

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

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

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
 Rhonda Mayner, Secretary
 *Randy Hart, Grant Programs Manager
 *Larry Pearson, Maintenance Programs Manager
 **Jim Oyler, Support Specialist
 **Don Zimmer, Road Systems Inventory Manager
 **Eric Hagenlock, Development Specialist

Guests: *Gary Rowe, WSACE Managing Director
 *Brian Matthews, PE, Mason County Engineer
 *Melissa McFadden, Mason County
 *Terry Conley, Mason County

**April 26, 2012 only*

***April 27, 2012 only*

CALL TO ORDER

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

CHAIR'S REPORT

Chair Burton requested that all cell phones be turned off and that guests please sign-in.

Approve Agenda for the April 26-27, 2012 Board Meeting

Vice-Chair Stacy moved and Second Vice-Chair Thayer seconded to approve the agenda as presented. **Motion carried unanimously.**

Approve Minutes of January 26-27, 2012 Board Meeting

Commissioner Snyder moved and Commissioner Koch seconded to approve the minutes of the January 26-27, 2012 CRABoard meeting. **Motion carried unanimously.**

WSACE UPDATE

Mr. Rowe briefed the Board on bills of interest to the WSACE that were passed in the recent legislative session.

He noted that the annual conference will be held June 12-14 in Walla Walla.

RURAL ARTERIAL PROGRAM – Randy Hart

Program Status Report

Mr. Hart reviewed the Rural Arterial Program project status report. He noted that 963 projects have been completed. Anticipated revenue to the end of the 2011-2013 biennium is \$485,781,143. RAP expenditures to date total \$439,195,983. RAP obligations remaining are \$106,352,260.

Resolution 2012-002 – Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2012-002 to the Board. This resolution apportions the accrued amount of \$4,301,891 now credited to RATA for February through April 2012 to the regions by the established 2011-13 biennium regional percentages after setting aside \$118,500 for administration. Mr. Pohle moved and Council Member Koster seconded to adopt Resolution 2012-002 as presented. **Motion carried unanimously.**

Project Request – Mason County

Mr. Hart announced that Mason County has requested a scope change for the RATA funded North Island Drive project. The request is to reduce the design speed for one horizontal curve from 40 mph to 35 mph (the existing safe speed is 20 mph), and also to extend the project limits from milepost 1.31 to 1.50, with no reduction in RATA funding.

Mr. Hart noted that in April 2007 the CRABoard granted partial funding of \$1,077,028 for North Island Drive. Full funding to \$1,233,000 was gained at the March 2010 Special CRABoard meeting. The total project cost at that time was estimated at \$1,420,000, but has increased to \$1,750,000 currently. Construction is planned for 2013.

Mr. Hart noted that the horizontal curve that begins at MP 0.77 currently satisfies the geometric requirements for a deficient 20 mph design speed. Shifting the curve to achieve an improved 40 mph design speed would impact one property to the extent that relocation of a resident would be required. A shift to the south requires additional impacts to a Category 3 wetland. By maintaining a 35 mph design speed at this curve, the county will be able to minimize the impacts to both residents and wetlands, and reduce the project cost.

He further reported that the reduction in design speed will reduce the overall project cost (with reductions to ROW acquisition cost and mitigation to wetlands), while construction cost will remain the same. All current RATA funding will still be needed. Mason County proposes to extend the project limits from MP 1.31 to MP 1.50 to improve a section of the road with deficient vertical geometry. This work, coupled with roadway improvements that will be constructed using RATA funds, will provide significant economy of scale when compared with performing stand-alone repairs after the project is completed. Construction impacts to the traveling public will also be lessened by adding this work. The County is providing the balance of funding for the project.

Staff has reviewed the project site and finds the proposed design speed reduction lowers the project score from 76.19 to 74.94. With the proposed extension the score is further reduced to 73.41. Since the lowest ranked project receiving funding on the array scored 43.00, the North Island Drive project would still have been funded with the scope changes being proposed.

The county is committed to making the alignment, structural and all remaining geometric improvements to full design standards as reflected in the prospectus. The county plans to add warning signs before and after the reduced speed curve location and install centerline pavement markers the full length of the project.

Staff finds the county is making best use of the RATA funding granted for the North Island Drive project with these revisions, and recommends approval of the reduced curve speed and extension of the project with no reduction in RATA funding.

Mr. Hart introduced Mr. Matthews and Ms. McFadden, who gave a brief presentation to the Board.

Following questions and discussion, Commissioner Snyder moved Mr. Woods seconded to approve Mason County's request for the scope change with no reduction in RATA funding. **Motion carried unanimously.**

COMPLIANCE REPORT – Bob Moorhead

Mr. Moorhead summarized his recent activities.

He reported on county compliance in required submittals of Road Levy Certification, Traffic Law Enforcement Certification, Certification of Expenses for Fish Passage Barrier Removal, Annual Construction Report, CAPP Report, Bridge Inspections, and Annual Certification. He noted that all 39 counties submitted their electronic filings in a timely manner.

He reported that all 39 counties are in full compliance of the Standards of Good Practice for 2011, and therefore staff recommends that Standards of Good Practice be issued to each of the counties.

ANNUAL CERTIFICATION – Jay Weber

Resolution 2012-003 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 2011. 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 concluded that he is pleased to be able to report to the Board that all of the 39 reporting counties have demonstrated reasonable and substantial compliance with all applicable laws and Standards of Good Practice. He therefore recommended approval of Resolution 2012-003 stating the issuance of Certificates of Good Practice in the names of the thirty-nine counties listed on the resolution.

Mr. Pohle moved and Commissioner Leita seconded to approve Resolution 2012-003, issuing Certificates of Good Practice to all 39 counties. **Motion carried unanimously.**

DIRECTOR'S REPORT – Jay Weber

CRABoard Positions

Mr. Weber reported that on March 12, 2012 he sent a letter to WSAC President Paul Pearce notifying him of the expiration in June 2012 of the terms of Council Member John Koster, Commissioner Bob Koch, and County Engineer Brian Stacy. He noted that all three are eligible for reappointment by WSAC.

WSACE County Engineer of the Year Nominations

Mr. Weber reported that nomination forms for the WSACE Engineer of the Year have been sent out. This year's application deadline is May 11, 2012.

Current Budget

Mr. Weber reviewed CRAB's current budget status, noting that all funds are showing positive variances. He directed the Board's attention to the establishment of Fund 106 – Highway Safety Account, which was created to account for the \$3,500,000 to be apportioned to CAPP from the Department of Licensing.

2011-13 Supplemental Budget

Mr. Weber reported that staff plans to propose to the legislature that the funds

from the Department of Licensing be transferred directly into Fund 186 – CAPP, and not into the separate Fund 106.

DEPUTY DIRECTOR'S REPORT – Walt Olsen

County Engineers/Public Works Directors

Mr. Olsen announced the following change in the status of County Engineers and Public Works Directors since January 2012:

1. By letter on February 13, 2012, Asotin County announced that James Bridges, PE, was hired as County Engineer, effective February 21, 2012. An agreement with Garfield County for County Engineer services had been signed and interviews were conducted on Tuesday, January 24, 2012, for the position of Public Works Director/County Engineer.

2. By letter on February 8, 2012, Franklin County announced that Tim Fife, PE, was placed on paid administrative leave, effective February 2, 2012. An agreement with Benton County for County Engineer services was signed on February 6, 2012 and Mr. Fife's employment was terminated on Monday, March 26, 2012. Benton County Engineer Malcolm Bowie, PE, will continue to serve as acting Public Works Director/County Engineer until the position is filled.

County Visits completed since January 2012

- Franklin County (2)
- Kittitas County
- Adams County
- Spokane County
- Stevens County
- Clallam County
- Jefferson County
- Island County
- San Juan County
- Skagit County
- Whatcom County

Numerous contacts with County Engineers took place in other venues.

County Audit Reports reviewed since January 2012

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 seven audit reports representing seven counties since the January 2012 board meeting. Any audits, with county name in bold print, revealed substantive findings involving County Road Funds, specifically:

2010 Audits

1. Franklin County: SAO #1007158, issued on February 6, 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.
2. Grant County: SAO #1007440, issued on April 2, 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.
3. King County: SAO #1007131, issued on January 30, 2012, covering the period from January 1, 2010 to December 31, 2010. This report covered the Federal Single Audit Report, updated six previous findings, and issued 14 new findings, none involving County Road funds.
4. Kitsap County: SAO #1007248, issued on February 21, 2012, covering the period from January 1, 2010 to December 31, 2010. This report covered the Accountability Audit, updated no previous findings, and issued two new findings, none involving County Road funds.
5. Pierce County: SAO #1007150, issued on January 30, 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.
6. Spokane County: SAO #1007294, issued on March 5, 2012, covering the period from January 1, 2010 to December 31, 2010. This report covered the Accountability Audit, updated one previous finding, and issued no new findings.
7. Yakima County: SAO #1007389, issued on March 19, 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 findings, which did not involve County Road funds.

2010 County Audits outstanding:

Accountability: 5
Financial: COMPLETED

Other Activities and Visits since January 2012

Mr. Olsen reported on his other activities.

Quarterly Report

Mr. Olsen requested feedback from the Board on the first quarterly report sent out following the January 2012 CRABoard meeting.

Mr. Olsen requested that Mr. Pearson be allowed to present his report next, due to another commitment on Friday. Chair Burton concurred.

MAINTENANCE MANAGEMENT UPDATE – Larry Pearson

Mr. Pearson reported that the CRAB-prepared Maintenance Performance Review for Spokane County's Division of Engineering and Roads was presented to the County Commissioners on March 13, 2012. He noted that this formal presentation for the Board provided an opportunity to present the findings and recommendations of the report and to address questions and comments from the Board. The process of working with Spokane County to address maintenance management in the framework of the standard of good practice resulted in the development of an effective tool for the assessment of maintenance operations and management, which can also be applied to other counties as they review their maintenance operations.

He reported that the 50th Annual Road & Street Supervisors' Conference will be held October 1-3 at the Yakima Convention Center.

He reported that the Washington Chapter of the American Public Works Association (APWA) has formed a Maintenance Committee, which has been accepted into the group of APWA Committees and is providing maintenance-related sessions at the annual APWA Conference. At the 2011 conference in Yakima, the Maintenance Committee organized and successfully conducted an equipment "roadeo". Another roadeo event is planned for the APWA Conference to be held in Spokane on Thursday, October 11.

Mr. Pearson noted that Maintenance Supervisor training can be effective in helping counties maintain compliance with the standards of good practice for maintenance management.

Chair Burton recessed at 3:48 pm on Thursday, April 26, 2012. The meeting will resume Friday, April 27, 2012 at 8:30 am.

Friday, April 27, 2012

CALL TO ORDER

The second day of the CRABoard meeting was called to order by Chair Burton at 8:30 am on April 27, 2011.

INTERGOVERNMENTAL POLICY UPDATE – Jeff Monsen

Mr. Monsen noted meetings with the following counties since the January 2012 CRABoard meeting:

Snohomish - 2/3
 Whatcom – 2/10, 3/8, 3/20
 Clallam - 2/17
 Skagit – 3/7
 Spokane - 3/26
 Pend Oreille - 3/26
 Whitman - 3/27
 Stevens - 3/28
 Adams - 3/29
 Grant - 3/30
 Douglas - 4/2
 Chelan - 4/2
 Okanogan - 4/3
 Ferry - 4/4
 Lincoln - 4/5

Other Activities

Mr. Monsen reported on his other activities.

County Engineer Training

Mr. Monsen noted the upcoming County Engineer Training to be held May 1-3 in the CRAB offices, with ten registrants representing eight counties. He reported that a one-day session was presented in Pacific County on February 15.

Supplemental Guidance and Training

Mr. Monsen reported that staff is developing additional guidance and customized training available from CRAB staff in the areas of Asset Management and Fund Management, and on improving communications related to those topics. He asked the Board for input from them and their staff members on the content of the program.

INFORMATION SERVICES UPDATE – Steve Hillesland

Mr. Hillesland reported on the success of the Technology Days forum held in the CRAB offices on April 24-25, and noted that Jim Ayres was conducting the same forum in Wenatchee on April 26-27.

He noted that the next update to Mobility, planned for May, will include new asset management inventories of Traffic Signals, Curb Ramps, Short Span Bridges, Cattle Guards, and Railroad Crossings.

The Board recessed to the Training Room for a presentation on Mobility.

Mr. Hillesland introduced Mr. Oyler and Mr. Zimmer, who gave a brief overview of the capabilities of Mobility and the topics they cover in their training sessions.

Chair Burton adjourned the meeting at 9:53 am.

Chairman's Signature: _____

Attest: _____