

Minutes
County Road Administration Board
January 21-22, 2016
CRAB Office – Olympia, Washington

Members Present: Dale Snyder, Douglas County Commissioner, Chair
Brian Stacy, PE, Pierce County Engineer, Vice-Chair
Andrew Woods, PE, Columbia County Engineer, Second Vice-Chair
Rob Coffman, Lincoln County Commissioner
Lisa Janicki, Skagit County Commissioner
Kathy Lambert, King County Councilmember
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
Karen Pendleton, Executive Assistant
Jeff Monsen, PE, Intergovernmental Policy Manager
Bob Moorhead, PE, Maintenance Manager
Derek Pohle, PE, Compliance & Data Analysis Manager
Rhonda Mayner, Secretary
*Randy Hart, PE, Grant Programs Manager
*Jim Ayres, Design Systems Manager

Guests: Scott Blonien, WACO Executive Director
*Bob Koch, Franklin County Commissioner
**Gary Rowe, WSACE Managing Director
**Rob Snaza, Lewis County Sheriff

*Present January 21,2016 only
** Present January 22, 2016 only

CALL TO ORDER

Chair Snyder called the County Road Administration Board quarterly meeting to order at 1:00 p.m. on Thursday, January 21, 2016 at the CRAB Office in Olympia.

CHAIR'S REPORT

Chair Snyder presented a plaque to Commissioner Koch in appreciation of his previous service on the Board.

He reminded those present to silence all electronic devices.

Approve January 21-22, 2016 Agenda

Chair Snyder advised the Board that if the agenda proceeded quickly, it was likely that staff reports would be moved to this day, in hopes that the roads would be better on Friday, and the Board members could leave early to get home.

Ms. Mayner noted the addition of Resolution 2016-002 to the agenda following item 4C. Second Vice-Chair Woods moved and Vice-Chair Stacy seconded to approve the agenda as amended. **Motion carried unanimously.**

Approve Minutes of October 29-30, 2015 CRABoard Meeting

Vice-Chair Stacy moved and Commissioner Schulte seconded to approve the minutes of the October 29-30, 2015 CRABoard meeting. **Motion carried unanimously.**

DIRECTOR'S REPORT

2015 Annual Report

Mr. Weber announced that the 2015 Annual Report has been posted on CRAB's website and that all interested parties have been notified via e-mail. Staff has mailed copies to various libraries and to all members of the Legislative Transportation Committee and their staff members.

Current Budget Status

Mr. Weber reviewed CRAB's current budget status. He noted that the agency is within \$1000.00 of allotment variances across all funds. He reminded the Board that in-state travel expenses are expected to be larger than usual in the following months due to staff travel for and to the 2016 NACE Conference in Tacoma in April.

He reported that the Governor's proposed supplemental budget gives CRAB slightly higher funding than the request made by the agency, and restores the RAP funding that was requested.

Veteran's Transition Support

Mr. Weber noted that Executive Order 13-01 currently does not pertain to CRAB, as this Board not an executive cabinet agency.

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Hart reported that 1,022 of 1,132 projects have been completed to date. Anticipated revenue to the end of the 2015-17 biennium is \$561,582,474. RAP expenditures to date total \$513,846,451. RAP obligations remaining are through the 2015-17 biennium total \$126,782,786.

He listed several projects facing design or construction lapsing in March and April 2016.

Regional Meetings Update

Mr. Hart reported on meetings held in November and December in the Northeast, Northwest, Puget Sound, and Southwest RAP Regions. The Southeast Region meeting was rescheduled to January 29, 2016 due to inclement weather.

At the meetings, staff notified the regions that the CRABoard elected to have a call for new projects for the 2017-2019 biennium, but that allocation of funds to new projects would be based on the balance in the account and existing project reimbursement demand. The call for preliminary proposals closes March 1, 2016 and the final prospectuses will be due September 1, 2016.

Staff reviewed the various funding sources available through RATA, CAPA, MVA, and Multi-Modal accounts per the 2015 state legislature; and the Systemic Safety tool in Mobility was highlighted.

Mr. Pohle and Mr. Moorhead informed the counties on compliance reporting and status, potential public hearing, maintenance management, and the gravel roads study conducted by CRAB.

Resolution 2016-001 - Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2016-001 - Apportion RATA Funds to Regions. The resolution authorizes the accrued amount of \$3,272,780 now credited to RATA for November and December 2015 be apportioned to the regions by the established 2015-2017 biennium regional percentages after setting aside \$80,750 for administration.

After discussion, Commissioner Schulte moved and Commissioner Mielke seconded to approve Resolution 2016-001 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

Resolution 2016-002 – Approve 2015-2017 RAP Projects and Allocate Estimated 2015-2017 RATA Funds

Mr. Hart presented Resolution 2016-002 - Approve 2015-2017 RAP Projects and Allocate Estimated 2015-2017 RATA Funds. The resolution authorizes funding of \$309,500 as match for \$2,088,000 in Federal Bridge Replacement Funds for Okanogan County's Joe Moses Road and Park City Loop Bridges.

After discussion, Commissioner Coffman moved and Commissioner Schulte seconded to approve Resolution 2016-002 - Approve 2015-2017 RAP Projects and Allocate Estimated 2015-2017 RATA Funds. **Motion carried unanimously.**

Project Request Actions Taken by CRAB Staff

Mr. Hart noted activities and requests handled by staff since the October 2015 CRABoard Meeting.

1. Mason County requested a scope change to their Cloquallum Road project, reducing the milepost limits from 5.85 – 6.85 to 5.85 – 6.60, with no change in RATA

funding. The request will eliminate widening and paving improvements at the west 0.25 miles of the project, increase design speed from 40 mph to 50 mph, realign the existing unsafe horizontal curve, and increase proposed roadway width from 28 feet to 34 feet.

The county plans to use existing \$900,000 RATA and \$250,000 county funding to build the improvements.

CRAB staff found that taken together, the changes result in a better overall project, focusing RATA and county funds on the highest priority deficiencies of the existing road. The changes increase the score of the project from 61.29 to 65.29. After review and confirmation with the CRAB Director, on January 13, 2016 an amended contract was offered to the county.

2. On December 7, 2015 CRAB received a reimbursement from Spokane County in the amount of \$1,500,000 for RATA funds that were used on their Bigelow Gulch 3 project in 2005. The paid-back funds were forwarded to the treasurer and have been deposited into the RATA account. CRAB staff found that the project did not accomplish the prospectus improvements agreed to in the CRAB/County Contract. The County elected to reimburse the funds and pursue the new funding offered by the CRAB Board to re-address the project needs.

3. Spokane County requested a two year extension of the lapsing date for their Forker Road project, from March 26, 2016 to March 26, 2018. The right of way review was extended, and delayed at one point, involving WSDOT and FHWA processes.

CRAB staff found the issues of project delay impacting the project were unforeseen and beyond the county's control, and therefore granted an extension in construction lapsing to March 26, 2018.

4. Lewis County has withdrawn Centralia Alpha Road from RATA funding. The county cited the need to reallocate their Federal STP funding from that project to their higher priority and more expensive Highway 603 project, which is also RATA funded. The county also committed to paying back \$152,283.80 of RATA funds used on Centralia Alpha Road.

Chair Snyder suggested that the county pursue a request for waiver of payback if they intend to continue the project in the future.

Chair Snyder called for a brief recess.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen reported three changes in the roster of County Engineers since October 2015:

By letter on November 9, 2015, Wahkiakum County appointed Paul Lacy, PE, as County Engineer, effective September 21, 2015, following the resignation of County Engineer Peter Ringen, PE.

By email and attachment on December 23, 2015, Asotin County appointed Dustin Johnson, PE, as Public Works Director/County Engineer, effective October 12, 2015. Garfield County Engineer Grant Morgan, PE, had been serving as Acting County Engineer until then.

By email on January 12, 2016, Kittitas County appointed Mark Cook, PE, as Interim Acting County Engineer, effective January 8, 2016, following the resignation of County Engineer Doug D'Hondt, PE.

County Visits completed since October 2015

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 14 audit reports representing 14 counties since the October 2015 Board meeting. Four audits contained a total of five findings issued and none involved County Road Funds in some form. Any audits with county name in bold print revealed substantive findings involving County Road Funds, specifically:

<u>Report #</u>	<u>Entity/Description</u>	<u>Report Type</u>	<u>Audit Period</u>	<u>Date Released</u>	<u>New Find#</u>	<u>Co. Rd?</u>	<u>PrevFind#</u>	<u>Status</u>
1015413	Cowlitz County	Accountability	01/01/2014 to 12/31/2014	10/29/2015	0	---	0	---
1015510	Whitman County	Accountability	01/01/2014 to 12/31/2014	11/5/2015	1	N	0	---
1015491	Island County	Accountability	01/01/2014 to 12/31/2014	11/16/2015	0	---	0	---
1015539	Kitsap County	Accountability	01/01/2014 to 12/31/2014	11/19/2015	0	---	0	---
1015071	Clark County	Accountability	01/01/2014 to 12/31/2014	12/3/2015	1	N	0	---
1015640	Jefferson County	Accountability	01/01/2014 to 12/31/2014	12/7/2015	0	---	0	---
1015523	Clallam County	Accountability	01/01/2014 to 12/31/2014	12/17/2015	0	---	0	---
1015593	Adams County	Accountability	01/01/2014 to 12/31/2014	12/21/2015	0	---	0	---
1015509	Stevens County	Financial and Federal	01/01/2014 to 12/31/2014	12/24/2015	2	N	0	---
1015795	Columbia County	Accountability	01/01/2013 to 12/31/2014	12/24/2015	1	N	1	NCR
1015845	Mason County	Accountability	01/01/2014 to 12/31/2014	12/28/2015	0	---	1	NCR
1015913	Douglas County	Accountability	01/01/2014 to 12/31/2014	12/28/2015	0	---	0	---
1015744	Asotin County	Accountability	01/01/2013 to 12/31/2014	12/31/2015	0	---	0	---
1015887	Garfield County	Accountability	01/01/2013 to 12/31/2014	12/31/2015	0	---	1	NCR

Activities

Mr. Olsen reviewed a list of his activities since the October 2015 CRABoard meeting.

PROPOSED WAC CHANGES

Mr. Pohle reported on a meeting held in the CRAB offices on January 8, 2016 between staff, Board members and representatives of the Sheriff's Association, as directed by the Board at the October 2015 meeting. He presented staff's revised recommendations for WAC 136-25 Standard of Good Practice-Traffic Law Enforcement Expenditures resulting from that meeting.

WAC 136-25-010 is specific to WAC 136-150-020, 136-150-021, 136-150-022, and 136-150-030 relating to road levy, road levy diversion, and traffic law enforcement.

WAC 136-25-020 states that diversion of road levy funds may only be for traffic law enforcement within unincorporated areas of the county. To preserve RATA eligibility, road levy funds diverted pursuant to RCW 36.33.220 may only be used for traffic law enforcement within the unincorporated areas of counties, except those counties with a population of less than eight thousand, RCW 36.79.140 and WAC 136.150.030.

WAC 136-25-030 establishes eligible traffic law enforcement activities on county roads. For purposes of maintaining RATA eligibility, should the legislative authority vote and budget to divert road levy funds, the following traffic law enforcement activities occurring in unincorporated county areas are the only activities that can be funded by county road levy funds.

- (1) Speed limit and other traffic law enforcement;
- (2) Collision investigation documenting/reporting;
- (3) Oversize vehicle (weight, length, width, and height) enforcement;
- (4) Special traffic emphasis patrols;

- (5) Facilitating the removal of abandoned vehicles from the county road and rights of way;
 - (6) Facilitating the removal of roadway and right of way obstructions at the request of the county engineer;
 - (7) Investigating illegal littering and dumping on county road rights of way;
 - (8) Sign damage investigation and enforcement;
 - (9) Road condition enforcement, including mud, water, debris, or spills;
 - (10) Rights of way encroachment investigation and enforcement at the request of the county engineer;
 - (11) Maintenance and construction zone traffic enforcement;
 - (12) Special road department vehicle collision investigation at the request of the county engineer; and
 - (13) Other activities clearly related to county road law enforcement needs, as mutually agreed upon in writing by the county road engineer and the county sheriff.
- Disagreements shall be elevated to the county legislative authority.

WAC 136-25-040 states that the certification required by WAC 136-150-022 shall be on a form provided by the county road administration board. Each county shall maintain adequate records of annual traffic law enforcement expenditures in such format and detail to demonstrate that the funds were used only for the traffic law enforcement activities set out in WAC 136-25-030.

WAC 136-25-050 states that the county road administration board shall provide model documents for counties to use to establish agreements (relationships) between the county legislative authority and the county sheriff and between the county road engineer and the county sheriff for the use of county road levy funds for traffic law enforcement. The agreements are discretionary, but if used should list which activities set out in WAC 136-25-030 are subject to the agreement.

Mr. Pohle also proposed to amend WAC 136-150-022 to read:

In those counties in which diverted road levy or transfer of road funds has been budgeted for traffic law enforcement, the county sheriff shall submit a certification showing the actual expenditure for traffic law enforcement in the previous budget year, on a form provided by the County Road Administration Board, provided that counties with a population of less than eight thousand shall be exempt from this requirement. Such certification shall be submitted to the county road administration board no later than April 1 of each year. Each county shall maintain records of annual traffic law enforcement expenditures in such format and detail as to demonstrate that the funds were used for traffic law enforcement.

Definition of Traffic Law Enforcement: For purposes of this chapter, traffic law enforcement is defined as engaging in the activities listed in WAC 136-25-030 in unincorporated county locations.

Mr. Pohle requested that the Board to set a public hearing for April 14, 2016 at 2:00 pm.

Following discussion, Commissioner Schulte moved and Commissioner Mielke seconded to set a public hearing for April 14, 2016 at 2:00 pm. **Motion passed unanimously.**

Chair Snyder moved staff reports forward from the Friday agenda.

STAFF UPDATES

Intergovernmental Policy

Mr. Monsen reported on his activities since the October 2015 CRABoard meeting, including the County Engineer Training held at CRAB December 8-10, 2015, with 12 participants in attendance from eight counties. The next session is scheduled for May.

He noted that the next update to the County Engineers' and Public Works Directors' Manual will be released in early February.

He asked the Board if CRAB staff should be more proactive in creating training opportunities for WSAC and possibly WACO members. The Board indicated that they feel the current level of promotion is adequate.

Maintenance Management Update

Mr. Moorhead reported on his activities since the October 2015 CRABoard meeting.

He noted that visits to 16 individual counties regarding the Gravel Roads Study were completed on November 3, 2015. A request to the counties to utilize the annual Maintenance Management Plan submitted to CRAB in December to estimate the annual maintenance costs per mile for both gravel and BST roads will close January 29. The preparation of the final report is under way, and he plans to present it at the April 2016 CRABoard Meeting.

He presented a summary of CRAB training held since the October 2015 Board meeting, and future training scheduled through April 2016.

Compliance and Data Analysis Report

Mr. Pohle reported on the counties' compliance in submitting the six reports due to CRAB by December 31 of each year, noting that 38 of the 39 counties had submitted all of the forms in the required electronic formats by the deadline. A few failed to submit required supporting documents on time, but did so quickly after being contacted by staff.

He noted that all counties are required by WAC 136-28 to have responded to/processed at least 90% of the county road collision reports submitted to them for coding by December 31 of each calendar year. For 2015, 35 counties were fully compliant, and the remaining four achieved compliance by January 15, 2016.

He reported on his activities since the October 2015 CRABoard meeting.

Information Services

Mr. Hillesland gave the Board a brief history of the Design Systems Program and introduced Mr. Ayres, who spoke of the current status of the program and its future direction.

He reported that the UAV program is progressing, and demonstrated a recent mapping of a Columbia County stockpile site.

In other business, Commissioner Mielke announced that this would be his last CRABoard meeting, as he is retiring from public service effective January 31.

Chair Snyder recessed the CRABoard meeting at 4:34 p.m. on January 21, 2016. The meeting will resume January 22, 2016 at 8:30 a.m.

**County Road Administration Board
Friday, January 22, 2016**

CALL TO ORDER

The second day of the CRABoard meeting was called to order by Chair Snyder at 8:30 a.m. on January 22, 2016.

WSACE PRESENTATION

Mr. Rowe thanked Commissioner Mielke for his service to the Board, as well as his efforts on behalf of the Washington State Association of Counties. He indicated that the WSAC Board is planning to appoint a new CRABoard member at their February meeting.

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

SHERIFF'S ASSOCIATION DELEGATION

Chair Snyder introduced Sheriff Snaza, who thanked the participants of the workshop held at CRAB the previous week. He expressed a desire to keep the Sheriff's Association more informed of the Board's actions and intentions.

EXECUTIVE SESSION

Chair Snyder excused staff and guests from the meeting at 9:31 am for the Board to discuss a personnel matter. He noted that the Executive Session would take approximately one hour.

Chair Snyder closed the meeting at 10:40 a.m. on Friday, January 22, 2016.

Chairman

Attest