

**Minutes**  
**County Road Administration Board**  
**July 16-17, 2015**  
**CRAB Office – Olympia, Washington**

**Members Present:** Dale Snyder, Douglas County Commissioner, Chair  
 Brian Stacy, PE, Pierce County Engineer, Vice-Chair  
 Rob Coffman, Lincoln County Commissioner  
 Lisa Janicki, Skagit County Commissioner  
 Kathy Lambert, King County Council Member  
 Todd Mielke, Spokane County Commissioner  
 Bill Schulte, Lewis County Commissioner  
 Mark Storey, PE, Whitman County Engineer  
 \*Drew Woods, PE, Columbia County Engineer, Second Vice-Chair

**Staff Present:** Jay Weber, Executive Director  
 Walt Olsen, PE, Deputy Director  
 Steve Hillesland, Assistant Director  
 Karen Pendleton, Executive Assistant  
 Jeff Mosen, PE, Intergovernmental Policy Manager  
 Derek Pohle, PE, Compliance & Data Analysis Manager  
 Rhonda Mayner, Secretary  
 Randy Hart, PE, Grant Programs Manager  
 Don Zimmer, Inventory Systems Manager  
 Bob Davis, Systems Manager  
 \*Bob Moorhead, PE, Maintenance Manager  
 \*\*Jim Ayres, Design Systems Engineer

**Guests:** Paul Randall-Grutter, PE, Skagit County Engineer  
 \*Chad Johnson, Budget Analyst, Small Agency Financial Services  
 \*Unidentified female member of the public  
 \*\*Gary Rowe, WSACE Managing Director

*\*July 16, 2015 only*

*\*\*July 17, 2015 only*

**CALL TO ORDER**

Chair Snyder called the County Road Administration Board quarterly meeting to order at 1:00 pm on Thursday, July 16, 2015, at the CRAB Office in Olympia. He asked that all cell phones be silenced and that guests sign in.

## CHAIR'S REPORT

### Introductions

Chair Snyder introduced new CRABoard members Council Member Lambert, who was participating via conference call as she was driving to the meeting, and Commissioner Janicki, and welcomed them to the Board. He noted that Vice-Chair Stacy was re-appointed to a new term. He also introduced Chad Johnson.

### Approve Agenda for the July 16-17, 2015 Meeting

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

### Approve Minutes of April 16-17, 2015 CRABoard Meeting

Vice-Chair Stacy moved and Mr. Storey seconded to approve the minutes of the April 16-17, 2015 CRABoard meeting. **Motion passed unanimously.**

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

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

Commissioner Coffman moved and Mr. Storey seconded to retain the current slate of officers. **Motion passed unanimously.**

## CERTIFICATIONS

### Resolution 2015-006 Certifying the 2015 Master Road Log

Mr. Zimmer presented Resolution 2015-006 - Certifying the 2015 Master County Roadlog, to reflect the county road system as of January 1, 2015. He noted that this is the first time in ten years that the counties actually gained road miles overall. All 39 counties are compliant, and staff recommends approval of the roadlog.

After discussion and questions, Second Vice-Chair Woods moved and Commissioner Schulte seconded to approve Resolution 2015-006 - Certifying the 2015 Master County Roadlog. **Motion passed unanimously.**

### Resolution 2015-007 Regarding Roadway Categories and Unit Costs for the 2015 and 2016 County Fuel Tax Distribution

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

He presented Resolution 2015-007 - Regarding Roadway Categories and Unit Costs for the 2015 and 2016 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 Schulte moved and Commissioner Mielke seconded to approve Resolution 2015-007 - Regarding Roadway Categories and Unit Costs for the 2015 and 2016 County Fuel Tax Distribution. **Motion passed unanimously.**

## **RURAL ARTERIAL PROGRAM**

### **Program Status Report**

Mr. Hart reviewed the Rural Arterial Program project status report. He noted that 1,012 projects have been completed to date. Anticipated revenue to the end of the 2015-2017 biennium is \$560,077,269. RAP expenditures to date total \$502,587,168. RAP obligations remaining are \$120,773,876.

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

## **PUBLIC HEARING**

Chair Snyder opened the public hearing at 2:06 pm.

Mr. Hart presented staff's proposed revisions to WAC 136-167-040. He noted that the WAC defines CRAB's policies for lapsing of RATA funded projects, and also specifies conditions for allowing time extensions. The two current extensions allowed are those requested by the county when sufficient justification is provided; and those applied by the CRABoard by use of a moratorium on project lapsing so that the board can effectively manage the RATA balance when needed.

The revision adds a third extension type which allows the CRABoard, at its discretion, to grant an extension for RAP-funded projects for the benefit of public safety, health or general welfare.

Mr. Weber noted that there is an emergency WAC in place addressing this issue, and approval of this action would make that measure permanent.

This proposed revision has been published and has received no public input to date. Staff recommends adoption of the proposed revision.

Chair Snyder opened the hearing for public comment. Hearing none, Chair Snyder closed the public comment portion of the hearing.

Commissioner Mielke moved and Council Member Lambert seconded to approve the revisions to WAC 136-167-040 as presented. **Motion passed unanimously.**

Chair Snyder closed the public hearing at 2:14 pm.

## **RURAL ARTERIAL PROGRAM continued**

### **Regional Meetings Update**

Mr. Hart reported on items discussed at the recent meetings in all regions. He noted that all regions supported a new call for projects in 2016. The Northeast, Northwest, and Southeast regions are working on revising some of the rating methods. RAP Online Training was conducted in each county in the Puget Sound Region in April, May and June.

### **Resolution 2015-008 Apportion RATA Funds to Regions**

Mr. Hart presented Resolution 2015-008 – Apportion RATA Funds to Regions, which apportions the accrued amount of \$4,538,277 now credited to RATA for April 2015 through June 2015 to the regions by the established 2013-2015 biennium regional percentages after setting aside \$123,000 for administration. Staff recommends approval of the resolution.

Commissioner Mielke moved and Commissioner Schulte seconded to approve Resolution 2015-008 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

### **Resolution 2015-009 To Establish Regional Percentages for the Apportioning of RATA Funds During the 2015-2017 Biennium**

Mr. Hart presented Resolution 2015-009 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2015-2017 Biennium, which sets the apportionment percentages for the five regions.

Commissioner Schulte moved and Vice-Chair Stacy seconded to approve Resolution 2015-009 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2015-2017 Biennium. **Motion passed unanimously.**

### **Resolution 2015-010 To Approve 2015-2017 RAP Projects and Allocate Estimated 2015-2017 RATA Funds**

Mr. Hart presented Resolution 2015-010 – To Approve 2015-2017 RAP Projects and Allocate Estimated 2015-2017 RATA Funds, which approves funding for Lincoln County's Miles Creston Bridge in the amount of \$712,000.

Mr. Storey moved and Second Vice-Chair Woods seconded to approve Resolution 2015-010 – To Approve 2015-2017 RAP Projects and Allocate Estimated 2015-2017 RATA Funds. **Motion passed unanimously.**

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

Mr. Hart noted activities and requests handled by staff since the April 2015 CRABoard Meeting.

He reported that on April 26, 2015 the CRABoard approved \$248,383 in new funding for Spokane County's Bigelow Gulch project. As the county was preparing to sign the

contract agreement for the new funding, they informed CRAB staff on April 29 that there was an earlier agreement for this same section, covering the same scope of work. It was discovered that the earlier RAP Contract did not accomplish the widening and resurfacing cited in the prospectus that was submitted in August of 2002. CRAB staff determined that the county was likely ineligible for the new funding since it proposed work for which the county had been already been reimbursed. The county therefore did not forward to CRAB the new contract.

After CRAB staff review, the county was contacted on May 2 and given the following options if it wished to pursue RATA funding on the new proposal:

- Pay back the \$1,500,000 of expended RATA funds. The county could then sign a new contract for the \$248,383 awarded of the \$2,579,100 requested. **Increase allowed, possibly.**
- Retain the original \$1,500,000 but build the Phase 3 project with county or other funding. **No increase available.**
- Retain the original \$1,500,000 and reduce the new RATA request from \$2.7M to \$1.2M. **No increase allowed.**
- Retain \$312,500 estimated as eligible for work done on Phase 3 and pay back the remaining \$1,187,500. **No increase allowed.**

The county was informed that the last three options would require CRABoard action.

CRAB staff also requested background on the project that was approved in 2003. The county emailed a description of the project's funding and construction. In summary, Federal (STP) and Freight Mobility Strategic Investment Board funds that the county anticipated using at Bigelow and Argonne Road intersection were no longer available, so the county used all its RATA funding on the intersection to help make up the shortfall. The intersection is outside of the original project limits except for the western Bigelow Gulch Road approach, about 700 feet, or 12% of the original project length.

After a brief visit with County Engineer Mitch Reister on July 8, 2015, CRAB staff was informed that the county would seek CRABoard consideration of alternative methods to address this issue at this meeting.

Commissioner Mielke noted that the county is looking into pay back options, and Mr. Olsen added that he spoke with Mr. Reister on July 14, 2015 and received the same indications.

## **EXECUTIVE DIRECTOR'S REPORT**

### **2013-15 Budget Close-out**

Mr. Weber introduced Mr. Johnson, who reported that the agency is in line to finish out the biennium as expected. Mr. Weber noted that Fund 108 will be spent down to \$0 as usual, while the balances in the RATA and CAPA accounts will carry over into the next biennium.

**2015-17 Budget**

Mr. Johnson noted that the agency will be submitting a supplemental budget request for Capital Funds in the RATA account. This is a usual occurrence. He also noted that the \$10 million in biennial funds formerly received from the Highway Safety Account were not approved. However, an additional \$10 million in biennial funds will be paid from the Motor Vehicle Fuel Tax account into Fund 108, which will give those funds 18<sup>th</sup> Amendment protection. Also, CRAB will receive a 3% funding increase for approved salary and wages increases across all three funds.

**Lease Renewal**

Mr. Weber reported that the lease on CRAB's office space has been renewed through December 2020, with the months of January through March 2016 at no rental cost to the agency. The building owners have agreed to complete some minor repairs and to upgrade the HVAC system in the building.

Mr. Weber noted some of his other activities since the April 2015 CRABoard meeting.

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

**MAINTENANCE MANAGEMENT REPORT**

Mr. Moorhead reported that since the April 2015 CRABoard meeting he has completed RAP Project File and/or Field Reviews in Thurston, Okanogan, Columbia, and Douglas Counties, as well as a Gravel Roads Study in Stevens County. He has also attended four Regional RAP meetings and the WSACE Annual Conference.

He noted on CRAB training sessions conducted since April 2015, and future training scheduled for August through October.

He updated the Board on the results of a survey circulated among the county engineers to help determine the parameters of the Gravel Roads Study. He noted plans to conduct a survey of the Maintenance Managers and Superintendents, and is scheduling site visits with selected representative counties in August and September.

**Chair Snyder recessed the meeting at 3:45 pm on July 16, 2015. The CRABoard meeting will resume July 17, 2015 at 8:30 am.**

**County Road Administration Board  
Friday, July 17, 2015**

**CALL TO ORDER**

The second day of the CRABoard meeting was called to order by Chair Snyder at 8:30 am on July 17, 2015.

**GARY ROWE**

Mr. Rowe spoke briefly about the National Association of County Engineers Conference in Daytona Beach and the Washington State Association of County Engineers Annual Conference in Leavenworth. He updated the Board on bills of interest to the counties that were heard during the 2015 Washington State legislative session.

**RAP OBLIGATIONS HISTORICAL LEVELS**

Mr. Hart presented graphs of RAP account activity since 1983 and of the activity as compared to the funds obligated.

**DEPUTY DIRECTOR'S REPORT**

**County Engineers/Public Works Directors**

Mr. Olsen announced the following changes in status of County Engineers since April 2015:

1. Chelan County announced that they have appointed Eric Pierson, PE as PWD/County Engineer, effective April 20, 2015.
2. Asotin County announced the resignation of PWD/County Engineer Jim Bridges, PE, effective June 5, 2015. Asotin County is working on an inter-local agreement with Garfield County for engineering services in the interim and will notify CRAB when a new Public Works Director/County Engineer is hired.

**County Visits**

Official County Visits to Clark County, Pend Oreille County, Thurston County, Stevens County, Spokane County, Okanogan County, and San Juan County were conducted since the April 2015 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 17 audit reports representing 10 counties since the April 2015 board meeting. Three audits contained a total of four findings issued and one involved County Road Funds in some form. Any audits with “Y” in the “Co. Rd?” column revealed substantive findings involving County Road Funds.

| Report # | Entity/Description | Report Type             | Audit Period             | Release Date | New Finding# | Co.Rd.? | PrevFind# | Status   |
|----------|--------------------|-------------------------|--------------------------|--------------|--------------|---------|-----------|----------|
| 1013972  | Mason County       | Accountability          | 01/01/2013 to 12/31/2013 | 4/13/2015    | 1            | N       | 3         | Ongoing  |
| 1013984  | King County        | Attestation Engagements | 07/01/2012 to 06/30/2013 | 4/13/2015    |              |         |           |          |
| 1014114  | Adams County       | Financial and Federal   | 01/01/2013 to 12/31/2013 | 5/7/2015     | 1            | Y       | 1         | Resolved |
| 1014135  | Adams County       | Accountability          | 01/01/2012 to 12/31/2013 | 5/4/2015     |              |         |           |          |
| 1014390  | Snohomish County   | Accountability          | 07/01/2013 to 06/30/2014 | 6/4/2015     |              |         |           |          |
| 1014442  | Thurston County    | Attestation Engagements | 07/01/2013 to 06/30/2014 | 6/4/2015     |              |         |           |          |
| 1014463  | Grant County       | Accountability          | 01/01/2013 to 12/31/2013 | 6/15/2015    |              | N       | 1         | Ongoing  |
| 1014487  | Thurston County    | CAFR                    | 01/01/2014 to 12/31/2014 | 6/22/2015    |              |         |           |          |
| 1014536  | Thurston County    | Accountability          | 01/01/2014 to 12/31/2014 | 7/6/2015     |              |         |           |          |
| 1014553  | King County        | CAFR                    | 01/01/2014 to 12/31/2014 | 6/22/2015    |              |         |           |          |
| 1014554  | King County        | Financial               | 01/01/2014 to 12/31/2014 | 6/25/2015    |              |         |           |          |
| 1014573  | Thurston County    | Financial and Federal   | 01/01/2014 to 12/31/2014 | 7/6/2015     | 2            | N       |           | Ongoing  |
| 1014617  | Kitsap County      | CAFR                    | 01/01/2014 to 12/31/2014 | 6/25/2015    |              |         |           |          |
| 1014633  | Benton County      | CAFR                    | 01/01/2014 to 12/31/2014 | 6/30/2015    |              |         |           |          |
| 1014644  | Pierce County      | CAFR                    | 01/01/2014 to 12/31/2014 | 6/26/2015    |              |         |           |          |
| 1014646  | Chelan County      | CAFR                    | 01/01/2014 to 12/31/2014 | 6/30/2015    |              |         |           |          |
| 1014680  | Kitsap County      | Attestation Engagements | 01/01/2014 to 12/31/2014 | 6/30/2015    |              |         |           |          |

### **Activities**

Mr. Olsen reviewed a list of his activities since the April 2015 CRABoard meeting.

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

### **STAFF REPORTS**

#### **Assistant Director**

Mr. Hillesland noted that the main focuses of the IT Department are to support the counties and to assist the counties in being more efficient and effective. He spoke briefly about the design and capabilities of Mobility, and the training and support of design systems.

He updated the Board on the progress of the development of the Mobility Systemic Safety Project Selection Tool, and gave a brief demonstration of the Transportation Metrics Dashboard.



He introduced Mr. Ayres, who gave a demonstration on the use of Unmanned Aerial Vehicles in the counties.

### **Intergovernmental Policy Manager**

Mr. Monsen reported that since the April 2015 CRABoard meeting, he has had general discussions at the County Engineer offices in Skagit, San Juan, Whatcom, Cowlitz, Lewis, Mason, and Okanogan Counties.

He summarized his other activities, including attending the National Association of County Engineers Conference in Daytona Beach and the Washington State Association of County Engineers Annual Conference in Leavenworth.

He reported that at the County Engineers' Training held May 12-14 in the CRAB offices, there were 12 participants representing eight counties. In addition, mini sessions were held in Clark County with 32 participants and in San Juan County with six participants.

Mr. Monsen briefed the Board on the revenues generated through the fuel tax and how those are distributed.

He briefed the Board on the 2015 Legislative Session Transportation Revenue package, including new terminology, the base budget and supplemental budget, the fuel tax increase, and the additive budget for RAP and CAPP.

He updated the Board on the 2013 Mason County Audit Finding, which said that during 2010 through 2012, the ER&R Fund did not charge funds equitably. The county's 2015 audit report stated that this finding had been partially resolved. No action is recommended at this time. Mr. Monsen indicated that he would provide an update at the October 2015 Board meeting.

### **Compliance and Data Analysis**

Mr. Pohle reported that all of the 39 counties submitted the required Road Log Update forms and documentation by the May 1 deadline.

He reiterated the vacancies and changes in the position of County Engineers since the April 2015 CRABoard meeting.

He reported that all counties are now in compliance in the issue of over-diverting of county road funds.

Staff is requesting direction from the Board to move forward with the formal WAC rule making process regarding a new standard of good practice WAC 136-25 and amendments to WAC 136-150 Eligibility for RATA Funds.

Commissioner Schulte moved and Commissioner Coffman seconded to move forward with the formal rule-making process and schedule a public hearing on the issue for

Thursday, October 29, 2015 at 2:00 pm in the CRAB Board Room. **Motion passed unanimously.**

Mr. Pohle noted that in the 2015 Legislative session, EHB 1868 added a new eligible road purpose to RCW 36.82.070, marine navigation and moorage, for those counties comprised entirely of islands, effectively San Juan and Island counties. It is staff's position that due to the requirement for a special and identifiable account required to be set up within the Road Fund for sequestration of road levy, rules and an annual certification should be developed and adopted. Staff requests direction from the Board to move forward with the formal WAC rule making process.

Commissioner Schulte moved and Commissioner Janicki seconded to move forward with the formal rule-making process and schedule a public hearing on the issue for Thursday, October 29, 2015 at 2:00 pm in the CRAB Board Room. **Motion passed unanimously.**

Mr. Pohle summarized his other activities since the April CRABoard meeting.

#### **EXECUTIVE SESSION**

Vice Chair Stacy moved and Commissioner Mielke seconded to move into executive session to discuss Resolution 2015-011 – Executive Director's Salary. **Motion carried unanimously.** Staff was excused from the meeting room at 11:58 am.

Following the close of the executive session, Commissioner Mielke moved and Commissioner Janicki seconded to approve Resolution 2015-011 – Executive Director's Salary, giving Mr. Weber a 4.6% cost of living wage increase effective July 1, 2015. **Motion passed unanimously.**

**Chair Snyder adjourned the CRABoard meeting at 12:10 p.m.**

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Chair

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Attest