

**Minutes  
County Road Administration Board  
July 28-29, 2016  
CRAB Office – Olympia, Washington**

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

**Staff Present:** Jay Weber, Executive Director  
 Walt Olsen, PE, Deputy Director  
 Karen Pendleton, Executive Assistant  
 Randy Hart, PE, Grant Programs Manager  
 Jeff Monsen, PE, Intergovernmental Policy Manager  
 Derek Pohle, PE, Compliance & Data Analysis Manager  
 Rhonda Mayner, Secretary  
 Mike Clark, Inventory Specialist  
 Bob Davis, Systems Manager  
 \*Don Zimmer, Inventory Systems Manager  
 \*Eric Hagenlock, Chief Applications Architect

**Guests:** Erik Martin, PE, Lewis County Engineer  
 \*Josh Thomson, PE, Okanogan County Engineer  
 \*Bob Moorhead, PE, retired CRAB staff  
 \*\*Gary Rowe, WSACE Managing Director

*\*July 28, 2016 only*

*\*\*July 29, 2016 only*

**CALL TO ORDER**

Chair Snyder called the County Road Administration Board quarterly meeting to order at 1:00 pm on Thursday, July 28, 2016, at the CRAB Office in Olympia. He asked that all cell phones be silenced and that guests sign in.

**CHAIR'S REPORT**

**Introductions and Re-Appointments**

Chair Snyder introduced new CRABoard member, Spokane County Commissioner Al French, and welcomed him to the Board. He noted that Commissioner Coffman and Mr. Storey, as well as himself, were re-appointed to new terms expiring in June 2019.

**Approve Agenda for the July 28-29, 2016 Meeting**

Vice-Chair Stacy moved and Mr. Storey seconded to approve the agenda as presented. **Motion passed unanimously.**

**Approve Minutes of April 14-15, 2016 CRABoard Meeting**

Commissioner Schulte moved and Vice-Chair Stacy seconded to approve the minutes of the April 14-15, 2016 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 Commissioner Schulte seconded to retain the current slate of officers. **Motion passed unanimously.**

**CERTIFICATIONS****Resolution 2016-006 Certifying the 2016 Master Road Log**

Mr. Clark presented Resolution 2016-006 - Certifying the 2016 Master County Road Log, to reflect the county road system as of January 1, 2016. He noted that all 39 counties are compliant, and staff recommends approval of the road log.

After discussion and questions, Second Vice-Chair Woods moved and Commissioner Coffman seconded to approve Resolution 2016-006 - Certifying the 2016 Master County Road log. **Motion passed unanimously.**

**Resolution 2016-007 Regarding Roadway Categories and Unit Costs for the 2016 and 2017 County Fuel Tax Distribution**

Mr. Clark presented Resolution 2016-007 - Regarding Roadway Categories and Unit Costs for the 2016 and 2017 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, Second Vice-Chair Woods moved and Commissioner Schulte seconded to approve Resolution 2016-007 - Regarding Roadway Categories and Unit Costs for the 2016 and 2017 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 1,030 projects have been completed. Anticipated revenue at the end of the 2015-2017 biennium is \$561,828,974. RAP expenditures to date total \$522,659,402. RAP obligations remaining are \$132,155,353.

### **Regional Meetings Update**

Mr. Hart reported on regional meetings held in June in the Northeast, Northwest, Southeast and Southwest Regions. A Puget Sound Region meeting is scheduled for August 9.

He noted that CRAB staff conducted visual ratings of all proposals through June. The scores have been mailed out to the counties and were discussed at all regional meetings. Counties were reminded that Final Prospectuses are due to CRAB by September 1, 2016.

Staff reviewed the various funding sources available through RATA, CAPA, MVA, and Multi-Modal accounts per the 2015 and 2016 legislation.

Many counties have submitted Federal Land Access Program projects to FHWA. The status of these proposals, as well as existing RAP projects, was discussed.

CRAB staff provided an overview of Final Prospectus submittal process in RAP Online, Standards of Good Practice compliance issues, recent WAC revisions for Traffic Law Enforcement and Marine Navigation and Moorage Expenditures, and web-based form submittals.

### **Resolution 2016-008 Apportion RATA Funds to Regions**

Mr. Hart presented Resolution 2016-008 – Apportion RATA Funds to Regions, which apportions the accrued amount of \$5,032,816 now credited to RATA for April 2016 through June 2016 to the regions by the established 2015-2017 biennium regional percentages after setting aside \$121,125 for administration. Staff recommends approval of the resolution.

Vice-Chair Stacy moved and Mr. Storey seconded to approve Resolution 2016-008 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

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

Mr. Hart reported that Grant County requested scope reduction of their Adams Road project, exempting out a short bridge and approaches section that had been completed in 2004. The county also requested the project be constructed in three segments. After review by CRAB staff, it was found that this effected no change to the overall score. The request was approved in writing and an amendment to the CRAB/County contract was signed by the county and CRAB.

Grant County also requested their Adams Road project be combined with a non-RATA funded local access project at the end (replacement of bridges numbers 330 and 334). The county confirmed in their letter that the non-RATA funded segment would be separated from the RATA funded segment in the bid documents and contract plans. The CRAB/County contract was therefore amended, adding a description of the extra work with the condition that the county clearly separate the funding of the two segments in bid documents and contract plans.

Columbia County requested a reduction in the proposed width of the Whiskey Creek Road Bridge from 38 feet to 34 feet. In evaluating the request, CRAB staff found the 34 foot width still exceeds standard design width of 24 feet. The proposed change does not affect the project's ranking in the SE Region priority array and better matches adjacent roadway widening that will be done in the future. Staff therefore approved the change in scope from 38 feet to 34 feet wide. A CRAB/county contract amendment is in process.

### **Project Request - Okanogan County**

Mr. Hart reported that Okanogan County has requested their two federally and RAP funded bridges, Joe Moses Road Bridge and Park City Loop Bridge, be combined into one CRAB/County contract.

On January 21, 2016, the CRABoard awarded \$173,900 and \$135,600 in RATA funding to the Joe Moses Road Bridge and Park City Loop Bridge, respectively. Federal funding for design and right of way for these bridges was approved on December 11, 2015. Federal construction funding was approved July 25, 2016.

Design of the bridges has commenced such that \$13,041.13 for Joe Moses and \$12,263.12 for Park City in RATA funds have been paid to the county to date and the projects are nearing advertisement.

The bridges are in close proximity to each other on the Colville Reservation, and are of similar design and span. Because of this, the county has requested and been approved to bid these projects together by FHWA. To support the tied bid process, the county is also requesting the RATA funding be bid as one project as well. The anticipated advertisement date is August 1, 2016.

Mr. Hart noted that existing WAC rules allowing RAP projects to be combined into one construction project require the projects to be adjacent to each other, and the combination request must occur prior to commencing construction.

Although the two bridges do not share a common terminus, the CRABoard has, in the past, allowed the RAP programmatic to be superseded by federal funding status and emergency bridge replacements in a non-bridge funding region.

Bridge replacements, as spot improvements to the road system, do not lend themselves to a continuum of road construction, but are often tied together though apart from each other, to provide cost savings.

The financial risks associated with combining multiple projects, especially of different scopes, prevention of which is the intent of the above WAC, is alleviated by the federal oversight of the construction process.

The authorization of federal funding and the incorporation of the federal process, which occurred prior to RATA funding and upon which the bridges became RATA eligible, effectively renders the WAC dealing with restrictions on combining projects a non-issue.

Staff finds there is potential for cost savings by combining the bridges into one construction project. Therefore, staff recommends approval of Okanogan County's request that their two federally and RAP funded bridges, Joe Moses Road Bridge and Park City Loop Bridge, be combined into one CRAB/County contract.

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

Following questions and discussion, Commissioner Schulte moved and Commissioner Coffman seconded to approve Okanogan County's request that their two federally and RAP funded bridges, Joe Moses Road Bridge and Park City Loop Bridge, be combined into one CRAB/County contract. **Motion passed unanimously.**

As this will be Mr. Zimmer's last regular Board meeting, cake was served.

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

## **EXECUTIVE DIRECTOR'S REPORT**

### **Current Budget Update**

Mr. Weber noted that spending is largely on track, with small variances that will decrease throughout the biennium. The variances are largely due to recent salary increases and retirement buy-outs.

### **2017-2019 Budget Preparation**

Mr. Weber reported that the agency submittal will be largely a maintenance budget. The re-appropriation of TPA and licensing funds is being assumed.

### **Review and Adopt CRABoard By-Laws**

Mr. Weber presented the CRABoard By-Laws, noting that an original, signed hard copy needs to be adopted and kept on file in the offices.

Following discussion and questions, Commissioner Schulte moved and Mr. Storey seconded to adopt the CRABoard By-Laws as presented. **Motion passed unanimously.**

### **Review and Adopt Revised Organization Chart**

Mr. Weber presented the updated organization chart for CRAB staff, following the retirement of Steve Hillesland.

Following discussion and questions, Councilmember Lambert moved and Commissioner Schulte seconded to adopt the CRAB Organization Chart as presented. **Motion passed unanimously.**

### **Attorney General's Opinion Addressing RAP Eligibility**

Mr. Weber presented a letter from Deputy Solicitor General Jeffrey T. Even, which notes that the AG's office has determined to process the Board's request for an opinion on county road levies as a formal opinion, which means it will be fully researched,

subjected to peer review, and submitted to the Attorney General for approval to be published as an official opinion.

Commissioner Schulte introduced Mr. Martin to the Board and staff.

Due to the speed of the meeting to this point, Chair Snyder moved staff reports up in the agenda.

## **DEPUTY DIRECTOR'S REPORT**

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

Mr. Olsen announced the following changes since April 2016:

1. San Juan County announced that County Engineer Rachel Dietzman, PE, will retire and they have appointed Colin Huntmer, PE, as County Engineer, effective June 3, 2016.
2. Grays Harbor County announced that County Engineer Russ Esses, PE, will retire and they have appointed Joseph Seet, PE, as PWD/County Engineer, effective June 6, 2016.
3. Kittitas County announced that they have appointed Gregory Lucas Huck, PE, as County Engineer, effective June 6, 2016.
4. Franklin County announced that Acting County Engineer Craig Erdman, PE, has been appointed as County Engineer, effective June 15, 2016.
5. Lewis County announced that Public Works Director/County Engineer Tim Elsea, PE, will resign effective July 31, 2016, and they have appointed Erik Martin, PE, as PWD/County Engineer, effective July 25, 2016.

### **County Visits**

Official County Visits to Lewis County, Douglas County, Lincoln County, Ferry County, Stevens County, Whitman County, Asotin County, and Columbia County were conducted since the April 2016 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 12 audit reports representing seven counties since the April 2016 board meeting. Three audits contained a total of two new findings issued and none involved County Road Funds in some form. Any audits with “**Finding Report**” in bold print revealed substantive findings involving County Road Funds.

Report #	Entity/Description	Report Type	Audit Period	Date Released	New Find#	Co. Rd?	PrevFind#	Status
1017013	Thurston County	Financial and Federal	01/01/2015 to 12/31/2015	7/5/2016			2	NCR
1017019	Thurston County	Accountability	01/01/2015 to 12/31/2015	7/5/2016				
1016992	Benton County	CAFR	01/01/2015 to 12/31/2015	6/28/2016				
1017069	Clark County	CAFR	01/01/2015 to 12/31/2015	6/28/2016				
1017047	King County	CAFR	01/01/2015 to 12/31/2015	6/27/2016				
1017004	Snohomish County	CAFR	01/01/2015 to 12/31/2015	6/24/2016				
1017017	Thurston County	CAFR	01/01/2015 to 12/31/2015	6/23/2016				
1016910	Clark County	Attestation Engagements	07/01/2014 to 06/30/2015	6/13/2016				
1016513	Grant County	Accountability	01/01/2014 to 12/31/2014	5/5/2016	1	N		
1016508	Okanogan County	Accountability	01/01/2014 to 12/31/2014	5/2/2016				
1016509	Okanogan County	Financial and Federal	01/01/2014 to 12/31/2014	5/2/2016	1	N		
1016386	Benton County	Accountability	01/01/2014 to 12/31/2014	4/14/2016				

### **Activities**

Mr. Olsen reviewed a list of his activities since the April 2016 CRABoard meeting.

### **COMPLIANCE AND DATA ANALYSIS MANAGER’S REPORT**

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

He noted that the counties who had previously not met the bridge and inspection reports minimum contents requirements are working to come into compliance with the assistance of CRAB staff.

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

Mr. Pohle and Mr. Hagenlock gave a brief demonstration on “CARS”, the online annual reporting system being developed by staff. They anticipate it will go live by September 1 and be available for all counties to use to submit their required reports due to CRAB by December 31.

### **INTERGOVERNMENTAL POLICY MANAGER’S REPORT**

Mr. Monsen reported that since the April 2016 CRABoard meeting, he has conducted county visits in Clark County and Skagit County.

He conducted RAP Project Reviews in Lewis, Mason, Cowlitz, Pacific, Grays Harbor,

Skamania, Clark, Wahkiakum and Thurston Counties.

He summarized his other activities, including work on the annual update to the Desk Manual.

He reported that at the County Engineers' Training held May 7-9 in the CRAB offices, with 12 participants representing nine counties. In addition, a mini session at Pierce County was held May 25, with 17 participants.

**Chair Snyder recessed the meeting at 3:30 pm on July 28, 2016. The CRABoard meeting will resume July 29, 2016 at 8:30 am.**



**County Road Administration Board  
Friday, July 29, 2016**

**CALL TO ORDER**

The second day of the CRABoard meeting was called to order by Chair Snyder at 8:30 am on July 29, 2016.

**WSACE UPDATE**

Mr. Rowe briefly recapped the WSACE Conference held in June at Sun Mountain. He noted that emergency management was a theme there, and will also be featured at the November conference. The 2017 summer conference will be in Leavenworth.

He noted that WSACE and WSAC have received funding to study the feasibility of “bridge bundling”, and are continuing their studies on transportation metrics and financial reporting. They are also looking at a pilot project for multiple fish barrier passage removals in regions.

He spoke of upcoming draft legislation that will affect the counties, as well as requests that will be made for new funding.

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

**WORK SESSION**

Ms. Mayner briefed the Board on the Travel Expense Management System, which will be used for all staff and Board travel vouchers from now on.

Mr. Weber presented an updated position description for the Executive Director, and suggested that application criteria and timelines for advertising the position be set at the October 2016 CRABoard meeting. The Board indicated that they would like to begin at 11:00 am on Thursday, October 27 to allow time for this discussion.

Mr. Weber and Mr. Pohle noted that staff plans to submit language changes to various WACs to the Board at the October 2016 meeting.

Mr. Weber reported that staff is monitoring a Road Log issue in one of the counties.

**Chair Snyder adjourned the CRABoard meeting at 11:23 a.m.**

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Chair

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Attest