

**Minutes**  
**County Road Administration Board**  
**July 26-27, 2018**  
**CRAB Office - Olympia, WA**

**Members Present:** Brian Stacy, PE, Pierce County Engineer, Chair  
Rob Coffman, Lincoln County Commissioner, Vice Chair  
Lisa Janicki, Skagit County Commissioner, Second Vice Chair  
Al French, Spokane County Commissioner  
Bob Koch, Franklin County Commissioner  
Kathy Lambert, King County Council Member  
Mark Storey, PE, Whitman County Engineer  
Randy Ross, Grays Harbor County Commissioner  
Grant Morgan, PE, Garfield County Engineer

**Staff Present:** John Koster, Executive Director  
Walt Olsen, PE, Deputy Director  
Eric Hagenlock, Information Services Division Manager  
Karen Pendleton, Executive Assistant  
Rhonda Mayner, Secretary  
Randy Hart, PE, Grant Programs Manager  
Derek Pohle, PE, Engineering & Admin Support Specialist  
Drew Woods, PE, Compliance & Data Analysis Manager  
Cameron Cole, GIS Administrator  
\*Mike Clark, Inventory Systems Manager  
\*\*Jim Oyler, Applications Specialist  
\*\*Kathy O'Shea, Database Specialist  
\*\*Michael Kochick, Systems Manager  
\*\*Jim Ayres, PE, Design Systems Manager

**Guests:** \*Ross Tyler, PE, Clallam County Engineer  
\*Joe Donisi, PE, Clallam County Assistant Engineer  
\*Paul Parker, WA State Transportation Commission

\*Present July 26, 2018 only

\*\*Present July 27, 2018 only

**CALL TO ORDER**

Chair Stacy called the County Road Administration Board meeting to order at 1:00 pm. He requested that guests sign in and that cell phones be silenced.

**CHAIR'S REPORT**

**CRABoard Appointments**

Chair Stacy noted that he, Commissioner Janicki, and Council Member Lambert were re-appointed to additional terms expiring in June 2021. Commissioner Ross and Mr.

Morgan were appointed to fill unexpired terms expiring in June 2020.

**New Staff Members**

Chair Stacy introduced Mr. Woods, who joined the CRAB staff on June 18, 2018. He is a former CRABoard member and Columbia County Engineer.

Chair Stacy introduced Mr. Cole, who joined CRAB on July 2, 2018. He was formerly employed by Benton County Public Works.

**Approve Agenda for the July 26-27, 2018 Meeting**

Second Vice-Chair Coffman moved and Commissioner French seconded to approve the agenda as presented. **Motion passed unanimously.**

**Approve Minutes of April 19-20, 2018 CRABoard Meeting**

Mr. Storey moved and Commissioner French seconded to approve the minutes of the April 19-20, 2018 CRABoard meeting. **Motion passed unanimously.**

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

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

Mr. Storey moved and Second Vice-Chair Coffman seconded to retain Mr. Stacy as Chair. **Motion passed unanimously.**

Commissioner French moved and Commissioner Janicki seconded to retain Commissioner Coffman as Vice-Chair. **Motion passed unanimously.**

Commissioner French moved and Commissioner Ross seconded to nominate Commissioner Janicki as Second Vice-Chair. **Motion passed by unanimous consent.**

**CERTIFICATIONS**

**Resolution 2018-006 Certifying the 2018 Master Road Log**

Mr. Clark presented Resolution 2018-006 - Certifying the 2018 Master County Road Log, to reflect the county road system as of January 1, 2018. He noted that all 39 counties are compliant with the requirements, and staff recommends approval of the road log.

Following discussion and questions, Commissioner French moved and Commissioner Koch seconded to approve Resolution 2018-006 - Certifying the 2018 Master County Road log. **Motion passed unanimously.**

**Resolution 2018-007 Regarding Roadway Categories and Unit Costs for the 2018 and 2019 County Fuel Tax Distribution**

Mr. Clark presented Resolution 2018-007 - Regarding Roadway Categories and Unit Costs for the 2018 and 2019 County Fuel Tax Distribution, which certifies the factors used in the computation of the fuel tax allocation to the individual counties. Staff recommends approval of the resolution.

Following discussion and questions, Commissioner Koch moved and Commissioner French seconded to approve Resolution 2018-007 - Regarding Roadway Categories and Unit Costs for the 2018 and 2019 County Fuel Tax Distribution. **Motion passed unanimously.**

### **CLALLAM COUNTY PMS**

Mr. Olsen reported that this spring staff became aware of discrepancies and inaccuracies in Clallam County's pavement condition ratings. Following meetings with county staff and on-site visits by CRAB staff, the county submitted a Corrective Action Plan on June 14, 2018. Staff found it to be acceptable, and Mr. Olsen noted an update was received from the county on July 20. He introduced Mr. Tyler and Mr. Donisi, who gave further information to the Board.

### **RURAL ARTERIAL PROGRAM**

#### **Program Status Report**

Mr. Hart reviewed the Rural Arterial Program project status report. He gave a brief review of the two-year RAP cycle and the fund programming. He noted that 1,058 projects have been completed to date. Anticipated revenue at the end of the 2017-2019 biennium is \$608,557,648. RAP expenditures to date total \$561,325,028. RAP obligations remaining are \$124,691,105.

#### **Regional RAP and Statewide FLAP Meetings Update**

Mr. Hart reported on the RAP meetings held in May and June in all five regions. Topics discussed included annual and biennial funding for RAP and CAPP including \$4.8 million new funding to both accounts from Connecting Washington; Federal Lands Access Program funding; final prospectus submittal process in RAP Online; and potential RAP and CAPP program delivery (dashboard) charts for the new website.

He noted that CRAB staff represented local agencies as part of the 3-member Program Decisions Committee (PDC) for Federal Lands Access Program (FLAP) funding. Forty nine projects requesting \$67.2 million were received and evaluated. Seventeen proposals requesting \$25 million were approved for funding. This included eight county projects for \$18.2 million and two city projects for \$3.8 million. FHWA sent notifications to all applicants in early June.

#### **Resolution 2018-008 Apportion RATA Funds to Regions**

Mr. Hart presented Resolution 2018-008 – Apportion RATA Funds to Regions, which apportions the accrued amount of \$6,090,031 now credited to RATA for April through June 2018 to the regions by the established 2017-2019 biennium regional percentages after setting aside \$132,383 for administration. Staff recommends approval of the resolution.

Mr. Storey moved and Vice-Chair Coffman seconded to approve Resolution 2018-008 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

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

Mr. Hart reported that Clallam County gained funding for its 2017-2019 Carlsborg Road proposal, milepost 0.00 to 1.76, at the April 2018 CRABoard meeting, and a contract was offered to the county for \$524,509. During field reviews with Clallam County staff for next biennium proposals, CRAB staff noted that since there was a double application between the two proposals (one funded and one proposed for next biennium), one must be dropped. Clallam County explained that a portion of the newly funded project (milepost 0.0 – 1.01) had actually been constructed in 2017, prior to the county being awarded the new RAP funding. This was confirmed by CRAB staff upon reviewing the next biennium proposal location. The county was informed that the contract that CRAB offered for the new funding was not valid since the proposed improvements had been constructed prior to funding. The funded Carlsborg Road proposal was subsequently withdrawn from the 2017-2019 array. The \$524,509 in withdrawn funding will be used to fund new 2019–2021 proposals in the NW Region.

**Chair Stacy called for a brief recess.**

### **EXECUTIVE DIRECTOR'S REPORT**

#### **2017-2019 Budget Status**

Mr. Koster reported that the current budget summaries show Funds 108 and 186 with positive variances, while Fund 102 shows a slight negative variance. CRAB is projected to end the biennium with approximately \$156,000 unspent, due to the Information Systems Manager position being filled internally, no cross-filling of Mr. Pohle's position, the Financial Analyst position remaining unfilled, and a recent retirement buyout coming in under projection. He noted that the excess funds will be used for capital expenditures, primarily equipment upgrades.

He reported that preparation for the 2019-2021 budget submittal will begin next week. Staff plans to submit separate requests for the Pierce County Ferry reimbursement and the potential Skagit County Ferry reimbursement, and may also request additional funding for the required lease of space for the agency's servers at WaTech. He noted that several staff members will be eligible for retirement in that biennium, so staff will request funding for cross-filling of positions and retirement buyouts if necessary.

He noted that staff would like to explore moving the offices to a vacant location on the same floor of the current building. This would allow staff members to have individual offices instead of cubicles, and would create efficiencies of space since it is 1300 square feet smaller. This would save approximately \$20,000 in lease costs annually. Following discussion, the Board gave Mr. Koster the approval to explore the potential move.

### **TRANSPORTATION COMMISSION REPORT**

Mr. Parker gave a presentation on the Commission's Strategic Statewide Policy Plan Update: 2040 and Beyond. He gave a brief background of the Commission, noting that it is an independent body consisting of seven members appointed by the Governor to

six-year terms. There are two other non-voting members. The Commission's mandates are to provide policy and fiscal recommendations to the Governor, set tolls for roads and ferries, and create a 20 year statewide transportation plan. The Commission has an outreach program to gather public input into state transportation policy and provides a public forum for transportation policy development.

He noted that the statewide transportation system encompasses city, county, state, federal and tribal roads; all ferry systems, transit agencies, and port districts. Vehicles include cars, trucks, trains, bikes, buses, and light rail.

The Commission is required to update a comprehensive and balanced statewide transportation plan every four years, which mainly addresses policies. He noted that the WSDOT also does one for state-owned facilities and state interest components that mainly addresses strategic implementation of those policies.

He reported that the 2040 Plan is changing to a web-based format in order to be more dynamic and interactive. It is emphasizing that each region of the state is unique. The focus is on resiliency to severe weather conditions and events, transformational technologies, and funding sustainability.

The draft report will be released on August 1. There will be two months of public input, and the Commission staff will revise the plan based on that input. The Commission will review and make a final revision, and adopt WTP 2040 in December. It will then be sent on to the Governor and the state legislature in preparation for the 2019 legislative session.

## **DEPUTY DIRECTOR'S REPORT**

### **County Engineers/Public Works Directors**

Mr. Olsen announced the following changes since April 2018:

1. By email and resolution on April 24, 2018, Walla Walla County notified CRAB that County Engineer Randy Glaeser would retire June 15, 2018 and appointed Tony Garcia, PE, as County Engineer, effective June 15, 2018.
2. By email and resolution on April 30, 2018, Douglas County appointed Aaron Simmons, PE as acting County Engineer, effective April 30, 2018, until the Board appoints a new engineer.
3. By letter on May 3, 2018 and resolution on April 28, 2018, Kittitas County appointed Mark Cook, PE as acting County Engineer for a period not to exceed six months.
4. By email and resolution May 21, 2018, Columbia County appointed Grant Morgan, PE, as acting County Engineer until the Board appoints a new engineer.

- By email and resolution July 10, 2018, Mason County announced the resignation of John Huestis, PE, effective July 15, 2018 and appointed Jerry Hauth PE, as acting County Engineer until the Board appoints a new engineer.

**County Visits**

Mr. Olsen noted that official County Visits to Stevens, Ferry, Okanogan, Whitman, Spokane, Lincoln, Clallam, Whatcom, Skagit, Cowlitz, Kittitas, Yakima and Pend Oreille Counties were conducted since the April 2018 CRABoard meeting.

Numerous contacts with County Engineers took place in other venues.

**State Auditor’s Report**

The 1997 State Auditor Office (SAO) audit of CRAB concluded that the minutes of the Board meetings needed specific mention of SAO audits of the counties and of any findings that might relate to the statutory responsibilities of CRAB. The minutes also need to reflect any recommendations from the CRABoard to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

CRAB has reviewed fifteen 2016-17 audit reports representing nine counties since the April 2018 board meeting. Six audits contained a total of six findings issued and none involved County Road Funds in some form. Any audit with a number under the “New?” or “Prev?” heading, revealed findings. Status of those findings involving County Road Funds is also shown.

Report #	Entity/Description	Report Type	Audit Period	Date Released	New?	Co. Rd?	Prev?	Status
1021756	Grant County	Accountability	01/01/2016 to 12/31/2017	7/23/2018	1	N	1	NCR
1021757	Grant County	Financial and	01/01/2016 to 12/31/2016	7/23/2018	1	N	1	NCR
1021739	Yakima County	Financial and	01/01/2017 to 12/31/2017	7/9/2018				
1021665	Thurston County	Financial and Federal	01/01/2017 to 12/31/2017	6/28/2018				
1021671	King County	CPA	01/01/2017 to 12/31/2017	6/28/2018				
1021674	King County	CPA	01/01/2017 to 12/31/2017	6/28/2018				
1021619	Snohomish County	CAFR	01/01/2017 to 12/31/2017	6/27/2018				
1021664	Thurston County	CAFR	01/01/2017 to 12/31/2017	6/25/2018				
1021616	Pierce County	CAFR	01/01/2017 to 12/31/2017	6/21/2018				
1021414	King County	Accountability	07/01/2016 to 06/30/2017	5/31/2018				
1021228	Whitman County	Accountability	01/01/2016 to 12/31/2016	5/17/2018	1	N	1	NCR
1021129	Franklin County	Accountability	01/01/2016 to 12/31/2016	4/30/2018	1	N		
1021289	Franklin County	Fraud	01/01/2016 to 12/31/2017	4/30/2018	1	N		
1021151	Yakima County	Fraud	01/01/2017 to 12/31/2017	4/23/2018	1	N		
1021021	Benton County	Accountability	01/01/2016 to 12/31/2016	4/19/2018				
				TOTAL	<b>6</b>		<b>3</b>	
				NCR	Non-County Road			
				CR-FC	County Road-Fully Corrected			
				CR-PC	County Road-Partially Corrected			

### **Activities**

Mr. Olsen reviewed a list of his activities since the April 2018 CRABoard meeting, including review of RAP project submittals in the NE Region and attending the NACE and WSACE Annual Conferences.

### **Mitigation Cost Survey Results**

Mr. Olsen introduced Mr. Clark, who reported that, as requested by the Board at the April 2018 CRABoard meeting, he has reached out to the counties that had not previously completed the survey. He noted that only 15 counties have responded, although the responses were very detailed, and presented the final results of the survey.

### **OTHER BUSINESS**

Council Member Lambert noted that she was told there is an RCW saying bridge plans can only be changed by unanimous vote of the legislative body. She suggested that the CRABoard propose an amendment allowing a charter county to change them by a super majority. Mr. Pohle responded that this is a facet of the Annual Construction Program for all projects, not just bridges, which is adopted by legislative body majority vote, but modification of that plan must be unanimous. The Board suggested that she approach her local state representative about submitting a bill for amendment in the 2019 legislative session.

Chair Stacy and Mr. Koster thanked Mr. Woods for his tenure on the CRABoard since 2007, and presented him with a plaque commemorating his service. Mr. Koster added that he is delighted to have Mr. Woods on staff.

**Chair Stacy recessed the meeting at 4:28 pm. The meeting is scheduled to reconvene Friday, July 27, 2018 at 8:30 am.**

**County Road Administration Board  
Friday, July 27, 2018**

**CALL TO ORDER**

The meeting was reconvened by Chair Stacy at 8:30 a.m.

**ENGINEERING AND ADMINISTRATIVE SUPPORT SPECIALIST REPORT**

Mr. Pohle reported that since the April 2018 CRABoard meeting he has conducted a county visit in Clallam County. He had 55 contacts and/or consultations with 17 other counties, four other agencies and eight with the public.

He summarized his other activities, including attending the NACE and WSACE Annual Conferences.

**COMPLIANCE AND DATA ANALYSIS MANAGER'S REPORT**

Mr. Woods reported that 38 counties submitted the required Road Log Update forms and documentation by the May 1, 2018 deadline. Ferry County submitted on May 11.

He briefly noted the changes to the Office of the County Engineer and reported that all five counties met the standard of good practice in reporting the changes. He reported that none of the County Audit reports had findings regarding compliance issues specific to county road funds.

Mr. Woods summarized his other activities since joining the CRAB staff on June 18, noting that he will be meeting frequently with the WSACE in the coming months to assist with the transition of their incoming Managing Director, Jane Wall.

**INFORMATION SERVICES DIVISION REPORT**

Mr. Hagenlock reported on the progress of GIS-Mo, the project to procure and implement a replacement of the existing Mobility software program. He noted that CRAB has received a Traffic Safety Commission grant for \$400,000 toward initial costs of the project. Staff has met with Rob Smith, the required Quality Assessment advisor, and the OCIO's staff numerous times. He reported that the Data Standards Workgroup has completed their tasks, the Sole Source Justification has been submitted, and the GIS Specifications Workgroup is scheduled to begin meeting in early August.

Mr. Hagenlock reported that a project manager has been assigned to the server migration to WaTech, and noted that WaTech is requiring CRAB to submit a status update on the fifth of each month until the migration is completed.

Mr. Hagenlock noted that the CRAB Website enhancement is proceeding on schedule, and a fall 2018 launch date is planned.



Mr. Hagenlock reported on other IS staff activities, including staff development, an update to system security, and customer support and training.

**Data Standards Workgroup Results**

Mr. Hagenlock reported that he would fill in for Mr. Clark, who was unable to attend. He introduced Ms. O’Shea, who gave a brief outline of the history of the GIS-Mo project. Mr. Hagenlock noted the requirements and objectives of the project, and he and Ms. O’Shea presented the results of the Data Standards Workgroup.

**DESIGN SYSTEMS REPORT**

Mr. Ayres reported on several flights with the agency’s UAV, mapping projects for the counties. He presented views of two flights in Lincoln County, the first showing a landslide on Porcupine Bay Road and then the progress of the rebuilding project.

**Chair Stacy called for a brief recess.**

**EXECUTIVE SESSION**

The Board moved into Executive Session at 9:30 am.

The Board adjourned the Executive Session at 9:55 am.

Commissioner French moved and Second Vice-Chair Janicki seconded to approve Resolution 2018-009, Executive Director Salary, which increases Mr. Koster’s salary to \$135,000 annually beginning July 1, 2018. **Motion passed unanimously.**

**Chair Stacy adjourned the CRABoard meeting at 9:58 am.**

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Chair

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Attest