 2010 CRABoard meeting schedule.

Second Vice-Chair Mattoon moved and Councilmember Koster seconded to

approve the 2010 CRABoard Meeting schedule as presented. **Motion passed unanimously.**

Approve Annual Certification Form

Mr. Weber noted the addition of the Maintenance Management Work Plan & Budget, with a due date of December 31, 2008, to this year's form, as well as the usual date changes.

Second Vice-Chair Mattoon moved and Commissioner Thayer seconded to approve the 2009 Annual Certification Form. **Motion passed unanimously.**

BUDGET REPORT

2009-11 Current Budget Status

Mr. Weber noted that the current budget shows several negative variances, mostly due to allocation issues which will resolve themselves as the biennium progresses. The budget is showing overall savings in expenditures.

2009-11 Supplemental Budget Request

Mr. Weber informed the Board that a 2009-11 supplemental budget request for fiscal year 2011 has been delivered to the Office of Financial Management. The request is for \$8,268.00 in anticipated increases to CRAB's lease, which will expire in December 2010.

RURAL ARTERIAL PROGRAM

Programs Status Report

Mr. Hart noted that there are 126 RAP projects currently being funded. CRAB has total anticipated revenue of \$494,121,459 through the 2011-13 biennium. \$381,157,230 has been expended to date. There are outstanding obligations of \$146,602,160.

Resolution 2009-013 – Apportion Last of 2007-09 Revenue

Mr. Hart presented Resolution 2009-013 – apportion last of 2007-09 revenue, which approves that the accrued amount of \$1,615,691 now credited to RATA be apportioned to the regions by the established 2007-2009 biennium regional percentages after setting aside \$37,208 for administration.

Commissioner Thayer moved and Commissioner Snyder seconded to approve Resolution 2009-013. **Motion carried unanimously.**

Resolution 2009-014 – Apportion RATA Revenue

Mr. Hart presented Resolution 2009-014 – apportion RATA revenue, which approves that the accrued amount of \$5,158,186 now credited to RATA for

August through October 2009 be apportioned to the regions by the established 2009-2011 biennium regional percentages after setting aside \$112,500 for administration.

Vice-Chair Whitbread moved and Councilmember Koster seconded to approve Resolution 2009-014. **Motion carried unanimously.**

Grays Harbor County Project Request

Mr. Hart noted that Grays Harbor County has requested emergency RATA funding of \$10,579.86 for the repair of sections of Boundary Road, Cougar Smith Road and East Satsop Road per their letter and attachments dated July 28, 2009. Damage to these roads occurred during the December 2008 and January 2009 continuing statewide winter storm events. This request is in accordance with WAC 136-163, "Allocation of RATA Funds to Emergent and Emergency Projects". Grays Harbor County recognizes that if funding is approved, the approved amount will be deducted from its future biennium funding limits.

Mr. Hart noted that Grays Harbor County has clearly demonstrated that it incurred damage to the listed roads related to presidential declared event 1817. The county declared a county-wide emergency on January 7, 2009 in order to protect the public and accomplish repairs to the affected roads and bridges. CRAB staff recommends approval of \$10,579.86 in RATA funding for match of FEMA approved costs associated with Cougar Smith Road Middle Satsop Bridge, Boundary Road, and East Satsop Road per FEMA event 1817, and that the approved amount be deducted from the county's future biennium funding limit.

Mr. Hart introduced Mr. Esses, who gave background information on the project.

Vice-Chair Whitbread moved and Commissioner Thayer seconded to approve Grays Harbor County's request for \$10,759.86 in emergency RATA funding and that the approved amount be deducted from the county's future biennium funding limits.

Motion passed unanimously.

Mr. Esses updated the Board on the status of Grays Harbor County's Wynoochee-Wishkah Road project. He noted that as with all counties, their revenue is declining, but the county will be making a push to complete this project.

Request for Public Hearing – WAC 136-161-080

Mr. Hart requested that the Board set a public hearing for the January 2010 CRABoard meeting to discuss changes to WAC 136-161-080 – Limitations on Allocations of RATA Funds to Counties. The proposed change adds a maximum

RATA contribution of \$750,000.00 per county for 2R projects in the Northeast Region.

Request for Public Hearing – WAC 136-130-050

Mr. Hart requested that the Board set a public hearing for the January 2010 CRABoard meeting to discuss changes to WAC 136-130-050 – Project Prioritization in Northeast Region. The proposed changes are adjustments to percentages in Categories 2, 3, and 4; and deletion of the word “replacement” when referring to the federal bridge program.

Councilmember Koster moved and Commissioner Thayer seconded to set a public hearing for WAC 136-161-080 and WAC 136-130-050 at 2:00 pm on Thursday, January 21, 2010. **Motion carried unanimously.**

Chair Burton called for a brief recess.

PUBLIC HEARING

Chair Burton called the Public Hearing to order at 2:00 pm.

WAC 136-28 County Accident Reports

Vice-Chair Whitbread moved and Second Vice-Chair Mattoon seconded to open the public hearing on WAC 136-28 - County Accident Reports. **Motion carried unanimously.** Chair Burton opened the floor for discussion.

Mr. Moorhead presented staff’s recommended changes to WAC 136-28 - County Accident Reports, which would require each county to submit electronic responses to at least 90% of the accident reports compiled by Washington State Department of Transportation each calendar year. He presented data compiled by Ms. O’Shea highlighting the current level of compliance by each county.

Mr. Moorhead noted that no changes were made to the proposed language during the public comment period.

Vice-Chair Whitbread moved and Second Vice-Chair Mattoon seconded to close discussion on WAC 136-28 - County Accident Reports. **Motion carried unanimously.**

Commissioner Snyder moved and Commissioner Thayer seconded to approve staff’s recommended changes to WAC 136-28 - County Accident Reports. **Motion carried unanimously.**

WAC 136 County Forces

Second Vice-Chair Mattoon moved and Vice-Chair Whitbread seconded to open the public hearing on WAC 136 - County Forces. **Motion carried unanimously.** Chair Burton opened the floor for discussion.

Mr. Moorhead presented staff's recommended changes to WAC 136 - County Forces. The majority of the changes address the change in terminology from "day labor" to county forces.

Mr. Moorhead noted one comment received from Bob Breshears, PE, County Engineer for Ferry, Lincoln and Okanogan counties. Mr. Breshears noted that the draft revisions to WC 136-16-050 Annual Construction Report retained a reference that the limit on construction by county forces "will again be calculated based upon the actual accomplishments." As the new legislation provided for a fixed limit be established each calendar year for each county, there is no need to recalculate the limit based on actual construction expenses. Therefore, staff recommends that the phrase "will again be calculated based on the actual accomplishments" in WAC 136-16-050 be deleted and replaced with the phrase "will be compared with the actual accomplishments" in the final WAC revision to be adopted.

Commissioner Thayer moved and Commissioner Snyder seconded to close discussion on WAC 136 - County Forces. **Motion carried unanimously.**

Second Vice-Chair Mattoon moved and Vice-Chair Whitbread seconded to approve staff's recommended changes to WAC 136 - County Forces. **Motion carried unanimously.**

Chair Burton closed the Public Hearing at 2:20 pm.

RURAL ARTERIAL PROGRAM continued

Consider Call for New Projects for 2011-2013 Biennium

Mr. Hart noted that fuel tax receipts are declining. Mr. Weber cautioned that there is also the possibility that the legislature will reduce CRAB's spending authority from its current \$51 million. He also noted that in the recent past CRAB has been called upon more often to assist with cost increases, larger projects and emergency situations.

Mr. Hart reported that data obtained through conversations with the counties shows the RATA balance dropping sharply in 2009, due to aggressive spending over the next two biennia as additional and significantly more costly projects reach construction. He also noted the number of partially funded projects awaiting further funding.

Mr. Hart noted that the current RATA balance is \$31,400,000, down from \$38,500,000 in January 2009. Since the projects funded in the last four to six years are coming online much more aggressively than in the past the account could experience a shortfall of \$56,600,000 in three years if spending continues as planned. Even with spending at 60% of the programmed \$150 million (the rate is usually about 45%), the balance will approach \$2,000,000 statewide in 2012. Since the bidding climate is aggressive, materials costs have stabilized, and the revenue stream is decreasing, it is expected the spending rate will be higher than 60%, drawing on the balance as it did during 1996 - 2000.

Based on the declining revenue projections and counties' plans to construct projects through 2012, and assuming partially funded projects would be fully funded by 2011, staff recommends:

CRABoard decline a call for new projects for the 2011-2013 biennium, and delay full funding of partially funded projects until a potential call for projects in 2012 for the 2013 – 2015 biennium.

Projects be scheduled for payout by the RATA at no more than 60% of the current county plan.

Projects be delayed further to meet the \$51 million appropriation limit set by legislature for 2009-2011.

Projects delayed by the previous actions be granted lapsing extensions to one year after the rescheduled payout year.

Staff research budget models to smooth out expenditures.

Following questions and discussion, Second Vice-Chair Mattoon moved and Councilmember Koster seconded to approve and implement staff's recommendations. **Motion carried unanimously.**

Chair Burton called for a brief recess.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen announced the following changes since July 2009:

1. By phone on May 5, 2009 and by letter May 13, 2009, Benton County announced that an inter-local agreement was signed with Franklin County to utilize the services of Tim Fife, PE, Franklin County Engineer, as Interim County Engineer, effective May 11, 2009. The appointment was for three months while a search for a new County Engineer was under way. Interviews were conducted July 14 & 21, 2009. By letter on August 31, 2009, Benton County announced that Malcolm Bowie, PE, has been appointed County Engineer, effective September 1, 2009.

2. By letter on April 6, 2009, King County announced that Paulette Norman, PE, was appointed as the Acting Division Director for the Marine Division of King County Department of Transportation, effective April 13, 2009 through January 2010. The duties of the County Engineer were temporarily reassigned to Rick Brater, PE, effective April 13, 2009 through August 31, 2009, and transferred to Matt Nolan, PE, by letter, effective September 1, 2009 through January 2010.

3. By letter on October 6, 2009, Skagit County announced that Tom Ballard, P.E., TBA Consulting, was designated as Acting County Engineer, effective immediately. The appointment was for six months. The duties requiring a Professional Engineer's license were designated to Michael R. Mariano, PE as a subcontractor to the County Engineer for the interim period.

County Visits completed since July 2009

Official County Visits to the following counties were conducted:

- Benton County (2)
- Grant County
- Pend Oreille County
- Stevens County
- Lewis County (2)
- Island County
- Skagit County
- Mason County (2)
- Spokane County

Ferry County Corrective Action Plan Reports were received:

- County Engineer's Office for July 2009 on August 13, 2009
- County Engineer's Office for August 2009 on September 8, 2009
- County Engineer's Office for September 2009 on October 5, 2009
- Board of County Commissioners for 3rd Quarter of 2009 on October 28, 2009

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 ***44*** audit reports representing ***30*** counties since the July 2009 board meeting. **Any audits, with county name in bold print, revealed substantive findings involving County Road Funds**, specifically:

2007 Audits

1. Spokane County: SAO # 1001878, issued on August 3, 2009, covering the period from January 1, 2007 to December 31, 2007. This report covered the accountability audit only, updated no previous finding, and issued three new findings, none involving County Road Funds.
2. Grant County: SAO # 1001859 & 1001860, issued on August 3, 2009, covering the period from January 1, 2007 to December 31, 2007. These reports covered the Accountability and the Financial / Federal Single Audit, updated two previous findings, and issued two new findings, none involving County Road Funds.

2007 County Audits outstanding:

Accountability:

Benton

Financial:

****COMPLETED****

2008 Audits

3. Lincoln County: SAO # 1001919 & 1001920, issued on August 24, 2009, covering the period from January 1, 2007 to December 31, 2008 for the Accountability Audit and from January 1, 2008 to December 31, 2008 for the Financial / Federal Single Audit, updated two previous findings, and issued no new findings, none involving County Road Funds.

4. Adams County: SAO # 1001905, issued on August 10, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated no previous findings, and issued no new findings.
5. Ferry County: SAO # 1001968, issued on August 24, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated no previous findings, and issued no new findings.
6. Kitsap County: SAO # 1001808, issued on July 20, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated no previous findings, and issued no new findings.
7. Snohomish County: SAO # 1001881, issued on August 10, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated no previous findings, and issued no new findings.
8. Thurston County: SAO # 1001849 & 1001740, issued on July 27 and July 6, 2009, covering the period from January 1, 2008 to December 31, 2008. These reports covered the Accountability and the Financial / Federal Single Audit, updated no previous findings, and issued no new findings.
9. Benton County: SAO # 1002011, issued on August 31, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated no previous findings, and issued no new findings.
10. Columbia County: SAO # 1001999, issued on August 31, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated no previous findings, and issued no new findings.
11. Stevens County: SAO # 1002001, issued on August 31, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated no previous findings, and issued no new findings.
12. San Juan County: SAO # 1002007 & 1002008, issued on August 31, 2009, covering the period from January 1, 2008 to December 31, 2008. These reports covered the Accountability and the Financial / Federal Single Audit, updated no previous findings, and issued no new findings.

13. **Mason County: SAO # 1002072**, issued on September 8, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated one previous finding (County Road-Fully Resolved), and issued no new findings.

14. **Chelan County: SAO # 1002026 & 1002027**, issued on September 8, 2009, covering the period from January 1, 2008 to December 31, 2008. These reports covered the Accountability and the Financial / Federal Single Audit, updated one previous finding, and issued two new findings, one involving County Road.

During the review of the County's financial statements, SAO found the following material errors in the original financial statements received for audit:

1. Capital Assets were understated by \$7,868,709 in the Governmental Activities column of the Government Wide Statement of Net Assets as follows:
 - a. \$6,529,701 in county roads infrastructure was recorded as an expense instead of a capital asset.
2. SAO also found material errors in the original Schedule of Expenditures and Federal Awards (SEFA) received for audit. The total federal expenditures were understated by \$1,932,216 (25% of total federal assistance) on the SEFA as follows:
 - a. \$1,812,108 in highway planning and construction grants was not included and was subsequently required to be audited as a major program.

The County corrected these errors and SAO will review the condition during their next audit.

15. **Grays Harbor County: SAO # 1002107 & 1002057**, issued on September 8, 2009, covering the period from January 1, 2008 to December 31, 2008. These reports covered the Accountability and the Financial / Federal Single Audit, updated no previous findings, and issued one new finding, involving County Road. The County expended \$496,606 in federal disaster funds during fiscal year 2008. The federal funds were used for an emergency relating to debris cleanup from a windstorm. The County paid one vendor \$141,140 from those funds. The County did not verify the vendor had not been suspended or debarred. The County also did not obtain a performance bond or withhold retainage for contracts with the vendor. The County stated it overlooked the federal requirements due to

the high volume of activity in the Department during that time. SAO will review the condition during their next audit.

16. Douglas County: SAO # 1002130 & 1002388, issued on September 14, 2009 & October 26, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated no previous findings, and issued no new findings.
17. Garfield County: SAO # 1002111, issued on September 14, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated no previous findings, and issued no new findings.
18. Pierce County: SAO # 1002101, issued on September 14, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated no previous findings, and issued no new findings.
19. Whatcom County: SAO # 1002117, issued on September 14, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated one previous finding, and issued one new finding, not involving County Road Funds.
20. Okanogan County: SAO # 1002124 & 1002125, issued on September 14, 2009, covering the period from January 1, 2008 to December 31, 2008. These reports covered the Accountability and the Financial / Federal Single Audit, updated no previous findings, and issued two new findings, none involving County Road Funds.
21. Asotin County: SAO # 1002164 & 1002165, issued on September 21, 2009, covering the period from January 1, 2008 to December 31, 2008. These reports covered the Accountability and the Financial / Federal Single Audit, updated three previous findings, and issued no new findings, none involving County Road Funds.
22. Clark County: SAO # 1002182 & 1002183, issued on September 21, 2009, covering the period from January 1, 2008 to December 31, 2008. These reports covered the Accountability and the Financial / Federal Single Audit, updated no previous findings, and issued no new findings.
23. **Island County: SAO # 1002153 & 1002154**, issued on September 21, 2009, covering the period from January 1, 2008 to December 31, 2008. These reports covered the Accountability and the Financial / Federal Single Audit, updated three previous findings, and issued two new findings, one

involving Equipment Rental & Revolving Funds (none involving County Road Funds.) During the audits of fiscal years 2004, 2005, 2006 and 2007, SAO advised the County against transferring interest to the Current Expense Fund in certain circumstances. SAO reported this as a finding during the fiscal year 2007 audit. The County did not reimburse the restricted funds as recommended during the 2007 audit. The audit was reissued on 9/28/2009 for unspecified errors.

24. Klickitat County: SAO # 1002140 & 1002141, issued on September 21, 2009, covering the period from January 1, 2008 to December 31, 2008. These reports covered the Accountability and the Financial / Federal Single Audit, updated no previous findings, and issued no new findings.
25. **Lewis County: SAO # 1002173 & 1002174**, issued on September 21, 2009, covering the period from January 1, 2008 to December 31, 2008. These reports covered the Accountability and the Financial / Federal Single Audit, updated one previous finding, and issued one new finding, involving County Road Funds. For federally funded construction projects that exceed \$2,000, the Davis-Bacon Act requires contractors to pay federally prescribed prevailing wages to laborers. The Act also requires recipients of federal funds to obtain weekly-certified payroll reports from all contractors and subcontractors to ensure they are paying prevailing wages. In 2008, the County spent \$2,257,659 in highway planning and construction funds on nine road construction projects. For one construction project that accounted for 31 percent of total grant expenditures, SAO determined the County did not have internal controls in place to ensure contractors as required by the Act submitted weekly-certified payroll reports. As a result, the County did not have documentation showing the wages paid to contracted laborers. The total amount paid to the contractor for the project was \$648,094. Subsequently, during SAO's audit, the County obtained the certified payroll records from the contractor. The audit was reissued on 9/28/2009 for unspecified errors.
26. Wahkiakum County: SAO # 1002184 & 1002185, issued on September 21, 2009, covering the period from January 1, 2007 to December 31, 2008 for the Accountability Audit and from January 1, 2008 to December 31, 2008 for the Financial / Federal Single Audit, updated no previous findings, and issued no new findings.
27. Clallam County: SAO # 1002291, issued on September 30, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated one previous finding, and issued one new finding, not involving County Road Funds.

28. Jefferson County: SAO # 1002299, issued on September 30, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated no previous findings, and issued one new finding, not involving County Road Funds.
29. Yakima County: SAO # 1002260, issued on October 5, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated one previous finding, and issued one new finding, not involving County Road Funds.
30. King County: SAO # 1002407, issued on October 26, 2009, covering the period from January 1, 2008 to December 31, 2008. This report covered the Financial / Federal Single Audit, updated no previous findings, and issued two new findings, none involving County Road Funds.

2008 County Audits outstanding (30):

Accountability:

Adams
 Benton
 Clallam
 Columbia
 Ferry
 Franklin
 Garfield
 Grant
 Jefferson
 King
 Kitsap
 Kittitas
 Mason
 Pacific
 Pierce
 Skagit
 Skamania
 Snohomish
 Spokane
 Stevens
 Walla Walla
 Whatcom
 Whitman
 Yakima

Financial:

Grant
 Kittitas
 Pacific
 Skagit
 Spokane
 Whitman

Deputy Director's Activities

Mr. Olsen reported on his activities since the July meeting. He noted many meetings with counties on county ferry and motor vehicle fuel tax issues.

Ferry County Update

Mr. Olsen reported that Ferry County is continuing to comply with the conditions set forth by the Board and that all required reports have been received by staff in a timely manner. He noted that there are several items the county needs to implement by December 31, 2009.

Data Collection and Reporting Projects

Mr. Olsen noted that with the recent legislative changes to RCW 36.77.065 regarding county forces construction; the addition of Maintenance Management Certification in 2009; and various reports to the Office of Financial Management, Transportation Commission, the State Legislature and Washington State Department of Transportation; CRAB may be asked to provide data for county road construction, maintenance and operations that may not have been available before.

He reported that staff has begun a Data Collection and Reporting project to review all of the available data sets that are included in CRAB's annual reporting requirements, as well as prepare to bring fresh data requests online.

Chair Burton recessed the meeting at 4:08 pm on October 29, 2009. The CRABoard meeting will resume October 30, 2009 at 8:30 am.

**County Road Administration Board
Friday, October 30, 2009**

CALL TO ORDER

The second day of the fall CRABoard meeting was called to order by Chair Burton at 8:30 am on October 30, 2009.

INFORMATION SERVICES

Mr. Hillesland introduced the CRAB Information Technology staff.

Mr. Hagenlock gave a brief demonstration of the research and development of Mobility Mapping.

Mr. Ayres reported on the success of the annual Road Design Conference, held in Thurston County on October 6-9, 2009.

INTERGOVERNMENTAL POLICY MANAGER

Mr. Monsen reviewed his county visits and activities since the July 2009 CRABoard meeting. He noted that a common issue is levy shifts and diversions. He updated the Board on the County Engineers' Training scheduled for November 3-5, 2009 in the CRAB offices. He gave a brief presentation on reporting preservation costs and the possible need to amend accounting definitions to align with procurement procedures.

COMPLIANCE

Mr. Moorhead reported on his activities since the July 2009 CRABoard meeting.

MAINTENANCE MANAGEMENT

Mr. Pearson reported that the 2010 work plan, budget, maintenance management certification form and pavement management certification form are now available on the CRAB website.

He noted two additions to the Calendar of Due Dates: the Maintenance Management Work Plan, due to CRAB by December 31, 2009; and the Maintenance Management Certification form, due to CRAB by April 1, 2010. He informed the Board that the Maintenance Management Work Plan and Budget is no longer part of the budget summary sheet.

Meeting adjourned by Chair Burton at 10:13 am.

Chairman

ATTEST: _____