

**Minutes**  
**County Road Administration Board**  
**January 24-25, 2019**  
**Olympia, Washington**

**Members Present:** Brian Stacy, PE, Pierce County Engineer, Chair  
Lisa Janicki, Skagit County Commissioner, Second Vice Chair  
Al French, Spokane 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

**Members Absent:** Rob Coffman, Lincoln County Commissioner, Vice Chair  
Bob Koch, Franklin County Commissioner

**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  
\*\*Mike Clark, Inventory Systems Manager  
\*\*Jim Oyler, Applications Specialist  
\*\*Cameron Cole, GIS Administrator  
\*\*Scott Campbell, Systems Security Specialist  
\*\*Jim Ayres, PE, Design Systems Manager

**Guests:** \*Chad Johnson, DES, CRAB Budget Analyst  
\*\*Jane Wall, WSACE Managing Director  
\*\*Pat Beehler, PLS, Chief Surveyor, WA State Dept of Natural Resources  
\*\*Ken Fuller, PE, Executive Director, WA State Bd of Registration  
for Professional Engineers and Licensed Surveyors  
\*\*Jim Wengler, PLS, Chair, WA State Bd of Registration for  
Professional Engineers and Licensed Surveyors (via telephone)  
\*\*Bob Moorhead, PE, former CRAB staff member

*\*Present January 24, 2019 only    \*\*Present January 25, 2019 only*

**CALL TO ORDER**

Chair Stacy called the meeting to order at 1:00 p.m. He requested that all electronic devices be silenced, and that guests sign in.

## **CHAIR'S REPORT**

### **Approve January 24-25, 2019 Agenda**

Commissioner French moved and Commissioner Ross seconded to approve the agenda as presented. **Motion carried unanimously.**

### **Approve Minutes of October 25-26, 2018 CRABoard Meeting**

Mr. Storey moved and Second Vice-Chair Janicki seconded to approve the minutes of the October 25-26, 2018 CRABoard meeting. **Motion carried unanimously.**

## **EXECUTIVE DIRECTOR'S REPORT**

### **Staff Updates**

Mr. Koster reported that Mr. Campbell was promoted to a permanent position on the staff.

### **2018 Annual Report**

Mr. Koster noted that the report has been posted on the CRAB website, e-mailed to all county contacts, and mailed to the legislators and staff on the transportation committees.

### **Current Budget Status**

Mr. Koster introduced Mr. Johnson, who reviewed CRAB's current budget status. He reported that the agency will be well within its spending limits at the end of the biennium. He noted that there are three possible upcoming expenses that have not been programmed yet, including a telephone system update and construction of a secure area of the parking lot to discourage vandalism to the agency's vehicles.

### **2019-2021 Proposed Budget**

Mr. Johnson reported that the Governor's proposed budget includes all of CRAB's requests, including funding for the Skagit County ferry. Additional expenses for the move to WaTech's servers will be requested in the 2020 Supplemental Budget.

### **Road Usage Charge Steering Committee Meeting Summary**

Mr. Koster noted that he is a member of the committee, representing the counties. He included the meeting summary to keep the Board informed on the progress of the project.

### **Director's Activities**

Mr. Koster reported that the agency's request to relocate the offices is making its way through the processes required by the state.

He gave further details on the plan to fence off a portion of the parking lot for security for the agency vehicles, noting that vandalism is increasing.

He summarized the legislative issues CRAB is following, including HB1020, which increases the county population size thresholds for member qualification on the County Road Administration Board.

He reported that he is drafting a request for additional funding designated for emergency projects only in a sub-account under the RATA. This would free up more of the regular RATA funds for county projects.

## **RURAL ARTERIAL PROGRAM**

### **Program Status Report**

Mr. Hart reviewed the Rural Arterial Program status report. He noted that 1,069 of 1,181 projects have been completed. Anticipated revenue to the end of the 2017-19 biennium is \$608,394,848. RAP expenditures to date total \$577,215,445. RAP obligations remaining to active projects through the 2017-19 biennium total \$106,926,474. The RATA fund balance as of December 31, 2018 was just under \$17.95 million.

### **Revised RAP Arrays**

Mr. Hart reported that after review of the Six Year Transportation Improvement Programs submitted by the counties on December 31, 2018, staff found 10 projects that were submitted on the proposed array but were not included on the six year programs. They were therefore dropped from the arrays as being ineligible for RATA funding. He presented the revised proposed arrays.

### **Regional Meetings Update**

Mr. Hart reported that meetings were held in November and December in all five regions. Items discussed included biennial funding estimates for RAP (46,000,000) and CAPP (38,500,000), including \$4.8 million in Connecting Washington funding for each; Federal Lands Access Program funding; that proposed RAP projects must be included in the six-year program to be eligible for RAP funding; RAP and CAPP program delivery (dashboard) charts for the new website; the upcoming public hearing on RAP WAC changes; and the BRAC call for bridge projects.

### **Resolution 2019-001 - Apportion RATA Funds to Regions**

Mr. Hart presented Resolution 2019-001 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$3,395,084 now credited to RATA for November and December 2018 be apportioned to the regions by the established 2017-2019 biennium regional percentages after setting aside \$32,282 for administration.

Following questions and discussion, Mr. Storey moved and Commissioner French seconded to approve Resolution 2019-001 - Apportion RATA Funds to Regions.

**Motion carried unanimously.**

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

## **PUBLIC HEARING**

Chair Stacy called the public hearing to order at 2:00 pm.

Mr. Hart presented the proposed amendments to WAC 136-130-020, which are moving language from paragraph 5 to the beginning of the WAC, and adding paragraphs 5(a)

and 5(b) stating that NBI listed structures are eligible for replacement or rehabilitation, while non-NBI listed structures are only eligible for replacement.

He presented the proposed amendment to WAC 136-161-080, which adds paragraph 7, requiring that projects have a total estimated cost of \$250,000 or greater to be eligible for RATA funds.

Mr. Woods presented the proposed amendments to WAC 136-12-020, 136-12-030, 136-12-045, 136-12-060, 136-12-070 and 136-12-080. He noted that these are mainly housekeeping changes to the language regarding changes or vacancies in the office of County Engineer.

He presented the proposed amendments to WAC 136-14-010, 136-14-020, 136-14-030, and 136-14-040. He noted that again these are mainly housekeeping changes to the language regarding priority programming.

Mr. Woods presented the proposed addition of a new section 136-15-055, allowing revisions to an adopted six-year program by a majority vote of the members of the legislative authority who are present when the vote is taken. It also notes that the revisions must be by resolution and following a public hearing, and a copy of the resolution must be sent to CRAB.

Chair Stacy opened the public hearing to public comment. One comment was received via email and presented to the Board.

Chair Stacy closed the public hearing at 2:28 pm.

Following questions and discussion, Commissioner French moved and Commissioner Ross seconded to amend WAC 136-130-020 and 136-161-080 as presented. **Motion carried unanimously.**

Commissioner French suggested amending WAC 136-15-055 to state that a copy of the **adopted** resolution be forwarded to the county road administration board as part of the annual certification for that calendar year. The Board concurred.

Following questions and discussion, Mr. Storey moved and Commissioner French seconded to amend WAC 136-12-020, 136-12-030, 136-12-045, 136-12-060, 136-12-070, 136-12-080, 136-14-010, 136-14-020, 136-14-030, and 136-14-040 as presented, and to add new section 136-15-055 as amended. **Motion carried unanimously.**

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

Mr. Hart reported that Clallam County submitted a request for a scope change for its RAP funded Dry Creek Road, requesting that the milepost limits be revised from 0.10 – 0.68 to 0.00 – 0.68, to match the project detail shown in the county 6-year TIP. The county noted that the limits needed to be increased so they could improve the road all the way to its intersection with SR 101, at milepost 0.00. Mr. Koster sent an approval

letter on January 8, 2019 approving the change, citing that the new limit was an improvement to the project and that the project ranking remained the same. CRAB staff forwarded an amendment allowing the change in scope.

Columbia County requested that the CRAB director grant a two-year extension to the start of construction on Lower Hogeye Road. The project was facing lapsing on April 18, 2019. The county cited loss of key staff, including the county engineer and design engineer, as well as a heavier than normal project load. Mr. Koster approved this request, revising the new construction lapsing date to April 18, 2021. The project must commence construction by that date to retain RATA funding.

Asotin County's Snake River Road project was scheduled to lapse in commencing the final phase of construction on April 16, 2019. However, no initial phases had been entered into RAP Online, therefore the two year phasing deadline was not set. Staff became aware of this when the county requested to use some of the materials on another RAP project. To encourage movement to full road construction, Mr. Koster informed the county on January 23, 2019, that CRAB would input the initial phase of construction as starting April 16, 2019, requiring the final phase to commence by April 16, 2021.

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

#### **COMPLIANCE AND DATA ANALYSIS REPORT**

Mr. Woods reported that 38 counties submitted the required forms by the December 31, 2018 due date. One county submitted their forms on January 2, 2019. All submitted forms have been reviewed and accepted. Thirty eight counties are in reasonable compliance for submitting their year-end forms.

Yakima County was unable to meet the standard of good practice requiring all paved arterial and collector roads be rated for pavement condition biennially. Yakima County Engineer Matt Pietrusiewicz, P.E. sent a letter outlining the timeline of the county's efforts and corrective action plan to bring themselves into compliance. Mr. Woods noted that no action was required by the Board at this time. However, if the county is unable to be in compliance by the April 2019 CRABoard meeting, they will be expected to attend the meeting to discuss the matter further with the Board.

Mr. Woods reported that the Certification of the 2019 Road Levy and Estimated Revenue Produced and Digital Submittal Certification for Forms Due February 1 forms went live on the CARS platform on January 3.

He noted that Douglas and Kittitas Counties are still actively recruiting for County Engineers.

He reported that from October 27, 2018 to January 18, 2019, there were no new audit findings or management letters involving county road or ER&R funds.

There was one unresolved audit finding. Clallam County's FY 2017 accountability audit had a finding regarding their indirect cost distribution method. This finding was after receiving management letters for the same issue for FY 2015 and FY 2016. CRAB staff is working with the county to develop a corrective action plan; however, the retirement of the county's two top financial positions is impacting the timeline.

By email on December 26, 2018 from Ross Tyler, P.E., the county has hired a new Chief Financial Officer. The first priority for the new CFO is to assemble the appropriate protocol for determining the indirect rate for the enterprise funds and the road fund. They hope to have the new plan approved by the State Auditor's Office by mid-2019.

Mr. Woods summarized his other activities since the October 2018 CRABoard Meeting.

## **DEPUTY DIRECTOR'S REPORT**

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

Mr. Olsen noted that Columbia County appointed Charles Eaton, PE, as County Engineer, to begin employment December 1, 2018. Grant Morgan, PE, will continue as Acting County Engineer until Mr. Eaton receives his Washington State P.E. license through comity.

Mason County appointed Diane Sheesley, PE, as County Engineer, effective December 10, 2018. Following the resignation of County Engineer John Huestis, PE, on July 15, 2018, Public Works Director Jerry Hauth, PE, has acted as County Engineer until Ms. Sheesley's appointment.

### **County Visits completed since October 2018**

Mr. Olsen noted visits to Lincoln, Spokane, Douglas, Chelan, San Juan, Lewis, Grays Harbor, Jefferson, and Pend Oreille 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.

CRAB has reviewed 16 audit reports representing 14 counties since the October 2018 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, specifically:

## 2017 Audits

Report #	Entity/Description	Report Type	Audit Period	Date Released	New?	Co. Rd?	Prev?	Status
1023103	Mason County	Accountability	01/01/2017 to 12/31/2017	1/17/2019	1	NCR	1	NCR
1022766	Snohomish County	Accountability	01/01/2017 to 12/31/2017	12/31/2018				
1022735	Benton County	Accountability	01/31/2017 to 12/31/2017	12/27/2018				
1022780	Yakima County	Accountability	01/01/2017 to 12/31/2017	12/24/2018				
1022795	Douglas County	Accountability	01/01/2017 to 12/31/2017	12/24/2018				
1022829	Walla Walla County	Accountability	01/01/2017 to 12/31/2017	12/24/2018				
1022812	Cowlitz County	Financial and Federal	01/01/2017 to 12/31/2017	12/20/2018	1	NCR		
1022813	Cowlitz County	Accountability	01/01/2017 to 12/31/2017	12/20/2018				
1022768	Kittitas County	Accountability	01/01/2017 to 12/31/2017	12/13/2018				
1022696	Kitsap County	Accountability	01/01/2017 to 12/31/2017	12/3/2018				
1022576	Jefferson County	Accountability	01/01/2017 to 12/31/2017	11/21/2018				
1022495	Grant County	Financial and Federal	01/01/2017 to 12/31/2017	11/13/2018	1	NCR	1	NCR
1022573	Thurston County	Accountability	01/01/2017 to 12/31/2017	11/13/2018				
1022327	Chelan County	Accountability	01/01/2017 to 12/31/2017	11/5/2018				
1022532	Skamania County	Accountability	01/01/2016 to 12/31/2017	11/1/2018	1	NCR		
1022541	Skamania County	Financial and Federal	01/01/2017 to 12/31/2017	11/1/2018				
				TOTAL	4	0	2	
				<i>NCR</i>	<i>Non-County Road</i>			
				<i>CR-FC</i>	<i>County Road-Fully Corrected</i>			
				<i>CR-PC</i>	<i>County Road-Partially Corrected</i>			

### Activities

Mr. Olsen reviewed a list of his activities since the October 2018 CRABoard meeting.

**Chair Stacy recessed the meeting at 3:52 p.m. The meeting was scheduled to reconvene January 25, 2019 at 8:30 a.m.**

**County Road Administration Board  
Friday, January 25, 2019**

**CALL TO ORDER**

The meeting was reconvened by Chair Stacy at 8:30 a.m. He requested that all electronic devices be silenced and that guests sign in.

**WSACE MANAGING DIRECTOR**

Ms. Wall reported that the annual Professional Development Conference will be held February 6-8 at Suncadia Resort in Cle Elum.

She presented a proposal for new funding for transportation by Senator Steve Hobbs, Chair of the Senate Transportation Committee. She attended a work session on the topic on January 24, and reported a very positive response from those attending. One of the proposed expenditures is \$3.5 billion for fish passage barrier removal. CRAB is slated to receive \$70 million over ten years in the draft proposal.

She distributed a handout listing the bills that WSAC and WSACE are tracking during this legislative session.

**STAFF REPORTS**

**Information Services Division Manager**

Mr. Hagenlock reported that Phase I of the GIS-Mo project kicked off November 7-8, 2018. The Esri Roads & Highway program is being evaluated. Staff has begun discussions and planning of the initial training schedule and syllabus.

He noted that it appears moving to the WaTech Private Cloud instead of physically moving the agency servers is the best option. This option is cost competitive, technical support is included, and is future proof and flexible.

He reported that the CRAB Website Enhancement Project launched December 22, 2018. Next steps include a Content Management System, which will allow other staff members limited publishing and editing rights to specific areas of the site, and Site Analytics.

In virtualizing the SQL Server, the RAP database was migrated December 6, 2018. The CARS database migration is planned for February 4, 2019. Migration of Mobility, including MARS and supporting databases, is yet to be determined.

He reported that Scott Campbell, Systems Security Specialist, was hired as a permanent employee. Mike Clark recently coordinated a PowerBI presentation delivered by HealthCare Authority's Tim Dyeson. The IT team continues to participate in monthly Webinars to familiarize with VUEWorks.



He gave a system security update, noting that Mr. Campbell has conducted a full inventory of all of the agency's physical assets. Windows critical updates and full server anti virus sweeps have been performed.

Mr. Hagenlock noted that there was enough demand for Mobility training to conduct a class in Columbia County on November 30, and one in Olympia on December 7.

In the fourth quarter of 2018, 49 customer service issues were reported across nine categories. Fifty seven issues were resolved across 13 categories.

He introduced Mr. Oyler, who gave a brief demonstration of the new website. Mr. Cole noted that a map feature is planned for the future.

### **Design Systems Manager**

Mr. Ayres reported on recent training he has conducted, and classes scheduled in the next month. He noted that CRAB offers these classes free of charge, versus the estimated \$2,500 cost per student in the private sector.

He summarized the recent Road Design Conference held in Chelan October 31-November 2, 2018. There were 75 participants from 22 counties. He noted that staff has decided to change the conference to spring, so the next conference will not be until the end of March 2020.

He reported on the Design Systems Software Survey he sent to the counties last fall. All 39 counties responded. The information gathered on the various programs the counties are utilizing will be used to better support the counties in the future.

### **Engineering and Administrative Support Manager**

Mr. Pohle reported that since the October 2018 CRAB Board meeting he has conducted county visits in Jefferson and Mason Counties. He had 55 contacts and/or consultations with 19 counties, 12 other agencies, and nine with the public.

One new audit issue, with compliance components initiating consultative contacts, involving the road fund or road departments, has been reviewed in the last quarter for Jefferson County.

Mr. Pohle reported that County Engineer's Training was held in the CRAB offices December 4-6, with nine participants from seven counties. He has redesigned the training agenda and some content for the May 2019 class, which is already full with three people on the waiting list.

He has made minor edits to the County Engineer Desk Reference.

He summarized his other activities.

**MONUMENT PRESERVATION PRESENTATION**

Mr. Pohle noted that survey monuments are public domain, and the counties are responsible for protecting and preserving those that are in rights of way.

He introduced Mr. Beehler, Mr. Fuller, and Mr. Wengler, who gave further information on the topic.

Mr. Beehler noted that currently the permitting process for counties to chip seal over monuments is lengthy and time consuming. The DNR is proposing a shortened permit or a Memorandum Of Understanding for county chip seals only.

They are requesting that the counties report proposed annual chip seal projects to CRAB, and to report to CRAB annually when affected monuments were uncovered.

The Board indicated that they would like more information before committing to any oversight on the issue. CRAB staff will continue to research the topic, and will provide more education at trainings and meetings with county engineers.

**OTHER**

The Board briefly discussed the issue of potential issues in clear zone issues following a recent court decision.

Chair Stacy adjourned the CRABoard meeting at 11:13 a.m.

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Chair

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Attest