

Minutes
County Road Administration Board
January 29-30, 2015

CRAB Office – Olympia, Washington

Members Present: Dale Snyder, Douglas County Commissioner, Chair
Andrew Woods, PE, Columbia County Engineer, 2nd Vice-Chair
Rob Coffman, Lincoln County Commissioner
Ken Klein, Snohomish County Council Member
Bob Koch, Franklin County Commissioner
Todd Mielke, Spokane County Commissioner
Bill Schulte, Lewis County Commissioner
Mark Storey, PE, Whitman County Engineer

Member Absent: Brian Stacy, PE, Pierce County Engineer, Vice-Chair

Staff Present: Jay Weber, Executive Director
Walt Olsen, PE, Deputy Director
Steve Hillesland, Assistant Director
Jeff Monsen, PE, Intergovernmental Policy Manager
Bob Moorhead, PE, Maintenance Manager
Randy Hart, PE, Grant Programs Manager
Derek Pohle, PE, Compliance & Data Analysis Manager
Karen Pendleton, Executive Assistant
Rhonda Mayner, Secretary
**Bob Davis, Systems Manager
**Kathy O'Shea, Database Specialist
**Jackie Nguyen, Project Applications Specialist

Guests: *Bill Wright, Clark County
*Jeff Kostechka, Clark County
*Terri Jeffreys, Mason County Commissioner
*Melissa McFadden, PE, Mason County Engineer
*Sarah Grice, Mason County
*Paul Randall-Grutter, PE, Skagit County Engineer
*Forrest Jones, Skagit County
*Tim Homann, PE, Skamania County Engineer
*Bob Brueggeman, PE, Spokane County Engineer, via conference call
**Noah Crocker, WA State Transportation Commission

**Present January 29, 2015 only*

***Present January 30, 2015 only*

CALL TO ORDER

Chair Snyder called the County Road Administration Board quarterly meeting to order at 1:00 p.m. on Thursday, January 29, 2015, at the CRAB Office in Olympia.

CHAIR'S REPORT

Approve January 29-30, 2015 Agenda

Commissioner Schulte moved and Mr. Storey seconded to approve the agenda as presented. **Motion carried unanimously.**

Approve Minutes of October 30-31, 2014 CRABoard Meeting

Commissioner Mielke moved and Commissioner Coffman seconded to approve the minutes of the October 30-31, 2014 CRABoard meeting. **Motion carried unanimously.**

Approve Minutes of November 20, 2014 Special CRABoard Meeting

Commissioner Koch moved and Commissioner Schulte seconded to approve the minutes of the November 20, 2014 Special CRABoard meeting. **Motion carried unanimously.**

EXECUTIVE DIRECTOR'S REPORT

Current Budget Status

Mr. Weber reviewed CRAB's current budget status. He noted that the format of the report has changed. There have been more capital purchases in the last quarter, and the prior deficit in the CAPP fund has been eliminated. The RAP fund balance is slightly higher than normal, but vouchers are coming in and that balance will decline.

2014 Annual Report

Mr. Weber noted that the report has been e-mailed to all county contacts, as well as mailed to the legislators and staff on the transportation committees. It is also posted on the CRAB website.

2015-17 Budget Request

Mr. Weber reported that the 2015-17 Governor's Budget Request included the expected CRAB funding, with the exception of \$10 million in revenue from the Highway Safety Account, which has been distributed by the CAPP formula in recent years; although similar funding for FMSIB and TIB is included in the proposed budget. Staff will consult with OFM in an attempt to have these funds reinstated.

New July 2014 Meeting Date

Chair Snyder noted that there is a conflict with the July 2015 dates. Following discussion, Second Vice-Chair Woods moved and Mr. Storey seconded to change the dates to July 16-17, 2015. **Motion carried unanimously.**

Mr. Weber reported that CRAB will be holding its 50th Anniversary Celebration in conjunction with the WSACE Annual Meeting June 16-18 in Leavenworth.

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Hart reviewed the Rural Arterial Program status report. 1,005 of 1,102 projects have been completed. Anticipated revenue to the end of the 2013-15 biennium is \$522,045,870. RAP expenditures to date total \$497,829,088. RAP obligations remaining through the 2013-15 biennium total \$109,340,770. The RATA fund balance is approximately \$14,000,000.

Mr. Hart reported that nine projects face construction lapsing in April 2015. Two projects face design lapsing in April 2015, but those counties have indicated they will begin submitting vouchers soon. He noted other project activities and requests since the October 2014 CRABoard meeting.

Regional Meetings Update

Mr. Hart reported that meetings were held in December and January in all five regions. Staff provided overview and guidance on scope changes, required project development and spending plan certifications, RAP WAC's 136-100 through 136-210, maintenance management reports, and annual forms submittal and compliance. He noted that all regions supported the concept of CRAB staff being authorized to approve minor scope changes to existing RAP projects.

Resolution 2015-001 - Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2015-001 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$4,705,550 now credited to RATA for November 2014 through January 2015 be apportioned to the regions by the established 2013-2015 biennium regional percentages after setting aside \$120,000 for administration.

Following questions and discussion, Second Vice-Chair Woods moved and Mr. Storey seconded to approve Resolution 2015-001 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

Resolution 2015-002 – Delegation of Authority

Mr. Hart presented Resolution 2015-002 – Delegation of Authority, which gives the Executive Director or designee the authority to develop, approve and disseminate those forms and worksheets necessary to implement the prioritization of RAP projects; to approve increased allocations of RATA funds to previously approved projects; to approve withdrawals and terminations of RAP projects; to execute all CRAB/County contracts; to approve RAP vouchers; and to approve county-requested scope changes, design changes listed in the final prospectus, beginning and ending milepost changes, and project length changes. All county-requested scope changes under this section must not alter project funding or funding status in any way, and will be reported to the Board at each quarterly meeting.

The Executive Director or designee will not be authorized to act on county requests for waivers of required RATA reimbursements. These will be brought before the

Board for consideration and approval or denial.

Following questions and discussion, the Board requested that points regarding increased funding be clarified, and the resolution be brought back to the Board.

Clark County Project Request

Mr. Hart reported that Clark County is requesting a scope reduction for their Manley Road project, to reduce roadway width improvements from 26 feet to the existing 22 feet from milepost 1.58 to 1.72, with no reduction in RATA funding.

Mr. Hart noted that the project gained partial funding in April 2013. Total estimated cost at that time was \$2,159,000. The current estimate is \$3,354,000. The remaining funding to the total \$1,833,100 requested is anticipated to be awarded in future allocations. The reduction request is for a section of the project that has the most severe environmental and right-of-way constraints. The county proposes instead to install guardrail to the existing width, eliminating the need for further environmental mitigation and its associated costs.

Staff has reviewed the project site and noted the areas where the original widening would create the cited impacts. Staff finds that the proposal will reduce the score of the project from 70.40 to 63.31, still well above the lowest ranked funded project. Staff finds that the county still plans to make the significant improvements to the safety and structure of the road stated in the prospectus, and recommends approval of the reduced width with no reduction in RATA funding.

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

Following questions and discussion, Mr. Storey moved and Commissioner Schulte seconded to approve Clark County's request for a scope reduction for their Manley Road project, to reduce roadway width improvements from 26 feet to 22 feet from milepost 1.58 to 1.72, with no reduction in RATA funding. **Motion carried unanimously.**

Mason County Project Request

Mr. Hart reported that Mason County is requesting waiver of reimbursement of \$98,843.09 in expended RATA funds used for design of their withdrawn North Island Drive project.

Mr. Hart noted that the project gained full funding in March 2010. The estimated cost of the project at that time was \$1,420,000; however, current estimation is over \$3,200,000. The project faces lapsing in April 2015. The county has withdrawn the project due to several environmental factors and permit requirements. The county does plan some future improvements to the project.

Staff reviewed the project records and verified the costs, as well as the county's stated plans to program a simpler road rebuild and seal coat overlay in 2015-16.

Staff finds that based on these plans, approximately 20% of the design efforts, or \$19,769, may be usable for this specific project. Staff therefore recommended a waiver of \$19,769 in design costs be approved, and the remaining \$79,074.09 be paid back to the County Road Administration Board.

Mr. Hart introduced Commissioner Jeffreys, Ms. McFadden, and Ms. Grice, who gave background and further information to the Board.

Following questions and discussion, Commissioner Schulte moved and Mr. Storey seconded to approve a waiver of \$19,769 in design costs be approved, and the remaining \$79,074.09 be paid back to the County Road Administration Board.

Motion carried unanimously.

Skagit County Project Request

Mr. Hart reported that Skagit County is requesting a scope reduction for their Bow Hill Road project, reducing the proposed roadway pavement width from 40 feet to the existing 28 feet, with no reduction in RATA funding.

Mr. Hart reminded the Board that the county first made this request at the October 2014 CRABoard meeting, but was asked to come back with more information. He noted that the county was awarded partial funding for the project in April 2013, and the remaining portion is anticipated to be awarded in April 2015 for a total of \$2,306,700 in RATA funding.

Due to environmental concerns and additional costs related to the alignment that would be required with a new 40 foot paved section, the county is proposing to reduce the paved width to the existing 28 feet and construct the remaining width on earthen/grass shoulders over gravel base materials that will accommodate full roadway widening if and when funds become available in the future. Retaining walls will be installed to support the roadway and adjacent hillside, the roadway will be repaved, and guardrails installed where warranted to address roadside safety.

Staff has reviewed the site and noted that existing pavement condition and sub-base failure warrants a full rebuild of the roadway structure. Staff finds that the proposal will reduce the score of the project from 90.91 to 80.91, still well above the lowest ranked funded project. Therefore, staff recommended approval of Skagit County's request for a scope reduction for their Bow Hill Road project, reducing the proposed roadway pavement width from 40 feet to the existing 28 feet, with no reduction in RATA funding.

Mr. Hart introduced Mr. Randall-Grutter and Mr. Jones, who gave background and further information to the Board.

Following questions and discussion, Second Vice-Chair Woods moved and Commissioner Mielke seconded to approve Skagit County's request for a scope reduction for their Bow Hill Road project, reducing the proposed roadway pavement

width from 40 feet to the existing 28 feet, with no reduction in RATA funding.
Motion carried unanimously.

Chair Snyder called for a brief recess.

Chair Snyder reported that Spokane County would be next on the agenda, as Mr. Brueggeman was waiting on the phone.

Spokane County Project Request

Mr. Hart reported that Spokane County is requesting a scope change for their Bigelow Gulch Road 4 project, revising the milepost limits from 3.7-6.63 to 3.7-6.75, an increase of .12 miles, with no increase in RATA funding.

Mr. Hart noted that the project was funded in several cycles, with the final amount awarded in March 2010 for a total of \$5,987,480. The original end point of the project is located at the intersection with Forker Road, where an at-grade tee was proposed. The final configuration plans to build a much larger radius curve at the intersection and use a partially separated grade design.

Staff has reviewed the original prospectuses and finds that the realignment scope change is a better use of RATA funds. The proposal will reduce the score of the project from 237.12 to 230.39, remaining the highest-ranked project on that array. Therefore, staff recommended approval of Spokane County's request for a scope change for their Bigelow Gulch Road 4 project, revising the milepost limits from 3.7-6.63 to 3.7-6.75, an increase of .12 miles, with no increase in RATA funding.

Commissioner Mielke recused himself from discussion and voting on this request.

Mr. Hart noted that Mr. Brueggeman is available via conference call to give background and further information.

Following questions and discussion, Commissioner Schulte moved and Commissioner Koch seconded to approve Spokane County's request for a scope change for their Bigelow Gulch Road 4 project, revising the milepost limits from 3.7-6.63 to 3.7-6.75, and increase of .12 miles, with no increase in RATA funding.

Motion carried unanimously, with Commissioner Mielke recused.

Skamania County Project Request

Mr. Hart reported that Skamania County is requesting a waiver of payback of \$18,963.03 in expended RATA funds used for design of their withdrawn Washougal River Road project.

Mr. Hart noted that the project was funded in March 2010 at an estimated cost of \$179,000. The county has withdrawn the project due to discovery of over 112 cultural items within the existing right-of-way that would require an excavation permit estimated at \$16,000 along with other cost increases. The current estimated cost of the project is \$250,000.

Staff has reviewed the project records and the site, noting a fair or poor surface condition. The county has no plans to improve the road at this time. Staff finds that a minimal amount of the design effort to date may be usable for any future works, and therefore recommended that a waiver of \$1,500 in design costs be approved, and the remaining \$17,463.03 be paid back to the County Road Administration Board. Mr. Hart introduced Mr. Homann, who gave background and further information to the Board.

Following questions and discussion, Commissioner Coffman moved and Councilmember Klein seconded to approve that a waiver of \$1,500 in design costs be approved, and the remaining \$17,463.03 be paid back to the County Road Administration Board. **Motion carried unanimously.**

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen noted that Franklin County continues under an Acting County Engineer appointment of Dan Ford, PE, Benton County Engineer. Franklin County will continue to advertise for applicants and Mr. Ford will serve until a replacement is named.

County Visits completed since October 2014

Mr. Olsen noted visits to Clark, Skamania and Spokane Counties. 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.

Staff has reviewed 17 audit reports representing 17 counties since the October 2014 Board meeting. Four audits contained a total of four 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.

2013 Audits

<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>
1013421	Chelan County	Accountability	01/01/2013 to 12/31/2013	1/5/2015	1	0	0	NCR
1013385	Pierce County	Accountability	01/01/2013 to 12/31/2013	12/31/2014	0	0	0	
1013410	Yakima County	Accountability	01/01/2013 to 12/31/2013	12/31/2014	0	0	0	
1013286	Douglas County	Accountability	01/01/2013 to 12/31/2013	12/29/2014	0	0	1	NCR
1013199	Whitman County	Accountability	01/01/2013 to 12/31/2013	12/22/2014	0	0	0	
1013148	Kitsap County	Accountability	01/01/2013 to 12/31/2013	12/18/2014	0	0	0	
1013130	Ferry County	Accountability	01/01/2012 to 12/31/2013	12/15/2014	0	0	0	
1013105	Jefferson County	Accountability	01/01/2013 to 12/31/2013	12/11/2014	0	0	0	
1013110	Walla Walla County	Accountability	01/01/2013 to 12/31/2013	12/11/2014	0	0	0	
1013039	Clallam County	Accountability	01/01/2013 to 12/31/2013	12/1/2014	0	0	0	
1013057	Klickitat County	Accountability	01/01/2013 to 12/31/2013	12/1/2014	0	0	1	NCR
1013029	Okanogan County	Accountability	01/01/2013 to 12/31/2013	11/26/2014	0	0	0	
1013002	Kittitas County	Accountability	01/01/2013 to 12/31/2013	11/20/2014	0	0	0	
1012959	Cowlitz County	Accountability	01/01/2013 to 12/31/2013	11/13/2014	0	0	1	NCR
1012940	Stevens County	Accountability	01/01/2012 to 12/31/2013	11/10/2014	0	0	0	
1012917	Pend Oreille County	Accountability	01/01/2013 to 12/31/2013	11/6/2014	0	0	0	
1012887	King County	Special	01/01/2013 to 12/31/2013	10/30/2014	0	0	0	

Activities

Mr. Olsen reviewed a list of his activities since the October 2014 CRABoard meeting.

Chair Snyder recessed the meeting at 3:52 p.m. on January 29, 2015. The CRABoard meeting will resume January 30, 2015 at 8:30 a.m.

County Road Administration Board Friday, January 30, 2015

CALL TO ORDER

The second day of the winter CRABoard meeting was called to order by Chair Snyder at 8:30 a.m. on January 30, 2015.

WSTC PRESENTATION

Mr. Crocker gave a brief summary of the WSTC's 2015 Revenue Proposal to the legislature. He noted that the proposal contains three suggestions for increasing revenue, and four for reducing costs.

Resolution 2015-002 – Delegation of Authority continued

Mr. Weber presented the revised Resolution 2015-002 – Delegation of Authority. Following questions and discussion, Commissioner Schulte moved and Commissioner Mielke seconded to approve Resolution 2015-002 – Delegation of Authority. **Motion carried unanimously.**

Chair Snyder called for a brief recess.

STAFF UPDATES

Information Services

Mr. Hillesland reported on the Road Design Conference held November 4-6, 2014 in Spokane. Over 100 participants attended. He noted that Jim Ayres, CRAB's Design Systems Engineer, attended Autodesk University in Las Vegas, with over 10,000 participants.

He updated the Board on the progress of the Mobility Systemic Safety Project Selection Tool.

He reported that the use of drones or Unmanned Aerial Vehicles for surveying and other uses is being explored by the IT staff.

Chair Snyder noted a slight change in the agenda order.

Compliance Report

Mr. Pohle updated the Board on the status of an audit finding against Clark County, noting that their Board of County Commissioners restored \$1,659,699 to the Road Fund in a supplementary budget hearing in November 2014. Staff has been supporting Skamania County regarding a continuing finding that the county's financial condition continues to decline and the county is at risk of not being able to meet its current obligations and maintain services.

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 the deadline. Five counties did not submit the required supporting documents by the deadline, but did so promptly once contacted by staff.

Mr. Pohle reminded the Board that all counties are required to have responded to and/or processed at least 90% of the county road collision reports submitted to them for coding by December 31 of each calendar year. For 2014, 38 of 39 counties were compliant as required with the last being compliant by January 12, 2015. That county experienced some staff illness issues at the end of the year and promptly dealt with the few outstanding collision reports as soon as they were able.

Mr. Pohle reported on his activities since the October 2014 CRABoard meeting.

At the October 2014 CRABoard meeting Mr. Pohle requested initial discussion and consideration of a new standard of good practice related to RAP eligibility and use of road funds for traffic law enforcement. The Board directed staff to contact the county engineers and request that they review and discuss with their legislative authorities, and Sheriffs if willing, and provide feedback.

Mr. Pohle presented the proposal to the county engineers at the November 2014 WSACE meeting in Spokane, and at each of the regional RAP meetings this last quarter. The proposal received almost universal support at these meetings with minor concerns regarding implementation details. Staff requested that the county engineers respond by email regarding their specific comments and any responses and reactions from their legislative authorities and Sheriffs. Thirteen counties have responded favorably, with one county being decidedly negative in its response indicating CRAB should not introduce new regulation, and the other not wanting to shed any more light on this subject than necessary.

The Board directed staff to again contact county engineers as well as county commissioners and councilmembers with revised language of the proposed standard, and ask them to respond to staff with their responses and comments, as well as a request for information on how each county's sheriff reports to the governing authority on the use of diverted road funds.

Chair Snyder called for a brief recess.

Intergovernmental Policy

Mr. Monsen reported on his activities since the October 2014 CRABoard meeting, including visits to Franklin, Lewis, Whatcom, Clark and Cowlitz Counties.

He noted that he will be working the SAO field offices to introduce them to what CRAB is and does and develop a closer working relationship with them.

He reported that 28 participants from 14 counties attended the customized training for County Commissioners and Council Members presented in November 2014 at the WSAC Conference, and provided the Board with a copy of the comments from the participants. He summarized upcoming County Engineer Training sessions.

Maintenance Management Report

Mr. Moorhead briefed the Board on his activities since the October 2014 CRABoard meeting, noting a Maintenance Review in Pierce County and a RAP Project File and Field Review in Grant County.

He reported on training held in November and December representing a total of 132 participants representing over 20 counties as well as nine other organizations. He noted upcoming training scheduled for the spring.

He noted plans have begun to update a gravel road report originally published by the CRABoard in 1997.

OTHER BUSINESS

Ms. Mayner updated the Board on area hotel availability and access to per diem rates for future Board meetings.

Ms. Mayner asked the Board for feedback regarding the use of electronic meeting materials versus hard copy. The Board was very positive and instructed staff to continue with the electronic format.

In response to a query from Mr. Hillesland, the Board indicated they would like to have the IT Staff do a presentation at the April 2015 meeting.

Chair Snyder adjourned the CRABoard meeting at 11:29 a.m. on Friday, January 30, 2015.

Chairman

ATTEST: _____