

Minutes
County Road Administration Board
January 27-28, 2011
CRAB Office – Olympia, Washington

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

Staff Present: Jay Weber, Executive Director
 *Walt Olsen, PE, Deputy Director
 Steve Hillesland, Assistant Director
 Jeff Monsen, PE, Intergovernmental Policy Manager
 Bob Moorhead, PE, Compliance & Data Analysis Manager
 Randy Hart, PE, Grant Programs Manager
 Larry Pearson, PE, Maintenance Programs Manager
 Karen Pendleton, Executive Assistant
 Rhonda Mayner, Secretary
 Eric Hagenlock, Applications Specialist
 Jim Oyler, Support Specialist

Guests: *Paul Parker, Transportation Commission
 *Gary Rowe, WSACE Managing Director
 *Malcolm Bowie, PE, Benton County Engineer
 *Doug Bramlette, PE, Douglas County Engineer
 *Randy Glaeser, PE, Walla Walla County Engineer
 *David Eids, PE, Walla Walla County Assistant Engineer
 *Brian Matthews, PE, Mason County Engineer
 *Melissa McFadden, Mason County

*Present January 27, 2011 only

CALL TO ORDER

Chair Burton called the County Road Administration Board quarterly meeting to order at 1:00 p.m. on Thursday, January 27, 2011, at the CRAB Office in Olympia.

CHAIR'S REPORT

Chair Burton welcomed Commissioner Koch to the CRABoard and thanked him for his willingness to serve. Board members, staff and guests introduced themselves.

Approve January 27-28, 2011 Agenda

Second Vice-Chair Boldt moved and Commissioner Snyder seconded to approve the agenda with the addition of a presentation by Mr. Parker. **Motion carried unanimously.**

Approve Minutes of October 28-29, 2010 CRABoard Meeting

Commissioner Snyder moved and Vice-Chair Stacy seconded to approve the minutes of the October 28-29, 2010 CRABoard meeting. **Motion carried unanimously.**

TRANSPORTATION COMMISSION PRESENTATION

Mr. Parker thanked the CRAB staff for their assistance in the Commission's recent compilation of MPO/RTPO data. He noted that the Commission's 2011 Transportation Plan is available on their website. He spoke of the Commission's recent activities, including state ferry fare setting done in November 2010 and effective January 1, 2011. The Commission has proposed new tolls, which will be voted on by the Legislature in the current session.

WSACE PRESENTATION

Mr. Rowe reported that the annual Professional Development Conference will be held February 2-4 in Semiahmoo. He noted that the WSACE Annual Meeting will be held in June at Sun Mountain Lodge.

He noted that many western Washington county roads are classified as urban rather than rural, and therefore not eligible for RAP funding. He suggested that should additional funds become available in the future, a change in rules be considered to allow those roads to participate. WSACE is asking the legislature to fund fish passage barrier removal.

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

He presented a draft proposal to create a Transportation Performance Measurement for Counties, and suggested a two-year pilot program with voluntary county participation should the legislature approve funding for a study.

DIRECTOR'S REPORT

Mr. Weber noted that as it was nearing time for the Public Hearing and three eastern Washington counties were present with project requests, he would volunteer to table his report to after the Public Hearing.

Mr. Hart noted that Mr. Glaeser and Mr. Eids had late afternoon flight reservations and requested that they be allowed to present their case first. Chair Burton concurred.

PROJECT REQUESTS**Walla Walla County**

Mr. Hart reported that Walla Walla County is requesting \$612,000 in emergent RATA funding for replacement of Gardena Bridge per the County's letter dated December 7,

2010. This request is in accordance with WAC 136-163, "Allocation of RATA Funds to Emergent and Emergency Projects".

Gardena Bridge was built in 1948 and is located on the Touchet - Gardena Road south of the town of Touchet and crosses the Walla Walla River. With an ADT of 1000, Touchet - Gardena Road is a main route to the southwest corner of the county. One fatality occurred in 2002 at the north end of the bridge when a truck ran off the road into the Walla Walla River.

The 150 foot long structure is experiencing lateral scour at the south bridge abutment with vertical scour at one of the piers. The bridge is posted as weight restricted. The county is concerned about having to close the bridge should the scour worsen. The detour length is 12 miles. Having a sufficiency rating of 17.37, the bridge was submitted for federal funding in April, 2010 and gained federal funding through the Bridge Replacement Advisory Committee in November, 2010.

The county did not submit the bridge for RAP funding during the last call (via the 2008 – 2013 road program) since they did not anticipate federal funding at that time. Since the CRABoard declined a call for new projects in 2010, the county was not able to submit for RATA funding for the next biennium (2011 – 2013) either. The WSDOT however, made a call for bridges seeking federal funding in April, 2010 and Walla Walla County submitted Gardena Bridge having revised its six year road program. The bridge was funded in November of 2010 and the county plans to construct the replacement in 2012. This timing eliminates the county's access to RATA funding during the normal cycle. Furthermore, the current SE Region RAP priority array has no available bridge funding remaining. The next RAP cycle is tentatively scheduled to allocate funds in the spring of 2013, a year after the project is estimated to be complete. If this request is not approved the county would be required to postpone construction until funding becomes available which creates the possibility of the bridge being closed to traffic should the scour worsen. Closure of this road with a 12 mile detour length would have a large impact on local residents and the movement of farm to market goods.

Federal Aid funding approval for the replacement of the bridge is \$2,448,000. This is 80% of the estimated cost with the local match at \$612,000. The County requests RATA funding for the local match be met through the RAP emergent funding process since the county could not have anticipated the availability of federal funding and normal RATA funding is not available.

Since the county could not have anticipated the federal funding of Gardena Bridge for the current RAP funding period, and since there was no call for new RAP projects in the 2011 – 2013 biennium, now that federal funding has been awarded, the county is requesting emergent funding as provided for in WAC 136-163-010 through 070.

The county has demonstrated in keeping with WAC 136-163-020 that it could not anticipate the availability of federal funding for Gardena Bridge at the time the call for RAP projects was issued in 2008. If this request is not approved the county would be required to postpone construction until funding becomes available which creates the possibility of the bridge being closed to traffic should the scour worsen. With a rating of

17.37 staff finds the bridge project would have gained RATA funding on the current array had the project been submitted through the normal application process. Staff recommends approval of \$612,000 in emergent RATA funding for Gardena Bridge, with a commensurate reduction in the funding limit for Walla Walla County in the next funding period for SE Region projects.

Mr. Hart introduced Mr. Glaeser and Mr. Eids, who gave background and further information to the Board.

Councilmember Koster moved and Mr. Woods seconded to approve Walla Walla County's request for \$612,000 in emergent RATA funding for replacement of Gardena Bridge, milepost 0.74, with a commensurate reduction in the funding limit for Walla Walla County in the next funding period for SE Region projects. **Motion carried unanimously.**

PUBLIC HEARING – RURAL ARTERIAL PROGRAM WAC 136-100 through 136-170

Vice-Chair Stacy moved and Mr. Woods seconded to proceed with the Public Hearing. Chair Burton called the Public Hearing to order at 2:00 pm.

Mr. Hart presented staff's recommended revisions to WAC 136-100 through 136-170. He noted one comment received from Russell Esses, Grays Harbor County Engineer, recommending that any diversion of greater than 8% of road levy funds for traffic law enforcement be treated as a loan and not a grant.

Mr. Hart went through the proposed changes by section. He thanked CRAB staff and the WSACE Ad-Hoc Committee for their input into this process.

Mr. Pohle moved and Mr. Woods seconded to close the Public Hearing. **Motion carried unanimously.**

Chair Burton called for a brief recess.

Following discussions and questions, Mr. Woods moved and Councilmember Koster seconded to approve the revisions to WACs 136-100 and 136-130 in their entirety as presented by staff. **Motion carried unanimously.**

Mr. Woods moved and Councilmember Koster seconded to approve the revisions to WACs 136-161 in its entirety as presented by staff. **Motion carried unanimously.**

Councilmember Koster moved and Vice-Chair Stacy seconded to remove the amendments to WACs 136-163-050 from consideration. **Motion carried unanimously.**

Mr. Woods moved and Councilmember Koster seconded to approve the revisions to WACs 136-165 in its entirety as presented by staff. **Motion carried unanimously.**

Mr. Woods moved and Councilmember Koster seconded to approve changes to WACs 136-167-030 as presented by staff, with the addition of two sentences added in section (3) immediately before (a) – “Review the Rural Arterial Program in light of legislative budget discussions pertaining to desired improvements to the RAP funding program. The proposed changes improve the effectiveness of the RAP funding program by promoting the expansion of project types and providing clearer guidance for project development and completion.” **Motion carried unanimously.**

Mr. Woods moved and Mr. Pohle seconded to approve the revisions to WACs 136-167-040 with the sentence “This provision will only apply to those projects for which RATA funds have been allocated after July 1, 1995.” stricken from the first paragraph. **Motion carried unanimously.**

Mr. Woods moved and Commissioner Koch seconded to approve the revisions to WACs 136-170-030 as presented by staff, with the additional change in paragraph 3, subsection (i), of the replacement of the word “using” with the word “used”. **Motion carried unanimously.**

Mr. Woods moved and Commissioner Snyder seconded to approve the revisions to WACs 136-170-060 as presented by staff, with the additional change in paragraph 5 of the replacement of the word “execute” with the words “sign and return”. **Motion carried unanimously.**

PROJECT REQUESTS CONTINUED

Benton County

Mr. Hart reported that Benton County is requesting that the CRABoard waive the reimbursement of \$334,082.45 in expended RATA funds used for design of their withdrawn Hanks Road project.

Benton County gained \$527,269 in RATA funding for their Hanks Road project on May 4, 1993. Full funding to \$720,000 was achieved on October 6, 1993. Preliminary Engineering has proceeded to 90% design with right of way drawings, descriptions and appraisals, including costs to mitigate for the impacted parcels (primarily orchards and vineyards), 100% complete. The county has spent \$334,082.45 RATA funds to date. Project cost at the time of funding by the RAP was estimated at \$900,000. The current cost estimate is over \$3,000,000.

Given the updated cost estimate, the county has determined that Hanks Road cannot be constructed under the existing RAP contract. The project has been funded by the RATA for 17 years. Benton County has managed the project to a point of logical programmatic terminus. County staff realizes that the project is not under the present lapsing rules but wants to work with CRAB in clearing the project from the RATA and begin to prepare to construct the project or parts of it in the future. The county desires to work administratively with CRAB to clear the RAP program of the oldest uncompleted RATA project.

In its request for waiver of pay back of RATA funds , the county notes that all expended RATA funds were used to complete the Preliminary Engineering and Right of Way work, up to the point of negotiations with land owners. Negotiations have not been pursued due to the uncertainty of the project going to construction. The Hanks Road project nonetheless remains a programmed project for the future. Benton County staff will continue to explore future funding options, possibly including re-applying for RATA funds. The county offers that the RATA funds expended to date were used for the public good and have carried the improvement concept to a viable potential road project proposal.

On January 5, 2011 CRAB staff reviewed the project site and discussed the status of the project with the county engineer and public works director. The county staff felt it best at that time to withdraw the project and request waiver of payback of RATA funds. The county board of commissioners approved the withdrawal at its January 10, 2011 meeting and formally requested, per the waiver request form, that the expended RATA be retained by the county.

A CRAB staff review of the right of way plans, which depict full cut and fill limits, and engineered alignment and profile details, indicate that the county has invested the spent RATA funds effectively. Staff finds that these documents are solid basis for completing a Plans, Specifications and Estimate (PS&E) package in the event the project gains the needed funding to be constructed. The county still has the project programmed for future construction.

Benton County Commissioner Leo Bowman has requested this waiver in writing per the request form dated January 10, 2011, thereby responding to the issues specified in WAC 136-167-030 for seeking a waiver of payback. Further, CRAB staff finds that the county pursued project design to the point of a viable future proposal that is ready for PS&E. Those efforts in design will not be lost in the event the county pursues improvements for Hanks Road. Staff therefore recommends that the CRABoard waive the reimbursement of the \$334,082.45 spent by Benton County on the Hanks Road project.

Mr. Hart introduced Mr. Bowie, who gave further information and background to the Board.

After questions and discussion, Mr. Pohle moved and Second Vice-Chair Boldt seconded to approve Benton County's requesting that the CRABoard waive the reimbursement of \$334,082.45 in expended RATA funds used for design of their withdrawn Hanks Road project. **Motion carried unanimously.**

Douglas County

Mr. Hart reported that Douglas County, per their letter dated January 10, 2011 and subsequent discussions, has requested a scope change for the McGinnis Canyon project, revising the project limits from MP 19.08 – 21.47 to MP 19.58 – 21.74. This is a reduction in length of 0.23 miles or 10%.

On April 16, 2009, the CRABoard approved an initial \$ 2,500,000 in RATA funding for McGinnis Canyon, milepost 19.08 – 21.47. Additional RATA funding of \$613,100 was allocated at the March 26, 2010 CRABoard meeting. This brought the total funding to the \$3,113,100 requested by the county.

Mr. Hart noted that the north end of the project currently terminates at the sharp curve turning into Baseline Road. Just east of the curve, a farm residence which straddles both sides of Baseline Road prohibits potential smoothing of the curve at the north end of the project. In recent discussions however, both the county and the property owner have agreed that rerouting McGinnis Canyon south of the farm buildings and residence, connecting it with Baseline Road about a quarter of a mile to the east would greatly enhance safety and through traffic, allowing the property owner to have safer access to both sides of their property. The county is requesting a scope change, moving the project's north terminus to the east about a quarter of a mile, and shortening the beginning of the project by 0.50 miles. The county submits this request in order to accomplish the best road project with available county and RATA funding.

CRAB staff has reviewed the project site and the scope change request. The original project proposal gained 73.77 rating points based on traffic volume, traffic accidents, structural deficiencies, and geometric condition, improving two substandard horizontal curves. The net reduction in length revises the score of the project to 78.24 since two curves are being improved over a shorter project. Staff finds the project would still have been funded on the current array at the proposed scope. Staff recommends approval of this request, revising the milepost limits to 19.58 to 21.74 with no change in RATA funding.

Mr. Hart introduced Mr. Bramlette, who gave background and further information to the Board.

Commissioner Snyder recused himself from discussion and voting on this matter.

After questions and discussion, Commissioner Thayer moved and Mr. Pohle seconded to approve Douglas County's request for a scope change for the McGinnis Canyon project, revising the project limits from MP 19.08 – 21.47 to MP 19.58 – 21.74 with no change in RATA funding. **Motion carried unanimously, with Commissioner Snyder recused.**

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Hart reviewed the Rural Arterial Program status report. He noted that the withdrawal of Hanks Road will close out the 1983-1997 portion. He reported that 959 of 1066 projects have been completed. Anticipated revenue to the end of the 2011-13 biennium is \$485,125,737. RAP expenditures to date total \$409,797,645. RAP obligations remaining are through the 2011-13 biennium total \$136,496,447.

Mr. Hart briefed the Board on the six projects facing design lapsing and eight projects facing construction lapsing in April 2011.

Resolution 2011-001 - Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2011-001 - Apportion RATA Funds to Regions. The resolution authorizes the accrued amount of \$4,696,714 now credited to RATA be apportioned to the regions by the established 2009-2011 biennium regional percentages after setting aside \$111,750 for administration.

After discussion, Commissioner Snyder moved and Vice-Chair Stacy seconded to approve Resolution 2011-001 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

DIRECTOR'S REPORT

2010 Annual Report

Mr. Weber noted that the report was mailed out to all interested parties on January 26.

Current Budget Status

Mr. Weber reviewed CRAB's current budget status. He noted that all variances are healthy. He reported that the current telephone system is quite old and beginning to cause problems with incoming calls, and staff is looking at replacing the system.

Governor's 2009-11 Supplemental Budget

Mr. Weber noted that while the legislature restored \$22 million to CRAB in their supplemental budget, the Governor's proposed supplemental budget removes approximately \$20 million of that spending authority.

2011-13 Budget Submittal

Mr. Weber reported that Senator Haugen would like to discuss the possibility of the CRABoard releasing the \$5 million emergency balance retained in the RAP funds to projects, as she believes the counties would be able to apply to DOT for needed emergency funding. Mr. Weber noted that there is a possibility that the \$5 million could be transferred out of RAP and into an advance capitalization fund.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen reported one change in the roster of County Engineers since October 2010:

By letter on December 10, 2010, Cowlitz County announced that Ryan Lopossa, PE, resigned as County Engineer effective December 6, 2010. Kent Cash, PE, will serve as Public Works Director / County Engineer, effective immediately.

County Visits completed since October 2010

Pend Oreille County
Benton County

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 *15* audit reports representing *15* counties since the October 2007 board meeting. Any audits, with county name in bold print, revealed substantive findings involving County Road Funds, specifically:

2009 Audits

1. Adams County: SAO # 1004672, issued on December 13, 2010, covering the period from January 1, 2009 to December 31, 2009. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
2. Douglas County: SAO # 1004483, issued on November 1, 2010, covering the period from January 1, 2009 to December 31, 2009. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
3. Ferry County: SAO # 1004760, issued on December 20, 2010, covering the period from January 1, 2009 to December 31, 2009. This report covered the Accountability Audit, updated no previous findings, and issued one new finding, none involving County Road Funds.
4. Franklin County: SAO # 1004799, issued on December 27, 2010, covering the period from January 1, 2009 to December 31, 2009. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
5. Grant County: SAO # 1004811, issued on December 27, 2010, covering the period from January 1, 2009 to December 31, 2009. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
6. Grays Harbor County: SAO # 1004621, issued on November 29, 2010, covering the period from January 1, 2009 to December 31, 2009. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
7. Jefferson County: SAO # 1004561, issued on November 15, 2010, covering the period from January 1, 2009 to December 31, 2009. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
8. Mason County: SAO # 1004776, issued on December 20, 2010, covering the period from January 1, 2009 to December 31, 2009. This report covered the Accountability Audit, updated one previous finding, and issued no new findings, none involving County Road Funds.
9. Okanogan County: SAO # 1004481, issued on November 1, 2010, covering the period from January 1, 2009 to December 31, 2009. This report covered the

Accountability Audit, updated one previous finding, and issued no new findings, none involving County Road Funds.

10. Skagit County: SAO # 1004529, issued on November 15, 2010, covering the period from January 1, 2009 to December 31, 2009. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
11. Stevens County: SAO # 1004820, issued on November 27, 2010, covering the period from January 1, 2009 to December 31, 2009. This report covered the Accountability Audit, updated one previous finding, and issued no new findings, none involving County Road Funds.
12. Walla Walla County: SAO # 1004788, issued on December 27, 2010, covering the period from January 1, 2009 to December 31, 2009. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
13. Yakima County: SAO # 1004513, issued on November 1, 2010, covering the period from January 1, 2009 to December 31, 2009. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
14. Pierce County: SAO # 1004884, issued on January 10, 2010, covering the period from January 1, 2009 to December 31, 2009. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.
15. Kitsap County: SAO # 1004513, issued on January 1, 2010, covering the period from January 1, 2009 to December 31, 2009. This report covered the Accountability Audit, updated no previous findings, and issued no new findings.

Activities

Mr. Olsen reviewed a list of his activities since the October 2010 CRABoard meeting.

Chair Burton recessed at 4:55 p.m. on January 27, 2011. The CRABoard meeting will resume January 28, 2011 at 8:30 a.m.

County Road Administration Board
Friday, January 28, 2011

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 28, 2011.

STAFF UPDATES

Information Services

Mr. Hillesland reported on the recent upgrades to Mobility. He noted that Mobility training sessions are scheduled for February and March, and that staff is working on breaking the training down into modules in order to better customize the classes to attendees' needs. He added that the new Mobility Mapping tool has been a success, and that component will be added to the training.

He reported that Mr. Ayres held a Civil 3D training session in January and has more scheduled for February and March.

He noted that RAP Online continues to be updated and refined. Mr. Hagenlock reported that he will be incorporating the WAC revisions into the program. Mr. Hart noted that eventually project prospectuses will be able to be submitted online as well.

Mr. Hillesland reported that staff will be looking into the possibility of CRAB's facilities becoming a training center, which would save on the annual maintenance and licensing for the design software programs.

Mr. Weber reported that the legislature has been pleased with the appearance and user capabilities of RAP online.

Intergovernmental Policy

Mr. Monsen reported on his activities since the October 2010 CRABoard meeting.

He presented a report on legislative items of interest.

He gave a demonstration of the updated County Engineers' and Public Works Directors' Desk Manual on the CRAB website. He noted that staff plans to link information in the manual to information in the web library, as well as update and expand the information available through the website.

Maintenance Management Update

Mr. Pearson noted that there is now a framework of data in place on maintenance management. As the program moves forward and more data is added, it will be a valuable tool for planning, comparison and research.

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.

Compliance Report

Mr. Moorhead reported on his activities since the October 2010 CRABoard meeting. He noted that WSU has discontinued the Road Builders' Clinic after 60 years. There are plans for the program to be merged into the Roads & Streets Maintenance Supervisors' Conference. He will be assisting with the planning and implementation of this merger. This year's conference will be November 6-8 in Yakima. Mr. Pearson noted that the APWA is trying to organize a maintenance committee. At their spring 2011 conference in Vancouver, they will be offering a one-day session on maintenance.

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 18.

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. For 2010, the standard applies to 2006-2010, with compliance needed by December 31, 2010. He reported that as of January 7, 2011, 34 of 39 counties were in full compliance; three had one or two collisions pending to reach 90%; and two discovered errors in the data supplied by the WSDOT Traffic Data Office. All 39 counties met or exceeded the 90% response compliance level by January 18, 2011.

He noted that the Standards of Good Practice require CRAB to maintain file copies of five county policies. In July, staff had current copies of all five policies on file for just two counties. Since July, fifteen counties have provided all the needed updates, and six counties have submitted one or more updates. Staff is still working with sixteen counties to bring their files current. Assistance has been provided to several counties in their efforts to update outdated policies.

He noted that an article he wrote on public works departments' emergency response was published in a recent APWA magazine.

Chair Burton recessed the CRABoard meeting at 9:48 a.m. on Friday, January 28, 2011.

Chairman

ATTEST: _____