

**Minutes**  
**County Road Administration Board**  
**October 27-28, 2016**  
**CRAB Office – Olympia, Washington**

**Members Present:** Drew Woods, PE, Columbia County Engineer, Second Vice-Chair  
 Rob Coffman, Lincoln County Commissioner  
 Lisa Janicki, Skagit County Council Member  
 Al French, Spokane County Commissioner  
 Mark Storey, PE, Whitman County Engineer

**Members Absent:** Dale Snyder, Douglas County Commissioner, Chair  
 Brian Stacy, PE, Pierce County Engineer, Vice-Chair  
 Kathy Lambert, King County Council Member  
 Bill Schulte, Lewis County Commissioner

**Staff Present:** Jay Weber, Executive Director  
 Walt Olsen, PE, Deputy Director  
 Jeff Monsen, PE, Intergovernmental Policy Manager  
 Derek Pohle, PE, Compliance & Data Analysis Manager  
 Randy Hart, PE, Grant Programs Manager  
 Rhonda Mayner, Secretary

**Guests:** Ray Campbell, Okanogan County Commissioner  
*October 27, 2016 only*

**CALL TO ORDER**

Second Vice-Chair Woods called the meeting to order at 11:00 am.

**SECOND VICE-CHAIR'S REPORT**

**Approve Agenda for the October 27-38, 2016 Meeting**

Mr. Weber noted Commissioner Campbell's presence, and asked that an update on the Okanogan County road log issue be put on the agenda following Mr. Hart's reports. Commissioner Coffman moved and Commissioner French seconded to approve the agenda as amended. **Motion passed unanimously.**

**Approve Minutes of July 28-29, 2016 CRABoard Meeting**

Mr. Storey moved and Commissioner Janicki seconded to approve the minutes of the July 28-29, 2016 CRABoard meeting as presented. **Motion passed unanimously.**

**RURAL ARTERIAL PROGRAM**

**Program Status Report**

Mr. Hart reviewed the RAP status report. There are 91 projects currently being funded,

and 17 newly-approved projects with no RATA paid to date. CRAB has total anticipated revenue of \$562,386,379 through the 2015-17 biennium. \$527,421,397 has been expended to date. There are outstanding obligations of \$127,413,328.

### **Resolution 2016-009 – Correction to Resolution 2016-008 - Apportion RATA Funds to Regions**

Mr. Hart presented Resolution 2016-009 – Correction to Resolution 2016-008 - Apportion RATA Funds to Regions. Mr. Hart noted that Resolution 2016-008, approved by the CRABoard on July 28, 2016, listed the estimated amount for June 2016 and not the actual amount deposited. The corrected resolution approves that the revised amount of \$5,004,482 deposited to the RATA for April, May and June 2016 be apportioned to the regions by the established 2015-17 biennium regional percentages after setting aside \$121,125 for administration.

Mr. Storey moved and Commissioner Coffman seconded to approve Resolution 2016-009 – Correct Resolution 2016-008 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

### **Resolution 2016-010 – Apportion RATA Funds to Regions**

Mr. Hart presented Resolution 2016-010 – Apportion RATA Funds to Regions, which approves that the accrued amount of \$5,000,731 now credited to RATA for July, August and September 2016 be apportioned to the regions by the established 2015-17 biennium regional percentages after setting aside \$121,125 for administration.

Mr. Storey moved and Commissioner French seconded to approve Resolution 2016-010, Apportion RATA Funds to Regions. **Motion carried unanimously.**

### **Review 2017-19 Project Arrays**

Mr. Hart presented the proposed priority array for the 2017-19 biennium. He noted that all counties except King, Pend Oreille, and Walla Walla, who have large and/or partially funded active projects, submitted proposals by March 1, 2016 through RAP Online. Staff reviewed 124 projects in the spring of 2016 and 54 final prospectuses were submitted, requesting a total of \$64,673,922. Thirty-four partially-funded projects were placed at the top of the new arrays showing funds gained in the previous biennium and funds yet to be allocated. A total of 88 projects are on the proposed array. He reported that the estimated revenue for the 2015-17 biennium is \$42 Million, which includes interest accrued and turned-back funds.

### **Project Request Actions Taken by CRAB Staff**

Mr. Hart reported that Clark County had requested an increase in RATA funding of \$117,975 for their Blair Road project to upgrade approach guardrail on Blair Zeek Bridge, which was below standards but was not included in the original prospectus; and to address a slide condition adjacent to the road that the county did not consider at the time of prospectus submittal. They also asked for a modification to the scope of work, removing their commitment to protect non-mailbox hazards from 19 to nine total. Also,

five utility poles they had committed to moving away from the roadway would remain in place and be protected by guardrail.

After field review, staff found the items for increase did not meet the “unforeseeable and extraordinary” criteria required for CRAB support of an increase in RATA funding.

In follow-up discussions with CRAB staff, the county decided to withdraw the request for additional funding but still propose the scope change. The items of the scope change were found to be minor and incidental to the original scope of work. After review of these issues with the CRAB Director, the scope change was approved and a contract amendment was offered.

## **OKANOGAN COUNTY ROAD LOG**

Mr. Weber introduced Commissioner Campbell, who brought a response to the letter sent by staff to the county regarding the need to reconcile their road log. Commissioner Campbell reported that substantial progress has been and that the county’s ultimate goal is to have a county road log that accurately lists the roads they have a legitimate claim to. He noted that they have estimated 112 miles of roads that may potentially be added to the system and 87 miles that may be removed, so it will take some time before they have completed all the necessary steps to achieve their final objective. He reported that the county will be ready to submit those changes that have been properly completed to their road log by December 31, 2016.

**Second Vice-Chair Woods called for a recess for light refreshments.**

**Second Vice-Chair Woods called the meeting back to order at 12:47 pm.**

## **DIRECTOR’S REPORT**

### **Director’s Activities**

Mr. Weber reported on his recent activities.

### **2017 Meeting Schedule**

Mr. Weber presented possible dates for the 2017 CRABoard meeting schedule. Following discussion, Mr. Storey moved and Commissioner French seconded to set the 2017 CRABoard Meeting dates as January 26-27, April 27-28, and October 26-27 in Olympia; and August 10 in Wenatchee. **Motion passed unanimously.**

### **Approve Annual Certification Form**

Mr. Weber noted the usual date changes. Mr. Olsen reported that all annual forms are being made electronic, and will be filled out and submitted online in the near future. Mr. Pohle noted that another form will be added in 2018 that will include the marine navigation and moorage reporting requirements.

Commissioner French moved and Commissioner Janicki seconded to approve the 2017

Annual Certification Form. **Motion passed unanimously.**

### **Current Budget Status**

Mr. Weber noted a few negative variances on individual line items, which will continue to decrease as we proceed through the biennium. The agency is in strong fiscal condition.

### **2017-19 Budget Submittal**

Mr. Weber informed the Board that the 2017-19 budget request has been submitted to the Office of Financial Management. It generally maintains current budget levels with inflation factors. A request has been made for approximately \$40,000 in additional appropriations to help offset the costs of recent and future employee retirement buyouts. He noted that in the future, the agency's servers will be required to be moved to WaTech in their building and maintained by them. This will increase the agency's operating costs.

Second Vice-Chair Woods asked about the future of the Road Design Conference. Mr. Weber reported that the conference will continue, but the Road Design Association will be dissolved and some of the details will change, the major one being that there will be no registration fee and no meals will be provided with the conference. The net cost to the counties will differ very little. CRAB staff will continue to organize the conference and will encourage the participating vendors to host the various events.

**Second Vice-Chair Woods called for a brief recess.**

### **WORK SESSION**

Mr. Weber presented a suggested timeline for the Executive Director recruitment. His last day will be September 1, 2017.

Ms. Pendleton noted that the Board will need to adopt a position description and set a date to go to advertisement at the January 2017 Board meeting. Mr. Weber suggested that the Board authorize the state personnel department to screen the applications and eliminate those that do not meet the minimum qualifications. Ms. Pendleton will demonstrate the online set-up of the position posting at a work session during the January 2017 Board meeting.

**Second Vice-Chair Woods recessed the meeting at 2:57 pm.**

**County Road Administration Board  
Friday, October 28, 2016**

**CALL TO ORDER**

Second Vice-Chair Woods called the meeting to order at 8:32 am.

Ms. Pendleton presented an outline of topics for the work session on the Executive Director Recruitment planned for the January 2017 CRABoard meeting. The Board approved the content.

**DEPUTY DIRECTOR'S REPORT**

**County Engineers/Public Works Directors**

Mr. Olsen reported no changes since July 2016.

**County Visits**

One official visit was made to Clark County since July 2016. 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 staff procedures to satisfy the SAO.

CRAB has reviewed 53 audit reports representing 33 counties since the July 2016 Board Meeting. Twelve audits contained a total of 15 findings issued and 15 prior findings updated. One new finding and two previous findings involved County Road Funds in some form. Any audits with a number in the "Co. Rd?" column reveal substantive findings involving County Road Funds.

Report #	EntityDescription	Report Type	Audit Period	Date Released	New Find#	Co. Rd?	PrevFind#	Status
1017743	Cowlitz County	Accountability	01/01/2015 to 12/31/2015	10/20/2016				
1017667	King County	Financial and Federal	01/01/2015 to 12/31/2015	9/30/2016	2	NCR	1	NCR
1017489	Pacific County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016	1	NCR		
1017552	Okanogan County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016			1	NCR
1017569	Lewis County	Accountability	01/01/2015 to 12/31/2015	9/29/2016				
1017572	Lewis County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016				
1017587	Franklin County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016				
1017600	Pierce County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016				
1017601	Kittitas County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016			1	NCR
1017611	Douglas County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016				
1017612	Cowlitz County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016				
1017613	Stevens County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016			1	NCR
1017621	Mason County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016	2	NCR	1	CR-FC
1017638	Clallam County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016				
1017639	Clallam County	Accountability	01/01/2015 to 12/31/2015	9/29/2016				
1017651	Skamania County	Accountability	01/01/2014 to 12/31/2015	9/29/2016				
1017673	Skamania County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016			1	NCR
1017679	Island County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016	1	NCR		
1017427	Spokane County	Attestation Engagements	07/01/2014 to 06/30/2015	9/26/2016	1	NCR		
1017516	Pend Oreille County	Accountability	01/01/2015 to 12/31/2015	9/26/2016				
1017530	Jefferson County	Financial and Federal	01/01/2015 to 12/31/2015	9/26/2016	1	NCR		
1017533	Ferry County	Financial and Federal	01/01/2015 to 12/31/2015	9/26/2016			1	NCR
1017534	Ferry County	Accountability	01/01/2014 to 12/31/2015	9/26/2016				
1017551	Spokane County	Financial and Federal	01/01/2015 to 12/31/2015	9/26/2016			1	NCR
1017560	Pend Oreille County	Financial and Federal	01/01/2015 to 12/31/2015	9/26/2016				
1017520	Grays Harbor County	Financial and Federal	01/01/2015 to 12/31/2015	9/22/2016				
1017521	Grays Harbor County	Accountability	01/01/2015 to 12/31/2015	9/22/2016	1	NCR		
1012226	Kitsap County	Financial and Federal	01/01/2013 to 12/31/2013	9/19/2016	1	NCR		
1017430	Columbia County	Financial and Federal	01/01/2015 to 12/31/2015	9/19/2016				
1017436	Walla Walla County	Financial and Federal	01/01/2015 to 12/31/2015	9/19/2016				
1017479	Mason County	Attestation Engagements	07/01/2014 to 06/30/2015	9/19/2016	1	NCR		
1017494	Wahkiakum County	Financial and Federal	01/01/2015 to 12/31/2015	9/19/2016				
1017411	San Juan County	Accountability	01/01/2015 to 12/31/2015	9/15/2016				
1017459	San Juan County	Financial and Federal	01/01/2015 to 12/31/2015	9/15/2016	1	NCR		
1017299	Benton County	Financial and Federal	01/01/2015 to 12/31/2015	9/8/2016				
1017349	Whatcom County	Financial and Federal	01/01/2015 to 12/31/2015	9/6/2016				
1017350	Whatcom County	Accountability	01/01/2015 to 12/31/2015	9/6/2016				
1017403	Pierce County	CAFR	01/01/2015 to 12/31/2015	8/29/2016				
1017087	Skagit County	Financial and Federal	01/01/2015 to 12/31/2015	8/25/2016	1	NCR		
1017216	Skagit County	Accountability	01/01/2015 to 12/31/2015	8/25/2016				
1017303	Klickitat County	Accountability	01/01/2015 to 12/31/2015	8/25/2016				
1017304	Klickitat County	Financial and Federal	01/01/2015 to 12/31/2015	8/25/2016			1	CR-FC
1017181	Chelan County	Financial and Federal	01/01/2015 to 12/31/2015	8/22/2016			3	NCR
1017184	Chelan County	Accountability	01/01/2015 to 12/31/2015	8/22/2016				
1017220	Clark County	Financial and Federal	01/01/2015 to 12/31/2015	8/15/2016	2	1		
1017252	Clark County	Accountability	01/01/2015 to 12/31/2015	8/15/2016			1	NCR
1017157	Snohomish County	Financial and Federal	01/01/2015 to 12/31/2015	8/11/2016				
1017061	Yakima County	Financial and Federal	01/01/2015 to 12/31/2015	8/8/2016			1	NCR
1017209	Kitsap County	Financial and Federal	01/01/2015 to 12/31/2015	8/8/2016			1	NCR
1017052	Yakima County	CAFR	01/01/2015 to 12/31/2015	8/1/2016				
1017142	Lincoln County	Financial and Federal	01/01/2015 to 12/31/2015	7/28/2016				
1017210	Kitsap County	CAFR	01/01/2015 to 12/31/2015	7/27/2016				
1017218	Kitsap County	Attestation Engagements	01/01/2015 to 12/31/2015	7/27/2016				
				TOTALS	15		15	
NCR	Non-County Road							
CR-FC	County Road-Fully Corrected							
CR-PC	County Road-Partially Corrected							

**Deputy Director's Activities**

Mr. Olsen reported on his activities since the July 2016 meeting.

**STAFF REPORTS****Compliance and Data Analysis**

Mr. Pohle reported on two recent audit findings. Clark County did not have adequate internal controls to ensure compliance with federal grant requirements for allowable costs. The Public Works staff had insufficient knowledge and training of federal requirements for allowable costs to ensure compliance, and monitoring by management was not adequate to detect an issue. Although the SAO disagreed with the county's methodology, the amounts charged to the grants was reasonable, so the costs were not questioned.

In Skamania County, CRAB staff has been monitoring a continuing Finding which effects the Road Fund. For at least four consecutive audits, the SAO has issued a Finding that the county's financial condition continues to decline and is at risk of not being able to meet its current obligations and maintain services. SAO reports this issue only partially resolved per the 2015 audit. CRAB staff continues to support county Public Works staff on a consultative basis.

Mr. Pohle briefed the Board on staff's recommended changes to Chapter 136-12 WAC – Vacancy in Position of County Engineer, most of which add the words "or change" as well as "vacancy" to the reporting requirements; and Chapter 136-18 WAC – Construction by County Forces, which removes a special reporting section, 136-18-070, that is no longer necessary. The Board will be asked to vote on whether to move forward with these changes at the January 2017 CRABoard meeting.

Mr. Pohle reported on his recent activities.

**Intergovernmental Policy Management**

Mr. Monsen reported on his recent activities.

He noted that County Engineers' Training is scheduled for December 6-8 in the CRAB offices, with fourteen participants are registered from nine counties. Customized training is scheduled for November 8-9 in Lincoln County, with 12 participants from four counties.

He noted challenges and changes to various year-end financial reporting requirements to the SAO and WSDOT. Solutions likely to be implemented as a part of year-end 2016 financial reporting were reached between CRAB and those agencies which will improve CRAB staff's extraction of data from the WSDOT reports. As a part of sending year-end actuals to the SAO, counties will be required to submit additional details in order for "transportation" data to be extracted for WSDOT purposes, and to ensure all Road Fund details are available for CRAB purposes.

Mr. Monsen reported that the latest update to the County Engineers' and Public Works Directors' Desk Manual was released in late September. He gave a brief presentation on the format, content, and recommended use of the manual. He noted that all hyperlinks in the electronic version are checked annually for accuracy.

**Meeting adjourned by Second Vice-Chair Woods at 10:10 am.**

\_\_\_\_\_  
Chairman

ATTEST: \_\_\_\_\_