

Minutes
County Road Administration Board
July 28-29, 2011
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
 Bob Koch, Franklin County Commissioner
 Mike Leita, Yakima County Commissioner
 Derek Pohle, PE, Grant County Engineer
 Dale Snyder, Douglas County Commissioner
 Drew Woods, PE, Columbia County Engineer

Member Absent: John Koster, Snohomish County Council Member

Staff Present: Jay Weber, Executive Director
 Walt Olsen, Deputy Director
 Steve Hillesland, Assistant Director
 Karen Pendleton, Executive Assistant
 Randy Hart, Grant Programs Manager
 Jeff Monsen, Intergovernmental Policy Manager
 Bob Moorhead, Compliance & Data Analysis Manager
 Rhonda Mayner, Secretary
 Don Zimmer, Inventory Systems Manager
 *Larry Pearson, Maintenance Program Manager

Guests: *Doug Bramlette, PE, Douglas County Engineer
 *Jon Brand, PE, Kitsap County Engineer
 *Gordon Kelsey, PE, Klickitat County Director/Engineer
 *Jeff Hunter, Klickitat County
 *Jim Whitbread, PE, Stevens County Director/Engineer

*(*July 28, 2011 only)*

CALL TO ORDER

Chair Burton called the County Road Administration Board quarterly meeting to order at 1:00 pm on Thursday, July 28, 2011, at the CRAB Office in Olympia.

CHAIR'S REPORT

Introductions

Chair Burton introduced new CRABoard member, Yakima County Commissioner Mike Leita, and welcomed him to the Board. He also noted that Commissioner Thayer and Mr. Woods were reappointed to the Board.

Approve Agenda for the July 28-29, 2011 Meeting

Commissioner Koch moved and Mr. Pohle seconded to approve the agenda as presented. **Motion passed unanimously.**

Approve Minutes of April 28-29, 2011 CRABoard Meeting

Commissioner Thayer moved and Commissioner Snyder seconded to approve the minutes of the April 28-29, 2011 CRABoard meeting. **Motion passed unanimously.**

Election of Chair, Vice-Chair and Second Vice-Chair

Chair Burton opened the floor for nominations for Chair, Vice-Chair and Second Vice-Chair.

Commissioner Snyder moved and Vice-Chair Stacy seconded to retain Commissioner Burton as Chair. **Motion passed unanimously.**

Commissioner Thayer moved and Mr. Woods seconded to retain Mr. Stacy as Vice-Chair. **Motion passed unanimously.**

Commissioner Snyder moved and Vice-Chair Stacy seconded to nominate Commissioner Thayer as Second Vice-Chair. **Motion passed unanimously.**

CERTIFICATIONS**Resolution 2011-004 Certifying the Master Road Log**

Mr. Zimmer presented Resolution 2011-004 - Certifying the Master County Roadlog, to reflect the county road system as of January 1, 2011. He noted that all 39 counties are compliant, and staff recommends approval of the roadlog.

After discussion and questions, Commissioner Koch moved and Mr. Pohle seconded to approve Resolution 2011-004 - Certifying the 2011 Master County Roadlog. **Motion passed unanimously.**

Resolution 2011-005 Regarding Roadway Categories and Unit Costs for the 2012 and 2013 County Fuel Tax Distribution

Mr. Zimmer reviewed the process of determining the fuel tax distribution for the counties.

Mr. Zimmer presented Resolution 2011-005 - Regarding Roadway Categories and Unit Costs for the 2012 and 2013 County Fuel Tax Distribution, which certifies the factors used in the computation of the fuel tax allocation factors. Staff recommends approval of the resolution.

After discussion and questions, Commissioner Snyder moved and Vice-Chair Stacy seconded to approve Resolution 2011-005 - Regarding Roadway

Categories and Unit Costs for the 2012 and 2013 County Fuel Tax Distribution.
Motion passed unanimously.

RURAL ARTERIAL PROGRAM

Mr. Hart noted that Mr. Whitbread had not yet arrived to present Stevens County's request, so Chair Burton moved the agenda forward to the next item.

Project Request – Douglas County

Commissioner Snyder abstained from discussion and voting on the project.

Mr. Hart reported that Douglas County is requesting a scope change for the McGinnis Canyon project, revising the project limits back from MP 19.58-21.74 to its original limits, MP 19.08-21.47.

He noted that on April 16, 2009, the CRABoard approved an initial \$ 2,500,000 in RATA funding for McGinnis Canyon, milepost 19.08 to 21.47, and additional RATA funding of \$613,100 was allocated on March 26, 2010. This brought the total funding to the full \$3,113,100 requested by the county. On January 27, 2011, the CRABoard approved a scope change, revising the project limits to milepost 19.58 to 21.74.

This revised scope change proposal returns to the original project limits. The previous scope change incorporated a connection of the project to Base Line Road by extending the limits from 21.47 to 21.74 via a smooth curve, replacing the sharp 90 degree angle at the terminus of the original project. However, due to extensive wetland mitigation costs, and the need to maintain the original connection of milepost 19.08 to 19.58, the county wishes to revise the project scope back to its original limits. A future project will construct the connection from Base Line Road to milepost 21.74.

CRAB staff has reviewed the project site and the new scope change request. Since this revision maintains the original scope of the project, and its original ranking, staff recommends approval of this request, revising the milepost limits back to 19.08 to 21.47 with no change in RATA funding.

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

Following questions and discussion, Vice-Chair Stacy moved and Commissioner Koch seconded to approve Douglas County's request for a scope change for the McGinnis Canyon project with no reduction in RATA funding. **Motion passed unanimously, with Commissioner Snyder abstaining.**

Project Request – Garfield County

Chair Burton abstained from discussion and voting on the request.

Mr. Hart reported that Garfield County has requested advance funding in the amount of \$500,000 for their RAP-funded Peola Road project. The county reached its total two-biennium funding limit of \$2,300,000 in March 26, 2010, and remains \$500,000 short of the \$2,800,000 total requested in 2006.

A 52,000 acre forest fire in the summer of 2005, which was located on and along the Northern Boundary of the Umatilla National Forest in Columbia and Garfield Counties, required that an estimated 20 to 30 million board feet of timber be logged quickly to prevent loss due to disease and additional fire damage. Mountain Road in Garfield County bore the brunt of the harvest, bearing log truck loads and volumes it was not designed to handle in such a short time. The county gained \$900,000 in emergent funding from the CRABoard in 2006 to rebuild the heavily damaged Mountain Road. This emergent funding reduced the county's funding limit for any new projects it could submit in the 2007-2009 biennium array.

Mr. Hart noted that for the 2007-2009 biennium array of projects, Garfield County submitted a prospectus requesting \$2,800,000 in RATA funding for Peola Road. The project was funded on April 16, 2009 with an initial \$500,000 (its funding limit reduced by the emergent funding above), and on April 16, 2009 the project gained an additional \$1,800,000 in funding, the full county funding limit for the 2009-2011 biennium. This brought total funding to \$2,300,000. The project has progressed to construction this summer, and the county requests full funding at this time to pay construction costs, rather than wait until April 2013 to gain the remaining funds through the regular RAP allocation cycle. Garfield County is requesting the \$500,000 in remaining RATA funding be advanced by the CRABoard.

Had the county not experienced the road damage it suffered due to the 2005 forest fire, its 2007-2009 funding limit would have remained at approximately \$1,400,000, and the Peola Road project would have gained half its requested funding at the April 2007 CRABoard meeting and the remaining RATA requested funding at the April 16, 2009 CRABoard meeting. Nevertheless, the county has designed the improvements to Peola Road, and pursued assistance from a State Infrastructure Bank Loan through WSDOT in the amount of \$1,400,000 to cover any shortfalls. The county recognized that it would have to wait up to two years to receive the full RATA funding, and planned to repay the State Infrastructure Bank Loan at that time with STP Funds and RAP Funds, leaving its project accounting records open for RATA reimbursement. Garfield County has moved efficiently to get the project to the construction stage in 2011, and now, because project construction is underway and the county will have to pay interest on the any funds used from the State Infrastructure Bank Loan, Garfield County is requesting the additional \$500,000 in RATA funding at this time. The county is aware that this will reduce their future funding by the same amount.

Staff finds the county has pursued the project in good faith, and that the impacts of the fire in 2005 have had an impact on the county's ability to complete projects in a timely manner. Staff also finds it is in the interest of the CRABoard and the RATA to support projects that move quickly to construction stage. Staff therefore recommends approval of the \$500,000 advance to complete the project.

Following questions and discussion, Vice-Chair Stacy called for a motion. Commissioner Snyder moved and Commissioner Koch seconded to approve Garfield County's request for an advance of \$500,000 funding for the Peola Road project, with a reduction in future funding of the same amount. **Motion passed unanimously, with Chair Burton abstaining.**

Project Request – Kitsap County

Mr. Hart reported that Kitsap County is requesting the CRABoard waive the reimbursement of \$54,536.78 in expended RATA funds used for design of their withdrawn Stevens Road project.

He noted that on April 29, 2005 Kitsap County was awarded \$500,000 in RATA funds for Stevens Road SE. The original request proposed widening the road from 24 feet to 34 feet. A scope change, reducing the proposed width from 34 feet to 30 feet, was granted by the CRABoard on October 26, 2006.

When the original request for RATA funding was made in September 2004, Stevens Road SE was used by many motorists to avoid the at-grade intersection at SR 16 and Burley-Olalla Road SE. At that time, this was the only remaining at-grade intersection on SR 16 and was the site of many major accidents. In 2003 the "nickel package" revenue opportunity provided WSDOT with funds for design of a separated grade interchange at this location and, in 2006, funds were secured for construction. Since the WSDOT completed the interchange in 2009, traffic on Stevens Road SE has steadily declined.

Kitsap County's design for Stevens Road improvements began in 2006 with preliminary engineering and a public involvement process. A public meeting was held on August 13, 2009 where a variety of alternatives were presented ranging from a simple overlay with 10 foot lanes and 2 foot shoulders, to improving to current standards of 11 foot lanes and 6 foot shoulders. Residents adjacent to the roadway were overwhelmingly opposed to any alternative that significantly widened the road. For these reasons the county intends to reconstruct the roadway matching the existing 10 foot lane and 2 foot shoulder widths, improve the clear zone, and provide minimal drainage improvements. The project costs originally estimated at \$2,110,000 have been reduced to approximately \$475,000. Construction is to be completed by County Forces in 2011.

Mr. Hart noted that at the scope the county is planning to build the project, the revised score would be 55.91, compared to the original score of 82.58. This

score would place it five projects below the last funded project score of 67.47. Kitsap County's NE Cliffside Road, which was not funded, scored 62.66.

To date the county has expended \$145,688 on preliminary engineering and \$332,302 for right of way acquisition. The county has submitted one billing to CRAB, amounting to \$54,536.78, and requests payback of this funding be waived by the CRABoard.

Mr. Hart noted that Kitsap County has followed CRAB guidelines in seeking a waiver of payback of RATA funds for the Stevens Road after its formal withdrawal from RATA funding. Kitsap County has completed design and carried the project to construction based on a complete design process that was partially funded by RAP, yet underwent significant changes in scope due to issues that were outside county control and that reduced the project out of competition on the 2005-2007 priority array.

Since the RATA funds were used to determine the eventual scope after unanticipated changes to the transportation setting in which it was to be built, Staff recommends the waiver of payback of expended \$54,536.78 in RATA funds.

Mr. Hart introduced Mr. Brand, who gave further information to the Board.

Following questions and discussion, Mr. Pohle moved and Commissioner Koch seconded to approve Kitsap County's request for a waiver of payback of \$54,536.78 in RATA funds. **Motion passed unanimously.**

Project Request – Klickitat County

Commissioner Thayer abstained from discussion and voting on the request.

Mr. Hart reported that Klickitat County is requesting a scope change for the RATA-funded Lakeside Road project to reduce the roadway width from 28 feet to 26 feet, with no reduction in RATA funding.

The Lakeside Road Project gained \$793,700 in RATA funding on April 19, 2007. The remaining funding, to a total of \$1,099,260, was gained on April 16, 2009. The project traverses a portion of the Conboy Lakes Wildlife Refuge as well as parcels owned by private and corporate owners. In March 2011 the US Fish and Wildlife Service issued a permit for cultural resource excavation to survey the area adjacent to the proposed project, which included widening the 20 foot gravel roadway to 28 feet and surfacing with Bituminous Surface Treatment (BST). Based on the survey, Klickitat County's on-call archaeologist made recommendations and located sites of historical and cultural significance. The recommendations limit widening to 26 feet for 40% of the project, with two minor locations limited to 24 feet. Additionally, one horizontal curve that the county

intended to improve to standard 40 mph design speed will be constructed to 30 mph design speed instead.

The reduction in width and curve standard lowers the score of the project from 88.74 to 85.54. The county asks that the CRABoard approve the reductions and that the funding of \$1,099,260 approved for the project be retained by the county. Current cost of the project is \$1,575,000.

Staff has reviewed the county's request and the project site. The width of the existing gravel-surfaced road is 20 feet. The county is planning to accomplish a large majority of the width originally proposed, by widening to 26 feet over 40% of the project (24 feet in two short sections) and 28 feet for the remaining 60%. The average daily traffic volume for this road is 93.

The new score for the project, at 85.54, leaves the project well above the last funded project, Walla Walla's McDonald Road, which scored 80.10. Staff finds the county will provide significant improvements to the project even with the reductions, and recommends approval of the scope change with no reduction in RATA funding.

Mr. Hart introduced Mr. Kelsey and Mr. Hunter, who gave further information to the Board.

Following questions and discussion, Commissioner Snyder moved and Commissioner Leita seconded to approve Klickitat County's request for a scope change for the Lakeside Road project, with no reduction in RATA funding.

Motion passed unanimously, with Commissioner Thayer abstaining.

Program Status Report

Mr. Hart reported that there are 74 projects being funded at this time. CRAB has total anticipated revenue of \$484,886,100 through the 2011-13 biennium. \$419,109,682 has been expended to date. There are outstanding obligations of \$125,926,891.

He presented a graph showing RATA account activity per year since 1983.

Project Request – Stevens County

Mr. Hart reported that Stevens County is requesting \$650,000 in emergency RATA funding for the replacement of Arden Bridge, on Functional Class 08 Old Arden Hwy, milepost 1.70.

The Arden Bridge was built in 1917 and is a 67 foot long, 24 foot wide, two-span concrete "T" beam bridge. Original construction plans have not been found although the bridge was constructed as part of the state highway system.

The county conducted its yearly scour critical inspection after the unusually heavy runoff this spring and discovered the scour issue had progressed to a point that would require closing the structure and calling in a structural engineer to make an assessment of the problem.

The bridge was inspected and recommendations were offered by Nicholls Engineering of Spokane on July 6, 2011. The current sufficiency rating was dropped from 49.31 to 30.06 SD based on the inspection information collected by the county and the consultant. Nicholls Engineering also recommended the bridge be closed to traffic and the shoreline access restricted. The issue of immediate concern is the center pier of the bridge, which has a spread footing that has been determined to be completely undermined, with debris trapped under the footing. On July 26, 2011 the county declared the bridge closure situation an emergency. To be protective of public safety the bridge was closed to traffic on July 6, 2011 in anticipation of the emergency declaration.

The county's first option is a rehabilitation of the existing structure that would likely involve a difficult "in water" removal and construction of a new center pier. The result would be a 100 year old substandard bridge with no sidewalk and failing concrete baluster railing system that would remain scour critical. Environmental permitting would be difficult and expensive if it could be done at all.

The second option is a full replacement of the structure that would be a single span of approximately 80 feet. The bridge would meet all current standards and be founded on bearing piles with pile caps and pre-stressed concrete beams to carry the projected 600 vehicles a day for future traffic. Some channel work would be required and stream bank protection measures would be installed to mitigate the scour situation.

Given the age of the bridge, Stevens County believes the best option is to replace the bridge entirely, and requests \$650,000 in RATA funding as match for the cost to do the replacement. The county recognizes that the funding, if approved, will be deducted from its 2013-2015 RAP funding limit.

Mr. Hart noted that to be eligible for RAP emergency funding, a county must demonstrate that the need for the emergency project was unanticipated at the time it wrote the six year road program. This has clearly been demonstrated by Stevens County, as it experienced unusually high flows of long duration in the Little Pend Oreille River at the site of the bridge, causing unanticipated scour damage.

The county must also declare an emergency, which it did on July 26, 2011.

The county has demonstrated that the request meets the requirements for eligibility for emergency RATA funding. CRAB staff therefore recommends

approval of the requested \$650,000 in RATA funding, with subsequent reduction in the county's 2013 – 2015 funding limit of that amount.

Mr. Hart introduced Mr. Whitbread, who gave further information to the Board.

Following questions and discussion, Mr. Woods moved and Second Vice-Chair Thayer seconded to approve Stevens County's request for emergency funding for the Arden Bridge project, with subsequent reduction in the county's 2013-2015 funding limit of that amount. **Motion passed unanimously.**

Chair Burton called for a brief recess.

Regional Meetings Update

Mr. Hart reported on items discussed during the recent meetings. He noted that all regions are pursuing a 2R project type for the next call for projects.

RAP Online Training Update

Mr. Hart reported on the training sessions he and Mr. Hagenlock conducted in May, June and July.

Resolution 2011-006 Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2011-006 – Apportion RATA Funds to Regions, which apportions the accrued amount of \$4,655,540 now credited to RATA for May 2011 through July 2011 to the regions by the established 2009-2011 biennium regional percentages after setting aside \$111,750 for administration. Staff recommends approval of the resolution.

Commissioner Snyder moved and Vice-Chair Stacy seconded to approve 2011-006 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

Resolution 2011-007 To Establish Regional Percentages for the Apportioning of RATA Funds During the 2011-2013 Biennium

Mr. Hart presented Resolution 2011-007 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2011-2013 Biennium, which sets the apportionment percentages for the five regions.

Mr. Pohle moved and Commissioner Koch seconded to approve Resolution 2011-007 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2011-2013 Biennium. **Motion passed unanimously.**

EXECUTIVE DIRECTOR'S REPORT

CRAB Budget Update

Mr. Weber noted that the preliminary end-of-biennium figures show a balance of \$84,691 across all funds. This will roll back into the RATA and CAPP accounts. He also noted that CAPP was over-obligated by \$166,090, which was transferred

out of the operating budget in order to avoid asking the counties to return funds to CRAB.

He reported that the balance in the RATA account is approximately \$25 million.

Supplemental Budget Request

Mr. Weber reported that staff will submit a request for additional funding for the RATA account. CRAB's original request for \$57 million was reduced to \$37 million in the 2011-13 budget adopted by the Legislature. CRAB will be asking that the amount be increased in the supplemental budget.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen announced the following changes in status of County Engineers since April 2011:

1. By phone on July 19, 2011 and by letter on July 25, 2011, Chelan County announced that Jolene Gosselin-Campbell, PE, would resign as County Engineer, effective July 25, 2011. By letter on July 25, 2011, Mitch Riester, PE, will serve as County Engineer, effective July 25, 2011.

County Visits

Official County Visits to the following counties were conducted since the April 2011 CRABoard meeting:

- Spokane County
- Pend Oreille County
- Pierce County
- Thurston County
- Grays Harbor County
- Ferry County
- Lincoln County
- Okanogan County
- Stevens County (2)
- Asotin County
- Columbia County
- Garfield County
- Whitman County
- Walla Walla County
- Franklin 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 CRABoard to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

CRAB has received two audit reports representing two counties since the April 2011 CRABoard meeting. Any audits with county name in bold print revealed substantive findings involving County Road Funds, specifically:

1. King County: SAO # 1005824, issued on June 6, 2011, covering the period from July 1, 2009 to June 30, 2010. This report covered the Accountability Audit, updated seven previous findings, none involving County Road funds, and issued five new findings, none involving County Road Funds.
2. Snohomish County: SAO # 1005992, issued on July 18, 2011, covering the period from July 1, 2009 to June 30, 2010. This report covered the Accountability Audit, updated no previous findings and issued no new findings.

Mr. Olsen noted that five counties still have outstanding 2009 Accountability Audits. All 2009 Financial Audits have been completed.

Activities

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

Chair Burton recessed the meeting at 3:34 pm on July 28, 2011. The CRABoard meeting will resume July 29, 2011 at 8:30 am.

County Road Administration Board
Friday, July 29, 2011

CALL TO ORDER

The second day of the CRABoard meeting was called to order by Chair Burton at 8:30 am on July 29, 2011.

STAFF REPORTS

Information Services

Mr. Hillesland reported on Mobility usage in the counties, and the enhancements that are being explored for the program. Training will resume in the fall.

He noted that Civil 3D training continues to be popular. The Autodesk team that won the contract with the California DOT will be presenting at this year's Road Design Conference in Vancouver.

Intergovernmental Policy Manager

Mr. Monsen reported on his recent activities, including the County Engineers' Training held in May at the CRAB offices.

He noted that the first meeting of the committee for Connecting Washington has been held but information relating to the project is very sketchy. Commissioner Koch contacted Benton County Commissioner Leo Bowman, who is a member of the committee, to help clarify questions regarding the meeting. Commissioner Bowman answered questions via conference call.

Compliance – Bob Moorhead

Mr. Moorhead reported on his activities since the April 2011 CRABoard meeting, including RAP project inspections. He noted that the final results on his research into county asphalt unit prices were sent out to the counties on June 13, 2011.

Maintenance Management

Mr. Olsen presented Mr. Pearson's report, which noted that CRAB staff demonstrated the use of the Maintenance Management System Console within Mobility at the June meeting of the Washington State Association of County Engineers. A number of counties have expressed interest in using various elements of the console. He gave an update on Mr. Pearson's work with Spokane County on their maintenance management review.

Meeting adjourned by Chair Burton at 9:30 am.

Chair

ATTEST: _____